



## CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, July 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 July 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/83730502581?pwd=K0JjSjBxS2pqa25mckZGNnhhbGRJdz09>

Meeting ID: 837 3050 2581

Passcode: 843507

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

Please feel free to email questions for the Public Question Period no later than Tuesday, July 19 , 2022 by 4:00 pm to [emma.dion@cultuslake.bc.ca](mailto:emma.dion@cultuslake.bc.ca).



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, JULY 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 (4:30 pm)

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

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

### (3) RECONVENE

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### (4) APPROVAL OF AGENDA

*THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of July 20, 2022; and*

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

### (5) DELEGATION

#### (a) Star Nation Canoe Club Presentation

- Presentation by the Star Nation Canoe Club

### (6) ADOPTION OF MINUTES

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- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held June 15, 2022.*

### (7) ADOPTION OF COMMITTEE MINUTES

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- (a) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee minutes from June 7, 2022.*

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- (b) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee minutes from June 14, 2022.*

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- (c) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee minutes from June 21, 2022.*

### (8) CORRESPONDENCE

**(9) BYLAWS**

**(10) FINANCE**

**(11) STAFF REPORTS**

**(a) 2022-2023 Insurance Policy Renewal**

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- Report dated July 20, 2022 by Erica Lee, Chief Financial Officer

***THAT the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2022-2023 Insurance Policy Renewal.***

**(b) Appointment of Additional Election Officials**

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- Report dated July 20, 2022 by Rachel Litchfield, Manager of Corporate Services / Corporate Officer

***THAT the Cultus Lake Park Board appoint Amanda Nadeau, Communications, Media and Events Coordinator, Emma Dion, Administrative Assistant, Gabija Enns, Secretary Receptionist and Erica Lee, Chief Financial Officer as 2022 Election Officials to assist with the election process.***

**(c) Appointment of Bylaw Enforcement Officers**

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- Report dated July 20, 2022 by Rachel Litchfield, Manager of Corporate Services / Corporate Officer

***THAT the Cultus Lake Park Board appoint, Dave Driediger, Carly Volk, Lisa Bisschop, Katrina Craig, Rachel Litchfield, and Griffin Security members as Bylaw Enforcement Officers for Cultus Lake Park.***

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

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- Report dated July 20, 2022 by Amanda Nadeau, Communications, Media and Events Coordinator
- ILWU Local Pensioner Picnic Event Application
- ILWU Local Pensioner Picnic Event Map

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***THAT the Cultus Lake Park Board approve the ILWU Local 502 Pensioner's Picnic on Wednesday, August 10, 2022 from 8:00am to 5:00pm.***

**(e) Fraser Valley British Motor Club Picnic Special Event**

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- Report dated July 20, 2022 by Amanda Nadeau, Communications, Media and Events Coordinator
- Fraser Valley British Motor Club Picnic Event Application

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***THAT the Cultus Lake Park Board approve the Fraser Valley British Motor Club Picnic to be held on Sunday, September 11, 2022, from 10:00 am to 3:00 pm.***

**(12) REPORTS BY COMMISSIONERS**

**(13) COMMUNITY ASSOCIATION**

**(14) PUBLIC QUESTION PERIOD**

**(15) ADJOURNMENT**

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





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JUNE 15, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner D. Renwick – Chair  
Commissioner K. Dzaman – Vice Chair  
Commissioner D. Bauer  
Commissioner L. Payeur – Via Zoom  
Commissioner C. Smit

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

**Regrets** Chief Financial Officer – E. Lee

### (1) CALL TO ORDER

Chair Renwick called the meeting to order at 4:30 pm.

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

**5000-22** Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***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.*

**CARRIED**

### (3) RECONVENE

The regular meeting reconvened at 5:00 pm.

