



## CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, September 21, 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 September 21, 2022, instead of 7:00 pm.

Please feel free to join the meeting in person or electronically via Zoom. Participants will be muted upon entry to the meeting but will be able to ask questions during public question period.

Join Zoom Meeting

<https://us06web.zoom.us/j/81610754703?pwd=QXVKOGQ3djZoL2tNT2UyYUNQK0V6UT09>

Meeting ID: 816 1075 4703

Passcode: 155383

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, September 20, 2022, by 4:00 pm to [amanda.nadeau@cultuslake.bc.ca](mailto:amanda.nadeau@cultuslake.bc.ca).



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, SEPTEMBER 21, 2022

5:00 PM

CULTUS LAKE 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), (c) labour relations or other employee relations; and  
Section 90 (1), (d) security of the property of the municipality.*

### (3) RECONVENE

Page 1

### (4) APPROVAL OF AGENDA

***THAT** the Cultus Lake Park Board approve the amended Agenda for the Regular Meeting of September 21, 2022; by adding under Section 7 Correspondence, Item 7, (a) Letter dated September 14, 2022, from the Cultus Lake Community Association; and*

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

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

### (5) ADOPTION OF MINUTES

Page 5

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 17, 2022.*

### (6) ADOPTION OF COMMITTEE MINUTES

Page 9

- (a) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Areas Planning Committee Minutes from June 1, 2022.*

Page 15

- (b) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Areas Planning Committee Minutes from August 26, 2022.*

Page 19

- (c) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Minutes from May 27, 2022.*

Page 25

- (d) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from July 25, 2022.*

## **(7) CORRESPONDENCE**

### **(a) Request for Funding for All Candidates Meeting**

Page 27

- Letter dated September 14, 2022, from the Cultus Lake Community Association

## **(8) BYLAWS**

## **(9) FINANCE**

## **(10) STAFF REPORTS**

### **(a) Application for the EcoAction Grant for Green Shores Project**

Page 29

- Report dated September 21, 2022, Joe Lamb, Chief Administrative Officer

***THAT** the Cultus Lake Park Board request that staff pursue application opportunities for both Habitat Stewardship Program for Species at Risk and Nature Based projects; and*

***THAT** upon approval of the grant(s), the Cultus Lake Park Board fund a \$50,000 contribution originally approved for the EcoAction Grant application from the 2022 budget allocated for foreshore erosion.*

### **(b) Award of External Audit Services – Two-Year Extension**

Page 31

- Report dated September 21, 2022, Erica Lee, Chief Financial Officer

***THAT** the Cultus Lake Park Board award a two-year extension, for the years 2022 and 2023, to KPMG LLP for performing audit services for Cultus Lake Park.*

### **(c) Board Remuneration Review – Comparators**

Page 33

Page 35

- Report dated September 21, 2022, Erica Lee, Chief Financial Officer
- Attachment 1; Commissioners Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020
- Attachment 2; Cultus Lake Park Elected Officials Compensation Review 2019
- Attachment 3; Comparator Municipalities

Page 39

Page 49

***THAT** the Cultus Lake Park Board approve the following list of comparator municipalities to be used to complete a detailed comparative analysis of remuneration for Board Commissioners, the Chair and Vice-Chair:*

- |                         |                       |              |
|-------------------------|-----------------------|--------------|
| 1. Banff                | 7. Lillooet           | 13. Tofino   |
| 2. Belcarra             | 8. Pemberton          | 14. Ucluelet |
| 3. Harrison Hot Springs | 9. Radium Hot Springs | 15. Valemout |
| 4. Invermere            | 10. Rossland          |              |
| 5. Jasper               | 11. Sicamous          |              |
| 6. Keremeos             | 12. Sun Peaks         |              |

## **(11) REPORTS BY COMMISSIONERS**

## **(12) COMMUNITY ASSOCIATION**

**(13) PUBLIC QUESTION PERIOD**

**(14) ADJOURNMENT**

***THAT** the Regular Meeting of the Cultus Lake Park Board held on September 21, 2022, be adjourned.*





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, AUGUST 17, 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  
Commissioner C. Smit

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

### (1) CALL TO ORDER

The Chair called the meeting to order at 4:29 pm.

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

5031-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***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 meeting reconvened at 5:00 pm.

### (4) APPROVAL OF AGENDA

5032-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of August 17, 2022; and***

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

**CARRIED**

**(5) ADOPTION OF MINUTES**

5033-22 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held July 20, 2022.*

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

5034-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

- (a) ***THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from June 14, 2022.*

**CARRIED**

5035-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

- (b) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from July 5, 2022.*

**CARRIED**

**(7) CORRESPONDENCE**

**(8) BYLAWS**

**(9) CONSENT AGENDA**

- (a) 2022 Second Quarter Reports

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

5036-22 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board receive the 2022 Second Quarter reports for information.*

**CARRIED**

**(10) FINANCE**

## (11) STAFF REPORTS

### (a) Star Nation Canoe Club New Storage Location

- Report dated August 17, 2022 from Joe Lamb, Chief Administrative Officer

5037-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

**THAT** the Cultus Lake Park Board approve the proposed location located at Main Beach grass area by Sweltzer Creek for the storage of Star Nation Canoe Club's canoes; and

**THAT** the Cultus Lake Park Board request that staff include the consideration of cost for this project in the 2023 budget.

**CARRIED**

### (b) Board Meeting Calendar – Upcoming Meetings

- Report dated August 17, 2022 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5038-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

**THAT** the Cultus Lake Park Board approve holding the Cultus Lake Park Board Inaugural Meeting on Tuesday, November 8, 2022 (time to be determined); and

**THAT** the Cultus Lake Park Board further approve to cancel the Regular Board Meeting on Wednesday, November 16, 2022, and hold the Regular Meeting on Wednesday, November 23, 2022 (time to be determined by the Board Chair).

**CARRIED**

### (c) Main Beach Christmas Lights Display

- Report dated August 17, 2022 from Amanda Nadeau, Communications, Media and Event Coordinator

5039-22 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

**THAT** the Cultus Lake Park Board approve Cultus Lake Park staff to install and remove the Christmas Light display at Main Beach for 2022.

**CARRIED**

The Board inquired on what the costs of the Christmas Lights display may be. Staff noted that in 2021 costs for the boom lift and replacement lights was \$5,300.00. Staff further noted that they were unaware at this time on the status of the existing lights.

## (12) REPORTS BY COMMISSIONERS

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

- Report dated August 17, 2022, from Vice Chair Dzaman, Community Events and Engagement Committee, Chair



5040-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board Community Events and Engagement Committee recommends to the Board to host the free family friendly Cultus Lake Park Christmas Special Event to be held on Saturday, November 26, 2022, from 4:00 pm to 9:00 pm to include Santa and the launch of the Christmas lights for 2022; and***

***THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A and B and allow parking by donation on Saturday, November 26, 2022.***

**CARRIED**

**(b) Party in the Plaza – Elvis Event**

- Verbal Report by Commissioner Payeur

Commissioner Payeur thanked the Community Events and Engagement Committee for a successful Party in the Plaza.

