



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, December 15, 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 December 15, 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 December 14, 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/85347889293?pwd=clRXWmk5VzRNTDZmeTBxd1VTK3Y4Zz09>

Meeting ID: 853 4788 9293

Passcode: 365092

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, December 14, 2021 by 4:30 pm to Rachel.litchfield@cultuslake.bc.ca



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

Wednesday, December 15, 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), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

(3) RECONVENE

Page 1

(4) APPROVAL OF AGENDA

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 15, 2021; and*

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

(5) ADOPTION OF MINUTES

Page 7

- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 24, 2021.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 15

- (a) *THAT the Cultus Lake Park Board adopt the October 15, 2021 Village Center Planning and Development Committee Minutes.*

Page 19

- (b) *THAT the Cultus Lake Park Board adopt the October 21, 2021 Community Events and Engagement Committee Minutes.*

Page 21

- (c) *THAT the Cultus Lake Park Board adopt the November 22, 2021 Community Events and Engagement Committee Minutes.*

Page 25

- (d) *THAT the Cultus Lake Park Board adopt the November 23, 2021 Village Center Planning and Development Committee Minutes.*

(7) ELECTION OF THE CHAIR

(8) ELECTION OF THE VICE CHAIR

(9) CORRESPONDENCE

Page 29

(a) **Cultus Lake Park Variance Permits and PlanCultus**

- Letter dated October 26, 2021 from Cultus Lake Community Association Directors

***THAT** the Cultus Lake Park Board receive the letter from Cultus Lake Community Association Directors regarding Cultus Lake Park Variance Permits and PlanCultus.*

Page 37

(b) **Cultus Lake Park Totem Pole History and Dedication**

- Letter dated November 14, 2021 from resident, Sheryl Henderson

***THAT** the Cultus Lake Park Board receive the letter from Ms. Henderson regarding the history of the totem pole(s) located at Main Beach; and*

***THAT** the Cultus Lake Park Board request that staff provide the Board with options on the suggested recommendations at the January 19, 2022 Board Meeting.*

Page 41

(c) **November 2021 Rainstorm Events**

- Letter dated November 30, 2021 from resident, Roger Burrows

***THAT** the Cultus Lake Park Board receive the letter, background information and chronology from Mr. Burrows regarding the November rainstorm events.*

(10) FINANCE

Page 47

Page 49

Page 51

(a) **Cultus Lake Park 2022 - 2026 DRAFT Financial Plan**

- Cultus Lake Park 2022-2026 Five Year Financial Plan Bylaw No. 1199, 2021
- Schedule A, 2022 Financial Plan
- Schedule B, 2022-2026 Financial Plan

***THAT** the Cultus Lake Park Board give Third readings to Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021.*

(11) BYLAWS

Page 53

Page 55

(a) **Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021 and Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021**

- Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021
- Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021

***THAT** the Cultus Lake Park Board give Third reading to the Cultus Lake Park Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021.*

THAT the Cultus Lake Park Board give Third reading to the Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021.

(b) **Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021**

Page 57

- Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021

THAT the Cultus Lake Park Board give Final readings to the Cultus Lake Park Board Short-term Rental Bylaw No.1202; 2021.

(c) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021**

Page 63

- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021

THAT the Cultus Lake Park Board give Final readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021.

(d) **Cultus Lake Park Levying of Rates Bylaw No. 1204, 2021**

Page 67

Page 69

- Report dated December 15, 2021 from Erica Lee, Chief Financial Officer
- Cultus Lake Park Levying of Rates Bylaw No.1204, 2021

THAT the Cultus Lake Park Board give First, Second and Third readings to Bylaw No. 1204, 2021 cited as the 2022 Levying of Rates Bylaw.

(e) **Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021**

Page 73

Page 75

Page 99

- Report dated December 15, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Sunnyside Campground Bylaw No. 1205, 2021
- Redline version Sunnyside Campground Bylaw

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.

(f) **Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1206, 2021**

Page 131

Page 133

Page 135

Page 137

Page 141

- Report dated December 15, 2021 from Erica Lee, Chief Financial Office
- Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1206, 2021
- Schedule A
- Schedule B
- Schedule C

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1206, 2021.

(g) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1207, 2021**

Page 143

Page 145

- Report dated December 15, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1207, 2021

THAT the Cultus Lake Park Board give First, Second, and Third readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1207, 2021.

(12) STAFF REPORTS

(a) November 2021, Flooding Event and Recovery

Page 153
Page 157

- Report dated December 15, 2021 from Joe Lamb, Chief Administrative Officer
- Attachment 1 – Timeline

THAT the Cultus Lake Park Board receive the November 2021 Flooding Event and Recovery report for information.

(13) REPORTS BY COMMISSIONERS

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

Page 161
Page 165
Page 167
Page 171
Page 175
Page 177
Page 179

- Report dated December 15, 2021 from Cultus Lake Park Board Chair
- Terms of Reference Commercial Leaseholder Committee
- Terms of Reference Community Events and Engagement Committee
- Terms of Reference Village Center Planning and Development Committee
- Terms of Reference Environmental and Public Area's Planning Committee
- Committee Application
- Board Committee System Policy

THAT the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:

Commercial Leaseholder Committee (Standing)

Chair – Commissioner Smit

Vice Chair - Commissioner Payeur

2 appointed members of the Commercial Leaseholders

Community Events and Engagement Committee (Select)

Chair – Commissioner Dzaman

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee (Select)

Chair - Commissioner Dzaman

Vice Chair – Commissioner Bauer

Environmental and Public Area's Planning Committee (Standing)

Chair – Commissioner Bauer

Vice Chair – Commissioner Payeur

Cultus Lake Stewardship Strategy (CLASS) (External)

Commissioner Bauer

Tourism Chilliwack (External)

Commissioner Bauer

Cultus Lake Community School (External)
Commissioner Payeur

THAT the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 19, 2022.

Page 187

(b) **Small Mouth Bass Research**

- Report dated December 15, 2021 from Commissioner Bauer, Chair, Environmental and Public Areas Planning Committee

THAT the Cultus Lake Park Board support the continuance of research in collaboration with the Cultus Lake Stewardship Society;

THAT the Cultus Lake Park Board endorse a contribution to the Cultus Lake Aquatic Stewardship Society in the amount of \$5,000; and

THAT the Cultus Lake Park Board approve releasing these funds from the Public Areas account to support this initiative.

(14) COMMUNITY ASSOCIATION

(15) PUBLIC QUESTION PERIOD

(16) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on December 15, 2021 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, November 24, 2021
Cultus Lake Park Office Boardroom
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner D. Renwick – Chair, Via Zoom
Commissioner D. Bauer – Vice Chair, Via Zoom
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 Sunnyside Campground & Accommodations – C. Volk
Communications, Media and Event Coordinator – A. Nadeau

(1) CALL TO ORDER

The Chair called the meeting to order at 4:01 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

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

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

Section 90 (1), (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and

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

(3) RECONVENE

The meeting reconvened at 5:01 pm.

(4) APPROVAL OF AGENDA

4867-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of November 24, 2021, by removing and replacing under Section 10 - Staff Reports, Item 10,(b) Flu Vaccination Clinic;

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

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

CARRIED

(5) ADOPTION OF MINUTES

4868-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 20, 2021.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

4869-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board adopt the July 12, 2021, Cultus Lake Park Foreshore Fundraising and Improvement Committee Minutes.*

CARRIED

4870-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board adopt the September 8, 2021, Cultus Lake Park Commercial Leaseholder Committee Minutes.*

CARRIED

4871-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board adopt the October 1, 2021, Cultus Lake Park Environmental and Public Areas Planning Committee Minutes*

CARRIED

(7) FINANCE

(a) Cultus Lake Park 2022 – 2026 DRAFT Financial Plan

- Report dated November 24, 2021, from Erica Lee, Chief Financial Officer
- Cultus Lake Park 2022-2026 Five Year Financial Plan Bylaw No. 1199, 2021
- Schedule A, 2022 Financial Plan
- Schedule B, 2022-2026 Financial Plan
- Business Unit Detail
- Schedule of Reserves
- Financial Planning Worksheet, Budget Changes
- Revenue
- Expenses
- Reserves
- Capital Projects

- 2022 Budget Highlights

Chair Renwick explained the process and noted that staff will provide a presentation to the Board and public. He noted that following this, members of the public may bring forward questions once the presentation is complete.

Erica Lee, Chief Financial Officer explained the structure of the presentation and reviewed highlights of the budget. She noted the 2022 expenditures.

She noted that included in the agenda package are the schedules that outline the summary of the Financial Plan for individual Business Units, Summary of the plan for 2022 – 2026 and a detailed five year plan for the Business Units. She further noted that the package also includes reserve schedules along with changes to revenues, expenses and capital projects.

She addressed the fact that it has been talked about for many years the many constraints and limitations.

She noted that the budget focuses on four major areas, infrastructure needs, safety and security of the park, environmental stability for the park and cleanliness of the park.

She outlined that the area of security by explaining the need for enhancement with respect to security, bylaw enforcement and RCMP services and recommended changes.

She noted the need for infrastructure updates, docks, building improvements, plaza redevelopment, Sunnyside Campground upgrades, washroom renovations, as well as upgrades to the sewer system.

She noted that the environmental and cleanliness of the park with irrigation installation, tree and root enhancement along with lakeshore erosion. With respect to cleanliness it is proposed to have additional staffing in public works, increased garbage service frequency, and a purchase of a mini garbage truck to become more efficient.

She noted all of the business units the park budgets for as well as the revenue generating units. She reviewed the parks revenue sources and noted that Sunnyside Campground is our main revenue source, following that, parking and public areas revenue being the second highest with revenue expected to reach around \$7 million dollars.

She reviewed and noted all areas of revenue, residential, licensing, parking projections and changes and infrastructure enhancements. She noted the biggest change for parking relates to higher demands to offer hourly parking.

She noted a small increase for Sunnyside Seasonal Campers, and small increases to overnight camper fees. In addition, implementing infrastructure and foreshore charges.

She noted that the 2022 moorage fees would remain the same with funds being allocated to the foreshore reserve.

She reviewed the protective services with increases for an additional bylaw enforcement officer, and a bylaw clerk.

It is proposed to hire a second public works supervisor and equipment to support their needs.

She noted proposed changes for the administrative area, along with Sunnyside management/visitor service area and to hire a seasonal accounting clerk and corporate clerk as well as software and a charging station.

She noted recommended changes to the Fire Department highlighting partnership agreements, storage containers, training, and grounds upgrades and improved compensation for key positions.

She noted for Sunnyside Campground, complete renovations, sewer connections carry forwards, gatehouse and kiosk upgrades, irrigation and landscaping, boat launch improvements along with a license plate reader.

She noted changes for the plaza as well as the community hall, visitor services for a refresh program with irrigation installation.

She highlighted some of the new initiatives for public areas highlighting, full washroom renovations at Main beach, parking meter upgrades and extension of the irrigation system.

Lastly, she noted proposals for the foreshore area, replacement of the boat launch, and carry forwards with dock issues and foreshore erosion along with continuing with milfoil control.

4872-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021.

CARRIED

(b) Public Consultation on the 2022 - 2026 Cultus Lake Park DRAFT Financial Plan

Colleen Rogozinski inquired if the additional Bylaw Enforcement Officer and the Bylaw Clerk would be seasonal or full time?

Erica Lee, Chief Financial Officer noted that they are budgeted as two full time positions.

Chief Administrative Officer, Joe Lamb noted for clarity, that currently some of the services that the bylaw clerk role would undertake are being supported by City of Chilliwack staff through the adjudication society, and we are hoping to amalgamate these positions and make some required changes to the administrative team to better manage the areas required.

(8) BYLAWS

(a) Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021 and Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021

- Report dated November 24, 2021, from Erica Lee, Chief Financial Officer
- Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021
- Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021

4873-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board give First and Second readings to the Cultus Lake to the Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021.

THAT the Cultus Lake Park Board give First and Second readings to the Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021.

CARRIED

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

- Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198,

4874-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

CARRIED

(c) **Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021**

- Report dated November 24, 2021, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021
- Cultus Lake Park Short-term Rental Administrative Policy
- Cultus Lake Park Short-term Rental Guide and Application

4875-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Short-term Rental Bylaw No.1202; 2021;

THAT the Cultus Lake Park Board approve the Cultus Lake Park Short-term Rental Administrative Policy; and

THAT the Cultus Lake Park Board approve the Cultus Lake Park Short-term Rental Guide and Application.

(d) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2021 Amendment Bylaw No. 1203, 2021**

- Report dated November 24, 2021, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021

4876-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021.

CARRIED

(9) CONSENT AGENDA

(a) Third Quarter Reports

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

4877-21 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

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

CARRIED

(10) STAFF REPORTS

(a) 2022 Cultus Lake Park Board Regular Board Meeting Dates

- Report dated November 24, 2021, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4878-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board endorse the following dates for the 2022 calendar year for the Cultus Lake Park Board Regular Board Meeting dates:

<i>January 19, 2022</i>	<i>February 16, 2022</i>
<i>March 16, 2022</i>	<i>April 20, 2022</i>
<i>May 18, 2022</i>	<i>June 15, 2022</i>
<i>July 20, 2022</i>	<i>August 17, 2022</i>
<i>September 21, 2022</i>	<i>October 19, 2022</i>
<i>November 16, 2022</i>	<i>December 14, 2022</i>

CARRIED

(b) Flu Vaccination Clinic – Cultus Lake Park Community Hall

- Report dated November 24, 2021, from Amanda Nadeau, Communications, Media and Events Coordinator

4879-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods on Saturday, November 27, 2021, from 10:00 am to 3:00 pm to administer vaccinations free of charge to all community members; and

THAT the Cultus Lake Park Board approve relocating the Flu Vaccination Clinic from the Cultus Lake Community Hall to the Cultus Lake Park Boardroom due to the recent flooding.

CARRIED

(11) COMMISSIONERS REPORTS

(a) Christmas Tree Donation to Cultus Lake Elementary Community School

- Report dated November 24, 2021, from Commissioner Dzaman

4880-21 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the donation of \$250 for the purchase of miniature Christmas trees for the students at the Cultus Lake Elementary Community School in partnership with the Parent Advisory Committee.

CARRIED

(12) COMMUNITY ASSOCIATION

Question:

Colleen Rogozinski wished to thank the Board and staff that they witnessed working tirelessly through the natural disaster and noted that on behalf of the association wanted to share their appreciation for all of their hard work.

Chair Renwick noted that staff will wait to see what arises with the next few storms systems and noted that our staff have done an exceptional job getting the park back up and running to be functioning again. He noted that this was done through their hard efforts and community around us, Fraser Valley Regional District, the City of Chilliwack. Things are looking to be a bit brighter. He noted that we have had ongoing discussion with the park's insurers with respect to the damage that has occurred and until their review and expect that staff should be able to provide an overview of the damages and suggestions to move forward. We continue to monitor what is going on around Sweltzer Creek with staff removing debris however, our weather patterns are uncertain at this time, and we may expect more damages to report.

Chief Administrative Officer, Joe Lamb noted that staff have been posting updates daily on the website and we will be working on a go forward plan in collaboration with the insurers as information comes. We are hoping to have more information on what will be covered as we are notified by the park's insurers. He noted that barring any further issues, he will be preparing a report to the Board for the December meeting.

Colleen Rogozinski noted that there appears to be a lot of anxiety in the community and noted that communication is important and was not aware that there was daily updates available and noted that the information gets out to the community.

Chief Administrative Officer, Joe Lamb recognized that there is a lot of anxiety however, noted that the park will rebuild and that they expect to have more information in the next 30 – 45 days.

(13) PUBLIC QUESTION PERIOD

- Q: Ken Dosen, Park Drive – Inquired with respect to the docks, he is hoping with if the boat launches are to be replaced that they are replaced with floating docks like the ones at Jade Bay which are very durable.
- A: Chief Administrative Officer, Joe Lamb noted that they will be able to assess the state of the docks and having an engineer assessment. As for a rebuild of the docks, we may be able to supplement the costs based on the insurance review.
- Q: Colleen Rogozinski, Community Association noted for clarification on the Flu Clinic, she did not notice anything about pre-registration.
- A: Amanda Nadeau, Communications, Media and Event Coordinator noted that pre-registration is required by calling the park office or emailing reception. This information is posted on the website and Facebook.
- Q: Rick Williamson, First Avenue -Inquired if Light up Cultus is still going ahead?
- A: Chief Administrative Officer, Joe Lamb noted that Light up Cultus was cancelled as an official event, but the trees are being finished and a number of them are ready to go if anyone wants to come down and look at them. He noted that staffs plan is have everything in place December 1st and to have Main Beach cleaned up, so it is in a safe state for those to walk around.

(14) ADJOURNMENT

4881-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Regular Meeting of the Cultus Lake Park Board held on November 24, 2021, be adjourned at 5:48 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held November 24, 2021.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

FRIDAY, OCTOBER 15, 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**

C. Elstak
E. Vance – Via Zoom
P. Vander Helm – Via Zoom
B. Shirley – Via Zoom
G. Senft – Via Zoom
C. Rogozinski – Via Zoom
B. Vandenbrink – Via Zoom

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

**Member of
the Public**

Regrets

(1) CALL TO ORDER

The Chair called the meeting to order at 9:04 am.

(2) APPROVAL OF AGENDA

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

***THAT** the agenda for the October 15, 2021 Village Center Planning and Development Committee be approved as amended by adding item 4. K. Renwick's resignation.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: D. Bauer Seconded by: C. Rogozinski

***THAT** the minutes of the August 20, 2021 Village Center Planning and Development Committee were approved via email on September 2, 2021*

CARRIED

(4) ADDITION TO THE AGENDA

The chair announced that K. Renwick resigned from the committee as of Oct 3, 2021

(5) CONSULTANT DETAILS

Two-phase approach:

- Phase 1 – Firm up land use decisions
- Phase 2 – Prepare technical and supporting studies based on the proposed land use.

2 Phases may provide the opportunity to break up the cost over capital budget years. Below is a potential outline of tasks and timeline for each. Approximately a total of 12 months.

Phase 1: Land Use Plan

Task 1: Start Up and Information Gathering (1 month)

Project Start-up Meeting
Site Visit
Review Background Information
Prepare Base Mapping
Prepare Communications & Engagement Strategy

Task 2: Technical Assessment (1 – 2 months)

Market Assessment
Land Use Assessment

Task 3: Community Engagement Round 1 (1 - 2 months)

Community Survey
Community Open House
Staff Workshop
Stakeholder Consultation (FVRD, Chilliwack, Soowahlie First Nation, Aitchelitz First Nation)
Prepare Engagement Summary

Task 4: Prepare Preliminary Land Use Plan (1 month)

Initial Land Use Plan
Draft Policy Direction
Client Review¹⁰

Task 5: Draft Village Centre Plan (1- 2 months)

Prepare First Full Draft
Client Review
Community Engagement Event to Review Plan

Task 6: Finalize Plan (1 month)

Finalize Plan
Board Presentation

Phase 1 (6 to 9 months)

Phase 2: Technical Assessments / Supporting Studies

Water and Sewer
Roads and Transportation
Rainwater Management
Environmental Assessment

Phase 2 Total Estimate: 3 months

The committee discussed the above details regarding what a reasonable timeline is for a project like this.

- Committee member questioned the reality of the proposed timeline and suggested that it would take much longer.
- Staff to ask the planners if the timeline must stay in this exact order.
- E. Vance updated the committee regarding the information he gathered from a local developer.
- A discussion was had regarding the length of a residential lease (21 years).

(6) EXPRESSION OF INTEREST / RFP DOCUMENT

- Moving to start this document, the chair feels we are not quite ready to move forward with this.
- Using a consultant will be helpful with determining when to move forward with this document.

(7) OPEN DISCUSSION

- The chair discussed that the committee will be dissolved December 1, 2021 and hopes the committee will be reinstated in 2022.
- CAO updated the committee regarding the sewer situation.
- CAO updated the committee on the budget process and that there is money proposed in the 2022 budget to work with a consultant.

(8) PUBLIC QUESTION PERIOD

No public at this meeting

(9) NEXT MEETING DATE AND TIME

November 23, 2021 at 9:00 am – Update on urban systems meeting and the budget

(10) ADJOURNMENT

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

THAT the Village Center Planning and Development Committee meeting held on October 15, 2021 be adjourned at 9:38 am.

CARRIED



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY OCTOBER 21, 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 – Via Zoom

Staff Chief Administrative Officer – J. Lamb
Lease Administrator – K. Craig

Regrets

**Members of
the public**

(1) CALL TO ORDER

The Chair called the meeting to order at 6:01 pm.

(2) APPROVAL OF AGENDA

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

***THAT** the agenda for the October 21, 2021 Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: D. Seely Seconded by: E. Jartved

***THAT** the minutes for September 20, 2021 Community Events and Engagement Committee were approved via email on October 14, 2021.*

(5) CHRISTMAS EVENT

- The Chair updated the committee that the Board approved the event.
- The committee discussed the current Provincial Health Orders in regard to outdoor events.
- The CAO updated the committee about the Christmas lights that staff will be installing.
- Staff to reach out to the fire department to see if they can volunteer.

- The committee discussed the types of COVID friendly activities that they can have at the event.
- Main Beach Boat Rentals to be open and have hotdogs available for sale. E. Jartved to follow up with this and report back to the committee.
- S. Lamb and D. Seely to coordinate the hot chocolate, that will be available to attendees.
- A discussion was had around the way to advertise for this event.

MISCELLANEOUS

- S. Lamb suggested that the committee pre order Christmas tree lights from a supplier this year, for next year.
- The committee discussed having a sponsor for the donation of tree lights.
- Next years committee to discuss the types of lights used and available for purchase.

(6) PUBLIC QUESTION PERIOD

No public at meeting

(7) NEXT MEETING DATE AND TIME

November 15, 2021 at 6:00 pm

(8) ADJOURNMENT

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

THAT the Community Events and Engagement Committee meeting held on October 21, 2021 be adjourned at 6:55 pm.

CARRIED



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY NOVEMBER 22, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner K. Dzaman – Chair

**Committee
Members**

P. McEwan – Vice Chair
D. Seeley
E. Jartved
S. Lamb – Via Zoom

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

Regrets K. Brauer

**Members of
the public**

(1) CALL TO ORDER

The Chair called the meeting to order at 6:07 pm.

(2) APPROVAL OF AGENDA

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

***THAT** the agenda for the November 22, 2021 Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

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

***THAT** the minutes for October 21, 2021 Community Events and Engagement Committee be approved.*

(4) RECAP OF EVENTS - 2021

The committee discussed the events that were planned during 2021. Unfortunately, due to COVID no events came to fruition.

(5) EVENTS FOR 2022

The committee discussed the events that have happened in previous years and ones they would like to hold:

- Elvis in the Plaza
- Cultus Lake Day
- Movie Nights
- Christmas Market and Lights Events
- Farmers Market
- Polar Bear Swim
- Spring Golf Event (fundraiser for Cultus Lake Day)
- Blanc on the Beach

Through discussion the committee agreed the “core” events they want to hold annually:

- Movie nights
 - Staff to research the history of the movie nights and the involvement of Sunnyside Campground
 - 2 movies in each July and August
 - Planning to begin in April and work out the specifics
- Christmas Market and Lights Event
 - Fundraising, light inspection, light purchase, and planning to begin in February
- Cultus Lake Day
 - Planning to begin at first meeting of the 2022 CEEC
- Elvis in the Plaza
 - Planning to begin in April to secure a date
- Farmers Market.
 - Planning to begin March
- Blanc on the Beach
 - 2022 Committee to discuss if this event would be possible
- Polar Bear Swim
 - 2022 Committee to discuss in late fall for 2023

The committee had a discussion regarding vaccine passports and will discuss the ways to deal with them in the new year.

(6) PUBLIC QUESTION PERIOD

No public at meeting

(7) NEXT MEETING DATE AND TIME

No more meetings for the 2021 CEEC Committee

(8) ADJOURNMENT

Moved by:

Seconded by:

THAT the Community Events and Engagement Committee meeting held on November 22, 2021 be adjourned at 7:11 pm.

CARRIED



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

TUESDAY, NOVEMBER 23, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner K. Dzaman – Chair
Commissioner D. Bauer – Vice-Chair – Via Zoom

**Committee
Members**

E. Vance – Via Zoom
C. Elstak (joined at 9:08 am)
B. Shirley – Via Zoom
G. Senft – Via Zoom
C. Rogozinski – Via Zoom
B. Vandenbrink – Via Zoom
P. Vander Helm (joined at 9:12 am)

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

**Member of
the Public**

Regrets

(1) CALL TO ORDER

The Chair called the meeting to order at 9:02 am.

(2) APPROVAL OF AGENDA

Moved by: B. Vandenbrink Seconded by: E. Vance

***THAT** the agenda for the November 23, 2021 Village Center Planning and Development Committee be approved.*

CARRIED

(3) DELEGATIONS – VIA ZOOM

9:00 am – Field & Martin

- Marten Van Huizen, from Field & Martin joined the committee meeting via zoom. After a brief history and introduction of their project planning company, he also told the committee about the specific projects that they have developed.
- He gave an overview of the important requirements necessary for a new development and how a development company can be helpful and beneficial.

- The committee questioned the difficulty of the constraints of leased land and about funding a business plan.
- A discussion was had regarding the different directions a development could go, i.e. investors, long term partners.
- The committee chair thanked Marten Van Huizen for his time and the information he provided.

9:30 am – Urban Systems

- Sam Lahey and JP Lapointe from Urban Systems joined the committee via Zoom.
- They discussed the high-level plan that they had provided the committee at the October 15, 2021 Village Center Planning and Development Committee meeting. (Details in the October 15 meeting minutes)
- The committee asked from what we have done so far, what are the next steps:
 - Community consultation, concept design and rezoning.
- A discussion was had regarding zoning and creating the zones we would require.
- The committee asked at what point they would suggest talking to potential developers.
- A discussion was had regarding the difficulty of the constraints of leased land.
- Initial plan and land use plan and concepts and have the community engagement near the beginning and then keep them engaged throughout the process.
- The chair thanked Sam Lahey and JP Lapointe for their time and the information they provided.

(4) APPROVAL OF THE MINUTES

Moved by: G. Senft Seconded by: C. Rogozinski

THAT the minutes of the October 15, 2021 Village Center Planning and Development Committee be approved.

CARRIED

(5) OPEN DISCUSSION

- The committee had a discussion regarding the two delegates information and services they can provide.
- The committee asked for an update on the wastewater treatment plant. The CAO had no update at this time.
- There was a discussion regarding community engagement and transparency. The Chair reiterated that Community Engagement is a necessary and important part of the process.

Also, that the committees' minutes are published, and the meetings are posted and open to the public. He also stated that recommendations from this committee are made to the

Cultus Lake Park Board and appear in the Board agendas and Minutes. This continues to provide ample opportunity for engagement and transparency.

- The Committee Chair explained that the 2021 committee is completed as of December 1 and at the discretion of the Cultus Lake Park Board Chair the committee may be formed again for 2022 and he thanked everyone for their time in 2021 and hoped they would all apply again and be able to continue moving forward.