### (4) APPROVAL OF AGENDA

**5001-22** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT*** the Cultus Lake Park Board approve the Agenda; and

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

**CARRIED**

**(5) ADOPTION OF MINUTES**

5002-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held May 18, 2022.*

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

5003-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee from March 17, 2022.*

**CARRIED**

5004-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (b) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Areas Planning Committee from March 18, 2022.*

**CARRIED**

5005-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (c) ***THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from May 17, 2022.*

5006-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (d) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee May 3, 2022.*

**CARRIED**

5007-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (e) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from May 19, 2022.*

**CARRIED**

5008-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (f) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from May 31, 2022.*

**CARRIED**

**(7) CORRESPONDENCE**

**(8) FINANCE**

**(9) BYLAWS**

- (a) **Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022**
- Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022

5009-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board give Final Reading to Cultus Lake Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022.*

**CARRIED**

**(10) STAFF REPORTS**

- (a) **Cultus Lake Park Request for Proposal – Cultus Lake Village Center Plan Report**
- Report dated June 15, 2022 from Chief Administrative Officer, Joe Lamb

5010-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board receive the report regarding the Request for Proposal for the Cultus Lake Village Center Plan for information to release to the public.*

**CARRIED**

- (b) **Around the Lake Give'R Take 30 Special Event**
- Report dated June 15, 2022 by Amanda Nadeau, Communication, Media, and Events Coordinator
  - Letter dated April 20, 2022, from Lynda Ferris, Permit and Insurance Coordinator
  - Map of the Around the Lake Give'R Take 30 Event
  - Special Event Application Dated April 20, 2022

5011-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

*THAT the Cultus Lake Park Board approve the Around the Lake Give 'R Take 30 Trail Race from 6:00 am to 2:00 pm on October 15, 2022; and*

*THAT the Cultus Lake Park Board waives parking fees for up to 75 race volunteer vehicles in Parking Lot A for Around the Lake Give 'R Take 30 from 6:00 am to 2:00 pm on October 15, 2022.*

**CARRIED**

**(11) COMMISSIONERS REPORTS**

- (a) **Party in the Plaza Special Event**
- Report dated June 15, 2022 from Commissioner Kirk Dzaman, Chair, Community Events and Engagement Committee



5012-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board approve the Party in the Plaza Special Event to be held on Friday, August 12, 2022, from 7:00 pm to 10:00 pm.***

**CARRIED**

(b) **Movie Nights Special Events**

- Report dated June 15, 2022, from Commissioner Kirk Dzaman, Chair, Community Events and Engagement Committee

5013-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Movie Night Special Event to be held on July 8, 2022, at sunset, weather permitting.***

**CARRIED**

5014-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Movie Night Special Event to be held on July 22, 2022, at sunset, weather permitting.***

**CARRIED**

5015-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Movie Night Special Event to be held on August 5, 2022, at sunset, weather permitting.***

**CARRIED**

5016-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Movie Night Special Event to be held on August 19, 2022, at sunset, weather permitting.***

**CARRIED**

**(12) COMMUNITY ASSOCIATION**

Q: C. Rogozinski, inquired as to whether the Board had an update on the sewer.

A: Chair Renwick noted that at this time there are no current updates.

Q: C. Rogozinski inquired if the dock design and placement would receive public consultation and asked whether all of the docks will be replaced?

A: J. Lamb, Chief Administrative Officer, noted that the province and insurance will dictate the size and design and that it will not be rebuilt with wood but rather steel and aluminum and further noted that the docks will be replaced.

**(13) PUBLIC QUESTION PERIOD**

Q: R. Williamson, resident, asked if all the damaged docks have been removed.

A: J. Lamb, Chief Administrative Officer, noted that all of the docks that have received permits have been removed and the remaining five (5) or six (6) docks with residential access on the west side are still awaiting to be removed once they have received appropriate permitting to do so.

Q: R. Williamson, resident, asked if the insurance money will cover the entire cost of the replacement?

A: J. Lamb, Chief Administrative Officer, noted that the insurance will cover the replacement in its entire value with the exception of the deductible. He noted that the deductible is with respect to all the areas affected by the flooding.

