



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, April 20, 2022

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 April 20, 2022 instead of 7:00 pm.

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/81583671782?pwd=YWlmeiorNStHMUpoTnhJZ1NjVkVKUT09>

Meeting ID: 815 8367 1782

Passcode: 246852

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, April 19, 2022 by 4:30 pm to emma.dion@cultuslake.bc.ca.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, APRIL 20, 2022

5:00 PM

PARK OFFICE BOARDROOM

4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

(1) CALL TO ORDER

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

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

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

Section 90 (1), (g) litigation or potential litigation affecting the municipality;

Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 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 April 20, 2022; and

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

(5) DELEGATION

Page 7

Craig and Nancy Philbrook, Regarding Fire Lane Designation

- Letter dated April 10, 2022, from Craig and Nancy Philbrook, 139 First Avenue.

THAT the Cultus Lake Park Board receive the letter and direct staff with the decision on the fire lane designation.

(6) ADOPTION OF MINUTES

Page 9

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 16, 2022.

(7) ADOPTION OF COMMITTEE MINUTES

- Page 13 (a) ***THAT the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from February 15, 2022.***
- Page 15 (b) ***THAT the Cultus Lake Park Board approve the Village Center Planning Committee Minutes from February 16, 2022.***
- Page 19 (c) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from February 23, 2022.***
- Page 23 (d) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from March 17, 2022.***

(8) CORRESPONDENCE

Gravel Fines Flow into Cultus/Sweltzer Salmon Spawning Grounds

- Page 27 (a) • Letter dated March 29, 2022, from Dave Clyne, Chair of the Cultus Lake Stewardship Society regarding Kirkness Holdings Gravel Pit
- Page 31 (b) • Letter dated May 13, 2016, from Cultus Lake Aquatic Stewardship Strategy regarding Hatchery debris

THAT the Cultus Lake Park Board receive the Letter from Dave Clyne, Chair of the Cultus Lake Stewardship Society regarding Kirkness Holdings Gravel Pit's silt.

THAT the Cultus Lake Park Board receive the letter from the Cultus Lake Aquatic Stewardship Strategy regarding gravel debris in Sweltzer Creek.

(9) BYLAWS

- Page 33 (a) **Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022**
- Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022
- THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022.***
- (b) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022**
- Page 41 • Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022

THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022.

- (c) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022**
- Page 45 • Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022.

(d) **General Local Government Election Bylaw No. 1213, 2022**
Mail Ballot Authorization and Procedure Bylaw 1214, 2022

Page 49

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services and Corporate Officer

Page 51

- General Local Government Election Bylaw No. 1213, 2022

Page 55

- Mail Ballot Authorization Bylaw No.1214, 2022

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022.

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022.

(e) **Election Signage and Canvassing Bylaw No. 1215, 2022**

Page 63

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services and Corporate Officer

Page 65

- Election Signage and Canvassing Bylaw No. 1215, 2022.

THAT the Cultus Lake Park Board give First, Second and Third reading of the Election Signage and Canvassing Bylaw No. 1215, 2022.

(f) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022**

Page 69

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 71

- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022

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. 1216, 2022.

(g) **Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022**

Page 81

- Report dated April 20, 2022, from Erica Lee, Chief Financial Officer

Page 85

- Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1217, 2022.

(10) STAFF REPORTS

(a) **Cultus Lake Dock Status Update**

Page 93

- Report dated April 20, 2022, from Joe Lamb, Chief Administrative Officer

Page 95

- Dock Repair Scope- March 31 2022

***THAT** the Cultus Lake Park Board receives the Cultus Lake Dock status report and the Ellis Don repair scope document for information.*

Page 119

(b) **Request to Subdivide – 441 Oak Street**

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

***THAT** the Cultus Lake Park Board receive the letter from Gerald and Susan Lim of 441 Oak Street requesting consideration to subdivide Lot 441 Oak Street;*

***THAT** the Cultus Lake Park Board request that staff amend the Subdivision and Land Development Bylaw to include under "Schedule A" Lot 441 as qualifying subdividable property; and*

***THAT** the Cultus Lake Park Board approve the Application for Subdivision from Gerald and Susan Lim of 441 Oak Street and request that staff prepare a letter of approval with respect to the bylaw change.*

***THAT** the Cultus Lake Park Board further consider adding Lot 443 Oak Street to "Schedule A" of the Subdivision and Land Development Bylaw.*

Page 149

(c) **Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby Special Event**

- Report dated April 20, 2022, from Amanda Nadeau, Media and Events Coordinator

***THAT** the Cultus Lake Park Board approve the Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby to be held on Saturday, June 18, 2022;*

***THAT** the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 30 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 18, 2022; and*

***THAT** the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 17, 2022, to 5:00 am on June 18, 2022, for security purposes.*

Page 153

(d) **Cultus Lake Water Sport Festival Special Event**

- Report dated April 20, 2022, from Amanda Nadeau, Media and Events Coordinator

***THAT** the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 3 to Sunday, June 5, 2022;*

***THAT** the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival Special Event on Friday, June 3 to Sunday, June 5, 2022, be waived;*

***THAT** the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, June 3 to Sunday, June 5, 2022,*

***THAT** the requirement for the \$1,000 security deposit for the Cultus Lake Water Sports Festival be reduced to \$500:*

THAT the Special Event Application fee of \$100 for the Cultus Lake Water Sports Festival be waived;

THAT the Special Event Rental Fees of \$1,500 for the Cultus Lake Water Sports Festival be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the Cultus Lake Water Sports Festival be waived;

THAT the Garbage Bin and Admin fees for the Cultus Lake Water Sports Festival be waived;

THAT food vendors be permitted at the Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event);

THAT food vendor fees of \$100 per vendor per day for the Cultus Lake Water Sports Festival be waived;

THAT participants of the Water Sports Festival be permitted to camp at Main Beach for the duration of the event;

THAT the portable toilets fees for the Cultus Lake Water Sports Festival be waived; and

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, June 3 to Sunday, June 5, 2022 (to offset expenses).

(e) **Cultus Lake Showcase Special Event**

Page 161

- Report dated April 20, 2022, from Amanda Nadeau, Media and Events Coordinator

THAT the Cultus Lake Park Board approve the Cultus Lake Showcase Special Event to be held on Saturday, August 6, 2022, from 10:00 am to 4:00 pm; and

THAT the Cultus Lake Park Board approve to waive parking fees for ten volunteers in Parking Lot B for the duration of the event.

(f) **Cultus Lake Days Special Event**

Page 167

- Report dated April 20, 2022, from Amanda Nadeau, Media and Events Coordinator

THAT the Cultus Lake Park Board approve the Cultus Lake Days Special Event to be held on Saturday, June 25, 2022;

THAT the Cultus Lake Park Board approve free parking in Lot D for up to 150 vendors and volunteers for the duration of the event on June 25, 2022; and

THAT the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area from 11:30 am to 9:30 pm on June 25, 2022.

(11) REPORTS BY COMMISSIONERS

(a) Community Events and Engagement Committee Membership Appointment

- Report dated April 20, 2022, from Vice Chair Dzaman, Committee Chair

***THAT** the Cultus Lake Park Board receive the resignation notice from Drew McTaggart.*

***THAT** the Cultus Lake Park Board receive the application from Shannon Lamb for the membership of the Community Events and Engagement Committee; and*

***THAT** the Cultus Lake Park Board appoint Shannon Lamb as a member of the Community Events and Engagement Committee.*

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on April 20, 2022, be adjourned.*

April 10, 2022

Cultus Lake Parks Board
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5

Dear: Cultus Lake Parks Board

My name is Craig Philbrook and I live at 139 Frist Avenue, Cultus Lake.

I would like to respond to your letter regarding Cultus Lake Parks Board Fire Lane Designation and parking and garden bed encroachment.

Firstly, I would like to address the garden bed. Prior to building our house there was a large cedar tree as well as two birch trees approximately 6 to 8 feet from our property line towards the lane. This area was covered in grass with one flower bed around the birch trees. Building our house required the removal of the trees and the grass for the excavation. We built most of the house ourselves and it took until the spring of 2006 to start the landscaping. I had a load of topsoil dumped beside the house and prepared the ground to replant the grass that had been there previously. When doing this a neighbour who lives several blocks away commented to me that this was a lot of dirt for two feet. Shortly after that, on the same day, Marlene Cameron (wife of commissioner Cameron) came by and commented we were encroaching. A few days after that John Cameron and CAO Scott Coulson were measuring the height of our fence, (the fence is below the maximum height), next we were told the grass was an encroachment.

I did a drawing of the grass and garden against the house and spoke to it at a board meeting (spring 2006). I was ultimately told we could put grass and garden six feet past my property line, but not to plant any trees. In the end, all we did was return the landscape to the state it was before we built.

Additionally, I would like to give some history as to our property and parking. My grandfather and my father purchased the cabin the 1958 and used the parking area beside the original cabin. We have continued to park there until today without issue.

When we built our home, the back of the home (roadside) and the lane side was left in gravel for a few years. We then decided to put in stamped concrete.

I met with Scott Coulson and Reagan Gehman (Public Works) at my house to discuss whether I would be allowed to use concrete or paving stones. I was advised that concrete would be allowed. I then told Scott my plan for the concrete behind our house, extending over to the drain in the lane and to the spot where we park beside the house.

Scott asked if it was for parking, and I confirmed that with him and explained the history. He asked Reagan if that would interfere with their access and Reagan said not at all. Scott then said I could concrete the whole lane if I wanted as they wanted to cover up the gravel to prevent dust and erosion.

The lane is wide enough for public access with our car parked there. The public works gravel truck, backhoe, landscape truck and boom lift all use the lane even if they are working several houses away. We have had other vehicles use the lane for the rebuilding of houses, such as excavators and gravel trucks.

Approximately five years ago I asked Reagan if I could bring in crushed gravel for the lane as it continued to erode after heavy rains and create trenches and tripping hazards. My neighbour and I split the cost of doing the job. We brought in a dump truck load of crushed gravel, rented a bobcat to move the gravel and rented a tamper to pack the gravel. Since completing the work we haven't had any erosion issues.

My wife and I continue to maintain the lane with raking, keeping the storm drain free from leaves and snow as well as keeping the pipe that drains into the lake unplugged.

To summarize, we have been using this portion of park land without any issues for many years. Based on the historical information we have provided we would like you to reconsider your previous decision.

Thank you,

Craig and Nancy Philbrook



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, MARCH, 16, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present

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

Staff

Chief Administrative Officer – J. Lamb
Manager of Finance – E. Lee
Manager of Park Operations – D. Driediger
Manager of Corporate Services / Corporate Officer – R. Litchfield
Communications, Media and Events Coordinator – A. Nadeau
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Assistant – E. Dion

Regrets

Commissioner D. Renwick – Chair

(1) CALL TO ORDER

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

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

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

Section 90 (1), (d) 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

The meeting reconvened at 5:00 pm.

(4) APPROVAL OF AGENDA

4943-22

Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of March 16, 2022; and

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

CARRIED

(5) CORRESPONDENCE

(a) Cultus Lake Park Zoning Bylaw No. 1375, 2016

- Letter dated February 28, 2022, from Hasib Navi, Manager of Planning, Fraser Valley Regional District regarding Cultus Lake Park Zoning Bylaw No. 1375, 2016

4944-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the letter from Hasib Navi, Manager of Planning, Fraser Valley Regional District regarding Cultus Lake Park Zoning Bylaw No. 1375, 2016.*

CARRIED

(6) ADOPTION OF MINUTES

4945-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (a)** ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held February 16, 2022.*

CARRIED

(7) BYLAWS

(a) Property Maintenance Bylaw No. 1210, 2022

- Property Maintenance Bylaw No. 1210, 2022

4946-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022.*

CARRIED

(b) Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022

- Parking & Traffic Bylaw No. 1190, 2021 Amendment Bylaw No. 1211, 2022

4947-22 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***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. 1211, 2022*

CARRIED

(c) **Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212 2022**

- Parking & Traffic Bylaw No. 1190, 2021 Amendment Bylaw No. 1212 2022
- Report dated March 16, 2022 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4948-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022.*

CARRIED

(8) STAFF REPORTS

(9) COMMISSIONERS REPORTS

(10) COMMUNITY ASSOCIATION

Question Colleen Rogozinski, Community Association, requested an update on the sewer project. She noted that people on the docks were disobeying the signage. She inquired about whether the docks will be to be replaced or removed. She also asked if there was any plan in the interim until report for the docks is received.

Answer Commissioner Dzaman responded saying that the sewer project is progressing, however he could not share more details due to confidentiality surrounding the legalities of the project. Commissioner Dzaman stated that staff and the Board are expecting a report back from FVRD for the next steps. Chief Administrative Officer, Joe Lamb, responded saying that the signs are limiting the liability on the Park and there are no enforcement protocols as of yet to prevent people going on the docks. Chief Administrative Officer, Joe Lamb, responded saying they will prioritize unsafe docks first for removal. He also noted that the insurer also holds liability. There is incentive from them to remove docks and to determine what is going to be repaired and replaced.

(11) PUBLIC QUESTION PERIOD

Question Rita LeBlanc, Resident, inquired about the stickers for the garbage and recycling cans on whether felt tip markers marking the cans was compliant or is it mandatory to use a sticker?

Answer Manager of Corporate Services/Corporate Officer, Rachel Litchfield, responded that the felt tip marker marking should be compliant. This attributes to the main goal, which is to have residents compliant with the Property Maintenance Bylaw.

Question Laurel Shears, Resident, inquired about an update on the dock repair status, specifically the response from the insurance company. She also noted there was limited signage about the docks being unavailable. She also asked about the dock's replacement value. She inquired about the insurance value for the damaged docks whether it was 1.8 million dollars or 2.4 million dollars for the dock replacement. She noted the signage for no briquettes BBQs and fires on lot B, foot bridge, lakeside trail (east). Lot B should include signage for briquettes. She noted having a fire in proximity of the grass line during the heat dome last summer was very dangerous.

Answer Commissioner Dzaman responded saying the Board and staff are awaiting a report by the end of the month for next steps. Chief Administrative Officer, Joe Lamb, also responded saying that they are expecting a stated plan from insurance on what docks get repaired or replaced. As soon as staff receive correspondence from the insurer, they will share an update at the next meeting and/or social media. Chief Administrative Officer, Joe Lamb, confirmed the insurance value was 2.4 million. Commissioner Dzaman inquired if Resident, Laurel Shears was concerned about the enforcement of the docks at this time. Chief Administrative Officer, Joe Lamb, responded that they are waiting on the report of what will be repaired and what will be replaced from the insurer. From this report, there will be an enforcement plan made and he will be using May 1st 2022 as a deadline for said plan. Chief Administrative Officer, Joe Lamb responded that there is no signage for briquettes in lot B, however staff will rectify this and look at the signage for this concern. Bylaws, security, and monitoring of fires will contribute to preventative measures.

(12) ADJOURNMENT

4951-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Regular Meeting of the Cultus Lake Park Board held on March 16, 2022 be adjourned at 5:27 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held March 16, 2022.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



COMMERCIAL LEASEHOLDER COMMITTEE MEETING MINUTES

TUESDAY, FEBRUARY 15, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner C. Smit – Chair Commissioner L. Payeur – Vice Chair
Committee Members	Christy. Ovens – Lakeside Beach Club S. Marks – Cultus Lake Marina – Via Zoom
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communication, Media, and Event Coordinator – A. Nadeau
Members of the Public	Bob McCrea
Regrets	

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

Moved by: C. Ovens Seconded by: L. Payeur

THAT the agenda for the February 15, 2022, Commercial Leaseholder Committee be approved.

CARRIED

(3) COMMITTEE TERMS OF REFERENCE

The CAO reviewed the Terms of Reference with the Commercial Leaseholder Committee.

Chair Smit explained that the committee is for commercial leaseholders as a whole and individual leaseholders with items they would like to discuss about their lease can contact the office.

(4) BOARD COMMITTEE SYSTEMS POLICY

The CAO reviewed the Board Committee Systems Policy with the Commercial Leaseholder Committee.

(5) ITEMS FOR DISCUSSION

C. Ovens requested new locks for the Plaza garbage area as there are no locks currently. Staff to take care of this. Staff to look into the recycling item pick ups for the Plaza garbage and let the leaseholders know what they can and cannot put in the commercial bins.

Plaza leaseholders are looking for more clarity on their individual leases and what the future of the Plaza looks like. The CAO stated that all Plaza leases expire in August 2023, and will then revert to a month to month basis, with the same terms. The Village Center Planning committee is meeting and will be moving forward with an RFP for the development of that area. The CAO requested to the committee members that if they have leaseholders with specific questions regarding their lease, to contact him directly.

Plaza parking to be enforced and pay stations to be uncovered heading into the spring.

(6) PUBLIC QUESTION PERIOD

B. McCrea has concerns the new signage policy will affect the leaseholders in terms of what Commercial Leaseholders signage can be. The CAO stated the purpose of the policy is to standardize signage in the public areas. B. McCrea will deliver a letter with the commercial leaseholder concerns.

(5) NEXT MEETING DATE AND TIME

March 15, 2022 – 9:00 am

(6) ADJOURNMENT

Moved by: L. Payeur Seconded by: C. Ovens

***THAT** the Commercial Leaseholder Committee meeting held on February 15, 2022, be adjourned at 9:22 am.*

CARRIED



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

WEDNESDAY, FEBRUARY 16, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner K. Dzaman – Chair
Committee Members	E. Vance – Via Zoom B. Van den Brink – Via Zoom G. Senft – Via Zoom P. Vander Helm – Via Zoom B. Shirley – Via Zoom C. Elstak – Via Zoom
Staff	Chief Administrative Officer – J. Lamb Corporate Services / Corporate Officer – R. Litchfield Communication, Media, and Event Coordinator – A. Nadeau
Regrets	Commissioner D. Bauer – Vice-Chair C. Rogozinski
Members of the Public	B. McCrea

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

Moved by: C. Elstak Seconded by: B. Van den Brink

***THAT** the Agenda for the February 16, 2022, Village Center Planning and Development Committee be approved.*

CARRIED

(3) COMMITTEE TERMS OF REFERENCE

Chair Dzaman recommended that the committee review the Committee Terms of Reference.

(4) BOARD COMMITTEE SYSTEMS POLICY

Chair Dzaman recommended that the committee review the Board Committee Systems Policy.

(5) SCOPE OF WORK

Chair Dzaman outlined the objectives for the scope of work as follows:

- PlanCultus as guiding document
- Public Consultation
- Economic impact (what is the business case for CLP to complete the development?)
- Studies to address challenges surrounding hydro, water, sewer, transportation
- Critical path
- Timeline for public consultation process and working with FVRD
- Timeline for expression of interest
- Financial analysis/outcomes
- Community impact

Chief Administrative Officer, Joe Lamb noted that staff will provide the committee with the first draft of the RFP within three weeks in advance of the next committee meeting to allow the committee to comment and provide input.

(6) OPEN DISCUSSION

Chair Dzaman highlighted the attached scope of work extracted from an RFP as an example to explore building the scope of work for the Village Center development. The goal is to create an RFP for consultation, noting the scope of work required to proceed with the project. The consultant will guide the initial stages to proceed with an RFP/ROI for the development.

Chair Dzaman recommended focusing on the specific section of the attached document outlined as Project Objectives and Requirements. The park will work with the consultant to provide a clear path but remain broad enough to work through all stages. The Chair noted the outline provided by Urban Systems in 2021 stating it would be beneficial to share with the consultant for guidance.

Chair Dzaman asked the committee what the key points and objectives of working with the consultant should be initially with the RFP for a developer and the public consultation initial stages.

Chair Dzaman highlighted that public process is necessary for transparency. The consultant will guide this to ensure that we are prepared to have public consultation and recommended that timelines will be put into place so the committee has a clear path forward.

The committee agreed that to move things forward we should follow the template to allow for a framework that is prudent in planning the step-by-step process. PlanCultus should be utilized as the guide to articulate our vision and the performance parameters, for example density and proposed uses of the development. In addition, highlighted that a timeline will be provided for the various areas that need to be addressed.

The committee also discussed concerns of timelines and the use of the terminology of Expression of Interest rather than RFP and Chair Dzaman noted that the committee should be considering what the vision, critical path, challenges, etc., to provide the consultant to guide the process in working with the developer.

Chief Administrative Officer, Joe Lamb highlighted that the committee accomplished a lot last year and now have been provided with a budget being approved for consultation. This is an important step to ensure proper public engagement and detailed RFP. Staff will draft the RFP and clearly define the direction for this proponent within the next 6 months.

The committee should clearly define the scope of work so the consultant can plan the RFP, guide partnership with FVRD, public process to communicate and financial analysis.

The committee discussed the timelines for staff to complete the RFP/EOI and if this is part of the budget for consultation.

Chief Administrative Officer, Joe Lamb noted that staff will draft a document to be reviewed at the next meeting highlighting the scope of work. Following this the document will be presented to the Board.

Chief Administrative Officer, Joe Lamb noted that the park has an RFP outline that discusses all the other areas of the project except for the scope of work. In addition, he noted that it is paramount to engage the community transparently and ensure the project has the sufficient support to proceed with the project.

Committee goal is to have this document prepared for the board within 60 days. Following this the public will be engaged to give comments on that document.

Chief Administrative Officer, Joe Lamb noted that there may be constraint with respect to the sewer system and this could be removed depending on the scope of work. Initial plan needs to get us to engagement and RFP, following this the committee and staff can focus on sewer and transportation aspects.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING DATE AND TIME

Thursday, March 17, 2022 at 9:00 am

(9) ADJOURNMENT

Moved by: C. Elstak Seconded by: B. Van den Brink

THAT the Village Center Planning and Development Committee meeting held on February 16, 2022 be adjourned at 9:55 am

CARRIED



**CULTUS LAKE PARK BOARD
COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
MEETING MINUTES**

WEDNESDAY, FEBRUARY 23, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner K. Dzaman – Chair

Committee Members P. McEwan
E. Jartved
T. Seeley
D. McTaggart
K. Brauer
R. LeBlanc

Staff Manager of Corporate Services / Corporate Officer – R. Litchfield
Communication, Media, and Event Coordinator – A. Nadeau

(1) CALL TO ORDER

The Chair called the meeting to order at 6:05 pm.

(2) APPROVAL OF AGENDA

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

***THAT** the Agenda for the February 23, 2022, Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Community Events and Engagement Committee Minutes from 2021 have been approved and adopted by the Cultus Lake Park Board.

(4) CORRESPONDENCE

(5) NEW BUSINESS

Committee Terms of Reference

- (a) • Community Events and Engagement Committee Terms of Reference

Chair Dzaman recommend that the committee review the Community Events and Engagement Committee Terms of Reference. Chair Dzaman welcomed nominations for the Vice-Chair of the Community Events and Engagement Committee. Erica Jartved nominated Paddy McEwan as Vice-Chair of the Community Events and Engagement Committee, and further Karen Brauer also nominated Paddy McEwan.