(6) PUBLIC QUESTION PERIOD

No public at this meeting

(7) NEXT MEETING DATE AND TIME

No more meetings for the 2021 Village Center Planning and Development Committee.

(8) ADJOURNMENT

The Chair adjourned the meeting.

THAT the Village Center Planning and Development Committee meeting held on November 23, 2021 be adjourned at 10:40 am.

CARRIED

From: CLCA Community Association <cultuslakeca@gmail.com>
Date: Tuesday, October 26, 2021 at 2:13 PM
To: Graham Daneluz <Gdaneluz@fvrld.ca>, hnadvi@fvrld.ca <hnadvi@fvrld.ca>
Cc: David Renwick <david.renwick@cultuslake.bc.ca>, Joe Lamb <joe.lamb@cultuslake.bc.ca>, Taryn Dixon <tdixon@fvrld.ca>, Jennifer Kinneman <jkinneman@fvrld.ca>, CLCA-Cultus Lake Community Association <info@cultuscommunity.ca>, Darcy Bauer <darcy.bauer@cultuslake.bc.ca>, Larry Payeur <larry.payeur@cultuslake.bc.ca>, Casey Smit <casey.smit@cultuslake.bc.ca>, Kirk Dzaman <kirk.dzaman@cultuslake.bc.ca>
Subject: Cultus Lake Park Variance Permits and PlanCultus

CULTUS LAKE
COMMUNITY ASSOCIATION

October 26th, 2021

Graham Daneluz, Director of Planning & Development
Hasib Nadvi, Manager of Planning
Planning Department
Fraser Valley Regional District
1-45950 Cheam Avenue
Chilliwack, BC V2P 1N6

Gentlemen:

The Cultus Lake Community Association wishes to remind the FVRD Planning Department of PlanCultus and its reference to Form and Character that new developments should integrate into and enhance the existing form and character previously established in Cultus Lake Park.

To refresh your memory, attached is a 6 page excerpt from the PlanCultus community plan from 2016 including a long checklist of what to look for when deciding on new building construction.

We are questioning whether FVRD is following these guidelines, for example, ignoring the recommendation to have a Design Panel Review. We depend on FVRD Planning Department to understand the existing character of the community and enhance the aesthetic and recreational aspect of the Park. It states that "new development must integrate with its adjacent build and natural surroundings in a cohesive manner". According to PlanCultus, buildings should have some architectural appeal, green space, foliage, and reflect the community's key values.

"Buildings need to fit in with a cabin style in the vernacular of the region. Don't allow homes designed for the suburbs, the city, etc." – PlanCultus Summer 2015 Draft Two Survey Response

Here are two other references in the PlanCultus checklist that should be considered by the planning department:

24. Blank and monotonous facades and roof lines should be avoided. Building surfaces two stories high or exceeding fifteen (15) metres in length should be relieved with changes of wall plane, roof articulation or other means of differentiation that provide visual interest.

25. Building massing and character should create visual interest that draws pedestrians through the environment; for example, by:

- a. Providing unique landmarks;
- b. Locating or siting buildings to frame vistas and define refuges; and,
- c. Varying building scale, color and design to provide visual interest.

Though we appreciate that new leaseholders want to maximize their building footprint on these small lots, they should be complementary to the "form and character" of Cultus Lake Park.

Thank you for consideration in this matter and look forward to your response.

Regards,

Cultus Lake Community Association Directors

cc:

Commissioner and Chair David Renwick, Cultus Lake Park Board

Commissioner Darcy Bauer, CLPB

Commissioner Larry Payeur, CLPB

Commissioner Casey Smit, CLPB

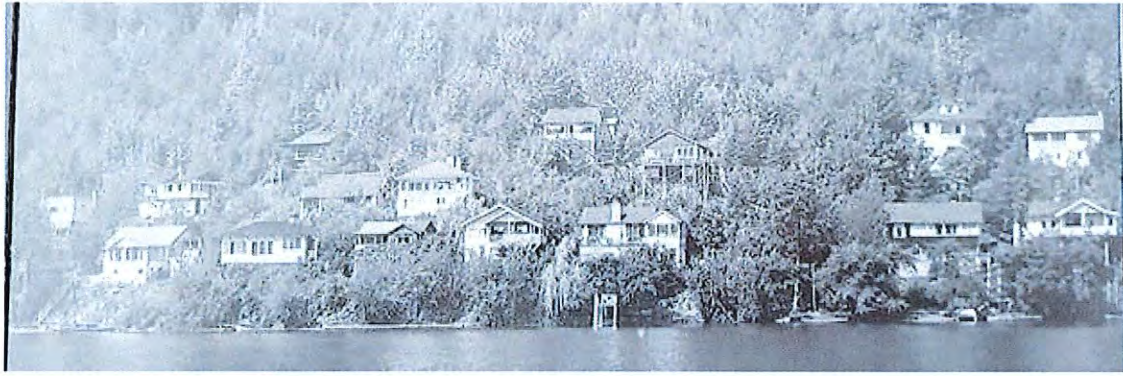
Commissioner Kirk Dzaman, CLPB

Area H Director Taryn Dixon, FVRD

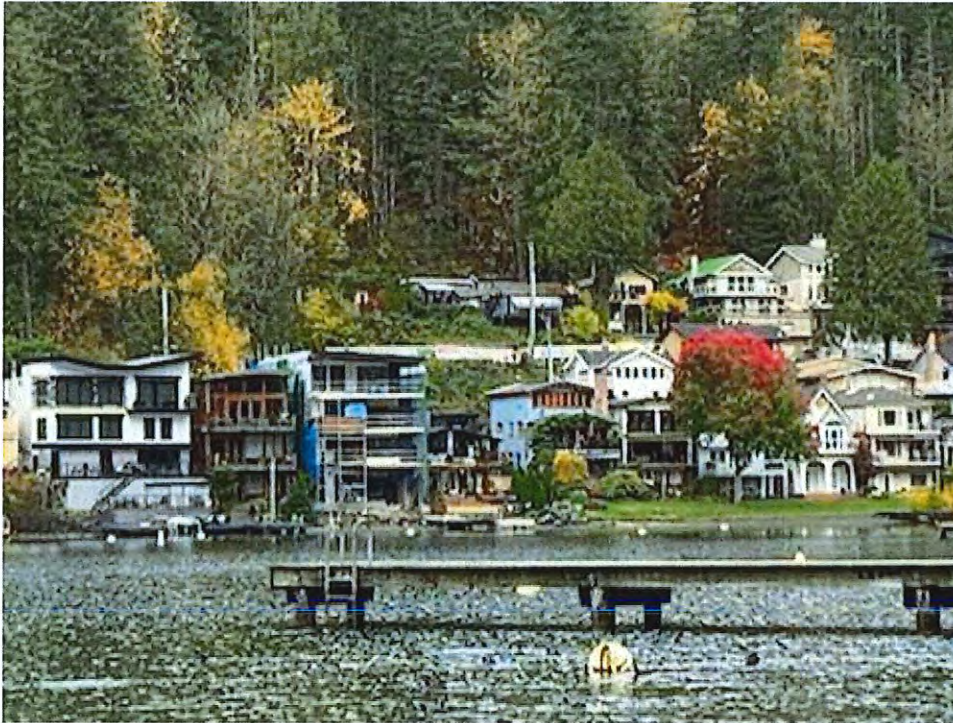
CAO Joe Lamb, Cultus Lake Park Board

CAO Jennifer Kinneman, FVRD

Photo of Lakeshore from the Archives, noting the trees and space between houses



And Today



3.4 Form and Character

PlanCultus provides a policy framework for guiding commercial, recreational and multi-family residential development in a small community and sensitive park setting with high environmental, recreational and aesthetic value.

A priority arising from community feedback was the desire for future development to be of high quality design that integrates into and enhances the existing form and character of Cultus Lake Park.

Development affects - and is affected by - the character and appearance of the park. This complex relationship requires recognition and careful, ongoing management. Preference will be given to development proposals that are consistent with community values and enhance both the natural and built environments.

There is a strong need to ensure that proposals for development support the existing character of the community and enhance the aesthetic and recreational experience of Cultus Lake Park. New development must integrate with its adjacent built and natural surroundings in a cohesive manner.

Form and character concepts such as building orientation and setbacks, entrance locations and landscaping can provide a human scale and encourage walking and community interaction.

The following policies, applied with the Form and Character Checklist, will assist Cultus Lake Park in evaluating development proposals to ensure key values are reflected in any new development.

KEY VALUE: Strong Community

- 3.4.1 The Form and Character Checklist (*attached as Appendix B*) should be completed and provided to the Cultus Lake Park Board to assist in the evaluation of new commercial, recreational, and multi-family development.
- 3.4.2 A Design Panel Review Advisory Committee (composed of members with relevant experience, including urban design, engineering, landscaping and construction) should assist the Cultus Lake Park Board in reviewing Form and Character Checklists for new commercial, recreational and multi-family development, including signage and landscaping.
- 3.4.3 Develop a formal form and character development permit area and accompanying detailed design guidelines to ensure high aesthetic quality development that respects Cultus Lake's character.
 - a. A Design Panel Review Advisory Committee, local design and development community, and interested residents could be involved in the creation of Cultus specific guidelines.
 - b. Explore mechanisms to enable the review of single family residential designs.

"Buildings need to fit in with a cabin style in the vernacular of the region. Don't allow homes designed for the suburbs, the city, etc."

Summer 2015 Draft Two Survey Response

Appendix B

Form and Character Checklist

Pedestrian Linkages

- ☐ 1. Where commercial services can be expected to be used by local residents, and where such services are adjacent to pedestrian routes or bikeways, commercial services shall be accessible from these public pathways.
- ☐ 2. Walkways or paths to allow for pedestrian movement within a development shall be provided. Covered walks, landscaping and special paving or surfacing are encouraged to connect buildings with pedestrian pathways, parking areas and roadways.
- ☐ 3. Pedestrian pathways shall be constructed of a uniform and complementary material used throughout the development to link all pedestrian routes and bikeways, and shall be buffered where feasible from roadways, vehicular traffic and parking areas.
- ☐ 4. Pedestrian pathways shall make design accommodations for an aging population and strive for universal accessibility.
- ☐ 5. Pedestrian linkages shall connect to the existing trail and pedestrian networks, particularly to the lake front pedestrian pathways.
- ☐ 7. As appropriate, new trees should be located in public and semi-public open spaces, parking areas, private yards and along internal streets and pathways.
- ☐ 8. Placement of landscape trees should consider passive solar gain, for example by locating deciduous trees on the south and west side of buildings to provide shade and minimize unwanted heat gain during summer while allowing solar access in winter.
- ☐ 9. Landscaping and screening along public roadways shall offer variety and provide opportunities for public views to lands beyond while maintaining privacy.
- ☐ 10. Points of access to the development, such as driveways and walkways, shall be landscaped and accentuated to provide a visually attractive entrance and sense of entry.
- ☐ 11. Landscape and screening shall define and buffer surface parking, waste bins, utility spaces, mechanical equipment (e.g. HVAC), storage, loading areas and service areas from residential units, pedestrian corridors and roadside views.

Landscaping and Screening

- ☐ 6. Existing mature trees should be retained wherever possible. Where tree removal is unavoidable, trees should be replaced with a number, size and species of trees that create equal value. In areas lacking a sufficient collection of trees, should be supplemented with native tree species to enhance landscape aesthetics, privacy, screening and overall character.
- ☐ 12. Parking areas shall be buffered from public roadways with landscaping or other appropriate means. Deciduous shade trees should be planted in parking areas and protected with bollards or tree guards.
- 13. Selection of tree and plant species should:
 - ☐ a. Give preference to drought-resistant native species found locally and, where feasible, retain existing native vegetation;

- b. Emphasize species that are successful in an urban environment, easy to maintain, non-invasive with less-aggressive rooting habits, and suited to the local conditions;
- c. Involve, where appropriate, multi-storey planting which will support habitat for smaller wildlife, songbirds and important pollinators such as bees, butterflies and dragonflies; and,
- d. Meet or exceed the BC Landscape Standards established by the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association.
- 14. Public art is encouraged to enrich outdoor spaces, create pedestrian-scale landmarks, and reflect the history and natural heritage of Cultus Lake Park.

Edges and Borders

- 15. Edges between the 'public' realm and private spaces shall be softened through variation of building heights and roof pitches along the road corridor, open space, vegetated buffers, or landscaping.
- 16. The character of development, including landscaping and buildings, shall provide for an attractive, safe and distinct edge along property frontages, and will relate to the street, creating an interesting streetscape.
- 17. Building orientation and fenestration should provide "eyes on the street" where possible, particularly for public spaces, and have a strong street presence.

- 18. Gates, fencing and landscaping along road frontages shall be varied and shall not produce a "tunnel" or "wall" effect along the roadway. Entry gates shall be set back from the street, constructed of high quality materials and landscaped to provide an attractive transition between public and private space.

Surfacing

- 19. Porous paving, 'eco-pavers' and similar surfacing materials are encouraged to facilitate infiltration of storm water and provide attractive surfaces.

Signs and Lighting

- 20. The size, location, and design of free-standing signs and other advertising structures shall be compatible with uses and structures on adjacent properties. Fascia signage recessed into the façade of the building is strongly encouraged where building signage is required. The use, form and character of signage shall be consistent throughout the development.
- 21. The form and character, including architecture, materials, and colours, of structures supporting free-standing signs shall be consistent with and of comparable quality to that of the principal buildings. The use of natural materials is encouraged for structures supporting signs. Architectural sign supports are encouraged. Single and double pole sign supports are not permitted.
- 22. Site lighting shall be designed to minimize "light spill" onto adjacent lands and into the night sky. Site lighting shall be designed to emit no light above horizontal through the use of shielding, 'full-cut off' lights, or other means to direct light towards the ground or surface requiring illumination (Dark Sky lighting).

Form and Character Checklist

Siting, Design and Finishing of Buildings

- ☐ 23. Building facades should be stepped back or staggered at differing intervals to prevent a monotonous or monolithic facade. Vertical architectural features should be used to break the massing of multiple unit residential buildings into smaller modules of similar scale and express the organization of interior space.
- ☐ 24. Blank and monotonous facades and roof lines should be avoided. Building surfaces two stories high or exceeding fifteen (15) metres in length should be relieved with changes of wall plane, roof articulation or other means of differentiation that provide visual interest.
- ☐ 25. Building massing and character should create visual interest that draws pedestrians through the environment; for example, by:
 - a. Providing unique landmarks;
 - b. Locating or siting buildings to frame vistas and define refuges; and,
 - c. Varying building scale, color and design to provide visual interest.
- ☐ 26. Buildings and structures shall be designed to orient to and address all adjacent public roads or highways, lake fronts and transportation routes. Where a building face, other than the front of a building, is visible from a road, highway, lake front or transportation route, a visually attractive appearance shall be provided by a combination of landscaping, finishing and fenestration of the structure to a similar standard as the front of the building.
- ☐ 27. Building architecture should clearly articulate entrances and provide a sense of arrival. Building entrances should provide weather protection.
- ☐ 28. For developments in which there is more than one building; a cohesive visual relationship between buildings and structures - including structures supporting signs, outdoor furniture, light standards and retaining walls - shall be evident. Buildings shall look coordinated but maintain variety, avoiding repetitive design or color patterns.
- ☐ 29. The architecture, including materials, of new developments shall reflect or compliment the surrounding natural and cultural landscape in a clear and well-articulated design concept. New buildings and structures shall be constructed and finished with quality materials and should avoid materials that are visibly simulated.
- ☐ 30. New buildings and structures shall be designed to minimize negative aesthetic impacts of rooftop mechanical equipment through the use of architectural screening, enclosing or integrating mechanical equipment into the roof and building design, or other means.
- ☐ 31. New buildings should be designed to maximize sunlight penetration to open areas and pedestrian areas except where shade is intentionally desired.
- ☐ 32. Buildings should strive to strengthen neighbourhood character by enhancing the eclectic mix of existing development and preserving the identity of a small lake side community that has evolved from seasonal cabins and holiday homes.
- ☐ 33. Building design should be of human scale and respect existing development by having a similar massing to adjacent development and coordinating with existing development.

Utility Buildings

- ☐ 34. Utility buildings must not detract from the aesthetic quality of the development and must be visually subordinate to principal buildings and structures.
- ☐ 35. It is acknowledged that utility buildings are built to a slightly lower architectural standard but should meet landscaping guidelines and fit within the overall character of the development.
- ☐ 36. Utility buildings, service areas, waste bins, and mechanical equipment (e.g. utilities, HVAC, meters, waste facilities) should be located at the rear of buildings and away from neighbouring residential uses and designed in such a way as to minimize noise and exhaust to pedestrians and neighbours.

Information for Review

37. In order to assist with the review of this Form and Character Checklist, the Cultus Lake Park Board may require:

- ☐ a. Where appropriate, a site schematic showing vehicular and pedestrian circulation, and the design and layout of pathways and linkages;
- ☐ b. A survey of all existing trees which identifies which trees will be retained;
- ☐ c. A scaled landscaping plan;
- ☐ d. A scaled plan showing the layout and design of parking areas, surfacing and lighting;
- ☐ e. A scaled drawing showing the design, materials and colour scheme of proposed free-standing signs, sign supports and light standards;

- ☐ f. A sample of proposed finishing materials and colours;
- ☐ g. Scaled architectural elevations of proposed buildings and structures, signed and sealed by a Member of the Architectural Institute of BC, showing finishing materials and colour schemes, and colour architectural renderings of the proposed development;
- ☐ h. A written report, prepared by a Member of the Architectural Institute of British Columbia, outlining the design rationale for the development, including statements explaining how the design responds to the Form and Character Checklist and 'fits' in relation, form, character and scale to nearby development and the natural environment; and,
- ☐ i. A scaled site plan showing the siting of all proposed building and structures.

November 14, 2021

To Cultus Lake Park Commissioners: David Renwick, Darcy Bauer, Larry Payeur, Casey Smit, and Kirk Dzaman,

As a long time resident of Cultus Lake Park, I have admired improvements that have been made at Main Beach. This year it was the expansion and landscaping of the parking lot and beach area. Almost 30 years ago it was the erection of a totem pole next to the park office. I'm sure most residents and visitors don't know the history of this pole as there has never been a plaque mounted, describing the story of the pole and the artist who carved it.

I am enclosing photos of a greeting card I bought shortly after the pole was dedicated. It maintains that the carver was Francis Horne, who is a Coast Salish artist living in the Fraser Valley. The pole was dedicated to the late Chief Richard Malloway on June 6, 1992.

My recommendations are for Cultus Lake Park Board to:

- 1)** Commission Francis Horne (or his representative) to freshen up the pole (eg. new paint where it has faded).
- 2)** Consult with the Soowahlie chief and councillors regarding an appropriate plaque for the pole and a re-dedication ceremony.
- 3)** Hold a public re-dedication ceremony in June 2022 to commemorate 30 years since the pole was first raised and 90 years since the 1932 formation of Cultus Lake Park. This ceremony might also coincide with Cultus Lake Day.

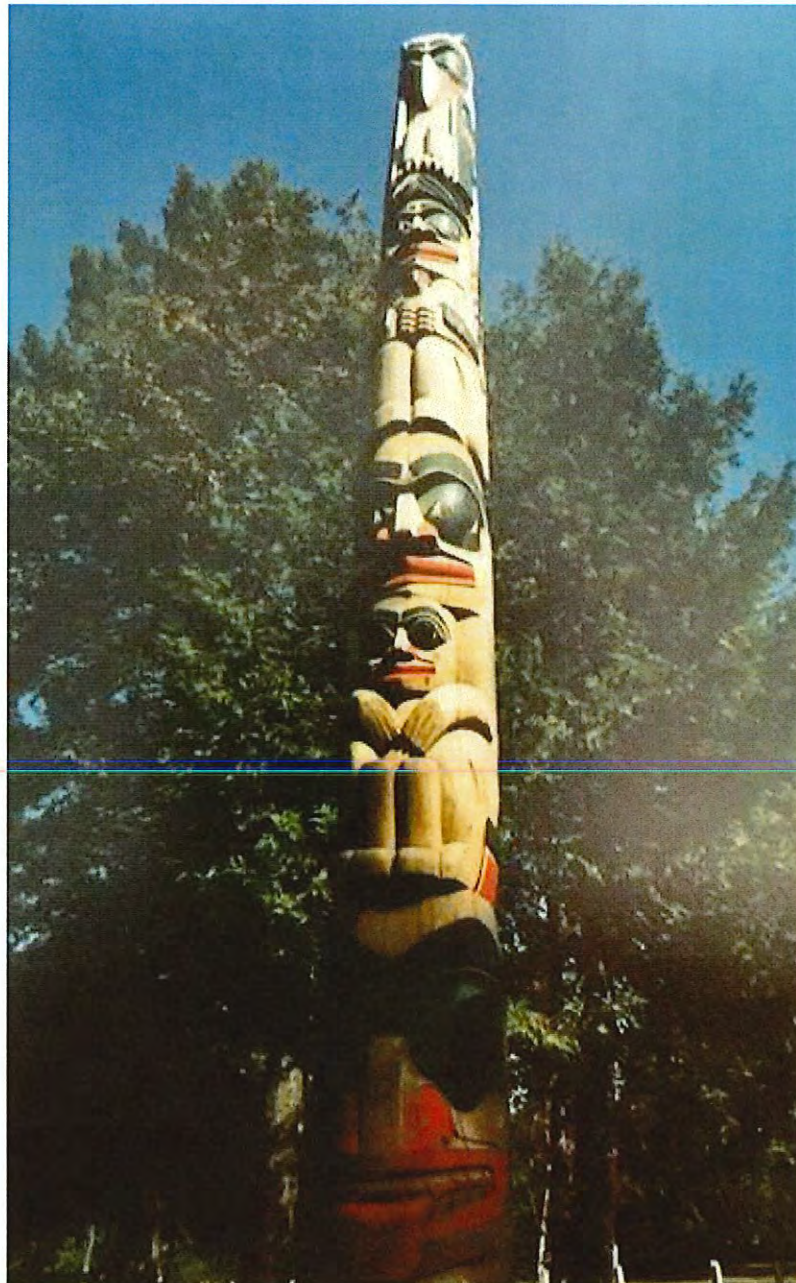
Thank you for considering these recommendations, and if I can be of assistance in this endeavor, please contact me.

Sheryl Henderson

Carver - Francis Horne.

Dedicated to the Late Chief Richard Malloway
of the Soowahlie Indian Band, on June 6th 1992.

The top figure is the "Raven" which represents
Chief Malloway. The second figure, is a Lady holding
a Baby Eagle, which represents Cultus Lake Park
Board and Mother Nature. The third figure is a man
holding a child, to represent Chief Malloway as a
Family Man. The forth figure and base is the
Grizzly Bear, denoting Strength and Power.
It is located by the Cultus Lake Park Office
Cultus Lake B.C. Canada.



TO: RACHEL LITCHFIELD
CULTUS LAKE PARK

2021 Nov 30

RE: CULTUS STORM PHOTOS ON THUMBDRIVE

RACHEL - PLEASE MAKE THESE PHOTOS
AVAILABLE TO CULTUS LAKE PARK
EMPLOYEES AND COMMISSIONERS WHO
MAY HAVE POSSIBLE USE FOR:

1. BETTER UNDERSTANDING WHAT OCCURRED
2. PREPARATION OF INSURANCE CLAIMS
3. PREPARATION OF DAMAGE GRANT APPLICATIONS
4. OTHER USES BENEFICIAL TO PARK + ME.

THUMBDRIVE ALSO INCLUDES PDF SUMMARY
OF RAIN EVENT PREVIOUSLY SENT TO
JOE LAMB, COMMISSIONERS AND OTHERS

Roger.

ROGER BURROWS

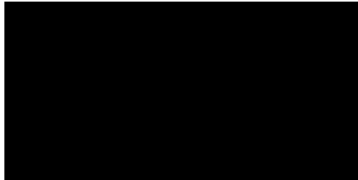
2021CultusStormReadme.pdf

The photos included in this thumbdrive, taken by Roger Burrows (RGB), are offered to Cultus Lake Park, its employees and CLPB commissioners for information purposes.

The photos were taken chronologically between Sunday, 14 November 2021 and Friday, 26 November 2021, of some of the storm and its effects on CLP and related infrastructure.

Permission is hereby granted and it is hoped that the photos may be of use:

1. in better understanding what occurred
2. in insurance claims
3. in preparing damage grant applications
4. other uses beneficial to Cultus Lake Park and the photographer



Re: November 2021 Rain Event; Monroe Culvert and Lakeshore Evacuations

To: Joe Lamb, CLPB CAO
CLPB Commissioners: Darcy Bauer; Kirk Dzaman; Larry Payeur; David Renwick; Casey Smit
Taryn Dixon, FVRD Director, Area H
Jason Lum, Chair, FVRD
Kelli Paddon, MLA
copy: Ian Kirkness, [REDACTED]
Trish Williams [REDACTED]
Joel Gidney, [REDACTED]

This summary was prepared by Roger Burrows, 19 Lakeshore Drive, with input from neighbours, as a backgrounder and record of events during the "atmospheric river" rain events of mid-November 2021 as they affected the Monroe - Lakeshore area of Cultus Lake. It is expected that this will be of use during post-mortems of the situation, including the understanding and assessment of the situation, and for the formulation of plans to reduce and/or eliminate the possibility of a repeat occurrence. It is not intended that blame be placed. We will be pleased to elaborate further as needed.

Backgrounder:

The waterway known as Fin Creek originates on Vedder Mountain and flows into Cultus Lake. The creek flows easterly over a waterfall a short distance above Parmenter Road, across a debris catchment area and through an old concrete dam structure constructed for water intake purposes for Cultus Lake. The Dilema Trail [hiking & mountain biking] passes over this structure. At some time in the past, the creek was apparently diverted to the south in a ditch along the north side of Parmenter Road, then east through a culvert under the road and down along the south side of the former Cultus Lake reservoir site, continuing over steep terrain and into Cultus Lake.

Originally, below the location of the dam structure, the creek apparently flowed under Parmenter Road and continued easterly into Cultus Lake in a ravine through what became the Monroe/Lakeshore residential area of Cultus Lake west. Two roads were constructed over the creek ravine, at Monroe Avenue and at Lakeshore Drive. The timing of the water dam structure, creek diversion and roadway ravine fills is not known to this writer.

Both roads were constructed over the creek ravine utilizing earth and/or gravel fills. The creek path was maintained in culverts located near the bottoms of the fills. The Monroe Avenue fill is approximately 20 feet high above the uphill culvert entrance and about 30 feet above the downhill culvert exit elevation. The Monroe culvert entrance is a 24-inch round concrete culvert and the exit is a cast-in-place concrete structure 29" wide and 33" high. The culvert is not straight. The Lakeshore culvert leads to an open trench between residential lots #27 and #28 Lakeshore Drive and into the lake. An open concrete sluiceway is also located between the Monroe and Lakeshore culverts.

RAIN EVENT CHRONOLOGY

Late in the week of November 7th:

An “Atmospheric River” was forecast, predicting rainfalls exceeding 200 mm.

