



## CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, FEBRUARY 15, 2023

7:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

The Cultus Lake Park Board Regular Meeting will be held on Wednesday, February 15, 2023, in the Cultus Lake Park Office Boardroom at 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 the Public Question Period.

### Join Zoom Meeting Information

<https://us06web.zoom.us/j/81487283051?pwd=VHV2bWtxaUNUQ1BibENGt2F2SFQ1QT09>

**Meeting ID:** 814 8728 3051

**Passcode:** 219435

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 4:30 pm on Tuesday, February 14, 2023, to [amanda.nadeau@cultuslake.bc.ca](mailto:amanda.nadeau@cultuslake.bc.ca).







## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, FEBRUARY 15, 2023

7:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

### (1) CALL TO ORDER

### (2) RESOLUTION TO PROCEED TO CLOSED MEETING (5:00 PM)

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

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

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

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

Page 1

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of February 15, 2023; and*

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

### (5) DELEGATION

- (a) **Fraser Valley Mountain Bikers Association – Mike Woods, Past President (7:00 PM)**

Page 7  
Page 9

- Attachment 1; Cultus Lake Skills Park Proposal
- Attachment 2; Preliminary Site Layout
- Attachment 3; Additional Map View of Area

Page 11

### (6) ADOPTION OF MINUTES

Page 13

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held January 18, 2023.*

### (7) CORRESPONDENCE

- (a) **Pickleball Court Schedule and Signage Request**

Page 21

- Email dated October 12, 2022, from Rose Turcasso, resident regarding the request to organize a Cultus Lake Community Pickleball schedule and permanent signage.

***THAT** the Cultus Lake Park Board refer back to staff to design and install signage at the tennis courts outlining rules of pickleball.*

(b) **Senior's Program Restrictions**

Page 23

- Email dated January 26, 2023, from Bill Towler, resident regarding a request to lobby the Provincial government with respect to senior's program restrictions.

***THAT the Cultus Lake Park Board receive the email from Bill Towler, resident regarding a request to lobby the Provincial Government with respect to senior's program restrictions.***

(c) **Cultus Lake Sailing Club Proposed Structure - Community Feedback**

Page 25

- Email dated January 25, 2023, from Steve and Marsha Bede, resident regarding the Sailing Club's request to build a boat storage structure

Page 27

- Email dated January 26, 2023, from Marsha Bede, resident regarding the Sailing Club's request to build a boat storage structure

***THAT the Cultus Lake Park Board receive the community feedback from Steve and Marsha Bede regarding the proposed Cultus Lake Sailing Club boat storage structure.***

(d) **What We Heard Community Meeting Engagement Summary**

Page 29

- Report dated January 2023, from Urban Systems regarding community feedback at the December 13, 2022, Urban Systems' Virtual Kick-off Meeting

***THAT the Cultus Lake Park Board receive the What We Heard Community Meeting Engagement Summary report from Urban Systems.***

(e) **Seasonal Policing 2022 Cultus Lake Report**

Page 39

- Report from Staff Sergeant, Grant Floris of the Royal Canadian Mounted Police Upper Fraser Valley Regional Detachment

***THAT the Cultus Lake Park Board receive the report from Staff Sergeant, Grant Floris of the Royal Canadian Mounted Police Upper Fraser Valley Regional Detachment.***

(8) **BYLAWS**

(a) **Sunnyside Campground Bylaw No. 1222, 2023, and Sunnyside Campground Administrative Policy**

Page 45

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 47

- Attachment 1; Sunnyside Campground Bylaw No. 1222, 2023
- Attachment 2; Sunnyside Campground Administrative Policy

Page 69

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.***

***THAT the Cultus Lake Park Board approve the Sunnyside Campground Administrative Policy attached to and forming part of the February 15, 2023, Regular Board Meeting Agenda.***

(b) **The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023**

Page 79

- Attachment 1; The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023.***

(c) **Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023**

Page 83

- Attachment 1; Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023.***

(d) **Administrative Fees Bylaw No. 1225, 2023**

Page 87

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 89

- Attachment 1; Administrative Fees Bylaw No. 1225, 2023

***THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023.***

(e) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1226, 2023**

Page 95

Page 97

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1226, 2023

***THAT the Cultus Lake Park Board give First, Second, and Third Readings of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1226, 2023.***

(f) **Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1227, 2023**

Page 101

Page 103

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019, Amendment Bylaw No. 1227, 2023

***THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1227, 2023.***

(9) **CONSENT AGENDA**

(a) **2022 Fourth Quarter Reports**

Pages 107  
- 142

- Finance
- Parking
- Public Works
- Campground and Accommodations
- Bylaw Compliance and Enforcement

- Fire Department
- Lease Assignment

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

**(10) REPORTS BY STAFF**

**(a) Sailing Club Proposal**

Page 143

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 145

- Attachment 1; Cultus Lake Sailing Club Proposed Storage Shed Drawings and Images (3 pages)

Page 153

- Attachment 2; Images of Proposed Storage Racks

Page 155

- Attachment 3; Draft Letter to Residents regarding Cultus Lake Sailing Club Storage Proposal

***THAT the Cultus Lake Park Board receive the report regarding the Cultus Lake Sailing Club Proposal;***

***THAT the Cultus Lake Park Board request that staff circulate the draft letter to noted resident addresses of Park Drive, Mountain View, Willow St, Oak St, and First Ave; and***

***THAT the Cultus Lake Park Board request that staff provide the Board with the resident's feedback at the March 15, 2023, Regular Board Meeting.***

**(b) Annual Short-Term Rental Review**

Page 157

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 159

- Short-term Rental Survey Draft

***THAT the Cultus Lake Park Board receive the Short-Term Rental Review report for information; and***

***THAT the Cultus Lake Park Board request that staff circulate the Short-Term Rental Survey to the community and to provide the Board with the survey results once complete.***

**(c) Conquer the Vedder Race Event**

Page 161

- Report dated February 15, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

Page 163

- Attachment 1; Conquer the Vedder Event Application

Page 165

- Attachment 2; Conquer the Vedder Race Day Details

***THAT the Cultus Lake Park Board receive the Conquer the Vedder Race Event report for information***

**(d) Polar Plunge for Special Olympics BC Special Event**

Page 175

- Report dated February 15, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

Page 177

- Attachment 1; Polar Plunge Special Event Application

Page 181

- Attachment 2; Polar Plunge Special Event Letter to the Board

***THAT*** the Cultus Lake Park Board approve the Polar Plunge Special Event to be held on Thursday, March 2, 2023, from 10:00 am to 12:00 pm;

***THAT*** the Cultus Lake Park Board approve waiving the standard special event fees for the Polar Plunge Special Event; and

***THAT*** the Cultus Lake Park Board approve waiving of parking fees for forty participants and volunteers in Parking Lot A for the duration of the Polar Plunge Special Event.

**(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 February 15, 2023, be adjourned.





# Cultus Lake Skills Park

A premier destination for mountain and adaptive mountain biking



## Building an Outdoor Recreation Hub

The Chilliwack area is well known for its network of outdoor recreation opportunities, including our mountain bike trails. The recent growth in adaptive mountain biking (aMTB) is allowing paraplegic users to ride in more areas, and FVMBA is currently developing new aMTB trails on Vedder Mountain. Tourism Chilliwack sees aMTB as a new opportunity for turning Chilliwack and area into a hub for the sport. A new aMTB-ready bike skills park would attract all kinds of riders to Cultus Lake and its amenities. Mountain biking is a significant tourism driver in B.C., and this skills park could draw visitors and engage local citizens to participate in healthy outdoor activity.

## Skills Park

A bike skills park attracts a diverse group of riders, skill levels, and ages. These parks have been built with great success in other locations in BC, and the wide range of trails, obstacles and features in skills park attract:

- aMTB users looking for trails suitable for their bikes (which are quite large)
- Families looking for a place where both parents and children can ride
- New riders for those wanting to develop their skills

For years, FVMBA has noted the lands on the south side of Parmenter Road and how well they could function as a bike skills park. Having walked this parcel of land several times, our executive is excited by the possibilities that this property offers, as the topography of this area is ideal for a bike skills park. The features to be incorporated in the design of this park could include:

- White (easiest) and green singletrack trails with alternate lines for new riders to gain experience with basic obstacles like roots and rocks. These would form a perimeter trail system working its way around the entire park
- An aMTB-ready machine-built flow trail with bermed corners and jumps - a downscaled version of Whistler's highly popular Crank It Up





- A pump/jump track for dirt jump riders
- Skills zones for novice and intermediate riders, with features like bridges, skinnies, drops and other wood features

The parcel is bisected by a Hatchery Creek that divides the land into two zones. The eastern section is flatter and good for novice skill building, while the grades of the western section would be better suited to more advanced skill development.



## Access

The skills park area would be easily accessible using existing trails. Local residents and visitors from Cultus Lake could access the skills area using Lake Trail which starts at the Cultus Lake pay parking lot. An official trailhead sign can be built here to direct visitors to the various areas of the skills park.

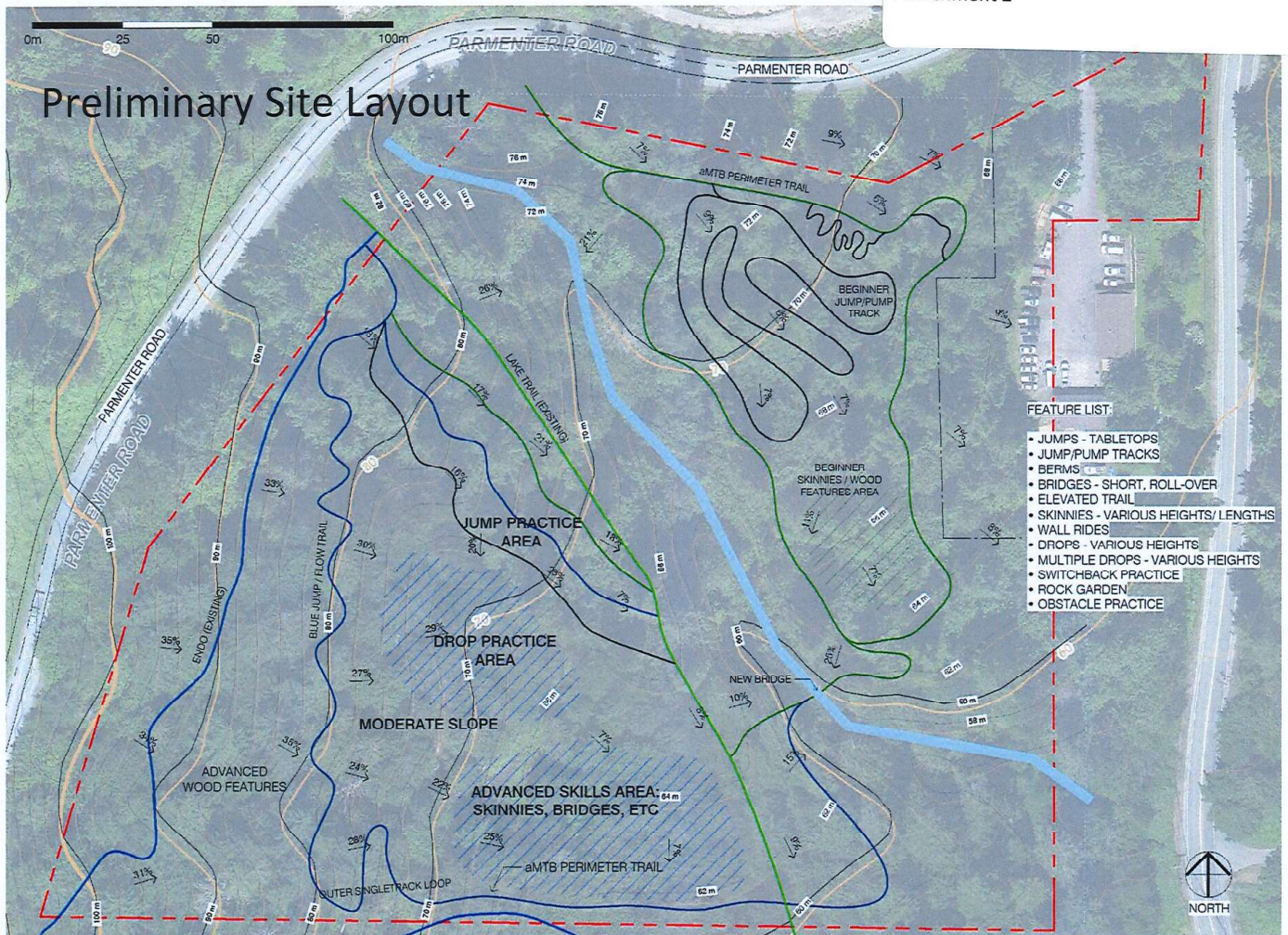


## A Great Opportunity

FVMBA has identified this area as ideal for developing a skills park. We have completed a preliminary development plan for the site, and we would like to bring a more detailed plan for the skills park to the Cultus Lake Parks Board for consideration.

Gibsons, Hope, Mission, Surrey and many other municipalities have developed bike skills parks that have become favourites in those communities. FVMBA welcomes the opportunity to help plan a similar park in Cultus Lake for MTB and aMTB riders.

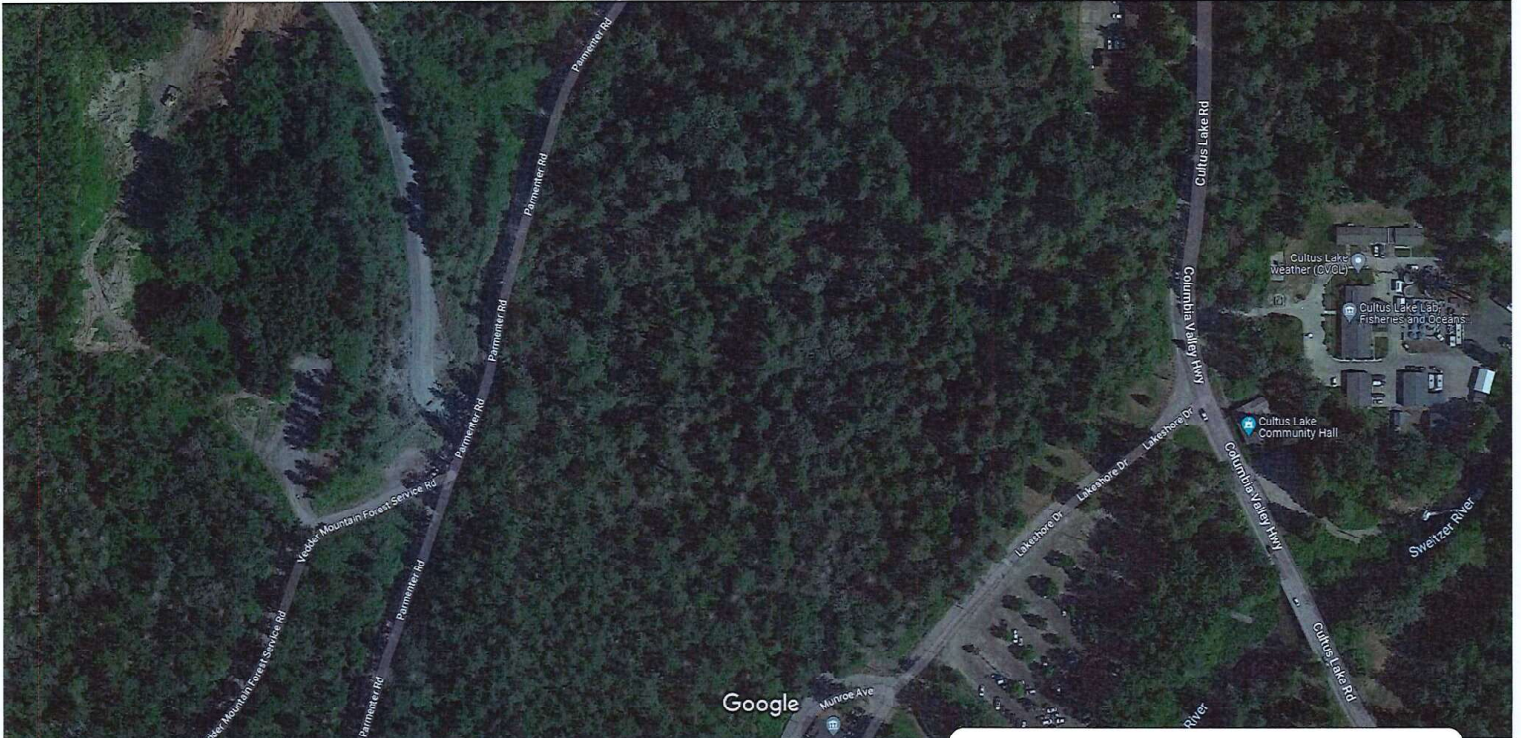








Attachment 3



1/1





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JANUARY 18, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

- Present** Commissioner K. Dzaman – Chair  
Commissioner J. Beesley – Vice Chair  
Commissioner D. Bauer – Via Zoom  
Commissioner E. Jartved  
Commissioner T. Moul
- Staff** Chief Administrative Officer – J. Lamb  
Manager of Corporate Services / Corporate Officer – R. Litchfield  
Chief Financial Officer – E. Lee  
Manager of Sunnyside Campground & Accommodations – C. Volk  
Administrative Assistant, Communications & Events Coordinator – A. Nadeau
- Regrets** Manager of Park Operations – J. Almeida

### (1) CALL TO ORDER

The Chair called the meeting to order at 4:04 pm.

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

5102-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

*Section 90 (1), (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and*

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

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

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

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

**CARRIED**

### (3) RECONVENE

The meeting reconvened at 7:04 pm.

**(4) APPROVAL OF AGENDA**

5103-23 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

- (a) ***THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of January 18, 2023, by adding under Section 10 – Reports by Commissioners, Item 10, (a) Appointments to Standing and Select Committees; 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.***

**CARRIED**

**(5) DELEGATION**

- (a) **Cultus Lake Sailing Club Storage Proposal – Commodore Darren Douglas**

- Attachment 1; Email submission dated December 30, 2022, from Darren Douglas Commodore regarding a Shed and Boat Storage Proposal
- Attachment 2; Storage Site Layout

The delegation began at 7:06 pm.

Darren Douglas, Commodore of the Cultus Lake Sailing Club presented a proposal with respect to erecting a storage shed in the license area.

The Board inquired into the current membership and if the residents in the area have been consulted with respect to sightlines. The Board added that it would be beneficial to have further information with respect to a storage shed and its proposed location. The Board noted that the Sailing Club has a positive impact on the community.

Darren Douglas, Commodore noted that there have been some conversations surrounding the proposed shed location to the south of the washrooms, adding that sightlines would be improved compared to current structure. He noted that one of his goals as Commodore is to make sailing more accessible for the community. He stated that there are currently 70 members of the Sailing Club, and it is continuing to grow.

Staff noted that the current licence does not allow for this structure to be built and the public has not been consulted with respect to sightlines. The licence would need to be updated and in addition staff suggested consideration to consulting the residents on Park Drive, Oak Street and other residents that may be affected by sightlines prior to providing direction. Staff noted that the current structure has received bylaw related complaints with respect to the current structure.

5104-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board direct staff to provide a recommendation to the Board regarding the proposed storage for the Cultus Lake Sailing Club.***

**CARRIED**

**(6) ADOPTION OF MINUTES**

5105-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held December 14, 2022.***

**CARRIED**

5106-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

- (b) ***THAT the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held December 19, 2022.***

**CARRIED**

**(7) CORRESPONDENCE**

- (a) **Ombudsperson File No. 20-0185175 Investigation**

- Letter dated January 4, 2023, from Ombudsperson, British Columbia regarding Cultus Lake Park Annual Moorage Registration

The Board noted that it is positive to see this type of engagement from the community and highlighted that inquiries such as these do require a lot of work from staff to support the investigation.

- (b) **Fraser Valley Mountain Bikers Association Request**

- Letter dated December 21, 2022, from Michael Woods, President, FVMBA regarding building a multi-use trail on Cultus Lake Park property

5107-23 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board receive the letter dated December 21, 2022, from Michael Woods, President, FVMBA regarding building a multi-use trail on Cultus Lake Park property; and***

***THAT the Cultus Lake Park Board instruct the Chief Administrative Officer to complete the due diligence and give authorization to approve the trail once insurance is provided.***

**CARRIED**

Staff noted that FVMBA plan to build a training facility for modified bikes on the trails across from Parking Lot A, which will be brought to the Board in the future. Staff added that these are multi-use trails and are not exclusive to only their members.

(c) **Cultus Lake Zoning Review**

- Email dated December 28, 2022, from resident, Bill Towler regarding an opinion of Cultus Lake Park Zoning Review

5108-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***THAT the Cultus Lake Park Board receive the email dated December 28, 2022, from Bill Towler regarding an opinion of Cultus Lake Park Zoning Review.***

**CARRIED**

Staff has provided a response to the letter, and this will be revisited once staff receive the changes to the Cultus Lake Zoning Bylaw from the Fraser Valley Regional District.

The Board noted that there will be further community engagement sessions in February with respect to the Cultus Lake Zoning Bylaw.

**(8) BYLAWS**

(a) **Sunnyside Campground Bylaw No. 1222, 2023**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Sunnyside Campground Bylaw No. 1222, 2023
- Attachment 2; Sunnyside Campground Bylaw No. 1222, 2023, redline version

5109-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board give First, Second, and Third Readings to Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.***

**CARRIED**

Staff noted that there are some operational changes that will need to be made following these amendments and added that seasonal campers will be required to register dogs upon arrival to assist with enforcement and management. Staff noted that changes to Bylaws are a collaborative process to ensure that the enforcement of the changes are manageable.

(b) **The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023

5110-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023.***

**CARRIED**

(c) **Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer



- Attachment 1; Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023

5111-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give First, Second and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023.*

**CARRIED**

**(9) STAFF REPORTS**

**(a) Appointment of Officer to Cultus Lake Fire Department**

- Report dated January 18, 2023, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Fire Department Bylaw No. 2008-20

5112-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board receive the Appointment of Officer report for information; and*

*THAT the Cultus Lake Park Board appoint Warren Mazuren as Fire Chief for the Cultus Lake Fire Department.*

**CARRIED**

**(b) Bylaw Enforcement Complaint Policy & Process**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Bylaw Complaint Administrative Policy

5113-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board adopt the Draft Bylaw Enforcement Complaint Policy & Process attached to and forming part of the January 18, 2023, Regular Meeting Agenda.*

**CARRIED**

Staff reviewed the process with respect to receiving a complaint from a member of the community anonymously compared to when an individual identifies themselves either publicly or privately. Staff added that there are some limitations and challenges when reports are made anonymously to write a Bylaw Enforcement infraction ticket and added that staff continue to respond to complaints regardless of if they are received anonymously. Staff noted that Bylaw infraction tickets can be written following the complaint time stamp.

The Board noted that data is required in order to make decisions pertaining to Bylaws and impact changes with respect to enforcement.

**(c) Cultus Lake Park Board Building Site Lease – Lease Renewals**

- Report dated October 19, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5114-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT the Cultus Lake Park Board receive the Cultus Lake Park Board Building Site Lease – Lease Renewals for information; and***

***THAT the Cultus Lake Park Board request that staff provide an update at the March 15, 2023, Regular Board Meeting with respect to the number of residents that are outstanding with submitting their renewal application.***

**CARRIED**

Staff noted that the remaining leases requiring renewal are based on various logistics and communication has been made with the lessee with the intent to renew.

**(10) REPORTS BY COMMISSIONERS**

**(a) Appointments to Standing and Select Committees**

- Report dated January 18, 2023, from Chair, Kirk Dzaman

5115-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

***THAT the Cultus Lake Park Board approve the following members of the public be appointed to the following committees:***

**STANDING COMMITTEE**

**Environmental and Public Area's Planning Committee**

*Two (2) members of the public and four (4) non-voting members of the public, appointed by the Board*

1. Joanne Hartung – non-voting
2. Rita LeBlanc – non-voting
3. Gail Smit - voting
4. Kathie Vander Helm – non-voting
5. Brenda Senft - voting

**Commercial Leaseholder Committee**

*Two (2) members of the Commercial Leaseholders and two (2) non-voting members of the Commercial Leaseholders, appointed by the Board*

1. Kent Dodds - voting
2. Chris Steunenber - voting
3. Steve Marks – non-voting

**SELECT COMMITTEE**

**Community Events and Engagement Committee**

*Five (5) members of the public appointed by the Board  
Vice Chair – Community member (to be appointed)*

1. Rita LeBlanc
2. Laurel Shears
3. Lori Klassen
4. Tracie Seeley
5. Marla McMullen

**Village Center Planning and Development Committee**

*Two (2) or more (up to eight) additional members of the public appointed by the Board*

1. Kevin Kirsten
2. Gord Campbell
3. Colleen Rogozinski
4. Brad Shears
5. Ernie Vance
6. Kelly Mendonca
7. Peter Vander Helm
8. Bruce van den Brink

**CARRIED**

The Board thanked all community members for their application and added that the community is encouraged to join each meeting as they are made public. Members of the public are welcome to participate in the committees during the Public Question Period. The Board added that this is the most engagement the Board has seen in many years with respect to committee applications.