**(14) ADJOURNMENT**

5017-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT*** the Regular Meeting of the Cultus Lake Park Board held on June 15, 2022 be adjourned at 5:15 pm.

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held June 15, 2022.

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David Renwick  
Chair

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Joe Lamb  
Chief Administrative Officer





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

TUESDAY, JUNE 7, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** K. Dzaman – Chair  
P. McEwan – Vice Chair

**Committee Members** E. Jartved  
T. Seeley  
S. Lamb  
R. LeBlanc left at 7:18 pm

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

**Regrets** K. Brauer

## **(1) CALL TO ORDER**

The Chair called the meeting to order at 6:02 pm.

## **(2) APPROVAL OF AGENDA**

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of June 7, 2022.*

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

**CARRIED**

## **(3) APPROVAL OF COMMITTEE MINUTES**

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of May 31, 2022.*

**CARRIED**

## **(4) CORRESPONDENCE**

**(5) NEW BUSINESS****(a) 2022 Cultus Lake Day Planning**

- List of topics for discussion:
  - Committee members update on respective roles of responsibility
  - Parade – K. Brauer and T. Seeley
  - Volunteers – E. Jartved and R. LeBlanc
  - Kid's Activities – E. Jartved and R. LeBlanc
  - Vendor's Market and Food Trucks – S. Lamb
  - Musicians – Vice Chair P. McEwan
  - Beer Garden – Vice Chair P. McEwan
  - Sponsorship – Chair K. Dzaman

**Parade**

The committee discussed additional sponsorships for the Fantasy Farm train and who would potentially be riding the train in the parade. In addition, the committee noted a community member interested in participating.

The committee reviewed parade participants to date.

**Volunteers**

The committee discussed community participation with respect to volunteering

The committee has agreed to add up to 10 (ten) Serving It Right certificates to their budget.

**Kid's Activities**

The committee discussed face painting and how they will facilitate volunteers for this attraction.

**Vendor's Market and Food Trucks**

The committee noted that there are ten (10) confirmed food trucks. In addition, there are forty-three (43) confirmed market vendors.

**Musicians**

The committee noted that the lineup for musicians is confirmed. The committee will forward the confirmed times to staff for posting on social media.

**Beer Garden**

The committee reviewed the alcohol order for the beverage garden.

**Sponsorship**

The committee reviewed additional sponsorships for the event.

The parade will begin at 11:00 am and will end at 11:30 am; awards at approximately 11:45 am.

The committee discussed having the parade at 10:00 am in future years for more space between the parade and other attractions.

The committee discussed having all volunteers sign in at the ticket table, to include their name and email addresses. In addition, will provide copies of the volunteer schedules. In addition, will provide cheat sheets for bussers.

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

- Committee members update on cost for respective roles of responsibility

The committee reviewed and made amendments to the budget.

**(6) STAFF REPORTS**

Staff inquired about event setup and timelines to coordinate with Public Works.

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Tuesday, June 14, 2022, at 6:00 pm.

**(9) ADJOURNMENT**

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

***THAT*** the Community Events and Engagement Committee meeting held on June 7, 2022, be adjourned at 7:29 pm.

**CARRIED**





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

TUESDAY, JUNE 14, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

<b>Present</b>	K. Dzaman – Chair P. McEwan – Vice Chair
<b>Committee Members</b>	E. Jartved T. Seeley S. Lamb R. LeBlanc
<b>Staff</b>	Chief Administrative Officer – J. Lamb Manager of Corporate Services / Corporate Officer – R. Litchfield Communication, Media, and Event Coordinator – A. Nadeau
<b>Regrets</b>	K. Brauer

### **(1) CALL TO ORDER**

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

### **(2) APPROVAL OF AGENDA**

Moved by: S. Lamb Seconded by: E. Jartved

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve amending the Agenda for the Meeting of June 14, 2022, by removing and replacing under Section 3,(a), Community Events and Engagement Committee Minutes for the Meeting of June 7, 2022; and*