**(13) COMMUNITY ASSOCIATION**

**(14) PUBLIC QUESTION PERIOD**

**(15) ADJOURNMENT**

5041-22 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT the Regular Meeting of the Cultus Lake Park Board held on August 17, 2022 be adjourned at 5:20 pm.***

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held August 17, 2022.

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David Renwick  
Chair

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Joe Lamb  
Chief Administrative Officer



**CULTUS LAKE PARK BOARD  
ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE  
MEETING MINUTES**

WEDNESDAY, JUNE 1, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner D. Bauer – Chair  
Commissioner L. Payeur – Vice-Chair left at 10:00 am

**Committee Members** B. Senft  
J. Hartung  
K. Vander Helm  
G. Smit  
R. LeBlanc

**Staff** Chief Administrative Officer – J. Lamb  
Communications, Media, and Events Coordinator – A. Nadeau

**(1) CALL TO ORDER**

The Chair called the meeting to order at 9:01 am.

**(2) APPROVAL OF AGENDA**

Moved by: B. Senft Seconded by: L. Payeur

***THAT** the Cultus Lake Park Board Environmental and Public Areas Planning Committee approve the Agenda for the Meeting of June 1, 2022; and*

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

**CARRIED**

**(3) APPROVAL OF COMMITTEE MINUTES**

Moved by: B. Senft Seconded by: L. Payeur

***THAT** the Cultus Lake Park Board Environmental and Public Areas Planning Committee approve the Minutes for the Meeting of March 18, 2022.*

**CARRIED**

**(4) CORRESPONDENCE**

**(5) NEW BUSINESS**

**(a) Spring 2022 Project Completion**

- Bark mulch – Parking Lot B and Main Beach
  - Request for additional bark mulch
- River rock at Adventure Park
- Gravel at southwest garden path

- Sod or seed at edge of southwest garden
- Irrigation
- Role of summer staff: weeding and mulch
  - Reclamation of old garden
  - West side riprap
  - New sod edging
  - Tree protection of largest tree

G. Smit noted that more bark mulch was delivered yesterday by Public Works. PW can deliver this to Parking Lot B when the committee requires it. Ideal to complete prior to Cultus Lake Day.

B. Senft requested more bark mulch delivered to laneway behind Pavilion Road; delivery on the South side of that gravel access.

B. Senft noted that PW is aware of the river rock at the Adventure Park, and the gravel required at the Southwest garden path.

B. Senft inquired about when irrigation will be turned on specifically near the gardens at Main Beach.

Chief Administrative Officer J. Lamb noted that irrigation will be turned on.

K. Vander Helm inquired about summer staff's role with respect to weeding and mulch.

Chief Administrative Officer J. Lamb noted that Public Works staff will add weeding and mulch into their daily tasks when possible. In addition, he reviewed the general tasks of Public Works in the summer with respect to maintenance of public and residential areas. He added an overview of Union requirements for staff, and suggestions on how to schedule staff for optimal timing to maintain these projects.

G. Smit noted that some staff may not be aware of the proper process for weeding and inquired about whether there may be staff assigned to gardening.

Chief Administrative Officer J. Lamb will consider adding this into the budget for next year for the Board to review and consider.

B. Senft noted that all the beds have been weeded, and approximately 75% require more mulch. Minimal weeding is required throughout the summer.

The committee discussed the value that the beds and mulch bring to trees within the Park.

Chief Administrative Officer J. Lamb commended the committee for the work done throughout the Park, creating a welcoming atmosphere. He added the importance of being aware of the budget when planning future projects.

B. Senft noted to add the old garden behind the Park office to Public Works timeline. Chief Administrative Officer J. Lamb added that this is added for 2023 work plan.

Chair D. Bauer inquired about plans to complete the riprap on the West side.

Chief Administrative Officer J. Lamb recommended that those areas are ideal for planting as erosion likely cannot be mitigated. Staff will review current options including potential to extend turf to the rocks to cover the exposed dirt.

J. Hartung noted that the new sod should be watered heavily to ensure healthy growth.

Chair D. Bauer inquired whether there is additional work that could be done to protect the large tree at Main Beach.

Chief Administrative Officer J. Lamb noted that a potential fall project should include the committee assessing largest trees and plans to protect them.

R. LeBlanc inquired whether the new leaseholder package could include the Invasive Species brochure. Staff will add this.

(b) **New House Construction**

B. Senft noted that ideally a new canopy would be created along tree streets. She recommended that a requirement be added to include trees within the lease lot, specifically at narrow tree streets. Photos of examples were distributed at the meeting.

Chief Administrative Officer J. Lamb highlighted that there was a conversation upon approval to remove trees, that the scope of work includes adding trees back after construction is completed. The Bylaw does not currently have a requirement to add trees into the landscaping plan. In addition, homeowners review the BC FireSmart plan with respect to tree removal within proximity of the home.

L. Payeur noted that these are suggestions, and the Park's community is unique in that respect.

Chief Administrative Officer J. Lamb agreed that this should be reviewed with respect to adding tree requirements into the Bylaw in the fall.

(c) **Tree Removal Report**

Chief Administrative Officer J. Lamb will provide a list to G. Smit for discussion and review at a later date.

The committee discussed that it would be beneficial to note the difference between Evergreen and Deciduous trees.

G. Smit inquired about support from staff to communicate to residents with respect to removal of ivy. Chair D. Bauer noted that this would have to be addressed in the fall.

Chief Administrative Officer J. Lamb noted that the committee can send staff a list of residences within the Park with ivy on trees for the office to issue a letter under the Property Maintenance Bylaw.

(d) **Invasive Species Removal**

K. Vander Helm noted that there was a walk on the previous Saturday and noted there was positive response with respect to the Yellow Iris removal. She added that there is Knotweed between the two bridges between Parking Lot A and the creek. The Cultus Lake Community School is continuing to remove ivy on field trips. Additionally, there are other local businesses that have been encouraged to volunteer within the community; the committee will work through Kathy Ma to organize this.

(e) **Fall 2022**

- Greenspace lots
- Foreshore tree planting
- Dead or dying tree replacement
- Root protection
- Approved list of understory plants

The committee discussed how to prioritize the fall 2022 scope of work, noting that foreshore tree planting is a top priority.

Chief Administrative Officer J. Lamb recommended that the committee outline the locations and types of trees soon and recommended that the committee consider two to three trees per year to consider impact on community.

The committee discussed the positive impact of recreating the foreshore trail.

B. Senft noted that the additional stalls in the residential area require irrigation to begin planting.

The committee discussed creating a list of understory plants and amending the Bylaw to include this.

The committee will look into replacing the three trees that died earlier in the year.