Saturday 13 November:

Heavy rain started falling.

Sunday 14 November:

In the late afternoon, water and gravel began flowing down the public stairway between #313 Monroe and #216 Lakeshore Drive. A large waterfall spilled from the stairway onto Lakeshore and continued down the street, the majority flowing between residences #16 and #17 and into the lake. Minor water flows spilled onto and between other residences. Coincidentally, power had also failed, complicating the situation.

Neighbours did what they could. Neighbours called CLPB but message said only to call 911. Ian Kirkness had a home phone number for CLPB personnel and called for help. Jeff Henderson first delivered sandbags which neighbours filled from a nearby sand/gravel pile. Grates were removed from drains to facilitate water flow. Later, sand and more sandbags were delivered by Jeff and Lakeshore neighbours sandbagged what they could to protect properties. Other than the delivery of sand and bags, no other contact was made by or with CLPB or FVRD personnel.

Not known at the time, Fin Creek had overrun its waterfall debris catchment area and overflowed across Parmenter Road, cutting deep channels through the roadway. The creek flow continued east into its former ravine. The Monroe culvert was believed to have been already plugged or soon became so. The creek flow was unable to continue through the Monroe culvert and creek water rose to the top of the roadway fill [which acted like a dam], spilling into the turnaround area “bowl” and onto the stairway to Lakeshore.

Monday 15 November:

Kelly [last name?], the contractor building #29 Lakeshore, fortunately was able to acquire several pumps to reduce the Monroe fill roadway overflow. [This was particularly beneficial since pumps were then very difficult to source due to extensive Fraser Valley flooding.] Reportedly, CLPB were asked to provide gasoline to maintain pump operation, but the pumps stopped on at least one occasion, resulting in more water flow down Lakeshore Drive.

Late afternoon, FVRD issued an Evacuation Order to 18 affected Monroe and Lakeshore residents. This was presumably issued due to the possible failure of the dammed Monroe fill, which had occurred over 24 hours previously.

Tuesday 16 November:

Pumping continued all day.

Wednesday 17 November:

Morning, operating continuously, pumps reduced water level somewhat, but not down to the level of the culvert. Mid-morning, Josh Adams of Adams Excavating arrived with large backhoe, pumps were removed, excavating and truck hauling of material from behind the Monroe fill began.

Afternoon, CLFD attempted to clear the Monroe culvert with fire-hoses from below, not successful.

Late afternoon, Fin Creek was re-diverted back to its Parmenter Road - old CLPB water intake channel.

This substantially reduced the water flow to the Monroe fill backup.

Thursday 18 November:

Morning, Monroe fill substantially dry, surface rock placed for slope stabilization,

Afternoon, south access built by/for Adams' backhoe to continue excavation,

Evening, Evacuation Order rescinded.

Friday 19 November:

More excavation, upstream Monroe culvert exposed, large retaining rock placed around entrance,

[also add chronology of Valley's suction truck visits]

Observations, Comments and Questions:

1. Only limited assistance was provided residents by CLPB on Sunday evening [admittedly a weekend], and apparently none was provided by FVRD? Both CLPB and FVRD need to consider posting after-hours emergency numbers. The contact info available now does not address events like this.
2. The highest risk to people and property likely developed with the water backup breaching the Monroe fill on Sunday afternoon, yet Evacuation Orders were not issued until the following evening.
3. Sandbagging part of the Monroe Street turnaround "bowl" may have prevented water flowing down the stairs to Lakeshore Drive. [but would not have prevented damming at Monroe fill, or flow down slope]
4. The slope of the fill to the upstream Monroe culvert entrance appears to be about 1:1 (i.e. about a 45degree angle of repose). Rock has been placed on the slope surface. Is this sufficient?
5. The Parmenter waterfall debris catchment area has been more-regularly cleaned-out in the past than in recent years. Recent views have seen the catchment almost full of debris. This debris needs to be removed regularly, particularly before rain events.
6. Based on vegetation existing in the basin [pre remedial work], the Monroe fill catchment had apparently not been cleaned-out in recent years, if at all.
7. It is unclear to this writer whose jurisdiction the Parmenter facilities fall under. Another's understanding is that the CLPB has a right-of-way easement to the old water intake, and that this old intake structure may need to be removed.

[Photographs showing many of the locations and events are available from Roger Burrows on request]

Evacuation Order and Communications:

1. First notifications were by a neighbour who had been called by another resident who had seen it on facebook. All the neighbour who notified us had was a map on her phone.
2. Later Cultus Lake fire dept came by with an Evacuation Order handout but few details. Info on the handout had an FVRD number to call but a recorded message said they would be open at 7 the next morning.
3. The FVRD Evacuation Order asks evacuees to register with Emergency Support Services (ESS). No contact info for ESS was provided. Also, power and WIFI were off at the time.
4. Fortunately neighbours stepped up to the plate and offered places to stay. Nobody knew what services were available, apparently including the fire department.
5. The CLPB has our phone numbers and emails. Wasn't this one of the reasons they have our contact info. Perhaps they could have contacted us directly. Were the cottages available if necessary? Evacuation centres? No info was available.
6. Alertable.ca app was used to notify of rescinded Evacuation Order. Why not used when order first went into place? Or, was it not received due to power outage? Sunday, we received an alert from alertable.ca regarding an evacuation in Area E.
7. Gotta get these procedures in place for next evacuation. FVRD needs to be on board



Cultus Lake Park

2022-2026 Five Year Financial Plan No. 1199, 2021

A Bylaw to Adopt the 2022-2026 Financial Plan

Section 165 of the *Community Charter* requires the Board to annually prepare and adopt a Five-Year Financial Plan, by Bylaw; and

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

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 “Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021 ”

2. GENERAL REGULATIONS

- 2.1 Schedule “A” titled 2022 Financial Plan and Schedule “B” titled 2022-2026 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five Year Financial Plan for the years 2022 to 2026.

3. EFFECTIVE DATE

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

READ A FIRST TIME this 24 day of NOVEMBER, 2021

READ A SECOND TIME this 24 day of NOVEMBER, 2021

READ A THIRD TIME this XX day of XXX, 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
Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021

Chief Administrative Officer

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "A"

	2021 FINANCIAL PLAN	2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
REVENUES													
Sunnyside Campground	\$ 3,299,400	\$ 3,646,100	\$ 3,646,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	651,292	668,902	-	668,902	-	-	-	-	-	-	-	-	-
Residential Leases	870,389	904,299	-	-	904,299	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	856,500	965,300	-	-	-	-	965,300	-	-	-	-	-	-
Foreshore Lease	109,000	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	281,590	284,210	-	-	-	-	-	-	284,210	-	-	-	-
Protective Services	106,850	120,000	-	-	-	-	-	-	-	-	120,000	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	36,700	36,904											36,904
TOTAL REVENUES	\$ 6,485,871	\$ 7,008,865	\$ 3,646,100	\$ 668,902	\$ 904,299	\$ 11,950	\$ 1,185,000	\$ 109,000	\$ 284,210	\$ -	\$ 120,000	\$ 42,500	\$ 36,904
EXPENDITURES													
Advertising	\$ 13,500	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,085	18,450	-	-	-	-	-	-	-	-	-	18,450	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	69,700	70,750	32,130	8,000	-	3,500	11,500	-	5,000	6,300	1,220	3,100	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,830	16,880	3,330	-	-	-	-	-	-	2,550	-	11,000	-
Contract Services	521,900	520,800	202,000	-	-	-	46,600	-	-	5,000	246,800	20,400	-
Data Processing	61,170	94,800	41,800	-	-	-	1,500	-	2,000	1,000	32,000	16,500	-
Education & Training	47,200	47,850	4,500	-	-	-	400	-	32,600	2,150	3,200	5,000	-
Election Expenses	-	18,000	-	-	-	-	-	-	-	-	-	18,000	-
Equipment Maintenance	76,200	83,800	11,500	-	-	-	6,800	1,500	42,000	20,000	1,000	1,000	-
Equipment Fuel	5,010	5,105	525	-	-	-	-	800	-	3,780	-	-	-
Garbage Collection/Recycle	187,542	197,182	60,500	18,347	100,535	-	7,300	-	-	10,500	-	-	-
General Maintenance	20,000	20,000	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,195	122,790	48,450	2,800	-	1,000	58,420	10,000	500	1,620	-	-	-
Insurance - Business	176,300	205,750	33,650	39,300	7,800	10,000	41,300	18,800	13,600	14,400	9,000	17,900	-
Insurance - Vehicles	29,831	25,600	1,250	-	-	-	-	100	5,950	15,500	1,150	1,650	-
Janitorial Supplies	45,300	45,800	23,000	-	-	-	21,800	-	1,000	-	-	-	-
Legal/Professional Fees	175,000	145,000	20,000	-	-	-	-	-	-	-	5,000	120,000	-
Licences/Permits/Taxes	9,750	9,750	1,200	-	-	-	-	1,100	-	450	7,000	-	-
Memberships/Dues/Subscriptions	5,335	5,340	190	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	30,085	30,115	4,400	-	-	-	650	-	1,400	1,590	1,200	20,000	875
Interest and Bank Charges	5,450	5,450	950	-	-	-	500	-	-	-	-	4,000	-
POS Charges	77,300	102,300	71,000	-	-	-	22,300	-	-	-	-	9,000	-
Retail Sales (COGS)	58,025	58,025	57,200	-	-	-	825	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,500	33,000	-	-	-	-	17,400	-	-	-	-	15,600	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	43,300	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "A"

	2021 FINANCIAL PLAN	2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
Security Systems/Supplies	4,750	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	26,210	26,620	2,500	-	-	-	-	-	6,300	17,820	-	-	-
Special Events	58,940	59,610	12,080	-	-	-	12,000	-	-	-	-	-	35,530
Telecommunications	40,680	41,430	12,800	-	-	200	4,780	-	8,450	4,100	2,100	9,000	-
Utilities	483,135	492,840	385,200	6,780	37,000	4,660	33,000	-	6,860	11,780	900	6,660	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	37,750	38,300	1,360	-	-	-	-	200	10,000	25,700	1,040	-	-
Vehicle/Boat Fuel	23,930	24,160	770	-	-	-	-	-	2,200	18,830	1,560	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,596,193	\$ 2,730,337	\$ 1,076,375	\$ 76,427	\$ 145,335	\$ 19,360	\$ 333,925	\$ 58,650	\$ 140,110	\$ 187,570	\$ 314,920	\$ 341,260	\$ 36,405
WAGES & BENEFITS:													
Commissioners Indemnities	\$ 85,470	\$ 88,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,180	\$ -
Management Salaries	304,689	385,430	128,200	-	-	-	-	-	6,950	92,180	-	158,100	-
Staff Wages	1,722,674	1,891,860	354,610	-	-	-	57,080	-	58,140	724,230	241,090	456,710	-
Employee Benefits	508,207	584,050	116,270	-	-	-	13,350	-	7,140	218,790	64,970	163,530	-
TOTAL PAYROLL	\$ 2,621,040	\$ 2,949,520	\$ 599,080	\$ -	\$ -	\$ -	\$ 70,430	\$ -	\$ 72,230	\$ 1,035,200	\$ 306,060	\$ 866,520	\$ -
TOTAL OPERATING EXPENSES	\$ 5,217,233	\$ 5,679,857	\$ 1,675,455	\$ 76,427	\$ 145,335	\$ 19,360	\$ 404,355	\$ 58,650	\$ 212,340	\$ 1,222,770	\$ 620,980	\$ 1,207,780	\$ 36,405
<i>Reserve Allocations</i>	1,219,835	1,280,379	524,130	158,780	63,230	10,000	241,660	56,250	58,830	115,000	2,000	50,000	499
Capital Projects	1,839,560	2,307,940	1,009,030	115,570	-	5,570	683,460	212,000	16,570	207,170	-	58,570	-
<i>Internal Wage Allocations</i>	-	-	244,230	78,870	325,580	15,560	370,120	67,160	9,030	(990,470)	16,660	(136,740)	-
<i>Overhead Expense Allocations</i>	-	-	436,166	259,589	408,425	24,400	563,300	253,610	-	(347,310)	(519,640)	(1,078,540)	-
TOTAL EXPENDITURES	\$ 8,276,628	\$ 9,268,176	\$ 3,889,011	\$ 689,236	\$ 942,570	\$ 74,890	\$ 2,262,895	\$ 647,670	\$ 296,770	\$ 207,160	\$ 120,000	\$ 101,070	\$ 36,904
<i>SURPLUS/(DEFICIT)</i>	(1,790,757)	(2,259,311)	(242,911)	(20,334)	(38,271)	(62,940)	(1,077,895)	(538,670)	(12,560)	(207,160)	-	(58,570)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	1,816,035	2,268,930	1,009,030	115,570	-	5,570	648,460	212,000	12,560	207,170	-	58,570	-
UNAPPROPRIATED SURPLUS	\$ 25,278	\$ 9,619	\$ 766,119	\$ 95,236	\$ (38,271)	\$ (57,370)	\$ (429,435)	\$ (326,670)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2022 - 2026 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2022-2026 Financial Plan Summary

	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,646,100	\$ 3,717,700	\$ 3,800,000	\$ 3,875,200	\$ 3,926,400
Commercial Leases	668,902	684,812	701,322	718,632	736,552
Residential Leases	904,299	927,799	945,489	968,482	986,661
Community Hall	11,950	11,950	11,950	11,951	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	219,700
Parking/Public Area Revenue	965,300	965,300	973,600	973,600	991,400
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	284,210	297,190	294,270	311,200	309,700
Protective Services	120,000	120,000	124,000	124,000	124,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,904	37,612	37,824	38,040	38,760
TOTAL REVENUES	\$ 7,008,865	\$ 7,133,563	\$ 7,259,655	\$ 7,392,305	\$ 7,496,623
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,550	\$ 13,600	\$ 13,600	\$ 13,600
Audit/Accounting	18,450	18,820	19,195	19,578	19,969
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	70,750	72,210	73,590	74,990	76,400
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,880	16,930	16,980	17,030	17,080
Contract Services	520,800	530,100	539,500	549,000	558,600
Data Processing	94,800	96,400	97,100	97,800	98,500
Education & Training	47,850	48,600	49,350	50,110	50,870
Election Expenses	18,000	-	-	-	20,000
Equipment Maintenance	83,800	85,300	86,800	88,300	89,900
Equipment Fuel	5,105	5,210	5,290	5,370	5,450
Garbage Collection/Recycle	197,182	203,282	203,382	203,582	203,782
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	122,790	124,160	125,580	127,000	128,420
Insurance - Business	205,750	226,300	249,100	274,200	301,600
Insurance - Vehicles	25,600	25,964	26,325	26,686	27,048
Janitorial Supplies	45,800	46,300	46,800	47,300	47,800
Legal/Professional Fees	145,000	145,000	145,000	145,000	145,000
Licences/Permits/Taxes	9,750	9,750	9,750	9,750	9,750
Memberships/Dues/Subscriptions	5,340	5,345	5,345	5,345	5,345
Office Supplies	30,115	30,670	31,300	31,830	32,360
Interest and Bank Charges	5,450	5,500	5,550	5,550	5,550
POS Charges	102,300	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,025	58,050	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	33,000	33,300	33,600	33,900	34,200
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,800	4,800	4,800
Small Tools/Shop & Safety	26,620	27,040	27,460	27,890	28,320

CULTUS LAKE PARK
2022 - 2026 FINANCIAL PLAN

Schedule "B"

	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET
Special Events	59,610	60,300	60,990	61,130	61,860
Telecommunications	41,430	41,880	42,730	43,080	43,940
Utilities	492,840	503,555	514,750	526,235	537,920
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	38,300	38,860	39,430	40,010	40,610
Vehicle/Boat Fuel	24,160	24,390	24,620	24,850	25,080
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,730,337	\$ 2,772,606	\$ 2,827,107	\$ 2,883,106	\$ 2,962,944
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 88,180	\$ 89,940	\$ 91,740	\$ 93,570	\$ 95,440
Management Salaries	385,430	392,990	400,960	409,320	417,370
Staff Wages	1,891,860	1,929,690	1,972,970	2,022,000	2,062,440
Employee Benefits	584,050	598,020	609,480	626,830	639,430
TOTAL PAYROLL	\$ 2,949,520	\$ 3,010,640	\$ 3,075,150	\$ 3,151,720	\$ 3,214,680
TOTAL OPERATING EXPENSES	\$ 5,679,857	\$ 5,783,246	\$ 5,902,257	\$ 6,034,826	\$ 6,177,624
<i>Reserve Allocations</i>	1,280,379	1,290,942	1,299,024	1,304,470	1,264,290
Capital Projects	2,307,940	991,190	959,090	830,890	587,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,268,176	\$ 8,065,378	\$ 8,160,371	\$ 8,170,186	\$ 8,029,504
<i>SURPLUS/(DEFICIT)</i>	(2,259,311)	(931,815)	(900,716)	(777,881)	(532,881)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,268,930)	(945,650)	(923,230)	(784,860)	(550,030)
UNAPPROPRIATED SURPLUS	\$ 9,619	\$ 13,835	\$ 22,514	\$ 6,979	\$ 17,149



Cultus Lake Park

Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021

A Bylaw to set up a Cultus Lake Capital Infrastructure Reserve Fund

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) authorizes the Cultus Lake Park Board to establish a reserve fund for a specific purpose;

Section 188 of the *Community Charter* provides for the establishment of reserve funds by bylaw; and

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 "Cultus Lake Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021 "

2. GENERAL REGULATIONS

2.1 Annually two and a half percent (2.5%) of all Parking revenue shall be deposited into this reserve by December 31 of each year. 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, improvement or addition of parking lot infrastructure within Cultus Lake Park.

3. EFFECTIVE DATE

This bylaw will come into force and effect upon its

adoption. READ A FIRST TIME this 24 day of November,

2021 READ A SECOND TIME this 24 day of November,

2021 READ A THIRD TIME this XX day of November, 20XX

ADOPTED this XX day of XXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Parking Lot
Infrastructure Reserve Fund Bylaw No. 1200, 2021

Chief Administrative Officer



Cultus Lake Park

Sunnyside Campground Improvement Reserve Fund Amendment

Bylaw No. 1201, 2021

A Bylaw to amend the Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12

The Board for Cultus Lake Park did enact a bylaw cited as "*Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12*".

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

This Bylaw may be cited for all purposes as "Sunnyside Campground Improvement Reserve Fund Amendment Bylaw No. 1201, 2021 "

2. AMENDMENTS

Amend Section 4 of Sunnyside Campground Improvement Reserve Fund Bylaw 1028-12 so it reads:

Annually six percent (6%) of all Sunnyside campground revenue shall be deposited into this reserve by December 31 of each year. 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 24 day of November, 2021

READ A SECOND TIME this 24 day of November, 2021

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

ADOPTED this XX day of XXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Sunnyside Campground Improvement
Reserve Fund Amendment Bylaw No. 1201, 2021

Chief Administrative Officer



Cultus Lake Park

SHORT-TERM RENTAL BYLAW

Bylaw No. 1202, 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. 1202, 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.

“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 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 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 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. 1202, 2021.

8. EFFECTIVE DATE

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

READ A FIRST TIME this 24 day of November, 2021

READ A SECOND TIME this 24 day of November, 2021

READ A THIRD TIME this 24 day of November, 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. 1202, 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

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1203, 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, 2019*".

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. 1203, 2021.

2. AMENDMENTS

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

- 2.1 Section 12 - SCHEDULES is amended by removing the following wording:
Schedule A-16 - Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:
Schedule A-16 - Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021.
- 2.3 Schedule A-16 - Cultus Lake Park Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020 be removed and replaced with the attached Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021.

3. EFFECTIVE DATE

READ A FIRST TIME this 24 day of NOVEMBER, 2021

READ A SECOND TIME this 24 day of NOVEMBER, 2021

READ A THIRD TIME this 24 day of NOVEMBER, 2021

ADOPTED this XX day of XXXXX, 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 Bylaw Notice
Enforcement Bylaw No. 1140, 2019 Amendment
Bylaw No. 1203, 2021.

Chief Administrative Officer

Schedule A-16 - Cultus Lake Park Short-term Rental

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Short- term Rental Bylaw No. 1202, 2021	3.1(a)	Operating a Short-term Rental without a valid permit	\$500	\$300	\$700	No
	3.1(b)	Operating more than one STR area per leased lot	\$500	\$300	\$700	No
	3.1(c)	Failure to provide guests with valid parking spaces and permits	\$100	\$60	\$140	No
	3.1(d)	Failure to ensure bins are secured within lease lot	\$100	\$60	\$140	No
	3.1(e)	Bins on roadside outside Pick up Time	\$100	\$60	\$140	No
	3.1(f)	Failure to respond to a bylaw issue within two hours of notification	\$300	\$180	\$420	No
	3.1(g)	Failure to post permit	\$300	\$180	\$420	No
	3.1(h)	Operating a STR during a Board emergency suspension	\$500	\$300	\$700	No
	3.2	Operating STR outside of permit duration	\$500	\$300	\$700	No
	3.3	Obstructing a Bylaw Officer	\$500	\$300	\$700	No
	4.1(a)	Failure to advertise valid permit number	\$500	\$300	\$700	No
	4.1(b)	Failure to disclose maximum number of parking	\$250	\$150	\$350	No
	4.1.(c)	Failure to disclose location for available parking	\$100	\$60	\$140	No
	4.1(d)	Failure to disclose maximum guest-occupancy permitted	\$100	\$60	\$140	No
	4.1(e)	Advertising unapproved provisions	\$500	\$300	\$700	No
	4.2	Advertisement sign on leased lot or Park land	\$200	\$120	\$280	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 15, 2021 **FILE:** 3900
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2022 Levying of Rates Bylaw

PURPOSE:

To present to the Board the 2022 Levying of Rates Bylaw that incorporates operating rate changes as included in the 2022-2026 Financial Plan.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Bylaw No. 1204, 2021 cited as the 2022 Levying of Rates Bylaw.*

DISCUSSION:

At the November 17, 2021 Board meeting the 2022-2026 Financial Plan Bylaw (1199, 2021) was given First and Second Readings and it is anticipated that this bylaw will receive Third Reading at the December 15, 2021 Board meeting. As noted in the budget presentation on November 17, 2021 and included in the Draft 2022-2026 Financial Plan, certain increases in operating fees were required in order to generate the revenues needed to fund operations.

In summary, the following are the proposed residential rates for 2022:

Operating Levy – as noted in the Financial Plan report an increase in the annual operating levy has been proposed for 2022 with an average per resident cost of \$37.15.

Fire Protection – as noted in the Financial Plan report the annual residential fire protection fee is proposed to increase from \$361.20 to \$363.95.

Garbage – as noted in the Financial Plan report the annual residential garbage fee is proposed to remain unchanged at \$210.54.

Insurance – as noted in the Financial Plan report the annual residential insurance fee is proposed to increase from \$13.90 to \$16.18.

Bylaw Enforcement – as noted in the Financial Plan report the annual residential bylaw enforcement fee is proposed to increase from \$207.94 to \$214.18.

Street Lights – as noted in the Financial Plan report the annual residential street lights fee is proposed to increase from \$74.48 to \$76.76.

Foreshore Improvements – as noted in the Financial Plan report the foreshore improvements fee is proposed to remain at \$50.00.

Residential Area Improvements – as noted in the Financial Plan report the residential area improvement fee is proposed to remain at \$25.00

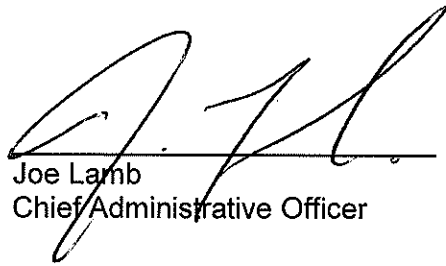
An amendment to the Fees & Charges Bylaw for changes stemming from the Financial Plan adoption will be coming before the Board at a later meeting in combination with additional amendments required for that bylaw.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

Levying of Rates Bylaw No. 1204, 2021

A Bylaw for the Levying of Rates in 2022

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

This Bylaw may be cited for all purposes as the "2022 Levying of Rates Bylaw No. 1204, 2021"

2. GENERAL REGULATIONS

This bylaw has been enacted to impose rates for the year 2022 on residential properties within Cultus Lake Park having 12 (twelve) month and 6 (six) month occupancy leases as follows:

Services	6 month	12 month
Operating Levy		
2014 Increase	6%	6%
2016 Increase	5%	5%
2018 Increase	28%	28%
2019 Increase	12%	12%
2020 Increase	6%	6%
2021 Increase	6%	6%
2022 Increase	6%	6%
Total Operating Levy, as a % of the base lease	69%	69%
Bylaw Enforcement	\$214.18	\$214.18
Fire Protection	\$363.95	\$363.95
Garbage & Recycling	\$157.91	\$210.54
Insurance	\$16.18	\$16.18
Street Lights	\$76.76	\$76.76
Foreshore Improvements	\$50.00	\$50.00
Residential Area Improvements	\$25.00	\$25.00

3. SEVERABILITY

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

4. 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 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
2022 Levying of Rates Bylaw No. 1204, 2021

Chief Administrative Officer



**CULTUS LAKE PARK
REPORT/RECOMMENDATION TO BOARD**

DATE: December 15, 2021 **FILE:** 3900

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

SUBJECT: Sunnyside Campground Bylaw No. 1205, 2021

PURPOSE:

To present to the Board the proposed changes to Sunnyside Campground Bylaw No. 1205, 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.

DISCUSSION:

Staff proposes the current Cultus Lake Sunnyside Campground Bylaw be rescinded and restructured. The bylaw has been divided into a bylaw and an administrative policy, keeping contraventions separate from procedures and guidelines.

The bylaw was also updated to reflect the changes made to the Fees and Fines section by the Boards legal representatives.

Staff also used this opportunity to make changes that strengthen compliance and enforcement through utilizing and implementing the previous bylaw through the 2021 season.

As the changes are extensive staff have attached a redline version to show all changes from the current bylaw to the proposed.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:

Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Joe Lamb
Chief Administrative Officer



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW

Bylaw No. 1205, 2021

A Bylaw to regulate Sunnyside Campground.

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

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

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 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

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

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

“Boulevard” means:

- (a) On a street with curbs, the portion of the street between the outside curb and the adjoining property line;
- (b) on a street without curbs, the portion of the street between the edge of the roadway/highway and the adjoining property line; or
- (c) on a street where traffic is separated by a median, it includes the median.

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

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

“Campground” means Sunnyside Campground including all Public Areas, individual sites, Campground Buildings, Foreshore, beaches, wharves, and any other area within Sunnyside Campground.

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

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

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

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

“Designate” means a Person appointed by the Manager of Sunnyside Campground and Accommodations.

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

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

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

“Guest” means any Person staying overnight with an Overnight Camper or a Seasonal Camper.