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda as amended; and*

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

**CARRIED**

### **(3) APPROVAL OF COMMITTEE MINUTES**

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of June 7, 2022.*

**CARRIED**



**(4) CORRESPONDENCE**

**(5) NEW BUSINESS**

**(a) 2022 Cultus Lake Day Planning**

- List of topics for discussion:
  - Committee members update on respective roles of responsibility
    - Parade – K. Brauer and T. Seeley
    - Volunteers – E. Jartved and R. LeBlanc
    - Kid's Activities – E. Jartved and R. LeBlanc
    - Vendor's Market and Food Trucks – S. Lamb
    - Musicians – Vice Chair P. McEwan
    - Beverage Garden – Vice Chair P. McEwan
    - Sponsorship – Chair K. Dzaman

**Parade**

The committee discussed sponsor signage for the Fantasy Farm Train. The committee will provide staff the finalized map for the parade route following the meeting.

The committee discussed the shuttle for vendors between 8:30 am to 9:30 am to Parking Lot D after setup is complete.

**Volunteers**

Staff will print the certificates for Serving It Right and laminate them for the committee.

The committee discussed placing the red 10x10 tent for the committee sign in near the kid's activities and the donated 10x15 tent will be utilized at the Pancake Breakfast.

The committee will be compiling a list of tasks for Public Works execution on Friday and Saturday.

**Kid's Activities**

The committee discussed having signage for the times when the kid's activities will be closing; last entry at 3:20 pm to be placed at all entrances.

**Vendor's Market and Food Trucks**

The committee discussed the locations of food trucks and signage required along fencing.

**Musicians**

Staff will create signage to recognize each of the sponsors within their respective areas.

**Beverage Garden**

The committee discussed the status of the liquor license.

**Sponsorship**

The committee reviewed the additional sponsorships for the event.

Staff will provide the committee with two metal locked boxes to collect donations at the face painting and the fantasy farm train.

**Security**

Staff reviewed the security schedule for the event.

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

- Committee members update on cost for respective roles of responsibility

The committee reviewed the budget for the event and made some amendments.

**(6) STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Tuesday, June 21, 2022, at 6:00 pm.

**(9) ADJOURNMENT**

Moved by: P. McEwan Seconded by: T. Seeley

***THAT*** the Community Events and Engagement Committee meeting held on June 14, 2022, be adjourned at 7:57 pm.

**CARRIED**





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

TUESDAY, JUNE 21, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** K. Dzaman – Chair arrived at 6:10 pm  
P. McEwan – Vice Chair

**Committee Members** E. Jartved  
T. Seeley  
S. Lamb  
R. LeBlanc  
K. Brauer

**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 6:03 pm.

## **(2) APPROVAL OF AGENDA**

Moved by: S. Lamb Seconded by: R. LeBlanc

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of June 21, 2022.*

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

**CARRIED**

## **(3) APPROVAL OF COMMITTEE MINUTES**

Moved by: R. LeBlanc Seconded by: K. Brauer

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of June 14, 2022.*

**CARRIED**

## **(4) CORRESPONDENCE**

## **(5) NEW BUSINESS**

(a) **2022 Cultus Lake Day Planning**

- List of topics for discussion:
  - Committee members update on respective roles of responsibility
  - Parade – K. Brauer and T. Seeley
  - Volunteers – E. Jartved and R. LeBlanc
  - Kid's Activities – E. Jartved and R. LeBlanc
  - Vendor's Market and Food Trucks – S. Lamb
  - Musicians – Vice Chair P. McEwan
  - Beverage Garden – Vice Chair P. McEwan
  - Sponsorship – Chair K. Dzaman

**Parade**

The committee discussed that all areas of the parade are organized and prepared for the event.

**Volunteers**

The committee discussed the volunteers list for the event.

Volunteers will be positioned at Parking Lot B to shuttle vendors to and from Parking Lot D.

The committee reviewed the volunteers with Serving It Right for the event.