(f) **Spring 2023**

- Sunnyside Boulevard planting
- Plaza irrigation
- Birch and Oak Street planning

K. Vander Helm noted that the trees in Sunnyside Boulevard overflow do not look healthy, primarily due to cars parking on roots. She recommended adding a curb, rocks, and mulch to prevent individuals from parking on the roots.

J. Hartung added that it would be ideal to include the school in tree planting in this area.

Chief Administrative Officer J. Lamb reviewed the terms of reference with the committee with respect to maintaining focus on Main Beach and the Urban Forest plan. In addition, to ensure plans are well timed and executed for best impact.

B. Senft noted that this committee's role should be to keep these important issues top of mind of the community.

Staff will review irrigation along the highway at the Plaza.

Chief Administrative Officer J. Lamb noted that both Birch and Oak Street parks need attention and maintenance. In addition, a plan should be created for landscaping around Main Beach washrooms. Concrete around that area will be removed in the future.

The committee will review further planning of connecting trails from various areas of the Park specifically focused on increased accessibility.

(g) **Milfoil Management Plan 2022/2023**

Chief Administrative Officer J. Lamb noted that a crew is in the lake currently to locate the Milfoil mats.

(h) **Green Shores Project Update**

Chief Administrative Officer J. Lamb does not have a current update on the Green Shores Project.

Chief Administrative Officer J. Lamb inquired if the committee was aware of the green material in the creek. The committee suggested that it may be due to the increased temperatures in the creek.

**(6) STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Friday, August 26, 2022, at 9:00 am

**(9) ADJOURNMENT**

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

***THAT*** the Environmental and Public Areas Planning Committee meeting held on June 1, 2022, be adjourned at 10:39 am.

**CARRIED**





**CULTUS LAKE PARK BOARD  
ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE  
MEETING MINUTES**

FRIDAY, AUGUST 26, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present  
Committee  
Members**

Commissioner D. Bauer – Chair  
B. Senft  
J. Hartung  
K. Vander Helm  
G. Smit  
R. LeBlanc arrived at 9:08 am

**Staff**

Chief Administrative Officer – J. Lamb  
Communications, Media, and Events Coordinator – A. Nadeau

**Regrets**

Commissioner L. Payeur – Vice-Chair

**(1) CALL TO ORDER**

The Chair called the meeting to order at 9:00 am.

**(2) APPROVAL OF AGENDA**

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

***THAT** the Cultus Lake Park Board Environmental and Public Areas Planning Committee approve the Agenda for the Meeting of August 26, 2022; and*

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

**CARRIED**

**(3) APPROVAL OF COMMITTEE MINUTES**

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

***THAT** the Cultus Lake Park Board Environmental and Public Areas Planning Committee approve the Minutes for the Meeting of June 1, 2022.*

**CARRIED**

**(4) CORRESPONDENCE**

**(5) NEW BUSINESS**

**(a) Tracking of Tree Removal and Replacement**

The committee reviewed the report provided by G. Smit at the meeting with respect to tree removal and planting. The committee discussed making this report more comprehensive to include various details.



Staff provided the committee with a spreadsheet via email of trees removed throughout the Park by application which does not encompass trees within Sunnyside Campground. Staff will review this process moving forward to prepare a more complete reporting of tree removal and planting.

The committee discussed a recent registry completed by residents of significant trees located within the Park.

Staff will review irrigation to the East of Gazebo A located near larger trees in this area.

(b) **Foreshore Restoration Grant**

Staff do not currently have an update with respect to the Green Shores application.

(c) **Maintenance of Planted Areas**

- Main Beach
- Parking Lot B and surrounding areas

The committee discussed future weeding, pruning, and other maintenance and how Public Works can support.

Staff are preparing to hire a new role next year to support with gardening, and staggering staff shifts to support in these areas.

(d) **Blackberry Spray Fall 2022**

Staff noted that blackberry spraying is scheduled however there are no specific dates/times to report.

The committee discussed planning a date to cut the blackberry bushes in preparation for spraying in the Fall.

(e) **Fall Planting 2022**

- Replacement trees/plants at Main Beach, Sunnyside Boulevard
- New trees along foreshore
- Other areas

Staff discussed that replanting of trees and plants in areas of loss will be planned in the Spring.

(f) **Milfoil Mats**

Staff reviewed that it would be ideal to place another ten (10) to fifteen (15) milfoil mats to continue this project next year.

Staff will review the instream jurisdiction related to Sweltzer Creek.

The committee discussed the letter that was drafted on behalf of the committee for residents with respect to ivy removal around residential addresses.

**(6) STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

The committee commended the members and volunteers that have participated in the various committee projects over the years. The committee wished to highlight the immense hours spent by many volunteers planning, purchasing, weeding, mulching, invasive species removal and many other activities.

The committee noted that the experience has been very rewarding looking back at everything that has been accomplished. The committee noted that all members of the committee formed a strong team. In addition, highlighted that many individuals came together to support the committee's mandate and are extremely thankful for their commitment and dedication to making the Park a beautiful place to live now and in the future.

The committee noted the endorsement and support of the Board and staff to form this committee in 2019, adding that Dave Driediger, Manager of Park Operations has been extremely responsive and supportive in all the committee's endeavors.

The committee discussed having no further meetings in advance of the General Local Election as per the Board Committee System Policy.

**(9) ADJOURNMENT**

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

***THAT*** the Environmental and Public Areas Planning Committee meeting held on August 26, 2022, be adjourned at 10:20 am.

**CARRIED**





**CULTUS LAKE PARK BOARD  
VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE  
MEETING MINUTES**

FRIDAY, MAY 27, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner K. Dzaman – Chair  
Commissioner D. Bauer – Vice-Chair

**Committee Members** P. Vander Helm  
E. Vance  
C. Elstak  
C. Rogozinski  
B. van den Brink

**Staff** Chief Administrative Officer – J. Lamb  
Communications, Media, and Events Coordinator – A. Nadeau

**Regrets** B. Shirley  
G. Senft

**(1) CALL TO ORDER**

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

**(2) APPROVAL OF AGENDA**

Moved by: C. Elstak Seconded by: C. Rogozinski

***THAT*** the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of May 27, 2022; and

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

**CARRIED**

**(3) APPROVAL OF COMMITTEE MINUTES**

Moved by: B. van den Brink Seconded by: D. Bauer

***THAT*** the Cultus Lake Park Board Village Center Planning and Development Committee approve the Minutes for the Meeting of March 17, 2022.

**CARRIED**

**(4) CORRESPONDENCE**

**(5) NEW BUSINESS**

(a) **Cultus Lake Village Center Proposal Review and Discussion**

Moved by: B. van den Brink Seconded by: C. Rogozinski

***THAT*** the Cultus Lake Park Board Village Center Planning and Development Committee recommend to proceed with Urban Systems for consultation on the Cultus Lake Village Center Project.