P. McEwan accepted the nomination for the position of Vice-Chair of the Community Events and Engagement Committee.

(b) **Board Committee Systems Policy**

- Board Committee Systems Policy

The committee discussed the Board Committee Systems Policy and requested that staff review the voting rights as per the policy and report back to the committee at the next meeting.

(c) **Review of Core Events and Planning Timelines**

- Distribution of 2022 Community Events and Engagement Committee – Planning Binder for reference

The Chair highlighted that all events planned and hosted by the committee should focus on adding value to the community and park. The binder was developed to guide the committee on planning of core events with respect to previous year best practices, timelines, and scope of work.

Staff reviewed the content of the binder with the committee highlighting the calendar of Board approved and historical events, planning template and 2019 documents of core events for reference.

Chair Dzaman requested that staff duplicate the binder in a PDF file and distributed to the committee.

(d) **2022 Annual Core Events Planning**

- List of 2022 event options for discussion:
 - Elvis in the Park
 - Cultus Lake Days
 - Movie Nights
 - Christmas Market and Lights Events
 - Farmers Market
 - Polar Bear Swim
 - Spring Golf Event (fundraiser for Cultus Lake Days)
 - Blanc on the Beach

The committee discussed planning timelines for each event as follows:

Elvis in the Park planning should begin in April with discussion on potential relocation of the event. The committee noted that staff assist with setting up the stage.

Cultus Lake Days planning will be primary focus for next meeting to begin assigning roles of responsibility to each committee member.

Christmas Market and Lights Events planning should begin in February.

Farmers Market planning should begin in February to secure vendors for this event. The committee discussed outsourcing this to another individual who would be responsible for booking vendors and organization of the event. Chair Dzaman will connect an individual with staff following the meeting.

The committee discussed partnering with another organization to facilitate the Polar Bear Swim with potential to raise funds for future events.

The committee discussed that the Spring Golf Event would not be viable for 2022 planning due to timelines and scope of work.

The committee discussed partnering with another organization to facilitate Blanc on the Beach.

The committee discussed additional events:

- Softball Tournament
This event would ideally be hosted at the Cultus Lake Community School; staff will connect with the school to discuss renting of the field and report back to the committee at the next meeting. The committee discussed potential team and award options.
- Pickball Tournament
- Float For A Cause
- Halloween event

The committee discussed developing an Amphitheatre or other structure to host events during inclement weather. In addition, they discussed creating a community garden through the Environmental and Public Areas Planning Committee.

The committee reviewed the 2022 Budget provided by staff.

Vice-Chair McEwan recommended that the committee discuss the structure of Cultus Lake Days in preparation for the next meeting. The following roles of responsibilities were noted for discussion at the next meeting:

- Parade
- Sponsorship
- Volunteers
- Farmers Market
- Kids Activities
- Food Trucks
- Musicians
- Beer Garden

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

THAT the Community Events and Engagement Committee host Cultus Lake Days on Saturday, June 25, 2022.

CARRIED

The committee requested staff provide previous years Cultus Lake Days budget/expenses/revenue for review at the next meeting. In addition, the committee requested an additional 2022 Community Events and Engagement Committee Planning Binder be made for Vice-Chair McEwan.

(7) PUBLIC QUESTION PERIOD

(8) NEXT MEETING DATE AND TIME

Thursday, March 17, 2022, at 6:00 pm.

(9) ADJOURNMENT

Moved by: E. Jartved Seconded by: K. Brauer

THAT the Community Events and Engagement Committee meeting held on February 23, 2022 be adjourned at 7:51 pm.

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

THURSDAY MARCH 17, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner K. Dzaman – Chair

Committee Members P. McEwan
E. Jartved
T. Seeley joined at 6:04 pm
K. Brauer
R. LeBlanc

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

Regrets D. McTaggart

(1) CALL TO ORDER

The Chair called the meeting to order at 6:04 pm.

(2) APPROVAL OF AGENDA

Moved by: P. McEwan Seconded by: R. LeBlanc

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of March 17, 2022.

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: P. McEwan Seconded by: R. LeBlanc

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of February 23, 2022.

CARRIED

(4) CORRESPONDENCE

E. Jartved highlighted the outstanding invoice from 2019 from a previous vendor noted in email communication sent to staff.

Chief Administrative Officer J. Lamb noted that this invoice was not received by the park, hence why it was not paid. Staff will require a new invoice with the correct date to be paid.

In addition, we can not provide her a space to permanently operate her business. Further inquiries can be forwarded to Chief Administrative Officer J. Lamb.

(5) NEW BUSINESS

(a) 2022 Cultus Lake Days Planning

- List of committee member's roles of responsibility for discussion:
 - Parade – D. McTaggart and G. Smit (volunteer)
 - Sponsorship – Staff and Committee
 - Volunteers – E. Jartved and R. LeBlanc
 - Farmers Market – K. Brauer and T. Seeley (tentatively)
 - Kids Activities – E. Jartved and R. LeBlanc
 - Food Trucks – K. Brauer and T. Seeley
 - Musicians – P. McEwan and D. McTaggart
 - Beer Garden - P. McEwan and D. McTaggart

Vice Chair P. McEwan opened discussion with respect to assigning roles of responsibility. Future outside meetings with each respective roles would need to be documented for follow up and clarity.

Chief Administrative Officer J. Lamb highlighted that the commercial leaseholders are approached first to create a mobile unit for the event. Following this we would ask other outside vendors.

The committee discussed the previous year's organization of audio for the musicians which was provided by Go Audio. In addition, a stage was rented for the day and sets were 45 minutes long with 15 minute breaks.

Chair Dzaman noted that the audio could potentially be sourced by the individuals at the local church.

The committee discussed asking other community members to participate in the organization of the parade.

The committee discussed having a local bike shop sponsor the bike decorating contest.

The committee discussed fencing the entire area completely to encompass all aspects of the event. In addition, noted that significant security would be required.

The committee discussed having a local brewery pour at the event and link sponsorships.

Chief Administrative Officer J. Lamb inquired about the committee's plans for sponsorship for the event. In addition, he recommended that the committee focus on creating awareness for fundraising and sponsorship for the event.

Chair Dzaman noted that The Drive will be involved if we compile a marketing budget and support with sponsorship.

Staff will connect with Tourism Chilliwack, FVRD and City of Chilliwack for Cultus Lake Days sponsorship.

The committee discussed advertising for sponsorship within the community to highlight the event for new residents.

Chair Dzaman requested that staff create marketing for the event.

Staff will create a shortlist of companies to contact for sponsorship for the event.

Staff to get some pricing and required quantity for fencing to email to the committee.

The committee discussed altering the previous years sponsorship packages and fees associated.

Staff will draft a letter on behalf of the committee to the commercial leaseholders inviting them to participate in the event and if interested, to submit an email back to outline their requirements. Response timeline for commercial leaseholders is April 1, 2022, to bring back to the committee for the next meeting.

Staff to connect with Cultus Lake Fire Chief with respect to the pancake breakfast by donation for the local food bank.

The committee requested that staff email the PDF version of the binder to the committee again following the meeting. In addition, requested that staff include contact information for the parade participants.

Chief Administrative Officer J. Lamb recommended that communication include the daily parking rates in Lot D and hourly rates in other parking lots.

(b) **2022 Cultus Lake Days Budget Review**

- 2018 and 2019 Cultus Lake Days Cost Analysis

Chair Dzaman will compile a budget based on previous years for the next meeting.

Chief Administrative Officer J. Lamb recommended that the committee work on their respective departments to prepare total costs for the next meeting.

(c) **2022 Farmers Market Planning**

- List of topics for discussion:
 - o Third Party Facilitator
 - o Committee Member Roles of Responsibility

Chief Administrative Officer J. Lamb noted that the Farmers Market location may be best to reside in the permanent location near the Yellow Barn during Cultus Lake Days.

E. Jartved noted that she is in contact with a previous organizer of farmers markets at the lake. She will forward contact information for staff to organize a meeting.

The committee discussed the requirement of a proposal from potential organizers to operate the market on Cultus Lake Days and all following Saturdays.

The committee will pause further discussions with respect to the Farmers Market pending staffs meeting with potential third-party organizers.

(d) **2022 Softball Tournament Planning**

- List of topics for discussion:
 - o Cultus Lake Elementary Community School Rental
 - o Committee Member Roles of Responsibility

Chair Dzaman highlighted that the field may be too small for the event.

This agenda item will be added to the next meeting for discussion.

(e) **2022 Party in the Plaza Planning**

Chair Dzaman noted that he connected with the individual who performed as Elvis in previous years. He is interested in participating again this year for the same fee and requirements as noted in the email provided to staff.

The committee discussed opening the event to the Community Association to host and organize as a potential fundraising event. The Community Association would make application to the Board for approval and request for waiver of the fees for the event. R. LeBlanc will connect with the Community Association members to see if they are interested and share details at the next meeting.

(6) **STAFF REPORTS**

(7) **PUBLIC QUESTION PERIOD**

No public questions.

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

Monday, April 4, 2022 at 6:00 pm.

(9) **ADJOURNMENT**

Moved by: E. Jartved Seconded by: R. LeBlanc

THAT the Community Events and Engagement Committee meeting held on March 17, 2022 be adjourned at 7:40 pm.

CARRIED

Cultus Lake Stewardship Society

City of Chilliwack Mayor
Ken Popove
& City Councillors
8550 Young St.
Chilliwack, BC
V2P 4P1



March 29, 2022



Dear Mayor Popove and Councillors,

Attached is a photo taken March 23/22, of Hatchery Creek flowing milky-white with fines [very small particles] from Kirkness Holdings gravel pit, where it enters Sweltzer Creek 20 meters below the DFO Cultus Sockeye counting gate. This area is spawning habitat for chum, pink, chinook and coho salmon. Hatchery Creek flows into the Sweltzer Creek migration corridor of the endangered Cultus Sockeye Salmon and the other river salmon. The fines or silt can cover the redds (nests) and reduce the dissolved oxygen the eggs and alevin need to survive. Fines entering Sweltzer Creek can affect the migration and rearing habitat for all species of river salmon and the spring time ocean-migrating smolts.

The second attached photo from the same date was taken immediately above Parmenter Road where Hatchery Creek crosses underneath. The only roads upstream of Hatchery Creek at this point are in the Kirkness Holdings gravel operation property, where the fines originate. Hatchery Creek shows the same white colouration from this location to where it enters Sweltzer Creek. The milky-white colouration of Hatchery Creek has definitely increased in the last year.

Cultus Lake Stewards [CLASS] have been very concerned about fines washing into Sweltzer Creek since 2011. We have raised our concerns to Bryan Kirkness over the years. At a 2011 CLASS meeting, Randy Carr, Pacific Holdings Community Relations Manager, said mats would be installed to reduce fines going into Hatchery Creek. For a few years it seemed that fines were reduced in Hatchery Creek. A letter from CLASS to Mr. Kirkness, dated May 16, 2016, is attached.

Given that the fines in Hatchery Creek appear to be increasing in volume and frequency after rain events, and the frequent build-up of fines on Parmenter Road, and Columbia Valley Highway north of Parmenter Road, we request that the mats be inspected to ensure they are still in place and effective. We also request a review of other possible mitigation procedures, such as:

- a truck washing station where tires and undercarriage are washed after loading;
- placement of straw bales above, along and downhill of the Hatchery Creek culverts to re-direct and absorb the fines flowing into the creek from the property road when it rains.

We hope the Chilliwack City Council shares our concerns about the need to significantly reduce the fines content currently flowing from the Pacific Holdings Gravel pit property in Hatchery and Sweltzer Creeks, and will follow up to resolve the issue. Thank you for your attention to this long-term concern.

Kind regards,

Dave Clyne
Chair, Cultus Lake Stewardship Society

Cc MLA Kelli Paddon, Chilliwack-Kent
David Renwick, Chair, Cultus Lake Park and Board
Director Taryn Dixon, Area H, Fraser Valley Regional District
Bryan Kirkness, Kirkness Pacific Holdings Ltd.
Dr. Daniel Selbie, Cultus Lake DFO Salmon Laboratory







Cultus Lake Aquatic Stewardship Strategy
c/o 4222 Columbia Valley Hwy.,
Cultus Lake, B.C.
V2R 5B6

May 13, 2016
Bryan Kirkness
Kirkness Pacific Holding Ltd.
6890 Lickman Rd.,
Chilliwack, B.C. V2R 4A9
bryan.kirkness@kirknessgroup.com

Dear Mr. Kirkness,

On May 13, 2011, you and your community relations manager Randy Carr participated in a talking circle that was led by then CLASS chairperson Marion Robinson and included CLASS members and Cultus Lake residents. Our notes show that you and Randy desired to collaborate with CLASS to reduce clay turbidity in Hatchery Creek by looking at a flocculate, clearing pools and settling ponds. You later generously invited our group members to tour your gravel pit. We greatly appreciated the visit.

A few months later, Randy Carr and a man from Edmonton attended our Cultus Lake Aquatic Stewardship Strategy meeting to report they were checking Hatchery Creek and your holding ponds to see where felt mats or similar products should be located, in order to reduce fines from the Kirkness Pacific Gravel Pit from flowing into and collecting in Hatchery Creek and in the spawning channel of Sweltzer Creek.

This year there was a very heavy rainfall from February 12 to 15, 2016. The first attached photograph was taken on February 15, 2016, of Hatchery Creek where it enters Sweltzer Creek just below the fish counting gate, an area where a variety of salmon spawn. The second attached photograph taken March 4, 2016, shows the silt from the fines that were deposited in the spawning area in the creek.

We understand the runoff conditions for your Parmenter Road operating site permit requires that the total suspended solids discharging from any sediment control structure shall not exceed 25 mg/L. In the attached picture of February 15, 2016, Hatchery Creek water is much cloudier than usual. On that date, other streams on Vedder Mountain were muddy but not cloudy.

Since our CLASS circle meeting in 2011, we have seen the creeks run much more clearly and we want you to know that your efforts are noticed and appreciated. However, now in 2016, we see the creek run milky white again.

Given that mats were going to be installed a few years ago, and clearing pools or settling ponds also possibly constructed, we wonder if the mats installed need to be cleaned or renewed, or if the clearing pools and/or settling ponds need to be checked to ensure they are functioning as intended.

CLASS members are concerned about the health of Sweltzer Creek, particularly in the spawning area. We look forward to hearing about an appropriate solution to this situation. Please contact me or Dave Clyne if you wish to discuss this further.

Sincerely,

Christina Toth, [REDACTED]
Acting chairperson,
for Cultus Lake Aquatic Stewardship Strategy (CLASS)

Dave Clyne, [REDACTED]
cultusstewards@gmail.com



Cultus Lake Park

PROPERTY MAINTENANCE BYLAW

Bylaw No. 1210, 2022

A Bylaw to regulate Property Maintenance

Section 12 of the *Cultus Lake Park Act*, SBC 1932, c 63, as amended, enables the Cultus Lake Park Board to adopt bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* (British Columbia) 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* (British Columbia) provides that fines and other penalties imposed and collected under or because of Cultus Lake Park bylaws must be paid to the Board.

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 fines 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 Property Maintenance Bylaw No. 1210, 2022”.

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

"Accumulation" means a buildup, growth, or collection, scattered, amassed or piled, existing at the time of inspection.

"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.

“Building Inspector” means the building officials designated or appointed by the Board of Directors of Fraser Valley Regional District (FVRD).

“Chattels” means something that a person owns other than land or buildings.

“Container” means a dumpster, garbage can, garbage bin or other receptacle designed, intended, or used to hold rubbish, discarded materials and debris.

“Derelict Vehicle” means any vehicle or part thereof, propelled otherwise than by muscle power which:

- (a) is physically wrecked or disabled;
- (b) is not capable of operating under its own power.

“Graffiti” means one or more letters, symbols, writing, pictures or marks, however made, posted scratched, painted or drawn on any structure or thing but does not include any of the following:

- (a) A sign, public notice or traffic control mark authorized by a CAO, Bylaw or Provincial or Federal legislation; or
- (b) In the case of private property, letter, symbol, or mark for which the leaseholder of the property on which the letter or symbol or mark appears has given prior, written authorization.

“Laneway” means a public thoroughfare or way which affords only a secondary means of access to a lot at the side or rear.

“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.

“Noxious Weed” means any weed designated by regulation to be a noxious weed pursuant to the *British Columbia Weed Control Act*.

“Nuisance” means anything that annoys, irritates, disturbs or interferes with a person’s use or enjoyment of private or public property or is offensive to the senses or causes injury to health, comfort or convenience of any person.

“Offensive Matter” means physical objects which are objectionable to the public.

“Park” means the area within the Park boundaries and the foreshore assigned to the Park by the Province of British Columbia.

“Person” has the same meaning as in the *Interpretation Act* (British Columbia).

“Rubbish” means in addition to its common dictionary meaning, will include decaying or non-decaying solid and semi-solid wastes, including, but not limited to, both combustible and non-combustible wastes, such as paper, trash, refuse, cardboard, waste material, cans, glass, bedding, mattresses, crates, rags, barrels, boxes, lumber not neatly piled, scrap iron, tin and other metal, scrap paving material, construction and demolition waste, derelict vehicles and other vessels, tires, batteries, machinery, mechanical or metal parts, discarded or dilapidated appliances, discarded or dilapidated furniture, ashes from fireplaces and on-site incinerators, yard clippings and brush, wood, dry vegetation, dirt, weeds, dead trees and branches, stumps, and piles of earth mixed with any of the above.

“Sight Distance” means a clear line of vision between conflicting motorists, cyclists and pedestrians that allows sufficient time for safe maneuvers to be made without significantly affecting the conflicting traffic.

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

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

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

“Waste Management Receptacle” means garbage cans, recycling and green waste bins.

“Weed” means a wild plant growing where it is not wanted and in competition with cultivated plants.

- 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. PROPERTY MAINTENANCE

General Regulations

- 3.1** No leaseholder, occupier or tenant of a leased lot will cause, suffer or permit:
- (a) Rubbish, noxious, offensive, or unwholesome matter to collect or accumulate on the leased lot;
 - (b) rubbish to overflow from or accumulate around any container situated on the leased lot;
 - (c) the leased lot to become or remain unsightly;
 - (d) grass, weeds or other similar ground cover over 25 cm in height;
 - (e) the accumulation of dead landscaping, vegetation, noxious weeds or other growths to occur or to remain on the leased lot;
 - (f) the infestation of caterpillars or other insects, mice, rats, or other pests, or destructive animals to occur on the leased lot;
 - (g) in respect to a leased lot for which a Building Permit has been issued by the Building Inspector, demolition waste, construction waste or trade waste to accumulate on the leased lot; or
 - (h) an accumulation of motor vehicle parts or any vehicle which is in a state of disrepair or disassembly or is a derelict vehicle.

Vacant Premises

- 3.2** No leaseholder, occupier or tenant of a leased lot will cause or create a nuisance or permit a nuisance to be caused or created by allowing a vacant building on a leased lot to fall into such a state of disrepair that it becomes unsightly or creates a hazard, danger, nuisance, or inconvenience to the public.

Graffiti

- 3.3** No person will place graffiti or cause graffiti to be placed, on any wall, fence, building or structure that is located in the Park.

Boulevard and Laneway Maintenance

- 3.4** Every leaseholder, occupier, or tenant of a leased lot adjacent to a boulevard or laneway will:
- (a) Ensure that the portion of the boulevard or laneway adjacent to the leased lot, up to the centerline of the laneway, is kept free and clear, at all times, of weeds, accumulations of filth, litter, discarded materials, and hazardous objects;
 - (b) ensure that the leased lot is kept free and clear, at all times, of weeds that are within one meter from the boundary between the leased lot and the adjacent

boulevard or laneway, so as to prevent and control the spreading of weeds to adjacent boulevards or laneways;

- (c) ensure that the leased lot is kept free and clear, at all times, of accumulations of filth, litter, discarded materials, and hazardous objects that are within one meter from the boundary between the leased lot and the adjacent boulevard or laneway; and
- (d) not have any obstruction and keep landscaping trimmed so that driveway and intersection sight distances are unobstructed and to prevent landscaping from encroaching over paved roadways, graveled shoulders, or sidewalks.

Garbage, Recycling, Greens Waste and Compost – Wildlife Attractants

3.5 No leaseholder, occupier or tenant of a leased lot, or any other person, will maintain waste management receptacles within the Park unless they:

- (a) Are contained entirely on the leased lot;
- (b) are stored in a safe, sanitary, and inoffensive manner, that does not attract wild or domestic animals;
- (c) are only set out between 12:00 pm the day prior to pick up and 8:00 am on the designated day of collections;
- (d) do not remain outside of the leased lot past the day of collection; and
- (e) have the Cultus Lake Park issued labels affixed in a visible location.

3.6 No leaseholder, occupier or tenant of a leased lot, or any other person, will maintain composts, compostable substances, pet food, or barbeques unless they are stored in a safe, sanitary, inoffensive manner as to avoid attracting wild and domestic animals.

3.7 No leaseholder, occupier or tenant of a leased lot, or any other person, will deposit or cause, suffer or permit the deposit of litter, including any garden or vegetation waste materials on any public area of the Park.

4. FEES AND FINES

4.1 All Persons are subject and will pay the types of fees as listed in Schedule A of this Bylaw (if applicable) and the provisions and fines set out in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, as amended from time to time.

4.2 The amounts of all fees listed in Schedule A of this Bylaw (if applicable) 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 4.2, 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 Public Parking Lots;
 - (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 this Section 4.2 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 Manger of Finance by the deadline set out in Section 4.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

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

5. 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.

6. REPEAL

The Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 and all amendments are repealed.

7. EFFECTIVE DATE

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

READ A FIRST TIME this 16 day of MARCH, 2022

READ A SECOND TIME this 16 day of MARCH, 2022

READ A THIRD TIME this 16 day of MARCH, 2022

ADOPTED this XX day of XXXX, 202X

Joe Lamb,
Chief Administrator Officer

David Renwick, Chair
Cultus Lake Park Board

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park
Property Maintenance Bylaw No. 1210, 2022

Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1211, 2022

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. 1211, 2022.

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-9 - Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:
Schedule A-9 - Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022.
- 2.3 Schedule A-9 - Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 be removed and replaced with the attached Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022.

3. EFFECTIVE DATE

READ A FIRST TIME this 16 day of MARCH, 2022

READ A SECOND TIME this 16 day of MARCH, 2022

READ A THIRD TIME this 16 day of MARCH, 2022

ADOPTED this XX day of XXXXX, 202X

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Bylaw Notice
Enforcement Bylaw No. 1140, 2019 Amendment
Bylaw No. 1211, 2022.