**Kid's Activities**

The committee discussed the inflatables arrival and placement of tables/tents.

**Vendor's Market and Food Trucks**

The committee discussed that there are 52 vendors participating in the market.

**Musicians**

The committee reviewed the music lineup for the event.

**Beverage Garden**

The committee discussed the organization of the beverage garden and arrival of supplies.

**Sponsorship**

The committee reviewed the list of sponsorships for the event and signage required.

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

- Committee members update on cost for respective roles of responsibility

The committee reviewed the budget for the event and made some amendments.

(6) **STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Tuesday, July 5, 2022, at 6:00 pm.

**(9) ADJOURNMENT**

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

***THAT*** the Community Events and Engagement Committee meeting held on June 21, 2022, be adjourned at 7:50 pm.

**CARRIED**





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 20, 2022 **FILE:** 2470

**SUBMITTED BY:** Erica Lee  
Chief Financial Officer

**SUBJECT:** 2022-2023 Insurance Policy Renewal

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#### PURPOSE:

To provide the Board with an overview on the 2022-2023 Cultus Lake Park insurance policy renewal.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2022-2023 Insurance Policy Renewal.

#### DISCUSSION:

Cultus Lake Park utilizes the services of Aon Risk Solutions as an insurance broker and Staff recently renewed all the policies (apart from the Cyber Policy as the renewal is still being negotiated) for another term that runs from July 1, 2022 – June 30, 2023.

Generally, the following 10 policies are taken out annually:

- Property & Business Interruption
- Equipment Breakdown (boiler & mechanical)
- Crime Policy
- Casualty (comprehensive general liability)
- Environmental Liability
- Marine Legal Liability
- Hull & Machinery (boat)
- Volunteers – AD&D
- Volunteer Firefighters – AD&D
- Cyber & Network Liability

The insurance premium payment for 2022-2023 has seen a sizeable increase of \$113,900, with total premiums increasing from \$197,105 to \$311,003 (excluding the Cyber policy premiums).



The increases in the premiums are greatest in the following two areas:

### **Property & Business Interruption Premiums**

Premiums in this area are up for two reasons. First, the updated insured values for 2022-2023 have increase to just over \$30.2 million while in 2021-2022 the total insurance value was just over \$26.6 million.

Starting in 2018, an insurance appraisal is done annually on the various properties located within Cultus Lake. The purpose of the appraisal was to determine the replacement value of the buildings as well as major movable equipment owned by the Park. The insurance appraisal helps ensure that we are not underinsuring our assets. In addition, it allows the Park to remove the margin clause that has up to 2018 been in the policy. The margin clause in the policy restricts any insurance collected on a total loss claim to a maximum of the stated amount plus 10% identified in the annual statement of values. With the removal of this clause the insurance collected on a total loss would be the actual cost to replace regardless of the stated amount in the annual statement of values.

Second our insurance rates have increased significantly. Northbridge who now holds 75% (85% 2021-2022) of the policy rate increased to 0.4288 from 0.4075, SRIM who now holds 10% (20% 2021-2022) of the policy rate increased to 0.4483 from 0.4075 and last AWAC who covers 15% (0% 2021-2022) of the policy has a minimum premium of \$100,000.

Our insurance rate increase is due to our claims history, particularly our ongoing large dock claim due to the flooding that occurred in November of 2021. In addition, the current insurance market in general is seeing huge premium increases due to capacity constraints and increased frequency of high severity claims being seen. This has led insurance markets to increase scrutiny and review exposure areas much more meticulously. Property coverage for Cultus Lake was extremely difficult to obtain this year, AON approached close to 40 Insurers to provide a quote for coverage. Of those approached we received quotes from only 3 companies to provide coverage with restricted coverage capacities.

For Property & Business Interruption coverage there was an increase of \$102,300, with total premiums increasing from \$108,756 to \$211,055.

### **General Liability Insurance**

Premiums in this area have increased by \$7,040 with total premiums increasing from \$55,460 to \$62,500 due to our claim's history as well as the current insurance market.