“Highway” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

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

“Motor Vehicle” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“Nuisance” means one or more acts by a Person that, individually or in the aggregate over a period of time, does any one of the following or a combination thereof:

- (a) Harms or threatens to harm the life, health, property or comfort of any Person at the Campground;
- (b) obstructs any Person at the Campground in their exercise or enjoyment of the Campground;
- (d) harasses any other Person at the Campground, including but not limited to any Park Staff;
- (c) uses offensive, belligerent, aggressive or derogatory language or behavior towards any Person at the Campground, including but not limited towards any Park Staff; and
- (d) directly or indirectly uses a disproportionate amount of Park resources (including Park Staff time) relative to other Persons at the Campground.

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

“Overnight Camper” means any Person the reservation information states the site is registered to on a nightly basis.

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

“Person” has the same meaning as in the *Interpretation Act* (British Columbia) and for the purpose of this Bylaw may include Seasonal Camper, Overnight Camper, Guest or Visitor.

“Public Area” means any Highway, driveway, parking lot, beach, wharf, school ground, or playground in The Park, or such other premises as the Board may from time to time designate.

“Recreational Vehicle” means any Vehicle designed or used primarily for accommodation during travel or recreation, including but not limited to a “motor home” as defined in the *Motor Vehicle Act* (British Columbia).

“Seasonal Camper” means any Person the reservation information states the site is registered to on a seasonal basis.

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

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

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

“Trailer” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

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

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

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

“Vehicle” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“Visitor” means any Person visiting an Overnight Camper or Seasonal Camper or a Person in any public area within the Park.

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

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

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

3 RULES AND REGULATIONS

All Overnight Campers, Seasonal Campers, Guests and Visitors in Sunnyside Campground are subject to the provisions as outlined in this Bylaw, the Sunnyside Campground Administrative Policy and all other Cultus Lake Park Bylaws and amendments.

4 NOISE REGULATION

4.1 Exemptions

Notwithstanding anything contained herein, no Person will be guilty of an infraction of this Bylaw while:

- (a) Operating or in charge of Fire Department, Police, Ambulance and Park Staff Vehicles while in the execution of their duties;
- (b) operating any Vehicle, machinery or other apparatus or thing during an emergency or in furtherance of the public interest including, without limiting the generality of the foregoing, water main and sewer main break repairs; or
- (c) performing works of an emergency nature for the preservation or protection of life, health or property, provided that, the responsibility will be on the Person performing the work to show cause that the work was of an emergency nature.

4.2 General Prohibitions

- (a) No Person will make, cause, or permit to be made or caused, any noise in or on any Public Area in the Campground which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any Person or Persons in the vicinity of that place.
- (b) No Overnight Camper, Seasonal Camper, Guest or Visitor will make, cause or permit the registered campsite to be used so that noise or sound which occurs on or emanates from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any Person or Persons on the same site or in the neighborhood or vicinity of that site.
- (c) Quiet hours will be maintained between 11:00 pm and 7:00 am when the Campground will be free of any excessive noise that could disrupt the peaceful enjoyment of the Campground and no Person will make unnecessary or continuous noise during these quiet hours.
- (d) No Person will possess or discharge fireworks within the Campground without written permission from the CAO.

4.3 Public Address Systems

No Person will possess or operate a public address and/or sound system in the Campground without written permission from the Manager of Sunnyside Campground and Accommodations or Designate.

4.4 Motor Vehicle Noise

- (a) The following noises are considered unnecessary, objectionable, or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of Overnight Campers, Seasonal Campers, Guests and Visitors and while operating a Motor Vehicle, no Person will:

- i. Squeal a tire on a road or highway surface;
- ii. emit a loud, roaring or explosive sound;
- iii. allow amplified sound of a radio, CD-player, or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates and can be easily heard by someone outside the Motor Vehicle;
- iv. allow the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding three (3) minutes, or made more than three (3) times in a 24-hour period; or
- v. allow the sound of a horn or other warning device to be used for any purpose other than as an audible warning incidental to the safe operation of the Motor Vehicle.

4.5 Motor Vehicles Idling and Air Quality

- (a) While operating a Motor Vehicle, no Person will idle or otherwise run continuously for more than three (3) minutes at the same location, except:
 - i. A Vehicle containing equipment that must be operated inside or in association with a Vehicle; or
 - ii. a Vehicle serving as a facility for taking measurements or making observations by or on behalf of the Campground, public utility, police, fire or ambulance.

4.6 Specific Prohibitions

Without limiting the generality of Subsection 4.2 no Person will:

- (a) Play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production or amplification of sound either in or on a campsite or on any road, laneway, Wharf, Foreshore, or other Public Area in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any Person in the neighborhood or vicinity of those premises or place;
- (b) allow or permit any campsite to be used by a Person for playing or operating any radio or stereophonic equipment or other instrument or other apparatus for the production or amplification of sound in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any Person in the neighborhood or vicinity of said campsite;
- (c) will own, keep, or harbor any animal which by its barking, cries or sounds unduly disturbs the peace, quiet, rest or tranquility of the surrounding neighborhood or of Person in the vicinity;
- (d) operate, or cause, suffer or permit the operation of, any motorized lawn-grooming or garden equipment in the Campground between the hours of 7:00 pm and 9:00 am, except for Campground and Park Staff; or

- (e) create a nuisance or disturbance upon any portion of a road, laneway, or other Public Area by participating in a fight or other similar physical confrontation between consenting or non-consenting Person.

5 GATE CLOSURE AND VISITOR DEPARTURE

- 5.1** No Seasonal Campers will share or lend their swipe card to any other Person.
- 5.2** Day Visitors will be required to leave the Campground by 11:00 pm every day.
- 5.3** Overnight Guests will be required to leave the Campground by 11:00 am on the date of Guest pass expiry.

6 OVERNIGHT CAMPERS, GUESTS AND VISITORS

- 6.1** Overnight adult occupancy will not exceed four (4) Persons per campsite.
- 6.2** Site Usage:
 - (a) No Overnight Camper will have more than one (1) Recreational Vehicle unit plus one (1) tent or;
 - (b) Two (2) tents, if no Recreational Vehicle unit is on site.
- 6.3** No Person will enter a campsite, prior to the set check in time of 1:00 pm, without permission from the Manager of Sunnyside Campground and Accommodations or delegate.
- 6.4** No Person will occupy or remain on site beyond the set check out time of 11:00 am, unless they have prior permission from the Manager of Sunnyside Campground and Accommodations or delegate.
- 6.5** No Person will cause a Nuisance anywhere in the Campground. Violators will be subject to fines and/or eviction. Overnight Campers who are ongoing or repeat violators will in all cases be subject to eviction pursuant to Section 21 of this Bylaw.
- 6.6** The Manager of Sunnyside Campground and Accommodations or delegate may refuse admittance to any Person.
- 6.7** No Person will have or cause belligerent or disrespectful behavior anywhere in the Campground. Violators will be subject to fines and/or eviction.

7 PUBLIC AREAS

- 7.1** No Person will operate an Unmanned Aerial Vehicle (commonly known as a drone) within the Campground.
- 7.2** No Person under the age of 18 years will be off their site after 11:00 pm unless accompanied by an adult. Fines will be applied per attendance and may result in eviction.

7.3 All Playgrounds close at dusk.

7.4 No Person will smoke within the Park, except for in the exempted areas.

8 VEHICLES & TRAILERS

8.1 Day Visitor Vehicles: There is a limit of two (2) day Visitor Vehicles per site. Additional fees will apply.

8.2 Overnight Camping Visitor Vehicles: There is a limit of one (1) overnight camping Visitor Vehicles per site, providing that the maximum overnight site occupancy of four (4) adults will not be exceeded. Additional fees will apply.

8.3 No Person will park on Beach Drive Boulevard, unless as designated otherwise by Park signage.

8.4 No Person will contravene the *Motor Vehicle Act*.

8.5 Motorcycles are considered Vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the Campground.

8.6 No Person operating a Motor Vehicle or Vehicle will exceed the posted speed limit.

8.7 No Person will operate an unlicensed Vehicle or low powered Vehicle in the Campground which include but are not limited to electric bikes, mopeds and scooters, pocket bikes, minibikes, children-sized ride-on Vehicles, Human Transporters, motorized scooters and skateboard, dirt bikes, all-terrain Vehicles, and golf carts, without prior written permission of the Manager of Sunnyside Campground and Accommodations or Designate.

8.8 No person will park a Motor Vehicle or Vehicle in such a way as to impede the flow of traffic on any Highway, road, or laneway.

8.9 No Person will operate a Motor Vehicle or Vehicle within Sunnyside Campground that is not registered at the Sunnyside Gatehouse.

9 LIQUOR

No Person will consume liquor and/or alcoholic beverages or have open liquor and/or alcoholic beverages in their possession within all Public Areas, beaches, Campground Buildings, playgrounds, roadways, Highways, or green spaces. Fines will be levied per attendance.

10 AGE RESTRICTION

No Person under the age of 21 will be permitted to occupy any campsite unless accompanied by the Overnight Camper or Seasonal Camper, aged 21 years of age or older, who will remain responsible for all bylaw contraventions and Visitor and Guest actions on the site during the entirety of stay.

11 PETS

- 11.1** No Person will allow pet(s) to be unsecured or off leash.
- 11.2** No Person will leave pet(s) unattended.
- 11.3** No Person will allow pet(s) to repeatedly disturb the quiet enjoyment of Campers and may be required to be removed from the Campground by their custodian and/or the registered occupant of the site the pet(s) is associated with and will be subject to fines per attendance.
- 11.4** No Person will have pet(s) without ID tags including Owner or custodial contact information attached to collars.
- 11.5** No Seasonal Camper will have pet(s) without ID tags that include the registered campsite number(s).
- 11.6** No Person will allow pet(s) on the beaches, on the wharves, in the water, (except for in the dog swim areas) or in the playground areas.
- 11.7** No Person will leave pet feces anywhere in the Campground other than a garbage receptacle.
- 11.8** No Person will own, keep, or harbor any Dangerous Animal, snakes, lizards, or crocodilians within the Campground.

12 PLANTS AND TREES

- 12.1** No Person will:
 - (a) Cut, trim or damage plants and/or trees, including fallen trees;
 - (b) use nails, screws or any material which could damage a tree;
 - (c) plant any tree, plant or flower in the ground within the Campground, excluding planter boxes and raised garden beds that had been approved by the Park in 2010. Replacement of these previously approved planter boxes and raised garden beds are not allowed without written permission from the Manager of Sunnyside Campground and Accommodations or Designate; or
 - (d) place or store any planter or planting pots outside of the property pins of their seasonal camping site.
- 12.2** Violations will result in fines and may result in eviction.

13 ELECTRICITY

- 13.1** No Person will maintain lit lighting during daylight hours or when retiring for the night.
- 13.2** No Person will operate, or cause to allow to be operated, an air conditioner on a site not occupied for twelve (12) hours or more.
- 13.3** No Person will possess more than one string of Energy Efficient exterior lights, 15m/50' in length.
- 13.4** No Person will leave lights on overnight and/or when the site is not occupied.
- 13.5** No Person will have more than one Energy Efficient 5.0 cubic feet exterior refrigerator, per seasonal site, the refrigerator must be child-proofed with an appropriate locking device, it must display an Energy Guide rating sticker and Seasonal Campers must pay for a decal at time of registration which must be clearly displayed on the outside of the refrigerator.
- 13.6** No Person will possess freezers, electric ranges, and/or generators.
- 13.7** Each seasonal site has been provided a single 30A 115VAC receptacle. This receptacle and the electrical infrastructure are the sole property of Cultus Lake Park. No Person will open, alter, modify, or tamper with the electrical receptacle.
- 13.8** No Person will perform any electrical work within the Park, besides Cultus Lake Park Staff, without written permission from the CAO.
- 13.9** No Person will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, etc.
- 13.10** No Person will use a splitter, break out / tap boxes to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.
- 13.11** Only CSA, or recognized equivalent, devices and equipment will be permitted to be connected, powered, or used within the Park. RV's that have undergone non factory alterations will be required to show proof of inspection and recertification.

14 GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES

No Person will:

- (a) Remove any recycling or waste from any disposal or recycling receptacle or remove any recyclable item from any site other than their own or any Campground area, except for Campground Staff;
- (b) solicit any recycling material from any other Person in the Campground; or

- (c) leave behind following departure any propane bottles (white and green) upon departure from the Campground. It is prohibited to deposit or discard any propane bottles anywhere in the Campground, including trash bins.

15 SITE CONDITION

No Overnight Camper or Seasonal Camper will allow their site to become Unsightly in the opinion of the Manager of Sunnyside Campground and Accommodations or Designate.

16 CAMPFIRES AND FIRE BANS

16.1 No Person will light or maintain an open burning wood fire in the Campground except on registered sites and are subject to the following conditions, and must:

- (a) Be in a container, apparatus or physical construct that can control the spread of the fire, such as the fire rings provided by the Campground;
- (b) not be left unattended, and an adult must be always present;
- (c) be a safe distance from any tree, building, Vehicle and combustible structure or any type of material that may be subject to combustion;
- (d) have flames lower than six (6) inches in height;
- (e) the only material permitted to be burned in fire pits, is untreated wood; and
- (f) not be outside of the permitted daily times of; 7:00 am to 1:00 pm and from 5:00 pm to 11:00 pm. Propane campfire pits permitted, up to 11:00 pm.

16.2 No Person will use a Smoker Unit within the Campground.

16.3 No Person will use a propane, natural gas, Charcoal/Coal heater unit or a Barbeque on the wharves or the beach.

16.4 No Person will use charcoal, coal, or briquettes within the Public Areas of the Campground.

16.5 In the event of a Fire Ban all fire ban regulations must be strictly adhered to. Please refer to the current Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw and all amendments pertaining to fire bans within Cultus Lake Park.

17 SEASONAL OCCUPANCY

17.1 No Seasonal Camper will sublet, assign, or allow others to use their seasonal site and will be subject to fines and/or eviction.

17.2 Site Usage

- (a) No Person will have more than one (1) Recreational Vehicle unit plus one (1) tent for immediate family and as the seasonal site size permits in consideration of section 17.3 (b) of this Bylaw, below; or
- (b) Two (2) tents for immediate family only if no Recreational Vehicle unit is on site.

17.3 Vehicle Passes

- (a) Two (2) Seasonal Vehicle Passes are provided at no additional cost for each site. It is the responsibility of the Seasonal Camper to ensure adequate parking is available on site in consideration of the Recreational Vehicle unit or Trailer size and any other tent(s), boat Trailer, shed or utility Trailer the Seasonal Camper place on site.
- (b) A maximum of two (2) Extra Seasonal Vehicle Passes may be purchased; the recipient(s) of which must be authorized, in writing, by the registered Seasonal Camper, who assumes responsibility for the authorized pass holder's conduct. Each Seasonal Vehicle Pass includes one adult and children. Additional adults must register at the gatehouse and pay applicable fees overnight visiting.
- (c) Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, Camperized Van or Recreational Vehicle.
- (d) Limited parking spaces may be available for rent by the Campground and may be purchased for additional fees and will be subject to availability at the discretion of the Manager of Sunnyside Campground and Accommodations.
- (e) It is prohibited to affix passes to unregistered Vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly Vehicle fees.
- (f) Seasonal Camper entry after gate closure is permitted via keycard swipe system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to September 30 at 12:00 pm. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and deposits are outlined in Schedule A of this Bylaw.

18 SITE SET-UP AND ALTERATIONS

- 18.1** No Person will set-up or alter a site without prior written approval from the Manager of Sunnyside Campground and Accommodations or designate and

approvals must meet all bylaw requirements and expire at the end of each Season.

18.2 No Person will allow any site alterations outside the scope of the written approval and an onsite inspection by the Bylaw Compliance and Enforcement Officer and/or Park Staff may be required.

18.3 No Person will allow a Recreation Vehicle to be located on a seasonal site within two (2) feet of the roadway.

18.4 No Person will cause, build or permit a deck on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and the deck must;

- (a) remain within site boundaries;
- (b) be removed at the end of each Season; and
- (c) not be poured concrete and/or other permanent deck structures. Seasonal Campers decks that have been grandfathered in 2010 are deemed unsafe, by Park Staff, they will be removed, and the site will be brought back to its natural state.

18.5 No Person will cause, build or permit a shed on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and must:

- (a) Not exceed 4 feet wide x 8 feet long x 7 feet high;
- (b) be located within the site boundaries;
- (c) have a finished exterior; and
- (d) be used for the solely for storage.

18.6 No Person will store a utility trailer without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and must:

- (a) Not exceed 14 feet long;
- (b) be located within the site boundaries; and
- (c) be set back two (2) feet from the roadway.

18.7 No Person will hang, set, or make use of a tarp unless such tarp is:

- (a) Used as roof covering;
- (b) secured in a manner that will not harm or damage a tree; and
- (c) on a seasonal site, a color other than orange.

18.8 No Person will cause, build, or permit a fence on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate must abide by the following:

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

18.9 No Person will cause or permit a portable carport, Gazebo or metal structures to be unsecured and/or unanchored to the ground.

18.10 No Person will bring landscape or construction materials into the Campground without an approved Site Set-up / Alteration form signed by the Manager of Sunnyside Campground and Accommodations or Designate.

18.11 No Person will have more than the one (1) picnic table per site that is supplied by the Campground.

18.12 No Person will damage or alter in any way (including painting) the provided picnic table and any coverings protecting or attached to the table must be removed upon departure.

18.13 No Person will add any structure to or beside any Recreational Vehicle, travel Trailer or camper other than a deck.

18.14 No Person will add or build an accessory building or structure within the Campground unless approved by the Manager of Sunnyside Campground and Accommodations or Designate.

18.15 No Person will interfere with the operations of the Campground, including but not limited to, tampering with electrical, water, sewer, or site boundary lines.

19 SATELLITE DISH/ANTENNAE

19.1 No Person will install a Satellite dish within the perimeter of seasonal sites, without prior written permission from the Manager of Sunnyside Campground and Accommodations or Designate and such installation must not:

- (a) Extend beyond the seasonal site boundaries;
- (b) be attached to utility poles or the Campground structures;
- (c) have wiring cross over or under any roadway or pathway;
- (d) be attached to trees in such a way to harm the tree in any manner; and
- (e) remain in the Campground beyond October 15, annually.

20 DEPARTURE PROCEDURES

20.1 No Person will depart any campsite prior to:

- (a) Cleaning the site;
- (b) cleaning the fire pit;
- (c) removing all ropes and other tying devices attached to trees; and
- (d) removing all building materials, furniture, appliances, cement blocks, bricks, and any other large items.

20.2 No Person will leave any large items at or within the Campground waste removal bins.

20.3 A clean-up fee will be applied to Seasonal Campers whose site is not cleaned upon departure. The clean-up fee will be added as a site charge levied in the following year to the returning Seasonal Camper.

20.4 Departure time for seasonal camping is no later than 12:00 noon on September 30.

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

20.6 Failure to comply with these procedures may jeopardize future site occupancy.

21. EVICTIONS

21.1 In the event an Overnight Camper or Seasonal Camper fails to abide by any section of this Bylaw, the Camper may (without any prior notice or warning) be subject to any of the following measures:

- (a) In the case of a Seasonal Camper: eviction from the Campground and given forty-eight (48) hours' notice to remove all of their personal property. For a Seasonal Camper who is evicted, any refund for eviction will be calculated by using the overnight full hook-up rates currently in effect applied to the total number of registered nights prior to the eviction departure date and is subject to a two-week period for Campground Staff to find seasonal occupancy for the site. The number of unregistered nights, to a maximum of 14, will be added to the number of registered nights of the evicted Seasonal Camper prior to calculating the refund.
- (b) In the case of an Overnight Camper: immediate eviction from the Campground and immediate removal of all their personal property.

21.2 Evictions pursuant to Section 21.1 of this Bylaw will be made at the sole discretion of the Manager of Sunnyside Campground, after consultation with the CAO.

21.3 A Seasonal Camper or Overnight Camper who has been evicted pursuant to Section 21.1 of this Bylaw will not, in any circumstance, be permitted back to the Campground for two (2) years after eviction and, after two (2) years, only with the prior written approval of the Manager of Sunnyside Campground. If the Manager of Sunnyside Campground grants approval for an evicted Overnight Camper or Seasonal Camper to return to the Campground, the evicted Overnight Camper or Seasonal Camper, as applicable, will be placed on a wait list.

21.4 With respect to any eviction pursuant to this Section 21, the Person who are evicted are not entitled to any refunds, damages, or reimbursement for any costs or expenses whatsoever, known, or unknown, arising directly or indirectly from the eviction, provided that a Seasonal Camper is entitled to any refund set out in Section 21.1(a) of this Bylaw.

22 SEASONAL NON-RENEWAL

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

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

public intoxication; belligerent behavior; or threats against Campground Staff).

- (e) Causing a Nuisance during the past Season or any previous Seasons.
- (f) Abusive/disrespectful or threatening behavior or language towards Campground Staff.
- (g) Nonpayment of Campground fees, by the applicable deadline.

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

22.3 Occupants of sites that are subject to non-renewal will not be permitted back to the Campground for two (2) years and, after two (2) years, only with the prior written approval of the Manager of Sunnyside Campground and the CAO.

23 FEES AND FINES

23.1 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.

23.2 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 23.2, 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 Sunnyside Campground, including administration, infrastructure 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 23.2 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 23.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

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

23.4 All outstanding fees and fines must be paid in full before renewal or bookings are permitted.

24 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.

25 REPEAL

Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021 and all amendments are repealed upon adoption.

26 EFFECTIVE DATE

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

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

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

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

ADOPTED this XX day of XXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Sunnyside
Campground Bylaw No. 1205, 2021

Chief Administrative Officer

SCHEDULE A: FEES

All Sunnyside Campground Registered and/or Seasonal Campers are subject to the types of fees set out in Table 1, Table 2 and Table 3 below. The amount of each type of fee will be determined from time to time in accordance with Section 23.2 of this Bylaw.

TABLE 1 of SCHEDULE A SEASONAL SITE FEES		
No.	Fee Type	Fee Sub-types
1.	Seasonal site	Regular View Waterfront
2.	Seasonal Site Deposit	Not Applicable
3.	Seasonal non-refundable prepayment	Not Applicable
4.	Seasonal waitlist	Not Applicable
5.	Seasonal Infrastructure Fee	Not Applicable
6.	Seasonal Daily Late Payment Fee	Not Applicable
7.	Seasonal Site Extension Fee	
8.	Annual on site refrigerator fee	Up to 5.0 cu ft Over 5.0 cu ft
9.	Extra seasonal parking spot and/or boat storage	Not Applicable
10.	Extra Seasonal Vehicle Pass (max 2)	Not Applicable
11.	Late night entry key card deposit	Not Applicable
12.	Late night entry key card fee for lost, stolen or damaged cards	Not Applicable
13.	Cost of rectifying non-approved site alterations	Not Applicable
14.	Cost of removal of unauthorized items disposed of	Not Applicable
15.	Cost of removal of unsecured items left after departure	Not Applicable
16.	Cost of replacement tree due to willful damage	Not Applicable
17.	Cost of seasonal site clean-up	Not Applicable

TABLE 2 of SCHEDULE A OVERNIGHT SITE FEES		
No.	Fee Type	Fee Sub-types
1.	Full hookup – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season

		Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
2.	Full hookup – Monthly	Low Season - April, May, June, and September
3.	Tenting – regular – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
4.	Tenting – view – daily	Sunday through Thursday - low Season Friday and Saturday – low season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
5.	Tenting – waterfront – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
6.	Tenting – preferred beachfront sites A, B, C and D – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
7.	Tenting – double site – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
8.	Group site overnight	Low Season High Season
9.	Group site day use	Low Season High Season

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**TABLE 3 of SCHEDULE A
ADDITIONAL FEES**

No.	Fee Type	Fee Sub-types
1.	Reservation fee	Not Applicable
2.	Administration fee	Not Applicable
3.	Telephone reservation fee	Not Applicable
4.	Online Booking Fee	Not Applicable
5.	Cancellation fee	If cancelled more than 7 days prior to arrival If cancelled within 7 days of arrival
6.	WIFI fee	1 Day Pass 2 Day Pass 3 Day Pass 7 Day Pass Seasonal Pass
7.	Extra Adult, Nightly (no Vehicle)	Not Applicable
8.	Extra Overnight Vehicle, Nightly	Not Applicable
9.	Pet with Overnight Camper, Nightly Per Pet	Not Applicable
10.	Day Visitor, Daily Per Vehicle	Not Applicable
11.	Picnic fee	Low Season
12.	Sani-dump non-camper	Not Applicable
13.	Boat charge	Seasonal camper Overnight camper Visitor
14.	Buoy rental	Weekly Daily
15.	Buoy Cancellation Fee, Daily	Not Applicable



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW

Bylaw No. ~~1188~~1205, 2021

A Bylaw to regulate Sunnyside Campground.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt ~~Bylaws~~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~~Person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fees as outlined in Schedule A of this Bylaw and the fines and provisions as outlined in the “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Sunnyside Campground Bylaw No. ~~1188~~1205, 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

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

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

“Boulevard” means ~~that:~~

(a) On a street with curbs, the portion of ~~space~~the street between the ~~road edges~~ outside curb and the adjoining property line;

(b) on a street without curbs, the portion of the street between the edge of the roadway/highway and the adjoining property line; or

(c) on a street where traffic is separated by a median ~~strips or islands~~, it includes the median.

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

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

~~**“Camper”** means any person included in site occupancy.~~

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

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

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

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

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

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

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

“Designate” means a ~~person~~Person appointed by the Manager of Sunnyside Campground ~~Manager and Accommodations~~.

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

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

the high-water mark.

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

“Guest” means any ~~person included~~ Person staying overnight with an Overnight Camper or a Seasonal Camper.

“Highway” has the same meaning as in ~~site occupancy~~ the Motor Vehicle Act (British Columbia).

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

“Motor Vehicle” has the same meaning as in the Motor Vehicle Act (British Columbia).

“Nuisance” means one or more acts by a Person that, individually or in the aggregate over a period of time, does any one of the following or a combination thereof:

(a) Harms or threatens to harm the life, health, property or comfort of any Person at the Campground;

(b) obstructs any Person at the Campground in their exercise or enjoyment of the Campground;

(d) harasses any other Person at the Campground, including but not limited to any Park Staff;

(c) uses offensive, belligerent, aggressive or derogatory language or behavior towards any Person at the Campground, including but not limited towards any Park Staff; and

(d) directly or indirectly uses a disproportionate amount of Park resources (including Park Staff time) relative to other Persons at the Campground.

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

“Overnight Camper” means any Person the reservation information states the site is registered to on a nightly basis.

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

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

“Person” has the same meaning as in the Interpretation Act (British Columbia) and for the purpose of this Bylaw may include Seasonal Camper, Overnight Camper, Guest or Visitor.

“Public ~~Areas~~Area” means any ~~street, laneway, avenue, way, drive, boulevard,~~

~~sidewalk~~Highway, driveway, ~~beaches, wharves, field, campground building or structure, parking lot, beach, wharf, school ground, or playground in The Park,~~ or such other premises as the Campground Manager Board may from time to time designate.

“Recreational Vehicle” means ~~a any Vehicle designed or used primarily for accommodation during travel or recreation, including but not limited to a “motor vehicle or trailer equipped with living space and amenities found at home.” as defined in the Motor Vehicle Act (British Columbia).~~

“Registered Seasonal Camper” means any ~~person(s)~~Person the reservation information states the site is registered to on a seasonal basis.