Chief Administrative Officer

Schedule A-9 - Cultus Lake Park Property Maintenance

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Property Maintenance Bylaw No. 1211, 2022</i>	3.1 (a)	Permit rubbish, to collect	\$500	\$300	\$700	No
	3.1 (b)	Rubbish to overflow from container	\$500	\$300	\$700	No
	3.1 (c)	Leased lot unsightly	\$500	\$300	\$700	No
	3.1 (d)	ground cover over 25 cm in height	\$200	\$120	\$280	No
	3.1 (e)	Permit dead landscaping/vegetation	\$200	\$120	\$280	No
	3.1 (f)	Infestation insects or vermin	\$500	\$300	\$700	No
	3.1 (g)	Accumulation of construction waste	\$500	\$300	\$700	No
	3.1 (h)	Accumulation of motor vehicle or parts	\$500	\$300	\$700	No
	3.2	Vacant building In disrepair.	\$500	\$300	\$700	No
	3.3	Place graffiti on any structure	\$500	\$300	\$700	No
	3.4 (a)	Permit boulevard to become untidy	\$500	\$300	\$700	No
	3.4 (b)	Permit the accumulation of weeds	\$200	\$120	\$280	No
	3.4 (c)	Accumulation of hazardous objects	\$500	\$300	\$700	No
	3.4 (d)	Permit landscaping to obstruct site lines	\$200	\$120	\$280	No
	3.5 (a)	Receptacles and/or bins not kept entirely on leased lot	\$100	\$60	\$140	No
	3.5 (b)	Receptacles and/or bins not stored in a safe, sanitary and Inoffensive manner	\$300	\$180	\$420	No
	3.5 (c)	Receptacles and/or bins placed outside of designated time	\$100	\$60	\$140	No
	3.5 (d)	Receptacles and/or bins not returned to lease lot on same day	\$100	\$60	\$140	No
	3.5 (e)	Issued labels not affixed to waste receptacles	\$100	\$60	\$140	No
	3.6	(Wild and domestic animal attractancies) not stored properly	\$300	\$180	\$420	No
	3.7	Permit garden waste on public area	\$500	\$300	\$700	No



Cultus Lake Park

PARKING AND TRAFFIC REGULATIONS BYLAW NO. 1190, 2021

Amendment Bylaw No. 1212, 2022

A Bylaw to amend the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022.

2. AMENDMENTS

Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 is amended as follows:

- 2.1 Section **2.2 – DEFINITIONS OF TERMS** is amended by removing the following wording: “**Oversized Vehicle**” means a Vehicle, including any attached Trailer, that has a length in excess of 6.4 metres.
- 2.2 Section **2.2 – DEFINITIONS OF TERMS** is amended by adding the following wording: “**Oversized Vehicle**” means a Vehicle, including any attached Trailer, that has a length in excess of 6.1 metres.
- 2.3 Section **11.3** is amended by removing the following wording: No Person will Park any Vehicle or Trailer (a) on more than three (3) days in a calendar month, or (b) for a period of time exceeding 72 consecutive hours, within the residential overflow Parking area along the Highway known as “Sunnyside Boulevard”.
- 2.4 Section **11.3** is amended by adding the following wording: No Person will Park any Recreational Vehicle or Trailer (a) on more than three (3) days in a calendar month, or (b) for a period of time exceeding 72 consecutive hours, within the residential overflow Parking area along the Highway known as “Sunnyside Boulevard”.
- 2.5 Adding Schedule B – Parking Lot map.

3. EFFECTIVE DATE

READ A FIRST TIME this 16 day of MARCH, 2022

READ A SECOND TIME this 16 day of MARCH, 2022

READ A THIRD TIME this 16 day of MARCH, 2022

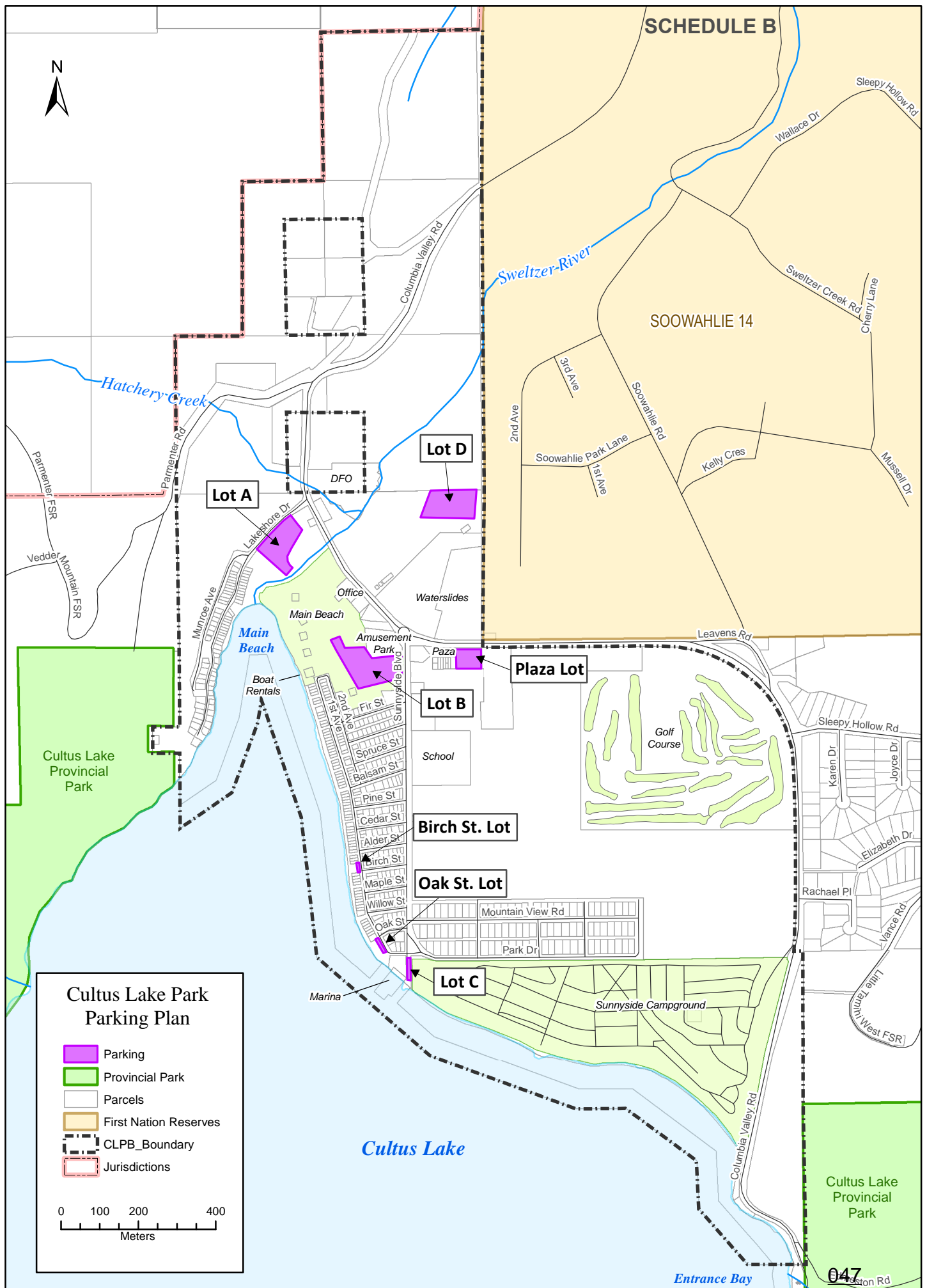
ADOPTED this XX day of XXXXX, 202X

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Parking
and Traffic Regulations Bylaw No. 1190, 2021
Amendment Bylaw No. 1212, 2022.

Chief Administrative Officer





CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 3900

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

SUBJECT: Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022
and Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214,
2022.

PURPOSE:

To present to the Board the proposed Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022 and Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022.*

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022.*

DISCUSSION:

On October 15, 2022, Cultus Lake Park staff will be facilitating a General Local Government Election to elect members to the Cultus Lake Park Board. This will be a huge undertaking, and the first step of many is updating all election bylaws.

In 2018 Cultus Lake Park put forward two election bylaws, the Cultus Lake Park General Local Government Election Bylaw No. 1115, 2018 and the Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1116, 2018. After reviewing these bylaws, and the legislature changes for the upcoming 2022 election, there were sufficient changes that instead of amending the 2018 election bylaws staff decided to repeal the previous bylaws and put forward updated 2022 bylaws.

The General Local Government Election Bylaw was separated into two bylaws, the Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022, and the Election Signage and Canvassing Bylaw No. 1215, 2022, to keep procedures separate from regulations that have finable contraventions.

Definitions were added to the General Local Government Election Bylaw for clarity, especially regarding the Eligible Resident Voter and the Eligible Non-Resident Leasehold Voter, to ensure that leaseholders who have right to vote are well informed on how to achieve this.

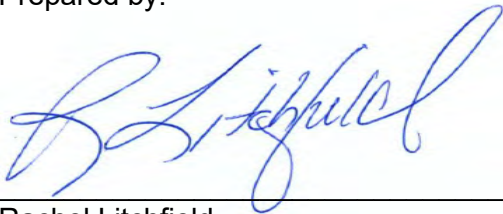
Each jurisdiction must establish their own procedures, by bylaw, for mail ballot voting and elector registration in conjunction with that voting, including time limits. In 2018, the only elector who could vote by mail ballot were, persons who had physical disabilities, illnesses or injuries that affected their

ability to vote in person, or persons who expected to be absent from Cultus Lake Park on general voting day or at the time of the advanced voting opportunity. As the legislature has changed so that any eligible elector can vote by mail ballot, the Mail Ballot Authorization and Procedure Bylaw has been updated with definitions for clarity, and the procedure to register for and completing a successful mail ballot have been clearly established for the convenience of staff and electors.

STRATEGIC PLAN:

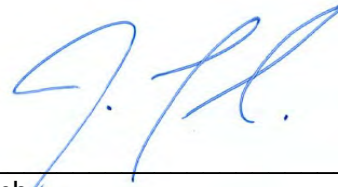
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

GENERAL LOCAL GOVERNMENT ELECTION BYLAW

Bylaw No. 1213, 2022

A Bylaw to provide for the determination of various procedures of elections and assent voting

Section 12 of the *Cultus Lake Park Act*, SBC 1932, c 63, as amended, enables the Cultus Lake Park Board to adopt bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* (British Columbia) 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* (British Columbia) provides that fines and other penalties imposed and collected under or because of Cultus Lake Park bylaws must be paid to the Board.

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 fines as outlined in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

Under the *Local Government Act* the Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting.

The Cultus Lake Park Board will establish voting procedures and requirements under that authority; and

In open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as “Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022”.

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 DEFINITION OF TERMS

“Board” means the Cultus Lake Park Board.

“Elector” means an Eligible Resident Voter or an Eligible Non-Resident Leasehold Voter of the jurisdiction.

“Eligible Resident Voter” means a person, with a Cultus Lake Park mailing address.

“Eligible Non-Resident Leasehold Voter” means a person, with a mailing address outside of Cultus Lake Park. One ballot per leased lot will be accepted regardless of the number of leaseholders listed on the residential lease document. Leaseholders must designate one (1) leaseholder to vote, and must submit the completed Eligible Non-Resident Leasehold Voter Affidavit Form

“Eligible Non-Resident Leasehold Voter Affidavit Form” means the form, required to be signed by all leaseholders of a leased lot, to designate one (1) leaseholder to vote.

“Qualified Nominators” means a person who is an Eligible Resident Voter, or an Eligible Non-Resident Leasehold Voter.

3. MINIMUM NUMBER OF NOMINATORS

The minimum number of Qualified Nominators required to make a nomination for office as a Cultus Lake Park Board Member will be two (2).

4. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

4.1 As authorized under section 89(7) of the *Local Government Act*, public access to nomination documents will be provided by posting the information on the Cultus Lake Park website or by viewing the documents in the Cultus Lake Park office located at 4165 Columbia Valley Highway from the time of delivery until 30 (thirty) days after the declaration of the election results under section 146 of the *Local Government Act*.

4.2 As authorized under section 89(7) of the *Local Government Act*, public access to Elector organization endorsement documents will be provided by posting the information on the Cultus Lake Park website or by viewing the documents in the Cultus Lake Park office located at 4165 Columbia Valley Highway from the time of delivery until 30 (thirty) days after the declaration of the election results under section 146 of the *Local Government Act*.

5. ELECTOR REGISTRATION

5.1 As authorized under section 69 of the *Local Government Act*, for all elections and assent voting, a person will register as an Elector only at the time of voting.

5.2 Each Eligible Resident Voter will be entitled to submit one accepted ballot.

5.3 One ballot per leased lot will be accepted for an Eligible Non-Resident

Leasehold Voter, regardless of the number of leaseholders listed on the residential lease document. Leaseholders must designate one (1) leaseholder to vote, and at the time of voting, must submit the completed Eligible Non-Resident Leasehold Voter affidavit Form.

6. ADVANCE VOTING OPPORTUNITIES

- 6.1** As required under section 107 of the *Local Government Act*, an advance voting opportunity will be held on the 10th day before the General Voting Day.
- 6.2** In accordance with section 107 of the *Local Government Act*, a second advance voting opportunity will not be held.

7. ORDER OF NAMES ON BALLOT

The names of the candidates will be arranged alphabetically by their surnames, and if 2 (two) or more candidates have the same surnames, the name of those candidates will be arranged alphabetically in the order of their given first names.

8. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote, after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

9. 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.

10. REPEAL

The Cultus Lake Park General Local Government Election Bylaw No. 1115, 2018 and all amendments are repealed.

11. EFFECTIVE DATE

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

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 XXX, 202X

Joe Lamb,
Chief Administrator Officer

David Renwick, Chair
Cultus Lake Park Board

I HEREBY CERTIFY the foregoing to be a
True and correct copy of Cultus Lake Park
General Local Government Election Bylaw
No. 1213, 2022

Chief Administrative Officer



Cultus Lake Park

MAIL BALLOT AUTHORIZATION AND PROCEDURE BYLAW

Bylaw No. 1214, 2022

A Bylaw to provide for the use of mail voting and to establish procedures

Section 12 of the *Cultus Lake Park Act*, SBC 1932, c 63, as amended, enables the Cultus Lake Park Board to adopt bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* (British Columbia) 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* (British Columbia) provides that fines and other penalties imposed and collected under or because of Cultus Lake Park bylaws must be paid to the Board.

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 fines as outlined in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

Under the *Local Government Act* the Board may, by bylaw, permit voting by mail ballot and establish procedures; and

In open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022”.

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 DEFINITION OF TERMS

“**Applicant**” means an Elector who wants to vote by mail and makes a request for a mail ballot.

“Authorized Person” means a person that the Applicant has authorized, on the Applicant’s behalf, to:

- (a) Pick up a mail ballot package; or
- (b) Drop off a completed mail ballot package.

“Board” means the Cultus Lake Park Board.

“Chief Election Officer” means the person responsible for the administration of the election for the Cultus Lake Park Board.

“Designate” means the Deputy Chief Election Officer, or Cultus Lake Park Staff member, as appointed by the Chief Election Officer.

“Elector” means an Eligible Resident Voter or an Eligible Non-Resident Leasehold Voter of the jurisdiction.

“Eligible Resident Voter” means a person, with a Cultus Lake Park mailing address.

“Eligible Non-Resident Leasehold Voter” means a person, with a mailing address outside of Cultus Lake Park. One ballot per leased lot will be accepted regardless of the number of leaseholders listed on the residential lease document. Leaseholders must designate one (1) leaseholder to vote, and must submit the completed Eligible Non-Resident Leasehold Voter affidavit Form

“Eligible Non-Resident Leasehold Voter Affidavit Form” means the form, required to be signed by all leaseholders of a leased lot, to designate one (1) leaseholder to vote.

“General Voting Day” means the 3rd Saturday of October in the year of the General Local Government election.

“Register of Mail Ballots” the records that the Chief Election Officer, or Designate, must keep to address any challenges to an Elector’s right to vote.

3. AUTHORIZATION

- 3.1** Voting by mail ballot and Elector registration by mail in conjunction with mail ballot voting are authorized.
- 3.2** All Eligible Resident Voters and Eligible Non-Resident Leasehold Voters are allowed to vote by mail ballot.

4. APPLICATION PROCEDURE

- 4.1** A person requesting to vote by mail ballot will apply by giving their name and address to the Chief Election Officer or Designate, during the period commencing seven (7) days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before General Voting Day.

4.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or Designate will, between the first day of advanced voting and 4:00 pm on the Thursday two days before General Voting Day:

(a) Make available to the Applicant, a mail ballot package which contains:

- (i) the content set out in section 110(7) of the *Local Government Act*;
- (ii) a statement advising the Elector that they must meet the eligibility to vote criteria;
- (iii) Eligible Non-Resident Leasehold Voter Affidavit Form, if required;
- (iv) any additional instructions; and

(b) record in the Register of Mail Ballots and, upon request, make available for inspection:

- (i) the name and address of the Elector to whom the mail ballot package was issued; and
- (ii) any other information that the Chief Election Officer deems helpful to maintain the Register of Mail Ballots.

4.3 As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:

- (a) Sending the mail ballot package by Canada Post;
- (b) sending the mail ballot package by courier at the expense of the Applicant;
- (c) having the mail ballot package picked up by the Applicant at a designated time and location; or
- (d) having the mail ballot package picked up by an Authorized Person at a designated time and location.

4.4 The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

5. VOTING PROCEDURE

5.1 To vote using a mail ballot, the Elector will mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

5.2 After marking the ballot, the Elector will:

- (a) Place the ballot in the secrecy envelope provided and seal the secrecy envelope;

- (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (c) place the certification envelope, together with a completed Elector registration application and the Eligible Non-Resident Leasehold Voter Affidavit Form, if required, in the outer envelope, and then seal the outer envelope;
- (d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on General Voting Day.

6. BALLOT ACCEPTANCE OR REJECTION

6.1 Until 4:00 pm, on the Thursday two days before General Voting Day, upon receipt of the outer envelope and its contents, the Chief Election Officer or Designate will immediately record the date of such receipt and will then open the outer envelope and remove and examine the certification envelope and the completed Elector registration application and the Eligible Non-Resident Leasehold Voter Affidavit Form, if applicable, and if satisfied as to:

- (a) The identity and entitlement to vote of the Elector whose ballot is enclosed;
- (b) the completeness of the certification;
- (c) the fulfilment of the requirements of section 70 of the *Local Government Act* in the case of a person who is registering as a new Elector; and
- (d) the completion of the Eligible Non-Resident Leasehold Voter Affidavit Form, if applicable;

the Chief Election Officer or Designate will mark the certification envelope as “accepted” and will retain in their custody all such certification envelopes to deal with any challenges made in accordance with section 7 of this bylaw.

6.2 Where:

- (a) Upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the Elector whose ballot is enclosed; or
- (b) in the case of a person required to complete an application for registration or the Eligible Non-Resident Leasehold Voter Affidavit Form, if required, as an Elector and such application has not been completed in accordance with section 70 of the *Local Government Act*; or
- (c) the outer envelope is received by the Chief Election Officer or Designated after the close of voting on General Voting Day,

the certification envelope will remain unopened, and the Chief Election Officer will mark such envelope as “rejected”, and will note the reasons, and the ballot contained therein will not be counted in the election.

- 6.3** The unopened certification envelopes will remain in the custody of the Chief Election Officer or Designate until 4:00 pm on the Thursday two days before General Voting Day, at which time the certification envelopes containing the secrecy envelopes will be opened in the presence of at least one other person, including any scrutineers present.
- 6.4** At 4:00 pm on the Thursday two days before General Voting Day, the Chief Election Officer or Designate will place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from Electors whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged Elector is permitted to vote.
- 6.5** Where an outer envelope and its contents are received by the Chief Election Officer or Designate between 4:00 pm on the Thursday two days before General Voting Day and the close of voting day, the provisions of section 6.1 of this bylaw, regarding ballot acceptance, will apply. The Chief Election Officer or Designate will retain such envelopes in their possession until the close of voting and at that time, will open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.
- 6.6** After all the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box will be opened under the supervision of the Chief Election Officer or Designate. In the presence of at least one other person and any scrutineers present, the secrecy envelopes will be opened, and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.
- 6.7** Any certification envelopes and their contents rejected in accordance with section 6.2 of this bylaw will remain unopened and will be subject to the provisions of section 160(2) of the *Local Government Act* regarding their destruction.

7. CHALLENGE OF ELECTOR

- 7.1** A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in section 126 of the *Local Government Act*, until 4:00 pm on the Thursday two days before General Voting Day.
- 7.2** The provisions of sections 126(2) to (5) inclusive of the *Local Government Act* will apply where a challenge of an Elector using a mail ballot has been made.

8. ELECTOR'S NAME ALREADY USED

If upon receiving a request for a mail ballot, the Chief Election Officer or Designate, determines that another person had voted or has already been issued a mail ballot in the Elector's name, the Chief Election Officer will comply with section 127 of the *Local Government Act*.

9. REPLACEMENT OF SPOILED BALLOT

9.1 If an Elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or Designate, the Elector may request a replacement ballot by:

- (a) Advising the Chief Election Officer or Designate, of the ballot spoilage; and
- (b) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or Designate.

9.2 Upon receipt of the spoiled ballot package, the Chief Election Office or Designate, will record such fact and proceed according to section 4.2 of this bylaw.

10. 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.

11. REPEAL

The Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1116, 2018 and all amendments are repealed.

12. EFFECTIVE DATE

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

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 XXX, 202X

Joe Lamb,
Chief Administrator Officer

David Renwick, Chair
Cultus Lake Park Board

I HEREBY CERTIFY the foregoing to be a
True and correct copy of Cultus Lake Park
Mail Ballot Authorization and Procedure
Bylaw No. 1214, 2022

Chief Administrative Officer



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

DATE: April 20, 2022 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022

PURPOSE:

To present to the Board the proposed Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022.*

DISCUSSION:

As 2022 is a Local Government Election year, staff has updated the Cultus Lake Park General Election Bylaw. During this process, the bylaw was divided into two bylaws to keep procedure separate from regulatory.

The Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022 was created to regulate sign placement and canvassing during and after the local government election and a corresponding fines schedule has been added to the Cultus Lake Park Bylaw Notice Enforcement Bylaw for enforcement.

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

ELECTION SIGNAGE AND CANVASSING BYLAW

Bylaw No. 1215, 2022

A Bylaw to regulate signs and canvassing during the local government election

Section 12 of the *Cultus Lake Park Act*, SBC 1932, c 63, as amended, enables the Cultus Lake Park Board to adopt bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* (British Columbia) 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* (British Columbia) provides that fines and other penalties imposed and collected under or because of Cultus Lake Park bylaws must be paid to the Board.