### **Cyber & Network Liability**

Currently, we are still reviewing Cyber Liability Insurance providers as this policy does not expire until the end of July. We will provide an update for the board when Staff have more information on the renewal.

## Budget Implications

The following table shows a comparison of the premiums for the current policies (2020-2021) and the quote from AON for the upcoming (2022-2023) insurance coverage:

Insurance Policy Comparison			
	Current Year		Renewal
	2021-2022	2022-2023	NOTES
Statement of Values	\$ 26,688,630	\$ 30,239,479	
			Due to property claims history at Cultus in the recent years the insurance markets were very limited again this year.
			Northbridge 75% capacity \$97,250 reduced their capacity to 75% from 80% with a premium increase from 0.4075 to 0.4288.
• Property & Business Interruption	\$ 108,756	\$ 211,055	SRIM 10% capacity \$13,805 reduced their capacity to 10% from 20% with a premium increase from 0.4075 to 0.4483.
			Both Northbridge and SRIM excluded flood coverage.
			AWAC 15% capacity \$100,000 a third insurer was found to cover the remaining 15% share at their minimum premium of \$100,000 including flood coverage.
• Equipment Breakdown (boiler & mechanical)	2,972	3,367	
• Crime Policy	4,540	4,540	
• Casualty (comprehensive general liability)	55,460	62,500	Increase of 12.5%
• Environmental Liability	12,500	12,500	Paid for in 2021: 3 year policy for \$37,500
• Marine Legal Liability	9,240	10,575	
• Hull & Machinery (boat(s))	1,111	3,760	
• Volunteers – AD&D	120	300	
• Volunteer Firefighters – AD&D	2,406	2,406	
Total	\$ 197,105	\$ 311,003	
Budget Review: 2022			
Current Coverage - Jan 1, 2022 to June 30,	\$	98,553	
Renewal Coverage - July 1, 2022 to Dec 31,		155,502	
	\$	254,054	
2022 Insurance Services Budget	\$	205,750	
	\$	48,304	Estimated Shortfall

Overall, there will be an insurance services budget shortfall, a portion of this shortfall can be absorbed into the budgeted surplus for 2022, however any remaining shortfall for 2022 will be taken from Accumulated Surplus. In addition, the 5-year budget will be updated for future years to accommodate the insurance increase and take into consideration the current insurance market increases.

## STRATEGIC PLAN:

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

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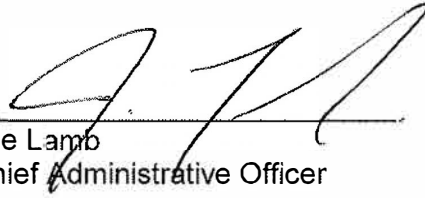
Prepared by:



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Erica Lee  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





## REPORT/RECOMMENDATION TO BOARD

**DATE:** July 20, 2022 **FILE:** 4200

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

**SUBJECT:** Appointment of Additional Election Officials

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### PURPOSE:

The purpose of the report is to provide information on the upcoming 2022 Local Election to appoint addition staff to assist in conducting the 2022 General Elections on Saturday, October 15, 2022, for Cultus Lake Park.

### RECOMMENDATION:

**THAT** the Cultus Lake Park Board appoint Amanda Nadeau, Communications, Media and Events Coordinator, Emma Dion, Administrative Assistant, Gabija Enns, Secretary Receptionist and Erica Lee, Chief Financial Officer as 2022 Election Officials to assist with the election process.

### DISCUSSION:

On January 19, 2022, the Cultus Lake Park Board appointed Rachel Litchfield, Manager of Corporate Services / Corporate Officer as Chief Election Officer and Katrina Craig, Bylaw Compliance Administrator as Deputy Chief Election Officer.