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

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

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

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

“Trailer” has the same meaning as in the Motor Vehicle Act (British Columbia).

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

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

- (a) ~~the~~The storage, location or accumulation visible to a ~~person~~Person standing on a public highway or on nearby property, or in a building or structure situated on a public highway or nearby property, of filth, rubbish, graffiti or any other discarded materials;
- (b) the untidy storage, location or placement of building materials on a site where construction is not taking place, except where they cannot be seen from a public highway or from nearby property, or from a building or structure situated on a public highway or nearby property;
- (c) landscaping or vegetation that is dead or characterized by uncontrolled growth or lack of maintenance, or is damaged;

(d) any other similar conditions of disrepair, dilapidation, or deterioration; and/or

(e) any unlicensed or unregistered ~~vehicles~~Vehicles in a state of disrepair or disassembly.

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

“Vehicle” has the same meaning as in the Motor Vehicle Act (British Columbia).

~~“Visitor” means any person~~Person visiting ~~a registered camper an Overnight Camper or Seasonal Camper or a Person in any public area within the Park.~~

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

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

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

3.3 RULES AND REGULATIONS

All ~~campers~~Overnight Campers, Seasonal Campers, Guests and ~~visitors~~Visitors in Sunnyside Campground are subject to the provisions as outlined in this Bylaw, the Sunnyside Campground ~~Bylaw No. 1188, 2021~~Administrative Policy and all other Cultus Lake Park Bylaws and amendments.

4.4 NOISE REGULATION

4.1 Exemptions

~~4.1~~Notwithstanding anything contained herein, no ~~person~~Person will be guilty of an infraction of this Bylaw while:

a)~~(a)~~ operatingOperating or in charge of Fire Department, Police, Ambulance and Park Staff ~~vehicles~~Vehicles while in the execution of their duties;~~;~~

b)~~(b)~~ operating any ~~motor vehicle~~Vehicle, machinery or other apparatus or thing during an emergency~~-or for a public purpose~~ or in furtherance of the public interest including, without limiting the generality of the foregoing, water main and sewer main break repairs~~;~~ or

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

of an emergency nature.

4.2 General Prohibitions

a)(a) ~~No person~~Person will make, cause, or permit to be made or caused, any noise in or on any ~~public area~~Public Area in the ~~campground~~Campground which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any ~~person~~Person or ~~persons~~Persons in the vicinity of that place.

b)(b) ~~No person being the registered camper of a campsite~~Overnight Camper, Seasonal Camper, Guest or Visitor will ~~allow~~make, cause or permit ~~such~~the registered campsite to be used so that noise or sound which occurs on or emanates from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any ~~person~~Person or ~~persons~~Persons on the same site or in the neighborhood or vicinity of that site.

c)(c) ~~In terms of this Bylaw, quiet~~Quiet hours will be maintained between 11:00 pm and 7:00 am when the ~~campground~~Campground will be free of any excessive noise that could disrupt the peaceful enjoyment of the ~~campground~~. ~~No person~~Campground and no Person will make unnecessary or continuous noise during these quiet hours.

d)(d) ~~Fireworks are not permitted to be used~~No Person will possess or ~~discharge fireworks~~ within ~~Sunnyside~~the Campground or Cultus Lake Park without written permission from the CAO.

4.3 Public Address Systems

Public

a)~~No Person will possess or operate a public~~ address and/or sound ~~systems~~ are not permitted~~system~~ in the ~~campground~~Campground without written permission from the ~~Campground Manager or designate of Sunnyside Campground and Accommodations or Designate.~~

4.4 Motor Vehicle Noise

a)(a) The following noises are considered unnecessary, objectionable, or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of ~~campers~~Overnight Campers, Seasonal Campers, Guests and visitors~~Visitors and while operating a Motor Vehicle, no Person will:~~
the squeal of

i. ~~Squeal~~ a tire on a road ~~or highway~~ surface~~made by a motor vehicle which is accelerating, stopping or changing direction;~~

ii. ~~emit~~ a loud, roaring or explosive sound~~emitted by a motor vehicle within the campground;~~

the

iii. ~~allow~~ amplified sound of a radio, CD-player, or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates ~~from a motor vehicle~~ and can be easily heard by someone outside the ~~motor vehicle~~Motor Vehicle;

~~iv.~~iv. ~~allow~~ the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding three (3) minutes, or made more than three (3) times in a 24-hour period; ~~or~~

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

4.5 **Motor Vehicles Idling and Air Quality**

~~It will be an offence to~~

- a) ~~(a) While operating a Motor Vehicle, no Person will~~ idle or otherwise run continuously for more than three (3) minutes at the same location, except:
 - ~~a vehicle~~
 - i. A Vehicle containing equipment that must be operated inside or in association with a ~~vehicle; Vehicle; or~~
 - ii. a ~~vehicle~~ Vehicle serving as a facility for taking measurements or making observations by or on behalf of the ~~campground~~ Campground, public utility, police, fire or ambulance.

4.6 **Specific Prohibitions**

~~Without limiting the generality of subsection~~ Subsection 4.2 ~~herein:~~

~~No person~~ no Person will ~~play:~~

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

5.5 GATE CLOSURE AND VISITOR DEPARTURE

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

6.6 OVERNIGHT CAMPERS, GUESTS AND VISITORS

- ~~6.1 Overnight Campsite fees include two adults and multiple children.~~
- ~~6.26.1~~ Extra guests 19 years and older will be considered adults and charged an additional fee. Adult~~adult~~ occupancy ~~is~~will not permitted overnight to exceed four (4) Persons per campsite.
- ~~6.3 It is the responsibility of the registered camper to ensure that their visitor(s) comply with all requirements of this Bylaw.~~
- ~~6.4 The registered camper will be held responsible and accountable for their conduct and the conduct of their guest(s) and visitor(s). Unacceptable conduct will be subject to section 23 [Evictions] of this Bylaw at the discretion of the Campground Manager or designate and Manager of Visitor Services, Accommodations and Bylaw Enforcement and in consultation with the CAO.~~
- 6.2 In the event that a registered camper refuses to pay any outstanding charges, campground staff will prohibit the removal of camping materials or unit Site Usage:
- (a) No Overnight Camper will have more than one (1) Recreational Vehicle unit plus one (1) tent or;
- (b) Two (2) tents, if no Recreational Vehicle unit is on site.
- ~~6.5 No Person will enter a campsite, prior to the set check in time of 1:00 pm, without permission from the campground and/or be subject to eviction.~~
- ~~6.64.1 Belligerent or disrespectful behavior will not be tolerated anywhere in the campground. Violators will be subject to fines and/or eviction.~~
- 6.3 The Manager of Visitor Services, Accommodations and Bylaw Enforcement, Sunnyside Campground Manager or designate, and Accommodations or delegate.
- 6.4 No Person will occupy or remain on site beyond the set check out time of 11:00 am, unless they have prior permission from the Manager of Sunnyside

Campground ~~Bylaw~~ ~~Compliance~~ and ~~Enforcement~~ ~~Officers~~
~~reserve Accommodations or delegate.~~

~~6.5~~ No Person will cause a Nuisance anywhere in the right Campground. Violators will be subject to fines and/or eviction. Overnight Campers who are ongoing or repeat violators will in all cases be subject to eviction pursuant to Section 21 of this Bylaw.

~~6.7~~~~6.6~~ The Manager of Sunnyside Campground and Accommodations or delegate may refuse admittance to any person Person.

~~6.7~~ No Person will have or cause belligerent or disrespectful behavior anywhere in the Campground. Violators will be subject to fines and/or eviction.

~~7.7~~ **PUBLIC AREAS**

~~7.1~~ It is prohibited for any person to ~~No Person will~~ operate an Unmanned Aerial Vehicle (commonly known as a ~~Dronedrone~~) within the ~~campground~~ Campground.

~~7.2~~ Persons ~~No Person under the age of 18 years and under must~~ will be accompanied by an adult when off their site after 11:00 pm: unless accompanied by an adult. Fines will be applied per attendance and may result in eviction.

~~7.3~~ All Playgrounds close at dusk.

~~7.4~~ No Person will smoke within the Park, except for in the exempted areas.

~~8.8~~ **VEHICLES & TRAILERS**

~~8.1~~ Day Visitor Vehicles: There is a limit of two (2) day ~~visitor vehicles~~ Visitor Vehicles per site. ~~Each vehicle may be occupied by two (2) adult visitor(s) and children.~~ Additional fees will apply.

~~8.2~~ Overnight Camping Visitor Vehicles: There is a limit of one (1) overnight camping ~~visitor vehicles~~ Visitor Vehicles per site, providing that the maximum overnight site occupancy of four (4) adults will not be exceeded. Additional fees will apply.

~~8.3~~ Parking is prohibited on the ~~No Person will park on~~ Beach Drive Boulevard, unless as designated otherwise by Park signage.

~~8.4~~ Operation of all vehicles in the campground must comply with ~~No Person will contravene~~ the *Motor Vehicle Act*.

~~8.5~~ Motorcycles are considered ~~vehicles~~ Vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the ~~campground~~ Campground.

~~8.6~~ All vehicles must obey all ~~No Person operating a Motor Vehicle or Vehicle will exceed the~~ posted speed ~~limits~~ limit.

~~8.7~~ Unlicensed vehicles ~~No Person will operate an unlicensed Vehicle~~ or low powered ~~vehicles are prohibited~~ Vehicle in the ~~campground~~ Campground which include but are

not limited to electric bikes, mopeds and scooters, pocket bikes, ~~mini bikes~~minibikes, children-sized ride-on ~~vehicles~~, ~~human transporters~~Vehicles, Human Transporters, motorized scooters and skateboard, dirt bikes, all-terrain ~~vehicles~~Vehicles, and golf carts, without prior written permission of the Manager of Sunnyside Campground ~~Manager and Accommodations~~ or ~~designate~~Designate.

~~All registered campers and visitors are subject to sections 184 and 194 of the~~
~~8.8—No person will park a~~ Motor Vehicle ~~Act with regard to wearing protective helmets.~~

~~8.98.8~~ Vehicles must be parked or Vehicle in such a way as to ~~not~~ impede the flow of traffic on any Highway, road, or laneway.

~~8.10~~ Seasonal Trailer insurance must be provided to the gatehouse upon check in.

~~8.118.9~~ Seasonal Trailers must remain insured at all time while on Cultus Lake Park property including No Person will operate a Motor Vehicle or Vehicle within Sunnyside Campground— that is not registered at the Sunnyside Gatehouse.

9.9 LIQUOR

~~The Liquor Control and Licensing Act~~No Person will be strictly enforced.
Openconsume liquor and/or alcoholic beverages ~~are prohibited or have open liquor and/or alcoholic beverages in their possession within all public areas~~Public Areas, beaches, ~~campground buildings~~Campground Buildings, playgrounds, roadways ~~and~~, Highways, or green spaces. Fines will be levied per attendance.

~~10.10~~ AGE RESTRICTION

~~Persons~~No Person under ~~21 years of the~~ age ~~may not of 21 will~~ be permitted to occupy any campsite unless accompanied by the ~~registered camper~~Overnight Camper or Seasonal Camper, aged 21 years of age or older, who will remain responsible for all bylaw contraventions and ~~guest~~Visitor and Guest actions on the site during the entirety of stay.

~~11.11~~ PETS

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

11.1 ~~Pets must not be left~~No Person will allow pet(s) to be unsecured or off leash.

11.2 No Person will leave pet(s) unattended.

11.3 ~~Pet~~No Person will allow pet(s) thatto repeatedly disturb the quiet enjoyment of ~~campers~~Campers and may be required to be removed from the ~~campground~~Campground by their custodian and/or the registered occupant of the site the pet(s) is associated with and will be subject to fines per attendance.

11.4 ~~All pets must~~No Person will have pet(s) without ID tags including ~~owner~~Owner or custodial contact information attached to collars.

11.5 No Seasonal ~~pets must~~Camper will have pet(s) without ID tags ~~includingthat~~

include the registered campsite number(s).

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

~~11.7~~11.6 ~~Pets are not allowed~~No Person will allow pet(s) on the beaches, on the wharves, in the water, (except for in the dog swim areas) or in the playground areas.

~~11.8~~11.7 ~~Handlers of pets~~No Person will ~~be responsible for all clean-up and disposal of their pet's~~leave pet feces ~~int~~anywhere in the Campground other than a garbage receptacle.

~~11.9~~11.8 ~~It is prohibited for any person to~~No Person will own, keep, or harbor any ~~dangerous animal~~Dangerous Animal, snakes, lizards, or crocodilians within ~~Sunnyside~~the Campground.

12.12 PLANTS AND TREES

~~It is prohibited to cut~~12.1 No Person will:

~~12.1(a)~~(a) Cut, trim or damage plants and/or trees, including fallen trees.;

~~12.2(b)~~(b) ~~Use of~~use nails, screws or any material which could damage a tree ~~is prohibited.~~;

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

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

~~12.5~~12.2 ~~Violators~~Violations will ~~be subject to~~result in fines and ~~or may result in~~ eviction.

13.13 ELECTRICITY

13.1 ~~All lights are required to be turned off~~No Person will maintain lit lighting during daylight hours ~~and/or~~ when retiring for the night.

13.2 ~~Air conditioners are required to be turned off when the~~No Person will operate,

or cause to allow to be operated, an air conditioner on a site is not occupied for twelve (12) hours or more.

~~13.3~~ One~~No Person will possess more than one~~ string of Energy Efficient exterior lights, 15m/50' ~~is permitted per site and is to be turned off in length.~~

~~13.3~~ 13.4 No Person will leave lights on overnight and/or when the site is not occupied.

~~13.4~~ 13.5 One~~No Person will have more than one~~ Energy Efficient 5.0 cubic feet exterior refrigerator ~~displaying Energy Guide rating sticker is permitted,~~ per seasonal site. ~~The,~~ the refrigerator must be child-proofed with an appropriate locking device. , it must display an Energy Guide rating sticker and Seasonal ~~campers~~ Campers must pay for a decal at time of registration which must be clearly displayed on the outside of the refrigerator.

~~13.5~~ 13.6 Freezers~~No Person will possess freezers,~~ electric ranges, and/or generators ~~are not permitted.~~

~~13.6~~ 13.7 Each seasonal site has been provided a single 30A 115VAC receptacle. This receptacle and the electrical infrastructure are the sole property of Cultus lake Park. ~~No alterations or tampering is permitted. Fines or eviction may be enforced for any abuse or misuse of Park property. Lake Park.~~ No Person will open, alter, modify, or tamper with the electrical receptacle.

~~13.7~~ 13.8 No ~~person~~ Person will perform any electrical work within the Park, besides Cultus Lake Park Staff, without written permission from the CAO.

~~13.8~~ 13.9 No ~~personal~~ Person will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, etc.

~~13.9~~ 13.10 ~~No~~No Person will use a splitter, break out / tap boxes, ~~may be used~~ to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.

~~13.10~~ 13.11 Only CSA, or recognized equivalent, devices and equipment will be permitted to be connected, powered, or used within the Park. RV's that have undergone non factory alterations will be required to show proof of inspection and recertification.

~~14.14~~ GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES

No ~~person~~ Person will ~~remove:~~

14.1(a) Remove any recycling or waste from any disposal or recycling receptacle or remove any recyclable item from any site other than their own or any Campground area, except for ~~campground staff.~~ Campground Staff.

~~14.2~~ No person is permitted to (b) solicit any recycling material from any other

~~person~~Person in the Campground.

~~All campers are required to remove all used, or unused~~

~~14.3(c)~~ leave behind following departure any propane bottles (white and green) upon departure from the ~~campground~~Campground. It is prohibited to deposit or discard any propane bottles anywhere in ~~Sunnyside~~the Campground, including trash bins.

~~15.~~15 SITE CONDITION

~~It is the responsibility of the registered camper to maintain the overall appearance of~~
~~No Overnight Camper or Seasonal Camper will allow~~ their site to ~~ensure it does not~~
become ~~unsightly~~Unightly in the opinion of the ~~campground~~ Manager ~~or designate.~~

~~16.~~16 INFORMATION

~~16.1~~To protect the privacy of campers, staff will not release any information about of Sunnyside Campground registered customers. If campers expect guests, it is required that they ensure that the guests know the seasonal campers' site number and the name of the person under which it is registered, Accommodations or entry will be ~~denied~~Designate.

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

~~17.~~16 CAMPFIRE AND FIRE BANS

~~16.1~~ Open~~No Person will light or maintain an open~~ burning wood ~~fires are prohibited~~
fire in the ~~campground~~Campground except on registered sites. ~~Fires must be and~~
are subject to the following conditions, and must:

(a) Be in a container, apparatus or physical construct that ~~is capable of~~
controlling~~can control~~ the spread of the fire, such as the fire rings provided by the ~~campground and must~~Campground;

~~17.1(b)~~ not be left unattended, and an adult must be always present ~~at all~~
time. ~~The only material permitted to be burned in fire pits, except for those~~
~~units as approved in 17.2, is untreated wood.~~

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

~~17.3~~ Smoker units are prohibited in the campground.

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

~~(d) All propane or natural gas units are prohibited on~~ have flames lower than six (6) inches in height;

~~(e) the wharves~~ only material permitted to be burned in fire pits, is untreated wood; and

~~17.5 not be outside of the beach.~~

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

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

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

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

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

~~16.2 No Person will use a Smoker Unit within the Campground.~~

~~16.3 No Person will use a propane, natural gas, Charcoal/Coal heater unit or a Barbeque on the wharves or the beach.~~

~~16.4 No Person will use charcoal, coal, or briquettes within the Public Areas of the Campground.~~

~~17.11~~ 16.5 In the event of a Fire Ban all fire ban regulations must be strictly adhered to. Please refer to the current Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw ~~No. 1144, 2019 for Bylaws and all amendments~~ pertaining to fire bans within Cultus Lake Park.

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

~~18.~~ **WATERCRAFT**

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

~~19.~~ **17 SEASONAL OCCUPANCY**

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

~~a)17.1 Subletting~~No Seasonal Camper will sublet, assign, or assignment of allow others to use their seasonal sites is not permittedsite and will be subject to finest and/or eviction.

~~b)Change of site occupancy name is allowed only between spouses and requires the consent of the Campground Manager or designate.~~

19.217.2 Site Usage

~~a)(a) Seasonal campers are permitted, per site:~~No Person will have more than one (1) recreational vehicleRecreational Vehicle unit plus one (1) tent for immediate family ~~only~~ and as the seasonal site size permits in consideration of section ~~1917.3~~ (b) of this Bylaw, below; or

~~b)(b) Two (2) tents for immediate family only if no recreational vehicleRecreational Vehicle~~ unit is on site.

19.317.3 Vehicle Passes

~~a)(a) Two (2) seasonal vehicle passesSeasonal Vehicle Passes~~ are provided at no additional cost for each site. It is the responsibility of the ~~seasonal camperSeasonal Camper~~ to ensure adequate parking is available on site in consideration of the ~~recreational vehicleRecreational Vehicle~~ unit or ~~trailerTrailer~~ size and any other tent(s), boat ~~trailerTrailer~~, shed or utility ~~trailerTrailer~~ the ~~seasonal camperSeasonal Camper~~ place on site.

~~b)(b)~~ A maximum of two (2) ~~extra seasonal vehicle passesExtra Seasonal Vehicle Passes~~ may be purchased; the recipient(s) of which must be authorized, in writing, by the registered ~~seasonal camperSeasonal Camper~~, who assumes responsibility for the authorized pass holder's conduct. Each ~~seasonal vehicle passSeasonal Vehicle Pass~~ includes one adult and children.- Additional adults must register at the gatehouse and pay applicable fees overnight visiting.

~~e)(c)~~ Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, ~~camperized van or recreational vehicleCamperized Van or Recreational Vehicle~~.

~~e)(d)~~ Limited parking spaces may be available for rent by the ~~campgroundCampground~~ and may be purchased for additional fees and will be subject to availability at the discretion of the ~~Manager of Sunnyside Campground Managerand Accommodations~~.

~~(e) A motorcycle is considered a vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the vehicles are parked on the seasonal site or in the additional parking space(s) as provided by section 19.3 (a) and 19.3 (d).~~

~~(f) In order to obtain passes, proper identification (e.g. driver's license) and registered seasonal camper's signature will be required at the time such passes are issued and are to be affixed on the vehicle windshield immediately.~~

~~g)(e)~~ It is prohibited to affix passes to unregistered ~~vehicle~~Vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly ~~vehicle~~Vehicle fees.

~~(h) In the situation of a registered vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.~~

~~i)(f)~~ Seasonal ~~camper~~Camper entry after gate closure is permitted via keycard swipe system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to September 30 at 12:00 pm. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and ~~deposit~~ amountsdeposits are outlined in Schedule A of this Bylaw.

20-18 SITE SET-UP AND ALTERATIONS

~~20.1~~ No Person will set-up and alterations require or alter a site without prior written approval from the Manager of Sunnyside Campground Manager and Manager of Visitor Services, and Accommodations or designate and Bylaw Enforcement and approvals must meet all Bylawbylaw requirements.

~~20.2~~ 18.1 Approved site alterations and expire at the end of each season.

~~18.2~~ Wood decks are permittedNo Person will allow any site alterations outside the scope of the written approval and an onsite inspection by the Bylaw Compliance and mustEnforcement Officer and/or Park Staff may be required.

~~18.3~~ No Person will allow a Recreation Vehicle to be located on a seasonal site within two (2) feet of the roadway.

~~18.4~~ No Person will cause, build or permit a deck on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and the deck must;

(a) remain within site boundaries and must;

~~(b) be removed at the end of each season. Poured~~Season; and

~~20.3(c) not be poured~~ concrete ~~decks and/or~~ other permanent deck structures ~~are prohibited except for seasonal campers. Seasonal Campers decks~~ that have been grandfathered in 2010. ~~If the grandfathered deck structures~~ are deemed unsafe, by Park Staff, they will be removed, and the site will be brought back to its natural state.

~~18.5 Sheds and Utility Trailers: One shed (must not~~No Person will cause, build or permit a shed on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and must:

~~(a) Not exceed 4 feet wide x 8 feet long x 7 feet high) or utility trailer (must not exceed 14 feet long) is permitted per site and must;~~

~~(b) be located within the site boundaries. The exterior must be;~~

~~(c) have a finished exterior; and~~

~~(d) be used for the sole purpose of solely for storage. Sheds or utility trailers are subject to~~

~~20.418.6~~ No Person will store a utility trailer without written approval from the Manager of Visitor Services, Accommodations Sunnyside Campground and Bylaw Enforcement, Accommodations or designate, approval. Designate and must:

~~(a) Tarps must remain~~Not exceed 14 feet long;

~~(b) be located within the campsite boundary~~site boundaries; and must

~~(c) be used~~set back two (2) feet from the roadway.

~~18.7~~ No Person will hang, set, or make use of a tarp unless such tarp is:

~~(a) Used as roof coverings only. Tarps must not be covering;~~

~~(b) secured to trees in any way a manner that could will not harm or damage them. Orange tarps are not permitted to be used on a tree; and~~

~~20.5(c) on a seasonal site~~site, a color other than orange.

~~Fences require the Campground Manager~~

~~20.618.8~~ No Person will cause, build, or designate permit a fence on site without written approval, from the Manager of Sunnyside Campground and if approved, must not be a height greater than 1.2m (4 feet). Fencing Accommodations or Designate must abide by the following:

~~(a) fences along a roadway will~~ Not be a height greater than four (4) feet;

~~(b)~~ not be outside of the campsite property lines ~~and must~~;

~~a)(c)~~ be setback two (2) feet from the roadway;

~~b)(d)~~ not be a picket fences with pointed tops ~~are prohibited~~; and

~~(c)~~ fencing contiguous to campground washrooms may be solid and 6 feet tall;

~~d)(e)~~ all fencing must allow persons ~~Persons~~ from outside the campsite to be able to clearly see into the campsite without an obstructed view;

~~(f)~~ fencing contiguous to Campground washrooms may be solid and 6 feet tall; and

~~e)(g)~~ no solid fencing is permitted and

~~i)(i)~~ must be a non-permanent and removable wooden, wire, plastic or Plexiglas barrier that is one type with a width of less than six ~~(6)~~ inches and a height of no greater than ~~four (4)~~ feet.

~~20.718.9~~ All ~~No~~ Person will cause or permit a portable carport, ~~gazebo~~ and ~~Gazebo~~ or metal structures ~~must~~ to be ~~secured~~ ~~unsecured~~ and/or ~~anchored~~ ~~unanchored~~ to the ground.

~~20.818.10~~ No ~~Person~~ will bring landscape or construction materials ~~will be allowed~~ into the ~~campground~~ ~~Campground~~ without an approved Site Set-up / Alteration form signed by the ~~Manager of Sunnyside~~ ~~Manager~~ and/or ~~Manager of Visitor Services~~, Accommodations and ~~Bylaw Enforcement~~ or ~~Designate~~.

~~18.11~~ ~~One~~ ~~No~~ Person will have more than the one (1) picnic table per site ~~that~~ is supplied and ~~must not be damaged or altered by the Campground~~.

~~20.918.12~~ No Person will damage or alter in any way (including painting) ~~Any~~ the provided picnic table and any coverings protecting or attached to the table must be removed upon departure.

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

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

~~20.1218.13~~ A ~~person~~ ~~No~~ Person will ~~not~~ add any structure to or beside any recreational vehicle ~~Recreational Vehicle~~, travel ~~trailer~~ ~~Trailer~~ or camper other than a deck.

~~20.1318.14~~ No ~~No~~ Person will add or build an accessory ~~buildings or structures are~~ permitted on a campsite or ~~building or structure~~ within the ~~campground~~ ~~Campground~~ unless approved by the ~~Manager of Sunnyside~~

Campground ~~Manager~~ and Accommodations or Designate.

~~20.14~~**18.15** ~~No person~~Person will interfere with the operations of the ~~campground~~Campground, including but not limited to, tampering with electrical, water, sewer, or site boundary lines.

21.19 SATELLITE DISH/ANTENNAE

19.1 ~~No Person will install a~~ Satellite dishes must be installed~~dish~~ within the perimeter of the seasonal ~~site and can only extend beyond the seasonal site with sites,~~ without prior written permission from the Manager of Sunnyside Campground and Accommodations or Designate and such installation must not:

(a) Extend beyond the seasonal site boundaries;

(b) be attached to utility poles or the ~~Campground Manager. Permission will be denied should any parts of the satellite including, but not limited to, cable, dish, structures;~~

~~21.1(c)~~ have wiring, ~~etc.~~ cross over or under any roadway or pathway-;

~~21.2~~ ~~Satellite dishes or any part thereof must not be attached to utility poles or Sunnyside Campground structures.~~

~~21.3(d)~~ Satellite dishes attached to be attached to ~~trees must be attached~~ in such ~~away so as a way~~ to not harm ~~at the~~ tree in any manner. ~~Examples include: bungee cords, zap straps or satellite poles.; and~~

~~21.4~~ ~~All Satellite dish equipment must be removed at the end of season.~~

~~21.5~~ ~~Satellite dishes~~remain in violation of this section are subject to removal without notice.