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 fines as outlined in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

Under the *Local Government Act* the Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and voting.

The Cultus Lake Park Board will establish voting procedures and requirements under that authority; and

In open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022”.

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 DEFINITION OF TERMS

“**Elector**” means an Eligible Resident Voter or an Eligible Non-Resident Leasehold Voter of the jurisdiction.

“**General Voting Day**” means the 3rd Saturday of October in the year of the General Local Government election.

“**Person**” has the same meaning as in the *Interpretation Act* (British Columbia).

“**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.

3. CAMPAIGN ADVERTISING SIGN AND POSTERS

3.1 No Person will place or maintain campaign signs or posters on residential or commercial property unless the signs or posters are further than:

- (a) Seven (7) metres from an intersection; or
- (b) six (6) metres from a fire hydrant.

3.2 No Person will place or erect campaign signs or posters:

- (a) Prior to the close of nominations;
- (b) after General Voting Day;
- (c) in a Public Area;
- (d) between the hours of 10:00 pm and 7:00 am; or
- (e) without removing all signs and posters within three (3) days of General Voting Day.

3.3 No Person will, within 100 metres of a building or other place where voting proceedings are being conducted at the time:

- (a) Canvass or solicit votes or attempt to influence how an Elector votes;
- (b) carry, wear, or supply anything indicating that the person using it is a supporter of a particular candidate; or
- (c) display, distribute, post, or openly leave a representation of a ballot marked for a particular candidate in an election.

4. 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.

5. EFFECTIVE DATE

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

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 XXX, 202X

Joe Lamb,
Chief Administrator Officer

David Renwick, Chair
Cultus Lake Park Board

I HEREBY CERTIFY the foregoing to be a
True and correct copy of Cultus Lake Park
Cultus Lake Park Election Signage and
Canvassing Bylaw No. 1215, 2022

Chief Administrative Officer



CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022

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. 1216, 2022.*

DISCUSSION:

2022 is a Local Government Election year and staff have created the Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022. As this is a regulatory bylaw and has finable contraventions, a fines schedule in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 is required.

Schedule 20 – Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022 has been added to ensure compliance and enforcement is achievable.

Staff also took this opportunity to amend the existing Schedule 11- Cultus Lake Park Sunnyside Campground for minor clerical oversights.

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. 1216, 2022

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. 1216, 2022.

2. AMENDMENTS

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

- 2.1 Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021 be removed and replaced with the revised and attached Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:
Schedule A-20 - Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022.
- 2.3 The attached Schedule A-20 Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022 be added.

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 XXX, 202X

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Bylaw Notice
Enforcement Bylaw No. 1140, 2019 Amendment
Bylaw No. 1216, 2022.

Chief Administrative Officer

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
	6.4	Failure to depart after 11:00 am	\$100	\$60	\$140	No
	6.5	Creating a nuisance in the campground	\$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	Possessing 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

Schedule A-20 - Election Signage and Canvassing Bylaw

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022	3.1(a)	Place or maintain sign within 7m of intersection	\$100	\$60	\$140	No
	3.1(b)	Place or maintain sign within 6m of a fire hydrant	\$100	\$60	\$140	No
	3.2(a)	Place or erect sign or poster prior to close of nomination	\$100	\$60	\$140	No
	3.2(b)	Place or erect sign or poster after general voting day	\$100	\$60	\$140	No
	3.3(c)	Place or erect sign or poster in a public area	\$100	\$60	\$140	No
	3.2(d)	Place or erect sign or poster between 10:00 pm and 7:00 am	\$100	\$60	\$140	No
	3.2(e)	Failure to remove sign or poster within 3 days of general voting day	\$100	\$60	\$140	No
	3.3(a)	Canvassing or soliciting votes	\$100	\$60	\$140	No
	3.3(b)	Carrying, wearing or suppling anything supporting a candidate	\$100	\$60	\$140	No
	3.3(c)	Displaying distributing, posting or leaving a ballot marked for a candidate	\$100	\$60	\$140	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 3900

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2022 - 2026 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering the 2022-2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1217, 2022.*

DISCUSSION:

The 2022-2026 Five Year Financial Plan Bylaw No. 1199, 2021 was adopted on December 22, 2021. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time.

As we have now worked through the financial year-end process staff has been able to confirm actual vs. budgeted spending on specific items and the level of carryforward budget funds that exist. In order to see these projects either continue or start in 2022, staff have put forth a financial plan amendment bylaw for the Board's consideration. The amendments proposed include:

Sunnyside Campground –

Operations

1. Building Maintenance (GL5300)

Request: \$11,500

Approximately \$11,670 (Budget \$31,500) of the 2021 budget remains, in 2021 these funds were being used to paint the recreational hall and laundry room at Sunnyside and to do some small renovations in the kiosk in 2021. Staff is requesting \$11,500 to be carried forward to 2022 to allow for the painting and kiosk renovations to be completed in 2022.

Therefore, the amendment reflects an increase of \$11,500 in operating costs budgeted for 2022 being funded through the Accumulated Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2021.

Commercial Leases-

Capital Project

2. Lakeside Beach Club Exterior (GL9000 – Project#173)

Request: \$2,500

Approximately \$23,400 (\$35,000 total budget) of funding remains unused from 2021. Staff is requesting to carry-forward \$2,500 to finish the Exterior Work on the Lakeside Beach Club that was started in 2021 that will be completed in 2022.

3. Irrigation – Columbia Valley Highway (GL9000 – Project#171)

Request: \$10,000

The total budget of \$10,000 remains unused from 2021. Staff is requesting to carry-forward the full balance to allow for the irrigation that was scheduled to be installed along Columbia Valley highway in 2021 to be installed instead of 2022.

Therefore, the amendment reflects a total increase of \$12,500 in the Commercial Lease capital project budget being funded from the Plaza Reserve Fund.

Residential Leases-

Capital Project

4. Traffic Calming (GL9000 – Project#204)

Request: \$10,000

The total \$10,000 budget remains unused from 2021. Staff is requesting to carry-forward \$5,000 to complete some outstanding traffic calming work on Sunnyside Blvd, the Tree Streets and Lanes.

Therefore, the amendment reflects a total increase of \$10,000 in the Residential Lease capital project budget being funded from the Residential Area Reserve Fund.

Public Areas –

Capital Project

5. Cabin Refresh (GL9000 – Project# 106)

Request: \$8,500

The total 2021 budget of \$8,500 was set aside for painting the exterior of the Cabins in 2021. These funds went unspent due to the project being deferred. Staff is requesting \$8,500 to be carried forward to 2022 to allow for the project to be completed in 2022.

6. Totem Pole Restoration (GL9000 – Project# 241)

Request: \$40,000

At the January 2022 regular board meeting the Cultus Lake Park Board directed staff to have the Totem Pole that is dedication to Chief, Richard Malloway restored with the cost of the restoration being funded from the Accumulated Surplus Reserve Fund.

Therefore, the amendment reflects a total increase of \$8,500 in the Visitor Services capital project budget being funded from the Cabin Reserve Fund and \$40,000 in the Public Areas capital project budget being funded from the Accumulated Surplus Reserve Fund.

Public Works-

Operations

7. Building Materials (GL5300)

Request: \$2,500

Approximately \$2,500 (\$6,200 total budget) of funding remains unused from 2021. Staff is requesting to carry-forward these funds to finish the Public Works Washroom Renovations started in 2021 that will be completed in 2022.

Therefore, the amendment reflects an increase of \$2,500 in operating costs budgeted for 2022 being funded through the Accumulated Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2021.

General Administration –

Operations

8. Contract Services (GL5375)

Request: \$16,000

Approximately \$36,000 (total budget) of funding remains unused from 2021. Staff is requesting to carry forward \$16,000 of this balance to fund the Asset Management project that was not completed in 2021 and has been scheduled for 2022.

Therefore, the amendment reflects an increase of \$16,000 in operating costs budgeted for 2022 being funded through the Accumulated Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2021.

FINANCIAL PLAN IMPLICATION:

The requests above will have no direct impact to the budgeted surplus as the requests will be funded from Reserves or the Accumulated Surplus Reserve Fund. Therefore, there is no impact to residential or commercial lease rates.

Refer to Schedule “A” for the final draft amended 2022 Financial Plan and Schedule “B” for the final draft amended 20221-2026 Financial Plan. The summary of changes to the 2022 Financial Plan Bylaw are identified in Schedule “C”.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:



Erica Lee, CPA, CA
Chief Financial Officer

Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2022-2026 Five-Year Financial Plan Bylaw No. 1199, 2021 Amendment Bylaw No. 1217, 2022

A Bylaw to amend The Cultus Lake Park Board 2022-2026 Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2022-2026 Financial Plan Bylaw Bylaw 1199, 2021*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as “The Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021 Amendment Bylaw No. 1217, 2022”

2. AMENDMENTS

Schedule “A” titled 2022 Financial Plan and Schedule “B” titled 2022-2026 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2022-2026 Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2022

READ A SECOND TIME this XX day of XXXX, 2022

READ A THIRD TIME this XX day of XXXX, 2022

ADOPTED this XX day of XXXX, 2022

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
2022-2026 Five-Year Financial Plan Bylaw No.
1199, 2021 Amendment Bylaw No. 1217, 2022"

Chief Administrative Officer

Schedule "A"

087

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
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	\$ 2,760,337	\$ 1,087,875	\$ 76,427	\$ 145,335	\$ 19,360	\$ 333,925	\$ 58,650	\$ 140,110	\$ 190,070	\$ 314,920	\$ 357,260	\$ 36,405
<i>WAGES & BENEFITS:</i>													
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	\$ 5,709,857	\$ 1,686,955	\$ 76,427	\$ 145,335	\$ 19,360	\$ 404,355	\$ 58,650	\$ 212,340	\$ 1,225,270	\$ 620,980	\$ 1,223,780	\$ 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	2,378,940	1,009,030	128,070	10,000	5,570	731,960	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	\$ 9,369,176	\$ 3,900,511	\$ 701,736	\$ 952,570	\$ 74,890	\$ 2,311,395	\$ 647,670	\$ 296,770	\$ 209,660	\$ 120,000	\$ 117,070	\$ 36,904
<i>SURPLUS/(DEFICIT)</i>	(1,790,757)	(2,343,811)	(254,411)	(16,334)	(48,271)	(62,940)	(1,126,395)	(538,670)	(12,560)	(209,660)	-	(74,570)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	1,816,035	2,369,930	1,020,530	128,070	10,000	5,570	696,960	212,000	12,560	209,670	-	74,570	-
UNAPPROPRIATED SURPLUS	\$ 25,278	\$ 26,119	\$ 766,119	\$ 111,736	\$ (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	685,402	701,712	718,622	736,232	754,552
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	\$ 7,025,365	\$ 7,150,463	\$ 7,276,955	\$ 7,409,905	\$ 7,514,623
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	84,750	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	536,800	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	\$ 2,760,337	\$ 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	\$ 5,709,857	\$ 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	2,378,940	991,190	959,090	830,890	587,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,369,176	\$ 8,065,378	\$ 8,160,371	\$ 8,170,186	\$ 8,029,504
<i>SURPLUS/(DEFICIT)</i>	(2,343,811)	(914,915)	(883,416)	(760,281)	(514,881)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,369,930)	(945,650)	(923,230)	(784,860)	(550,030)
UNAPPROPRIATED SURPLUS	\$ 26,119	\$ 30,735	\$ 39,814	\$ 24,579	\$ 35,149

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "C"

SUMMARY OF CHANGES

	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-
Parking/Public Area Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES												
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Building Inspections Sublet/Permits	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	14,000	[1] 11,500	-	-	-	-	-	-	[7] 2,500	-	-	-
Community Policing	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	16,000	-	-	-	-	-	-	-	-	[8] -	16,000	-
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	-	-	-	-	-	-	-	-	-	-	-	-
Milfoil Costs	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-
Septic System Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "C"

SUMMARY OF CHANGES

	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
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 30,000	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 16,000	\$ -
<i>WAGES & BENEFITS:</i>												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 30,000	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 16,000	\$ -
<i>Reserve Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	71,000	- [2/3]	12,500 [4]	10,000	- [5/6]	48,500	-	-	-	-	-	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 101,000	\$ 11,500	\$ 12,500	\$ 10,000	\$ -	\$ 48,500	\$ -	\$ -	\$ 2,500	\$ -	\$ 16,000	\$ -
SURPLUS/(DEFICIT)	(101,000)	(11,500)	(12,500)	(10,000)	-	(48,500)	-	-	(2,500)	-	(16,000)	-
<i>APPROPRIATED SURPLUS</i> (RESERVE APPROPRIATIONS)	101,000 [1]	11,500 [2/3]	12,500 [4]	10,000	- [5/6]	48,500	-	- [7]	2,500	- [8]	16,000	-
UNAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 0550

SUBMITTED BY: Joe Lamb,
Chief Administrative Officer

SUBJECT: Cultus Lake Dock Status Update

PURPOSE:

The purpose of the report is to update the Board with information on the current dock status and repair scope from the insurance providers.

RECOMMENDATION:

THAT the Cultus Lake Park Board receives the Cultus Lake Dock status report and the Ellis Don repair scope document for information.

DISCUSSION:

In November of 2021, after the atmospheric river flooding event, there were several docks that were damaged by the hydrostatic pressure from the rise in the lake level. Once the event had passed staff reached out and filed an insurance claim for the damages that the docks sustained. Park staff and the insurance provider worked together over the last three (3) months to assess the damages and create a scope of work for repair.

Attached to this report in a document prepared by Ellis Don that formalized the scope of repairs required. Through the process it was discovered that there were twelve (12) public docks that did not sustain damage from the storm and staff have taken steps to reopen those docks as of April 20th, 2022. The following docks will reopen as follows: 1,2,3,5,6,7,9,11,12,14,15,21.

There are 10 public access docks that require substantial repair as outlined in the scope of work document. The docks will continue to be closed by staff until repairs are completed are as follows: 4,8,10,13,16,17,18,20,26,31 and 39.

The remaining docks are only accessible by land through leased properties. Park staff will work directly with the leaseholders on the status of individual docks.

There is currently an RFP that has been put out for tender, with a deadline for responses no later than April 18, 2022. Once the insurance company and park staff have had a chance to review, a detailed plan will be formulated and communicated to the public.

STRATEGIC PLAN:

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

Prepared by:



Joe Lamb
Chief Administrative Officer



DOCK REPAIR SCOPE

FOR

Building Identifier: Cultus Lake Park
Location of Loss: 4220 Columbia Valley Road
Cultus Lake, BC

Client: Tyler Ducheminsky
ClaimsPro Canada

Phone:

Email:

File:

Issued for Tender March 31, 2022

Issued for Review March 25, 2022

**TENDER SUBMISSIONS TO BE RECEIVED IN ELLISDON CONSULTING OFFICES VIA
ELECTRONIC OR TRADITIONAL MAIL AT THE BELOW NOTED ADDRESSES NO LATER
THAN 12:00PM ON**

APRIL 18, 2022

Table of Contents

Contents

Table of Contents	2
Invitation To Tender.....	3
General Requirements	4
Assemblies and Finish Details.....	6
Assemblies	6
Scope of Work – Demolition & Repair	8
Preamble	8
Dock by Dock Scope	8
Attachments.....	18
Tender Submission.....	19
Additional Costs.....	22

Invitation To Tender

You are hereby invited to submit a Fixed Price Tender Submission for the:

Repair/Replacement of a Flood Damaged Public Docks

at

**4220 Columbia Valley Road
Cultus Lake, BC**

- (1) The intent of the tender is to establish a fixed price for the work as per the general requirements, specifications, scope of work and appendices attached to this document.**
- (2) Tender documents have been sent out by EllisDon Insurance Consulting on:
MARCH 31, 2022**
- (3) Site access is access instructions:**
Email: joe.lamb@cultuslake.bc.ca
Phone: (604) 847-2040
Address: 4169 Columbia Valley Hwy
Cultus Lake, BC V2R 4Z9
- (4) Contact person for inquiries is Jonathan Motyka:**
Email: _____
Phone: _____
Address: _____
Richmond, BC V6V 2V4
- (5) Tender submissions will be accepted via email, fax, courier, or hand no later than:
12:00PM Pacific Time April 18, 2022**
at
Email: jmotyka@ellisdon.com
Phone: _____
Address: _____
Richmond, BC
- (6) All tender submissions must be received in the format provided in the Tender Submission form, including additional addenda. Incomplete submission forms will be considered not valid and may be rejected.**
- (7) Any additional work required, but not identified within the Invitation to Tender Document, must be clearly identified and priced on the provided Additional Costs Document. The Additional Costs Document must be submitted with the Tender Submission Form.**

General Requirements

1. The EllisDon Invitation to Tender Document is to be read in conjunction with Architectural, Consultant and Professional Engineer reports and or drawings, if any, for this project. The entire suite of documents forms the Initiation to Tender Document. Within the Invitation to Tender Document, Architectural, Consultant and Professional Engineer reports and their drawings shall take precedence when there is a conflict in the following order:
 - a. Architectural Drawings and Specifications
 - b. Structural Drawings and Specifications
 - c. EllisDon Specifications and Scope of Work
2. Silence by a consultant on a pre-loss assembly or finish is not a conflict and contractors are required to respond to the most onerous scope.
3. The General Contractor shall be the 'Prime Contractor' as defined in WorkSafe BC regulations and in accordance with the responsibilities described in WorkSafe BC legislation.
4. Perform the work in accordance with the latest edition of The BC Building Code, including code supplements, safety codes, workers compensation legislation, local bylaws and all applicable governing legislation.
5. The General Contractor shall be responsible for obtaining and payment of any and all necessary licenses, fees, permits, inspections etc. that are required to perform the work in the locale in which it is situated.
6. All materials and workmanship shall be of like kind and quality as existed prior to the loss and shall be in accordance with the trade standard manuals denoting workmanship, for that particular trade.
7. The General Contractor shall be responsible for the complete work in this Tender Package including those items dictated by good practice in the details of all materials and methods even if they are not minutely detailed.
8. The General Contractor will be responsible to confirm all measurements and quantities by their own measurement.
9. Any contract awarded to the successful bidder will be between the General Contractor and the property owner.
10. The bid submission will include, for reference, a proposed start and completion date. This information will be used in the decision making process.
11. The lowest or any bid submission may not necessarily be chosen.
12. The General Contractor will obtain and hold in force, until the completion of this job, a minimum of \$ 5,000,000 Contractor General Liability insurance and a current account in accordance with Workers Compensation Legislation and whatever other insurance are deemed necessary by the contractor.
13. The General Contractor shall provide a qualified job superintendent to be on site, or available by phone, at all times that work is being done under this Tender Package.
14. The General Contractor shall be responsible to maintain the work site in a neat and orderly fashion to allow for safe entrance to the site and completion of the work.
15. The site shall be maintained free of waste and debris and to a broom clean condition on a daily basis.
16. The construction site is deemed to be a non-smoking site. The General Contractor shall be responsible for the enforcement of this requirement. Violation of this requirement shall result in the immediate and permanent dismissal of the offending person from the site.

17. The General Contractor shall be responsible for cleanup of the site in preparation for interim or final inspections.
18. The General Contractor shall be responsible for the reparation of any damages caused by, or as a result of, the demolition work being carried out under this Tender Package.
19. The General Contractor shall provide a one (1) full year warranty on materials and workmanship for all work provided under this Tender Package. This warranty to be dated from the signing of the completion certificate by the owner, or the signing of the substantial completion certificate by the consultant.
20. Bid submissions will be submitted on the attached form and will be valid for a period of 60 days.
21. Supplements will only be accepted for items that are not outlined in the tender package.
22. No supplements will be accepted unless they are approved by the adjuster on record.
23. All supplemental work involving sub-contractors must be supported by two (2) sub-contractor quotations and all back up must be provided prior to approving the work.
24. All supplemental work involving the General Contractor's own forces must be fully documented prior to approving the work.
25. While General Contractors are being asked to submit tenders based on the complete bid package please recognize, in your tender proposal, that base building items costed on a per unit basis have the potential to be removed from the work by unit owners who wish to retain their own forces. The credit calculation for any base building item removed from the work shall be inclusive of overhead and profit.
26. Please direct questions, discrepancies, noted errors, omissions or concerns to Jonathan Motyka at (604) 218-2730.

-End of General Requirements-

Assemblies and Finish Details

Assemblies

PILES

- Wood
 - 6' – 8' below ground
 - Placed approximate 20' apart
 - Untreated
 - Peeled Douglas Fir
 - 9" diameter - 12" diameter

STRINGERS

- Wood
 - 3" x 12" x 19.5'
 - Butts up to next stringer and bolted in place
 - Select grade ACQ pressure treated 2x6 Douglas fir or
 - untreated Western red cedar
 -

DECK

- Wood
 - 1 ½" x 7 ½" x 96"
 - Select grade ACQ pressure treated 2x6 Douglas fir or
 - untreated Western red cedar

JOISTS

- Wood
 - 3" x 12" x 96"
 - Select grade ACQ pressure treated 2x6 Douglas fir or
 - untreated Western red cedar

CROSS CAPS

- Wood
 - 3" x 11"
 - Select grade ACQ pressure treated 2x6 Douglas fir or
 - untreated Western red cedar

FACIA

- Wood
 - 1" x 9" x 96"
 - Select grade ACQ pressure treated 2x6 Douglas fir or
 - untreated Western red cedar

ABUTMENTS

- Concrete
 - Exposed aggregate
 - 8' x 8' Landing
 - Flush with Decking

STAIRS

- Concrete
 - Exposed aggregate
 - 2 Steps
 - 1' Tread
 - 1' Rise

HARDWARE

- Carriage Bolts
 - 1" Square head
 - Galvanized
 - 14.5" long
 - 5/8" diameter
- Nuts
 - 1" Square
 - Galvanized
 - 1"
- Washer
 - Galvanized
 - 4" x 4" square
 - 1/4" thick
- Nails
 - Galvanized
 - 4" long
 - Spiral Spike

STEPS

- Ladder
 - Metal
 - Per (Dock Edge "Aluminum Dock Ladder, 4-Step – Model: DE2014F)

SIGNAGE

- Aluminum
 - 6" White
 - Black bold font
 - "NO MOORAGE" signage posted on front fascia board
 - Dock Number label posted on front fascia board

Scope of Work – Demolition & Repair

FOR THE PURPOSE OF THIS SCOPE PLEASE REFERENCE SITE PLANS

Preamble

At this time Cultus Lake Park Operations has control of site and is completed preliminary emergency clean up, as required, to make the site safe for public access. Each bidding contractor should expect and reflect in their tender submissions that the following site conditions will be evident upon taking control of site as demolition contractor.