**(11) COMMUNITY ASSOCIATION**

C. Rogozinski, resident inquired into any plans to put the black rubber bumper currently at the Boat Rental dock on the other docks in the residential areas.

Staff noted that all the residential docks will have the boat bumpers along the side and front of the docks.

C. Rogozinski, resident noted that residents have recently received their land assessments, taxed at freehold rates and invoiced for lease, as it appears the community is charged twice. Residents have inquired into BC Assessment for clarification without an accurate response.

Staff noted that BC Assessment stated that the land is assessed by the land and not by lease payments. Staff added that this question should continue to be addressed directly to BC Assessment. Staff added that comparisons have been made the last few years with respect to what an average home in Chilliwack and Cultus Lake would pay, and they are not vastly different.

C. Rogozinski inquired into the status of the sewer RFP.

Staff noted that FVRD has received six (6) qualified contenders, shortlisting to three (3). The tender process was based on experience, the project will be re-priced with the successful proponent. There will be more information to the community in March/April with respect to the award and process for project completion. Staff added that the current budget is \$13 million and will have more information with respect to cost in March/April.

Kevin Kirsten, resident inquired into any legalities for recording individuals in their homes with respect to a bylaw complaint.

Staff noted that this will need to be reviewed following the meeting and added that it is common for Bylaw Adjudication to review camera footage.

**(12) PUBLIC QUESTION PERIOD**

No public questions.

**(13) ADJOURNMENT**

**5116-23** Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Regular Meeting of the Cultus Lake Park Board held on January 18, 2023, be adjourned at 8:23 pm.*

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held January 18, 2023.

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Kirk Dzaman  
Chair

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Joe Lamb  
Chief Administrative Officer

From: Rose <[REDACTED]>  
Sent: Wednesday, October 12, 2022 2:57 PM  
To: Amanda Nadeau <[amanda.Nadeau@cultuslake.bc.ca](mailto:amanda.Nadeau@cultuslake.bc.ca)>  
Subject: Pickle Ball

Hi Amanda,

Just following up on our conversation yesterday about setting up an organized Cultus Lake Community Pickle Ball schedule in conjunction and approval from the Park Office.

I see the nets have been put back in place at a lower level which would be consistent with Pickle Ball. Is that a permanent fix?

Thanks so much. There is definitely interest in the community.

All the best.

Rose Turcasso  
[REDACTED]  
Sent from my iPhone



From: Bill Towler <[REDACTED]>  
Sent: January 26, 2023 2:09 PM  
To: Reception <[reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca)>  
Subject: February Strategic Planning Session.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To the Cultus Lake Park Board.

At the February meeting I ask that you consider launching a concerted lobbying effort of our provincial government to correct a discrimination against the seniors who live within the CLPB boundaries .

CLPB leaseholders are ineligible for a program enjoyed by seniors living in the rest of the province. This is to do with the deferment of Provincial Property Taxes. The provincial government claims that our form of lease does not provide the government with sufficient security to ensure deferred taxes are eventually collectable.

This is nonsense. Their own BC Assessment Authority will confirm the growth of equity in CLPB leases year over year for generations.

It may require that our lease terms be tweaked or their criteria be amended or an exclusion made. Either way you would provide a valuable service to our seniors if this discrimination were corrected.

Thank you.

Bill Towler [REDACTED]





**From:** STEVE BEDE <[REDACTED]>  
**Sent:** January 25, 2023 4:07 PM  
**To:** Joe Lamb <[joe.lamb@cultuslake.bc.ca](mailto:joe.lamb@cultuslake.bc.ca)>  
**Cc:** Reception <[reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca)>; John Beesley <[john.beesley@cultuslake.bc.ca](mailto:john.beesley@cultuslake.bc.ca)>  
**Subject:** structure proposed by sailing club

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To Whom It May Concern ...This is a concerned issue we have with the proposed structure--  
'building --shed---by the sail boat club There is already a shed put up there and a structure  
holding the kyaks etc.. I'am strongly opposed to this going forward...as are our neighbors..  
Thank you for my concern ! Steve and Marsha Bede [REDACTED]



**From:** [REDACTED]  
**Sent:** January 26, 2023 9:18 AM  
**To:** Reception <[reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca)>  
**Subject:** Sail Boat large building in front of [REDACTED] Park Drive

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To: Joe Lamb and commissioners

Again, the sail book club wishes to construct a 20' storage unit in front of us on their leased property. As before, I am completely against any type of construction being placed on this site.

Thank you, Marsha Bede





URBAN  
SYSTEMS



# CULTUS LAKE PARK VILLAGE CENTRE PLAN

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WHAT WE HEARD  
COMMUNITY MEETING ENGAGEMENT SUMMARY  
JANUARY 2023

029





# Introduction

In Summer 2022, Cultus Lake Park Board embarked on a planning process to prepare the Cultus Lake Park Village Centre Plan. The purpose of the Plan is to build upon PlanCultus 2016 (Cultus Lake Park Plan Bylaw No. 1080, 2016) and to provide clear direction for future growth and redevelopment of the Village Centre site. The Plan will consider how additional commercial, multi-family residential and mixed-use development can be integrated to support complete and healthy community development for residents and visitors alike.

On December 13th, 2022, a virtual community meeting was held via Zoom to introduce the Cultus Lake Park Village Centre Plan project to the broader community, to raise awareness about the future redevelopment of the Village Centre site, and to offer clear and transparent communication about the project. The event also provided an opportunity for community members to share their initial thoughts, ideas and ask questions.

The meeting was organized into two segments – Part 1 consisted of a short presentation which provided an overview of the project and was followed by a Q&A period. Participants asked questions and made comments related to the scope of work and considerations for any potential future development in the park. Part 2 consisted of facilitated small group discussions on select topics relevant to the planning process. Participants had the option to join for the full duration of the event or only Part 1.

In total, **51** participants attended the meeting with approximately **40** joining in for the discussion portion. A summary of what we heard during the community meeting is provided in this report. Participant feedback is organized into the following categories, which follow the format of the breakout room discussions:

- Connection to Cultus Lake
- How the Village Centre (the plaza) is used today
- Priorities for the Village Centre redevelopment
- Other comments
- Feedback on the community engagement session

Engagement with community members and key stakeholders is fundamental to the success of the Cultus Lake Park Village Centre Plan project. This event was the first of several planned engagement activities for the Village Centre planning process.



## Connection to Cultus Lake Park

Participants were asked about their connection to Cultus Lake Park. Nearly all participants are full-time, year-round residents. Many have had long-term connections to the area through multiple generations of family members who reside(d) or recreate(d) in Cultus Lake Park. Some residents, both current and past, are also the owners of a year-round or seasonally operated business. Few participants are currently part-time, seasonal residents.

Participants were asked about their primary reasons for living/visiting/working in Cultus Lake Park. The following reasons that make Cultus Lake Park special were provided.

### Community

- Strong sense of community
- Friendly, small town and lake community feel
- Good relationships between residents and with businesses
- Genuine care for the long-term health of the lake and park
- Long-term connections to the area as residents and/or visitors

### Location

- Unique location
- Natural beauty of the lake and the park
- Rural yet close to urban areas in the Lower Mainland
- Proximity to nature (lake, beach, forest) and outdoor activities (camping, boating, water sports, golfing, etc.)
- Proximity to amenities and services offered in urban areas

### Lifestyle

- Peaceful and quiet
- Community-oriented
- Safe
- Great place to raise families as well as to retire
- Great place for a vacation
- Summers are vibrant and fun with a lot happening, winters are quiet





## Current Use of the Village Centre

Participants were asked how they currently use the Village Centre site (the plaza) today.

The key takeaways from the comments are summarized below:

### Businesses

- Some participants use all or most of the existing businesses regularly, based on their operation schedule (year-round or seasonal). Popular businesses mentioned include Lakeside Beach Club restaurant, Cultus Lake Superette, Canada Post office, Kent's Ice Cream, Beethoven's Pizza, and other food and drink establishments.
- Some participants only use a small selection of the existing businesses and only on occasion.
- Some participants (non-residents) do not use the plaza at all and shop elsewhere.
- Generally, the plaza is used more during the summer when more of the businesses are open.
- Some participants would use the plaza more if the businesses were open year-round.
- There is a strong desire to support local business owners and concern about seasonal fluctuations.
- The grocery/convenience store is inadequate, and products are expensive. It is only used in emergencies, but otherwise, residents/visitors shop in Chilliwack or Abbotsford.
- Some participants only go to the Lakeside Beach Club.

### Amenities

- Some participants use the dog park/green space surrounding the plaza.
- Some residents enjoy the trails around the plaza for walking or cycling on their way to the lake.
- Some participants, those who work in the area or take their children to school, pass by the plaza on a regular basis and use it to access services.



## Current Use of the Village Centre

Participants were also asked what they like and/or dislike about the plaza.

### Like

- Good location with proximity to community, waterpark, lake, beach
- Walkable and easily accessible by car with parking availability
- Restaurants, businesses and post office open year-round
- Visible location for businesses to attract visitors
- Good opportunity to support local businesses
- Convenient for small things and to see what's going on in the community
- Provides opportunities for community gathering and connection
- Safe and great for kids
- Patios are great and desire for more
- Post office is valuable to community members
- Small plaza community feel
- Working there in the summer and meeting community members and tourists
- Dog park
- The businesses offer summer jobs for youth

### Dislike

- Unattractive and dated appearance
- Limited year-round services and amenities for residents, existing options do not meet current needs
- Businesses cater to visitors not residents due to seasonal closure
- Underutilization of site, awkward layout
- Improvements needed to attract people in winter months
- Not reflective of strong sense of community that characterizes Cultus Lake Park
- Trails to access plaza need improvements
- Washroom facilities need improvements
- Visitors have limited short-term accommodation options to stay in Cultus Lake (stay in Chilliwack instead), challenging to visit just for the weekend. The plaza would be more vibrant if more people visited the park short-term, especially during the off-season.

## Future Priorities for the Village Centre

Participants were asked about their priorities for the redevelopment of the Village Centre site. The following feedback was provided:

### Appearance & Accessibility

- Improved accessibility of plaza and surrounding greenspace
- Attractive site that represents the unique community of Cultus Lake Park
- Participants hope for improvements and a more enjoyable experience at the plaza
- Desire for plaza to resemble resort community with comparisons made to Whistler Village and Garrison area
- Improved plaza appearance through gateway project and landscaping (e.g., signage, flower beds, baskets)
- Improved traffic management and transportation access

### Sustainability & Environment

- Promotion of sustainability, affordability, and revenue generation for park
- Promotion of health of lake and natural environment

### Mix of Uses & Community Feel

- More year-round businesses, services, and amenities
- Retention of current local businesses and small community feel
- Creation of community hub to foster activity in the area
- Mix of uses including residential, commercial, and other community uses
- Consideration for unique uses not offered in neighbouring communities
- Consideration of uses to support senior population
- Promotion of housing diversity and affordability

## Future Priorities for the Village Centre

When asked what type of **uses** would engage people with the area, participants provided the following answers:

- Additional businesses, services and amenities open year-round (e.g., grocery store, post office, café, laundromat, wine tasting room)
- Community gathering places with seating
- Arts and culture
- Covered outdoor event space to support community activities (e.g., music events, movie nights, farmers' market)
- Dog park and greenspace with trees
- Mixed use development including residential



**Community amenities** that participants hope the Park gains from the development of the plaza include:

- Sidewalk and pedestrian connections to improve walkability and reduce driving
- Cycling trails
- Landscaping improvements (e.g., trees, flower beds, hanging baskets)
- More benches and seating areas
- More community gathering areas and event spaces
- Affordable parking
- Additional road entrance/access point to park
- Signs for full parking lot
- Safety improvements including speeding and signage
- Replacement of public access docks
- Replacement of septic field
- Relocation of works yard to landfill site

## Other Comments

Participants were asked if there is anything else they would like to share to inform the Village Centre planning process. The following comments were made:

- Cultus Lake is a social place and there is a supportive, connected community. The plaza should reflect this.
- Plaza uses should be convenient, user friendly, and bring value to both residents and visitors
- Plaza needs something beneficial to increase park's revenue
- Important to balance community desires for the plaza with the preservation and health of the park, lake, and wildlife populations
- Desire for modern, mixed-use development with residential, commercial and community uses
- Desire to incorporate qualities of Garrison, Whistler Village, and other resort communities
- Community demographics are changing. Young families are moving and staying here, there are more full-time residents
- The school is over capacity and more classroom space is needed
- Important to consider different forms of housing in the community, such as through infill development
- Consider how to support senior population to allow for retirement in the community
- Consider the population threshold needed to support commercial uses
- Concern for capacity of existing infrastructure (water system, sewer system, roads)
- Is redevelopment happening to support existing residents/users or to bring others in?
- Consider how to manage costs/who pays for improvements/development
- Concern for impact of future development on park and lake health
- Concern for funding and economic feasibility of development and park improvements
- Important to capture more community members' voices, suggestion for comment box

## Engagement Session Feedback

Participants were asked to comment on the session and provide feedback for consideration when planning future engagement activities. The following comments were made:

- Good use of technology to come together and have important conversations
- It was nice to meet new people for the first time
- Grateful to be involved in engagement process
- Appreciation for opportunity to speak
- Breakout rooms were great, could also be done in person
- Concern that an online platform may be intimidating for some
- Important to consider framing of questions and messaging





# **Royal Canadian Mounted Police Upper Fraser Valley Regional Detachment**



## **Seasonal Policing 2022 Cultus Lake**

Completed by;  
Staff Sergeant Grant Floris

## **Summary of Activities: May 12, 2022 to September 11, 2022**

Cultus Lake has been identified as the busiest recreational area as per the popularity of the public and private campgrounds, the beaches, the accessibility of a warm swimming lake for boaters, the Water Park, the Adventure Park, Cultus Lake Golf Club, and many other services.

The 2022 Seasonal Policing Team faced significant Human Resource challenges, yet still provided proactive, overt policing presence through positive engagement, education, and enforcement in the Cultus Lake, and Chilliwack Lake areas.

The early season was very wet and resulted in very minimal tourist inflow to the area for May and June. The remainder of the summer, July through the Labour Day long weekend saw an extended period of hot and dry weather. The first part of the season was used by Seasonal Policing members to get to know the area and the different stakeholders (FVRD Directors of Area E & H, Cultus Lake Park Board, campground hosts, Griffin Security etc) in order to introduce the team and identify specific issues to be addressed as the season unfolded.

### **The Team, Regular patrols and daily activities**

The Seasonal Policing Team was composed of eight members, with four coming from the various General Duty watches, one from Traffic Services, one from Community Policing and two from the Youth Unit. Due to significant Human Resource challenges, on occasion the assigned member from General Duty was supplanted by an alternate, or by overtime resources. Members of Seasonal Policing were scheduled to work Thursday to Sunday covering from 10:00 AM to 2:00 AM, which was designed to coincide with the hours worked by Griffin Security, who were in place to provide added security as well as assist in bylaw enforcement. Seasonal Policing duties included the

following: patrolling the different provincial and private campgrounds, beach patrols, ATV, boat & road checks as well as operations with partners such as Natural Resource Forestry Officers (NRFO), Conservation Officers (CO) and Department of Fisheries and Oceans (DFO). During the summer, team members formed good working relationships with campground hosts, Bylaw Officers at Cultus Lake, Griffin Security and BC Parks Operations staff.

The following describes the activities specific to Cultus Lake area.

Due to extreme weather over the previous winter, the docks along the foreshore were removed early in the season, resulting in more people congregating on the shoreline. Seasonal Policing members conducted regular patrols & enforcement along the foreshore, from Main Beach through Sunnyside Campground. Due to changes in the Liquor Control and Licensing Act Members were not able to conduct random “cooler checks” as a prevention method for liquor consumption, instead having to rely on observed or reported offences, which was problematic. The Human Resource challenges contributed further to the challenge in that the position of ‘zero tolerance’ had to be re-learned each time there was a new Member added to the team.

It was noticed by Members that teenagers who in the past had taken over the Main Beach docks and drank alcohol, were not a significant problem, largely due to the docks having been removed.

**The following is a breakdown of the statistics for Seasonal Policing:**

The total number of files (401) represents an increase of approximately 150 over 2021, and is slightly more than half of the total number of calls for the Cultus Lake area for the entire year (698)

Month	Hours	Foot / Vehicle Patrols	Boat Patrols	Files
May	375.25	44	4	49
June	597.25	98	2	120

July	936	129	7	135
August	588.5	157	2	75
September	199	37	0	22
<b>TOTAL:</b>	<b>2696</b>	<b>355</b>	<b>15</b>	<b>401</b>

It is important to note that the number of boat patrols and vessel checks was down significantly this year due to May & June being very inclement, and once the warm weather arrived in July there were some mechanical issues with the boat that took some time to repair due to issues getting parts.

Other statistics that are not captured on the above table include the following:

<b>Top 10 File Types for 2022</b>	
Traffic	31
Suspicious Person/Occurrence/Vehicle	14
Cause Disturbance	12
Unspecified Assistance	9
Check Well-Being	9
Parking Violation	6
Impaired Operation of Motor Vehicle	6
Liquor-Consume in Public	5
911 - False/Abandoned	4
Assault - Common	4

On June 25<sup>th</sup> the Cultus Lake parade was led by Constables Lewis and Bhathal in police vehicle with police boat in tow. Later that day further resources patrolled the beach, in the evening the fireworks display was initiated with the

push of a button by Constable Manhas. After the fireworks display, the Seasonal Policing members were supplemented in dealing with significant traffic backups with large volumes of people all leaving the area at the same time

**Other Comments/Feedback:**

- Seasonal Policing members increase the number of boat patrols on Cultus Lake from last year.
- Alcohol consumption on Main Beach and along the shoreline was identified as the most common issue and problem in the park.
  - o Recommendation for consistent messaging among all the enforcement agencies so that all of them can ensure that they are relaying the same message to the public regarding public consumption.
- The working relationship between the Seasonal Policing members and Griffin Security was very good.
- Regular contact with Cultus Lake Park Board allowed adjustments or concerns to be easily raised and addressed in a timely fashion.
- Patrols were conducted in all campgrounds and park areas in the Cultus Lake area and Members had numerous positive contacts with the public and provided an increased sense of public safety. Many members of the public stated how happy they were to see police, and enjoyed the positive engagement.
- Having Griffin Security assist, particularly in the area of Bylaws, was very beneficial, allowing RCMP members to focus on the areas with the greatest severity of problems

Overall this summer was a success in there was excellent co-operation amongst the stakeholders and significant public engagement.

Staff Sergeant Grant Floris  
UFVRD Chilliwack RCMP







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 3900  
**SUBMITTED BY:** Rachel Litchfield,  
Manager of Corporate Services / Corporate Officer  
**SUBJECT:** Sunnyside Campground Administrative Policy

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#### PURPOSE:

The purpose of the report is to provide the Board with a draft Sunnyside Campground Administrative Policy.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board adopt the Sunnyside Campground Administrative Policy attached to and forming part of the February 15, 2023, Regular Board Meeting Agenda.

#### DISCUSSION:

At the January 18, 2023 Regular Board Meeting, staff put forward the Sunnyside Campground Bylaw No. 1222, 2023. As the bylaw received its First, Second and Third Reading and is set to be adopted at the February 15, 2023 Regular Board Meeting, staff have updated the Sunnyside Campground Administrative Policy.

Most notably the Cancellation Policy for Seasonal Sites was revised, the Departure Procedures were updated to include a clean-up fee and the form for registering pets was included.

#### STRATEGIC PLAN:

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

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Prepared by:

Approved for submission to the Board:

  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

  
Joe Lamb  
Chief Administrative Officer





# Cultus Lake Park

## SUNNYSIDE CAMPGROUND BYLAW

### Bylaw No. 1222, 2023

A Bylaw to regulate Sunnyside Campground

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

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

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

#### 1 TITLE

This Bylaw may be cited as “Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.”

#### 2 INTERPRETATION

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

#### 2.2 DEFINITIONS OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**“Low-powered Vehicle”** means a Vehicle that is powered by an electric motor and produces no emissions, including, but not limited to electric bikes, mopeds, scooters, and segways.

**“Monthly Camper”** means a Person occupying a campsite for more than 29 (twenty-nine) days.

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

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

- (a) Harms or threatens to harm the life, health, property or comfort of any Person at the Campground;
- (b) obstructs any Person at the Campground in their exercise or enjoyment of the Campground;

- (c) harasses any other Person at the Campground, including but not limited to any Park Staff;
- (d) uses offensive, belligerent, aggressive or derogatory language or behavior towards any Person at the Campground, including but not limited towards any Park Staff; and
- (e) directly or indirectly uses a disproportionate amount of Park resources (including Park Staff time) relative to other Persons at the Campground.

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

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

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

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

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

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

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

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

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

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

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

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

**“Unlicensed Vehicle”** means a Vehicle including, but not limited to, pocket bikes, minibikes, motorized scooters, dirt bikes, all-terrain Vehicles, and golf carts.

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

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

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

**“Visitor”** means any Person visiting an Overnight Camper or Seasonal Camper or a Person in any Public Area within the Park.

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

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

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

### **3 RULES AND REGULATIONS**

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

### **4 NOISE REGULATION**

#### **4.1 Exemptions**

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

- (a) Operating or in charge of Fire Department, Police, Ambulance and Park Staff Vehicles while in the execution of their duties;
- (b) operating any Vehicle, machinery or other apparatus or thing during an emergency or in furtherance of the public interest including, without limiting the generality of the foregoing, water main and sewer main break repairs; or



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

## **4.2 General Prohibitions**

- (a) No Person will make, cause, or permit to be made or caused, any noise in or on any Public Area in the Campground which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any Person or Persons in the vicinity of that place.
- (b) No Overnight Camper, Seasonal Camper, Guest, or Visitor will make, cause or permit the registered campsite to be used so that noise or sound which occurs on or emanates from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any Person or Persons on the same site or in the neighborhood or vicinity of that site.
- (c) Quiet hours will be maintained between 11:00 pm and 7:00 am when the Campground will be free of any excessive noise that could disrupt the peaceful enjoyment of the Campground and no Person will make unnecessary or continuous noise during these quiet hours.
- (d) No Person will possess or discharge fireworks within the Campground without written permission from the CAO.
- (e) No Person will conduct any commercial services or activities in the Campground including, but not limited to:
  - i. Selling, bartering, or displaying any goods or services;
  - ii. conducting any business or commercial activity or encouraging any person to use the Campground for any activity related to a business or commercial enterprise, whether the business or commercial aspect of the activity is carried out within the Campground; or
  - iii. posting or affixing any notice, advertisement, or sign, of any kind.

## **4.3 Public Address Systems**

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

## **4.4 Motor Vehicle Noise**

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

- (a) Squeal a tire on a road or Highway surface;
- (b) emit a loud, roaring or explosive sound;

- (c) allow amplified sound of a radio, CD-player, or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates and can be easily heard by someone outside the Motor Vehicle;
- (d) allow the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding three (3) minutes, or made more than three (3) times in a 24-hour period; or
- (e) allow the sound of a horn or other warning device to be used for any purpose other than as an audible warning incidental to the safe operation of the Motor Vehicle.

#### **4.5 Motor Vehicles Idling and Air Quality**

While operating a Motor Vehicle, no Person will idle or otherwise run continuously for more than three (3) minutes at the same location, except:

- (a) A Vehicle containing equipment that must be operated inside or in association with a Vehicle; or
- (b) a Vehicle serving as a facility for taking measurements or making observations by or on behalf of the Campground, public utility, police, fire or ambulance.

#### **4.6 Specific Prohibitions**

Without limiting the generality of Subsection 4.2 no Person will:

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

### **5 GATE CLOSURE AND VISITOR DEPARTURE**

- 5.1** No Seasonal Campers will share or lend their swipe card to any other Person.

- 5.2** No Day Visitors will remain in the Campground after 11:00 pm.
- 5.3** No Overnight Guests will remain in the Campground after 11:00 am on the date of Guest pass expiry.

## **6 OVERNIGHT CAMPERS, GUESTS, AND VISITORS**

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

## **7 PUBLIC AREAS**

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

## **8 VEHICLES & TRAILERS**

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

- 8.2** Overnight Camping Visitor Vehicles: There is a limit of one (1) overnight camping Visitor Vehicles per site, providing that the maximum overnight site occupancy of four (4) adults will not be exceeded. Additional fees will apply.
- 8.3** No Person will park on Beach Drive, unless as designated otherwise by Park signage.
- 8.4** No Person will contravene the *Motor Vehicle Act (British Columbia)*.
- 8.5** Motorcycles are considered Vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the Campground.
- 8.6** No Person operating a Motor Vehicle or Vehicle will exceed the posted speed limit.
- 8.7** No Person operating a Low-powered Vehicle in the Campground will exceed the posted speed limit.
- 8.8** No Person will operate an Unlicensed Vehicle in the Campground, without prior written permission from the Manager of Sunnyside Campground and Accommodations or Designate.
- 8.9** No Person will park a Motor Vehicle or Vehicle in such a way as to impede the flow of traffic on any Highway, road, or laneway.
- 8.10** No Person will operate a Motor Vehicle or Vehicle within Sunnyside Campground that is not registered at the Sunnyside Gatehouse.
- 8.11** No Person, other than the registered occupant, will park in any parking stall designated a reserved parking area. Violators will be subject to fines and/or towed.
- 8.12** No Person will park in a parking stall designated for a Vehicle and Trailer on Beach Drive unless:
- (a) the Vehicle is attached to an empty boat Trailer; and
  - (b) the purpose for parking was for boat launch usage.