Staff are now proposing to that Amanda Nadeau, Communications, Media and Events Coordinator, Emma Dion, Administrative Assistant, Gabija Enns, Secretary Receptionist and Erica Lee, Chief Financial Officer to appoint staff as 2022 Election Officials to assist with the election process as additional support or to back fill in the event of a staff illness.

### STRATEGIC PLAN:

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

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Prepared by:

  
Rachel Litchfield,  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 20, 2022 **FILE:** 0550-70

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

**SUBJECT:** Appointment of Bylaw Enforcement Officers

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#### PURPOSE:

This purpose of the report is to provide the Board with information regarding bylaw enforcement officers for Cultus Lake Park and to recommend appoint of additional bylaw enforcement officers.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board appoint, Dave Driediger, Carly Volk, Lisa Bisschop, Katrina Craig, Rachel Litchfield, and Griffin Security members as Bylaw Enforcement Officers for Cultus Lake Park.*

#### DISCUSSION:

The "Cultus Lake Park Act" provides the Board with legislative authority to enact bylaws for the use, regulation, protection and management of Cultus Lake Park. Bylaw Enforcement Officers are responsible for enforcing Park bylaws as well as providing education to seek compliance and to ensure the protection and safety of both park residents and visitors.

Select members of park staff are also required to enforce bylaws through the course of their work, including: *Dave Driediger, Carly Volk, Lisa Bisschop, Katrina Craig, Rachel Litchfield, and Griffin Security members*. These park staff are responsible for writing offence tickets corresponding with Park bylaws and as such are required to be appointed as Bylaw Enforcement Officers by the Cultus Lake Park Board.

The Bylaw Enforcement Officers are as follows:

*Dave Driediger,  
Carly Volk,  
Lisa Bisschop,  
Katrina Craig,  
Rachel Litchfield,  
Griffin Security members*

#### STRATEGIC PLAN:

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

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Prepared by:



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Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

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

**SUBMITTED BY:** Amanda Nadeau  
Communications, Media and Events Coordinator

**SUBJECT:** ILWU Local 502 Pensioner's Picnic Special Event

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#### PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the ILWU Local 502 Pensioner's Picnic on Wednesday, August 10, 2022.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the ILWU Local 502 Pensioner's Picnic on Wednesday, August 10, 2022 from 8:00am to 5:00pm.*

#### DISCUSSION:

The ILWU Local 502 Pensioner's Picnic event organizers, ILWU Local 502, are requesting Board approval for the Special Event on Wednesday, August 10, 2022, from 8:00 am to 5:00 pm. This is a private annual picnic held on the grassy area east of Sweltzer Creek at Main Beach, with use of Gazebo B and C at Cultus Lake Park. The estimated number of attendees is 445.

The event will feature a DJ, with family appropriate music at a volume that does not disturb the enjoyment of other visitors at Main Beach. The organizers request temporary access to park up to five (5) vehicles for the off-loading of propane BBQs, food warming equipment, generator, and deep freeze units for food and cold non-alcoholic beverages near Gazebo B and C. Staff will be involved in the setup of generators and warming equipment to ensure proper fire safety. The organizers will have a first aid attendant on site and will provide staff with a copy of the certification.

The organizer will be required to provide Comprehensive General Liability Insurance of not less than \$5,000,000 and have provided the attached map of the event. Site visit will be done with staff to ensure grass and irrigation systems are being protected.

The organizer is required to pay the following fees:

- Application fee (non-refundable): \$100
- Rental fee (200+ people): \$500
- Garbage Bin Rental Fee: \$350
- Security Deposit (refundable): \$1,000

**Total: \$1,950**




Attachment 1: Special Event Application  
Attachment 2: Event Map

**STRATEGIC PLAN:**

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

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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](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: July June 30 2022

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

Name of Event: ILWU Local 502 PENSIONER PICNIC

Name of Organization: ILWU Local 502

Contact Name(s): [Redacted]

Mailing Address: [Redacted]

Postal Code: [Redacted] Phone: [Redacted]

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

Alternate Contact: [Redacted] Phone: [Redacted]

Public Contact Info: [Redacted]

Would you like your event posted on our website? No ☐ If yes, please provide event poster.