- All damaged structures will need to be removed safely
- Environmental protocols will need to be set in place
- Proper safety signage and flaggers are required
- All debris from site will be removed.
- The successful general contractor will be responsible for all Permits, Project Management, and Final Stages.
- Project will be broken into phases with essential areas requiring repairs to be completed prior to other phases.
 - a. Phase 1: Main Beach Docks and Sunny Side Campgrounds
 - b. Phase 2: East Side Docks
 - c. Phase 3: Private Dwelling Docks (West Side)
- Certain areas will be sectioned off to allow for material and equipment drop off and provide more logistics support, please refer to maps at Appendix B. Additional areas further away from beach areas can be provided by the Cultus Lake Park Board
- There will be certain time frames during park peak season that work must be rescheduled.
- Coordination with Park administration is required to discuss schedule of work

Dock by Dock Scope

DOCK 0

- May have consisted of 16 piles, 73 feet of dock and a concrete abutment.
- Remove and dispose of remaining piles
- Remove and dispose of remaining stringers, and joists
- Supply and install new piles in in original location
- Supply and install new stringers
- Supply and install new joists
- Supply and install new decking
- Supply and install all new hardware

DOCK 1

- Consists of 10 piles, 76 feet of dock and a wood abutment.
- No work required

- **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 2

- Consists of 14 piles and 133 feet of dock with a rock and concrete abutment.
- No work required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 3

- Consists of 16 piles, 150 feet of dock and a rock abutment.
- No work required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 4

- Consists of 6 piles, 66 feet of dock and a concrete abutment.
- Remove and dispose of remaining piles
- Remove and dispose of remaining stringers, and joists
- Remove and dispose of remaining cross caps
- Supply and install new piles in in original location
- Supply and install new stringers
- Supply and install new cross caps
- Supply and install new joists
- Supply and install new decking
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage

BOAT LAUNCH AT DOCK 4

- Remove and reinstall metal dock ladder to facilitate repairs
- Remove and dispose of six (6) 16' x 5' concrete pads
- Remove and dispose of ten (10) 11' x 4' slatted concrete pads
- Supply and pour gravel to required slope for approx. 30' x 36'
- Supply and install rebar support
- Supply and install all formwork required for concrete pour
- Pump out water from form work
- Supply and pour concrete
 - **Please Note:** Additional Geotech Engineering/inspection required

DOCK 5

- Consists of 12 piles, 127 feet of dock and a concrete abutment Remove and dispose of piles
- No Work Required
 - **Please Note:**
 - Existing rot requiring repairs not part of scope work.
 - Remaining debris from storm will be handled by Cultus Lake

DOCK 6

- Consists of 14 piles, 137 feet of dock and a rock abutment.
- No Work Required
 - **Please Note:**
 - Existing rot requiring repairs not part of scope work.
 - Remaining debris from storm will be handled by Cultus Lake

DOCK 7

- Consists of 16 piles, 151 feet of dock.
- No Work Required
 - **Please Note:**
 - Existing rot requiring repairs not part of scope work.
 - Remaining debris from storm will be handled by Cultus Lake

DOCK 8

- Consists of 6 piles and 46 feet of dock.
- Remove set aside, and reinstall decking
- Remove and dispose of piles
- Remove set aside, and reinstall of salvageable stringers, and joists
- Supply and install new piles in in original location
- Supply and install new stringers, and joists where required
- Supply and install new cross caps
- Supply and install all new hardware
 - **Please Note:** Deck is to be reused, all piles have shifted and needs replacement

BOAT LAUNCH AT DOCK 8

- Remove and dispose of concrete edge barriers
- Remove and dispose of three (3) 6' x 20' concrete pads
- Remove and dispose of four (4) 4' x 24' concrete pads
- Supply and pour gravel to required slope for approx. 16' x 43.5' area
- Supply and install rebar support
- Supply and install all formwork required for concrete pour
- Pump out water from form work
- Supply and pour concrete
 - **Please Note:** Additional Geotech Engineering/inspection required

DOCK 9

- Consists of 12 piles and 110 feet of dock.
- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 10

- Consists of 20 piles and 126' 5" of dock.
- Remove and dispose of eight (8) piles and joists
- Remove and dispose of eight (8) cross caps
- Remove, set aside, and reinstall four (4) stringers

- Supply and install eight (8) new piles in original location
- Supply and install eight (8) new cross caps
- Supply and install new four (4) new stringers
- Supply and install eight (8) new cross caps
- Supply and install eight (8) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
 - **Please Note:**
 - Removal of dislocated piles, joist, deck, and cross caps north of original deck included as part of this scope.
 - First half of dock is salvageable

DOCK 11

- Consists of 12 piles and 116 feet of dock.
- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 12

- Consists of 25 piles and 135 feet of dock
- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 13

- Consists of 12 piles and 110 feet of dock.
- Remove and reinstall salvable decking
- Resecure one pile halfway down dock on south side
- Supply and install all new hardware to repaired areas
 - **Please Note:** Existing rot requiring repairs not part of scope work.

DOCK 14

- Consists of 10 piles and 111 feet of dock.
- No Work Required
 - **Please Note:** Existing rot requiring repairs, and floating dock not part of scope work.

DOCK 15

- Consists of 14 piles and 127 feet of dock.
- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 16

- Consists of 14 piles and 128' 6" of dock.

- Remove and dispose of four (4) piles and joists
- Remove and dispose of four (4) cross caps
- Remove, set aside, and reinstall two (2) stringers
- Supply and install four (4) new piles in original location
- Supply and install four (4) new cross caps
- Supply and install new two (2) new stringers
- Supply and install two (2) new cross caps
- Supply and install four (4) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
 - **Please Note:** First half of dock is salvageable

DOCK 17

- Consists of 12 piles and 110' 3" of dock.
- Remove and reinstall metal dock ladder to facilitate repairs
- Remove and dispose of six (6) piles
- Remove and dispose of six (6) cross caps
- Remove, set aside, and reinstall six (6) stringers
- Remove and reinstall decking
- Supply and install six (6) piles in original location
- Supply and install six (6) cross caps
- Supply and install all hardware

DOCK 18

- Consists of 12 piles and 110 feet of dock.
- Remove, set aside, and reinstall metal dock ladder to facilitate repairs
- Remove and dispose of four (4) piles and joists
- Remove and dispose of four (4) cross caps
- Remove, set aside, and reinstall two (2) stringers
- Supply and install four (4) new piles in original location
- Supply and install four (4) new cross caps
- Supply and install new two (2) new stringers
- Supply and install two (2) new cross caps
- Supply and install four (4) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
 - **Please Note:** First half of dock is salvageable

MAIN BEACH GATED DOCK

- No work required

DOCK 19 – MAIN BEACH DOCKS

- Consists of 26 piles and 285 feet of dock.
- Remove and reinstall metal dock ladders to facilitate repairs
- Remove, set aside, and reinstall salvageable decking
- Remove and dispose of all affected piles
- Remove and dispose of all affected stringers and joists
- Remove, set aside, and reinstall any salvageable stringers and joists
- Reuse and resecure any salvageable piles
- Supply and install new piles in in original location where required
- Supply and install new stringers where required
- Supply and install new joists where required
- Supply and install new decking where required
- Supply and install new metal dock ladder
- Supply and install all new hardware
 - **Please Note:** Majority of decking is salvageable

DOCK 20

- Consists of 8 piles and 78' of dock.
- Remove and dispose of four (4) piles and joists
- Remove and dispose of four (4) cross caps
- Remove, set aside, and reinstall two (2) stringers
- Supply and install four (4) new piles in original location
- Supply and install four (4) new cross caps
- Supply and install new two (2) new stringers
- Supply and install two (2) new cross caps
- Supply and install four (4) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
 - **Please Note:** First half of dock is salvageable

DOCK 21

- Consists of 8 piles and 57' 6" of dock.
- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 22

- Consists of 8 steel piles and 75' of dock.
- Remove, set aside, and reinstall salvageable decking
- Remove and dispose of six (6) piles and joists

- Remove and dispose of six (6) cross caps
- Remove, set aside, and reinstall four (4) stringers
- Supply and install six (6) new piles in original location
- Supply and install six (6) new cross caps
- Supply and install new four (4) new stringers
- Supply and install six (6) new cross caps
- Supply and install six (6) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage

DOCK 23 & 24 (RESIDENTIAL PRIVATE DOCK)

- Consists of various materials
- Remove, set aside, and reinstall metal dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 25 (RESIDENTIAL PRIVATE DOCK)

- Remove, set aside, and reinstall metal dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 26 (PUBLIC ACCESS DOCK)

- Originally had cribbing
- Remove and dispose of cribbing
- Supply and install new piles in original location
- Supply and install cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

- **Please Note:** This dock is completely missing

DOCK 27 (RESIDENTIAL PRIVATE DOCK)

- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 28 (RESIDENTIAL PRIVATE DOCK)

LABELED AS 34 MCCREA

- Remove and dispose of piles
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 29 (RESIDENTIAL PRIVATE DOCK)

- Remove and dispose of cribbing
- Supply and install six (6) new piles
- Supply and install new stringers
- Supply and install new joists
- Supply and install new decking
- Supply and install all new hardware

DOCK 30 (RESIDENTIAL PRIVATE DOCK)

- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 31 (PUBLIC ACCESS DOCK)

- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 32 (RESIDENTIAL PRIVATE DOCK)

- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 33 (RESIDENTIAL PRIVATE DOCK)

- Piles are metal
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 34 (RESIDENTIAL PRIVATE DOCK)

- Piles are metal
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 35 (RESIDENTIAL PRIVATE DOCK)

- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 36 (RESIDENTIAL PRIVATE DOCK)

- Piles are metal
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Remove and dispose of stringers
- Remove and dispose of joists
- Supply and install new piles in original location
- Supply and install new cross caps
- Remove, set aside, and reinstall new stringers
- Remove, set aside, and reinstall new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 37 (RESIDENTIAL PRIVATE DOCK)

- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 38 (RESIDENTIAL PRIVATE DOCK)

- No Work Required
 - **Please Note:** Existing rot requiring repairs not part of scope work

DOCK 39 (PUBLIC ACCESS DOCK)

- Piles are wood with concrete abutment
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Remove and dispose of cross caps
- Remove and dispose of stringers
- Remove and dispose of joists
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

DOCK 40 (RESIDENTIAL PRIVATE DOCK)

- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Remove and dispose of cross caps
- Remove and dispose of stringers
- Remove and dispose of joists
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

WALKING BRIDGE LARGE

- No work required

WALKING BRIDGE SMALL

- No work required

Attachments

Appendix A – Photo Documentation-Cultus Lake Docks PDF_March 28 2022

<https://drive.google.com/file/d/1rvMWPkuvvyXeDQNvCBTeLvOOXHBjfKTP/view?usp=sharing>

Appendix B – Cultus Lake Map of Docks with Markup PDF_March 28 2022

Tender Submission

COMMERCIAL PROPERTY LOSS, REPAIRS AS PER SPECIFICATIONS, SCOPE AND APPENDICES
FOR:
Cultus Lake Park
4220 Columbia Valley Road
Cultus Lake, BC

00 PROCUREMENT AND CONTRACTING REQUIREMENTS	
Permits and Fees	
Permits	\$
Other Fees	\$

01 GENERAL REQUIREMENTS	
Project Coordination	\$
Site Security	\$
Temporary Utilities	\$
Temporary Barriers and Enclosures	\$
Debris Removal and Disposal	\$

02 SITE PREPARATION	
Selective Demolition	\$

03 CONCRETE	
Structural Concrete	\$

05 METALS	
Hardware	\$

06 WOODS, PLASTICS AND COMPOSITES	
Rough Carpentry	\$
Heavy Timber Construction	\$

31 EARTHWORK	
Excavation and Fill	\$
Shoring	\$
Concrete Raising	\$

OTHER (Provide itemized description)	\$
---	----

CODE AND BYLAW Pricing to consider the variance between the original material and/or component and the upgraded material and/or component required by the Authority having Jurisdiction.	
Environmental Survey	\$
Local Bylaws	\$
Other	\$

SUBTOTAL		\$
OVERHEAD	%	\$
PROFIT	%	\$
SUBTOTAL EXCLUDING TAXES		\$
GST/HST	%	\$

TOTAL BID PRICE	\$
------------------------	----

PROJECT DURATION:	
	TOTAL DAYS
	PROPOSED START DATE

COMPANY	
NAME AND TITLE	
ADDRESS	
DATE	
SIGNATURE	

Additional Costs

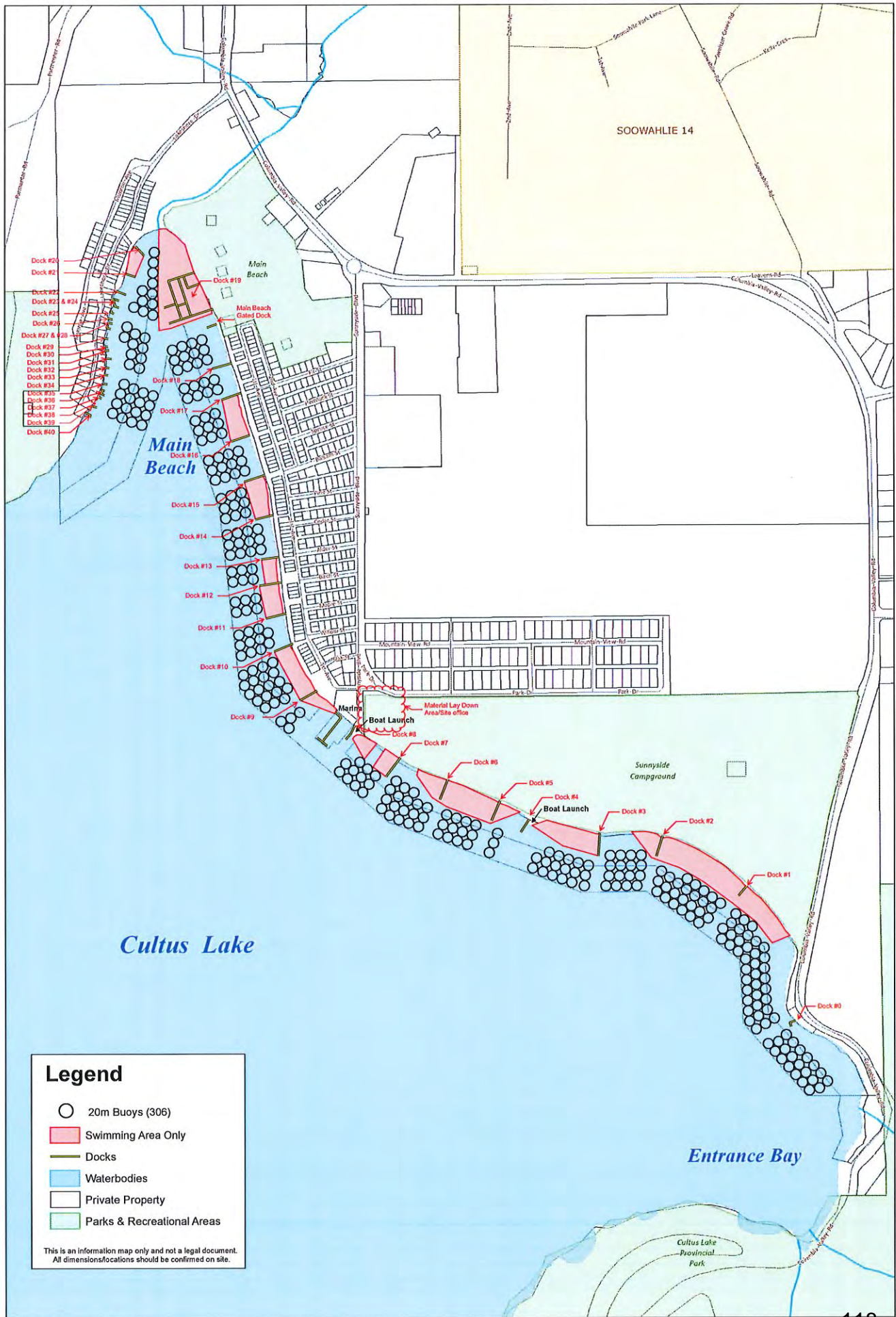
CONTRACTOR ADDITIONAL COSTS ITEMS		
This value will be considered as part of the total bid price.		
1		\$
2		\$
3		\$
4		\$

SUBTOTAL		\$
OVERHEAD	%	\$
PROFIT	%	\$
SUBTOTAL EXCLUDING TAXES		\$
TAXES	%	\$
TOTAL		\$

COMPANY	
NAME AND TITLE	
ADDRESS	
DATE	
SIGNATURE	

APPENDIX B

Cultus Lake Park Board Buoy Map





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 0550

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

SUBJECT: Request to Subdivide – 441 Oak Street

PURPOSE:

The purpose of the report is to provide the Board with information with respect to consideration with a request to subdivide 441 Oak Street.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the letter from Gerald and Susan Lim of 441 Oak Street requesting consideration to subdivide Lot 441 Oak Street;

THAT the Cultus Lake Park Board request that staff amend the Subdivision and Land Development Bylaw to include under "Schedule A" Lot 441 as qualifying subdividable property; and

THAT the Cultus Lake Park Board approve the Application for Subdivision from Gerald and Susan Lim of 441 Oak Street and request that staff prepare a letter of approval with respect to the bylaw change.

THAT the Cultus Lake Park Board further consider adding Lot 443 Oak Street to "Schedule A" of the Subdivision and Land Development Bylaw.

DISCUSSION:

Mr. and Mrs. Lim of 441 Oak Street have recently considered listing their home for sale. They have submitted a letter dated March 18, 2022, for the Board to consider with respect to the potential to subdivide their property (Attachment 1). The letter notes that when they purchased the property in 2003, they had the impression that the property could be subdivided. They note that the survey dated 2002 (Attachment 2) highlights that the existing dwelling is non confirming. The property measurement to the front of the property is 21.790 meters = 71.49 ft. and the rear lane 21.813 meters = 71.56 ft.

The recent survey conducted, dated March 17, 2022 (Attachment 3) show a slight measurement difference ,to the front lot line at 71.16 feet however, the parks master survey dated by Tunbridge & Tunbridge (Attachment 4) notes the 71.49 ft x 71.49 at the front and rear.

To identify the parcel line reference for 441 Oak St, the Interior side (442) is 18.613 meters or 61.07 ft. and 18.6 meters or 61.1 ft (439).

The total area of the lot would then be reference 0.100 acres and equal 2 lots at 05.acres when subdivided. This would then be referenced in Schedule A.

The letter from leaseholders Mr. and Mrs. Lim also references the Cultus Lake Park Board Bylaw No. 2007 – 12 Subdivision and Land Development Bylaw (Attachment 5) of which provides for the development and issuance of approval to subdivide parcels which are identified under “Schedule A” of the bylaw. “Schedule A” does not identify reference to Oak St. however, with consideration to the lot sizes noted in Attachment 4 provides the following measurements.

Oak Street / First Ave Property sizes and locations:

267 First Ave. - 42.107 x 84.830 - (right hand side)

441 Oak Street – 71.490 x 62.110 (right hand side)

442 Oak Street – 39.833 x 62.110 (right hand side)

268 First Ave. – 36.422 x 98.070 (left hand side)

443 Oak Street – 93.689 x 78.575 (left hand side)

Reviewing the minimum footage reference to qualify to subdivide is either 50 ft. or 70 ft. frontage and mentioned under the General Provisions of the bylaw, section 12.

All parcels to be subdivided must be into two equal sizes and cannot be less than the “minimum foot frontage” for each individual address described in Schedule “A”, divided by two. If the subdivision is larger than two parcels, the minimum parcel size cannot be less than the “minimum foot frontage” for each individual address described in Schedule “A”, divided by two.

In addition to above, with further review, staff located in the residential lease file for 441 Oak Street a letter dated February 9, 1956 (Attachment 6) from Park Manager, Mr. Kipp that outlines that both lots be considered as one lot being the property was considered one lot. Then removing reference to lot 440 Oak Street that was a lot identified on the Kings map, originally dated April 3, 1926, and additions in, 1931, 1933, and 1938. Further that in this process staff also note that there may have been some discrepancy with respect to the leaseholder and the administrator at that time.

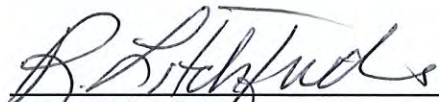
Application for Subdivision (Attachment 7) .

Staff have also reviewed the neighboring property’s sizes and note that 443 Oak St. may also be a property that the Board may wish to consider as a qualifying lot. As noted above, the property measures 93.7 meters, (307.4 ft.) with a front lot line and of 78.6 meters (257.8 ft.) at the rear lot line. Exterior side with measurements of 79.40 ft. or 24.20 meters and the interior lot line 77.75 ft. or 24.0 meters. If approved, this property would also qualify to be subdivided into two properties as per the bylaw.

STRATEGIC PLAN:

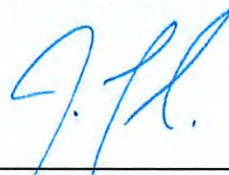
This report does not impact the Cultus Lake Park Board’s Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

Attachment 1

To: Mr. Joe Lamb, Chief Administrative Officer, Cultus Lake Park Board
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5. Tel: 604-847-2040

From: Gerald and Susan Lim, Gerald K H Lim Holdings Ltd
4175 West 10th Ave. Vancouver, BC V6R 2H2. Tel: 604-224-3442

Date: March 18, 2022

Re: Potential sub division for property located at 441 Oak St. Cultus Lake, BC

Dear Mr. Lamb;

We purchased the lease on the property located at 441 Oak St. Cultus Lake, BC in July 2003 with the understanding that this is a double lot with potential for subdivision. Survey performed in 2002 provides a width measurement of > 71 feet, supporting this claim by the vendor.

In conversation with you on March 11, 2022 it was learned that in 2007 some consideration was given to the sub division of larger lots in Cultus Lake village. A Bylaw (**Cultus Lake Park Board Bylaw No. 2007-12 Subdivision and Land Development Bylaw**) was developed listing the measurement criteria for inclusion based on the location of the lot, and a procedure was outlined for lot subdivision. On the 'tree streets' lots wider than 70 feet are considered sub dividable double lots. Schedule A of the Bylaw lists lots which were reviewed at the time for sub division potential. For several years now this list has been used as a 'working tool' when inquiries are made in the front office regarding any sub division potential.

However, on review of the Schedule A list, and comparing it with known double lots in the village, it becomes readily apparent that the list is incomplete and that not all of the large lots were considered for sub division potential.

Copies of surveys performed in 2002 and 2022 are on file in the office of Cultus Lake Park Board. According to surveys the width of the existing lot at 441 Oak St. exceeds the Bylaw's 70 foot width requirement for the 'tree streets'. The recorded measurements are:

2002 Survey: Front - 21.79 metres (71.4 ft) Rear- 21.813 metres (71.56 ft)

2022 Survey: Front-21.69 metres (71.4 ft) Rear: 21.81 metres (71.55 ft.)

Therefore we are writing to petition that our leased property, a double size lot located at 441 Oak St. be added to Schedule A of "Cultus Lake Park Board Bylaw No. 2007-12 Subdivision and Land Development Bylaw".