## **9 LIQUOR**

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

## **10 AGE RESTRICTION**

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

## **11 PETS**

- 11.1** No Person will allow pet(s) to be unsecured or off leash.

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

## **12 PLANTS AND TREES**

No Person will:

- (a) Cut, trim or damage plants and/or trees, including fallen trees;
- (b) use nails, screws or any material which could damage a tree;
- (c) plant any tree, plant or flower in the ground within the Campground, excluding planter boxes and raised garden beds that had been approved by the Park in 2010. Replacement of these previously approved planter boxes and raised garden beds are not allowed without written permission from the Manager of Sunnyside Campground and Accommodations or Designate; or
- (d) place or store any planter or planting pots outside of the property pins of their seasonal camping site.

## **13 ELECTRICITY**

- 13.1** No Person will maintain lit lighting during daylight hours or when retiring for the night.
- 13.2** No Person will operate, or cause to allow to be operated, an air conditioner on a site not occupied for twelve (12) hours or more.
- 13.3** No Person will operate more than one string of Energy Efficient exterior lights, 15m/50' in length.
- 13.4** No Person will leave lights on overnight and/or when the site is not occupied.
- 13.5** No Person will have more than one Energy Efficient 5.0 cubic feet exterior refrigerator, per seasonal site, and the refrigerator must;

- (a) be child-proofed with an appropriate locking device;
- (b) be paid at time of registration; and
- (c) must have the Campground issued decal clearly displayed on the outside of the refrigerator.

**13.6** No Person will operate freezers, electric ranges, and/or generators.

**13.7** No Person will open, alter, modify, or tamper with any electrical receptacle or electrical infrastructure within the Campground.

**13.8** No Person will perform any electrical work within the Campground, except Cultus Lake Park Staff, without written permission from the CAO.

**13.9** No Person will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, within the Campground.

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

**13.11** No Person will connect, use, or power devices and equipment that are not CSA, or a recognized equivalent, within the Campground.

**13.12** No Person will connect, charge or power an electric Vehicle within the Campground.

**13.13** No Person will operate a hot tub, an inflatable hot tub, portable hot tub, or a sauna within the Campground.

## **14 GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES**

No Person will:

- (a) Remove any recycling or waste from any disposal or recycling receptacle or remove any recyclable item from any site other than their own or any Campground area, except for Campground Staff;
- (b) solicit any recycling material from any other Person in the Campground; or
- (c) leave behind, deposit, or discard any propane bottles (white or green) anywhere in the Campground, including trash bins.

## **15 SITE CONDITION**

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

## **16 CAMPFIRES AND FIRE BANS**

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

- (a) Be in a container, apparatus or physical construct that can control the spread of the fire, such as the fire rings provided by the Campground;



- (b) not be left unattended, and an adult must be always present;
- (c) be a safe distance from any tree, building, Vehicle and combustible structure or any type of material that may be subject to combustion;
- (d) have flames lower than six (6) inches in height;
- (e) only be untreated wood; and
- (f) not be outside of the permitted daily times of; 7:00 am to 1:00 pm and from 5:00 pm to 11:00 pm.

**16.2** No Person will light or maintain a propane campfire outside of the permitted daily times of 7:00 am to 11:00 pm.

**16.3** No Person will light or maintain an open burning wood fire in the Campground during a fire ban.

**16.4** No Person will use a Smoker Unit within the Campground.

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

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

## **17 SEASONAL OCCUPANCY**

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

### **17.2 Site Usage**

(a) No Person will have more than one (1) Recreational Vehicle unit plus one (1) tent for immediate family and as the seasonal site size permits in consideration of section 17.3 (b) of this Bylaw, below; or

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

### **17.3 Vehicle Passes**

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

(b) A maximum of two (2) Extra Seasonal Vehicle Passes may be purchased; the recipient(s) of which must be authorized, in writing, by the registered Seasonal Camper, who assumes responsibility for the authorized pass holder's conduct. Each Seasonal Vehicle Pass includes one (1) adult and children. Additional adults must register at the gatehouse and pay applicable fees for overnight visiting.

- (c) Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, Camperized Van or Recreational Vehicle.
- (d) Limited parking spaces may be available for rent by the Campground and may be purchased for additional fees and will be subject to availability at the discretion of the Manager of Sunnyside Campground and Accommodations.
- (e) It is prohibited to affix passes to unregistered Vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly Vehicle fees.
- (f) Seasonal Camper entry after gate closure is permitted via keycard swipe system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to 12:00 midnight on October 1. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and deposits are outlined in Schedule A of this Bylaw.

## **18 SITE SET-UP AND ALTERATIONS**

- 18.1** No Person will set-up or alter a site without prior written approval from the Manager of Sunnyside Campground and Accommodations or Designate and approvals must meet all bylaw requirements and expire at the end of each Season.
- 18.2** No Person will allow any site alterations outside the scope of the written approval and an onsite inspection by the Bylaw Compliance and Enforcement Officer and/or Park Staff may be required.
- 18.3** No Person will allow a Recreational Vehicle to be located on a seasonal site within two (2) feet of the roadway.
- 18.4** No Person will cause, build, or permit anything on a seasonal site within two (2) feet of the roadway.
- 18.5** No Person will cause, build or permit a deck on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and the deck must:
  - (a) remain within the site boundaries;
  - (b) be setback two (2) feet from the roadway;
  - (c) be removed at the end of each Season; and
  - (d) not be poured concrete and/or other permanent deck structures. Seasonal Camper's decks that have been grandfathered in 2010 are deemed unsafe, by Park Staff, they will be removed, and the site will be brought back to its natural state.
- 18.6** No Person will cause, build or permit a shed on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and the shed must:
  - (a) Not exceed 4 feet wide x 8 feet long x 7 feet high;

- (b) remain within the site boundaries;
  - (c) be setback two (2) feet from the roadway;
  - (d) have a finished exterior; and
  - (e) be used solely for storage.
- 18.7** No Person will store a utility trailer without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and the utility trailer must:
- (a) Not exceed 14 feet long;
  - (b) remain within the site boundaries; and
  - (c) be set back two (2) feet from the roadway.
- 18.8** No Person will hang, set, or make use of a tarp unless such tarp is:
- (a) Used as roof covering;
  - (b) secured in a manner that will not harm or damage a tree; and
  - (c) on a seasonal site, any color other than orange.
- 18.9** No Person will cause, build, or permit a fence on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate must abide by the following:
- (a) Not be a height greater than four (4) feet;
  - (b) remain within the site boundaries;
  - (c) be setback two (2) feet from the roadway;
  - (d) not be a picket fences with pointed tops; and
  - (e) allow Persons from outside the campsite to be able to clearly see into the campsite without an obstructed view;
  - (f) fencing contiguous to Campground washrooms may be solid and 6 feet tall; and
  - (g) no solid fencing is permitted; and
    - i. must be a non-permanent and removable wooden, wire, plastic or Plexiglass barrier that is one type with a width of less than six (6) inches and a height of no greater than four (4) feet.
- 18.10** No Person will cause or permit a portable carport, Gazebo, or metal structures to be unsecured and/or unanchored to the ground.
- 18.11** No Person will bring landscape or construction materials into the Campground without an approved Site Set-up / Alteration form signed by the Manager of Sunnyside Campground and Accommodations or Designate.

- 18.12** No Person will have more than the one (1) picnic table per site that is supplied by the Campground.
- 18.13** No Person will damage or alter in any way (including painting) the provided picnic table and any coverings protecting or attached to the table must be removed upon departure.
- 18.14** No Person will add any structure to or beside any Recreational Vehicle, travel Trailer or camper other than a deck.
- 18.15** No Person will add or build an accessory building or structure within the Campground unless approved by the Manager of Sunnyside Campground and Accommodations or Designate.
- 18.16** No Person will interfere with the operations of the Campground, including but not limited to, tampering with electrical, water, sewer, or site boundary lines.

## **19 SATELLITE DISH/ANTENNAE**

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

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

## **20 DEPARTURE PROCEDURES**

- 20.1** No Person will depart any campsite prior to:
- (a) Cleaning the site;
  - (b) cleaning the fire pit;
  - (c) removing all ropes and other tying devices attached to trees; and
  - (d) removing all building materials, furniture, appliances, cement blocks, bricks, and any other large items.
- 20.2** No Person will leave any large items at or within the Campground waste removal bins.
- 20.3** No person will occupy a seasonal campsite later than 12:00 midnight on October 1.
- 20.4** No person will occupy a campsite later than 11:00 am on the date of check out.

## **21 EVICTIONS**

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

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

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

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

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

## **22 SEASONAL NON-RENEWAL**

**22.1** Annually, registered Seasonal Camper's site files will be reviewed and may be subject to non-renewal of the seasonal site if one (1) or more of the following criteria is applicable:

- (a) Multiple warnings and notice on several occasions during the past Season or previous Seasons relating to:
  - i. belligerent/disrespectful behavior;
  - ii. documentation of reoccurring issues of prohibitive behavior over one (1) or more Seasons;
  - iii. written or verbal warning by Bylaw Compliance and Enforcement Officer throughout the Season relating to noise, which are documented in shift patrol logs;
  - iv. other Bylaw infractions;
- (b) occurrences where the attendance of the RCMP is required to attend (including but not limited to: domestic disturbances; physical violence; public intoxication; belligerent behavior; or threats against Campground Staff);
- (c) causing a Nuisance during the past Season or any previous Seasons;

- (d) abusive/disrespectful or threatening behavior or language towards Campground Staff; or
- (e) nonpayment of Campground fees, by the applicable deadline.

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

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

## **23 FEES AND FINES**

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

**23.2** The amounts of all fees listed in Schedule A of this Bylaw are determined and set from time to time as follows:

- (a) The Board hereby delegates to the Chief Financial Officer all of the powers, duties and functions of the Board under Sections 14(a.1) and 14(f.1) of the Act to determine and publish, on an annual basis, the amount of each fee;
- (b) by March 31 of each calendar year, the Chief Financial Officer will determine and publish, or cause to be published, a notice (the "Fee Notice") in the Cultus Lake Park Office stating the amount of each fee, and such Fee Notice will remain published in the Cultus Lake Park Office until such fee amounts are no longer in effect;
- (c) all fee amounts go into effect the later of (i) 14 days after the applicable Fee Notice is published, or (ii) such other date specified in the Fee Notice, and supersede any prior Fee Notices and fee amounts;
- (d) in determining any fee amounts pursuant to this Section 23.2, the Chief Financial Officer will consider, acting reasonably, all of the following factors:
  - i. all costs to the Board of enforcing this Bylaw;
  - ii. all costs to the Board in managing and maintaining Sunnyside Campground, including administration, infrastructure and security;
  - iii. the most recently passed budget of the Board;
  - iv. the financial circumstances of the Board;
  - v. the best interests of the Board; and
  - vi. the mandate of the Board;
- (e) the amount for each type of fee determined pursuant to Section 23.2 will not increase more than 20% year-over-year;

- (f) the Chief Financial Officer may publish copies of the Fee Notice at locations that are in addition to the Cultus Lake Park Office, but in the event of a conflict or inconsistency between the Fee Notice published in the Cultus Lake Park Office and any other notice, the Fee Notice published in the Cultus Lake Park Office will prevail and govern; and
- (g) if no Fee Notice is published by the Chief Financial Officer by the deadline set out in Section 23.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

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

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

## **24 SEVERABILITY**

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

## **25 REPEAL**

Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021 and all amendments are repealed upon adoption.

## **26 EFFECTIVE DATE**

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

READ A FIRST TIME THIS 18<sup>TH</sup> DAY OF JANUARY, 2023

READ A SECOND TIME THIS 18<sup>TH</sup> DAY OF JANUARY, 2023

READ A THIRD TIME THIS 18<sup>TH</sup> DAY OF JANUARY, 2023

ADOPTED THIS XX DAY OF XXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer



I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park  
Sunnyside Campground Bylaw No. 1222, 2023

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Chief Administrative Officer

## SCHEDULE A: FEES

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

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

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

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

**TABLE 3 of SCHEDULE A  
ADDITIONAL FEES**

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





## CULTUS LAKE PARK

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### Sunnyside Campground Administrative Policy

Section:		
Sub-Section:		
Title:	Sunnyside Campground Administrative Policy	

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#### APPROVALS

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

## PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff, Overnight Campers, Seasonal Campers Guests and Visitors regarding the rules and regulations of Sunnyside Campground.

## DEFINITIONS

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

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

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

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

**“Camper”** means any Person included in site occupancy.

**“Campground”** means Sunnyside Campground including all public areas, individual sites, campground buildings, foreshore, beaches, wharves and any other area within Sunnyside Campground.

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

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

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

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

**“Guest”** means any Person(s) included in site occupancy.

**“Overnight Camper”** means any Person(s) the reservation information states the site is registered to and who is registered on a nightly basis.

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

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

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

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

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



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

**“Visitor”** means any Person visiting an Overnight Camper or Seasonal Camper.

## **1. GATE CLOSURE AND VISITOR DEPARTURE**

- 1.1 Seasonal Campers will have the option of card-swipe entry for the electronic gate outside of gatehouse operational hours.
- 1.2 No Guests or Visitors are permitted entry after 10:00 pm.

## **2. CAMPERS AND VISITORS**

- 2.1 Campsite fees include two adults and multiple children.
- 2.2 Extra Guests 19 years and older will be considered adults and charged an additional fee.
- 2.3 It is the responsibility of the Overnight Camper or Seasonal Camper to ensure that their Guest and Visitor comply with all requirements of the current Cultus Lake Park Sunnyside Campground Bylaw and any other relevant Cultus Lake Park Bylaws and amendments.
- 2.4 The Overnight Camper or Seasonal Camper will be held responsible and accountable for their conduct and the conduct of their Guests and Visitors. Unacceptable conduct will be subject to the Evictions section of the current Cultus Lake Park Sunnyside Campground Bylaw, at the discretion of the Manager of Sunnyside Campground and Accommodations or Designate and in consultation with the CAO.
- 2.5 If an Overnight Camper or Seasonal Camper refuses to pay any outstanding charges, Campground Staff will prohibit the removal of camping materials or unit from the Campground and/or be subject to eviction.
- 2.6 The Manager of Sunnyside Campground and Accommodations or Designate, and Sunnyside Campground Bylaw Compliance and Enforcement Officers reserve the right to refuse admittance to any Person.

## **3. VEHICLES & TRAILERS**

All Seasonal Campers must sign the Indemnity, Insurance & Hold Harmless Agreement; attached Schedule A of this Policy.

## **4. PETS**

- 4.1 Refer to the current Cultus Lake Park Animal Control and Regulations Bylaw for off-leash areas and dog swim areas.
- 4.2 All Seasonal Campers must register their pet(s) with the Campground gatehouse and pay the fee prior to the end of April of each season.
- 4.3 All Seasonal Campers must ensure registered pet(s) have the Campground issued ID tag conspicuously affixed to the pet when in the Campground.

## **5. INFORMATION**

- 5.1** To protect the privacy of Campers, Staff will not release any information about Sunnyside Campground registered customers. If Campers expect Guests, it is required that they ensure that the Guests and Visitors know the Overnight Campers' or Seasonal Campers' site number and the name of the Person under which it is registered, or entry will be denied.
- 5.2** Phone Messages: Only messages of extreme urgency will be delivered to individual sites.

## **6. CAMPFIRES AND FIRE BANS**

- 6.1** CSA-approved free-standing propane and natural gas fire pits, barbeques and camp stoves are permitted on registered sites.
- 6.2** Camp fire regulations may be relaxed during inclement weather with the approval of the Manager of Sunnyside Campground and Accommodations or Designate.

## **7. WATERCRAFT**

- 7.1** Please refer to the current Cultus Lake Park Boating and Foreshore Bylaw and all amendments, for the rules and regulations relating to watercraft, boating, moorage, and the Foreshore.
- 7.2** All Overnight Campers, Seasonal Campers, Guests, and Visitors with a boat, that do not have a registered buoy within the Cultus Lake Park Foreshore, must complete the Boat Registration Form; attached Schedule B of this Policy.

## **8. SEASONAL OCCUPANCY**

- 8.1** Change of site occupancy name is allowed only between spouses and requires the consent of the Manager of Sunnyside Campground and Accommodations or Designate.
- 8.2 Vehicle Passes:**
- (a) A motorcycle is considered a Vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the Vehicles are parked on the seasonal site or in the additional parking space(s) as provided by the current Cultus Lake Park Sunnyside Campground Bylaw and all amendments.
  - (b) In order to obtain passes, proper identification (e.g. driver's licence) and the Seasonal Camper's signature will be required at the time such passes are issued and are to be affixed on the Vehicle windshield immediately.
  - (c) In the situation of a registered Vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.
- 8.3** See Schedule C for the Seasonal Calendar of important dates.



## **9. SITE SET-UP AND ALTERATIONS**

- 9.1** When determining approval for any deck built on site, the Manager of Sunnyside Campground and Accommodations or Designate will take in consideration the size, location, and material of the deck.
- 9.2** Relinquished grandfathered sites will be returned to their natural state prior to a new Seasonal Camper registration unless Park Staff deem it unsafe to do so.

## **10. SATELLITE DISH/ANTENNAE**

- 10.1** When determining approval for any satellite dish or antennae, the Manager of Sunnyside Campground and Accommodations or Designate will take in consideration the location of proposed installation and the manner of which it will be installed.
- 10.2** Satellite dishes in violation of the current Cultus Lake Park Sunnyside Campground Bylaw are subject to removal without notice.
- 10.3** Sunnyside Campground is not responsible for any theft of satellite signal or piracy of media content.

## **11. LIQUOR**

The *Liquor Control and Licensing Act* will be strictly enforced.

## **12. BUOY RENTALS**

Sunnyside Campground has two buoys available for Overnight and Seasonal Campers to rent on a daily or weekly basis. Buoys will not be rented to an Overnight or Seasonal Camper for more than seven (7) days per calendar month and are subject to a daily cancellation fee. See the current Sunnyside Campground Bylaw, Schedule A, for the daily and weekly fees and the cancellation fee.

## **13. DEPARTURE PROCEDURES**

- 13.1** A clean-up fee will be applied to Seasonal Campers whose site is not cleaned upon departure. The clean-up fee will be added as a site charge levied in the following year to the returning Seasonal Camper.
- 13.2** Failure to comply with the departure procedures, as per section 20 of the Sunnyside Campground Bylaw 1222, 2023, may jeopardize future site occupancy.

## **14. CANCELLATION POLICY FOR SEASONAL SITES**

- 14.1** Final seasonal site payment is due the second Monday in March. If payment is not received in full a \$20.00 penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.
- 14.2** Deadline for seasonal deposit is September 15<sup>th</sup>. If payment is not received in full a \$20.00 penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.

## SCHEDULE A

### INDEMNITY, INSURANCE & HOLD HARMLESS AGREEMENT

*The **Seasonal Camper** shall indemnify and hold harmless **Cultus Lake Park** and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recoverable against it or them by reason of any negligent act, negligent error, or negligent omission of the **Seasonal Camper**, his/her Guests or agents, for the use of the facilities of **Cultus Lake Park**, including, but not limited to **Sunnyside Campground** and the **Cultus Lake Park Foreshore**.*

*Furthermore, the **Seasonal Camper** shall procure and maintain for the duration of this annual agreement, insurance against claims for injuries to Persons or damages to property which may arise from or in connection with the use of **Cultus Lake Park** facilities, by the Registered Camper, his/her Guests or agents, representatives, employees or subcontractors.*

*It is the **Seasonal Camper** responsibility to adhere to all **Cultus Lake Park** bylaws and to ensure that any Vehicle, motorized watercraft, RV or trailer registered to your site or parked on your site will maintain adequate liability insurance for the entire duration of your stay at **Sunnyside Campground**.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ at \_\_\_\_\_, BC

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**Seasonal Camper Signature**

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Please Print Name

---

**Witness Signature**

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Please Print Name

## **SCHEDULE B**

### **BOAT REGISTRATION FORM**

**For Overnight Campers and Seasonal Campers - Without a Buoy**

**Boat Owner Name:** \_\_\_\_\_

**Government Registration Number:** \_\_\_\_\_

**Trailer Plate Number:** \_\_\_\_\_

**Boat Make:** \_\_\_\_\_ **Boat Model:** \_\_\_\_\_

**Boat Description:** \_\_\_\_\_

(Length, Color, etc.)

**Site Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## SCHEDULE C

### Seasonal Calendar

<b>Second Friday in January</b>	Deadline for refunds on Seasonal site deposit
<b>First Monday in February</b>	Partial non-refundable site payment due date
<b>Second Monday in March</b>	Final seasonal site payment is due. If payment is not received in full a \$20.00 penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.
<b>Second Sunday in April</b>	Seasonal move-in day
<b>September 15</b>	Deadline for seasonal deposit. If payment is not received in full a \$20.00 penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.
<b>September 30, 12:00 pm</b>	End of season camping season

# PET TAG LICENSE

Sunnyside Campground

DOG ☐

CAT ☐

TAG NO.	
YEAR	

Name of Owner \_\_\_\_\_ Seasonal Site Number \_\_\_\_\_

Name of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Phone \_\_\_\_\_

AGE	MALE	FEMALE	WHITE	BLACK	BROWN	RED	TAN	Y/N NEUTERED	Y/N SPAYED

License fee of \$20 received this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

.....  
PET TAG LICENSE FEE COLLECTOR







# Cultus Lake Park

## THE CABINS AT CULTUS LAKE PARK BYLAW NO. 1208, 2022

### Amendment Bylaw No. 1223, 2023

A Bylaw to amend The Cabins at Cultus Lake Park Bylaw No. 1208, 2022

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The Board for Cultus Lake Park did enact a bylaw cited as “*The Cabins at Cultus Lake Park Bylaw No. 1208, 2022*”.

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

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

#### 1. TITLE

This Bylaw may be cited for all purposes as The Cabins at Cultus Lake Park Bylaw No. 1208, 2022 Amendment Bylaw No. 1223, 2023.

#### 2. AMENDMENTS

The Cabins at Cultus Lake Park Bylaw No. 1208, 2022 is amended as follows:

**2.1** Schedule A be removed and replaced with the revised and attached Schedule A.

**2.2** Add to **TERMS OF OCCUPANCY**

**8.6** No Person will operate an outdoor cooking apparatus inside a Cabin.

**8.7** No Person will operate an outdoor heating apparatus inside a Cabin.

#### 3. EFFECTIVE DATE

READ A FIRST TIME this 18<sup>TH</sup> day of JANUARY, 2023

READ A SECOND TIME this 18<sup>TH</sup> day of JANUARY,

2023 READ A THIRD TIME this 18<sup>TH</sup> day of JANUARY,

2023 ADOPTED this XX day of XXXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true and correct copy of The Cabins at Cultus Lake Park Bylaw No. 1208, 2022 Amendment Bylaw No. 1223, 2023.

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Chief Administrative Officer

## Schedule A

No.	Fee Type	Fee Sub-types
1.	Arbutus Nightly Rate	High Season Low Season
2.	Arbutus Weekly Rate	High Season Low Season
3.	Birch Nightly Rate	High Season Low Season
4.	Birch Weekly Rate	High Season Low Season
5.	Cedar & Fir Nightly Rate	High Season Low Season
6.	Cedar & Fir Weekly Rate	High Season Low Season
7.	Dogwood & Elm Nightly Rate	High Season Low Season
8.	Dogwood & Elm Nightly Rate	High Season Low Season
9.	Forestview Nightly Rate	High Season Low Season
10.	Forestview Weekly Rate	High Season Low Season
11.	Lakeview Nightly Rate	High Season Low Season
12.	Lakeview Weekly Rate	High Season Low Season
13.	Twin Alders Nightly Rate	High Season Low Season
14.	Twin Alders Weekly Rate	High Season Low Season
15.	Administration Fee	Not Applicable
16.	Non-Refundable Reservation Fee	Not Applicable
17.	Key Replacement Fee	Not Applicable
18.	Barbecue Cleaning Fee	Not Applicable
19.	Booking Transfer Fee	Not Applicable
20.	Cabin damage or replacement of broken item(s)	Not Applicable
21.	Cost of cleaning and deodorizing a cabin due to smoking	Not Applicable
22.	Cost of replacement tree	Not Applicable
23.	Cancellation Fee	If cancelled more than 14 days prior to arrival If cancelled within 14 days of arrival





# Cultus Lake Park

## BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

### Amendment Bylaw No. 1224, 2023

A Bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.*"

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

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

#### 1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1224, 2023.

#### 2. AMENDMENTS

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

- 2.1 Section 12 - SCHEDULES is amended by removing the following wording:  
Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:  
Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.
- 2.3 Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021 be removed and replaced with the revised and attached Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.
- 2.4 Schedule A-12 - Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1208, 2022 be removed and replaced with the revised and attached Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1208, 2022.