### EVENT DETAILS:

Date(s) Requested: August 10, 2022 Hours of Use: 8AM - 4:30 PM

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: 420

Estimated # of Staff or Volunteers: 25

Estimated # of Spectators:           

Event Details: Annual family picnic Races, ~~trucks~~ <sup>Huge shoes</sup>  
Serving Food and non alcohol beverages  
DS

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): gate access for 5 Ton deep freeze and Setup.

Garbage Cleanup Plan: supply our own garbage bags in food service area.

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): Gazebo B&C

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

Food Vendor(s): No Food sales.  
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

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

Other/Additional Information: Vehicle Access for unloading/loading supplies and equipment

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: As Min Date: July 3/2022









## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

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

**SUBMITTED BY:** Amanda Nadeau  
Communications, Media and Events Coordinator

**SUBJECT:** Fraser Valley British Motor Club Picnic

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#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Fraser Valley British Motor Club Picnic on Sunday, September 11, 2022.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board approve the Fraser Valley British Motor Club Picnic to be held on Sunday, September 11, 2022, from 10:00 am to 3:00 pm.

#### DISCUSSION:

Fraser Valley British Motor Club Picnic event organizer, Larry Payeur, is requesting Board approval for the Fraser Valley British Motor Club Picnic on Sunday, September 11, 2022, from 10:00 am to 3:00 pm. The estimated number of participants is 150, including up to 50 classic cars.

The event organizer would have access to the lower gate at Parking Lot B to park and display the participating classic cars at Main Beach. Vehicles will park on the grass along the gravel roadway to ensure accessibility for staff and emergency vehicles. Irrigation heads will be flagged by staff to prevent damage during the event.

Fraser Valley British Motor Club Picnic fees are as follows:

- Application fee (non-refundable): \$100
- Security Deposit (refundable): \$1,000

Total: \$1,100

The organizer will be required to provide Comprehensive General Liability Insurance of not less than \$5,000,000.

Attachment 1: Special Event Application

## STRATEGIC PLAN:

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

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Prepared by:



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Amanda Nadeau  
Communication,  
Media and Events Coordinator

Approved for submission to the Board:



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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](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: JUNE 29, 2022

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

Name of Event: FRASER VALLEY BRITISH MOTOR CLUB PICNIC

Name of Organization: F.V.B.M.C.

Contact Name(s): IVAN ANTACT / LARRY PAYEUR

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

E-Mail: BRITISHMOTORCLUB@GMAIL

Alternate Contact: IVAN ANTACT

Phone: [REDACTED]

Public Contact Info: BRITISH MOTOR CLUB @ G.MAIL.COM

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

### EVENT DETAILS:

Date(s) Requested: SEPT 11, 2022 Hours of Use: 10 - 3 PM

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: 50

Estimated # of Staff or Volunteers: 4

Estimated # of Spectators: 200

Event Details: CAR SHOW



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) \_\_\_\_\_

PARKING LOT "B"

Set Up/Staging Area (Please attach map): \_\_\_\_\_

Garbage Cleanup Plan: ALL GARBAGE REMOVED

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): NO  
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: NO  
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: \_\_\_\_\_

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

Signature:  Date: JUNE 29, 2022



## SPECIAL EVENT APPLICATION

Application Fee Receipt # \_\_\_\_\_ # of Garbage Bins: 1

Special Request: \_\_\_\_\_

Notes/Concerns for CAO: \_\_\_\_\_

Approved By CAO: \_\_\_\_\_

Date: SEPT 11, 2022

Cost of Rental: \_\_\_\_\_

Rental Fee/s: \$200. (\$500 + \$100) Due by: \_\_\_\_\_

Fee/s Paid: \_\_\_\_\_

Date: \_\_\_\_\_

### Special Event Bylaw Fees

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

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

0-100 use of Gazebo A

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

200+ use of all Gazebos