A cheque in the amount of \$325.00 (as outlined in Schedule B of the Bylaw) is included with this application form.

Please contact us if more information is required. We look forward to having this application discussed on the Public Agenda of an upcoming Cultus Lake Park Board meeting, and a response from your office.

Yours truly,

A handwritten signature in cursive script that reads "Susan Butler Lim". The signature is written in dark ink and is positioned above the printed name.

Susan Lim, secretary

Gerald K H Lim Holdings Ltd.

BRITISH COLUMBIA LAND SURVEYORS' CERTIFICATE OF LOCATION

SCALE 1 : 250 (METRIC)

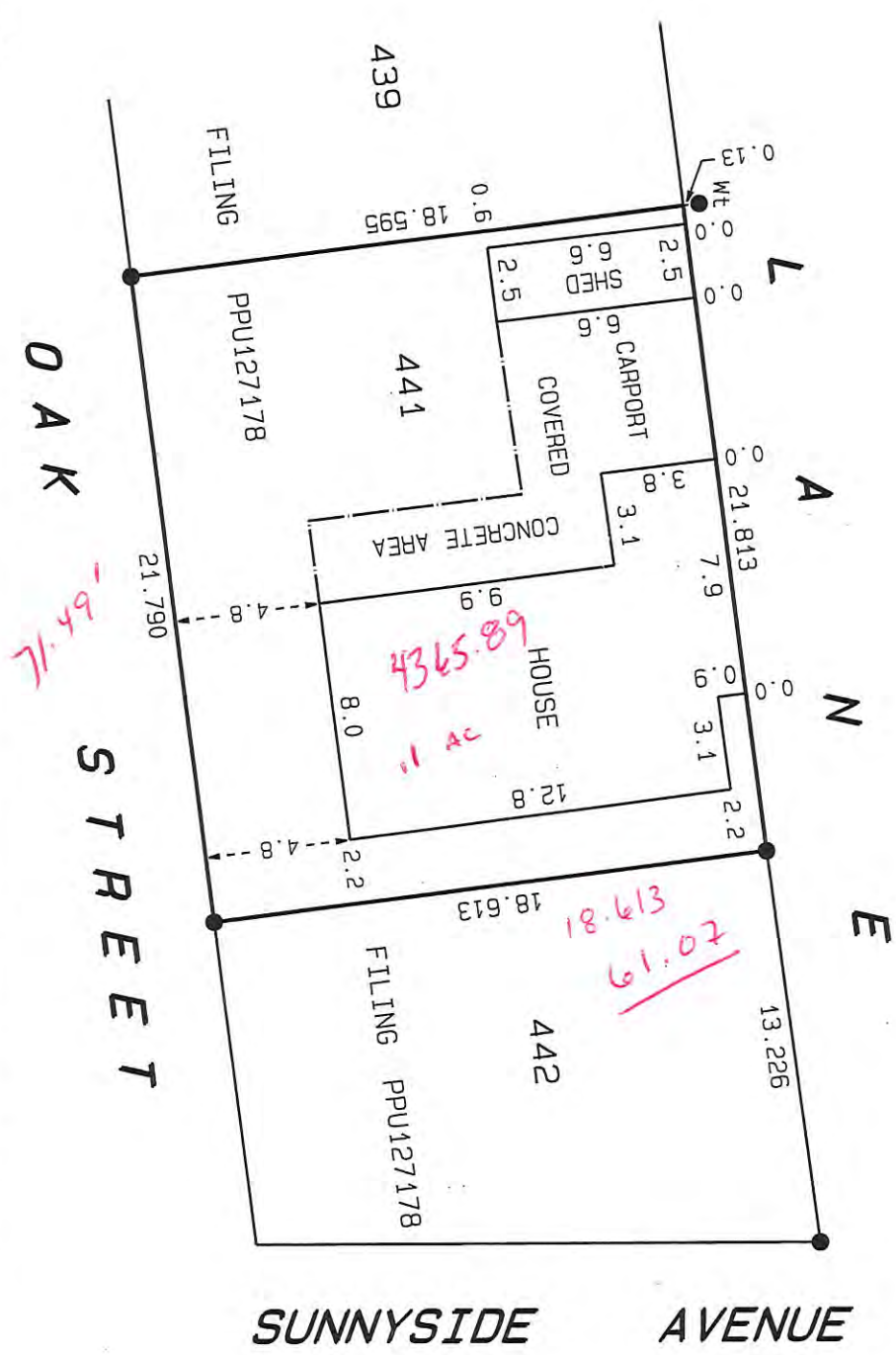
CIVIC ADDRESS :

441 OAK STREET
CULTUS LAKE, B.C.

LEGAL DESCRIPTION :

CULTUS LAKE PARK BOARD
LEASE LOT 441 SEC.25
TP.22 FILING PPU127178

Attachment 2



NOTE: OFFSETS SHOWN ARE NOT TO BE USED FOR DEFINING LOT BOUNDARIES
LOT DIMENSIONS AND OFFSET DISTANCES SHOWN COULD VARY
UPON A COMPLETE RESURVEY OF THE SUBJECT PROPERTY.

MARCH 7, 2002 B.C.L.S.
THIS DOCUMENT IS NOT VALID UNLESS
ORIGINALLY SIGNED AND SEALED

[Signature]

THIS CERTIFICATE OF SITE SURVEY IS FOR
CURRENT PARK BOARD ACCEPTANCE PURPOSES ONLY.
ANY SUBSEQUENT USE, OR USE TO DEFINE BOUNDARIES
IS STRICTLY FORBIDDEN.

● DENOTES OLD IRON POST FOUND



TUNBRIDGE AND TUNBRIDGE
BRITISH COLUMBIA LAND SURVEYORS
2002 CHILLIWACK, B.C. (604) 792-4264

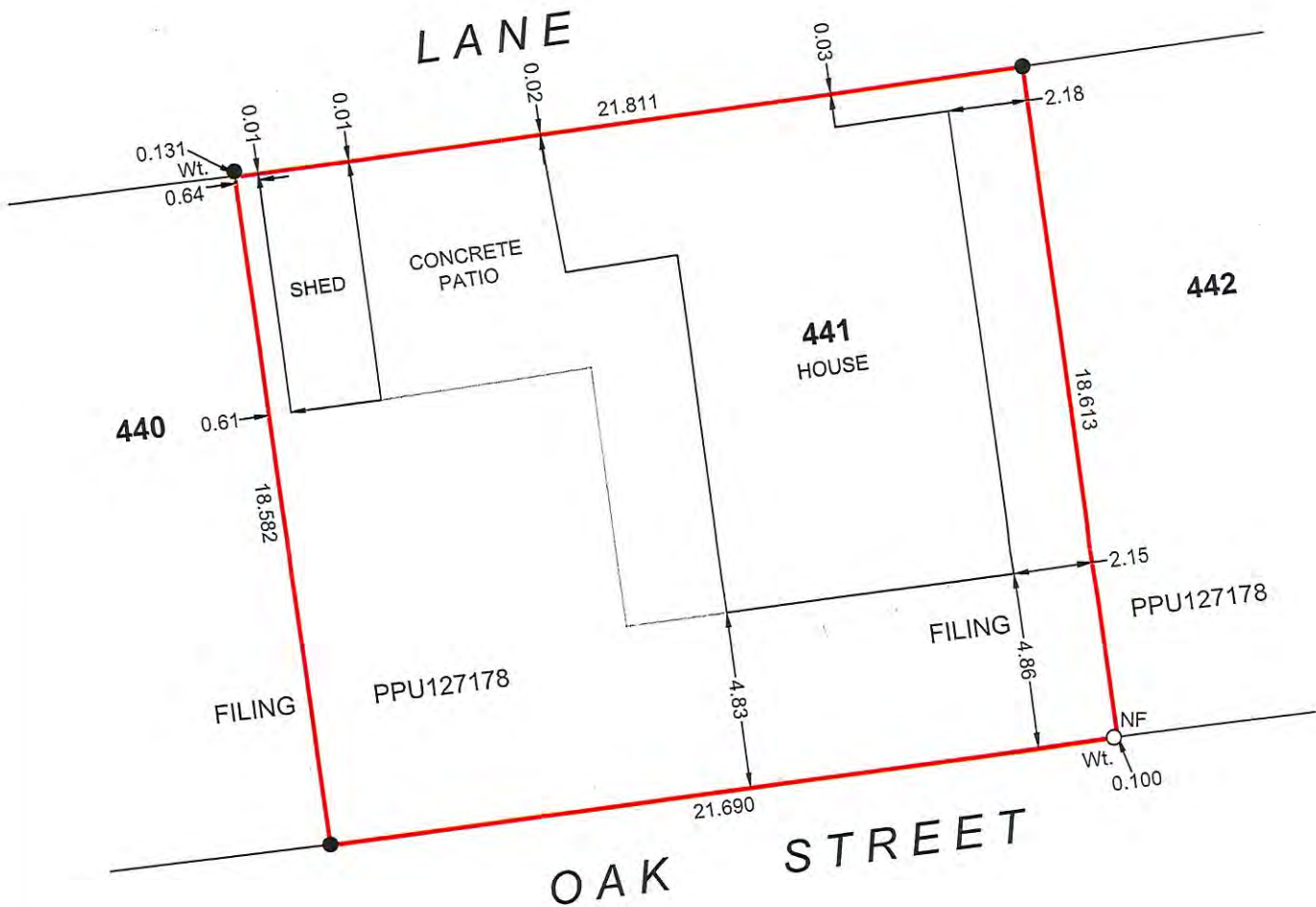
FILE: C-9161 F.B.C-248/194-195 D164.

BC LAND SURVEYOR'S CERTIFICATE
LOT 441 SECTION 25 TOWNSHIP 22 F
CULTUS LAKE PARK BOARD

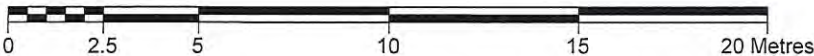
Attachment 3

CLIENT: GERALD K H LIM HOLDINGS LTD.
CIVIC ADDRESS: 441 OAK STREET, CULTUS LAKE
FB: C417/81-82

VERTICAL DATUM: CGVD28



SCALE 1:200



ALL DISTANCES ARE IN METRES AND ARE HORIZONTAL GROUND

- DENOTES STANDARD IRON POST PLACED
- DENOTES STANDARD IRON POST FOUND

NOTES:

- THIS PLAN HAS BEEN PREPARED BASED ON FILING PPU127178 AND A FIELD SURVEY.
- OFFSET DISTANCES ARE MEASURED TO THE EXTERIOR OF BUILDING AND ARE PERPENDICULAR TO PROPERTY LINES.
- THIS PLAN WAS PREPARED FOR CULTUS LAKE PARK BOARD BYLAW COMPLIANCE AND IS FOR THE EXCLUSIVE USE OF GERALD K H LIM HOLDINGS LTD..
- VECTOR GEOMATICS AND SIGNATORY ACCEPT NO RESPONSIBILITY FOR, AND HEREBY DISCLAIM, ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.



CHRIS BEAUGRAND B.C.L.S. 1022

This Document Is Not Valid Unless Originally Signed and Sealed



Chilliwack Office
6-7965 Venture Place
Chilliwack, B.C. V2R 0K2
Ph.: (604)792-4264

www.vectorgeomatics.com

File: CW2201471P441 Date: 2022-03-17

Attachment 4



**Cultus Lake Park Board
Bylaw No. 2007-12
SUBDIVISION AND LAND DEVELOPMENT BYLAW**

A Bylaw to regulate the subdivision and development of lands and to establish the standard of service to be provided

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

Now, therefore, the Cultus Lake Park Board in open meeting assembled enacts as follows:

1. This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw 2007-04 Subdivision and Land Development Bylaw.
2. In this Bylaw, unless the context or the Land Title Act otherwise requires the following words and terms shall have the meaning hereinafter assigned to them:

ADMINISTRATOR means the Chief Administrative Officer or any other person appointed by the Board to fulfill the duties and responsibilities of that position.

APPLICATION means a proposal submitted to the *Approving Officer* for the purpose of securing *preliminary approval* or *final approval* and all necessary attachments and conditions.

APPROVING OFFICER means the person appointed by *the Board* to fulfill the duties and responsibilities of that position in accordance with the Land Titles Act and his or her designate.

BOARD, The means the governing and executive body of the *Cultus Lake Park Board*.

BUILDING INSPECTOR means the person appointed by *the Board* to fulfill the duties and responsibilities of that position and his or her designate.

BUILDING PERMIT means the permission or authorization in writing by the *Building Inspector* for the *Cultus Lake Park Board* to perform work regulated by the Building Bylaw in effect at the time.

COMMUNITY WATER SYSTEM means a water system owned, operated and maintained either by the Cultus Lake Park Board or privately and has been approved by the Comptroller of Water Rights.

CONNECTION means the actual physical connection between a water, or sanitary sewer main and an individual *parcel*, or between the hydro, gas, cable, or telecommunication utility and an individual *parcel*.

CONTRACTOR means the person or firm who is engaged by the *Developer* or the *Cultus Lake Park Board* to construct the *works and services*.

DEVELOPER means the *owner* or *owners* of land or the authorized agent of the *Owner*, who has made an *application* to the *Cultus Lake Park Board* for *subdivision*, or for a *building permit*, or is engaged in undertaking the *development* of such land.

DEVELOPER'S ENGINEER means an *Engineer* who is engaged by the *Developer* to design, prepare and certify drawings for the construction of *works and services* in a *subdivision*, or a *development*, or on *Municipal* property.

DEVELOPMENT means the improvement of lands requiring the installation of *works and services*, including the improvement of land which requires the issuance of a *building permit*.

DRAINAGE SYSTEM means a system of works designed and constructed to control the collection, conveyance and disposal of storm, ground, surface and other waters.

ENGINEER means a person who is duly registered and licensed under the Engineer and Geoscientists Act, R.S.B.C. 1996, c. 116, and its amendments from time to time.

ESTIMATED CONSTRUCTION COSTS means the costs of the *Works and Services* as calculated, signed, sealed by the *Developer's Engineer*, plus the applicable taxes, plus 20% as a contingency allowance.

EXTENSION means, with regards to *works and services*, the *extension* of a *highway*, *drainage system*, *sanitary sewer system*, or *water system* from an existing Cultus Lake Park Board system to the system within a *subdivision* or a *development*.

FINAL APPROVAL means the written approval granted by the *Approving Officer* after all of the requirements of this Bylaw, other bylaws of the *Cultus Lake Park Board*, and applicable provincial legislation have been fulfilled.

FRONTAGE means the length of the *front parcel line*.

GRADE or GRADIENT means the relationship of the vertical distance of a slope to its horizontal distance, normally expressed as a percentage.

LANDSCAPING means the planting and maintenance of some combination of trees, shrubs, hedges, flowers, ground cover, lawns or other horticultural elements, with, or without, other architectural elements such as fencing, *walkways*, lights, ponds, fountains, and other structures or materials, for the purpose of enhancing the aesthetic qualities, visual amenity and functional *development* of an area.

MEDICAL HEALTH OFFICER means an official appointed as a Medical Health Officer under the provisions of the *Health Act*.

OWNER means the registered leaseholder.

PARCEL means any lot, block, or other area in which land is held, or into which it is *subdivided*.

PARCEL DEPTH means the shortest distance between the *front parcel line* and the *rear parcel line*.

PARCEL LINES

Exterior side means the *parcel line* or *parcel lines*, not being the *front parcel line* or the *rear parcel line* common to a *highway* other than a *lane* or *walkway*.

Front means the shortest lot line common to the lot and an adjoining highway, and where the front and rear lot lines each adjoin a highway, means that to which the majority of adjacent buildings are faced, and in the case of a corner lot, means the shorter of those.

Interior side means a *parcel line* or *parcel lines*, not being the *front parcel line* or the *rear parcel line*, common to more than one *parcel* or to a *parcel* and a *lane* or a *walkway*.

Rear means the *parcel line* opposite to and the most distant from the *front parcel line* and between the two *side parcel lines* or where the rear portion of the *parcel* is bounded by intersecting *side parcel lines* it shall be the point of intersection.

Side means the *parcel line*, or *parcel lines*, which are not the *front* or *rear parcel lines*.

PARCEL WIDTH means the shortest distance measured between two points on the two *side parcel lines* at a distance from the *front parcel line* equal to the minimum front setback for that zone.

POTABLE WATER means water, which is approved for drinking purposes by the *Medical Health Officer* having jurisdiction.

PUBLIC UTILITY means any system having facilities installed in a *highway* or in a *right-of-way* for the purpose of providing a service to the property, including but not limited to *drainage system*, *sanitary sewer system*, *Community Water System*, street lighting, *electric and telecommunication service line*, electric power distribution, telephone, cable television and gas distribution systems.

RIGHT-OF-WAY, or RIGHTS-OF-WAY means land or any interest in land acquired for any public purpose, including but not limited to:

- a. easements;
- b. public rights of passes with or without vehicles;
- c. constructing, maintaining or operating any railway;
- d. erecting and maintaining any pole line or pipeline;
- e. laying, placing and maintaining drains, ditches, pipes, transmission lines or wire for the conveyance, transmission or transportation of water, gas, cable, hydro, electric power, communication, or for the disposal of sewage or drainage;
- f. the operation and maintenance of vehicular traffic and as registered as a public right-of-way.

ROADWAY means the portion of a *highway* surfaced for the purpose of facilitating vehicular movement.

SANITARY SEWER SYSTEM means a system for the collection, treatment and disposal of sanitary sewage.

SECURITY DEPOSIT means cash, certified cheque, or an irrevocable and automatically renewable letter of credit from a Chartered Bank or Credit Union in the form and amount required under this Bylaw.

SERVICING AGREEMENT means an agreement pursuant to this Bylaw for the installation of *works and services*.

STORMWATER MANAGEMENT PLAN means a plan which indicates the means by which storm water and other surface water will be managed within or through the *subdivision*.

SUBJECT PROPERTY means the land proposed for the *development* or for the *subdivision*, including any remainder.

SUBDIVISION means any changes in the existing size, shape, number or configuration of registered *parcels* whether by place, descriptive word or otherwise, including the division of land into two or more *parcels* under the Land Title Act and the realignment of *parcels*

SURVEYOR means a land surveyor who is registered or licensed in the Province of British Columbia.

TAX COLLECTOR means the person appointed by *The Board* to fulfill the duties and responsibilities of that position and his or her designate for the purpose of collecting lease payments.

WATER SYSTEM means a system for the collection, treatment, and distribution of water.

WORKS AND SERVICES means any public service, facility or utility which is required for a *subdivision* or *development*, including but not limited to the supply and distribution of water, the collection and disposal of sewage, the collection and disposal of storm or other surface water, street lighting, access *roadways*, curbs, gutters, *sidewalks*, *walkways*, *landscaping*, street trees and *boulevard* plantings, postal kiosks, community mail boxes, and the supply and distribution of electrical power, telephone, natural gas, or cablevision.

ZONE or ZONING means the zone or zoning as determined in the *Specified Area Bylaw*.

GENERAL PROVISIONS

3. This bylaw shall apply to all *parcels* within the *Cultus Lake Park Board*, except where the *development* is for a single family dwelling unit constructed under a *building permit* on *parcels* that have existing *works and services*.
4. As a condition of the issuance of approval of a subdivision or issuance of a building permit, every Developer shall provide at the Developer's expense, all works and services which are required under this Bylaw, on the subject property being developed.
5. The Cultus Lake Park Board may require different levels of service to be provided in different zones of the Cultus Lake Park Board.
6. This bylaw shall be administered by:
 - (a) The *Approving Officer* where *works and services* are to be *provided* because of a *subdivision* of land;
 - (b) The *Building Inspector* where *works and services* are to be *provided* because of a *building permit*
7. No person shall *subdivide* a *parcel* within the *Cultus Lake Park Board* unless the *subdivision* of the *subject property* has received *final approval* from the *Approving Officer*, except where permitted under the Land Title Act, and the subject property is identified on Schedule A of this bylaw, or there has been an approved variance of the approved lots under Schedule A.
8. Unless otherwise approved by a Development Variance Permit or a Development Permit issued by the *Board*, or provided by this Bylaw, all *subdivisions* and *developments* shall be *provided* with the *works and services* as prescribed by this Bylaw.
9. Unless otherwise provided by this Bylaw, all *works and services*, costs and expenses required in this Bylaw shall be *provided* at the *Developer's* expense.
10. The *Approving Officer* shall not approve a *subdivision* which creates a non-conforming use or increases the degree of non-conformity of an existing non-conforming use.
11. Despite section 3 of this Bylaw, the requirements of this Bylaw shall not apply where the *parcel* created is to be used solely for the unattended equipment necessary for the operation of:
 - (a) CLPB drainage system;
 - (b) CLPB sanitary sewer system;
 - (c) Community Water System;
 - (d) a community gas distribution system;
 - (e) a community radio or television receiving antenna;
 - (f) a telecommunications relay station;
 - (g) an automatic telephone exchange;
 - (h) an air or marine navigational aid;

- (i) electrical substations or generating stations; or
 - (j) any other public utility or quasi public utility or facility.
12. All parcels to be subdivided must be into two equal sizes, and cannot be less than the "minimum foot frontage" for each individual address described in Schedule "A", divided by two. If the subdivision is larger than two parcels, the minimum parcel size cannot be less than the "minimum foot frontage" for each individual address described in Schedule "A", divided by two.
 13. Where applicable, the *Developer* shall be responsible for complying with any other legislation associated with the *subdivision* and *development* of land including, but not limited to, municipal and *Regional District* bylaws, provincial statutes and federal statutes.
 14. If the subject property is not one of the approved sub dividable lots as per Schedule A, the Owner may apply through the Development Variance process to gain said approval to subdivide, and after any Development Variance approval will be subject to all conditions and fees described in this bylaw.