#### 3. EFFECTIVE DATE

READ A FIRST TIME this 18<sup>TH</sup> day of JANUARY, 2023

READ A SECOND TIME this 18<sup>TH</sup> day of JANUARY, 2023

READ A THIRD TIME this 18<sup>TH</sup> day of JANUARY, 2023

ADOPTED this XX day of XXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Bylaw Notice  
Enforcement Bylaw No. 1140, 2019 Amendment  
Bylaw No. 1224, 2023.

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Chief Administrative Officer

## Schedule A

No.	Fee Type	Fee Sub-types
1.	Arbutus Nightly Rate	High Season Low Season
2.	Arbutus Weekly Rate	High Season Low Season
3.	Birch Nightly Rate	High Season Low Season
4.	Birch Weekly Rate	High Season Low Season
5.	Cedar & Fir Nightly Rate	High Season Low Season
6.	Cedar & Fir Weekly Rate	High Season Low Season
7.	Dogwood & Elm Nightly Rate	High Season Low Season
8.	Dogwood & Elm Nightly Rate	High Season Low Season
9.	Forestview Nightly Rate	High Season Low Season
10.	Forestview Weekly Rate	High Season Low Season
11.	Lakeview Nightly Rate	High Season Low Season
12.	Lakeview Weekly Rate	High Season Low Season
13.	Twin Alders Nightly Rate	High Season Low Season
14.	Twin Alders Weekly Rate	High Season Low Season
15.	Administration Fee	Not Applicable
16.	Non-Refundable Reservation Fee	Not Applicable
17.	Key Replacement Fee	Not Applicable
18.	Barbecue Cleaning Fee	Not Applicable
19.	Booking Transfer Fee	Not Applicable
20.	Cabin damage or replacement of broken item(s)	Not Applicable
21.	Cost of cleaning and deodorizing a cabin due to smoking	Not Applicable
22.	Cost of replacement tree	Not Applicable
23.	Cancellation Fee	If cancelled more than 14 days prior to arrival If cancelled within 14 days of arrival







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

**DATE:** February 15, 2023 **FILE:** 3900

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

**SUBJECT:** Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023

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**PURPOSE:**

To present to the Board the proposed Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023.

**RECOMMENDATION:**

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023.*

**DISCUSSION:**

Staff proposes the current Cultus Lake Park Administrative Fees Bylaw be repealed and restructured. It was necessary for the bylaw's Schedule A to be revised to incorporate new and updated fees for the provision of information and services.

The bylaw was also updated to reflect the changes made to the Fees section by the Board's legal representatives. With this, in the future, fees can be updated annually through the authority of the Chief Financial Officer.

**STRATEGIC PLAN:**

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

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Prepared by:

Approved for submission to the Board:

  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

  
Joe Lamb  
Chief Administrative Officer





# Cultus Lake Park

## ADMINISTRATIVE FEES BYLAW

### Bylaw No. 1225, 2023

A Bylaw to establish Administration fees for services and information.

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

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

#### 1 TITLE

This Bylaw may be cited as “Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023.”

#### 2 INTERPRETATION

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

#### 2.2 DEFINITIONS OF TERMS

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

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

“**Person**” has the same meaning as in the *Interpretation Act* (British Columbia) and for the purpose of this Bylaw will include Leaseholders and visitors.

**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 ENACTMENTS**

- 3.1** Cultus Lake Park imposes fees for the provision of information and services as specified in Schedule A of the Bylaw.
- 3.2** 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.

### **4 FEES**

- 4.1** All Persons are subject and will pay the types of fees as listed in Schedule A of this Bylaw.
- 4.2** The amounts of all fees listed in Schedule A of this Bylaw are determined and set from time to time as follows:
  - (a) The Board hereby delegates to the Chief Financial Officer all of the powers, duties and functions of the Board under Sections 14(a.1) and 14(f.1) of the Act to determine and publish, on an annual basis, the amount of each fee;
  - (b) by March 31 of each calendar year, the Chief Financial Officer will determine and publish, or cause to be published, a notice (the "Fee Notice") in the Cultus Lake Park Office stating the amount of each fee, and such Fee Notice will remain published in the Cultus Lake Park Office until such fee amounts are no longer in effect;
  - (c) all fee amounts go into effect the later of (i) 14 days after the applicable Fee Notice is published, or (ii) such other date specified in the Fee Notice, and supersede any prior Fee Notices and fee amounts;
  - (d) in determining any fee amounts pursuant to this Section 4.2, the Chief Financial Officer will consider, acting reasonably, all of the following factors:
    - i. all costs to the Board of enforcing this Bylaw;
    - ii. all costs to the Board in managing and maintaining the Administrative Department;
    - iii. the most recently passed budget of the Board;
    - iv. the financial circumstances of the Board;
    - v. the best interests of the Board; and
    - vi. the mandate of the Board;
  - (e) the amount for each type of fee determined pursuant to Section 4.2 will not increase more than 20% year-over-year;
  - (f) the Chief Financial Officer may publish copies of the Fee Notice at locations that are in addition to the Cultus Lake Park Office, but in the event of a conflict or inconsistency between the Fee Notice published in the Cultus Lake Park Office and any other notice, the Fee Notice published in the Cultus Lake Park Office will prevail and govern; and

(g) if no Fee Notice is published by the Chief Financial Officer by the deadline set out in Section 4.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

**4.3** All outstanding fees must be paid in full prior to a request for additional services and/or information.

**4.4** Payments are applied to the oldest balance on each account first, then to current charges.

## **5 SEVERABILITY**

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

## **6 REPEAL**

Cultus Lake Park Administrative Fees Bylaw No. 1141, 2019 is repealed upon adoption.

## **7 EFFECTIVE DATE**

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

READ A FIRST TIME THIS XX DAY OF XXX, 2023

READ A SECOND TIME THIS XX DAY OF XXX, 2023

READ A THIRD TIME THIS XX DAY OF XXX, 2023

ADOPTED THIS XX DAY OF XXX, 2023

---

Kirk Dzaman, Chair  
Cultus Lake Park Board

---

Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Administrative  
Fees Bylaw No. 1225, 2023

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Chief Administrative Officer



## Schedule A

### ADMINISTRATIVE FEES

Fees in this Bylaw do not include Federal or Provincial taxes and are subject to the addition of these taxes as applicable.

**TABLE 1 of SCHEDULE A**  
**REQUESTS UNDER THE FREEDOM OF INFORMATION AND PRIVACY ACT**

No.	Fee Type	Fee Sub-types
1.	Application Fee	Not Applicable
2.	Fee for locating and retrieving a record	Not Applicable
3.	Fee for producing a record manually	Not Applicable
4.	Fee for producing a record from a machine readable record for cost of use of central mainframe processor and all locally attached devices	Not Applicable
5.	Fee for preparing a record for disclosure and handling a record	Not Applicable
6.	Fee for shipping copies	Not Applicable

**TABLE 2 of SCHEDULE A**  
**LAND RECORDS FEES**

No.	Fee Type	Fee Sub-types
1.	Fee for Lease Transfers (Including Estate Transfers & Family Transfers)	(a) For residential leases not covered in (b)  (b) As per Section 6(e) of Version 1 and 2 of the Residential Site Lease only a processing fee will apply
2.	Fee for transferring the Lease to the Lending Institution for security purposes	Not Applicable
3.	Fee for transferring the Lease from the Lending Institution back to the Leaseholder	Not Applicable
4.	Fee to Enter into the New Residential Lease Format	Not Applicable
5.	Fee for filing of any encumbrance (Mortgages, Liens, etc.)	Not Applicable
6.	Fee to discharge any encumbrance (Mortgages, Liens, etc.)	Not Applicable
7.	Fee for Title Search	Not Applicable

**TABLE 3 of SCHEDULE A  
MISCELLANEOUS FEES**

<b>No.</b>	<b>Fee Type</b>	<b>Fee Sub-types</b>
1.	Fee for photocopying	Black and White Color (8.5" X 11")
2.	Fee for faxing	Within the Country Out of the Country
3.	Fee for NSF cheques	Not Applicable

**TABLE 4 of SCHEDULE A  
LEISURE SERVICES**

<b>No.</b>	<b>Fee Type</b>	<b>Fee Sub-types</b>
1.	Community Hall Rental Fees	<ul style="list-style-type: none"> <li>- Monday – Thursday - 9:00 am to 3:00 pm</li> <li>- Monday – Thursday - 5:00 pm to midnight</li> <li>- Friday – Sunday and Stat Holiday's - 9:00 am to midnight</li> <li>- Weekend – Friday at 5:00 pm to Sunday at midnight</li> <li>- Weekday or Weeknight - hourly rental (Monday – Thursday)</li> <li>- Weekday or Weeknight - 4 hr time block (Monday – Thursday)</li> </ul>
2.	Community Hall Early Set Up Rate	Not Applicable
3.	Community Hall booking within 72 hours of rental date	Not Applicable
4.	Community Hall Security Deposit	Not Applicable
5.	Community Hall Projector Rental	Not Applicable
6.	Gazebo Rental Rates	<ul style="list-style-type: none"> <li>- Gazebo A</li> <li>- Gazebo B or C</li> </ul>
7.	Cancellation Fees	<ul style="list-style-type: none"> <li>- If cancelled more than 30 days prior to rental date</li> <li>- If cancelled within 30 days of rental date</li> </ul>

**TABLE 5 of SCHEDULE A  
RESIDENTIAL LEASE FEES**

<b>No.</b>	<b>Fee Type</b>	<b>Fee Sub-types</b>
1.	Lease Payment Lease Fees	Not Applicable







## CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 3900

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

**SUBJECT:** Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021  
Amendment Bylaw No. 1226, 2023.

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### PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021.

### RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1226, 2023.*

### DISCUSSION:

On April 15, 2021, Cultus Lake Park commenced the management of all public parking lots within the Park. This includes the maintenance of all parking meters and the issuing of tickets when a contravention of the current Cultus Lake Park Parking and Traffic Regulations Bylaw and all amendments occurs.

After our second successful season, staff have reviewed the bylaw and are recommending a few amendments that will benefit both staff and visitors.

### STRATEGIC PLAN:

This report does not impact the 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

## PARKING AND TRAFFIC REGULATIONS BYLAW NO. 1190, 2021

### Amendment Bylaw No. 1226, 2023

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

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

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

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

#### 1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1226, 2023.

#### 2. AMENDMENTS

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

- 2.1 Removing section 3.3 The Board may appoint a Bylaw Compliance and Enforcement Officer to enforce the provisions of this Bylaw. For the purposes of this Bylaw, members of the Royal Canadian Mounted Police, the Manager of Park Operations appointed by the Board, the Manager of Visitor Services appointed by the Board, the Accommodations and Bylaw Enforcement Officer appointed by the Board, the Sunnyside Campground Manager appointed by the Board, and Parking Enforcement Officers appointed by the Board are all Bylaw Compliance and Enforcement Officers.
- 2.2 Adding section 3.3 The Board may appoint a Bylaw Compliance and Enforcement Officer to enforce the provision of the Bylaw. For the purposes of this Bylaw, members of the Royal Canadian Mounted Police, designated Cultus Lake Park Staff and designated Cultus Lake Park contractors are all Bylaw Compliance and Enforcement Officers.
- 2.3 Adding section 9.9 No person will Park a Vehicle in a parking stall designated for two (2) hour free plaza patron parking without registering the Vehicle at the parking meter.
- 2.4 Adding section 9.10 No person will Park a registered Vehicle in a free plaza patron parking stall longer than two (2) hours.
- 2.5 That Schedule A be removed and replaced with the revised and attached Schedule A.



### 3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2023

READ A SECOND TIME this XX day of XXXX, 2023

READ A THIRD TIME this XX day of XXXX, 2023

ADOPTED this XX day of XXXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Parking  
and Traffic Regulations Bylaw No. 1190, 2021  
Amendment Bylaw No. 1226, 2023.

---

Chief Administrative Officer

# Schedule A

## ADMINISTRATIVE FEES

All Public Parking Lots are designated as pay Parking areas and are subject to the types of Parking fees set out in Table 1 below. The amount of each type of fee will be determined from time to time in accordance with Section 13.2 of this Bylaw.

TABLE 1 of SCHEDULE A		
No.	Fee Type	Fee Sub-types
1.	Hourly Parking Permit	1. A "Summer Rate" in effect from the beginning of the weekend known as the "May Long Weekend" to the end of the weekend known as the "September Long Weekend" of each calendar year; and  2. a "Winter Rate" in effect at all times when the Summer Rate is not in effect.
2.	Daily Parking Permit (Lot D)	1. Weekday (Monday to Thursday)  2. Weekend (Friday to Sunday and Statutory Holidays)
3.	Annual Resident Parking Permit	Not applicable.
4.	Annual Non-Resident Parking Permit	Not applicable.
5.	Paddling Parking Permit	Not applicable.
6.	Leaseholder Parking Permit	Not applicable.
7.	Highway Closure Application	Not applicable.





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

**DATE:** February 15, 2023 **FILE:** 3900

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

**SUBJECT:** Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment  
Bylaw No. 1227, 2023

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**PURPOSE:**

To present to the Board the proposed amendment to the current Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

**RECOMMENDATION:**

**THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1227, 2023.

**DISCUSSION:**

As a new contravention was proposed in the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1226, 2023, it was necessary to add the corresponding fine to Schedule A – 14 of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.


This amendment is required to ensure consistency and enforceability.

**STRATEGIC PLAN:**

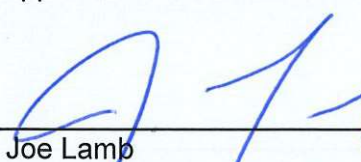
This report does not impact the Board's Strategic Plan Initiative.

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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

## BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

### Amendment Bylaw No. 1227, 2023

A Bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.*"

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

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

#### 1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1227, 2023.

#### 2. AMENDMENTS

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

- 2.1 Schedule A – 14 - Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 removed and replaced with the revised and attached Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021.

#### 3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2023

READ A SECOND TIME this XX day of XXX, 2023

READ A THIRD TIME this XX day of XXX, 2023

ADOPTED this XX day of XXX, 2023

Kirk Dzaman, Chair  
Cultus Lake Park Board

Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Bylaw Notice  
Enforcement Bylaw No. 1140, 2019 Amendment  
Bylaw No. 1227, 2023.

---

Chief Administrative Officer

### Schedule A-14-Cultus Lake Park Parking and Traffic Regulations

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021	5	Parking over time limit	\$100	\$60	\$140	No
	7.1	Parking in reserved space	\$200	\$120	\$280	No
	7.2	Parking outside designated area	\$100	\$60	\$140	No
	7.3	Parking in designated area	\$100	\$60	\$140	No
	7.4	Parking without registered permit	\$100	\$60	\$140	No
	7.5	Expired permit	\$100	\$60	\$140	No
	8.1(a)	Park on a sidewalk or boulevard	\$100	\$60	\$140	No
	8.1(b)	Park in front of a public/private driveway	\$100	\$60	\$140	No
	8.1(c)	Park within 3 meters of a fire hydrant	\$100	\$60	\$140	No
	8.1(d)	Park on a crosswalk	\$100	\$60	\$140	No
	8.1(e)	Park within 6 meters of approach side of crosswalk	\$100	\$60	\$140	No
	8.1(f)	Park within 6 meters of approach side of stop sign	\$100	\$60	\$140	No
	8.1(g)	Park within 6 meters of entrance to public meeting place, fire-hall or playground	\$100	\$60	\$140	No
	8.1(h)(i)	Park for the purpose of displaying vehicle for sale	\$100	\$60	\$140	No
	8.1(h)(ii)	Park for the purpose of advertising	\$100	\$60	\$140	No
	8.1(h)(iii)	Park for the purpose of vehicle maintenance or repairs	\$100	\$60	\$140	No
	8.1(h)(iv)	Park for the purpose of displaying signs	\$100	\$60	\$140	No
	8.1(h)(v)	Park for the purpose of selling commodities or articles	\$100	\$60	\$140	No
	8.1(i)	Parking along or opposite street excavation causing traffic obstruction	\$100	\$60	\$140	No
	8.1(j)	Park upon a bridge or elevated structure	\$100	\$60	\$140	No
	8.1(k)	Parking/stopping where prohibited by traffic control device or notice	\$200	\$120	\$280	No
	8.1(l)	Park that obstructs visibility of traffic sign posted	\$100	\$60	\$140	No
	8.1(m)	Park on the roadway side where road surface has been painted with a solid yellow line	\$100	\$60	\$140	No

8.1(n)	Park longer than necessary for the loading or unloading of passengers or materials	\$100	\$60	\$140	No
8.1(o)	Park obstructing movement of traffic	\$100	\$60	\$140	No
8.2	Display unauthorized sign	\$100	\$60	\$140	No
9.5(a)	Deposit substitute coin in pay station	\$100	\$60	\$140	No
9.5(b)	Tamper with meter	\$500	\$300	\$700	No
9.6	Parking without purchasing hourly parking permit	\$100	\$60	\$140	No
9.7	Parking over time limit	\$100	\$60	\$140	No
9.8(a)	Parking in an occupied space	\$100	\$60	\$140	No
9.8(d)	Parking an oversized vehicle in an undesignated area	\$100	\$60	\$140	No
9.8(e)	Parking a vehicle in an designated oversized area	\$100	\$60	\$140	No
9.8(f)	Parking in an accessible area without SPARC BC	\$100	\$60	\$140	No
9.9	Parking without registering vehicle at meter for 2 hour plaza patron parking	\$100	\$60	\$140	No
9.10	Parking a registered vehicle for longer than 2 hours in plaza patron parking	\$100	\$100	\$100	No
10	Parking away from curb	\$100	\$60	\$140	No
11.1	Failure to display valid vehicle, RV or trailer insurance within the public areas	\$300	\$180	\$420	No
11.2(a)	Parking vehicle, RV or trailer outside leased lot	\$500	\$300	\$700	No
11.3	Storing vehicle, RV or trailer within overflow parking area (Sunnyside Boulevard)	\$500	\$300	\$700	No
11.4	G.V.W exceeding 5000 KG within the Park	\$200	\$120	\$280	No
11.5	Blocking highway without permit	\$500	\$300	\$700	No
11.6	Blocking highway after a denied permit	\$500	\$300	\$700	No
11.7	Not posting permit within time frame	\$300	\$180	\$420	No
12.1	Ignoring authorized personnel	\$500	\$300	\$700	No
12.2(c)	Speeding	\$100	\$60	\$140	No
12.3(b)	Fail to stop	\$100	\$60	\$140	No
12.4	Use outside of designated area	\$200	\$120	\$280	No
12.5	Travel contrary to traffic control device	\$200	\$120	\$280	No
12.6	Person(s) Obstruct traffic	\$200	\$120	\$280	No
12.7	Disturb by public address system	\$500	\$300	\$700	No
12.8	Noise from motor vehicle	\$500	\$300	\$700	No
12.9	Cross at undesignated area	\$100	\$60	\$140	No
12.10	Park over delineated parking lines	\$100	\$60	\$140	No
12.11	Park on roadway to Parking Lot D	\$100	\$60	\$140	No





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 0550

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

**SUBJECT:** 2022 Financial Fourth Quarter Report

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#### PURPOSE:

To provide the Board with an update on financial results for the fourth quarter of 2022.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board receive the Financial Fourth Quarter Report for information.

#### DISCUSSION:

The financial results for the fourth quarter of 2022 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liability of Cultus Lake Park, a consolidated income statement and income statements for each business unit. The income statements provide some additional information for variances though it is not exhaustive. Further information regarding specific variances can easily be provided as requested by the Board or public.

As the fourth quarter results are typically not reported on until the completion of the annual audit, the information provided with this report is in a draft position. Finance staff are currently working through the audit preparations which includes ensuring all expenses and revenues for 2022 are recorded. Work has been performed to review variance and review accounts for necessary adjustments, however it can be expected with more review these numbers will change when the final 2022 Financial Statements are presented to the Board, later this year, for approval. Preliminary results forecast a positive financial position for 2022 and while they should be read with caution, finance staff anticipate the final results to also be in a positive position.

#### STRATEGIC PLAN:

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

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Prepared by:

Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer



# CULTUS LAKE PARK

## 2022 Financial Report

As at December 31, 2022, with comparative figures at December 31, 2021

### Balance Sheet

	2022	2021
<b><u>ASSETS</u></b>		
Cash	\$ 2,004,487	\$ 738,436
Investments	7,399,524	7,672,492
Accounts Receivable	114,842	66,847
Prepaid Accounts and Inventory	234,711	163,097
Capital Assets (net)	<u>3,934,860</u>	<u>3,473,763</u>
 TOTAL ASSETS	 \$ 13,688,424	 \$ 12,114,635
 <b><u>LIABILITIES</u></b>		
Accounts Payable	\$ 473,090	\$ 526,808
Payroll Liabilities	89,689	90,050
Deferred Revenue	1,053,327	701,850
Performance Bonds & Refundable Deposits	55,107	52,432
Landfill Closure Liability	1,463,800	1,452,700
Equity in Capital Assets	3,934,860	3,473,763
Operating Fund Surplus	839,369	588,174
Restricted Reserve Funds	<u>5,348,083</u>	<u>4,930,243</u>
 TOTAL LIABILITIES	 \$ 13,257,325	 \$ 11,816,020
 <b>CURRENT YEAR SURPLUS</b>	 <u>\$ 431,099</u>	 <u>\$ 298,615</u>



**CULTUS LAKE PARK**  
**2022 Financial Report**

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

**CONSOLIDATED INCOME STATEMENT**

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD
<b>REVENUE</b>					
Sunnyside Campground	\$ 3,845,135	\$ 3,646,100	\$ 199,035	5.5%	\$ 3,817,614
Protective Services	197,478	120,000	77,478	64.6%	161,278
Visitor Services (Cabins)	240,782	219,700	21,082	9.6%	245,482
Volunteer Fire Department	282,658	284,210	(1,552)	-0.5%	293,355
Public Works	29,718	-	29,718	0.0%	-
Commercial Leases	677,570	668,902	8,668	1.3%	668,235
Residential Leases	918,899	904,299	14,600	1.6%	896,434
General Administration	112,126	42,500	69,626	163.8%	60,381
Community Hall	7,301	11,950	(4,649)	-38.9%	3,042
Foreshore lease	1,611,804	109,000	1,502,804	1378.7%	98,212
Public Areas	1,009,998	965,300	44,698	4.6%	1,161,270
Community Events Committee	50,986	36,904	14,082	38.2%	6,200
	<u>\$ 8,984,455</u>	<u>\$ 7,008,865</u>	<u>\$ 1,975,590</u>	<u>28.2%</u>	<u>\$ 7,411,503</u>
<b>EXPENDITURES</b>					
Advertising and Promotion	\$ 66,914	\$ 87,450	\$ 20,536	23.5%	\$ 27,880
Bank, Credit Card and Interest Charges	145,231	107,750	(37,481)	-34.8%	150,446
Commissioners Indemnities	89,822	88,180	(1,642)	-1.9%	86,450
Election Expense	9,369	18,000	8,631	48.0%	-
Grounds Maintenance	76,061	97,790	21,729	22.2%	77,563
Information Systems	168,307	94,800	(73,507)	-77.5%	124,086
Inspections, Permits and Fees	3,631	15,090	11,459	75.9%	4,524
Insurance	285,205	231,350	(53,855)	-23.3%	215,295
Janitorial	41,538	45,800	4,262	9.3%	50,070
Office, Telephone and Sundry	273,312	243,570	(29,742)	-12.2%	244,950
Professional Fees	814,292	700,250	(114,042)	-16.3%	834,458
Repairs and Maintenance	288,757	335,335	46,578	13.9%	258,967
Roads and Parking	35,454	43,300	7,846	18.1%	24,091
Security	5,095	4,750	(345)	-7.3%	3,828
Sewer, Septic and Water Systems	278,623	315,400	36,777	11.7%	295,317
Travel and Conferences	1,603	20,080	18,477	92.0%	1,064
Utilities	181,839	187,440	5,601	3.0%	177,282
Waste Disposal	161,639	197,182	35,543	18.0%	163,232
Waterfront Maintenance	2,707	15,000	12,293	82.0%	9,493
Wages and Benefits	2,635,179	2,861,340	226,161	7.9%	2,464,935
<b>TOTAL OPERATING &amp; WAGES AND BENEFITS</b>	<u>\$ 5,564,578</u>	<u>\$ 5,709,857</u>	<u>\$ 145,279</u>		<u>\$ 5,213,931</u>
<b>NET OPERATING INCOME</b>	<u>\$ 3,419,877</u>	<u>\$ 1,299,008</u>	<u>\$ (2,120,869)</u>		<u>\$ 2,197,572</u>
Capital Purchases	2,705,158	2,378,940	(326,218)	-13.7%	1,351,218
Transfer from Reserve for Capital Purchases	(999,754)	(2,174,930)	(1,175,176)	54.0%	(1,315,011)
Transfer from Accumulated Surplus	(84,850)	(195,000)	(110,150)	56.5%	-
Transfer to Reserves	1,368,224	1,280,379	(87,845)	-6.9%	1,862,750
	<u>\$ 8,553,356</u>	<u>\$ 6,999,246</u>	<u>\$ (1,554,110)</u>		<u>\$ 7,112,888</u>
<b>NET CONTRIBUTION TO PARK</b>	<u>\$ 431,099</u>	<u>\$ 9,619</u>	<u>\$ (421,480)</u>		<u>\$ 298,615</u>

# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### SUNNYSIDE CAMPGROUND

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011004000 SS Seasonal Waterfront Lots	\$ 556,327	\$ 556,700	\$ (373)	-0.1%	\$ 546,360	
1011004001 SS Seasonal View Lots	203,470	198,300	5,170	2.6%	199,687	
1011004002 SS Seasonal Regular Lots	1,045,298	1,051,500	(6,202)	-0.6%	1,025,830	
1011004003 SS Overnight Full Hook Up	684,419	645,000	39,419	6.1%	722,321	
1011004004 SS Overnight No Hook Up	283,449	270,000	13,449	5.0%	311,280	
1011004005 SS Overnight View Lots	99,868	106,000	(6,132)	-5.8%	113,396	
1011004006 SS Overnight Waterfront Lots	133,083	130,000	3,083	2.4%	144,138	
1011004011 SS Group Area A & B	54,420	30,000	24,420	81.4%	11,678	
1011004016 SS Milfoil Revenue	7,533	5,600	1,933	34.5%	9,815	
1011004017 SS WIFI	11,136	2,500	8,636	345.4%	10,245	
1011004050 Sunnyside Store Sales	186,656	141,000	45,656	32.4%	169,179	
1011004090 SS Infrastructure Reserve Fees	49,360	53,700	(4,340)	-8.1%	44,550	
1011004900 SS Pay Parking/Miscellaneous Revenue	516,355	449,000	67,355	15.0%	489,644	
1011004910 SS Laundromat	2,525	4,800	(2,275)	-47.4%	4,880	
1011004950 Promotional Items Sales	11,236	2,000	9,236	461.8%	14,611	
	\$ 3,845,135	\$ 3,646,100	\$ 199,035		\$ 3,817,614	
<b>EXPENDITURES</b>						
1021005000 Advertising	\$ 1,654	\$ 9,550	\$ 7,896	82.7%	\$ 9,971	
1021005300 Building Maintenance/Materials	31,287	43,630	12,343	28.3%	20,009	
1021005375 Contract Services	207,592	202,000	(5,592)	-2.8%	171,156	Security Services/Flood Recovery Expenses
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	407	
1021005500 Data Processing	47,087	41,800	(5,287)	-12.6%	45,221	IT Services and Rez Expert Software Charges
1021005700 Education & Training	-	4,500	4,500	100.0%	3,990	
1021005800 Equipment Maintenance	13,658	11,500	(2,158)	-18.8%	9,213	
1021005820 Equipment Fuel	212	525	313	59.6%	53	
1021005900 Garbage Collection & Recycling	59,274	60,500	1,226	2.0%	61,431	
1021006000 Ground Maintenance Materials	37,070	48,450	11,380	23.5%	35,518	
1021006100 Commercial Insurance	49,046	33,650	(15,396)	-45.8%	31,132	Large increase to insurance at July 1, 2022 renewal due to claim history and insurance environment.
1021006200 Vehicle Insurance	1,063	1,250	187	15.0%	1,274	
1021006300 Janitorial Contracts/Supplies	17,912	23,000	5,088	22.1%	23,872	
1021006400 Legal Fees	-	20,000	20,000	100.0%	10,000	
1021006500 Licences & Permits	532	1,200	668	55.7%	1,711	
1021006600 Membership Dues & Subscriptions	41	190	149	78.4%	-	
1021006800 Office Supplies & Expenses	4,205	4,400	195	4.4%	5,811	
1021006810 Bank Charges/ Cash Short (Over)	788	950	162	17.1%	1,321	
1021006812 Point of Sales Fees	74,004	71,000	(3,004)	-4.2%	75,893	
1021006817 Retail Cost of Goods Sold	103,066	57,200	(45,866)	-80.2%	92,307	
1021006822 Office Furniture	493	500	7	1.4%	306	
1021007000 Printing Expense	3,949	5,000	1,051	21.0%	4,336	
1021007100 Public Relations	1,657	3,840	2,183	56.8%	1,917	
1021007200 Roads & Parking Maintenance	801	8,000	7,199	90.0%	6,235	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	2,656	2,000	(656)	-32.8%	1,517	
1021007500 Sewer	101,423	118,800	17,377	14.6%	114,085	FVRD Sewer Operations and Septic Maintenance
1021007625 Shop Supplies	1,058	2,500	1,442	57.7%	990	
1021007700 Special Events	266	12,080	11,814	97.8%	-	
1021007800 Telephone	13,862	12,800	(1,062)	-8.3%	19,219	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	7,997	8,200	203	2.5%	8,102	
1021008005 Hydro Consumption	89,119	87,600	(1,519)	-1.7%	93,929	
1021008020 Water	170,650	175,600	4,950	2.8%	165,865	FVRD
1021008100 Vehicle Maintenance	1,024	1,360	336	24.7%	70	
1021008130 Vehicle Fuel	996	770	(226)	-29.4%	710	
1021008201 Signage	2,334	2,000	(334)	-16.7%	2,077	
1021008300 Water System Maintenance	2,839	5,000	2,161	43.2%	3,756	

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
1021008600 Management/Administration Salaries	127,719	128,200	481	0.4%	173,260	
1021008700 Staff Wages - Gatehouse	116,333	113,100	(3,233)	-2.9%	121,487	
1021008701 Staff Wages - Maintenance	168,701	208,550	39,849	19.1%	160,587	
1021008710 Staff Wages - Store	36,283	32,960	(3,323)	-10.1%	34,871	
1021008800 Employee Benefits	73,686	114,570	40,884	35.7%	79,856	
1021008825 Uniforms & Clothing Allowance	3,163	1,700	(1,463)	-86.1%	2,061	
TOTAL OPERATING EXPENSES	\$ 1,575,500	\$ 1,686,955	\$ 111,455		\$ 1,595,526	
NET OPERATING INCOME	\$ 2,269,635	\$ 1,959,145	\$ (310,490)	-15.8%	\$ 2,222,088	
1021009000 Capital Purchases	510,218	1,009,030	498,812	49.4%	393,551	Bathroom Renovations, New Office
1021009800 Transfer to Reserves	533,022	524,130	(8,892)	-1.7%	687,394	Space, Paving, Irrigation along
1021009805 Transfer from Reserve Capital Purchases	(412,084)	(1,009,030)	(596,946)	59.2%	(393,551)	Foreshore
1021009810 Transfer from Accumulated Surplus	-	(11,500)	(11,500)	100.0%	-	
1021009998 Overhead Expenses	436,168	436,166	(2)	0.0%	350,700	
1021009999 Allocated Services	244,232	244,230	(2)	0.0%	162,380	
	\$ 2,887,056	\$ 2,879,981	\$ (7,075)		\$ 2,796,000	
NET CONTRIBUTION TO (FROM)	\$ 958,079	\$ 766,119	\$ (191,960)		\$ 1,021,614	



# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### PARK PATROL-BYLAWE ENFORCEMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011254675 Bylaw Enforcement Fines	\$ 192,508	\$ 120,000	\$ 72,508	60.4%	\$ 157,715	
1011254900 Miscellaneous Revenue	4,970	-	4,970	0.0%	3,563	
	\$ 197,478	\$ 120,000	\$ 77,478		\$ 161,278	
<b>EXPENDITURES</b>						
1021255300 Building Maintenance Materials	\$ 1,135	\$ 1,220	\$ 85	7.0%	\$ 780	
1021255375 Contract Services	247,707	246,800	(907)	-0.4%	257,943	Security and Policing Contracts
1021255500 Data Processing	28,842	32,000	3,158	9.9%	4,555	
1021255700 Education & Training	2,718	3,200	482	15.1%	-	
1021255800 Equipment Maintenance	1,032	1,000	(32)	-3.2%	-	
1021256100 Commercial Insurance	10,500	9,000	(1,500)	-16.7%	8,350	
1021256200 Vehicle Insurance	941	1,150	209	18.2%	1,147	
1021256450 Professional Fees	27,125	5,000	(22,125)	-442.5%	5,768	Collection Commissions
1021256500 Licences & Permits	-	7,000	7,000	100.0%	6,989	
1021256800 Office Supplies & Expenses	1,667	1,200	(467)	-38.9%	870	
1021257000 Printing Expense	2,766	750	(2,016)	-268.8%	1,712	
1021257100 Public Relations	-	500	500	100.0%	104	
1021257400 Security Systems & Supplies	399	500	101	20.2%	270	
1021257800 Telephone	3,517	2,100	(1,417)	-67.5%	3,984	
1021258000 Propane & Natural Gas	1,104	900	(204)	-22.7%	1,052	
1021258100 Vehicle Maintenance	-	1,040	1,040	100.0%	-	
1021258130 Vehicle Fuel	1,424	1,560	136	8.7%	670	
1021258700 Staff Wages - Bylaw Enforcement	88,167	140,400	52,233	37.2%	69,690	
1021258715 Staff Wages - Parking Enforcement	36,160	32,530	(3,630)	-11.2%	66,645	
1021258715 Staff Wages - Admin	49,070	68,160	19,090	28.0%	2,940	
1021258800 Employee Benefits	27,377	62,970	35,593	56.5%	17,535	
1021258825 Uniforms & Clothing Allowance	2,193	2,000	(193)	-9.7%	750	
TOTAL OPERATING EXPENSES	\$ 533,844	\$ 620,980	\$ 87,136		\$ 451,754	
NET OPERATING INCOME	\$ (336,366)	\$ (500,980)	\$ (164,614)	32.9%	\$ (290,476)	
1021259000 Capital Purchases	-	-	-	0.0%	4,880	
1021259800 Transfer to Reserves	2,000	2,000	-	0.0%	2,000	
1021259805 Transfer from Reserve Capital Purchases	-	-	-	0.0%	(4,880)	
1021259998 Overhead Expenses	(519,640)	(519,640)	-	0.0%	(387,175)	
1021259999 Allocated Services	16,660	16,660	-	0.0%	46,011	
	\$ 32,864	\$ 120,000	\$ 87,136		\$ 112,590	
NET CONTRIBUTION TO (FROM)	\$ 164,614	\$ -	\$ (164,614)		\$ 48,688	

# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### VISITOR SERVICES & CABINS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011504400 Cabin Rentals	\$ 229,870	\$ 214,700	\$ 15,170	7.1%	\$ 237,674	
1011504900 Miscellaneous Revenue	10,912	5,000	5,912	118.2%	7,808	
	<u>\$ 240,782</u>	<u>\$ 219,700</u>	<u>\$ 21,082</u>		<u>\$ 245,482</u>	
<b>EXPENDITURES</b>						
1021505000 Advertising	\$ 1,444	\$ 1,900	\$ 456	24.0%	\$ 473	
1021505300 Building Maintenance Materials	8,584	5,200	(3,384)	-65.1%	3,962	
1021505375 Contract Services	11,779	-	(11,779)	0.0%	-	Flood Recovery Expenses
1021505500 Data Processing	5,029	1,500	(3,529)	-235.3%	3,450	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	2,377	5,800	3,423	59.0%	4,797	
1021506000 Grounds Maintenance Materials	5,008	3,420	(1,588)	-46.4%	3,292	
1021506100 Commercial Insurance	19,200	15,200	(4,000)	-26.3%	14,100	
1021506300 Janitorial Contracts/Supplies	1,950	4,000	2,050	51.3%	3,722	
1021506301 Linens	1,983	3,800	1,817	47.8%	2,501	
1021506800 Office Supplies & Expenses	641	650	9	1.4%	488	
1021506810 Bank Charges/Point of Sales Fees	6,277	5,300	(977)	-18.4%	6,233	
1021506817 Retail Cost of Goods Sold	1,921	825	(1,096)	-132.8%	-	Cultus Lake T-Shirts
1021507000 Printing Expense	-	250	250	100.0%	-	
1021507100 Public Relations	77	500	423	84.6%	241	
1021507200 Roads & Parking Maintenance	-	300	300	100.0%	95	
1021257400 Security Systems & Supplies	443	-	(443)	0.0%	443	
1021507500 Sewer & Septic System Maintenance	1,218	5,000	3,782	75.6%	1,074	
1021507800 Telephone/Cable	6,760	4,780	(1,980)	-41.4%	6,431	
1021508000 Propane & Natural Gas	3,058	3,700	642	17.4%	3,832	
1021508005 Hydro Consumption	10,703	10,800	97	0.9%	10,134	
1021508020 Water	5,365	5,200	(165)	-3.2%	5,150	
1021508201 Signage	674	500	(174)	-34.8%	-	
1021508700 Staff Wages - Visitor Services	54,924	57,080	2,156	3.8%	55,241	
1021508800 Employee Benefits	6,488	13,150	6,662	50.7%	6,135	
1021508825 Uniforms	444	200	(244)	-122.0%	845	
TOTAL OPERATING EXPENSES	<u>\$ 156,347</u>	<u>\$ 149,455</u>	<u>\$ (6,892)</u>		<u>\$ 132,639</u>	
NET OPERATING INCOME	<u>\$ 84,435</u>	<u>\$ 70,245</u>	<u>\$ (14,190)</u>	-20.2%	<u>\$ 112,843</u>	
1021509000 Capital Purchases	20,224	35,310	15,086	42.7%	22,434	Exterior Painting
1021509800 Transfer to Reserves	29,220	29,220	-	0.0%	29,060	
1021509805 Transfer from Reserve Capital Purchases	(19,668)	(35,310)	(15,642)	44.3%	(22,434)	
1021509999 Allocated Services	37,380	37,379	(1)	0.0%	41,560	
	<u>\$ 223,503</u>	<u>\$ 216,054</u>	<u>\$ (7,449)</u>		<u>\$ 203,259</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 17,279</u>	<u>\$ 3,646</u>	<u>\$ (13,633)</u>		<u>\$ 42,223</u>	



# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### VOLUNTEER FIRE DEPARTMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1013004600 Local Services Revenue VFD CL	\$ 40,127	\$ 40,125	\$ 2	0.0%	\$ 39,797	
1013004601 Fire Protection Agreements	65,127	68,660	(3,533)	-5.1%	53,560	Recoveries from FVRD and Soowahlie
1013004605 Residential Lease Revenue VFD	175,424	175,425	(1)	0.0%	174,098	
1013004900 Miscellaneous Revenue	1,980	-	1,980	0.0%	25,900	Donations/Flood Response Funds
	<u>\$ 282,658</u>	<u>\$ 284,210</u>	<u>\$ (1,552)</u>		<u>\$ 293,355</u>	
<b>EXPENDITURES</b>						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	
1023005300 Building Maintenance Materials	2,439	5,000	2,561	51.2%	2,328	
1023005500 Data Processing	1,863	2,000	137	6.9%	270	
1023005700 Education & Training	14,121	32,600	18,479	56.7%	5,655	
1023005800 Firefighting Equipment Fuel & Maintenance	21,221	31,000	9,779	31.5%	30,980	
1023005850 Fire Protection Equip Annual Testing	4,159	11,000	6,841	62.2%	11,818	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	713	
1023006100 Commercial Insurance	15,950	13,600	(2,350)	-17.3%	12,250	
1023006200 Vehicle Insurance	4,361	5,950	1,589	26.7%	4,925	
1023006300 Janitorial Contracts/Supplies	1,149	1,000	(149)	-14.9%	781	
1023006600 Membership Dues & Subscriptions	777	700	(77)	-11.0%	765	
1023006800 Office Supplies & Expenses	304	1,400	1,096	78.3%	378	
1023007100 Public Relations	-	500	500	100.0%	-	
1023007400 Security Systems & Supplies	513	500	(13)	-2.6%	513	
1023007500 Sewer & Septic System Maintenance	609	570	(39)	-6.8%	537	
1023007600 Shop Supplies	299	1,000	701	70.1%	605	
1023007625 Small Tools	-	1,000	1,000	100.0%	-	
1023007655 Medical Supplies	1,063	4,300	3,237	75.3%	1,155	
1023007800 Telephone	7,183	8,450	1,267	15.0%	6,113	
1023008000 Propane & Natural Gas	1,609	1,900	291	15.3%	1,808	
1023008005 Hydro Consumption	3,283	3,800	517	13.6%	3,371	
1023008020 Water	597	590	(7)	-1.2%	575	
1023008100 Vehicle Maintenance	10,533	10,000	(533)	-5.3%	11,236	
1023008130 Vehicle Fuel	2,128	2,200	72	3.3%	2,011	
1023008600 Mgmt. Salaries - Fire Chief	6,950	6,950	-	0.0%	5,600	
1023008700 Staff Wages - VFD	57,453	58,140	687	1.2%	57,580	
1023008760 WCB/EHT Expense	2,854	3,140	286	9.1%	2,902	
1023008825 Uniforms & Clothing Allowance	3,557	4,000	443	11.1%	4,752	
TOTAL OPERATING EXPENSES	<u>\$ 164,975</u>	<u>\$ 212,340</u>	<u>\$ 47,365</u>		<u>\$ 169,800</u>	
NET OPERATING INCOME	<u>\$ 117,683</u>	<u>\$ 71,870</u>	<u>\$ (45,813)</u>	-63.7%	<u>\$ 123,555</u>	
1023009000 Capital Purchases	8,575	16,570	7,995	48.2%	40,602	Storage Container
1023009800 Transfer to Reserves	106,415	58,830	(47,585)	-80.9%	105,377	
1023009805 Transfer from Reserve Capital Purchases	(6,339)	(12,560)	(6,221)	49.5%	(19,632)	
1023009805 Transfer from Operating Reserve	-	-	-	0.0%	(11,063)	
1023009999 Allocated Services	9,032	9,030	(2)	0.0%	8,271	
	<u>\$ 282,658</u>	<u>\$ 284,210</u>	<u>\$ 1,552</u>		<u>\$ 293,355</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### PUBLIC WORKS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1014004900 Miscellaneous Revenue	\$ 29,718	\$ -	\$ 29,718	0.0%	\$ -	Net Proceeds - Sale of Skid Steer
<b>EXPENDITURES</b>						
1024005300 Building Maintenance Materials	\$ 12,937	\$ 8,800	\$ (4,137)	-47.0%	\$ 3,691	WorkSafeBC Requirement - OH&S program.
1024005375 Contract Services	4,736	5,000	264	5.3%	666	
1024005400 Conferences/Meetings	-	2,550	2,550	100.0%	94	
1024005500 Data Processing	1,863	1,000	(863)	-86.3%	270	
1024005700 Education & Training	950	2,150	1,200	55.8%	598	
1024005800 Equipment Maintenance	23,335	20,000	(3,335)	-16.7%	33,942	
1024005820 Equipment Fuel	6,965	3,780	(3,185)	-84.3%	4,157	
1024005900 Garbage Collection & Recycling	10,306	10,500	194	1.8%	9,610	
1024006000 Grounds Maintenance Materials	-	1,620	1,620	100.0%	647	
1024006100 Commercial Insurance	20,400	14,400	(6,000)	-41.7%	13,850	
1024006200 Vehicle Insurance	13,661	15,500	1,839	11.9%	15,642	
1024006500 Licences & Permits	198	450	252	56.0%	-	
1024006600 Membership Dues & Subscriptions	200	750	550	73.3%	-	
1024006800 Office Supplies & Expenses	980	1,590	610	38.4%	1,216	
1024006810 Bank Charges	201	-	(201)	0.0%	-	
1024007200 Roads & Parking Maintenance	19,904	23,000	3,096	13.5%	9,925	Dust Control
1024007400 Security Systems & Supplies	642	750	108	14.4%	642	
1024007500 Sewer	609	570	(39)	-6.8%	537	
1024007600 Shop Supplies	10,692	10,820	128	1.2%	9,073	
1024007625 Small Tools	797	3,500	2,703	77.2%	829	
1024007650 Safety Supplies	1,920	3,500	1,580	45.1%	990	
1024007800 Telephone	7,191	4,100	(3,091)	-75.4%	7,180	
1024008000 Propane & Natural Gas	7,741	6,300	(1,441)	-22.9%	6,714	
1024008005 Hydro Consumption	3,696	4,320	624	14.4%	3,698	
1024008020 Water	597	590	(7)	-1.2%	575	
1024008100 Vehicle Maintenance	19,862	25,700	5,838	22.7%	18,050	
1024008130 Vehicle Fuel	31,353	18,830	(12,523)	-66.5%	21,540	
1024008600 Management Salaries	99,472	92,180	(7,292)	-7.9%	88,717	
1024008700 Staff Wages - Supervisor	166,529	135,900	(30,629)	-22.5%	92,037	
1024008701 Staff Wages - Custodian	95,297	108,580	13,283	12.2%	81,981	
1024008710 Staff Wages - Public Works	483,074	479,750	(3,324)	-0.7%	501,342	
1024008800 Employee Benefits	193,109	213,090	19,981	9.4%	173,790	
1024008825 Uniforms & Clothing Allowance	8,890	5,700	(3,190)	-56.0%	5,989	
TOTAL OPERATING EXPENSES	\$ 1,248,107	\$ 1,225,270	\$ (22,837)		\$ 1,107,992	
NET OPERATING INCOME	\$ (1,235,170)	\$ (1,216,470)	\$ 18,700	-1.5%	\$ (1,104,301)	
1024009000 Capital Purchases	132,270	207,170	74,900	36.2%	7,324	Vehicle Replacement, Staff Room Improvements, Skid Steer
1024009800 Transfer to Reserves	140,385	115,000	(25,385)	-22.1%	115,000	
1024009805 Transfer from Reserve Capital Purchases	(131,992)	(207,170)	(75,178)	36.3%	(7,324)	
1024009810 Transfer from Accumulated Surplus	-	(2,500)	(2,500)	100.0%		
1024009998 Overhead Expenses	(347,312)	(347,300)	12	0.0%	(330,960)	
1024009999 Allocated Services	(990,472)	(990,470)	2	0.0%	(878,131)	
	\$ 50,986	\$ -	\$ (50,986)		\$ 13,901	
NET CONTRIBUTION TO (FROM)	\$ (21,268)	\$ -	\$ 21,268		\$ (13,901)	



# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### COMMERCIAL LEASES

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1015004200 Commercial Leases	\$ 633,644	\$ 625,002	\$ 8,642	1.4%	\$ 613,777	
1015004201 CL- Public Works	8,702	8,700	2	0.0%	8,503	
1015004202 CL - Bylaw Enforcement	35,197	35,200	(3)	0.0%	34,500	
1015004900 Miscellaneous Revenue	27	-	27	0.0%	11,455	
	<u>\$ 677,570</u>	<u>\$ 668,902</u>	<u>\$ 8,668</u>		<u>\$ 668,235</u>	
<b>EXPENDITURES</b>						
1025005300 Building Maintenance Materials	\$ 11,830	\$ 8,000	\$ (3,830)	-47.9%	\$ 7,213	
1025005375 Contract Services	1,140	-	(1,140)	0.0%	3,242	
1025005900 Garbage Collection & Recycling	14,390	18,347	3,957	21.6%	12,704	
1025006000 Grounds Maintenance Materials	143	2,800	2,657	94.9%	-	
1025006100 Commercial Insurance	53,200	39,300	(13,900)	-35.4%	36,400	
1025006810 Bank Charges	1,329	-	(1,329)	0.0%	1,119	
1025007500 Sewer	609	570	(39)	-6.8%	537	
1025008000 Propane & Natural Gas	647	500	(147)	-29.4%	710	
1025008005 Hydro Consumption	5,633	5,120	(513)	-10.0%	6,307	
1025008020 Water	597	590	(7)	-1.2%	575	
1025008201 Signage	1,611	1,200	(411)	-34.3%	75	
TOTAL OPERATING EXPENSES	<u>\$ 91,129</u>	<u>\$ 76,427</u>	<u>\$ (14,702)</u>		<u>\$ 68,882</u>	
NET OPERATING INCOME	<u>\$ (91,129)</u>	<u>\$ (76,427)</u>	<u>\$ 14,702</u>	-19.2%	<u>\$ (68,882)</u>	
1025009000 Capital Purchases	55,879	128,070	72,191	56.4%	15,960	Village Centre Redevelopment Consultant
1025009800 Transfer to Reserves	158,825	158,780	(45)	0.0%	158,780	
1025009805 Transfer from Reserve Capital Purchases	(11,401)	(28,070)	(16,669)	59.4%	(15,960)	
1025009810 Transfer from Accumulated Surplus	(44,200)	(100,000)	(55,800)	55.8%	-	
1025009998 Overhead Expenses	259,588	259,589	1	0.0%	238,968	
1025009999 Allocated Services	78,872	78,870	(2)	0.0%	80,300	
	<u>\$ 588,692</u>	<u>\$ 573,666</u>	<u>\$ (15,026)</u>		<u>\$ 546,930</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 88,878</u>	<u>\$ 95,236</u>	<u>\$ 6,358</u>		<u>\$ 121,305</u>	



# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### RESIDENTIAL LEASES

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1016004100 Residential Leases	\$ 679,508	\$ 679,669	\$ (161)	0.0%	\$ 658,686	
1016004102 Residential Area Reserve	12,025	12,000	25	0.2%	12,000	
1016004103 Foreshore Reserve	24,050	24,000	50	0.2%	24,000	
1016004101 RL - Bylaw Enforcement	103,235	103,230	5	0.0%	100,227	
1016004110 Delinquent Fees	3,214	5,400	(2,186)	-40.5%	3,647	
1016004700 Lease Services- OTHER	41,092	35,000	6,092	17.4%	49,699	
1016004611 Lease Services- STVR/BL	55,775	45,000	10,775	23.9%	48,175	Short Term Rental Licencing
	<u>\$ 918,899</u>	<u>\$ 904,299</u>	<u>\$ 14,600</u>		<u>\$ 896,434</u>	
<b>EXPENDITURES</b>						
1026005375 Contract Services	\$ 315	\$ -	\$ (315)	0.0%	\$ 4,666	
1026005900 Garbage Collection & Recycling	72,544	100,535	27,991	27.8%	72,249	
1026006000 Ground Maintenance Materials	-	-	-	0.0%	4,538	
1026006100 Commercial Insurance	8,400	7,800	(600)	-7.7%	7,250	
1026006812 Bank Charges/Point of Sale	3,173	-	-	0.0%	2,383	
1026006815 Postage & Courier	-	-	-	0.0%	234	
1026008005 Hydro Consumption	18,086	37,000	18,914	51.1%	25,507	
TOTAL OPERATING EXPENSES	<u>\$ 102,518</u>	<u>\$ 145,335</u>	<u>\$ 42,817</u>		<u>\$ 116,827</u>	
NET OPERATING INCOME	<u>\$ 816,381</u>	<u>\$ 758,964</u>	<u>\$ (57,417)</u>	-7.6%	<u>\$ 779,607</u>	
1026009000 Capital Purchases	5,332	10,000	4,668	46.7%	-	Traffic Calming Main Beach, Milfoil, Residential Area & Foreshore
1026009800 Transfer to Reserves	63,230	63,230	-	0.0%	63,230	
1026009810 Transfer from Accumulated Surplus	(5,332)	(10,000)	(4,668)	46.7%	-	
1026009998 Overhead Expenses	408,424	408,425	1	0.0%	358,096	
1026009999 Allocated Services	325,580	325,580	-	0.0%	302,220	
	<u>\$ 899,752</u>	<u>\$ 942,570</u>	<u>\$ 42,818</u>		<u>\$ 840,373</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 19,147</u>	<u>\$ (38,271)</u>	<u>\$ (57,418)</u>		<u>\$ 56,061</u>	

# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### GENERAL ADMINISTRATION

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1017004800 Interest Earned	\$ 71,997	\$ 40,000	\$ 31,997	80.0%	\$ 35,539	
1017004900 Miscellaneous Revenue/Encroachment	36,975	2,000	34,975	1748.8%	14,254	Land Sale/ICBC Rebates
1017004904 Donations	2,434	-	2,434	0.0%	10,168	
1017004915 Dog Licenses	720	500	220	44.0%	420	
	<u>\$ 112,126</u>	<u>\$ 42,500</u>	<u>\$ 69,626</u>		<u>\$ 60,381</u>	
<b>EXPENDITURES</b>						
1027005000 Advertising	\$ 150	\$ 1,500	\$ 1,350	90.0%	\$ 779	
1027005100 Accounting & Auditing Fees	2,782	18,450	15,668	84.9%	21,064	
1027005175 Board Level Expenses	18,022	17,000	(1,022)	-6.0%	13,676	
1027005300 Building Maintenance Materials	1,728	3,100	1,372	44.3%	1,033	
1027005375 Contract Services	15,505	36,400	20,895	57.4%	22,900	Asset Appraisals
1027005400 Conferences/Meetings	2,668	11,000	8,332	75.7%	174	
						Accounting Software/IT Service Level Agreement
1027005500 Data Processing	70,683	16,500	(54,183)	-328.4%	68,528	
1027005700 Education & Training	2,619	5,000	2,381	47.6%	580	
1027005750 Election Expenses	9,369	18,000	8,631	48.0%		
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	119	
						Large increase to insurance at July 1, 2022 renewal due to claim history and insurance environment.
1027006100 Commercial Insurance	26,550	17,900	(8,650)	-48.3%	16,750	
1027006200 Vehicle Insurance	1,409	1,650	241	14.6%	1,695	
1027006400 Legal Fees	101,406	100,000	(1,406)	-1.4%	136,525	
1027006450 Professional Fees	-	20,000	20,000	100.0%	27,327	
1027006600 Membership Dues & Subscriptions	1,884	3,700	1,816	49.1%	1,988	
1027006800 Office Supplies & Expenses	9,906	9,000	(906)	-10.1%	8,645	
1027006801 Staff Recognition Expenses	5,521	6,000	479	8.0%	3,110	
1027006800 Breakroom Supplies	2,273	5,000	2,727	54.5%	2,360	
1027006812 Bank Charges/Point of Sale Fees	13,305	13,000	(305)	-2.3%	12,062	
1027006815 Postage & Courier	7,926	4,000	(3,926)	-98.2%	8,201	
1027006820 Equipment Leases	9,987	15,600	5,613	36.0%	10,313	
1027006822 Office Furniture	2,820	4,000	1,180	29.5%	1,697	
1027007000 Printing Expense	2,289	1,000	(1,289)	-128.9%	160	
1027007100 Public Relations	235	4,000	3,765	94.1%	2,104	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	443	
1027007500 Sewer & Septic System Maintenance	609	570	(39)	-6.8%	537	
1027007700 Special Events - CWFPP	473	5,000	4,527	90.5%	496	
1027007800 Telephone	18,327	9,000	(9,327)	-103.6%	14,671	
1027007900 Travel Expense	435	2,000	1,565	78.3%	388	
1027008000 Propane & Natural Gas	1,979	2,000	21	1.1%	1,635	
1027008005 Hydro Consumption	2,978	3,500	522	14.9%	3,450	
1027008020 Water	597	590	(7)	-1.2%	575	
1027008100 Vehicle Maintenance/Fuel	1,867	800	(1,067)	-133.4%	487	
1027008500 Commissioners Indemnity	89,822	88,180	(1,642)	-1.9%	86,450	
1027008600 Management Salaries	156,728	158,100	1,372	0.9%	147,506	
1027008601 Finance Salaries	167,293	174,550	7,257	4.2%	147,161	
1027008710 Staff Wages - CO/Communications	167,741	193,160	25,419	13.2%	111,286	
1027008715 Staff Wages - Admin / CSR	89,955	89,000	(955)	-1.1%	114,967	
1027008800 Employee Benefits	150,567	163,530	12,963	7.9%	137,421	
TOTAL OPERATING EXPENSES	<u>\$ 1,158,851</u>	<u>\$ 1,223,780</u>	<u>\$ 64,929</u>		<u>\$ 1,129,263</u>	
NET OPERATING INCOME	<u>\$ (1,046,725)</u>	<u>\$ (1,181,280)</u>	<u>\$ (134,555)</u>	11.4%	<u>\$ (1,068,882)</u>	
1027009000 Capital Purchases	19,154	58,570	39,416	67.3%	160,559	Computer Upgrades, My City App
1027009800 Transfer to Reserves	50,000	50,000	-	0.0%	50,000	
1027009805 Transfer from Reserve Capital	(18,876)	(33,570)	(14,694)	43.8%	(160,559)	
1027009810 Transfer from Accumulated Surplus	-	(41,000)	(41,000)	100.0%	-	
1027009998 Overhead Expenses	(1,078,540)	(1,078,540)	-	0.0%	(984,409)	
1027009999 Allocated Services	(136,740)	(136,740)	-	0.0%	(137,811)	
	<u>\$ (6,151)</u>	<u>\$ 42,500</u>	<u>\$ 48,651</u>		<u>\$ 57,043</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 118,277</u>	<u>\$ -</u>	<u>\$ (118,277)</u>		<u>\$ 3,338</u>	

**CULTUS LAKE PARK**

**2022 Financial Report**

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

**COMMUNITY HALL**

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b><u>REVENUE</u></b>						
1018004920 Community Hall Rentals	\$ 7,301	\$ 11,950	\$ (4,649)	-38.9%	\$ 3,042	Due to the pandemic, the majority of the Hall rentals were cancelled in 2021. Flood recovery caused the community Hall to be closed in Q1 of 2022.
<b><u>EXPENDITURES</u></b>						
1028005300 Building Maintenance Materials	\$ 6,184	\$ 3,500	\$ (2,684)	-76.7%	\$ 1,138	
1028005375 Contract Services	21,879	-	(21,879)	0.0%	-	Flood Recovery Expenses
1028005500 Data Processing	1,440	-	(1,440)	0.0%	1,791	
1028006000 Grounds Maintenance Materials	1,304	1,000	(304)	-30.4%	-	
1028006100 Commercial Insurance	12,050	10,000	(2,050)	-20.5%	9,300	
1028007500 Sewer	-	570	570	100.0%	-	
1028007800 Telephone	231	200	(31)	-15.5%	231	
1028008000 Propane & Natural Gas	2,537	1,900	(637)	-33.5%	1,903	
1028008005 Hydro Consumption	3,157	1,600	(1,557)	-97.3%	705	
1028008020 Water	597	590	(7)	-1.2%	575	
TOTAL OPERATING EXPENSES	\$ 49,379	\$ 19,360	\$ (30,019)		\$ 15,643	
NET OPERATING INCOME	\$ (42,078)	\$ (7,410)	\$ 34,668	-467.9%	\$ (12,601)	
1028009000 Capital Purchases	-	5,570	5,570	100.0%	1,520	
1028009800 Transfer to Reserves	10,000	10,000	-	0.0%	10,000	
1028009805 Transfer from Reserve Capital Purchases	-	(5,570)	(5,570)	100.0%	(1,520)	
1028009998 Overhead Expenses	24,400	24,400	-	0.0%	31,800	
1028009999 Allocated Services	15,560	15,560	-	0.0%	21,871	
	\$ 99,339	\$ 69,320	\$ (30,019)		\$ 79,314	
NET CONTRIBUTION TO (FROM)	\$ (92,038)	\$ (57,370)	\$ 34,668		\$ (76,272)	



**CULTUS LAKE PARK**  
**2022 Financial Report**

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

**FORESHORE LEASE**

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1018504936 Boat Mooring - Public Areas/VS	\$ 44,162	\$ 52,750	\$ (8,588)	-16.3%	\$ 43,162	
1018504941 Foreshore Reserve Revenue	53,100	56,250	(3,150)	-5.6%	52,750	
1018504904 Donations - Foreshore	-	-	-	0.0%	800	
1018504900 Delinquency Fees	1,500	-	1,500	0.0%	1,500	
1018504900 Miscellaneous Revenue	1,513,042	-	1,513,042	0.0%	-	Dock Insurance Funds
	<u>\$ 1,611,804</u>	<u>\$ 109,000</u>	<u>\$ 1,502,804</u>		<u>\$ 98,212</u>	
<b>EXPENDITURES</b>						
1028505375 Contract Services	\$ 116,190	\$ -	\$ (116,190)	0.0%	\$ 61,662	Flood Recovery Expenses
1028505800 Equipment Maintenance	-	1,500	1,500	100.0%	-	
1028505820 Equipment Fuel	-	800	800	100.0%	-	
1028505850 Floats & Buoys	4,881	10,000	5,119	51.2%	632	
1028506000 Grounds Maintenance Materials	-	10,000	10,000	100.0%	-	
1028506100 Commercial Insurance	19,750	18,800	(950)	-5.1%	17,600	
1028506200 Vehicle Insurance	124	100	(24)	-24.0%	130	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	60	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance/Fuel	52	200	148	74.0%	192	
1028508200 Foreshore Maintenance (Wharfs)	2,707	15,000	12,293	82.0%	9,493	
1028508201 Signage	2,135	1,000	(1,135)	-113.5%	-	
TOTAL OPERATING EXPENSES	<u>\$ 145,839</u>	<u>\$ 58,650</u>	<u>\$ (87,189)</u>		<u>\$ 89,769</u>	
NET OPERATING INCOME	<u>\$ 1,465,965</u>	<u>\$ 50,350</u>	<u>\$ (1,415,615)</u>	-2811.5%	<u>\$ 8,443</u>	
1028509000 Capital Purchases	1,556,439	212,000	(1,344,439)	-634.2%	60,038	Foreshore Erosion, Boat Launch Repairs, Milfoil and Dock Replacement through insurance.
1028509800 Transfer to Reserves	53,150	56,250	3,100	5.5%	52,750	
1028509805 Transfer from Reserve Capital Purchases	(43,396)	(212,000)	(168,604)	79.5%	(60,038)	
1028509998 Overhead Expenses	253,612	253,610	(2)	0.0%	243,131	
1028509999 Allocated Services	67,160	67,160	-	0.0%	88,431	
	<u>\$ 2,032,804</u>	<u>\$ 435,670</u>	<u>\$ (1,597,134)</u>		<u>\$ 474,081</u>	
	<u>\$ (421,000)</u>	<u>\$ (326,670)</u>	<u>\$ 94,330</u>		<u>\$ (375,869)</u>	

# CULTUS LAKE PARK

## 2022 Financial Report

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

### PUBLIC AREAS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1019004910 Pay Parking	\$ 918,156	\$ 883,000	\$ 35,156	4.0%	\$ 996,738	
1019004700 Tree Removal Fees	4,825	1,500	3,325	221.7%	53,619	
1019004926 Infrastructure Reserve	51,759	46,100	5,659	12.3%	22,979	
1019004927 Foreshore Reserve	22,180	19,700	2,480	12.6%	41,861	
1019004900 Miscellaneous Revenue	13,078	15,000	(1,922)	-12.8%	29,649	
1019004904 Donations	-	-	-	0.0%	16,424	
	\$ 1,009,998	\$ 965,300	\$ 44,698		\$ 1,161,270	
<b>EXPENDITURES</b>						
1029005300 Building Maintenance Materials	\$ 7,321	\$ 6,300	\$ (1,021)	-16.2%	\$ 2,652	
1029005355 Main Beach Events Grant	12,982	12,000	(982)	-8.2%	6,000	
1029005360 Commemorative Benches	3,079	1,900	(1,179)	-62.1%	-	
1029005375 Contract Services	61,136	46,600	(14,536)	-31.2%	127,450	Precise Parklink/Public Washroom
1029005800 Equipment Maintenance	-	1,000	1,000	100.0%	902	Facilities/Flood Recovery Expenses
1029005900 Garbage Collection & Recycling	5,200	7,300	2,100	28.8%	7,238	
1029006000 Grounds Maintenance Materials	32,537	30,000	(2,537)	-8.5%	32,854	Flood Recovery Expenses
1029006010 General Maintenance	31,145	45,000	13,855	30.8%	20,640	
1029006100 Commercial Insurance	28,600	26,100	(2,500)	-9.6%	23,500	
1029006300 Janitorial Contracts/Supplies	18,468	14,000	(4,468)	-31.9%	19,193	
1029006810 Bank Charges	45	500	455	91.0%	227	
1029006812 Point of Sale Fees	46,113	17,000	(29,113)	-171.3%	51,168	
1029006820 Equipment Leases	17,147	17,400	253	1.5%	20,286	Parking Meters
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	14,748	12,000	(2,748)	-22.9%	7,836	
1029007300 Vandalism Repairs	1,338	2,500	1,162	46.5%	940	
1029007500 Sewer	-	-	-	0.0%	363	
1029008005 Hydro Consumption	6,406	8,300	1,894	22.8%	4,426	
1029008201 Signage	3,858	6,500	2,642	40.6%	4,131	
TOTAL OPERATING EXPENSES	\$ 290,123	\$ 254,900	\$ (35,223)		\$ 329,806	
NET OPERATING INCOME	\$ 719,875	\$ 710,400	\$ (9,475)	-1.3%	\$ 831,464	
1029009000 Capital Purchases	397,067	696,650	299,583	43.0%	644,350	Main Beach Washrooms, Munroe Retaining
1029009800 Transfer to Reserves	218,958	212,440	(6,518)	-3.1%	589,159	Wall, Irrigation
1029009805 Transfer from Reserve Capital Purchases	(350,667)	(621,650)	(270,983)	43.6%	(618,050)	
1029009810 Transfer from Accumulated Surplus	(40,650)	(40,000)	650	-1.6%	-	
1029009998 Overhead Expenses	563,300	563,300	-	0.0%	479,847	
1029009999 Allocated Services	332,736	332,741	5	0.0%	264,900	
	\$ 1,410,867	\$ 1,398,381	\$ (12,486)		\$ 1,690,012	
NET CONTRIBUTION TO (FROM)	\$ (400,869)	\$ (433,081)	\$ (32,212)		\$ (528,742)	

**CULTUS LAKE PARK**  
**2022 Financial Report**

For the TWELVE Months Ending December 31, 2022, with comparative figures for 2021

**Community Events Committee**

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b><u>REVENUE</u></b>						
1019504900 Miscellaneous Revenue	\$ 19,336	\$ 10,404	\$ 8,932	85.9%	\$ 200	Beer Gardens, Vendors and Donations
1019504902 Public Areas - Contribution	12,000	12,000	-	0.0%	6,000	
1019504996 Grants from other Agency's	19,650	14,500	5,150	35.5%	-	Cultus Lake Days Grants
	<u>\$ 50,986</u>	<u>\$ 36,904</u>	<u>\$ 14,082</u>		<u>\$ 6,200</u>	
<b><u>EXPENDITURES</u></b>						
1029506800 Office Supplies & Misc. Expenses	\$ -	\$ 875	\$ 875	100.0%	\$ 235	
1029507700 Special Events CEAC	47,967	35,530	(12,437)	-35.0%	5,795	
1029509800 Transfer to (from) Reserves	3,019	499	- 2,520	-505.0%	-	
	<u>\$ 50,986</u>	<u>\$ 36,904</u>	<u>\$ (14,082)</u>		<u>\$ 6,030</u>	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ 170</u>	







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 0550-70  
**SUBMITTED BY:** Erica Lee  
Chief Financial Officer  
**SUBJECT:** 2022 Parking Lot Revenue Fourth Quarter Report

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#### PURPOSE:

To provide the Board with an overview of parking revenue for the Fourth Quarter of 2022.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board receive the 2022 Parking Lot Fourth Quarter Report for information.

#### DISCUSSION:

Parking lot revenue, net of GST, for the fourth quarter totaled \$12,442. This is a slight increase of approximately \$3,906 over parking revenue for the fourth quarter of 2021. Parking expenses, net of GST, for the fourth quarter totaled \$10,430 which is a slight decrease of \$303 compared to expenses in the fourth quarter of 2021.

Parking revenue, net of GST, for all of 2022 totaled \$856,820 which is a decrease of \$89,200 or 9.4% over 2021's Parking revenue, net of GST of \$946,020. This decrease from 2021 is attributed to weather being consistently cool and rainy until at least halfway through July of 2022. This type of weather is not typical for late June and July. Despite parking meter revenue being lower Year-to-Date in 2022 than in 2021, Year-to-Date parking meter revenues for 2022 are still above the Year-to-Date budget for Parking Meter Revenue by approximately \$17,820. The tables below show the year-to-date (1), revenue (2), expenses and (3) net revenue.

#### STRATEGIC PLAN:

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

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Prepared by:

Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer

Table 1 –

Parking Revenue				
Month	Revenue 2019	Revenue 2020	Revenue 2021	Revenue 2022
Jan	3,731.95	977.00	2,292.62	2,538.19
Feb	1,269.33	2,483.19	2,477.90	5,315.33
Mar	15,158.29	5,045.90	8,414.29	12,138.31
Apr	12,342.52	-	17,879.90	16,861.28
May	40,942.76	21,066.33	68,042.10	34,374.67
Jun	94,167.54	51,735.29	190,725.22	95,505.64
Jul	174,980.69	178,871.81	369,153.90	319,265.65
Aug	208,401.33	191,850.19	232,956.90	291,432.28
Sep	39,104.43	56,447.76	45,544.95	66,946.41
Oct	4,283.76	5,194.02	6,286.58	10,184.95
Nov	1,978.62	2,735.52	1,000.05	1,387.18
Dec	1,792.38	1,816.76	1,249.96	870.33
<b>Total</b>	<b>598,153.60</b>	<b>518,223.77</b>	<b>946,024.37</b>	<b>856,820.22</b>

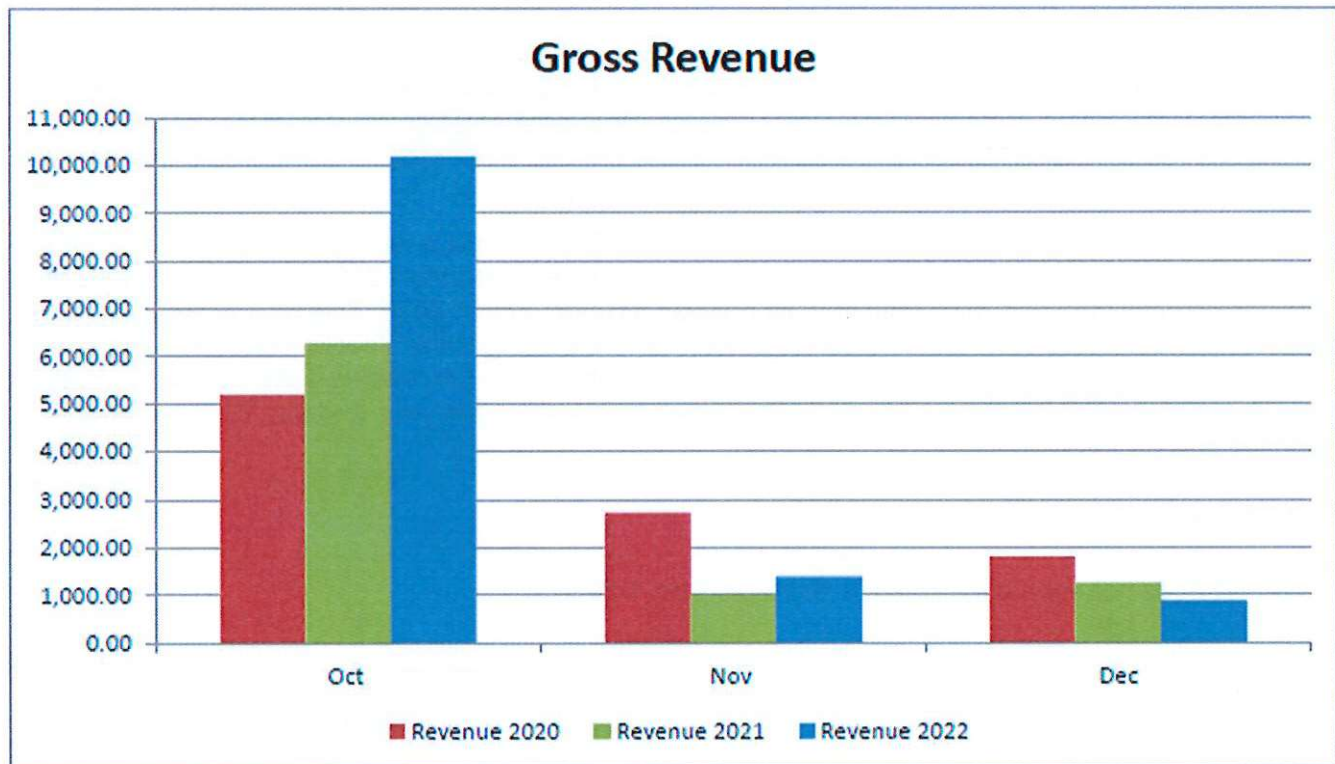




Table 2-

Parking Expenses				
Month	Expense 2019	Expense 2020	Expense 2021	Expense 2022
Jan	2,590.95	2,426.76	2,866.70	2,063.70
Feb	2,573.33	2,496.64	3,134.19	2,240.81
Mar	3,326.11	2,857.83	7,328.65	2,546.76
Apr	4,344.56	2,469.63	5,985.43	2,990.29
May	6,080.67	3,672.57	4,911.41	3,799.20
Jun	9,620.09	8,227.19	44,683.26	7,560.93
Jul	14,445.12	14,569.52	23,017.96	33,056.80
Aug	19,244.06	17,500.97	18,033.66	17,738.06
Sep	10,398.74	10,513.22	8,797.80	6,252.06
Oct	4,089.52	4,859.70	6,650.94	6,662.70
Nov	2,567.19	3,213.73	1,966.98	1,902.95
Dec	2,477.87	2,807.38	1,960.13	1,864.42
<b>Total</b>	<b>81,758.21</b>	<b>75,615.14</b>	<b>129,337.11</b>	<b>88,678.68</b>