**CARRIED**

Chair K. Dzaman noted that the goal of the meeting is to make a recommendation to the Board and/or direction to Chief Administrative Officer J. Lamb with respect to the proposals. He added that he was impressed with IBI's marketing aspect of the proposal. Additionally, the consultant is not the developer; the committee should consider a proponent that is capable to work with to create RFP for development and complete the committee's goals.

C. Elstak noted that the committee did not receive the entire package until last night; and opened discussion to ensure the committee feels confident moving forward with recommendations considering time to review.

Chief Administrative Officer J. Lamb highlighted that the committee could recommend however can't award the contract. The Board passed the motion to forward the proposals to the committee for review. The park has a policy to award the proposal to the lowest bid. If IBI is the successful proponent, it would need to go back to the Board for consideration.

Chief Administrative Officer J. Lamb highlighted that it was an open RFP, so there is no minimum bid required.

E. Vance noted that these proposals seem to provide complete service. His preference is Urban Systems and he has worked with them on other successful projects. Urban Systems states sixty plus hours less than IBI, potentially due to familiarity with the area. In his opinion, both proposals were missing an ideal amount of Community Engagement.

Vice-Chair D. Bauer noted that Urban Systems is familiar with and has a relationship with Fraser Valley Regional District (FVRD).

B. van den Brink noted that he did not have enough time to review the full proposal from IBI. Urban Systems is clear and concise with previous work done with the City and are familiar with the Park.

Chair K. Dzaman noted that FVRD has a process to go through including multiple community engagement processes. In his opinion, both proposals are very impressive, and the selected proponent should assist in removing risks and unknowns efficiently before working with a developer.

E. Vance noted that they are providing their vision of the process which will guide in the community engagement piece.

B. van den Brink highlighted that currently the scope of the work is unknown, so the consultant will support in creating a clear plan and framework for developers i.e., park space, commercial, densification, etc.

Chair K. Dzaman noted that there is a loose plan highlighted in PlanCultus. It can be challenging to go to the public at this stage as the committee needs clarity on the vision to show the community.

C. Rogozinski asked for clarity on the previous experiences with Urban Systems.

E. Vance noted that in the end of the Lakeside Trail project, the final expenses were higher than originally quoted.

B. van den Brink noted that reputation is important to consider when selecting.

Chief Administrative Officer J. Lamb noted that there was an evaluation process in the RFP. Urban Systems highlighted four areas of public consultation however, IBI did not have a significant overview of public consultation. In his opinion, the key difference is that IBI did not reach out to inquire about the unique financial/governance situation in the Park. Urban Systems did make the effort to gain clarity of these areas. He weighted this heavily in his evaluation.

IBI seemed to have more experience in terms of length of time in operation. Potential staff challenges may be that they are not local, increasing travel time.

Urban Systems highlighted all the individual projects, combined with information requested through the process and seemed more aware of the needs of the community.

Chief Administrative Officer J. Lamb added proponent scoring is out of ten (10) technical points – in staff's review, IBI scored 82.01/100, and Urban Systems scored 92/100. Key difference being quality control, community engagement, and work plan details.

Additionally, he noted the two proposals are very close; local knowledge was his key consideration when evaluating. Four developers have come forward and have worked with Urban Systems previously. Both had a financial viability plan; the intangible is that Urban Systems is aware of the uniqueness between the two governing bodies.

E. Vance inquired whether this is a capital budget item and if the developers might consider the old building in this plan.

Chief Administrative Officer J. Lamb stated that it is a capital budget item.

The successful proponent may consider the old building however it is nearing end of life. The capitol required to repair the building would not be beneficial to the developer.

Chair K. Dzaman noted that the current Commercial Leaseholders have first right of refusal in the development.

Chief Administrative Officer J. Lamb noted that the Commercial Leaseholders were transitioned five years ago and the Board is required to fulfill the lease requirements. The majority of tenants were told that in case of a sale, they need to consider relocation when investing into the current building.

Chair K. Dzaman noted that the focus is to consider the best use of the space for the park, inclusive of commercial leaseholders, residents, security, safety, etc.

The committee agreed that they felt they have sufficient time and information to make an informed selection.

C. Elstak noted that Urban Systems more frequently mentioned Cultus Lake Park and referenced specific issues to this community. He preferred Urban Systems' proposal.

Chief Administrative Officer J. Lamb reviewed that the Board reviewed the proponents in a closed meeting resulting in the inquiry into the purchasing policy (successful proponent based on scoring). If the committee recommends IBI, then the Board would need to review prior to awarding the contract. The Board recommended that the proposals be reviewed by the committee, and if the committee supports Urban Systems, then the Chief Administrative Officer can proceed.

E. Vance highlighted that the December date of delivery seemed optimistic. Chief Administrative Officer J. Lamb agreed and noted that there is also an election period to consider. The committee should consider beginning community engagement process to raise awareness of the project.

E. Vance inquired whether FVRD would be consulted on his part of the process.

Chief Administrative Officer J. Lamb noted that there is no zoning for this type of project, so the proponent would have to engage early with FVRD to begin that process. The project can't begin until the sewer is completed, likely multiple years prior to start, and it would be completed in phases. The development has potential to solidify financial position for decades into the future.

Chair K. Dzaman noted that the goal is to work with a consultant until we are ready to engage developers. Developers need to be selected to ensure they have investment in the community and not solely focused on making quick profit.

C. Elstak noted that the key area he considered is the public engagement sections of the proposals and that it is important to approach all stakeholders in the public engagement process.

B. van den Brink noted a concern with public engagement if the community is not in favour.

Chair K. Dzaman highlighted that part of the engagement piece is education on the benefits of proceeding with this project to secure financials for other capital projects. It is not just asking questions but providing information on benefits to the community.

C. Rogozinski expressed concerns about the sewer issue status and if this is an optimum time to begin this part of the project.

The committee discussed potential challenges with the status and future of the sewer project.

Chief Administrative Officer J. Lamb is optimistic and highlighted that there has been progress on the sewer. Additionally, he highlighted that doing this work now, will potentially provide revenue for the sewer and other capital projects.

The committee discussed timelines to break ground with respect to following the process with consultation, permits, and other aspects of the development.

Chief Administrative Officer J. Lamb noted that this is an investment, and the Park has assets and revenue streams that will potentially pay for this project over time.

The committee discussed the increase of new residential leaseholders in the Park.

The Chief Administrative Officer J. Lamb will draft a report to the Board for the June 15, 2022, Regular Meeting advising the Board of the recommendation from the committee at the public meeting.

Status reports will be brought back to the committee to review as they are received by staff. Urban Systems will be required to report on status of the project for the Committee and the Board.