APPLICATION FOR SUBDIVISION

15. The *Developer* shall submit to the *Approving Officer* an *application* for *subdivision* which includes the following:
 - (a) A *completed application* form which is signed by the *Owner* or the *duly authorized agent*;
 - (b) A written statement of the intended use of such lands;
 - (c) A dimensional sketch plan of the proposed subdivision;
 - (d) Proof that the applicant is the owner of the subject property or his duly authorized agent; and
 - (e) Payment of the fees prescribed in this Bylaw.
16. The *Approving Officer* may require the *Developer*, at the *Developer's* expense, to submit the following:
 - (a) Preliminary road alignment and parcel concept plan showing how the subdivision lands and lands beyond the subdivision will be serviced;
 - (b) A contour plan of the subject property;
 - (c) A survey of existing trees on the subject property;
 - (d) A landscaping plan;
 - (e) A preliminary storm water management plan;
 - (f) A geotechnical slope stability study;
 - (g) A geotechnical review;
 - (h) Topographical mapping;

- (i) Development phasing boundaries, showing parks, institutional lands, road hierarchy and parking;
 - (j) Development servicing concept plan showing preliminary alignment of water main, and sanitary main, and the direction of the sanitary and storm drainage flows.
 - (k) A traffic impact study;
17. The *Approving Officer* may consider comments from federal departments or agencies, provincial departments or agencies.

FINAL APPROVAL

18. In order to obtain *final approval*, the *Developer* shall tender a final *subdivision* plan for examination by the *Approving Officer* which shall be accompanied by:
- (a) Any other charges as set out in this Bylaw or other Cultus Lake Park Board bylaws such as *those fees relating to the Community Recreational Reserve Fund Bylaw*, levies, *application*, processing and administration fees; and
 - (b) A certificate from the *Tax Collector* that all taxes assessed on the *subject property* have been paid, and where local improvement taxes, rates or assessments are payable by installments that all installments owing at the date of the certificate have been paid.
19. The *Approving Officer* shall not send the application to the Cultus Lake Park Board for final approval unless, where applicable, the *Developer*:
- (a) Gives a *security deposit* to the *Cultus Lake Park Board* in the form and amount that is required by this Bylaw and that is satisfactory to the *Approving Officer* having regard to the cost of installing and paying for all *works and services* required by the bylaw but not *provided* prior to the *final approval*;
 - (b) Enters into a Servicing Agreement to provide the works and services which are required by the bylaw but not provided prior to the final approval or forfeit the security deposit if the *Developer* does not complete those works and services;
 - (c) Submits completed engineering design drawings, prepared and sealed by an Engineer, which certifies that all works and services, are to the standards prescribed by this Bylaw; and
 - (d) Submits proof that all taxes, rates and charges on the subject property have been paid.
 - (e) Submits a title search of all parcels to be subdivided that has been performed within 48 hours of the date of signing of the Servicing Agreement to verify property ownerships and that there are no registered claims against the properties.
20. The Cultus Lake Park Board shall not pay any interest on the security deposit or the maintenance deposit.
21. The amount of the *security deposit* shall be determined, to the satisfaction of the *Approving Officer* in the following method:
- (a) The value of *estimated construction costs* for the *works and services*; plus

- (b) Additional costs where necessary, which includes the *Developer's* costs for *providing* underground and surface works for *public utilities* including ducting or wiring.

SERVICING AGREEMENTS

22. The *Developer* shall not construct and install any *works and services* for a *development*, unless the *Developer*:
- (a) Deposits with the *Cultus Lake Park Board* a *security deposit*;
 - (b) Enters into an Servicing Agreement with the Cultus Lake Park Board to construct and install the prescribed works and services by a specified date or forfeit the security deposit;
 - (c) Pays to the Cultus Lake Park Board all fees and charges;
 - (d) Agrees that he/she will indemnify and save harmless the Cultus Lake Park Board against:
 - (i) All actions, proceedings, costs, damages, expenses, claims and demands whatsoever and by whomsoever brought by reason of the construction and installation of all *works and services*;
 - (ii) All expenses and costs which may be incurred by reason of the execution of the said works resulting in damage to any property owned whole or in part by the *Cultus Lake Park Board* or which the *Cultus Lake Park Board* by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain; and
 - (iii) All expenses costs which may be incurred by reason of liens for non-payment of labour or materials, worker's compensation assessments, Employment Insurance, Federal or Provincial taxes and for encroachments owing to mistakes in surveying;
 - (iv) All actions proceeding costs, damages, expenses, claims and demands arising from the *Developer's* trespass or damage to private property or properties owned by a person other than the *Cultus Lake Park Board*;
 - (v) All expenses and costs which may be incurred by the *Cultus Lake Park Board* as a result of faulty workmanship, defective material or both in any of the *works and services* installed by the *Developer*.

PAYMENT OF TAXES AND CHARGES

23. The *Developer* shall pay all lease payments, rates and charges, assessed and levied against the *subject property*, where such lease payments, rates and charges for the current year have not been assessed, levied or imposed on the *subject property* at the date on which the *final approval* is signed by the *Approving Officer*, pay the amount estimated by the *Tax Collector* to be the total of the *lease payments*, rates and charges to be assessed, levied and imposed on the *subject property* for the current year.

24. Every *Developer* shall submit with his/her *application* for *subdivision* the fees which is set out in Schedule B.
25. Every *Developer* shall pay the administration fees in the amount and at the times set out in Schedule B.
26. The fees prescribed in Schedule B shall be in addition to any fee prescribed under the Land Title Act.

AUTHORIZATION

27. Any officer or employee of the *Cultus Lake Park Board* is authorized to enforce this Bylaw and to enter, at all times, any day of the week, on any property or premises within the *Cultus Lake Park Board* to ascertain whether there is compliance with the provisions of this Bylaw.
28. By this Bylaw the *Board* hereby delegates the full authority for the approval of *applications* for *development* or *subdivision*, and all matters relating to such *applications*, to the *Approving Officer* and his or her designates. The *Board* also hereby delegates full authority to the *Building Inspector* and his or her designates for the approval of *applications* for *building permits*.
29. The *Approving Officer* and the *Building Inspector* shall be authorized to approve minor variations to the servicing requirements set out in this Bylaw in considerations of site conditions of the *subject property* or *parcels* abutting the *subject property*.
30. The *Approving Officer* may prescribe any form, certificate, design criteria manual, notice, written approval, drawings, agreement or other administrative requisites required under this Bylaw.
31. Upon receiving Final approval for the subdivision, the *Developer* shall enter into an agreement that will ensure that all but one of the subject parcels will be transferred into some other name other than their own, within 90 days.

SCHEDULES

32. The following schedules are hereby attached to and form part of this Bylaw:
 - (a) Schedule A: List of Subdividable Lots
 - (b) Schedule B: Service Fees

SEVERABILITY

33. If any part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the decision shall not affect the validity of the remaining provisions of this Bylaw.

PENALTY

34. Every person who:
- (a) Violates any provisions of this Bylaw;
 - (b) Causes or permits any act or thing to be done in contravention or violation of any provisions of this Bylaw;
 - (c) Neglects or omits to do anything required under this Bylaw; is guilty of an offence against this Bylaw.
35. Each day's continuance of an offence under section 99 constitutes a new and distinct offence.
36. Every person who commits an offence under this Bylaw, is liable, on summary conviction to a penalty not greater than that maximum allowable as per the Cultus Lake Park Act, plus the costs of prosecution.

ADOPTION

37. This bylaw may be cited for all purposes as "Subdivision and Land Development Bylaw No. 2007-12".

READ A FIRST TIME THIS 9th DAY OF MAY, 2007.

READ A SECOND TIME THIS 23rd DAY OF MAY, 2007.

SECOND READING RESCINDED THIS 13th DAY OF JUNE, 2007.

READ A SECOND AND THIRD TIME THIS 13TH DAY OF JUNE, 2007, AS AMENDED.

ADOPTED THIS 27TH DAY OF JUNE, 2007.

CLPB Chair

CLPB CAO/Park Manager

SCHEDULE "A"

Lots which are sub dividable in Cultus Lake Park are as follows:

	REQUIRED TO SUBDIVIDE	QUALIFY
Lease lots 1W to 27W, 200W to 210A Lakeshore Drive Minimum 50 foot frontage	. 074 acre	5W
Lease lots 28W to 44W, 210AW to 229W Lakeshore Drive Minimum 50 foot frontage	. 112 acre	44W 210AW
Lease lots 307W to 313W Munroe Avenue Minimum 50 foot frontage	. 112 acre	0
Lease lots 106 to 125, 207 to 225 1 st Avenue Minimum 50 foot frontage	. 074 acre	LR114
Lease lots 273 to 284 Fir Street Minimum 70 foot frontage	. 114 acre	LR284
Lease lots 285 to 296 Hemlock Street Minimum 70 foot frontage	. 114 acre	0
Lease lots 126 to 144, 226 to 243 1 st Avenue Minimum 50 foot frontage	. 068 acre	LR227 LR232
Lease lots 297 to 305 Hemlock Minimum 70 foot frontage	. 098 acre	0
Lease lots 306 to 330 2 nd Avenue Minimum 70 foot frontage	. 098 acre	LR306 LR309
Lease lots 310 to 317, 319 to 326 Spruce Street Minimum 70 foot frontage	. 098 acre	LR319
Lease lots 331 to 337, 338 to 347 Balsam Street Minimum 70 foot frontage	. 098 acre	LR345
Lease lots 348 to 356 Pine Street Minimum 70 foot frontage	. 122 acre	0
Lease lots 357 to 365 Pine Street Minimum 70 foot frontage	. 082 acre	0
Lease lots 145 to 172, 244 to 259 1 st Avenue Minimum 50 foot frontage	. 074 acre	LR149

	REQUIRED TO SUBDIVIDE	QUALIFY
Lease lots 366 to 373, 374 to 381 Cedar Street Minimum 70 foot frontage	. 082 acre	0
Lease lots 382 to 389, 390 to 397 Alder Street Minimum 70 foot frontage	. 090 acre	0
Lease lots 398 to 404, 405 to 410 Birch Street Minimum 70 foot frontage	. 110 acre	0
Lease lots 412 to 418 Maple Street Minimum 70 foot frontage	. 088 acre	0
Lease lots 145 to 171 1 st Avenue Minimum 50 foot frontage	. 074 acre	LR147
Lease lots 244 to 249 1 st Avenue Minimum 50 foot frontage	. 082 acre	0

SCHEDULE "B"
Subdivision and Land Development Bylaw
Fees

The following fees shall apply for the purposes of this Bylaw.

Subdivision Application Fees

Application fee:

Subdivision with 2 - 3 *parcels* \$325 first lot plus \$50 for each additional *parcel*

Subdivision with 4 - 10 *parcels* \$325 first lot plus \$75 for each additional *parcel*

Subdivision with more than 10 *parcels* \$325 first lot plus \$100 for each additional *parcel*

Approved Subdivision Lot Fees

Subdivision of land into 2 parcels or more: \$15,000 per Lot

Approved Subdivision Fee for single lot into two Lots: \$30,000

Community Recreational Reserve Fund Allocation Fee: \$5,000 per subdivided lot

Cultus Lake Pa

Attachment 6

ALLEN HIGGINSON, CHAIRMAN
CHILLIWACK, B. C.
PHONE 22766

CULTUS LAKE, B. C.

A. W. KIPP, SECRETARY-TREASURER
CULTUS LAKE, B. C.
PHONE 5019

9 February 1956.

Mr. A. W. Kipp
Cultus Lake, B. C.

Dear Leaseholder,

Your are the registered leaseholder
of lots 440 & 441

The Board Propose that in future,
both lots be considered as one, Lot No. 441 under the
following conditions.

1. Not more than one residence to be
erected on this area.
2. In the case of resids, the total
are cannot be subdivided.
3. A new lease will be issued.

In your particular case this
would mean a reduction of approximately \$20.00 per year.

Acceptance or rejection of this plan
must be in this office not later than the 25th. of February
1956.

Failure to reply will be considered as rejection and
you will be billed accordingly.

Very truly yours,

CULTUS LAKE PARK BOARD

A. W. Kipp

I accept.

Attachment 7

Cultus Lake Park B APPLICATION FOR SUB.

Date of Application: 18 Mar. 2022 Application Fee: \$ 325.00 Receipt No.:
Applicant's Name: Gerald Lim + M. Susan Butler-Lim, Gerald K H Lim Holdings Ltd.

Applicant's Address: _____

Civic Address of Affecting Property: 441 Oak St. Cultus Lake, BC V2R 5B5

Applicant's Home Phone: _____ Work Phone: _____

Does Applicant Property Qualify As Per Schedule "A"? ☒ YES ☐ NO

☒ Dimensional Sketch Provided

Is this an Application for Amalgamation? ☐ YES

DESCRIPTION OF INTENDED USE AND DEVELOPMENT

(please include estimated construction value of development)

We wish to have this property added to Schedule A of Cultus Lake
Park Board Bylaw No. 2007-12 "Subdivision and Land
Development Bylaw" so that the property is considered
sub dividable for future development potential.

OTHER ATTACHED DOCUMENTS

(please list all supporting documents)

- cover letter
- March 2022 survey performed by Vector Geometries Land Surveying Ltd (original should have been received by Cultus Lake Park Board for filing)
- Bylaw No 2007-12; schedule A (Subdivision + Land Development Bylaw)

AUTHORIZATION

Signature of registered property Lessee if the applicant is not the Lessee:
(If not available please attach letter of consent from the Lessee)

Gerald Lim
Signature of Lessee

Gerald Lim
Signature of Applicant

FREEDOM ON INFORMATION ACKNOWLEDGEMENT

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the Cultus Lake Park Board bylaws. If you have any questions about this collection, contact the Chief Administrative Officer, Cultus Lake Park Board. Personal information and business information submitted on this form are not considered to be supplied in confidence.

_____ Please initial to acknowledge that you have read the above. 147



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby Special Event

PURPOSE:

This purpose of the report is to provide the Board with information pertaining to the upcoming annual Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby Special Event application on Saturday, June 18, 2022.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby to be held on Saturday, June 18, 2022;

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 30 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 18, 2022; and

THAT the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 17, 2022 to 5:00 am on June 18, 2022 for security purposes.

DISCUSSION:

The Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby Special Event organizers are requesting Board approval for their Special Event on Saturday, June 18, 2022. This is an annual fishing derby at Cultus Lake that removes pike minnows and small mouth bass from the lake. The estimated number of participants is 400 with approximately 24 volunteers.

As the Lions Club is a not-for-profit organization and, that this fishing derby helps the sockeye salmon population (by reducing the pike minnow and small mouth bass population), they are requesting that parking fees for up to 30 participants arriving before 9:00 am and staying for the day be waived. The organizer will provide staff a list of all vehicle license plates at 9:00 am to ensure these vehicles do not receive parking infractions.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for 30 participants for the duration of the event:

- 30 participants parking for 9 hours at \$6/hr. plus \$1 infrastructure fee per transaction = **\$1,650**

The event organizers have been permitted to park one vehicle at Main Beach for security purposes in previous years. Organizers are asking for approval for this again this year as they will start to set up

their event on Friday, June 17, 2022, at noon with two 20' x 20' tents and would like to have their own security to ensure no damage is caused to them.

The organizers are required to pay:

- Application fee \$100
- Rental fees 200+ people \$500
- Early set up of their tents \$100
- Refundable Security Deposit \$1,000

Total: \$ 1,700

The organizers must provide Comprehensive General Liability Insurance of not less than \$5,000,000.

During the event, the Park provides access to all three gazebos and washroom maintenance. The event organizers are committed to first aid services and will be taking care of their own garbage removal.

STRATEGIC PLAN:

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

Prepared by:



Amanda Nadeau
Communication, Media
and Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

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

Date of Application: March 31, 2022 *\$100 Application Fee must be received with application.

Name of Event: LIONS CULTUS LAKE PIKE MINNOW AND SMALL MOUTH BASS DERBY

Name of Organization: LIONS CULTUS LAKE PIKE MINNOW DERBY

Contact Name(s): Secretary Al Stobbart

Mailing Address: [REDACTED]

Postal Code: [REDACTED] Phone: [REDACTED]

Alt. Phone: [REDACTED] E-Mail: [REDACTED]

Alternate Contact: Bob Jones, Treasurer Phone: [REDACTED]

Phone for public inquiries [REDACTED] Website address: www.cultusderby.ca

Would you like your event posted on our website? yes If yes, please provide a link and/or details

EVENT DETAILS:

Date(s) Requested: June 18, 2022 Hours of Use: 5AM to 4 PM

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

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

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

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☒ Charity/Non-profit ☒ Exhibits Other (CONCESSION)

Estimated # of Participants: 400 Estimated # of Staff or Volunteers: 24

Estimated # of Spectators: 24 Event Description:

FISHING DERBY TO REMOVE PIKE MINNOWS AND SMALL MOUTH BASS FROM
THE LAKE AND HELP THE CULTUS LAKE SOCKEY RECOVER. CHILDREN AND
ADULTS FISHING WITH PRIZES FOR MOST FISH, LARGEST FISH, ETC.

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

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

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): MAIN BEACH

Garbage Cleanup Plan: SELF CLEANUP

First Aid Details (if applicable) Copy of contract to be provided: ST JOHN AMBULANCE VOLUNTEERS

ADDITIONAL REQUESTS:

Washrooms opened early? YES **Porta Potties?** _____ **Swim line removal?** NO

Access to water? _____ **Community Hall Rental:** _____ **Gate Access?** _____

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

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

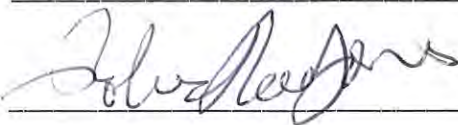
Food Vendor(s): CHILLIWACK LIONS CLUB
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: NO

Other/Additional Information: ONE SMALL VAN TO BE PARKED FOR SECURITY OVERNIGHT NEAR DISPLAYS

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event. Further I/we shall indemnify and hold harmless Cultus Lake Park from and against all claims and damages arising out of, or in any way connected with, the event.

Name: ROBERT LEE JONES TREASURER

Signature: 

Date: MARCH 31, 2022

Office Use Only:

Application Fee Receipt # 11762 **# of Garbage Bins:** _____



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Cultus Lake Water Sports Festival Special Event

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Cultus Lake Water Sports Festival Special Event application.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 3 to Sunday, June 5, 2022;

THAT the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival Special Event on Friday, June 3 to Sunday, June 5, 2022, be waived;

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, June 3 to Sunday, June 5, 2022;

THAT the requirement for the \$1,000 security deposit for the Cultus Lake Water Sports Festival be reduced to \$500;

THAT the Special Event Application fee of \$100 for the Cultus Lake Water Sports Festival be waived;

THAT the Special Event Rental Fees of \$1,500 for the Cultus Lake Water Sports Festival be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the Cultus Lake Water Sports Festival be waived;

THAT the Garbage Bin and Admin fees for the Cultus Lake Water Sports Festival be waived;

THAT food vendors be permitted at the Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event);

THAT food vendor fees of \$100 per vendor per day for the Cultus Lake Water Sports Festival be waived;

THAT participants of the Water Sports Festival be permitted to camp at Main Beach for the duration of the event;

THAT the portable toilets fees for the Cultus Lake Water Sports Festival be waived; and

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, June 3 to Sunday, June 5, 2022 (to offset expenses).

DISCUSSION:

The Cultus Lake Water Sports Festival event organizers are requesting Board approval for their special event from Friday, June 3 to Sunday, June 5, 2022. This will be the 64th annual event at the lake this year. The number of participants is estimated at 200 and will welcome approximately 800 spectators and 20 volunteers.

The organizers are requesting Board approval to collect a daily parking rate directly from participants and visitors at both Parking Lot A and B. In addition, the organizers are requesting Board approval to receive all funds from meters in both Parking Lot A and B to support funding the race event as some visitors do not wish to pay the organizers directly upon arrival to the lot. In 2019, the Board approved the waiver of parking fees, direct collection of parking fees and all funds from the meters paid to the organizers following the event in Parking Lot B only.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for participants and volunteers for the duration of the event:

- 220 participants and volunteers combined (arrival 12pm Friday and departure 3pm Sunday) parking for 23 hours at \$6/hr. plus \$1 infrastructure fee per transaction = **\$30,580 total**

A review of the actual parking meter revenue for Parking Lot A and B from 2018 and 2019 recorded during the weekend that the event was held, shows the following:

- June 1 to 3, 2018: Lot A \$1213.35 and Lot B \$193.00 = **\$1406.35 total**
- May 31 to 2, 2019: Lot A \$4692.65 and Lot B \$2524.70 = **\$7217.35 total**

A review of the actual parking meter revenue for Parking Lot A and B from 2020 and 2021 recorded during the weekend that the event was to be held, but cancelled due to the pandemic, shows the following:

- June 5 to 7, 2020: Lot A \$1050.00 and Lot B \$1676.00 = **\$2726.00 total**
- June 4 to 6, 2021: Lot A 1244.10 and Lot B \$2061.80 = **\$3305.90 total**

Depending on the weather, lost revenue from Parking Lot A and B can be estimated at a low of approximately \$1,500 to a high of approximately \$7,300.

Below is a list of potential costs for the event, without the waiving of any fees:

- Application fee \$100
- Rental fee 200+ people (\$500 per day Friday, Saturday, and Sunday) \$1,500
- Swim Line Removal and Replacement fee \$500
- Garbage Bin fee (\$350 x 2 bins) \$700
- Food Vendors fee (\$100 x 8 vendors x 3 days) \$2,400
- Portable Toilets fee (\$250 x 2 toilets) \$500
- Refundable Security Deposit \$1000

Total \$6,700

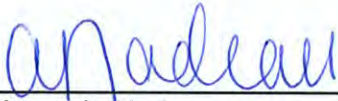
During the event, the Park provides washroom maintenance, assistance from security, garbage removal, the use of all three gazebos, access to power supply at the gazebos, an access key for the lower Main Beach gate, the temporary removal of swim lines, and the promotion of the event on the Cultus Lake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

The event organizers are committed to monitoring the parking gate and the lower Main Beach gate (access limited to vehicles carrying canoes). They will provide 24-hour security guards, \$5,000,000 General Liability Insurance, and a minimum of two safety boats. They will promote a drug and alcohol-free event. The RCMP will be notified of this event by the organizer. A site visit has been completed to identify appropriate placement of tents and recreational vehicles to ensure grass and irrigation systems are being protected (map attached).