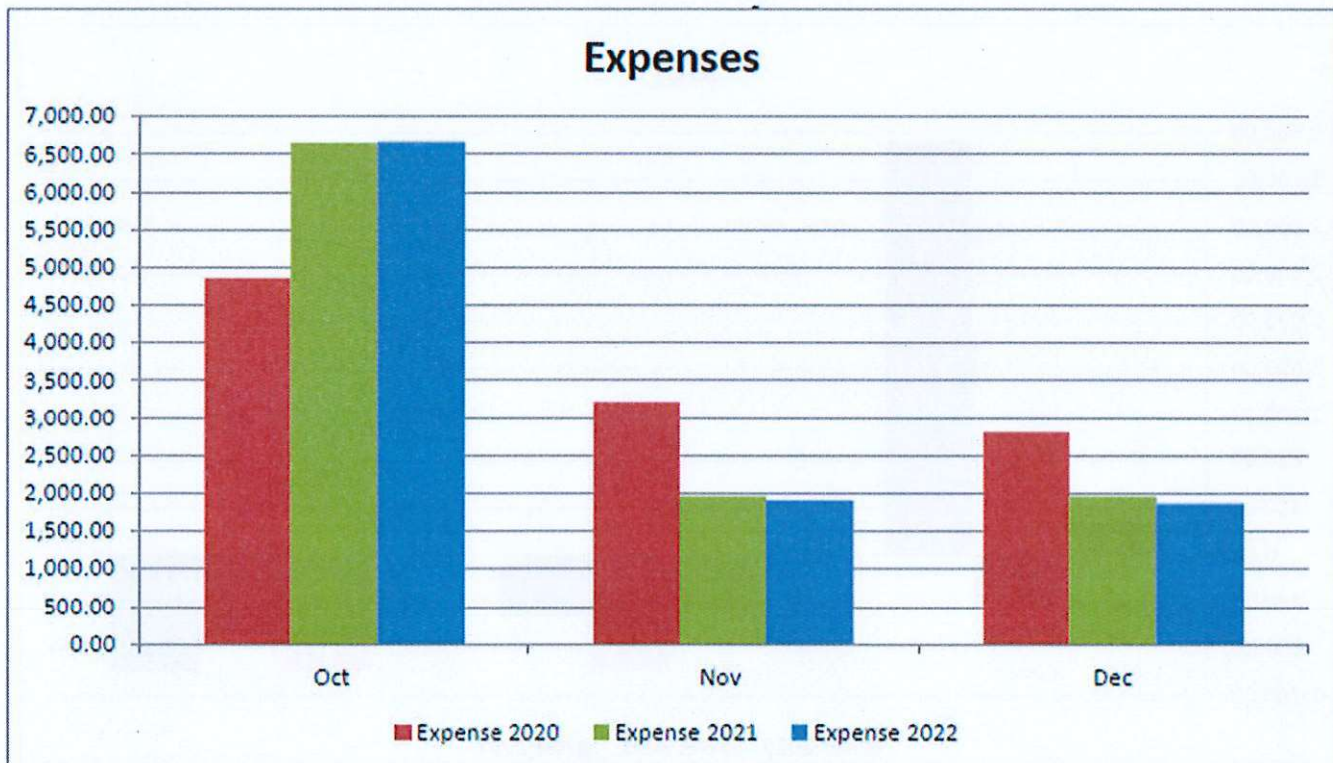
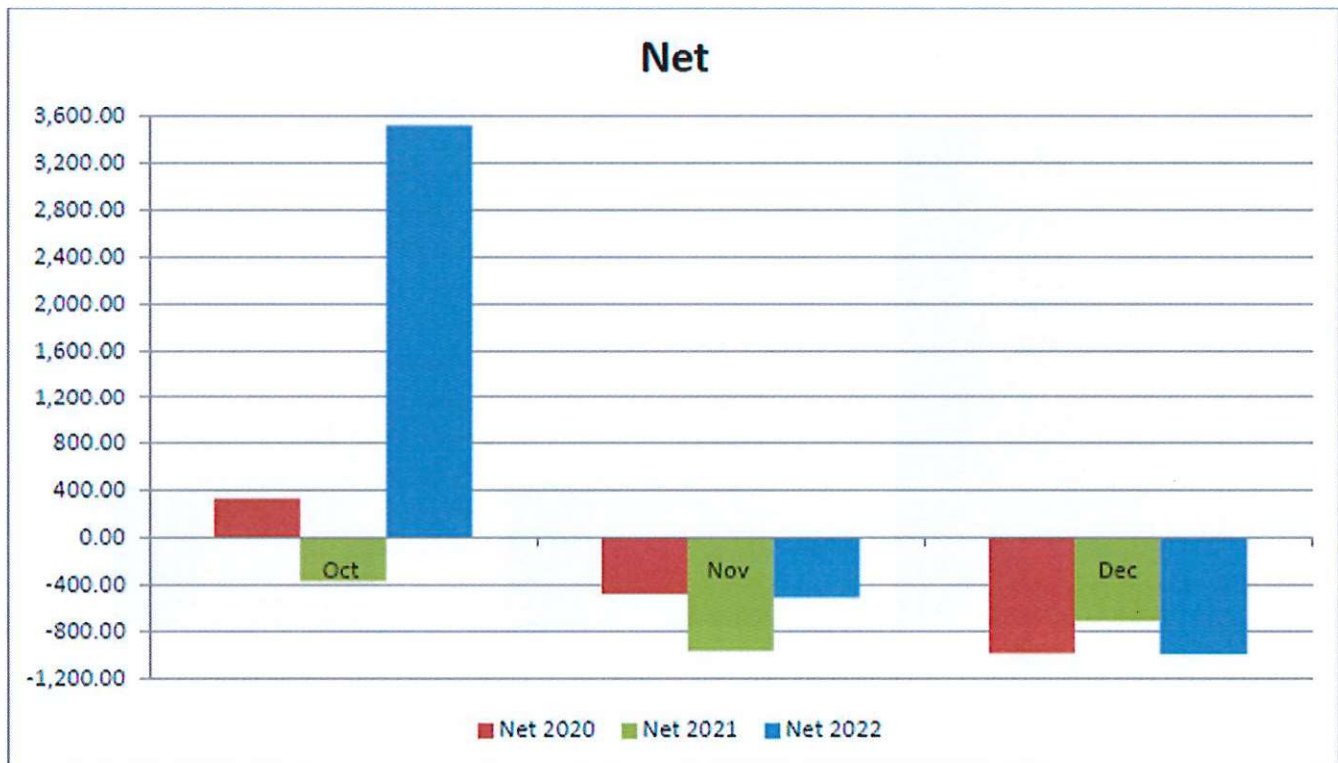


Table 3 –

Net Parking Revenue				
Month	Net 2019	Net 2020	Net 2021	Net 2022
Jan	1,141.00	(1,449.76)	(574.08)	474.49
Feb	(1,304.00)	(13.45)	(656.29)	3,074.52
Mar	11,832.18	2,188.07	1,085.64	9,591.55
Apr	7,997.96	(2,469.63)	11,894.47	13,870.99
May	34,862.09	17,393.76	63,130.69	30,575.47
Jun	84,547.45	43,508.10	146,041.96	87,944.71
Jul	160,535.57	164,302.29	346,135.94	286,208.85
Aug	189,157.27	174,349.22	214,923.24	273,694.22
Sep	28,705.69	45,934.54	36,747.15	60,694.35
Oct	194.24	334.32	(364.36)	3,522.25
Nov	(588.57)	(478.21)	(966.93)	(515.77)
Dec	(685.49)	(990.62)	(710.17)	(994.09)
<b>Total</b>	<b>516,395.39</b>	<b>442,608.63</b>	<b>816,687.26</b>	<b>768,141.54</b>







## CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023

**FILE:** 0550-070

**SUBMITTED BY:** Joe Almeida,  
Manager of Park Operations

**SUBJECT:** 2022 Public Works Fourth Quarter Report

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### **PURPOSE:**

To provide the Board with an update on Public Works projects completed during the Fourth Quarter of 2022.

### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2022 Public Works Fourth Quarter Report for information.*

### **DISCUSSION:**

The following list summarizes various tasks and projects completed by Public Works staff over the fourth quarter of 2022:

#### Commercial Leases:

- Daily garbage pickup - .5 days labour
- Daily washroom service - 25 days labour
- Buildings/grounds/parking lot maintenance – 6 days labour
- Vandalism repairs - 0 days labour
- Signage repairs – 0 days labour

#### Community Hall:

- Janitorial service and rental setup – 10.5 days labour
- Building/grounds maintenance - 4.5 days labour

#### Foreshore:

- Wharf/weir/registered buoy/signage maintenance – 18.5 days labour
- Debris cleanup - 2 days labour
- Swim lines - 3.5 days labour
- Warf/swim line vandalism repairs - .5 days labour

#### Park Office:

- Building maintenance - 1.5 days labour
- Grounds maintenance - 4 days labour



#### Public Areas:

- Weekly garbage pickup and cleanup/inspection of playgrounds, docks, catch basins and community notice boards - 20 days labour.
- Daily parking lot opening - 5 days labour
- Daily washroom service - 51 days labour
- Friday litter/garbage pickup – 3.5 days labour
- Tree/stump removal - .5 days labour
- Roads/parking lots/signage/lighting maintenance – 29 days labour
- Main Beach drainage work - 2 days labour
- Grounds/tree care/lawn care/watering maintenance debris cleanup – 23 days labour
- Float beach – 0 days labour
- Building/structure/pay station maintenance – 22 days labour
- Vandalism repairs – 1.5 days
- Special Events - 6.5 days

#### Public Works:

- Vehicle maintenance - 12 days labour
- Equipment maintenance - 4 days labour
- Yard/building/janitorial maintenance - 30 days labour
- Administration/purchasing/safety/staff meetings – 30 days labour

#### Fire Hall:

- Building/janitorial/equipment maintenance - 2 days labour
- Administration/emergency response/inspections – 2.5 days labour

#### Residential Leases:

- Grounds/tree maintenance/debris cleanup – 1 days labour
- Roads/signs/street sweeping/snow removal/grading – 12.5 days labour

#### Sunnyside Campground:

- Sewer repairs/maintenance – 3.5 days labour
- Janitorial - 0 days labour
- Roads/parking - .5 days labour
- Building/vandalism maintenance – 36 days labour
- Water system startup/line replacement/repairs – 5.5 days labour
- Lawn/tree maintenance - 16 days labour
- Site maintenance/debris cleanup/surfacing/vandalism -11 days labour
- Additional maintenance work orders – 6.5 days labour
- Vandalism repairs - .5 days labour

#### Visitor Services/Cabins/Bylaw:

- Cabin work orders/Building maintenance – 18 days labour
- Bi-weekly garbage pickup – 4.5 days labour
- Janitorial service - 2 days labour
- Lawn care – 1.5 days labour

#### Special Events: CEEC

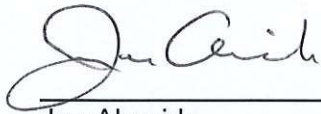
- Christmas Lights 74.5 days labour

## STRATEGIC PLAN:

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

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Prepared by:



Joe Almeida  
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 0550

**SUBMITTED BY:** Carly Volk  
Manager of Sunnyside Campground and Accommodations

**SUBJECT:** 2022 Campground and Cabins Fourth Quarter Report

---

#### PURPOSE:

To provide the Board with an update on the Campground and Cabins operations for the Fourth Quarter of 2022.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Campground and Cabins Fourth Quarter report for information.*

#### DISCUSSION:

This report provides a summary of the events and financial analysis of the revenue received for October, November, and December 2022 compared to the same time period in 2021 for Sunnyside Campground and the Cabins at Cultus Lake Park.

##### Sunnyside Campground

Sunnyside Campground closed after the Thanksgiving long weekend being Monday October 10, 2022, and is scheduled to reopen again on March 31, 2023.

The fourth quarter of 2022 generated approximately \$16,380 higher revenue compared to the same time period in 2021. Staff estimate that the revenue rose due to the warm camping weather experienced in September and October.

The Queensboro Marine Construction crew continued to occupy five (5) full-service sites after closure to complete the dock replacement project which began mid-September.

In late November a Request for Proposal for renovations of Washroom #3 and #4 was posted on the BC Bid website; Fernic Group Contracting Ltd was awarded this project. Work is now underway in preparation for the upcoming season.

In December staff completed the update to the Seasonal waitlist, there is now a total of 530 applicants awaiting a seasonal site. There are a total of twenty-eight (28) seasonal sites available for the 2023 Site Distribution which will take place in February.

Twenty (20) Sunnyside seasonal staff members were contacted for employment recall, fifteen (15) will be returning for the 2023 season.



## Cabins

The Cabins generated almost the exact same revenue during the fourth quarter of 2022 as in 2021 at approximately \$21,000.

Cabin refresh projects have begun including interior painting, updating of light fixtures and drapery, and replacing mattresses.

Cabin Reservation requests have increased, and the cabins are now 95% booked for the summer months and weekends are 100% booked as of the May long weekend.

## **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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Carly Volk  
Manager of Sunnyside Campground  
and Accommodations

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





## REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 0550

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

**SUBJECT:** 2022 Bylaw Compliance & Enforcement Fourth Quarter Report

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### PURPOSE:

To provide the Cultus Lake Park Board with an update on Bylaw Compliance and Enforcement throughout the Park for the Fourth Quarter of 2022.

### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Bylaw Compliance and Enforcement 2022 Fourth Quarter Report for information.*

### DISCUSSION:

The following is a breakdown of statistics relating to Bylaw Compliance and Enforcement and security from October 1, 2022, to December 31, 2022.

The areas that are monitored and included in this report are Sunnyside Campground, Sunnyside Campground Beach, Residential Areas, Commercial Areas, Park office, Main Beach, Cabins, Community Hall and Parmenter Rd.

The layout to the stats is updated to show the fines and written warnings but to also capture the estimated number of issues per bylaw. The numbers below include verbal warnings, written warnings and tickets per the bylaw that was contravened.

Bylaw compliance officers and Security responded to approximately 11 Short-term Rental related issues, that are included in the Parking and Traffic Regulations, Property Maintenance Bylaw and Noise Regulations Bylaw statistics.

BYLAW	Est. # of issues
Parking & Traffic Regulations	132
Management of Public Areas	4
Property Maintenance	34
STR Parking issues	5
STR Noise complaints	2
STR Garbage issues	4
Noise Regulation	1
Encroachment	2
Boating & Foreshore	1

Tree & Plant	5
Animal Control	7
Littering	4
Sunnyside Campground	5
Burning Conditions & Restrictions	2
Election signage and canvassing	21
<b>TOTAL</b>	<b>229</b>

### 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:** February 15, 2023 **FILE:** 0550

**SUBMITTED BY:** Warren Mazuren  
Fire Chief

**SUBJECT:** 2022 Fire Department Fourth Quarter Report

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#### PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of October, November, and December of 2022.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2022 Fire Department Fourth Quarter report for information.*

#### DISCUSSION:

The fourth quarter of 2022 was above average in call volume compared to last year's fourth quarter.

There were nine (9) calls in October, seventeen (17) calls in November, and fourteen (14) calls in December of 2022. There was a total of forty (40) calls in the fourth quarter of 2022.

There was twenty-nine (29) calls in the fourth quarter of 2021.

Nineteen calls (19) were in the "FVRD Electoral H", eleven calls (11) were in Cultus Lake Park, and ten (10) calls were on Soowahlie First Nation.

CLVFD continued to search for new members to bolster daytime response.

CLVFD training night was switched to Thursday evenings starting at 7:00 pm.

The CLVFD continued with maintenance training as required by the Playbook. In house training was utilized during these months as most of the training opportunities we usually attend were postponed.

CLVFD members attended the Cultus Lake Elementary School pancake breakfast sponsored by the Cultus Lake Elementary School PAC.



CLVFD Members attended the Lights At Cultus Lake event with the Cultus Lake Park CEEC.

CLVFD Members attended the Cultus Lake Church Christmas Event in December.

CLVFD Members completed the Annual Canned Food Drive in support of the Salvation Army. Many thanks to the astounding donations from the residents of the Park.

Stay Safe on the road during the winter months by planning and being prepared for any and all emergencies!

### **STRATEGIC PLAN:**

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

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Prepared by:



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Warren Mazuren  
Fire Chief

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023

**FILE:** 0870

**SUBMITTED BY:** Katrina Craig, for Tricia Schmuland, Leasing Clerk

**SUBJECT:** Lease Assignments Fourth Quarter Report

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#### PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of October through December 2022.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2022 Lease Assignments Fourth Quarter report for information.*

#### DISCUSSION:

During the fourth quarter of 2022, the Park processed the following: (6) family assignments and (2) residential assignments: lease transfers totaling (8) for the quarter; and

(33) Requests for Title Searches for various reasons, such as: building permits, listings of houses for sale, and personal banking or purchases; and

(3) Mortgage Refinances/Filing Mortgages; and (17) Mortgage Discharges.

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**DATE OF ASSIGNMENT:** OCTOBER 20, 2022

**PROPERTY:** 607 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z5

**SALE PRICE:** N/A FAMILY TRANSFER

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**DATE OF ASSIGNMENT:** NOVEMBER 9, 2022

**PROPERTY:** 327 SECOND AVENUE, CULTUS LAKE BC V2R 4Y5

**SALE PRICE:** \$1,700,000



DATE OF ASSIGNMENT: **NOVEMBER 25, 2022**  
PROPERTY: **128 FIRST AVENUE, CULTUS LAKE BC V2R 4Y5**  
SALE PRICE: **\$1,085,000**

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DATE OF ASSIGNMENT: **NOVEMBER 28, 2022**  
PROPERTY: **350 PINE STREET, CULTUS LAKE BC V2R 4Y9**  
SALE PRICE: **N/A FAMILY TRANSFER**

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DATE OF ASSIGNMENT: **NOVEMBER 29, 2022**  
PROPERTY: **281 FIR STREET, CULTUS LAKE, BRITISH COLUMBIA, V2R 4Y5**  
SALE PRICE: **N/A FAMILY TRANSFER**

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DATE OF ASSIGNMENT: **NOVEMBER 29, 2022**  
PROPERTY: **270 FIRST AVENUE, CULTUS LAKE BC V2R 4Z4**  
SALE PRICE: **N/A FAMILY TRANSFER**

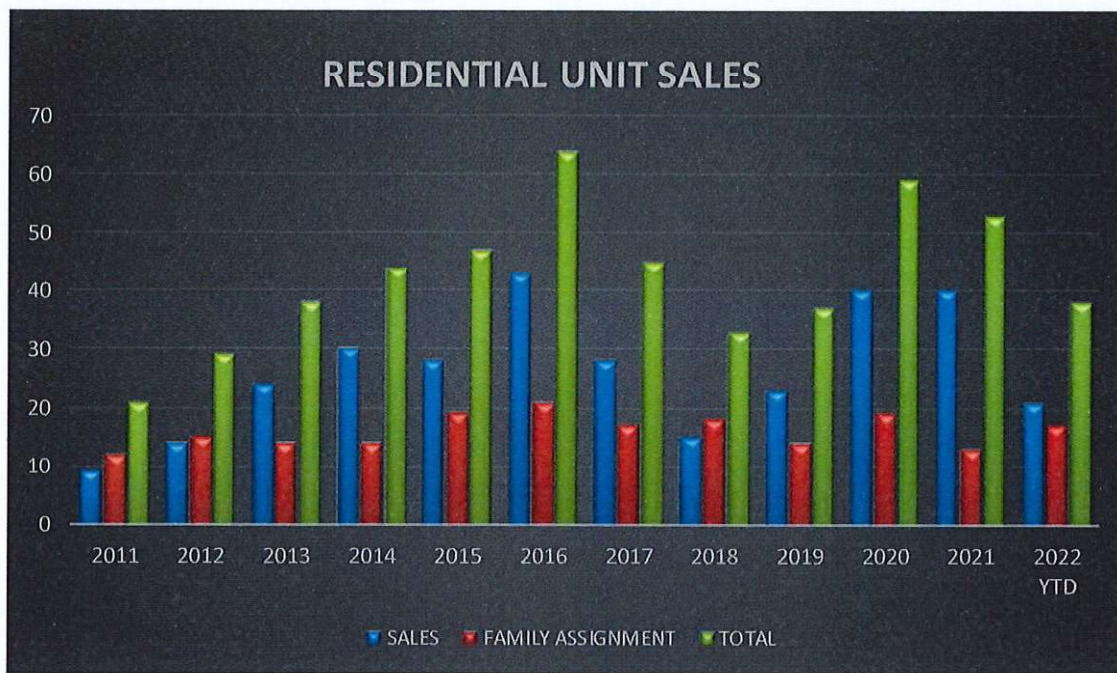
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DATE OF ASSIGNMENT: **DECEMBER 9, 2022**  
PROPERTY: **223 FIRST AVENUE, CULTUS LAKE BC V2R 4Y4**  
SALE PRICE: **N/A FAMILY TRANSFER**

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DATE OF ASSIGNMENT: **DECEMBER 9, 2022**  
PROPERTY: **524 PARK DRIVE, CULTUS LAKE BC V2R 4Z8**  
SALE PRICE: **N/A FAMILY TRANSFER**

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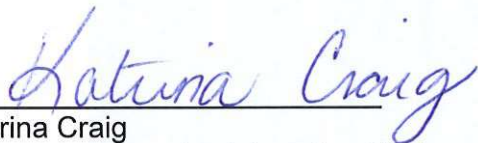


**STRATEGIC PLAN:**

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


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Prepared by:



Katrina Craig  
For Tricia Schmuland, Leasing Clerk

Approved for submission to the Board:



Joe Lamb,  
Chief Administrative Officer





## REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 3020

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

**SUBJECT:** Cultus Lake Sailing Club Proposal

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### PURPOSE:

The purpose of the report is to provide the Board with an information related to the Cultus Lake Sailing Clubs proposal.

### RECOMMENDATION:

**THAT** the Cultus Lake Park Board receive the report regarding the Cultus Lake Sailing Club Proposal;

**THAT** the Cultus Lake Park Board request that staff circulate the draft letter to noted resident addresses of Park Drive, Mountain View, Willow St, Oak St, and First Ave; and

**THAT** the Cultus Lake Park Board request that staff provide the Board with the resident's feedback at the March 15, 2023, Regular Board Meeting.

### DISCUSSION:

At the January 18, 2023, Regular Board Meeting the Cultus Lake Sailing Club presented a proposal for consideration. The proposal outlined the future plan of the club with respect to expanding the learn to sail opportunities for both youths and adults and fostering partnerships with the Royal Canadian Sea Cadets and Dragon Boat team. The club encourages non-motorized activities, promotes the interest in sailing and opportunities to participate in summer games and other regattas organized.

The club requested a space inside the license area to place a storage shed or sheds. (Attachment #1, 3 pgs). The club's proposal is for a non-permanent 20 ft x 10 ft x 10 ft portable shed. The shed would support storage of sailing supplies, lifejackets.

In addition, the storage racks (Attachment #2) do not facilitate easy access, particularly for youth and they have expressed the need for long-term options for an 8 ft long (temporary) rack for Optimist sailboats and 14ft long laser dinghy sailboats. They are requesting that the current racks be relocated to the south of the proposed shed. The Optimist racks would utilize storing 12 sailboats, the current 8 boats and 4 more planned boats. Dimensions for Optimist: 7 ft 9 in x 3 ft 8 in. Laser sailboat racks store 4 Laser sailboats 13 ft 10.5 in x 4 ft 8 in.

In addition, they also have requested to relocate the sailing club racks and storage of sailboats. The request to relocate would be to the south of the proposed portable shed in hopes of having the racks and area look aesthetically pleasing. The club noted that the changes would present a positive professional image of Cultus Lake to the public, provide access to frequently used supplies, ensure important equipment is securely stored and facilitate increased access to year-round sailing.

Staff would like to request feedback from residents that have clear sightlines of the license area. Staff have attached a draft letter (Attachment #3) that would be circulated to the following residents:

Mountain View - 601- 631  
Park Drive – 506 – 542  
Willow St - 432  
Oak St – 441, 442, 443, 446, & 447  
First Ave – 186, 270

Staff are proposing to send the letter out to the residents noted above on February 17<sup>th</sup> and to request that the deadline for feedback be returned no later than March 5<sup>th</sup> at midnight. This will then provide staff with time to compile and to provide the feedback to the Board for the March 15<sup>th</sup> Regular Board Meeting.