~~21.6(e)~~ Sunnyside~~the~~ Campground ~~is not responsible for any theft of satellite signal or piracy of media content. beyond October 15, annually.~~

22.20 DEPARTURE PROCEDURES

~~22.1~~ ~~Sites and fire pits must be cleaned before departure.~~

20.1 ~~Ropes~~No Person will depart any campsite prior to:

(a) Cleaning the site;

(b) cleaning the fire pit;

~~22.2(c)~~ removing all ropes and other tying devices ~~which are attached to trees must be removed before departure.; and~~

All(d) removing all building materials, furniture, appliances, cement blocks, bricks, and any other large items ~~must be removed from the campground at the expense of the seasonal camper. None of these.~~

~~22.3~~20.2 ~~No Person will leave any large items are to be left at or within the Campground waste removal bins.~~

~~22.4~~ Any unsecured items such as, but not limited to, cement blocks and bricks must be removed from sites prior to the departure date. All costs incurred by Sunnyside Campground for the removal and disposal of items will be charged to the registered site occupant, plus 25 percent for overhead costs.

~~22.5~~4.1 ~~Departure time for seasonal camping is no later than 12:00 noon on September 30.~~

~~22.6~~4.1 ~~Failure to comply with these procedures may jeopardize future site occupancy.~~

~~22.7~~20.3 A clean-up fee will be applied to ~~registered campers~~Seasonal Campers whose site is not cleaned ~~on~~upon departure. The clean-up fee will be added as a site charge levied in the following year to the returning ~~seasonal camper~~Seasonal Camper.

~~20.4~~ Departure time for seasonal camping is no later than 12:00 noon on September 30.

~~22.8~~20.5 Departure time for day use camping sites is no later than 11:00 am on the date of check out.

~~20.6~~ Failure to comply with these procedures may jeopardize future site occupancy.

~~23-21.~~ EVICTIONS

~~23.1~~21.1 In the event ~~a camper an Overnight Camper or Seasonal Camper~~ fails to abide by any section of this Bylaw, the ~~camper may~~Camper may (without any prior notice or warning) be subject to any of the following measures:

(a) ~~In the case of a Seasonal camper: be evicted~~Camper: eviction from the ~~campground~~Campground and given forty-eight (48) ~~hours~~hours' notice to remove all of their personal property.

b)(a) . For a ~~seasonal camper~~Seasonal Camper who is evicted, any refund for eviction will be calculated by using the overnight full hook-up rates currently in effect applied to the total number of registered nights prior to the eviction departure date and is subject to a two-week period for ~~campground staff~~Campground Staff to find seasonal occupancy for the site. The number of unregistered nights, to a maximum of 14, will be added to the number of registered nights of the evicted ~~seasonal~~Seasonal Camper prior to calculating the refund.

~~e)(b)~~ In the case of an ~~Overnight campers~~ will be required to leave the ~~campground~~ ~~Camper~~: immediate eviction from the Campground and remove ~~immediate removal of all their~~ personal property ~~immediately~~.

21.2 Evictions pursuant to Section 21.1 of this Bylaw will be made at the sole discretion of the Manager of Sunnyside Campground, after consultation with the CAO.

~~d)~~**21.3** A ~~seasonal~~Seasonal Camper or ~~daily camper~~Overnight Camper who has been evicted pursuant to Section 21.1 of this Bylaw will not, in any circumstance, be permitted back to ~~Sunnyside~~the Campground for two (2) years after eviction and, after two (2) years, only with the prior written approval of the Campground Manager and the Manager of ~~Visitor Services, Accommodations & Bylaw Enforcement~~.Sunnyside Campground. If the Campground Manager and the Manager of ~~Visitor Services, Accommodations & Bylaw Enforcement of Sunnyside Campground~~ grants approval for ~~a seasonal camper~~an evicted ~~Overnight Camper or Seasonal Camper~~ to return to the Campground, the ~~individual~~evicted Overnight Camper or Seasonal Camper, as applicable, will be placed on ~~the~~a wait list.

~~(e)~~ Evictions will be at the sole discretion of the Campground Manager and Manager of ~~Visitor Services, Accommodations, and Bylaw Enforcement~~ in consultation with the CAO.

21.4 With respect to any eviction pursuant to this Section 21, the Person who are evicted are not entitled to any refunds, damages, or reimbursement for any costs or expenses whatsoever, known, or unknown, arising directly or indirectly from the eviction, provided that a Seasonal Camper is entitled to any refund set out in Section 21.1(a) of this Bylaw.

24.22 SEASONAL NON-RENEWAL

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

~~a)(c)~~ Multiple warnings and notice on several occasions during the past ~~season~~Season or previous seasons relating to:

- i. Belligerent/disrespectful behavior
- ii. Documentation of reoccurring issues of prohibitive behavior over one or more seasons;
- iii. Written or verbal warning by Bylaw Compliance Enforcement Officer throughout the ~~season~~Season relating to noise, which are documented in shift patrol logs;
- iv. Other Bylaw infractions.

~~b)(d)~~ Occurrences where the attendance of the RCMP is required to attend (including but not limited to: domestic disturbances; physical violence; public intoxication; belligerent behavior; or threats against ~~campground~~

~~staff~~Campground Staff).

(e) Causing a Nuisance during the past Season or any previous Seasons.

~~e)(f)~~ Abusive/disrespectful or threatening behavior or language towards ~~campground staff.~~Campground Staff.

~~d)(g)~~ Nonpayment of ~~campground~~Campground fees, by the applicable deadline.

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

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

25.23 FEES AND FINES

23.1 All ~~campers and visitors in Sunnyside Campground~~Persons are subject to ~~and will pay~~ the types of fees noted as listed in Schedule A of this Bylaw and the ~~finest and~~ provisions ~~as outlined and fines set out~~ in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, ~~and as amended from time to time.~~

25.123.2 The amounts of all fees listed in ~~Schedule A-11 of said bylaw.~~ 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 23.2, 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 Sunnyside Campground, including administration, infrastructure 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 23.2 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 23.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

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

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

25.3

26.24 SEVERABILITY

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

27.25 REPEAL

Cultus Lake Park Sunnyside Campground Bylaw No. ~~4465, 2019~~ 1188, 2021 and all amendments are repealed upon adoption.

28.26 EFFECTIVE DATE

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

READ A FIRST TIME THIS ~~20XX~~ DAY OF ~~JANUARY, 2021~~ XXX, 20XX

READ A SECOND TIME THIS ~~20XX~~ DAY OF ~~JANUARY, 2021~~ XXX, 20XX

READ A THIRD TIME THIS ~~17XX~~ DAY OF ~~FEBRUARY, 2021~~ XXX, 20XX

ADOPTED this ~~17XX~~ day of ~~JANUARY, 2021~~ XXX, 20XX



David Renwick, Chair
Cultus Lake Park Board



Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Sunnyside
Campground Bylaw No. ~~1188~~1205, 2021



Chief Administrative Officer

Schedule A

Fees

(The fees below do not include applicable taxes)

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

Full hookup—daily Friday and Saturday—low season.....	\$49.50
Full hookup—daily long weekend—low season.....	\$59.05
Full hookup—daily Sunday through Thursday—high season.....	\$53.35
Full hookup—daily Friday and Saturday—high season.....	\$61.90
Full hookup—daily long weekend—high season.....	\$63.80
Group site day use—low season.....	\$157.15
Group site day use—high season.....	\$209.50
Group site overnight—low season.....	\$285.70
Group site overnight—high season.....	\$330.10
Late night entry keycard deposit.....	\$25.00
Late night entry keycard fee for lost, stolen or damaged cards.....	\$25.00
Late payment fee (per day).....	\$4.75
Overnight full hook-up April monthly camping fee.....	\$900.00/month
Overnight full hook-up May monthly camping fee.....	\$900.00/month
Overnight full hook-up June monthly camping fee.....	\$900.00/month
Overnight full hook-up September monthly camping fee.....	\$900.00/month
Overnight visitor—no vehicle—extra adult on site (maximum—2 extra adults per site).....	\$11.45
Overnight visitor—vehicle—(maximum—1 extra vehicle per site).....	\$11.45
Overnight guest boat launch.....	\$20.00

SCHEDULE A: FEES

All Sunnyside Campground Registered and/or Seasonal Campers are subject to the types of fees set out in Table 1, Table 2 and Table 3 below. The amount of each type of fee will be determined from time to time in accordance with Section 23.2 of this Bylaw.

<u>TABLE 1 of SCHEDULE A</u> <u>SEASONAL SITE FEES</u>		
<u>No.</u>	<u>Fee Type</u>	<u>Fee Sub-types</u>
<u>1.</u>	<u>Seasonal site</u>	<u>Regular</u> <u>View</u> <u>Waterfront</u>
<u>2.</u>	<u>Seasonal Site Deposit</u>	<u>Not Applicable</u>
<u>3.</u>	<u>Seasonal non-refundable prepayment</u>	<u>Not Applicable</u>
<u>4.</u>	<u>Seasonal waitlist</u>	<u>Not Applicable</u>
<u>5.</u>	<u>Seasonal Infrastructure Fee</u>	<u>Not Applicable</u>
<u>6.</u>	<u>Seasonal Daily Late Payment Fee</u>	<u>Not Applicable</u>
<u>7.</u>	<u>Seasonal Site Extension Fee</u>	<u>-</u>
<u>8.</u>	<u>Annual on site refrigerator fee</u>	<u>Up to 5.0 cu ft</u> <u>Over 5.0 cu ft</u>
<u>9.</u>	<u>Extra seasonal parking spot and/or boat storage</u>	<u>Not Applicable</u>
<u>10.</u>	<u>Extra Seasonal Vehicle Pass (max 2)</u>	<u>Not Applicable</u>
<u>11.</u>	<u>Late night entry key card deposit</u>	<u>Not Applicable</u>
<u>12.</u>	<u>Late night entry key card fee for lost, stolen or damaged cards</u>	<u>Not Applicable</u>
<u>13.</u>	<u>Cost of rectifying non-approved site alterations</u>	<u>Not Applicable</u>
<u>14.</u>	<u>Cost of removal of unauthorized items disposed of</u>	<u>Not Applicable</u>
<u>15.</u>	<u>Cost of removal of unsecured items left after departure</u>	<u>Not Applicable</u>
<u>16.</u>	<u>Cost of replacement tree due to willful damage</u>	<u>Not Applicable</u>
<u>17.</u>	<u>Cost of seasonal site clean-up</u>	<u>Not Applicable</u>

<u>TABLE 2 of SCHEDULE A</u> <u>OVERNIGHT SITE FEES</u>		
<u>No.</u>	<u>Fee Type</u>	<u>Fee Sub-types</u>
<u>1.</u>	<u>Full hookup – daily</u>	<u>Sunday through Thursday - low Season</u> <u>Friday and Saturday – low Season</u> <u>Long weekend – low Season</u>

		<u>Sunday through Thursday – high Season</u> <u>Friday and Saturday – high Season</u> <u>Long weekend – high Season</u>
<u>2.</u>	<u>Full hookup – Monthly</u>	<u>Low Season - April, May, June, and September</u>
<u>3.</u>	<u>Tenting – regular – daily</u>	<u>Sunday through Thursday - low Season</u> <u>Friday and Saturday – low Season</u> <u>Long weekend – low Season</u> <u>Sunday through Thursday – high Season</u> <u>Friday and Saturday – high Season</u> <u>Long weekend – high Season</u>
<u>4.</u>	<u>Tenting – view – daily</u>	<u>Sunday through Thursday - low Season</u> <u>Friday and Saturday – low season</u> <u>Long weekend – low Season</u> <u>Sunday through Thursday – high Season</u> <u>Friday and Saturday – high Season</u> <u>Long weekend – high Season</u>
<u>5.</u>	<u>Tenting – waterfront – daily</u>	<u>Sunday through Thursday - low Season</u> <u>Friday and Saturday – low Season</u> <u>Long weekend – low Season</u> <u>Sunday through Thursday – high Season</u> <u>Friday and Saturday – high Season</u> <u>Long weekend – high Season</u>
<u>6.</u>	<u>Tenting – preferred beachfront sites A, B, C and D – daily</u>	<u>Sunday through Thursday - low Season</u> <u>Friday and Saturday – low Season</u> <u>Long weekend – low Season</u> <u>Sunday through Thursday – high Season</u> <u>Friday and Saturday – high Season</u> <u>Long weekend – high Season</u>
<u>7.</u>	<u>Tenting – double site – daily</u>	<u>Sunday through Thursday - low Season</u> <u>Friday and Saturday – low Season</u> <u>Long weekend – low Season</u> <u>Sunday through Thursday – high Season</u> <u>Friday and Saturday – high Season</u> <u>Long weekend – high Season</u>
<u>8.</u>	<u>Group site overnight</u>	<u>Low Season</u> <u>High Season</u>
<u>9.</u>	<u>Group site day use</u>	<u>Low Season</u> <u>High Season</u>

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TABLE 3 of SCHEDULE A
ADDITIONAL FEES

<u>No.</u>	<u>Fee Type</u>	<u>Fee Sub-types</u>
<u>1.</u>	<u>Reservation fee</u>	<u>Not Applicable</u>
<u>2.</u>	<u>Administration fee</u>	<u>Not Applicable</u>
<u>3.</u>	<u>Telephone reservation fee</u>	<u>Not Applicable</u>
<u>4.</u>	<u>Online Booking Fee</u>	<u>Not Applicable</u>
<u>5.</u>	<u>Cancellation fee</u>	<u>If cancelled more than 7 days prior to arrival</u> <u>If cancelled within 7 days of arrival</u>
<u>6.</u>	<u>WIFI fee</u>	<u>1 Day Pass</u> <u>2 Day Pass</u> <u>3 Day Pass</u> <u>7 Day Pass</u> <u>Seasonal Pass</u>
<u>7.</u>	<u>Extra Adult, Nightly (no Vehicle)</u>	<u>Not Applicable</u>
<u>8.</u>	<u>Extra Overnight Vehicle, Nightly</u>	<u>Not Applicable</u>
<u>9.</u>	<u>Pet with Overnight Camper, Nightly Per Pet</u>	<u>Not Applicable</u>
<u>10.</u>	<u>Day Visitor, Daily Per Vehicle</u>	<u>Not Applicable</u>
<u>11.</u>	<u>Picnic fee</u>	<u>Low Season</u>
<u>12.</u>	<u>Sani-dump non-camper</u>	<u>Not Applicable</u>
<u>13.</u>	<u>Boat charge</u>	<u>Seasonal camper</u> <u>Overnight camper</u> <u>Visitor</u>
<u>14.</u>	<u>Buoy rental</u>	<u>Weekly</u> <u>Daily</u>
<u>15.</u>	<u>Buoy Cancellation Fee, Daily</u>	<u>Not Applicable</u>

~~Overnight campers with pets\$5.70 daily per pet or max \$20.80 if stay is over 4 days, per pet~~

~~Picnic fee (extended campsite time — low season only).....\$19.05~~

~~Reservation fee.....\$19.05~~

~~Telephone reservation fee.....\$4.80~~

~~Tenting — double Site — daily Sunday through Thursday — low season.....\$66.65~~

~~Tenting — double Site — daily Friday and Saturday — low season.....\$68.55~~

~~Tenting — double Site — daily long weekends — low season.....\$69.50~~

~~Tenting — double Site — daily Sunday through Thursday — high season.....\$76.20~~

~~Tenting — double Site — daily Friday and Saturday — high season.....\$80.95~~

Tenting—double Site—daily long weekends—high season.....	\$85.70
Tenting—regular—daily Sunday through Thursday—low season.....	\$33.35
Tenting—regular—daily Friday and Saturday—low season.....	\$34.30
Tenting—regular—daily long weekend—low season.....	\$35.25
Tenting—regular—daily Sunday through Thursday—high season.....	\$40.00
Tenting—regular—daily Friday and Saturday—high season.....	\$47.60
Tenting—regular—daily long weekend—high season.....	\$49.50
Tenting—view—daily Sunday through Thursday—low season.....	\$37.15
Tenting—view—daily Friday and Saturday—low season.....	\$38.10
Tenting—view—daily long weekend—low season.....	\$39.05
Tenting—view—daily Sunday through Thursday—high season.....	\$43.80
Tenting—view—daily Friday and Saturday—high season.....	\$51.45
Tenting—view—daily long weekend—high season.....	\$53.35
Tenting—waterfront—daily Sunday through Thursday—low season.....	\$46.65
Tenting—waterfront—daily Friday and Saturday—low season.....	\$47.60
Tenting—waterfront—daily long weekend—low season.....	\$56.20
Tenting—waterfront—daily Sunday through Thursday—high season.....	\$52.40
Tenting—waterfront—daily Friday and Saturday—high season.....	\$60.00
Tenting—waterfront—daily long weekend—high season.....	\$61.90
Tenting—preferred beachfront sites A, B, C and D—daily Sunday through Thursday—low season.....	\$47.60
Tenting—preferred beachfront sites A, B, C and D—daily Friday and Saturday—low season.....	\$49.50
Tenting—preferred beachfront sites A, B, C and D—daily long weekend—low season.....	\$59.05
Tenting—preferred beachfront sites A, B, C and D—daily Sunday through Thursday—high season.....	\$53.35
Tenting—preferred beachfront sites A, B, C and D—daily Friday and Saturday—high season.....	\$61.90

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



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 15, 2021 **FILE:** 3900
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2021 - 2025 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering 2021-2025 Financial Plan Amendment Bylaw 1206, 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1206, 2021.

DISCUSSION:

The 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020 was adopted on December 22, 2020. As per Section 165, (2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time. On June 16, 2021 an amendment was approved to the 2021-2025 Financial Plan Bylaw to reflect unspent remaining 2020 budgets carried forward to 2021 identified subsequent to the adoption of the original budget (Bylaw No. 1193, 2021).

Since the adoption of the first amendment, a number of other adjustments have been identified in light of how successful parking and camping has been in 2021 and to amend the budget for some Capital Project changes in 2021. . Therefore, a second amendment is being requested to reflect additional changes to the 2021-2025 Financial Plan Bylaw.

Adjustments to the current 2021 Financial Plan bylaw are being proposed to reflect the following items:

(A) Allocation of Surplus Revenues – Camping and Parking Revenue

(i) Revenue

Sunnyside Campground (Dept 100)

[1] Seasonal Camping Revenue – Increase of \$321,100

The 2021 camping season at Sunnyside Campground was outstanding resulting in significantly more revenue being brought in than budgeted. Staff are looking to increase the budgeting revenue for Sunnyside to allow for these funds to be directed into the park's various infrastructure reserves rather than keeping all the surplus funds sitting in the park's operating reserve.

Visitor Services - Public Areas (Dept 900)

[2] Parking Revenue – Increase of \$205,000

The decision to move to only hourly pay parking increased parking revenue in 2021 more than was estimated during budgeting. Staff are looking to increase the budgeted revenue for parking to allow to allow for these funds to be directed into the park's various infrastructure reserves rather than keeping all the surplus funds sitting in the park's operating reserve.

(ii) Reserves

[3] Sunnyside Campground Improvement Reserve Allocation – Increase of \$16,100

Bylaw 1028-12 requires that 5% of Sunnyside Revenues be allocated to the Sunnyside Campground Improvement Reserve, as Staff is asking to increase the Sunnyside Campground Revenue budgeted there is a corresponding need to increase the budgeted Sunnyside reserve allocation.

[3] Cultus Lake Infrastructure Reserve Allocation - Increase of \$200,000

Staff are suggesting that \$200,000 of the additional revenue earned in 2021 be deposited into the Cultus Lake Infrastructure Reserve to allow the park to continue it's ongoing focus on upgrading infrastructure within the Park.

[4] Parking Infrastructure Reserve Allocation – Increase of \$10,000

Staff are suggesting that \$10,000 of the additional revenue be deposited into the Parking Infrastructure Reserve to allow the park to begin funding the replacement of the parking meters found in the Park's public Parking Lots.

[4] Land Sale Reserve Allocation – Increase of \$300,000

At the beginning of 2021 funds were used from the Land Sale Reserve to fund the Lot B resign and construction. In the original budget the Land Sale Reserve was to be replenished over the next 7 years at an amount of \$87,200 a year. Due to the excellent year the park had; staff are looking to make an upfront lump sum payment to the Land Sale Reserve of \$300,000 for 2021. Allowing the repayment period to be reduced to 5 years and reducing the annual payment amount by half.

(B) Capital Projects

Visitor Services - Public Areas (Dept 900)

[5] Miscellaneous Revenue – Increase of \$21,600

When the parks old basketball court was removed to use the land for the Cultus Lake Adventure Park funds were received and saved to fund the replacement of the Basketball Court. This year the Basketball court has now been reconstructed, therefore staff is looking to transfer the funds held in Trust into income to pay for the Basketball replacement project.

[5] Basketball Court Replacement (GL9000 – Project#215) – Increase of \$21,600

Staff are looking to increase the budget for capital expenditures in Public Areas as the Basketball Court was replaced this spring, with the funds received when the old Basketball Court was removed.

Foreshore (Dept 850)

[6] Milfoil Control Project (GL9000 – Project# 63)

Request: \$17,000

The Milfoil project has transformed from a small pilot project to a larger scale project, with larger mats and systematic movement of the mats to help control the Milfoil in the lake. Staff are asking to increase the Milfoil project funding from 15K to 32K for 2021 as the Milfoil mats were moved twice this year by a team of divers. Therefore, staff request that an additional \$17,000 be funded for the project from the Milfoil Reserve.

General Admin (Dept 900)

[7] Telephone Hardware (GL9000 – Project# 213)

Request: \$7,900

Staff are requesting to use funds from the Park Office Reserve to fund the purchase of telephone hardware. To substantially decrease the cost of office phones at the park we have changed providers from Shaw and Telus to Myriad. With the savings in our monthly bill we will recover the costs of the phones within the first year.

[7] Park Land Purchase (GL9000 – Project# 214)

Request: \$66,000

In May the Board instructed staff to purchase a small piece of land on Maple Street with funds from the Land Sale Reserve. Therefore, staff are requesting a budget amendment to use funds from the Land Sale Reserve for the Park Land Purchase.

FINANCIAL PLAN IMPLICATION:

The overall goal of this financial amendment was to allocate surplus funds earned in light of how successful parking and camping has been in 2021 and to amend the budget for some Capital Project changes in 2021. All of the items above will have no direct impact to the budgeted surplus as the requests will be funded from Reserves or from the Accumulated Surplus Fund. Therefore, there is no impact to residential or commercial lease rates.

Refer to Attachment "A" for the final draft amended 2021 Financial Plan and Attachment "B" for the final draft amended 2020-2024 Financial Plan. The summary of changes to the 2021 Financial Plan bylaw are identified in Attachment "C".

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



Cultus Lake Park

2021-2025 Five-Year Financial Plan Bylaw No. 1181, 2020 Amendment Bylaw No. 1206, 2021

A Bylaw to amend The Cultus Lake Park Board 2021-2025 Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park 2021-2025 Financial Plan Bylaw 1181, 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 "The Cultus Lake Park 2021-2025 Financial Plan Bylaw 1181, 2020 Amendment Bylaw No. 1206, 2021"

2. AMENDMENTS

Schedule "A" titled 2021 Financial Plan and Schedule "B" titled 2021-2021 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2021-2025 Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2021

READ A SECOND TIME this XX day of XXXX, 2021

READ A THIRD TIME this XX day of XXXX, 2021

ADOPTED this XX day of XXXX, 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 2021-2025 Five-Year Financial Plan Bylaw No. 1181, 2020 Amendment Bylaw No. 1206, 2021"

Chief Administrative Officer

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
REVENUES													
Sunnyside Campground	\$ 2,996,710	\$ 3,620,500	\$ 3,620,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	601,025	651,292	-	651,292	-	-	-	-	-	-	-	-	-
Residential Leases	895,269	870,389	-	-	870,389	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	268,260	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	710,500	1,083,100	-	-	-	-	1,083,100	-	-	-	-	-	-
Foreshore Lease	45,200	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	273,430	281,590	-	-	-	-	-	-	281,590	-	-	-	-
Protective Services	3,500	106,850	-	-	-	-	-	-	-	-	106,850	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	36,000	36,700	-	-	-	-	-	-	-	-	-	-	36,700
TOTAL REVENUES	\$ 5,884,344	\$ 7,033,571	\$ 3,620,500	\$ 651,292	\$ 870,389	\$ 11,950	\$ 1,302,800	\$ 109,000	\$ 281,590	\$ -	\$ 106,850	\$ 42,500	\$ 36,700
EXPENDITURES													
Advertising	\$ 18,350	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,870	18,085	-	-	-	-	-	-	-	-	-	18,085	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	60,850	69,700	31,500	8,000	-	3,500	11,400	-	4,800	6,200	1,200	3,100	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,780	16,830	3,330	-	-	-	-	-	-	2,500	-	11,000	-
Contract Services	581,800	521,900	198,300	-	-	-	40,600	-	-	5,000	242,000	36,000	-
Data Processing	43,900	61,170	34,270	-	-	-	1,500	-	2,000	1,000	5,900	16,500	-
Education & Training	47,450	47,200	4,500	-	-	-	400	-	32,000	2,100	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	70,300	76,200	11,500	-	-	-	8,800	1,500	40,900	11,500	1,000	1,000	-
Equipment Fuel	4,915	5,010	500	-	-	-	-	800	-	3,710	-	-	-
Garbage Collection/Recycle	181,815	187,542	53,500	18,347	100,535	-	7,200	-	-	7,960	-	-	-
General Maintenance	20,000	20,000	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	91,415	99,195	47,500	2,800	-	1,000	35,805	10,000	500	1,590	-	-	-
Insurance - Business	162,800	176,300	28,500	33,500	6,700	8,600	33,900	16,400	11,900	13,500	7,700	15,600	-
Insurance - Vehicles	29,465	29,831	1,560	-	-	-	-	100	5,950	18,740	1,400	2,081	-
Janitorial Supplies	45,500	45,300	22,500	-	-	-	21,800	-	1,000	-	-	-	-
Legal/Professional Fees	159,675	175,000	20,000	-	-	-	-	-	-	-	5,000	150,000	-
Licences/Permits/Taxes	5,500	9,750	1,200	-	-	-	-	1,100	-	450	7,000	-	-
Memberships/Dues/Subscriptions	5,330	5,335	185	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,830	30,085	4,400	-	-	-	650	-	1,400	1,560	1,200	20,000	875
Interest and Bank Charges	5,400	5,450	950	-	-	-	500	-	-	-	-	4,000	-
POS Charges	75,300	77,300	56,000	-	-	-	12,300	-	-	-	-	9,000	-
Retail Sales (COGS)	69,800	58,025	57,200	-	-	-	825	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,500	-	-	-	-	10,200	-	-	-	-	15,300	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	47,300	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
Security Systems/Supplies	4,750	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,800	26,210	2,500	-	-	-	-	-	6,100	17,610	-	-	-
Special Events	58,280	58,940	12,080	-	-	-	12,000	-	-	-	-	-	34,860
Telecommunications	42,030	40,680	12,700	-	-	200	4,780	-	8,450	4,000	2,050	8,500	-
Utilities	505,460	483,135	377,600	6,760	35,900	4,640	32,500	-	6,740	11,580	875	6,540	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	37,210	37,750	1,330	-	-	-	-	200	10,000	25,200	1,020	-	-
Vehicle/Boat Fuel	23,500	23,930	760	-	-	-	-	-	2,200	18,640	1,530	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	9,700	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,610,365	\$ 2,596,193	\$ 1,028,455	\$ 70,607	\$ 143,135	\$ 17,940	\$ 282,010	\$ 56,250	\$ 136,190	\$ 177,340	\$ 282,825	\$ 365,706	\$ 35,735
WAGES & BENEFITS:													
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,470	\$ -
Management Salaries	282,427	304,689	71,970	-	-	-	-	-	5,600	87,890	-	139,230	-
Staff Wages	1,517,560	1,722,674	449,290	-	-	-	54,130	-	57,000	634,860	130,170	397,223	-
Employee Benefits	398,610	508,207	119,720	-	-	-	11,370	-	7,010	194,000	33,017	143,090	-
TOTAL PAYROLL	\$ 2,282,597	\$ 2,621,040	\$ 640,980	\$ -	\$ -	\$ -	\$ 65,500	\$ -	\$ 69,610	\$ 916,750	\$ 163,188	\$ 765,013	\$ -
TOTAL OPERATING EXPENSES	\$ 4,892,962	\$ 5,217,233	\$ 1,669,435	\$ 70,607	\$ 143,135	\$ 17,940	\$ 347,510	\$ 56,250	\$ 205,800	\$ 1,094,090	\$ 446,013	\$ 1,130,719	\$ 35,735
<i>Reserve Allocations</i>	967,280	1,745,935	664,230	158,780	63,230	10,000	567,260	56,250	58,220	115,000	2,000	50,000	965
Capital Projects	1,387,470	1,952,060	627,000	84,070	10,000	2,070	857,110	137,000	42,070	42,770	5,500	144,470	-
<i>Internal Wage Allocations</i>	-	-	162,380	80,300	302,220	21,870	306,460	88,430	8,270	(878,130)	46,010	(137,810)	-
<i>Overhead Expense Allocations</i>	-	-	350,699	238,968	358,095	31,800	479,850	243,130	-	(330,960)	(387,173)	(984,409)	-
TOTAL EXPENDITURES	\$ 7,247,712	\$ 8,915,228	\$ 3,473,744	\$ 632,725	\$ 876,680	\$ 83,680	\$ 2,558,190	\$ 581,060	\$ 314,360	\$ 42,770	\$ 112,350	\$ 202,970	\$ 36,700
SURPLUS/(DEFICIT)	(1,363,368)	(1,881,657)	146,756	18,567	(6,291)	(71,730)	(1,255,390)	(472,060)	(32,770)	(42,770)	(5,500)	(160,470)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	1,382,990	1,906,935	627,000	84,070	10,000	2,070	805,285	137,000	32,770	42,770	5,500	160,470	-
UNAPPROPRIATED SURPLUS	\$ 19,622	\$ 25,278	\$ 773,756	\$ 102,637	\$ 3,709	\$ (69,660)	\$ (450,105)	\$ (335,060)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2021 - 2025 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK
2021-2025 Financial Plan Summary**