STRATEGIC PLAN:

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

Prepared by:

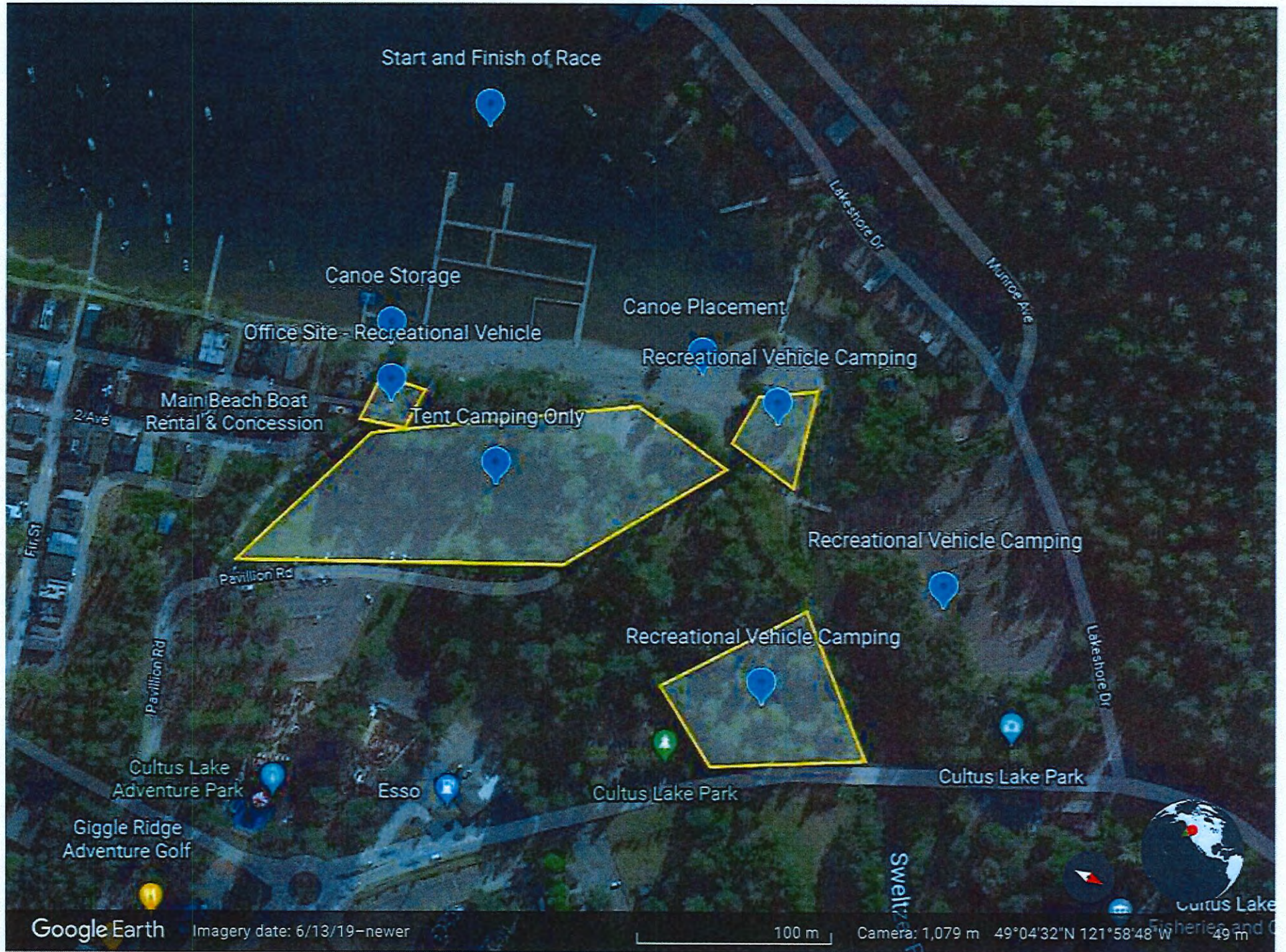


Amanda Nadeau
Communications, Media
and Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Water Sports
PO Box 2496
Chilliwack, BC V2R1A8

March 29, 2022

To Parks Board Committee,

Please accept this letter as our annual request to hold the 64th Annual Cultus Lake Water Sports at Main Beach, Cultus Lake June 3rd, 4th and 5th. We look forward to providing a safe and fun atmosphere for participants and spectators alike. Like past years, we would like to collaborate with the Park board to ensure this longstanding event is a success. We are hoping to have the following fees reduced or waived altogether as our race functions from the monies made from parking collection, vendor fees etc.

- We are requesting camping on main beach as we have done so every year
- Requesting to reduce the fees as every year to nil.
- Requesting to have our craft and food vendors as per every year and health permit be submitted week before event not a month in advance.
- Requesting your fees for our vendors be waived
- Washroom maintenance
- Garbage removal/disposal
- Park Board Patrol
- Access to power supply
- Key to beach gate (pick up Friday, June 2nd) requesting fees be waived
- Removal of the swim line (requesting fees be waived)
- Security deposit be reduced to \$500
- Promotion of event on Cultus Lake Park Board website
- Use of both parking lots to collect and keep funds to go towards race event and any dollars put into your park tolls be turned over to us for those who refuse to pay us directly for the 3 days

We, the Cultus Lake Water Sports committee are committed to provide the following:

- monitor parking lot gate
- monitor beach gate (limited to vehicles carrying canoes)
- 24hr security to collaborate with Cultus Lake Park Board Security
- Promote Drug and alcohol free event
- Event insurance
- First Aid services
- Minimum 2 safety boats monitoring canoe races

If you have any further questions, please feel free to contact us at [REDACTED]. We're looking forward to another successful race!

Sincerely,



Cecilia Lockerby.



SPECIAL EVENT APPLICATION

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

Date of Application: March 29, 2022

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

Name of Event: Cultus Lake Water Sports

Name of Organization: Dan Milo Society

Contact Name(s): Cecilia Lockerby

Mailing Address: [REDACTED]

Postal Code [REDACTED] Phone: [REDACTED]

Alt. Phone: _____ E-Mail: _____

Alternate Contact: _____ Phone: _____

Public Contact Info: _____

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

EVENT DETAILS:

Date(s) Requested: June 3, 4 & 5, 2022 Hours of Use: 24hr

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

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

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

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☒ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming

Other (_____)

Estimated # of Participants: 200 Estimated # of Staff or Volunteers: 20

Estimated # of Spectators: 800 Event Details: _____

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

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

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

Garbage Cleanup Plan: _____

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

ADDITIONAL REQUESTS:

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

Access to water: ☒ Community Hall Rental: ☐ Gate Access: ☒

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

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

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

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

Other/Additional Information: see attached letter

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

Signature: Cecilia Lockerby Date: March 29, 2022



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022

FILE: 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Cultus Lake Showcase Special Event

PURPOSE:

This purpose of the report is to provide the Board with information pertaining to the Cultus Lake Showcase Special Event application on Saturday, August 6, 2022.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Cultus Lake Showcase Special Event to be held on Saturday, August 6, 2022 from 10:00 am to 4:00 pm; and

THAT the Cultus Lake Park Board approve to waive parking fees for ten volunteers in Parking Lot B for the duration of the event.

DISCUSSION:

The Cultus Lake Showcase Special Event organizer is requesting Board approval for their Special Event on Saturday, August 6, 2022. The event will take place at the basketball court located near Parking Lot B, and will welcome approximately 40 participants, 80 spectators and 10 volunteers.

The Cultus Lake Showcase is a new sports tournament challenging competitors in three-on-three basketball games. The event is community focused and will encourage outdoor, physical activity for youth ages 18 and up in the area. Participants and spectators will enjoy family friendly music played by a local DJ and will have court side seating on the bleachers provided by the organizer. Staff has reviewed the Noise Regulation Bylaw No. 1147, 2019 with the organizer to ensure the appropriate music and volume is respected to not disrupt the enjoyment of other park users.

The organizer is required to pay the following fees:

- Application fee \$100
- Rental fees 0-100 people \$100
- Refundable Security Deposit \$1,000

Total: \$ 1,200


The organizer is requesting Board approval to waive parking fees for ten volunteers in Parking Lot B for the duration of the event. Should the volunteers be required to pay for parking, the total revenue generated would be approximately \$370.00 if they parked for the full six hours of the event.

The organizer must provide Comprehensive General Liability Insurance of not less than \$5,000,000, first aid services and is responsible for taking care of their own garbage and recycling following the event.

STRATEGIC PLAN:

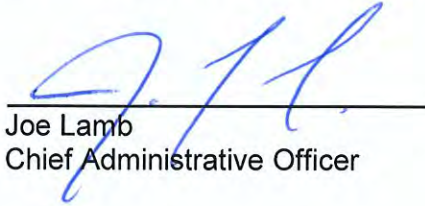
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Amanda Nadeau
Communication, Media
and Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

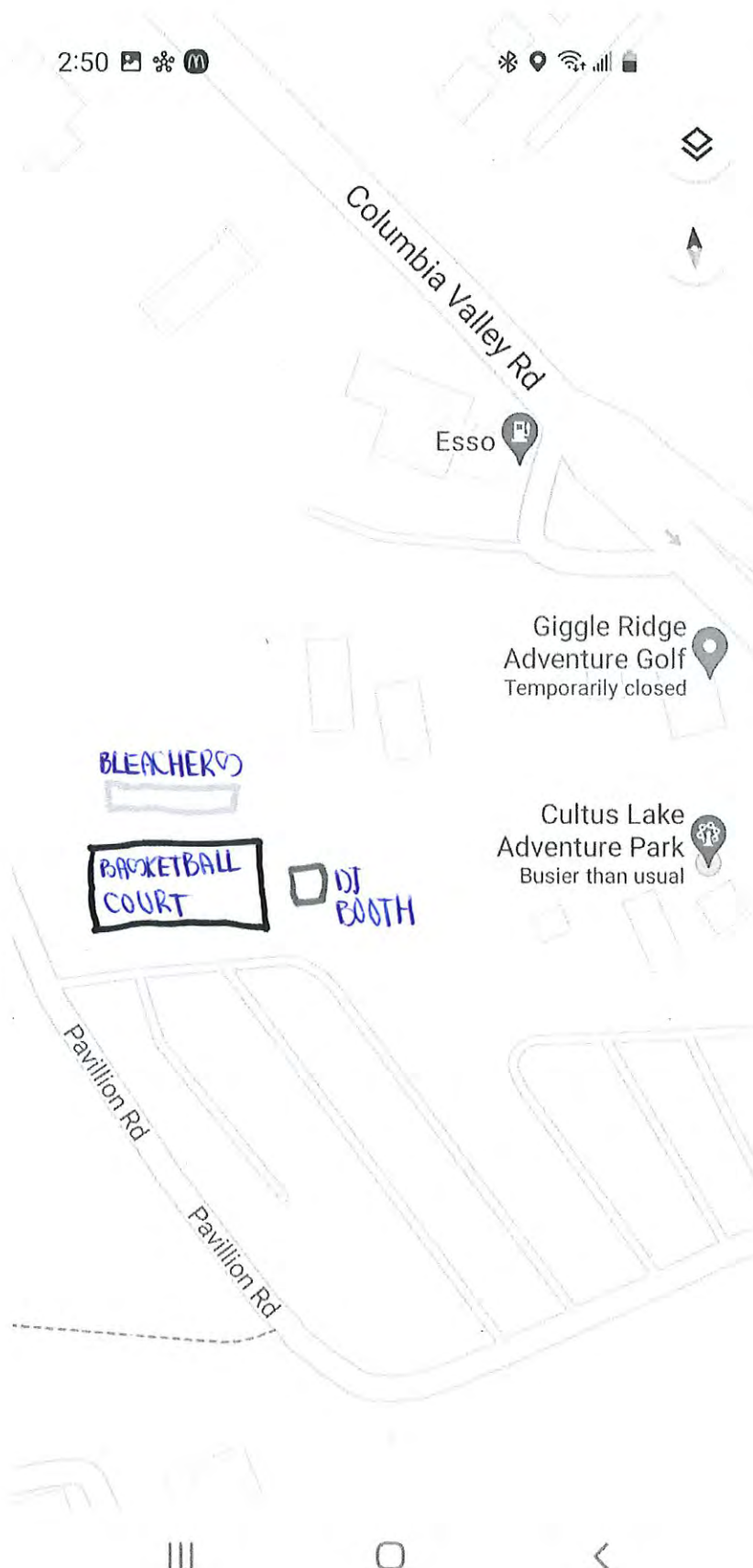
Dear Cultus Lake Board,

I would like to thank the board for considering my application. I would also like to thank Mrs. Nadeau for guiding my hand through this process. This is the first time I've attempted to organize an event like this. It's been a fun, challenging, process and I've already grown as a person from this experience. I'm writing to you today just to explain why I'm running this tournament.

The number one goal of the tournament is to build a new community. One thing I've learned about myself during COVID is that I love bringing people together and fostering new friendships. It's a simple thing, but it brings me joy and with the pandemic restrictions loosening up...I finally have the opportunity to do something I love. Not only am I going to be bringing people together but I am going to be bringing local businesses together via sponsorship. I'm a huge fan of supporting local. Huge fan of what's going on in District 1881 and I want to help the local entrepreneurs out. I have a ton of respect for these people and I feel like with the foot traffic Cultus Lake brings, this would be a great opportunity for everybody. Now this is something that I plan on running annually, with aspirations to grow and expand. We're talking food trucks, fundraisers, and maybe one day, a beer garden! I'm really excited to get outside and get people together, enjoying the beautiful lifestyle we have here in Chilliwack, BC.

Thank you for your time,

Treyvon Walsh



Black=
Basketball
Court

Yellow=
Bleachers

Red=
DJ Booth



SPECIAL EVENT APPLICATION

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

Date of Application: April 3rd, 2022

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

Name of Event: The Cultus Lake Showcase

Name of Organization: N/A

Contact Name(s): Treyvon Walsh

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

E-Mail: [REDACTED]

Alternate Contact: Victor Bryan

Phone: [REDACTED]

Public Contact Info: _____

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

EVENT DETAILS:

Date(s) Requested: August 6th, 2022

Hours of Use: 10am-4pm

Event Type:

☐

Private Event

☒

Free Public Event

☐

Ticketed Event

Location Type:

☐

Park/Trail

☐

Roadway

☒

Public Facility

☐

Main Beach

☐

Parking

☐

Gazebo Rental

Event Category:

☐

Race/Walk/Cycle

☐

Festival/Celebration

☐

Private Event

☐

Outdoor Market

☐

Parade

☐

Concert/Performance

☐

Charity/Volunteer/Non-profit

☐

Exhibits

☐

Filming

Other

(Sports Tournament)

Estimated # of Participants: 40

Estimated # of Staff or Volunteers: 10

Estimated # of Spectators: 80

Event Details: _____

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

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): **Basketball Court**

Garbage Cleanup Plan: _____

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

ADDITIONAL REQUESTS:

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

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

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

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

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

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

Other/Additional Information: The ability to have a DJ, a set of bleachers, and to use chalk on the court.

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

Signature:  Date: April 3rd, 2022



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Cultus Lake Days Special Event

PURPOSE:

To provide the Board with information relating to the Cultus Lake Park Board Community Events and Engagement Committee's Cultus Lake Days Special Event application.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Cultus Lake Days Special Event to be held on Saturday, June 25, 2022;

THAT the Cultus Lake Park Board approve free parking in Lot D for up to 150 vendors and volunteers for the duration of the event on June 25, 2022; and

THAT the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area from 11:30 am to 9:30 pm on June 25, 2022.

DISCUSSION:

Cultus Lake Days is a popular family-friendly event that is put on by Cultus Lake Park Board Community Events and Engagement Committee. It will be held on Saturday, June 25, 2022, from 8:30 am to 11:00 pm and will welcome approximately 10,000 visitors, 50 vendors and 100 volunteers.

As Cultus Lake Days is a Cultus Lake Park event, there would be no application fee, early set up fee, late take down fee, beverage garden fee, food vendor fees, Park rental fee, or security deposit required.

The committee is requesting Board approval for the waiver of parking fees for all market vendors and volunteers in Parking Lot D for the duration of the event. Should the vendors and volunteers be required to pay for parking, the total revenue generated would be approximately \$3,700, if they paid the Day Rate of \$25.00 in Parking Lot D.

Pancake Breakfast

The Cultus Lake Volunteer Fire Department will have volunteers on hand to cook pancakes and sausages for community members by donation to a not-for profit organization.

Parade Registration Parking

The parade registration will take place in the Cultus Lake Park Plaza Parking Lot near the barn as in previous years. Staff will register participant license plates in advance of the event to secure free parking for the duration of their participation.

Commercial Leaseholders will be notified in advance of all times that they can expect parade participants in the Plaza Parking Lot.

Parade

Sunnyside Boulevard and First Avenue will be barricaded from approximately 10:45 am to 12:00 pm in order to safely facilitate the parade through residential areas.

Volunteers will move barricades for any emergency vehicles and community members that need to use the roads during this time.

Parade Parking

The committee is anticipating that many visitors from Chilliwack, Area H and the Lower Mainland will be participating – or dropping off people – to be in the parade. To help keep Parking Lots A, B and C open to paying visitors to the event, they have suggested to have parade participants park in Lot D.

Enabling parade participants to park from 9:00 am to 11:00 pm will help keep more people in the Park and enjoying the whole day's activities.

Beverage Garden

The beverage garden area will be fenced with sufficient security for the duration of the event. The committee will have the Special Event Permit in place and all servers will have a Serving it Right certificate. Identification will be checked for anyone wishing to purchase an alcoholic beverage. Non-alcoholic beverages will also be sold.

Children's Fun Area

The committee is currently working on finalizing details on the area. It may include, but is not limited to face painting, bouncy castle, obstacle course, etc.

Pony Rides

The committee is currently working on finalizing details surrounding bringing in ponies for children to ride. The ponies will be in a quieter area of Main Beach with pony handlers to ensure the safety of the children and the animals.

Any cleanup required from this event will be complete custodial staff by the evening of June 25, 2022.

Fireworks

The committee is currently working on finalizing details surrounding the fireworks display. The Cultus Lake Volunteer Fire Department will be on hand in case of any issues. The fireworks will be completed by 11:00 pm to ensure the quiet hours are observed.

Miscellaneous

Event organizers and volunteers will be responsible for garbage removal during and after the event.

STRATEGIC PLAN:

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

Prepared by:



Amanda Nadeau
Communications, Media and
Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Please come out and enjoy

Cultus Lake Day

Saturday, June 25

8:30 am - 10:00 am Pancake Breakfast by donation at Cultus Lake Fire Hall

9:45 am Parade check in and line up at the Plaza

11:00 am Parade begins at the Plaza's Lakeside Beach Club
(goes down Sunnyside, ends at Main Beach)

11:30 am - 4:30 pm Children's Fun Area at Main Beach

11:30 am - 6:00 pm Farmers' & Artisan Market at Main Beach

11:30 am - 9:00 pm Food Vendors at Main Beach

11:30 am - 9:30 pm Beverage & Entertainment Garden at Main Beach

12:00 pm (approx.) Parade judging for bikes & dogs at Children's Fun Area
(all other prizes will be presented on the parade route)

10:00 pm Fireworks at Main Beach

— • **PAY PARKING IN EFFECT** • —



www.cultuslake.bc.ca



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 20, 2022 **FILE:** 0540

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

SUBJECT: Community Events and Engagement Committee (CEEC) Membership Appointment

PURPOSE:

To inform the Board of a committee members resignation and request approval to appoint an alternate member to the Community Event and Engagement Committee.

RECOMMENDATION:

***THAT** the Board receive the resignation notice from Drew McTaggart.*

***THAT** the Cultus Lake Park Board receive the application from Shannon Lamb for the membership of the Community Events and Engagement Committee; and*

***THAT** the Cultus Lake Park Board appoint Shannon Lamb as a member of the Community Event and Engagement Committee.*

DISCUSSION:

The committee received notice of resignation to the committee prior to the last committee meeting held on April 4, 2022 for Drew McTaggart. He brought some great ideas to the committee and we appreciate all of his efforts.

In addition, Shannon Lamb who is a Chilliwack resident, and previous member to the Community Events and Engagement Committee, has applied to be a member of the CEEC. She has volunteered for the past for 3 years as a member of the CEEC. She would like to continue to provide her expertise for this coming year.

According to the Community Events and Engagement Committee Terms of Reference:

"3.2 The Committee will consist of the following members:

- Chair – Commissioner Dzaman
- Vice Chair – Community member (to be appointed).
- Five members of the public, appointed by the Board"

And the Board Committee System Policy:

"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."

S:\clpb documents\0540 Board - Committees\0540-01 General

STRATEGIC PLAN:

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

Prepared by:



Kirk Dzaman
Commissioner of the Cultus Lake Park Board

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5

Telephone: (604) 858-3334 Fax: (604) 858-8091

Website: www.cultuslake.bc.ca

VOLUNTEER APPLICATION

Park Committees, Commissions, Boards

Name of Applicant: Shannon Lamb

Mailing Address of Applicant: Chilliwack, BC

Residential Address of Applicant: Same

Contact: Work: Same Fax: N/A
Home: Same E-mail: Shannon.Lamb

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:
Events & Engagement

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:

3 years Events & Engagement

7. Have you volunteered on any Committee/Commission/Board for another municipality or any community organization?

If YES, provide details:

No

8. What skills and goals will you bring to the Committee/Commission/Board?

Past experience for all the events previous
event planning experience

9. Business/Work experience in the past five years?

Property maintenance & management around the lake

10. How is your business/work experience related to the mandate of the Committee/Commission/Board?

Work closely around the lake

11. Do you have an education background or professional qualifications related to the mandate of the Committee/Commission/Board?

N/A

12. Are you available to participate throughout the year? Yes ☒ No ☐

If NO, please explain: _____

13. Other relevant information, if any:

Date of Application: April 8/22

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: Reception@cultuslake.bc.ca



CULTUS LAKE PARK

Board Policy

BOARD COMMITTEE SYSTEM POLICY

APPROVALS

Approved and Adopted: January 13, 2010	Approved and Adopted : Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:

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 Appointments to Standing, Select Committees will be made in December of each year, except in an election year when the timing of appointments may be varied by the 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. Committees formed after December 2009 shall not have more than 7 members.
- 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 one year.
- 1.4.2 Subsequent to December 2009, an individual can serve for up to four consecutive one year terms on any one committee.
- 1.4.3 When considering re-appointments for a consecutive term, committee stability and membership continuity will be considered.
- 1.4.4 All members remain in office until their respective successors are appointed.
- 1.4.5 Notwithstanding clause 1.4.4, all committee appointments expire on November 30 in the year of a general local election.

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 one- year term.

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.

17.0 Orientation

17.1 An orientation package for newly appointed members will be provided by the Executive Assistant to the Chief Administrative Officer upon their appointment.

17.2 An orientation session will be provided by the staff liaison to each committee at the first meeting after annual committee appointments are made, where such orientation is deemed necessary by the staff liaison or committee.

18.0 New Committees

In considering the formation of a new Select Committee or Standing Committee, the Board or Board Chair will request staff to prepare terms of reference or bylaw for consideration by the Board prior to establishing the committee.

19.0 Meetings Open to Public

All meetings of Board Committees are open to the public and no person shall be excluded except for improper conduct, or where the Committee is considering an item where the exclusion of the public would otherwise occur in a regular Board meeting, pursuant to Section 1.10 of the Cultus Lake Park Board and Committee Procedures Bylaw No. 001, 2004, as amended.

20.0 Application Form

Individuals interested in applying for membership to Standing or Select committees are to use the attached form (Attachment 1).



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 Dzaman
 - 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 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.

- 3.4 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.