**(6) STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Friday, July 15, 2022, at 9:00 am

**(9) ADJOURNMENT**

Moved by: E. Vance Seconded by: C. Elstak

***THAT*** the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on May 27, 2022, be adjourned at 10:04 am.

**CARRIED**







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

MONDAY, JULY 25, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

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

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

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

***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of July 25, 2022; and

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

**CARRIED**

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

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

***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of July 5, 2022.

**CARRIED**

## **(4) CORRESPONDENCE**

The committee reviewed the finalized Cultus Lake Day budget provided by staff.

The committee discussed adjusting the wine budget for future years.

**(5) NEW BUSINESS**

**(a) Blanc on the Beach Planning**

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee postpone planning of Blanc on the Beach to next year.*

**CARRIED**

The committee discussed Blanc on the Beach and decided not to host the event this year.

**(b) Christmas Event Planning**

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee recommends to the Board to host the free family friendly Cultus Lake Park Christmas Special Event to be held on Saturday, November 26, 2022, from 4:00 pm to 9:00 pm to include Santa and the launch of the Christmas lights for 2022.*

**CARRIED**

The committee discussed planning of the Christmas event to include:

- Santa
- Artisan market
- Food trucks and hot beverages
- Bonfire
- Children's colouring contest
- Parking by donation
- Salvation Army food drive (admission to Santa)

The committee discussed starting the movie nights prior to 9:30 pm when showing cartoons in future years.

**(6) STAFF REPORTS**

Staff reviewed the upcoming dock repair and replacement plan.

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Tuesday, September 13, 2022, at 6:00 pm.

**(9) ADJOURNMENT**

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

***THAT** the Community Events and Engagement Committee meeting held on July 25, 2022, be adjourned at 7:09 pm.*

**CARRIED**

**Cultus Lake  
Community Association**

Cultus Lake Park Board  
4169 Columbia Valley Hwy  
Cultus Lake BC V2R 4Z9

September 14 2022

Board Members,

On behalf of the Cultus Lake Community Association, I am requesting your consideration in providing the Cultus Lake Community Association with funds to host an All-Candidate meeting in regards to the upcoming October elections. It is our hope to be able to provide a forum for candidates running in the election so that the residents of Cultus Lake Park are aware of where candidates stand on issues. We have arranged October 5 2022 at 7 pm at the Cultus Lake Community School as our venue. This venue was selected over the Community Hall due to the ability to have audio equipment/microphones and the ability to hold a larger capacity.

The approximate cost for the school is \$200 which included both rental and liability insurance. This is cost recovery only and receipts will be provided.

Your consideration is greatly appreciated,

Colleen Rogozinski  
Cultus Lake Community Association Chair





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** September 21, 2022 **FILE:** 1850

**SUBMITTED BY:** Joe Lamb  
Chief Administrative Officer

**SUBJECT:** Application for the EcoAction Grant for Green Shores Project

---

#### PURPOSE:

The purpose of the report is to provide the Board with an update on the application for the EcoAction Grant for Green Shores Project.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board request that staff pursue application opportunities for both Habitat Stewardship Program for Species at Risk and Nature Based projects; and

**THAT** upon approval of the grant(s), the Cultus Lake Park Board fund a \$50,000 contribution originally approved for the EcoAction Grant application from the 2022 budget allocated for foreshore erosion.

#### DISCUSSION:

On January 19, 2022, staff presented a report with respect to British Columbia Stewardship Society EcoAction Grant Application which noted that the Federal EcoAction Grant was an opportunity for a foreshore erosion project grant that the Stewardship Society of British Columbia would apply for on our behalf with the Federal Government. The grant outlined the completion of a 35-meter waterfront section of the foreshore between the foot bridge and dock 21 on the westside.

The grant would have required a \$50,000 contribution from the Park and \$50,000 would come from the Federal Government. The 2022 budget had \$90,000 for capital dedicated to the foreshore resulting in no additional funding required. The deadline for this application was January 19, 2022, and was submitted on behalf of the Green Shores Project Coordinator accompanied by a letter of support from Arsenault Environmental Consulting Ltd.

At this meeting the Board approved the following resolution to move this project forward:

THAT the Cultus Lake Park Board have the Chief Administrative Officer provide the attached Letter of Support to the British Columbia Stewardship Society; and

THAT upon approval of the grant, the Cultus Lake Park Board Fund the \$50,000 contribution from the 2022 Budget allocated for Foreshore erosion.

Further to the above, the application was submitted, meeting the deadline date of January 19, 2022. On August 29, 2022, staff received notification from EcoAction that the project would not be supported, however, the application that was reviewed made it to the final stages.

Staff did receive information from the Stewardship Center for BC that there may be upcoming opportunities, Habitat Stewardship Program for Species at Risk and one for Nature Based projects.

### ***Green Shores Project History***

***Cultus Lake Park, British Columbia.*** The project site is situated eleven kilometers south of the Chilliwack River, along the foreshore west of the highly visited tourist destination, Main Beach. Cultus Lake Park in the traditional territory of the Sto:lo people and Soowahlie First Nation. This unique community is home to more than 1,500 residential leaseholders, twenty-one commercial businesses and Sunnyside Campground, with close to 600 campsites. Cultus Lake is a highly valued lake ecosystem, providing significant ecosystems services to a wide array of interests. The park is a popular recreation destination that attracts in excess of three million visitors each year, largely during the summer months. Cultus Lake Park receives no funding on a Local, Provincial or Federal level and is entirely self-sustaining.

The Cultus Lake watershed is a connected network of terrestrial and aquatic ecosystems. The lake is 7 kilometers long and 1.5 kilometers wide, covering approximately 650 hectares. The lake drains through Sweltzer Creek into the Chilliwack River, which eventually continues onto the Fraser River, one of the world's largest free-flowing salmon and sturgeon bearing rivers. Cultus Lake is the rearing ground for nineteen different fish species, including the genetically distinct and endangered Cultus Sockeye Salmon, and the species-at-risk, Cultus Pygmy Sculpin. The area provides habitat to other rare fauna, including the Pacific giant salamander, the coastal tailed frog and the red-legged frog. Black bear, cougar, raccoons, bobcat, beaver, blacktail deer, two hundred bird species and many more are among the animals in the cedar, fir and hemlock forests.

Cultus Lake is currently in the early stages of cultural eutrophication. The lake has been severely impacted by the increase of human activity, local agriculture, septic fields, and air-borne deposits. Changes aimed at restoring ecologic integrity are required if the lake's natural features are to be restored/preserved. Specifically, the Green Shores Project will aim in the restoration and functionality of high value fish habitat. The restoration project will be designed to Green Shores standards and once complete, will be a Green Shores certified demonstration site showcasing the value and benefits of Green Shores to the community at large. Green Shores training at the site will provide First Nations, conservation organizations and shoreline professionals the opportunity to learn about Green Shores design standards applied in a local setting. Interpretative signage and transformation of this site may also encourage waterfront property owners to do similar Green Shores projects on their own waterfront in neighbouring communities.

### **STRATEGIC PLAN:**

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Preserving the Natural Beauty of Cultus Lake Park.