	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,620,500	\$ 3,334,800	\$ 3,390,000	\$ 3,430,900	\$ 3,488,030
Commercial Leases	651,292	658,402	665,612	672,822	680,132
Residential Leases	870,389	893,899	916,799	933,789	950,982
Community Hall	11,950	11,950	11,950	11,950	11,951
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	219,700
Parking/Public Area Revenue	1,083,100	856,500	856,500	856,500	856,500
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	281,590	279,000	292,620	288,130	302,740
Protective Services	106,850	109,500	110,900	112,300	113,700
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,700	36,904	37,612	37,824	38,040
TOTAL REVENUES	\$ 7,033,571	\$ 6,552,155	\$ 6,653,193	\$ 6,715,415	\$ 6,813,275
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,550	\$ 13,600	\$ 13,600
Audit/Accounting	18,085	18,450	18,820	19,195	19,578
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	69,700	70,750	72,210	73,590	74,990
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,830	16,880	16,930	16,980	17,030
Contract Services	521,900	514,800	524,100	533,500	543,000
Data Processing	61,170	61,270	62,370	62,470	62,570
Education & Training	47,200	47,850	48,600	49,350	50,110
Election Expenses	-	18,000	-	-	-
Equipment Maintenance	76,200	75,500	76,800	78,100	79,400
Equipment Fuel	5,010	5,105	5,210	5,290	5,370
Garbage Collection/Recycle	187,542	187,642	193,742	193,842	194,042
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	99,195	97,790	99,160	100,580	102,000
Insurance - Business	176,300	180,000	183,700	187,400	191,200
Insurance - Vehicles	29,831	30,102	30,475	30,845	31,216
Janitorial Supplies	45,300	45,800	46,300	46,800	47,300
Legal/Professional Fees	175,000	145,000	145,000	145,000	145,000
Licences/Permits/Taxes	9,750	9,750	9,750	9,750	9,750
Memberships/Dues/Subscriptions	5,335	5,340	5,345	5,345	5,345
Office Supplies	30,085	30,115	30,670	31,300	31,830
Interest and Bank Charges	5,450	5,450	5,500	5,550	5,550
POS Charges	77,300	79,300	81,500	81,500	81,500
Retail Sales (COGS)	58,025	58,025	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	25,500	25,800	26,100	26,400	26,700
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,340	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,800	4,800
Small Tools/Shop & Safety	26,210	26,620	27,040	27,460	<u>139</u> 27,890

CULTUS LAKE PARK
2021 - 2025 FINANCIAL PLAN

Schedule "B"

	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET
Special Events	58,940	59,610	60,300	60,990	61,130
Telecommunications	40,680	41,430	41,880	42,730	43,080
Utilities	483,135	492,840	503,555	514,750	526,235
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,750	38,300	38,860	39,430	40,010
Vehicle/Boat Fuel	23,930	24,160	24,390	24,620	24,850
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,596,193	\$ 2,596,519	\$ 2,621,247	\$ 2,655,857	\$ 2,689,766
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040	\$ 91,620
Management Salaries	304,689	309,930	315,260	320,670	326,191
Staff Wages	1,722,674	1,752,960	1,783,770	1,815,150	1,847,070
Employee Benefits	508,207	515,230	526,610	533,950	545,550
TOTAL PAYROLL	\$ 2,621,040	\$ 2,665,090	\$ 2,714,130	\$ 2,759,810	\$ 2,810,431
TOTAL OPERATING EXPENSES	\$ 5,217,233	\$ 5,261,609	\$ 5,335,377	\$ 5,415,667	\$ 5,500,197
<i>Reserve Allocations</i>	1,745,935	1,228,939	1,238,002	1,242,884	1,246,730
Capital Projects	1,952,060	1,166,690	882,590	900,490	778,890
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 8,915,228	\$ 7,657,238	\$ 7,455,969	\$ 7,559,041	\$ 7,525,817
<i>SURPLUS/(DEFICIT)</i>	(1,881,657)	(1,105,083)	(802,776)	(843,626)	(712,542)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,906,935)	(1,129,350)	(836,860)	(864,700)	(733,820)
UNAPPROPRIATED SURPLUS	\$ 25,278	\$ 24,267	\$ 34,084	\$ 21,074	\$ 21,278

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "C"

	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
REVENUES												
Sunnyside Campground	\$ 321,100	[1] \$ 321,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-
Parking Revenue	226,600	-	-	-	-	[3] 205,000	-	-	-	-	-	-
Public Area Revenue	-	-	-	-	-	21,600	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 547,700	\$ 321,100	\$ -	\$ -	\$ -	\$ 226,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES												
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "C"

	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WAGES & BENEFITS:												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Reserve Allocations</i>	526,100	[2] 216,100	-	-	-	[4] 310,000	-	-	-	-	-	-
<i>Capital Projects</i>	112,500	-	-	-	-	[5] 21,600	[6] 17,000	-	-	-	[7] 73,900	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 638,600	\$ 216,100	\$ -	\$ -	\$ -	\$ 331,600	\$ 17,000	\$ -	\$ -	\$ -	73,900	\$ -
SURPLUS/(DEFICIT)	(90,900)	105,000	-	-	-	(105,000)	(17,000)	-	-	-	(73,900)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	90,900	-	-	-	-	-	17,000	-	-	-	73,900	-
UNAPPROPRIATED SURPLUS	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ (105,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

DATE: December 15, 2021 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment
Bylaw No. 1207, 2021

PURPOSE:

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

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. 1207, 2021.*

DISCUSSION:

Staff proposed the current Cultus Lake Park Sunnyside Campground Bylaw be rescinded and restructured. The bylaw has been divided into a bylaw and an administrative policy, keeping contraventions separate from procedures and guidelines. The bylaw was also updated to reflect the changes made to the Fees and Fines section by the Boards legal representatives.

As this changes the corresponding contravention descriptions in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Schedule A - 11, this amendment is required to ensure consistency and enforceability.

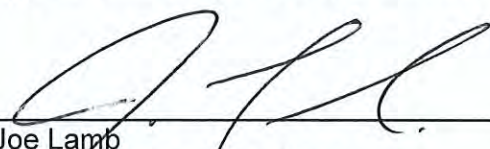
STRATEGIC PLAN:

This report does not impact the 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

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1207 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, 2019"*.

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. 1207, 2021.

2. AMENDMENTS

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

- 2.1 Section 12 - SCHEDULES is amended by removing the following wording:
Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:
Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.
- 2.3 Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021 be removed and replaced with the attached Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.

3. EFFECTIVE DATE

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

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

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXXXX, 202X

Schedule A-11 -Cultus Lake Park Sunnyside Campground

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement
Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021	4.2 (a)	Make/cause noise which disturbs	\$500	\$300	\$700	No
	4.2 (b)	Noise from campsite which disturbs	\$500	\$300	\$700	No
	4.2 (c)	Noise between 11:00 pm and 7:00 am	\$500	\$300	\$700	No
	4.2 (d)	Use of fireworks is prohibited	\$200	\$120	\$280	No
	4.3	Noise from unapproved public address or sound system.	\$500	\$300	\$700	No
	4.4 (a) (i)	Tire noise from a motor vehicle	\$500	\$300	\$700	No
	4.4 (a) (ii)	Noise from a motor vehicle	\$500	\$300	\$700	No
	4.4 (a) (iii)	Amplified noise from a vehicle	\$500	\$300	\$700	No
	4.4 (a) (iv)	Vehicle alarm exceeding (3) minutes	\$500	\$300	\$700	No
	4.4 (a) (v)	Noise from a vehicle horn	\$500	\$300	\$700	No
	4.5 (a)	Vehicle to Idle for more than (3) minutes	\$500	\$300	\$700	No
	4.6 (a)	Amplified noise permitted by registered camper which disturbs	\$500	\$300	\$700	No
	4.6 (b)	Amplified noise which disturbs others	\$500	\$300	\$700	No
	4.6 (c)	Dog(s) barking/howling	\$200	\$120	\$280	No
	4.6 (d)	Prohibited operating of lawn equipment 7:00pm to 9:00pm	\$200	\$120	\$280	No
	4.6 (e)	Creating a nuisance by fighting	\$500	\$300	\$700	No
	5.1	Seasonal campers will not share/lend gate swipe card	\$250	\$150	\$350	No
	5.2	Day visitors past 11:00 pm	\$100	\$60	\$140	No
	5.3	Overnight visitors past 11:00 am	\$100	\$60	\$140	No
	6.1	Campsite exceeds 4 adults	\$100	\$60	\$140	No
	6.2 (a)	Campsite exceeds 1 recreational vehicle unit plus 1 tent	\$100	\$60	\$140	No
	6.2 (b)	Campsite exceeds 2 tents if no RV	\$100	\$60	\$140	No
	6.3	Occupy campsite before 1:00 pm	\$100	\$60	\$140	No
	6.5	Creating a nuisance in the campground	\$100	\$60	\$140	No
	6.4	Failure to depart after 11:00 am	\$100	\$60	\$140	No
	6.7	Belligerent or disrespectful behavior	\$100	\$60	\$140	No
	7.1	Operation of drone	\$100	\$60	\$140	No

7.2	Persons under 18 not accompanied by adult after 11:00pm	\$100	\$60	\$140	No
7.3	Trespassing In the playgrounds after dusk	\$100	\$60	\$140	No
7.4	Smoking in the public areas	\$200	\$120	\$280	No
8.1	Day Visitor exceeds 2 vehicles	\$100	\$60	\$140	No
8.2	Exceeds overnight vehicle capacity (1)	\$100	\$60	\$140	No
8.3	Prohibited parking on Beach Drive Blvd.	\$250	\$150	\$350	No
8.4	Failure to comply with the Motor Vehicle Act	\$250	\$150	\$350	No
8.5	Unregistered motorcycle	\$250	\$150	\$350	No
8.6	Speeding	\$250	\$150	\$350	No
8.7	Prohibited vehicles	\$100	\$60	\$140	No
8.8	Impeding Traffic	\$500	\$300	\$700	No
8.9	Vehicle not registered	\$100	\$60	\$140	No
9	Open liquor in public areas	\$250	\$150	\$350	No
10	Under 21 years of age occupying campsite	\$100	\$60	\$140	No
11.1	Unleashed dog(s)	\$100	\$60	\$140	No
11.2	Pets left unattended	\$100	\$60	\$140	No
11.3	Dog(s) repeatedly disturbing campers	\$200	\$120	\$280	No
11.4	Dog(s) unlicensed	\$200	\$120	\$280	No
11.5	Seasonal dog(s) without ID tags with campsite number	\$200	\$120	\$280	No
11.6	Dog(s) on wharf or beach	\$100	\$60	\$140	No
11.7	Failure to clean-up after dog(s).	\$100	\$60	\$140	No
11.8	Harbouring prohibited/dangerous animals	\$500	\$300	\$700	No
12.1 (a)	Damage to vegetation	\$500	\$300	\$700	No
12.1 (b)	Damage to tree(s) by use of nails, screws or any material	\$100	\$60	\$140	No
12.1 (c)	Planting Vegetation	\$200	\$120	\$280	No
12.1 (d)	Planter/Pot outside property pins	\$100	\$60	\$140	No
13.1	Lights on during prohibited times	\$100	\$60	\$140	No
13.2	Air conditioner violation	\$100	\$60	\$140	No
13.3	Possesing more than one string of lights	\$100	\$60	\$140	No
13.4	Exterior lights not turned off overnight or when site unoccupied	\$100	\$60	\$140	No
13.5	Exceeds (1) Energy Efficient refrigerator and failure to display fridge decal	\$50	\$30	\$70	No
13.6	Use of Freezers, electric ranges or generators	\$100	\$60	\$140	No
13.7	Tampering/Abuse of electrical	\$250	\$150	\$350	No
13.8	Unauthorized electrical work	\$500	\$300	\$700	No

13.9	Blocking access to Breaker Box	\$250	\$150	\$350	No
13.1	Using splitter, break out/ tap boxes	\$250	\$150	\$350	No
13.11	Using non CSA approved device / equipment	\$250	\$150	\$350	No
14 (a)	Removal of Items from receptacle	\$100	\$60	\$140	No
14 (b)	Solicit recycling material	\$100	\$60	\$140	No
14 (c)	Deposit or discard propane bottles	\$100	\$60	\$140	No
15	Unsightly Campsite	\$100	\$60	\$140	No
16.1	Wood fires not on a registered site	\$500	\$300	\$700	No
16.1 (a)	Fire not contained	\$500	\$300	\$700	No
16.1 (b)	Fire left unattended	\$500	\$300	\$700	No
16.1 (c)	Fire not safe distance from trees, buildings, vehicles	\$250	\$150	\$350	No
16.1 (d)	Fire flame exceeds allowable limits (6inch)	\$250	\$150	\$350	No
16.1 (e)	Burning Prohibited Materials	\$100	\$60	\$140	No
16.1 (f)	Use of campfires outside hours	\$100	\$60	\$140	No
16.2	Use of a Smoker unit	\$250	\$150	\$350	No
16.3	Use of propane barbeques/natural gas units on wharves/beach	\$500	\$300	\$700	No
16.4	Use of charcoal/coal/briquettes	\$500	\$300	\$700	No
16.5	Burning during a Fire Ban	\$500	\$300	\$700	No
17.1	Subletting or assignment of seasonal sites	\$500	\$300	\$700	No
17.2 (a)	Too many units on seasonal site	\$100	\$60	\$140	No
17.2 (b)	Exceeding number of tents	\$100	\$60	\$140	No
17.3 (a)	Unauthorized use of Vehicle seasonal parking passes	\$250	\$150	\$350	No
17.3 (b)	Unauthorized use of extra seasonal parking passes	\$250	\$150	\$350	No
17.3 (d)	Unauthorized parking in additional stalls	\$250	\$150	\$350	No
17.3 (e)	Passes affixed to unregistered vehicle	\$250	\$150	\$350	No
18.1	Site alteration without approval	\$250	\$150	\$350	No
18.2	Site alteration beyond approval	\$250	\$150	\$350	No
18.3	Vehicles failure to meet the set backs	\$250	\$150	\$350	No
18.4	Building a deck without approval	\$500	\$300	\$700	No
18.4 (a)	Wood deck outside of site boundaries	\$100	\$60	\$140	No
18.4 (b)	Failure to remove decks at the end of the season	\$100	\$60	\$140	No
18.4 (c)	Unauthorized deck structures	\$100	\$60	\$140	No
18.5	Building a shed without approval	\$500	\$300	\$700	No
18.5 (a)	Shed exceeding the permitted size	\$100	\$60	\$140	No
18.5 (b)	Shed outside the site boundaries	\$100	\$60	\$140	No
18.5 (c)	Shed exterior not finished	\$100	\$60	\$140	No
18.5 (d)	Shed used for other purpose than storage	\$100	\$60	\$140	No

18.6	Storage of utility trailer without approval	\$500	\$300	\$700	No
18.6 (a)	Utility trailer exceeding the permitted size	\$100	\$60	\$140	No
18.6 (b)	Utility trailer outside the site boundaries	\$100	\$60	\$140	No
18.6 (c)	Utility trailers failure to meet the set backs	\$100	\$60	\$140	No
18.7 (a)	Tarps used for reason other than a roof coverings	\$100	\$60	\$140	No
18.7 (b)	Tarps secured to trees that harms/damages	\$100	\$60	\$140	No
18.7 (c)	Use of Orange tarps on seasonal sites	\$100	\$60	\$140	No
18.8	Building a fence without approval	\$500	\$300	\$700	No
18.8 (a)	Fence greater than height restriction	\$100	\$60	\$140	No
18.8 (b)	Fence outside property lines	\$100	\$60	\$140	No
18.8 (c)	Fence outside setback	\$100	\$60	\$140	No
18.8 (d)	Fence picketed with pointed tops	\$100	\$60	\$140	No
18.8 (e)	Fence obstructed view	\$100	\$60	\$140	No
18.8 (f)	Fence contiguous to campground beyond specifications	\$100	\$60	\$140	No
18.8 (g)	Fencing is solid	\$100	\$60	\$140	No
18.8 (g)(i)	Fencing is permanent	\$100	\$60	\$140	No
18.9	Portable structures not securely anchored	\$100	\$60	\$140	No
18.10	Unapproved landscape/construction materials	\$250	\$150	\$350	No
18.11	More than one picnic table per site	\$100	\$60	\$140	No
18.12	Damage or alterations made to picnic table	\$300	\$180	\$420	No
18.13	Unapproved structure other than deck	\$300	\$180	\$420	No
18.14	Unapproved building or structure on campsite or within campground	\$300	\$180	\$420	No
18.15	Interference with campground operations	\$300	\$180	\$420	No
19.1	Satellite installed without approval	\$100	\$60	\$140	No
19.1 (a)	Satellite dish installed outside seasonal site boundaries	\$100	\$60	\$140	No
19.1 (b)	Satellite dish attached to utility poles and/or Campground structure	\$100	\$60	\$140	No
19.1 (c)	Satellite dish have wiring cross over or under any roadway/pathway	\$100	\$60	\$140	No
19.1 (d)	Satellite dish attached to tree in a harmful way	\$100	\$60	\$140	No
19.1 (e)	Satellite dish not removed at the end of the season	\$100	\$60	\$140	No
20.1 (a)	Site not cleaned prior to departure	\$100	\$60	\$140	No
20.1 (b)	Fire pit not cleaned prior to departure	\$100	\$60	\$140	No
20.1 (c)	Removal of rope not complete prior to departure	\$100	\$60	\$140	No
20.1 (d)	Removal of building materials not complete prior to departure	\$100	\$60	\$140	No

	20.2	Failure to remove large items from site prior to departure	\$100	\$60	\$140	No
	20.4	Seasonal camper departure after 12:00 pm September 30	\$100	\$60	\$140	No
	20.5	Day use camper departure after 11:00 am	\$100	\$60	\$140	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 15, 2021 **FILE:**

SUBMITTED BY: Joe Lamb, Chief Administrative Officer

SUBJECT: November 2021, Flooding Event and Recovery

PURPOSE:

To provide the Board with background information regarding the 2021 flooding event and update the Board on the status of clean up and recovery in the park.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the November 2021 Flooding Event and Recovery report for information.*

DISCUSSION:

On Saturday, November 13, 2021, the first of three (3) consecutive "Atmospheric River Storms" began in the afternoon and continued through the morning of Tuesday, November 16, 2021. This storm brought significant damage as outlined in the attached timeline (ATTACHMENT 1). Staff began responding to issues on the Sunday afternoon and had continued through to the end of the third storm on December 3, 2021.

The following primary concerns developed over the following days after the first storm:

- Flooding on Munroe Avenue due to a blocked culvert and the issue of the old water dam, (located just below Parmenter Road) became full of debris and overflowing banks at reservoir creek, which created a new stream directly down the mountain to the Munroe culvert.
- A culvert failure above Munroe Avenue that was releasing a significant volume of debris into the creek behind the houses along Lakeshore Drive.
- With the major amount of debris that was in the lake around Sunnyside Campground, staff felt that the debris was a significant risk to all the infrastructure in the lake as well as the Marina. If this debris was not removed from the lake and it moved toward the entrance to Sweltzer Creek, we would likely lose the foot bridges, but more importantly, dam the outflow of water and have had further flooding in the homes around the lake.
- The Community Hall was left inaccessible from Hatchery Creek washing out Columbia Valley Highway and flooding the building.
- Twin Alders had significant water running around the building (noted from the wash out above).
- The concrete stairs located on the westside were significantly undermined and are now not accessible.

- A significant number of docks that the park owns are structurally compromised and will require substantial repair or rebuilding.
- The Cultus Lake Marina Building was flooded and requires remediation.
- Further erosion was noted and loss of trees and plants along the foreshore which will require consideration to restore these areas as well as damage to the accessible pathway.

Staff mobilized several local contractors, as well as Cultus Lake Park Public Works team and began work immediately to address the concerns noted above. On Sunday, November 14th, The Fraser Valley Regional District activated the Emergency Operations Center, and a State of Emergency was declared. By declaring a state of emergency in the area, the potential for the Cultus Lake Park to access emergency funds was made available. To date, staff have applied for and received over \$123,000 in approvals for the costs to complete repairs and remove debris.

Status as at the writing of this report.

Community Hall - Insurance is remediating damage, building is cover for repairs by Insurance.

Twin Alders – Inspected no interior damage, insurance will complete a structural analysis and report back.

Docks and Wharves – Insurance to have an engineer assess all docks and report back on next steps.

Debris around the Lake – Waiting for further funding approval to dispose of all debris.

Westside Stairs – Not covered under insurance, will need to be closed and removed. Staff will begin process of acquiring quotes for replacement.

Munroe Culvert – Repairs complete.

Munroe Creek – Waiting for funding from the province to proceed with repair.

Cultus Lake Marina – Restoration company engaged through insurance.

FINANCIAL PLAN IMPLICATION:

Westside stair replacement may impact capital budget for 2022

STRATEGIC PLAN:

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

Prepared by:



Joe Lamb
Chief Administrative Officer



Staff Timeline – Flooding and Roadway Closures

Saturday, November 13, 2021

- Heavy rainfall throughout the evening; no damage was reported

Sunday, November 14, 2021

- Heavy rainfall continued throughout the entire day

1:30 pm

- Staff were alerted that culverts were cresting on Lakeshore Drive and Munroe Avenue

2:00 pm

- Sink hole formed due to flooding that was identified on Columbia Valley Highway near the entrance to Fisheries and Lakeshore Drive
- Cultus Lake Fire Department, PW staff and resident volunteers responded to assist with traffic control

2:30 pm

- PW Staff on site to evaluate the water levels and drainage in Sweltzer Creek and along Lakeshore Drive and Munroe Avenue

3:00 pm

- Columbia Valley Highway closed in both directions
- Soowahlie First Nation Band opened the route for emergency access from Cultus Lake to Chilliwack

4:30 pm

- PW Staff were called out to begin digging out drainage with backhoe and dump trucks; drainage along Columbia Valley Highway and Lakeshore, as well above Munroe Avenue were focus areas
- PW Staff continued this until approximately **6:00 am Monday, November 15, 2021**
- Debris removed was stored in Parking Lot A and Parking Lot D

6:45 pm

- Graham Daneluz, Director of Planning at FVRD Emergency Operations Center opened lines of communications

7:00 pm

- PW Staff opened Lot A to allow residents and guests to utilize the area for overflow and emergency purposes

Public Works continued remediation of upstream failures and sedimentation within the ravine beginning Monday for twenty-four hours per day through to Thursday.

Monday, November 15, 2021

- Heavy rainfall persisted throughout the entire day
- BC Hydro reported power outages throughout Cultus Lake and surrounding area

7:30 am

- Staff arrived and began to assess damage due to extreme flooding throughout the Park



- Lakeshore Drive and Munroe Avenue experienced extreme flooding; culverts were overflowing into the roadways carrying rock and debris
- Marina building and parking lot was flooded and had debris collecting into the Parking Lot
- Compromised foreshore from east end of Sunnyside Campground to Main Beach with extreme debris collecting
- Walkways, wharves and footbridges along the foreshore were flooding and accessibility was limited
- Staff identified debris collecting on the water from Watt Creek moving towards the Park

8:30 am

- Office opened to residents and guests in the community to charge cell phones, have cups of coffee and stay warm
- Staffing was limited at the office as some were unable to safely access the building from their residence
- Walkways, wharves and footbridges along the Foreshore were completely flooded and inaccessible
- Valley Garbage and Waste were denied access through the Soowahlie First Nation emergency route; garbage collection postponed until Monday, November 22, 2021. Double the normal collection will be permitted.