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Prepared by:



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Joe Lamb  
Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** September 21, 2022 **FILE:** 0550

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

**SUBJECT:** Award of External Audit Services – Two-Year Extension

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#### PURPOSE:

To provide the Board with the quote provided by KPMG LLP for audit services, for the years 2022 and 2023, and to recommend a two-year extension.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board award a two-year extension, for the years 2022 and 2023, to KPMG LLP for performing audit services for Cultus Lake Park.*

#### DISCUSSION:

KPMG LLP was appointed, by the Board at the October 2019, meeting, as auditors for Cultus Lake Park for the initial three-year period of 2019 to 2021. The RFP also allowed the Board to provide an extension for a further two-year period upon successful delivery of services.

KMPG LLP has provided audit services and staff have found them to be very professional and knowledgeable. KMPG LLP has also expressed an interest in continuing as the audit partner for the allowed additional two-year period of 2022 and 2023.

#### COST:

The fee for the initial three-year term was \$18,538 (2019), \$18,762 (2020) and \$18,987 (2021). KPMG LLP is requesting a moderate inflationary increase for 2022 (\$21,200) & 2023 (\$22,200).

#### STRATEGIC PLAN:

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

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Prepared by:

Erica Lee  
Chief Financial Officer

Approved for submission to the Board:

Joe Lamb  
Chief Administrative Officer







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** September 21, 2022 **FILE:**

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

**SUBJECT:** Board Remuneration Review – Comparator Municipalities

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#### PURPOSE:

The purpose of this report is to request that the Board approve the list of comparator municipalities to be used to complete a detailed comparative analysis of remuneration for Board Commissioners, the Chair and Vice-Chair.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board approve the following list of comparator municipalities to be used to complete a detailed comparative analysis of remuneration for Board Commissioners, the Chair and Vice-Chair:

- |                         |                       |               |
|-------------------------|-----------------------|---------------|
| 1. Banff                | 6. Keremeos           | 11. Sicamous  |
| 2. Belcarra             | 7. Lillooet           | 12. Sun Peaks |
| 3. Harrison Hot Springs | 8. Pemberton          | 13. Tofino    |
| 4. Invermere            | 9. Radium Hot Springs | 14. Ucluelet  |
| 5. Jasper               | 10. Rossland          | 15. Valemount |

#### DISCUSSION:

The Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020, that was approved by the Board in February 2020, defines a process and timeline for establishing Remuneration for Board Commissioners, Chair and Vice-Chair (Attachment #1).

#### The Remuneration Bylaw outlines the following:

- Cultus Lake Park will undertake a comparative process for establishing the Board's remuneration based on comparisons with other like communities, in terms of population, total expenses and revenues.
- **The comparator municipalities used in the analysis will be approved by the Board prior to the contractor's analysis.**
- This analysis should be undertaken every four (4) years prior to the election.
- A contractor will be hired to perform the analysis of comparator municipalities.
- Remuneration will be recommended by the outgoing Board.

The last Board Remuneration review was done in late 2019 (Attachment #2) with the following municipalities being used as the comparator municipalities:

- |                         |                       |               |
|-------------------------|-----------------------|---------------|
| 1. Banff                | 7. Lillooet           | 13. Tofino    |
| 2. Belcarra             | 8. Pemberton          | 14. Ucluelet  |
| 3. Harrison Hot Springs | 9. Radium Hot Springs | 15. Valemount |
| 4. Invermere            | 10. Rossland          | 16. Vancouver |
| 5. Jasper               | 11. Sicamous          |               |
| 6. Keremeos             | 12. Sun Peaks         |               |

Staff have reviewed the above list of municipalities and suggest that all the same municipalities be included in the Board remuneration analysis, except for the City of Vancouver. According to the bylaw comparators should be “other like communities” in terms of population, total expenses, and revenues. Therefore, the City of Vancouver is not a good comparator as its population and budget size is drastically larger than that of Cultus Lake Park. See Attachment #3 for a list of the approximate population and budgets for each of the communities included in the 2019 review.

#### **STRATEGIC PLAN:**

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

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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



# Cultus Lake Park

## CULTUS LAKE PARK BOARD COMMISSIONERS REMUNERATION

### Bylaw No. 1163, 2019

A Bylaw to authorize and fix the remuneration of the Commissioners of the Cultus Lake Park Board.

---

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws.

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

#### 1. TITLE

This Bylaw may be cited as “Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019.”

#### 2. INTERPRETATION

**2.1** Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

#### 2.2 DEFINITIONS OF TERMS

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

“**Board**” means the elected Commissioners of the Cultus Lake Park Board.

“**Board Chair**” means the person elected by the Commissioners of the Board to the office of Board Chair.

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

“**Vice Chair**” means the person elected by the Commissioners of the Board to the office of Vice Chair of the Board. The Vice Chair of the Board has, during the absence, illness or other disability of the Board Chair, all the powers of the Board Chair and is subject to all rules applicable to the Board Chair.

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

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

### 3. GENERAL REGULATIONS

- 3.1 There will be paid to the Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$23,500.
- 3.2 There will be paid to the Vice-Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$17,000.
- 3.3 There will be paid to each remaining Commissioner of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$14,500.
- 3.4 Commencing January 1, 2020 and each year there will be an increase paid to the Chair, Vice-Chair and to each Commissioner of the Cultus Lake Park Board, an amount in the Consumer Price Index, British Columbia, provided that the rate is greater than zero.

### 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 15<sup>th</sup> day of JANUARY, 2020

READ A SECOND TIME this 15<sup>th</sup> day of JANUARY, 2020

READ A THIRD TIME this 15<sup>th</sup> day of JANUARY, 2020

ADOPTED this 15<sup>th</sup> day of FEBRUARY, 2020



---

Joe Lamb, Chair  
Cultus Lake Park Board



---

Bonny Bryant  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Board  
Commissioner Remuneration Bylaw No. 1163, 2019


A handwritten signature in cursive script, appearing to read "B. Bryant.", is positioned above a horizontal line.

---

Cultus Lake Park  
Chief Administrative Officer



Julie M. Case  
Compensation Consultant



PRIVATE & CONFIDENTIAL

# Elected Officials Compensation Review

## Cultus Lake Park

November 20, 2019

For questions about this report, please contact:

Julie M. Case, BA, MA, CCP  
Compensation Consultant  
[juliecase@shaw.ca](mailto:juliecase@shaw.ca)



## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
INTRODUCTION.....	3
BACKGROUND & METHODOLOGY .....	3
FINDINGS – BASE SALARY .....	3
TABLE 1 –SUMMARY OF BASE SALARY DATA FROM COMPARATOR LOCAL GOVERNMENTS .....	4
FINDINGS – COMPENSATION PRACTICES.....	5
OBSERVATIONS – BASE SALARY .....	7
TABLE 2 – COMPARISON OF CULTUS LAKE PARK TO MEDIAN MARKET .....	7
TABLE 3 – SALARY OPTIONS FOR CONSIDERATION .....	8
FINAL THOUGHTS.....	8
ATTACHMENT 1 – DATA DEFINITIONS .....	9
ATTACHMENT 2 – CONSULTANT PROFILE.....	10

## INTRODUCTION

We are pleased to present our findings from the compensation review for elected officials at Cultus Lake Park (CLP)

## BACKGROUND & METHODOLOGY

CLP asked for assistance in conducting a compensation review for its elected officials. CLP wishes to review the current compensation structure based on comparisons to other BC local governments. The last board compensation report was completed in 2016.

Based on the direction provided by CLP, we conducted a custom survey of select local governments. The survey captured data on base salary, allowances and what changes to elected official's compensation were made due the CRA eliminating the one-third tax free allowance for elected officials. We surveyed two of the three elected officials at CLP: the chair and the commissioners. We did not include the vice chair in the survey as we did not expect to find matches for all three positions.

We emailed the survey questionnaire, collected data, reviewed and validated all returned participant data, identified anomalies, and followed up where necessary.

We sent the survey to the following 16 local governments; however, at the time of this draft report, only the 10 local governments that are bolded have responded.

- |                                |                       |
|--------------------------------|-----------------------|
| 1. Banff                       | 9. Radium Hot Springs |
| 2. Belcarra                    | <b>10. Rossland</b>   |
| <b>3. Harrison Hot Springs</b> | 11. Sicamous          |
| 4. Invermere                   | 12. Sun Peaks         |
| 5. Jasper                      | <b>13. Tofino</b>     |
| <b>6. Keremeos</b>             | <b>14. Ucluelet</b>   |
| <b>7. Lillooet</b>             | <b>15. Valemount</b>  |
| <b>8. Pemberton</b>            | <b>16. Vancouver</b>  |

## FINDINGS – BASE SALARY

A summary of the base salary data collected from the comparator municipalities is shown in Table 1. Also shown are the population measures and annual expenses which were collected from the BC government website ([www.cscd.gov.bc.ca/lgd/infra/statistics](http://www.cscd.gov.bc.ca/lgd/infra/statistics)) to ensure consistency of comparisons. The most recent data available is from the 2016 census and financial data is from 2017. Specific definitions to assist with understanding the data are found in Attachment 1.

**TABLE 1 – SUMMARY OF BASE SALARY DATA FROM COMPARATOR LOCAL GOVERNMENTS**

Local Government	Number of Elected Officials	2017 Annual Expenses (\$ millions)	2016 Census Population (thousands)	Chair / Mayor – Current Annual Base Salary (\$)	Commissioner / Councillor – Current Annual Base Salary (\$)	Commissioner / Councillor salary as percent of chair / mayor salary
Cultus Lake Park	5	4,600,000	1,600	14,393	10,296	72%
Banff	7	38,548,941	7,847	95,668	30,909	32%
Harrison Hot Springs	5	4,179,024	1,468	30,000	15,000	50%
Keremeos	5	1,769,143	1,502	11,390	7,155	63%
Lillooet	5	5,099,258	2,275	15,426	8,687	56%
Pemberton	5	4,723,414	2,574	29,950	14,838	50%
Rossland	7	7,013,925	3,729	19,928	10,254	51%
Tofino	6	7,511,057	1,932	30,000	15,000	50%
Ucluelet	5	5,373,906	1,717	25,060	14,320	57%
Valemount	5	3,084,615	1,021	19,504	8,777	45%
Vancouver Park Board	7	119,200,000	631,500	21,998	17,598	80%
<b>Summary – not including Cultus Lake Park</b>						
P25		4,315,122	1,556	19,610	9,146	
<b>Median (P50)</b>		<b>5,236,582</b>	<b>2,104</b>	<b>23,529</b>	<b>14,579</b>	<b>51%</b>
P75		7,386,774	3,440	29,988	15,000	
<b>Average</b>		<b>19,650,328</b>	<b>65,557</b>	<b>29,892</b>	<b>14,254</b>	<b>53%</b>

## FINDINGS – COMPENSATION PRACTICES

The table below summarizes the responses to the survey questions regarding compensation practices. We have listed the questions contained in the survey and provided a summary of the responses provided as well as the current practice at CLP.

Survey Question	Cultus Lake Practice	Chair / Mayor Survey Responses	Commissioner / Councillor Survey Responses
Position considered full-time or part-time?	Part-time	Only one of nine indicated position is full-time. Other nine indicated part time.	All considered part time.
Planned adjustment to salaries for 2020 (if know already) as a percent (%)	CPI	Five indicate they will adjust by CPI for 2020. Three indicated adjustments of either 1.1 or 2 or 3 percent. Two did not know.	Same as chair / mayor.
Did you adjust compensation when the CRA changes rules in 2019 to no longer permit elected officials to receive 1/3 of their base salary tax free? If yes, please describe the adjustments you implemented.	No adjustment	Five indicated they did not adjust. Three indicated they did a top up to offset the amount so take home would be the same. Two indicated small adjustments that resulted in a decrease.	Same as chair / mayor.
Acting chair / mayor allowance	None		Nine indicated none. One indicated \$100 allowance.

Survey Question	Cultus Lake Practice	Chair / Mayor Survey Responses	Commissioner / Councillor Survey Responses
Committee remuneration, if any	None	Nine indicated none. One indicated \$65 per meeting under four hours and \$150 per meeting over four hours.	Same as chair / mayor.
Other remuneration (please describe)	None	Two indicated the regional district pays for meetings the chair attends. One indicated \$20 per meeting.	One indicated \$20 per meeting.
Annual car allowance	None	None	None
Mileage reimbursement rate (per km)	Reimburse at CRA rate which is \$0.58 for 2019	Three reimburse at CRA rate which is \$0.58 for 2019. Others indicated \$0.47, \$0.50 or \$0.54 or \$0.55.	Same as chair / mayor.
Annual conference budget (if yes, please include yearly amount)	Total budget for board: \$17,000  Majority of this budget is for board conferences; a smaller portion is for board meeting expenses and mileage etc.	Four organizations indicated a total amount for council / board: \$13,000; \$23,500, \$35,000, or \$40,000. Two organizations indicated individual amounts of \$6,500 or \$8,700.	Four organizations indicated a total amount for council / board: \$13,000; \$23,500, \$35,000, or \$40,000. Two organizations indicated individual amounts of \$4,300 or \$4,250.
Do you offer any benefits to your elected officials?	Yes	Five indicated yes. Five indicated no.	Same as chair / mayor.

Survey Question	Cultus Lake Practice	Chair / Mayor Survey Responses	Commissioner / Councillor Survey Responses
If yes, please describe which benefits they receive.	Communication allowance \$1,200 annually	Three offer group health benefits (e.g., medical, dental, life insurance).  One pays for cell phone.  One offers benefits through UBCM but indicated usually no one signs up.	Same as chair / mayor.