11:30 am

- Hatchery Creek jumped the bank and began flowing towards the Community Hall

1:30 pm

- Extreme winds were detaching and moving some docks into the Lake towards Sweltzer Creek
- Lindell Beach docks were drifting towards Park's jurisdiction

4:00 pm

- Staff created a landing page for all updates pertaining the flooding, road closures and emergency procedures

5:30 pm

- FVRD issued an Evacuation Order to residents along Lakeshore Drive and Munroe Avenue
- Cultus Lake Fire Department delivered notices to all residences affected; reported majority of those residents were not home

Tuesday, November 16, 2021

7:30 am

- Columbia Valley Highway reopened to one lane alternating traffic at Lakeshore Drive with access to Chilliwack

9:00 am

- Contracted crews are assigned to begin cleaning and recovery of debris collected along the Foreshore in Sunnyside Campground



10:15 pm

- BC Hydro assigned crews to the power outage

10:30 pm

- Staff opened the Lakeview Cabin to residents and guests who required electricity to charge their phones, have coffee and stay warm

12:00 pm

- BC Hydro restored power to the rest of Cultus Lake residents and businesses

3:00 pm

- Valley Waste and Recycling confirmed that collection will resume on Monday, November 22 for all three waste streams
- Public Works enters the Community Hall for the first time to assess the damage; water damage inside the building and parking lot erosion as water continued to flow

4:00 pm

- Board Meeting postponed until November 24, 2021

5:30 pm

- Pump truck arrived to pressurize the culvert from below to loosen debris and improve flow of water

6:00 pm

- Pump truck was called back to continue pumping as water had stopped flowing; operators identified that a large rock was sitting at the mouth of the culvert
- PW staff began digging to remove excess debris
- PW staff operated pumps overnight to ensure water wasn't flowing over the bank impacting homes
- PW staff continued to monitor the debris collecting at the footbridge
- PW staff monitored resident's homes to be able to provide communication if needed

Wednesday, November 17, 2021

OVERNIGHT

- Public Works and local contractors continue pumping excess water out of the culvert on Munroe Avenue

10:00 am

- Excavator arrives to begin repairing the culvert on Munroe Avenue to prevent further flooding in the area

11:30 pm

- Public Works begins cleanup of the debris collecting along the Foreshore at Main Beach
- Staff closed the docks with use of delineators and caution tape

12:00 pm

- Columbia Valley Highway closed due to sinkhole created by dump truck accessing the Park
- Soowahlie First Nation emergency access opened to essential travel to Chilliwack



2:00 pm

- Columbia Valley Highway was re-opened with one lane access at Lakeshore Drive

4:00 pm

- Additional excavators arrive to aid in the recovery and removal of debris in the water at Sunnyside Campground

Thursday, November 18, 2021

8:30 pm

- Work resumed on Munroe Avenue with Public Works and contracted crews to retain the bank

9:00 am

- PW staff and local contractors prepare two boats to assist in the deployment of the log boom at Main Beach near the footbridge to the west side of the lake
- PW staff prepare two ditches to anchor the log boom on Main Beach and at the foreshore on the west side

9:30 am

- Contractors delivered logs to be able to begin preparing the boom to be placed in the lake at Main Beach across to the west side of the lake; prevent debris from flowing to footbridge
- PW staff begin cleanup of debris along First Avenue foreshore

2:00 pm

- Work on the log boom was completed

3:00 pm

- Evacuation Order is rescinded for residents at Munroe Avenue and Lakeshore Drive
- Staff begin contacting residents directly to inform them that they may safely return home

Friday, November 19, 2021

- Foreshore cleanup along Main Beach to prevent debris from flowing into the mouth of Sweltzer Creek
- Removal of sandbags and debris cleanup along Lakeshore Drive and Munroe Avenue
- Street sweeping along Munroe Avenue and Lakeshore Drive

Sunday, November 21, 2021

- Excavators finalized removal of debris from lake at Sunnyside Campground

Monday, November 22, 2021

- Preliminary meeting with insurance to identify areas of damage throughout the Park
- Meeting with Rob Wilson, BC Parks, to confirm removal of structure at old water intake and begin planning removal
- Munroe Avenue ravine drainage work was completed



- Restoration company on site in the evening to complete initial assessment of the Community Hall

Tuesday, November 23, 2021

- Removal of debris that has collected along the foreshore near 28 Lakeshore Drive
- Large Loss Project Manager provided initial assessment into Community Hall, Twin Alders and docks
- Excavator stored on west side of the lake for future removal of debris

Wednesday, November 24, 2021

- PW Staff continued to remove debris from the foreshore
- PW Staff pulled back the log boom and stored it in Lot D, and re-installed after cleaning was completed

Thursday, November 25, 2021

- PW Staff removed debris from the foreshore
- Dug out drainage on Munroe Avenue in preparation for heavy rainfall
- Adam's Excavating is working on the removal of the concrete weir above Munroe Avenue and building a reinforced creek bed to ensure creek runs South
- PW Staff will be called out tonight to check on drainage

Friday, November 26, 2021

- PW staff digging the creek at the bottom of Munroe Avenue and Lakeshore Drive to footbridge at Lot A to remove sediment
- PW staff to continue monitoring drainage throughout the weekend
- Foreshore cleanup continues from the Marina to Main Beach
- Debris removal continues at Sunnyside Campground
- Reservoir creek work continues above Munroe Avenue

Saturday, November 27, 2021

- Empty sandbags were delivered to the PW yard for staff to fill and prepare for residents

Sunday, November 28, 2021

- PW staff digging out Munroe Creek to remove sediment to improve water flow

Monday, November 29, 2021

- PW staff filled sandbags for residents to pick-up at the Works Yard, if needed
- Digging of Munroe Creek continued to remove sediment
- Parmenter road work continued for bank firming
- Foreshore clean-up continued



- Boulders were installed to weigh down the log boom anchors on both Main Beach and Lakeshore Drive foreshore

Tuesday, November 30, 2021

- Built a footbridge to be reinstalled at Reservoir Creek
- PW staff filled sandbags for residents to pick-up at the Works Yard, if needed
- Foreshore clean-up continued
- Bank firming on Parmenter continued
- Digging out at Sweltzer Creek to remove sediment that had collected in preparation for continued heavy rainfall

Wednesday, December 1, 2021

- Continued building the footbridge to be reinstalled at Reservoir Creek and installed
- PW staff filled sandbags for residents to pick-up at the Works Yard, if needed
- Foreshore clean-up continued
- Completed digging out at Sweltzer Creek to remove sediment

Thursday, December 2, 2021

- Foreshore clean-up continued

Friday, December 3, 2021

- Foreshore clean-up continued

Monday, December 6, 2021

- Foreshore clean-up continues at Sunnyside Campground
- A marine company worked on the lake to assess the current status of the docks

Tuesday, December 7, 2021

- Foreshore clean-up continues at Sunnyside Campground
- A marine company worked on the lake to assess the current status of the docks



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 15, 2022

SUBMITTED BY: Cultus Lake Park Board Chair

SUBJECT: Appointments of Chair and Vice Chair to Standing and Select Committees

PURPOSE:

As per provisions in the Board Committee System Policy, the Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board establishment of Select Committees and the appointment of the Chair, Vice-Chair and members. The Board will appoint members to Select Committees, upon recommendation of the Board Chair, at a Regular Board meeting.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:

Commercial Leaseholder Committee (Standing)

Chair – Commissioner Smit

Vice Chair - Commissioner Payeur

2 appointed members of the Commercial Leaseholders

Community Events and Engagement Committee (Select)

Chair – Commissioner Dzaman

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee (Select)

Chair - Commissioner Dzaman

Vice Chair – Commissioner Bauer

Environmental and Public Area's Planning Committee (Standing)

Chair – Commissioner Bauer

Vice Chair – Commissioner Payeur

Cultus Lake Stewardship Strategy (CLASS) (External)

Commissioner Bauer

Tourism Chilliwack (External)

Commissioner Bauer

Cultus Lake Community School (External)

Commissioner Payeur

THAT the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 19, 2022.

DISCUSSION:

As per the Board Committee System Policy, consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing committees for matters the Board Chair considers would be better dealt with by committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

“Standing Committee” is an advisory body to the Board established by the Board Chair to which the Board Chair shall appoint Board representatives and may appoint citizen members. At least half the members shall be members of the Board.

“Select Committees” are established by Board resolution and to which the Board may appoint citizens. At least one member of a Select committee must be a Board member. The Board may also establish a short-term Select Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. A Board member does not have to be appointed to a short-term Select Committee.

Appointments are made annually through an application process for members of the public to apply.

Each committee has its own rules, established through Terms of Reference, which are attached.

- TOR Commercial Leaseholders Committee (Attachment #1)
- TOR Community Events and Engagement Committee (Attachment #2)
- TOR Village Center Planning and Development Committee (Attachment #3)
- TOR Environmental and Public Areas Planning Committee (Attachment #4)

Each committee may establish Sub-Committee working groups under the advisement of the Board.

Appointments of members of the community are appointed to committees by advertisement on the Park’s website. Community members who are interested may apply by application (Attachment #5) to those committees. Recommendations will be presented to the Board members. The Board Chair will appoint members to Standing Committee and will recommend to the Board establishment of Select Committees and their appointments of members. The number of members per committee is specified in the terms of reference of individual committees. Appointment to Standing and Select Committees will be made by January 31, 2022. All other provisions will be as outlined in the Board Committee System Policy, which is attached (Attachment #6).

Previously serving Committee members will be sent a letter thanking them for their contribution.

Prepared by:



Chair Renwick

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



COMMERCIAL LEASEHOLDERS COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Standing Committee is to strengthen and open communications between the Board and Commercial leaseholders.

2. Duties

- 2.1 To help build better communications and relationship between the Board and the Commercial Leaseholders.
- 2.2 To consider matters referred to it by the Park Board.

3. Membership & Term

- 3.1 The committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The committee will consist of the following members:
 - Committee Chair - Commissioner _____
 - Committee Vice Chair - Commissioner _____
 - Two appointed members of the commercial leaseholders
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

- 4.1 The committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meeting will be held at a location determined by the Chair.

Minutes and Reporting

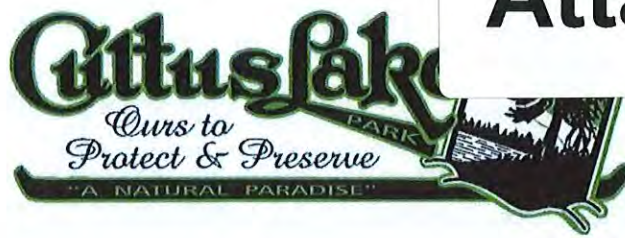
- 4.2 The Committee Chair shall provide an agenda to the Committee members and the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The committee rules of procedure will be those set out in the Board Procedure Bylaw and Committee System Policy.
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board for authority to act.



Attachment 2

COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Select Committee is appointed by the Cultus Lake Park Board for the purpose of creating experiences that promote Community Spirit and Pride in Cultus Lake Park.
- 1.2 This Committee will provide a wide variety of activities throughout the Park, promoting engagement from both residents and non-residents.

2. Duties

- 2.1 To provide organized community events and activities.
- 2.2 To promote fundraisers to assist the funding of the organized community events and activities.
- 2.3 To provide recommendations to the Park Board for projects that improve Cultus Lake Park.
- 2.4 To consider matters referred to it by the Park Board.

3. Membership & Term

- 3.1 The Committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair – Commissioner _____
 - Vice Chair – Community member (to be appointed).
 - Five members of the public, appointed by the Board
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.

- 3.4 The Committee with support from the Chief Administrative Officer may outsource the duties of the Committee to an outside agency who in turn will:
- plan, organize, implement and evaluate events; and
 - receive, review and coordinate event applications.
- 3.5 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.6 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

- 4.1 The Committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee Members and Executive Assistant at least four (4) days prior to the meeting.
- 4.3 The meeting minutes will be taken by a member of the committee appointed by the committee. Draft minutes will be given to the Executive Assistant who will format and place them on the next Board meeting agenda.
- 4.4 The Committee will report recommendations to the Board on anything related to the Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and Committee System Policy.
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board authority to act.



Attachment 3

VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1. This Select Committee is to provide recommendations to the Cultus Lake Park Board for the potential redevelopment of the Village Centre (existing plaza).
- 1.2. The committee shall consider uses to accommodate commercial, community space, multifamily residential use, and parking in the development.

2. Duties

- 2.1. To provide the Board with recommendations on the overall design and architecture to suite the Parks character.
- 2.2. To consider development costs and potential revenue.
- 2.3 To consider service/infrastructure requirements to support the development.
- 2.4 Review leases and/or purchase structure for all under 1.2
- 2.5 To obtain information and input from the Community.
- 2.6 To develop policies and to work within the parameters of PLANCULTUS.

3. Membership & Term

- 3.1 The Committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:

Chair – Commissioner _____
Vice Chair, Commissioner _____
Two or more (up to eight) additional member(s) of the public, appointed by the Board.

- 3.1. The Chief Administrative Officer may appoint a non-voting staff member to the committee.
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operations of the Committee

Meeting Schedule

- 4.1 The committee should establish a meeting schedule, and have it posted on the Cultus Lake Park website. The meeting will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee members and the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

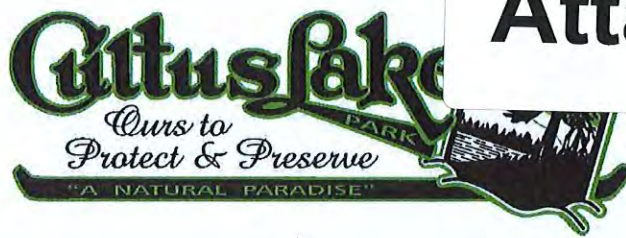
- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and the Committee System Policy
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

Meetings May be Closed to the Public

- 5.4 Committee meetings shall be closed to the public when they are concerned with matters that are consistent with Section 90 of the *Community Charter*.

6. Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board for authority to act.



Attachment 4

ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Standing Committee is to review and assist in developing the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.

2. Duties

- 2.1 This committee will provide input to Park Staff in the development and assist in the implementation of the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.
- 2.2 To consider matters referred to it by the Park Board.

3. Membership & Term

- 3.1 The committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair – Commissioner _____
 - Vice Chair – Commissioner _____
 - Two member(s) of the public, appointed by the Board
 - Two non-voting member(s) of the public, appointed by the Board.
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

- 4.1 The committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meeting will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee members and the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and the Committee System Policy.
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board for authority to act.



Cultus Lake
4165 Columbia Valley Highway
Telephone: (604) 851-1111
Website: www.cultuslake.bc.ca

Attachment 5

VOLUNTEER APPLICATION

Park Committees, Commissions, Boards

Name of Applicant: _____

Mailing Address of Applicant: _____

Residential Address of Applicant: _____

Contact: Work: _____ Fax: _____
Home: _____ E-mail: _____

1. Is your primary residence in Chilliwack or Cultus Lake? Yes ☐ No ☐
2. Are you a business operator in Chilliwack or Cultus Lake? Yes ☐ No ☐

3. Name of Committee/Commission/Board you are applying to:

4. Are you applying as a representative of a community association or other organization?

Yes ☐ No ☐

If YES, identify the association/organization: _____

5. Are you currently serving on a Committee/Commission/Board?

Yes ☐ No ☐

If yes, identify the Committee/Commission/Board:

6. Have you previously volunteered on any Cultus Lake Committee/Commission/ Board?

Yes ☐ No ☐

If YES, provide name of the Committee/Commission/Board and length of service:

7. Have you volunteered on any Committee/Commission/Board for another municipality or any community organization?

If YES, provide details:

8. What skills and goals will you bring to the Committee/Commission/Board?

9. Business/Work experience in the past five years?

10. How is your business/work experience related to the mandate of the Committee/Commission/Board?

11. Do you have an education background or professional qualifications related to the mandate of the Committee/Commission/Board?

12. Are you available to participate throughout the year? Yes ☐ No ☐

If NO, please explain: _____

13. Other relevant information, if any:

Date of Application: _____

Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the sole purpose of making appointments. Your information is collected under the authority of the Freedom of Information and Protection of Privacy Act and any applicable bylaws.

Contact Information:

Manager of Corporate Services / Corporate Officer
4165 Columbia Valley Highway
Telephone: (604) 858-3334
Fax: (604) 858-8091
Email: Rachel.litchfield@cultuslake.bc.ca



CULTUS

Attachment 6

Board Policy

BOARD COMMITTEE SYSTEM POLICY

APPROVALS

Approved and Adopted: January 13, 2010	Approved and Adopted : Cultus Lake Park Board
Amended: January 27, 2014	Approved by: Cultus Lake Park Board
Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)	Approved by: Cultus Lake Park Board

POLICY

Consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing committees for matters the Board Chair considers would be better dealt with by committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

DEFINITIONS

“Ex officio” means the Board chair who may attend any committee meeting and has a vote, is not obliged to attend meetings, and shall not be counted for purposes of forming quorum.

“Standing Committee” is an advisory body to the Board established by the Board Chair to which the Board Chair shall appoint Board representatives and may appoint citizen members. At least half the members shall be members of the Board.

“Select Committees” are established by Board resolution and to which the Board may appoint citizens. At least one member of a Select committee must be a Board member. The Board may also establish a short-term Select Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. A Board member does not have to be appointed to a short-term Select Committee.

“Staff Liaison” is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

PROCEDURE

1.0 Membership

1.1 Diversity

Membership of committees will be diverse, and broadly reflective of the community.

Membership will also reflect desired experience, knowledge, expertise and geographic location in the community.

1.2 Appointments

- 1.2.1 Annually, the opportunities for appointment of members of the public to committees will be widely advertised so that any citizen who is interested may apply.
- 1.2.2 Recommendations for committee members will be sought from Board members.
- 1.2.3 The Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board establishment of Select Committees and the appointment of the Chair, Vice-Chair and members. The Board will appoint members to Select Committees,

upon recommendation of the Board Chair, at a Regular Board meeting.

1.2.4 Appointment to Standing and Select Committees will be made by January 31 in the year following the appointment of the Cultus Lake Park Board Chair.

1.2.5 *Not used.*

1.2.6 The terms of reference of individual committees will specify the number of members to be appointed to the committee.

1.2.7 Committee members shall serve without pay at the pleasure of the Board, unless otherwise provided in the enabling statute or establishment bylaw.

1.3 Applications for Membership are Confidential

All applications for membership on committees shall be kept in confidence when submitted to the Park.

1.4 Terms of Appointment for Standing, Select Committees

1.4.1 The term of appointment is until the earlier of:
(a) January 31 of the subsequent year of appointment;
(b) When the appointee's successor is appointed.

1.4.2 Notwithstanding clause 1.4.1, all committee appointments expire on the day of a general local election.

1.4.3 When considering re-appointments for a consecutive term, committee stability and membership continuity will be considered.

1.5 Terms of Appointment of Short Term Select Committees

The term of appointment of members to short term Select Committees is concurrent with the time frame provided to the short term Select Committee to complete its work; after which the members' terms expire unless extended by Board resolution.

1.6 Committee Vacancy Replacement Term

In the event of a vacancy, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated office.

1.7 Attendance of Members at Meetings

Unless otherwise provided in the enabling statute or establishment bylaw, any member who is absent from two (2) consecutive regular meetings without leave of absence from the committee or without reason satisfactory to the committee shall forthwith cease to be a member of the committee and the appointing authority shall be advised by the committee.

1.8 Removal of Member from Committee

The Board may remove or request the resignation at the request of the committee or on its own initiative any of its committee appointees for malfeasance in office, or any other good and sufficient cause.

1.9 Resignation of Member

Any member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee chair with a copy to the staff liaison.

2.0 Board Liaison/Board Membership

- 2.1** The Board Chair shall designate the members of the Board to serve as Chair and vice-Chair of the Standing Committees.

Both the Chair and the Vice Chair of a committee shall be entitled to vote.

- 2.2** Any member of the Board not appointed to a Standing or Select Committee may attend the committee meetings as an observer but is not entitled to enter into the discussion unless requested to by a majority vote of the committee. Any Board member not appointed to the committee but attends committee meetings are not entitled to vote.

- 2.3** The Board may appoint individual Board members to Select Committees and designate the Chair and Vice-Chair.

- 2.4** Board representatives serve for a term outlined in Section 1.4.

- 2.5** The Board representative's role on committees is:

2.5.1 to be a voting member of the committee to which they are assigned;
and

2.5.2 to serve as a communication liaison to the Board.

- 2.6** The Chair is an ex-officio member of every Standing and Select Committee and as such has the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.

3.0 Staff Support

- 3.1** A staff liaison may be appointed to each Standing or Select Committee by the Chief Administrative Officer. The staff liaison is not a member of the committee and therefore is not entitled to vote. The role of the staff liaison includes:

3.1.1 providing information and professional advice;

3.1.2 supporting the chairperson in developing agendas, arranging meetings, and promoting effective committee functioning;

- 3.1.3 writing report/ recommendations to the Board as requested by the committees when reporting to the Board;
- 3.1.4 Assisting with the annual membership recruitment by providing timely responses to requests for information concerning reappointment.
- 3.2 Any other projects or tasks to be assigned to the staff liaison require the approval of the Chief Administrative Officer.
- 3.3 The Chief Administrative Officer may assign a Committee Clerk to assist committees by carrying out the duties specified in the terms of reference for the committee.
- 3.4 If a staff liaison has not been appointed by the Chief Administrative Officer, the committee shall appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under section 8 of this policy.

4.0 Meeting Schedule

- 4.1 Standing and Select Committees will establish their own meeting schedules.

5.0 Quorum

- 5.1 Unless otherwise provided in a committee's enabling statute or establishment bylaw, a majority of the members of a committee constitute a quorum provided that one Board member is in attendance. For Standing Committees at least half of the quorum must be made up of members of the Board.

6.0 Chair

Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair if the Board Chair or Board has not already done so, each of whom hold office for a period of one year, to carry out the duties normally attributed to such office in conducting the business of the committee.

7.0 Agendas

The staff liaison, or in the absence of the staff liaison the committee chair, is responsible for the preparation of committee agendas which are typed and distributed to committee members.

- 7.1 The preparation of committee agendas can be delegated to a member appointed by the committee.

8.0 Minutes

- 8.1 Committee minutes, setting out recommendations made of all meetings of committees shall be legibly recorded by the Staff Liaison or committee member appointed by the committee.

- 8.1.1 Other details relevant to the agenda may be entered into the committee minutes, upon approval of the committee or committee chair.

8.2 Following review by the Committee Chair, the minutes shall be certified as correct by the Staff Liaison or committee member appointed by the committee and:

8.2.1 be provided in draft form to the Executive Assistant to the Chief Administrative Officer for circulation to the Board on the public agenda for information; and

8.2.2 following adoption of the minutes at the next meeting of the committee, shall be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

8.3 The Staff Liaison or committee member appointed by the committee shall provide adopted committee minutes to all members of the committee and the original signed copy as well as an electronic version to the Executive Assistant to the Chief Administrative Officer for proper retention and distribution.

9.0 Rules of Procedure

9.1 Each committee shall prescribe its own rules, providing they are not inconsistent with its enabling statute, establishment bylaw, Board policy, and the Board's Procedure Bylaw. The Committee may rely for reference upon the advice of the staff liaison.

9.2 Questions of procedure which cannot be resolved by the committee upon the advice of the Staff Liaison shall be referred to the Chief Administrative Officer.

10.0 Voting

All members of a committee, including the Chair and Vice-Chair, shall have a vote on any question before it, and in all cases in the event of a tie vote, the motion shall be defeated. Any member who abstains from voting, without having declared a pecuniary interest and leaving the meeting, shall be deemed to have voted in the affirmative. Proxy votes are not permitted.

11.0 Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter*.

12.0 Sub-Committees

Committees may establish working groups and shall advise the Board of the establishment of working groups and their purpose.

13.0 Reporting

13.1 Establishment and Authority

Members will not misrepresent themselves as having any authority beyond that delegated by the Board.

13.1.1 Standing and Select Committees must refer recommendations to the Board for authority to act.

13.1.2 Short Term Select Committees conduct their task within the time prescribed by the Board following which they report their findings and opinions to the Board for consideration.

13.2 Reporting on Issues

When responding on an issue referred to it by the Board, Standing, and Select Committees, with the assistance of the staff liaison will submit reports to the Board in accordance with the Board's policy and the Boards Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, committee reports will be accompanied by a staff report.

Committees shall not reconsider a decision of the Board except with a referral from the Board.

13.3 Timing of Reports and Minutes to Board

Reports and minutes from committee meetings will be submitted for the agenda for the next Board meeting as soon as reasonably possible.

14.0 Authority

Except as may be provided in their enabling statute or establishment bylaw, committees do not have the authority to communicate with other levels of government, to pledge the credit of the Park, or to authorize any expenditures to be charged against the Park.

15.0 Budget

15.1 Unless otherwise provided in their enabling statute or establishment bylaw, committees may request budget funds from the Board in accordance with the Boards budget preparation schedule and procedure.

15.2 Any solicitation of funds from other organizations requires the prior approval of the Board.

15.3 The Committee shall have reasonable use of the Park's miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison and only during office hours.

16.0 Personal Liability

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the Committee. It is the responsibility of the Board to insure the members of committees against all liabilities related to fulfilling their responsibilities as a member of the committee.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 15, 2021 **FILE:** 0230-20

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

SUBJECT: Small Mouth Bass Research

PURPOSE:

The purpose of the report is to provide the Board with information related small mouth bass and to request support to continue research to control the spread of this invasive species.

RECOMMENDATION:

THAT the Cultus Lake Park Board support the continuance of research in collaboration with the Cultus Lake Stewardship Society;

THAT the Cultus Lake Park Board endorse a contribution to the Cultus Lake Aquatic Stewardship Society in the amount of \$5,000; and

THAT the Cultus Lake Park Board approve releasing these funds from the Public Areas account to support this initiative.

DISCUSSION:

At a recent Cultus Lake Stewardship Society (CLASS) meeting the group had a discussion surrounding the results of research with respect to the small mouth bass in Cultus Lake. Professor Wendy Margetts noted the importance of continuing the research to better understand the behaviors of the small mouth bass to develop programs to control the spread of the invasive species.

As small mouth bass are predators of salmon fry, local trout, and other endangered species, she noted that the research is important to the ecology of the lake and for the protection of our endangered species.

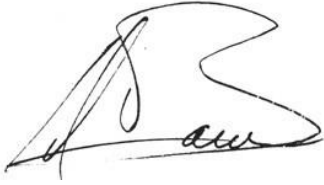
At this presentation, it was noted that funding is required and would express local concern, leverage for funding outside of the area, and contribute to increase additional staffing for research.

The cost to continue this needed research is approximately, \$60,000 per year. They require a minimum of \$40,000 to continue next year. CLASS is supportive to contribute funding in the amount of \$1,000. Currently, they have approximately, \$20,000 available.

STRATEGIC PLAN:

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

Prepared by:

A handwritten signature in black ink, appearing to be 'Bauer', written over a horizontal line.

Commissioner Bauer, Chair
Environmental and Public Areas Planning Committee

Approved for submission to the Board:

A handwritten signature in blue ink, appearing to be 'J. Lamb', written over a horizontal line.

Joe Lamb
Chief Administrative Officer