## OBSERVATIONS – BASE SALARY

Table 2 presents the base salaries of elected officials at CLP compared to the median market data. In terms of base salary, Cultus Lake Park is less than competitive when comparing to the median (or middle) of its defined market for the chair / mayor salary: the base salary of the chair / mayor is 61 percent of the median result. The base salary for the commissioners/ councillors is also less than competitive at 76 percent of the median result. Most organizations target the median level of their defined market. They do not wish to be the top of the market, nor the bottom of the market, but want to be in the middle. The key to being competitive when using the median level of the market is to define the most relevant market. In addition, the median, not the average, is the preferred approach when using compensation data since the median, unlike the average, is not overly affected by extremely low or high data points in the sample.

**TABLE 2 – COMPARISON OF CULTUS LAKE PARK TO MEDIAN MARKET**

Position	CLP Base Salary	Market Median Base Salary	CLP as % of Market Median
Chair / Mayor	14,393	23,529	61%
Vice Chair	11,031	n/a	n/a
Commissioner / Councillor	10,296	14,579	71%

Table 3 presents some options for consideration for base salary. If Cultus Lake Park is satisfied with the definition of market, it may wish to consider adjusting the 2019 salary of the chair / mayor to align to the median level of the market (i.e., \$23,500).

For the commissioner / councilor position, CLP may wish to consider adjusting to align to the median level of the market (i.e., \$14,500) or the average percentage of the chair / mayor's salary (i.e., 53 percent for a salary of \$12,500).

We have included considerations for the vice chair based on preserving the current differential between the vice chair and the commissioner which is 7.14 percent.

**TABLE 3 – SALARY OPTIONS FOR CONSIDERATION**

Position	Current CLP Base Salary	CLP Base Salary Options for Consideration	Percent Change	Dollar Change
Chair	\$14,393	\$23,500 (median market result)	63%	\$9,107
Commissioner	\$10,296	\$14,500 (median market result)	41%	\$4,204
Commissioner	\$10,296	\$12,500 (53% of chair / mayor result)	21%	\$2,204
Vice Chair	\$11,031	\$15,500 (median market result of commissioner + 7.14%)	41%	\$4,469
Vice Chair	\$11,031	\$13,400 (53% of chair / mayor result + 7.14%)	21%	\$2,369

## FINAL THOUGHTS

With respect to the changes the CRA made for 2019 where the salaries of elected officials are no longer one-third tax free, few municipalities made a decision on possible adjustments prior to 2019. In our experience, most were taking a wait and see approach. Historically, the one-third tax free was in place to recognize the expenses elected officials incur while carrying out their duties. There did seem to be three approaches for consideration: do nothing, increase the base salary to off-set the increased taxes, or permit expenses to be deducted.

If CLP were to adjust the salaries to the median level of the market as described above, the adjustments would more than likely offset the loss of the one-third tax free portion of the salaries.

## ATTACHMENT 1 – DATA DEFINITIONS

The data in this report have been rounded, aggregated, and summarized using tables. Some definitions to assist with understanding the data follow:

- An average (mean) is the sum of all data divided by the number of observations included.
- A median value (50<sup>th</sup> percentile or P50) is the number that falls within the middle of a series of observations (e.g., if there are seven data observations and they are ranked in order of highest to lowest, the number or observation that is in the fourth position is the middle value and represents the median value). It is the most common percentile statistic included in survey data. It is the point at which half of the data fall below and half of the data fall above.
- The 25<sup>th</sup> and 75<sup>th</sup> percentiles (P25 and P75), also referred to as the first and third quartiles, offer an indication as to the “spread” or range of the data. At the 75<sup>th</sup> percentile, 75 percent of the observations are at this level or below. Similarly, at the 25<sup>th</sup> percentile, 25 percent of the observations are at this level or below.
- It is important to note that a minimum number of observations is required to report data and still maintain confidentiality. A minimum of three observations is required to report the average, four to report the median, and five to report the quartiles (i.e., P25 and P75).
- The number of observations (# obs) indicates the number of organizations that provided data.



## ATTACHMENT 2 – CONSULTANT PROFILE

### Julie Case

Julie Case has over 18 years in the compensation field. During her career, Julie has worked with a variety of private and public sector clients to develop compensation structures, implement job evaluation plans, conduct custom compensation market surveys, advise on general salary administration, conduct market pricing, and develop compensation philosophies.

Julie's work involves developing and implementing compensation strategies for a broad, cross section of employee groups including: executive, management and professional, technical, and unionized staff.

Over the course of her career, Julie has gained considerable compensation expertise in the public and private sectors. She specializes in defining strategic compensation philosophies that align to the business goals of the organization. Julie handles compensation projects from the strategic planning stage through to the collection and analysis of compensation data and finally to the recommendations and implementation stages. Julie has designed job evaluation plans for use in exempt and union environments. She has facilitated many job evaluation committees in their goal of creating and recommending new or revised job worth hierarchies.

Julie has considerable experience working with municipalities in British Columbia. She has worked with the largest cities in the province. Once upon a time, Julie worked for a municipal government: she spent four years working in the chief administrative officer's office at the city of Maple Ridge, BC. This role included facilitating business planning sessions, defining corporate performance measures, and leading performance improvement reviews.

Julie holds a Bachelor of Arts degree from Simon Fraser University with a major in economics and a minor in biology. She also holds a Master of Arts degree in leadership and training from Royal Roads University. She is currently a member of WorldatWork and a certified compensation professional (CCP).

Julie worked for Watson Wyatt Worldwide in Vancouver as a compensation consultant where she was hired by senior consultant Tim Dillon. Tim open his own firm in 2006 and Julie worked as an associate of Case Dillon & Associates (formerly Tim Dillon & Associates) from 2006 until the end of 2017 when Tim Dillon passed away. Julie continues to work with all the same associates as an independent consultant.

**Attachment #3 - Population and Budget (Comparator Municipalities)**

	<b>2021/2022</b>		
	<b>Approx. Population</b>	<b>Revenue (Millions \$)</b>	<b>Expenses (Millions \$)</b>
Town of Banff	8000	48	46
Village of Belcarra	700	1.5	1.1
Village of Harrison Hot Springs	1700	5.5	5.3
District of Invermere	4000	10.5	10.3
Town of Jasper	4200	20	28
Village of Keremeos	1700	2.4	2.1
District of Lillooet	2300	7.4	5.9
Village of Pemberton	13900	17	11
Radium Hot Springs	1400	4.3	4.1
City of Rossland	4200	12	9
District of Sicamous	3200	12.5	9.5
Sun Peaks	1500	6.7	6.4
District of Tofino	2500	13	10.5
Ucluelet	1700	16.5	8.6
Valemount	1100	2.4	2.4
City of Vancouver	2.6 MIL	1600	1600
FVRD	296K	47	40
City of Chilliwack	99K	189	189