#### **STRATEGIC PLAN:**

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

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Prepared by:

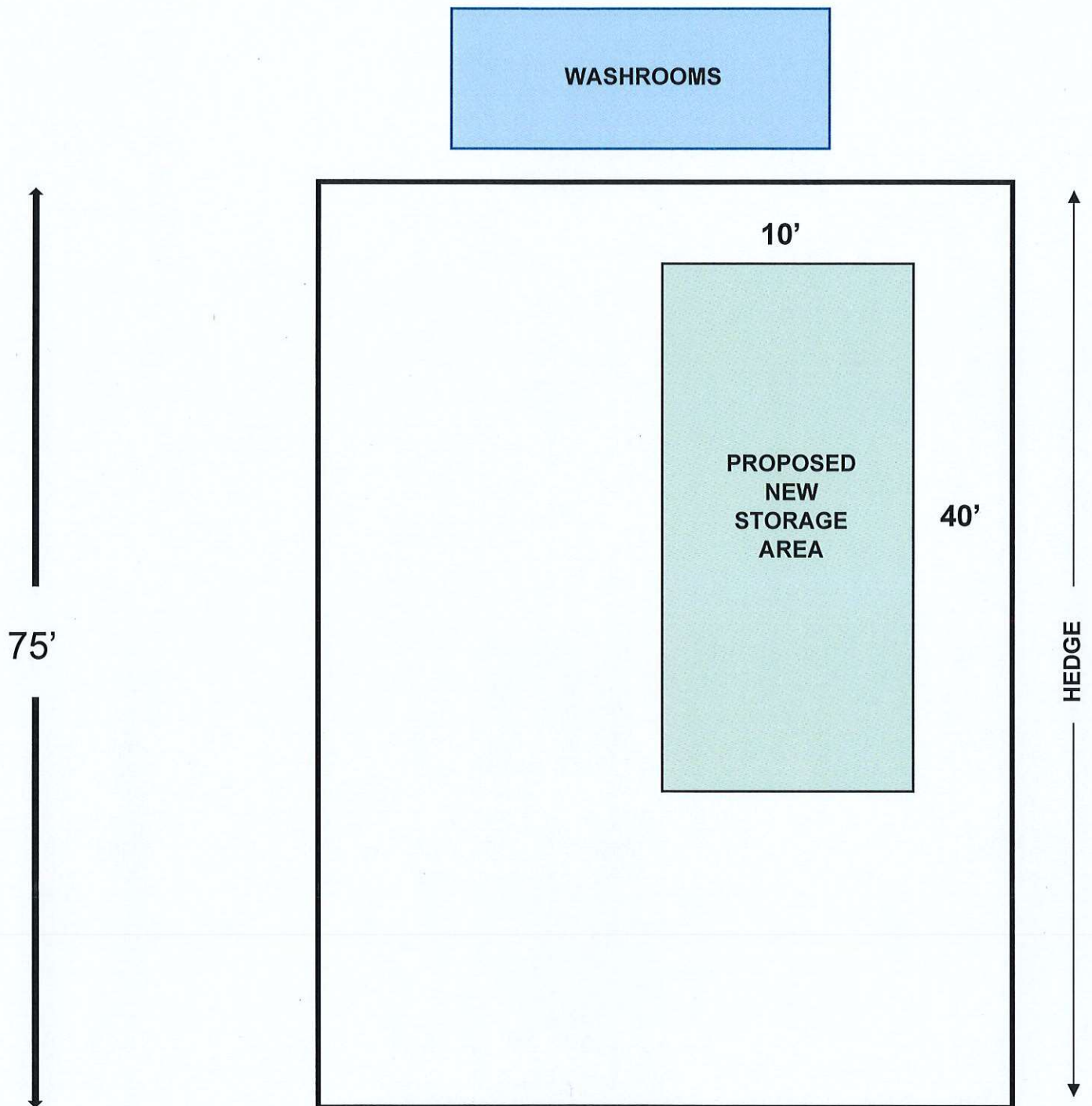
  
\_\_\_\_\_  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:

  
\_\_\_\_\_  
Joe Lamb  
Chief Administrative Officer



**CULTUS LAKE SAILING CLUB  
BOAT STORAGE AREA**



**Note:** Proposed New Storage Area is 10' tall.



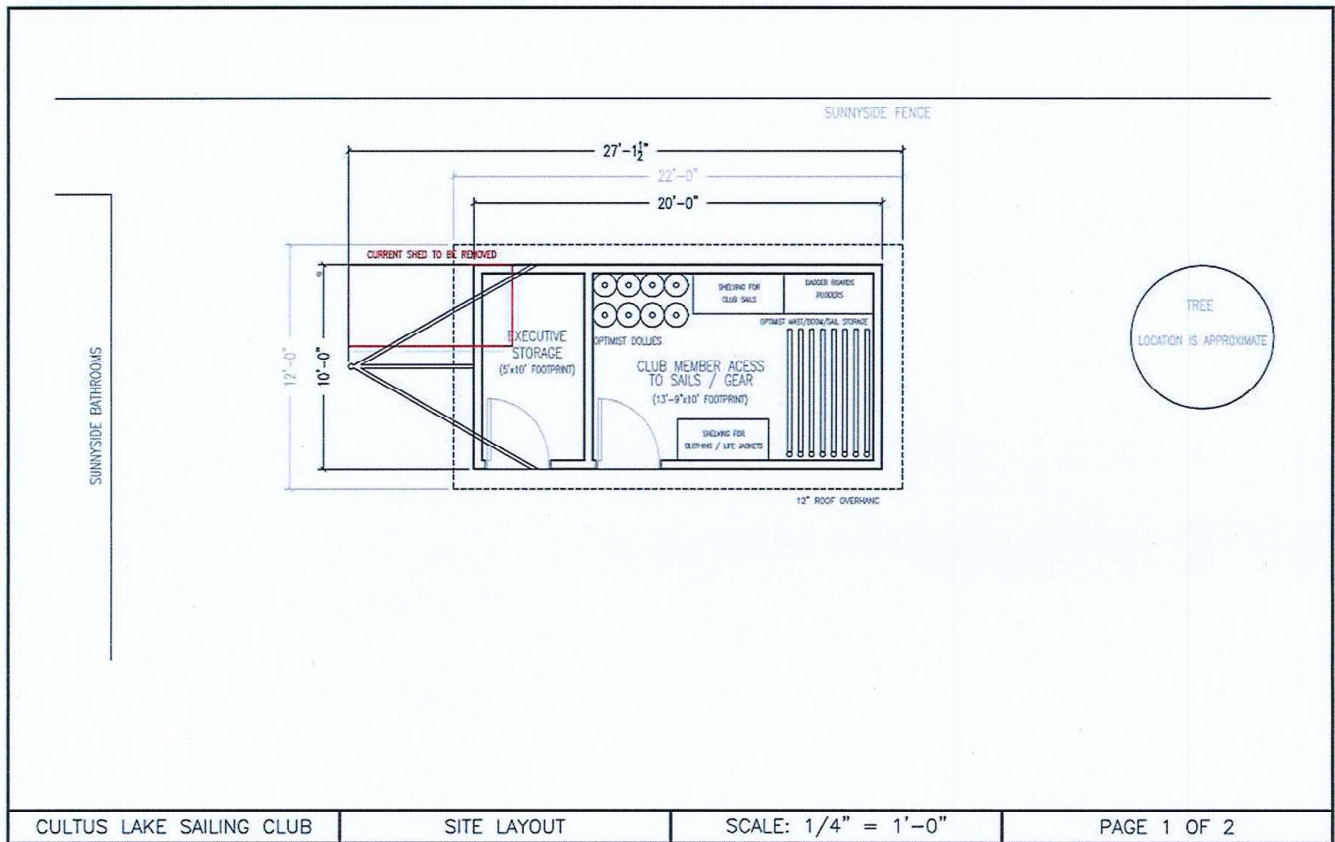


10'D x 20'W x 10'H

147











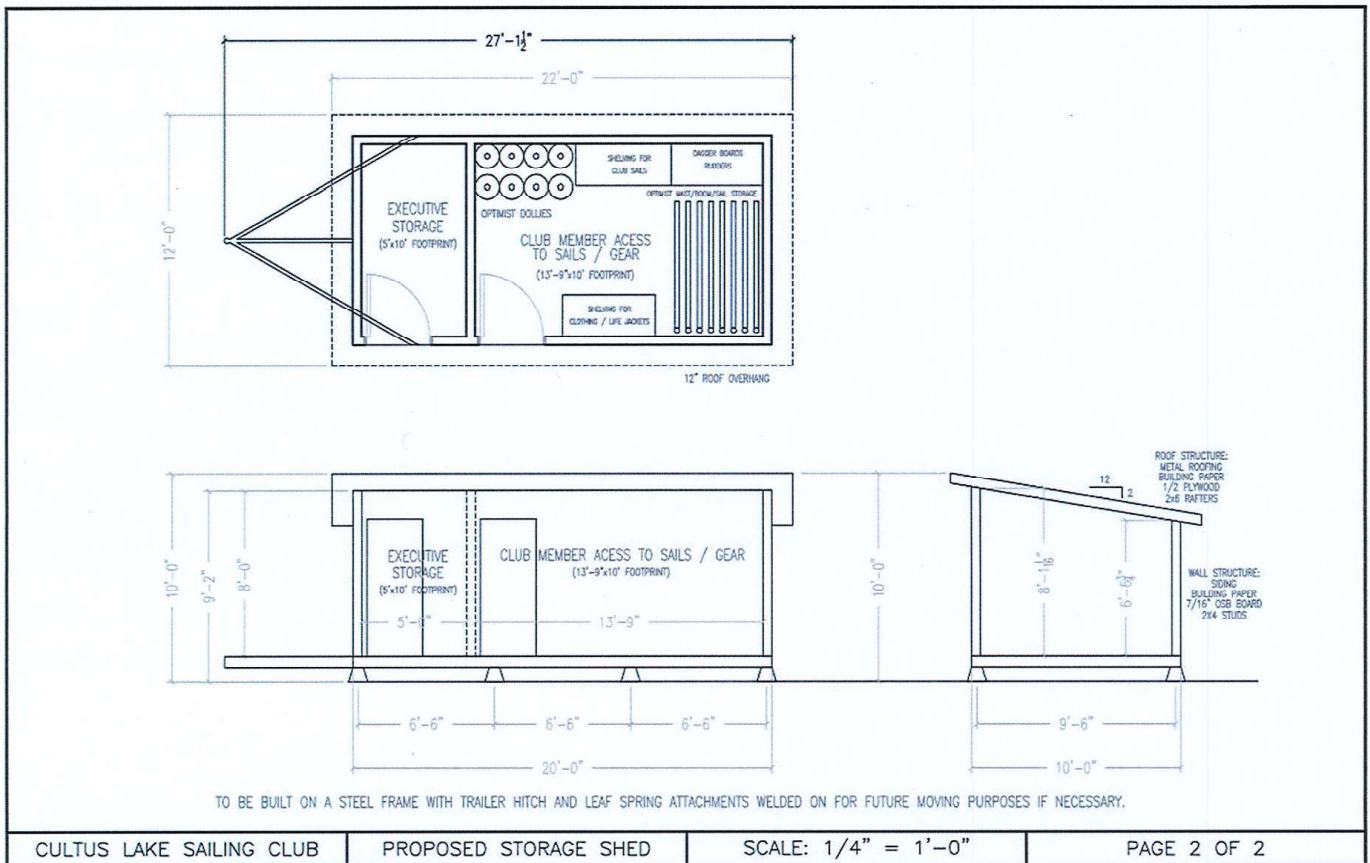




Image shows 8' set up  
Proposed 4'D x 13'W x 8'H









File: 3020

February 16, 2023

Dear Cultus Lake Park Resident,

**RE: Cultus Lake Sailing Club Proposal**

At January 18, 2023, Regular Board Meeting the Cultus Lake Sailing Club presented a proposal for consideration.

The club requested a space inside the license area to place a storage shed or sheds. (Attachment #1). The club's proposal is for non-permanent 20 ft x 10 ft x 10 ft portable shed. The shed would support storage of sailing supplies, lifejackets.

In addition, they also requested to relocate the sailing club racks and storage of sailboats. The request to relocate would be to the south of the proposed portable shed. The club noted that the changes would present a positive professional image of Cultus Lake to the public, provide access to frequently used supplies, ensure important equipment is securely stored and facilitate increased access to year-round sailing. The Board passed the following resolution:

***THAT the Cultus Lake Park Board direct staff to provide a recommendation to the Board regarding the proposed storage for the Cultus Lake Sailing Club.***

We have attached a site overview for your reference.

We are looking for your feedback, please check one of the boxes below:

- ☐ In support of the proposal
- ☐ Not in support of the proposal

Please provide your comments below if you are not in support of the proposal:

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Please return your feedback no later than midnight on March 5, 2023 to [Rachel.litchfield@cultuslake.bc.ca](mailto:Rachel.litchfield@cultuslake.bc.ca). This feedback will then be provided to the Board for consideration of the Sailing Club Proposal.

For information reference, agendas can be viewed:  
<https://www.cultuslake.bc.ca/agenda-minutes/>

Sincerely,

Joe Lamb  
 Chief Administrative Officer

JL/r







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 0550

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

**SUBJECT:** Short-Term Rental Review

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#### PURPOSE:

The purpose of the report is to provide the Board with an update on the operations of the Short-Term Rentals.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board receive the Short-Term Rental Review report for information; and

**THAT** the Cultus Lake Park Board request that staff circulate the Short-Term Rental Survey to the community and to provide the Board with the survey results once complete.

#### DISCUSSION:

In 2019 the community expressed interest or concerns with unregulated Short-term Rentals in the park. Staff had determined that there were over 74 operations within the park boundaries. As a result, the Board sent a survey out to the community requesting feedback. The intent of the survey was to consider how leaseholders felt about Short-term Rentals, Bed & Breakfast, Secondary Suites, and Home-Based Businesses within the community. The survey and results noted that 75% of residents were in support of having STR operations. Following the survey staff developed a community communications plan to invite residents to a Community Open House to address questions, concerns and seek further community feedback.

Following this and based on the community's feedback, staff prepared the Short-Term Rental Operator's Guidebook and Rental Application. The Board approved the Short-term Rental Bylaw in April of 2020.

In October of 2021, staff presented a report with respect to an update on the status of the Short-term Rental Bylaw. As the Board requested an overall review of the STR's, staff also took the opportunity to review the current process and procedure. Staff then presented recommendations with changes to the bylaw and the implementation of a policy presented to separate the enforcement aspects from process to better manage the bylaw and implement a higher level of operational standards. In the report it was noted from a resident in the community inquired if the Board considered capping the number of STR operations. The Board was provided with a legal opinion at the time. The opinion noted that Cultus Lake Park is a unique government body that manages and acts as a landlord of the properties and in the two roles the park may be liable to claims (not mentioned) should the Board decide to cap the number of Short-terms Rentals.



It also notes that as manager and landlord of the potentially affected property, consideration on whether the Board were to enact capping on Short-term Rentals may also affect property values, or tenant interest in the property and could be a possibility that a tenant may bring a claim which the Board may be forced to take a position and defend. Staff at the time recommended that the Board not pursue placing a cap on the Short-term Rentals. The Board passed the following resolution:

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

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

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

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

In following the policy and providing an annual update, staff would like to provide the Board with the status of applications. In 2020 (34) thirty-four applications were received and approved, in 2021 (40) forty received and approved, in 2022 (49) forty-nine were received and approved. To date we have approximately (20) twenty renewals and (2) two new permits. Currently, staff recommend that staff circulate a brief survey (Attachment #1) again and send to this to the community as a follow up to the introduction of the Short-term Rental Operations and request feedback to assist staff with the management and operations of the Short-term Rental Operations. Following distribution of the survey staff would like to compile the results and bring this back to the Board for review and discussion. Staff are proposing to send the survey out to the community on February 17<sup>th</sup> and to request that the deadline for the survey to be returned be set, no later than March 5<sup>th</sup> at midnight. This will then provide staff with time to compile and to bring the survey results back to the Board for the March 15<sup>th</sup> Regular Board Meeting.

#### **STRATEGIC PLAN:**

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Improved Customer Service and Bylaw Enforcement.

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Prepared by:

  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer

## Cultus Lake Park Short-term Rental Survey

\* 1. Are you a leaseholder in Cultus Lake Park?

- ☐ Yes, I reside at the lake full-time
- ☐ Yes, I reside at the lake part-time
- ☐ No

\* 2. Cultus Lake Park allows regulated Short-term Rentals within the Park. Are you in favour of this?

- ☐ Yes
- ☐ No
- ☐ No opinion

\* 3. Do you live near a Short-term Rental in Cultus Lake Park?

- ☐ Yes
- ☐ No

\* 4. What is your biggest concern(s) related to Short-term Rental operations in Cultus Lake Park?

- ☐ Noise issues
- ☐ Parking issues
- ☐ Garbage/waste issues
- ☐ Loss of sense of community
- ☐ I do not have any concerns
- ☐ Other (please specify)

\* 5. Have you ever been disrupted by a Short-term Rental?

- ☐ Yes (parking related)
- ☐ Yes (garbage related)
- ☐ Yes (noise related)
- ☐ Yes, all of the above
- ☐ No
- ☐ Other (please specify)



\* 6. Have you ever reported a Bylaw infraction with respect to a Short-term Rental?

- ☐ Yes, I reported an issue
- ☐ No, because I have not had a Short-term Rental related issue
- ☐ No, I had an issue but did not report because:

7. If you reported a Short-term Rental related issue, who did you report the issue to?

- ☐ Bylaw Enforcement Officer
- ☐ Cultus Lake Park Office/Administration
- ☐ RCMP
- ☐ Security

8. If you reported a Short-term Rental related issue, how did you report the issue?

- ☐ My Civic App
- ☐ By phone
- ☐ In person
- ☐ By email

9. If you have reported a Short-term Rental related issue, do you feel it was adequately resolved?

- ☐ Yes
- ☐ No

\* 10. Do you think the current Short-term Rental policy is adequate?

<https://www.cultuslake.bc.ca/wp-content/uploads/2021/12/Short-term-Rental-Policy.pdf>

- ☐ Yes
- ☐ No opinion
- ☐ No, I would recommend the following amendments:

\* 11. Do you have any further recommendations regarding the enforcement and management of Short-term Rentals in Cultus Lake Park?



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 8100

**SUBMITTED BY:** Amanda Nadeau  
Administrative Assistant, Communications & Events Coordinator

**SUBJECT:** Conquer the Vedder Race Event

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#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Conquer the Vedder Race Event on May 27 and 28, 2023.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Conquer the Vedder Race Event report for information.*

#### DISCUSSION:

The Conquer the Vedder Race Event on Saturday, May 27, 2023, and Sunday, May 28, 2023, will challenge participants in three main disciplines: stand-up paddleboarding, gravel biking and trail running. The start and finish line will be located at the Smith Falls, BC Parks group camp sites at the end of Parmenter Road and will begin at 8:00 am until approximately 4:00 pm. The event organizers anticipate up to 300 participants and 100 volunteers per day, over the course of the event.

The event organizers, Coast Mountain Trail Running will utilize Parking Lot D to organize shuttle buses for competitors and spectators for the duration of the two (2) day event, same as in 2022. Two (2) small shuttle buses would operate on 15-minute rotations to the Smith Falls, BC Parks group camp sites to minimize congestion along Parmenter Road. Participants will be required to pay the standard parking rates applicable in Parking Lot D.

The Conquer the Vedder Race Event will not be utilizing any other area or facility within the Cultus Lake Park jurisdiction for the purpose of organizing the event.

#### STRATEGIC PLAN:

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

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Prepared by:

Amanda Nadeau  
Administrative Assistant,  
Communications & 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: JAN 8 / 2023 \*\$100 Application Fee must be received with your application.

Name of Event: CONQUER THE VENDOR

Name of Organization: COAST MOUNTAIN TRAIL RUNNING

Contact Name(s): GEOFF LANGFORD

Mailing Address: #334 - 4111 HASTINGS ST, BURNABY, BC

Postal Code V5C 2J3 Phone: 604.833.6322

Alt. Phone: \_\_\_\_\_ E-Mail: GEOFF@TRAILRUNNING.CA

Alternate Contact: GARY ROBBINS Phone: 604.764.8453

Public Contact Info: RUN@TRAILRUNNING.CA

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

### EVENT DETAILS:

Date(s) Requested: MAY 27-28, 2023 Hours of Use: 7am - 4pm

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

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

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

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Non-profit ☐ Exhibits Other ( \_\_\_\_\_ )

Estimated # of Participants: 300/day Estimated # of Staff or Volunteers: 100/day

Estimated # of Spectators: 50/day Event Details: ATTACHED



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: SIGNAGE Phone: \_\_\_\_\_

General Description of Proposed Route (Please attach map) ENTIRELY ON VEDDER & THE LAKE.

Set Up/Staging Area (Please attach map): BC PARKS "WESTSIDE" GROUP SITES

Garbage Cleanup Plan: YES

First Aid Details (if applicable) Copy of contract to be provided: CONTRACT MEDICAL COMPANY

**ADDITIONAL REQUESTS:**

Washrooms opened early? \_\_\_\_\_ Porta Potties? ☒ Swim line removal? \_\_\_\_\_

Access to water? \_\_\_\_\_ Community Hall Rental: \_\_\_\_\_ Gate Access? ☒ (to parking)

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

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

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

Beverage Garden: \_\_\_\_\_

Other/Additional Information: USE OF LOT D FOR PARKING & SHUTTLE BUSES

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: Phangul Date: JAN 8/2023





## **"Conquer the Vedder" May 27 & 28**

### **Race Day Details Sheet**

#### **Location**

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CTV is based at Cultus Lake in Chilliwack, BC. Our start/finish area is in the BC Parks Westside Group Campsites at the end of Parmenter Road.

#### **Timing (same both days: Saturday – solo / Sunday - relay)**

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5:00am Racer check-in and competitor gear drop-off starts.  
6:30am Ideal time to arrive. Everyone must be set up and ready by 7:00am  
\*\*No arrivals/set up between 7:00am and 8:00am  
7:30am Racer check-in closes  
7:40am Pre-race announcements on land  
7:50am All paddlers on the water  
8:00am Race starts  
8:40am First SUP finisher off the water  
11:20am First finisher  
2:00pm Awards  
4:30pm Final finisher

#### **Vehicles & Parking**

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There is a locked gate on Parmenter, roughly 1.8km before the campsites. It will be staffed to let you in. The earlier you arrive, the closer you can get to your location to set up. We will have limited parking for sponsors on site. Depending on parking, you may be asked to park outside the gate after setup is complete.

#### **Infrastructure**

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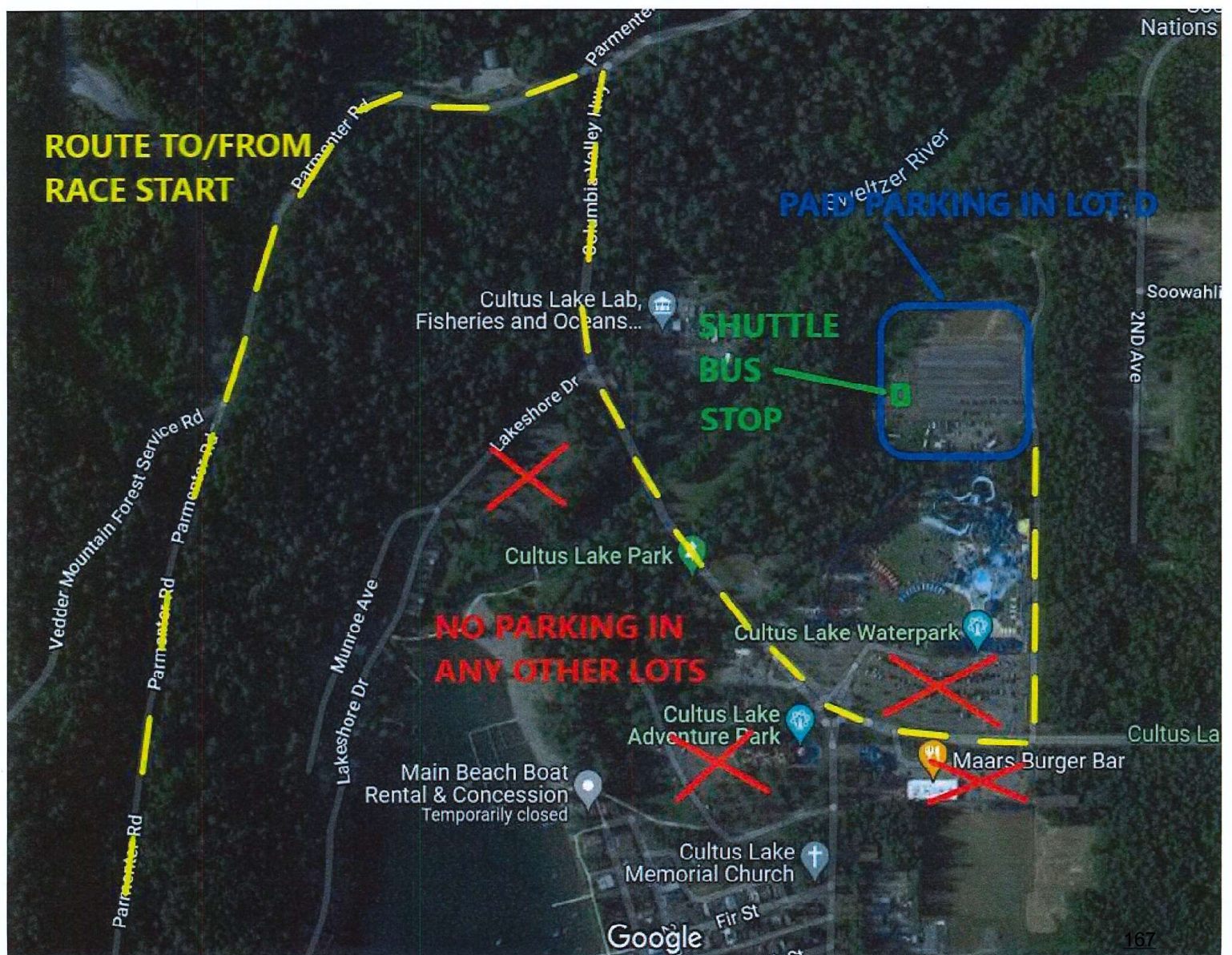
Power – will only be available via battery generators on site. There is no wired power onsite.

Water/Washrooms – there are 4 washrooms on site, both outhouses and portables. There is no running/drinking water onsite, so please bring all you need for the day.

**Thanks so much, we're looking forward to a great race day!**

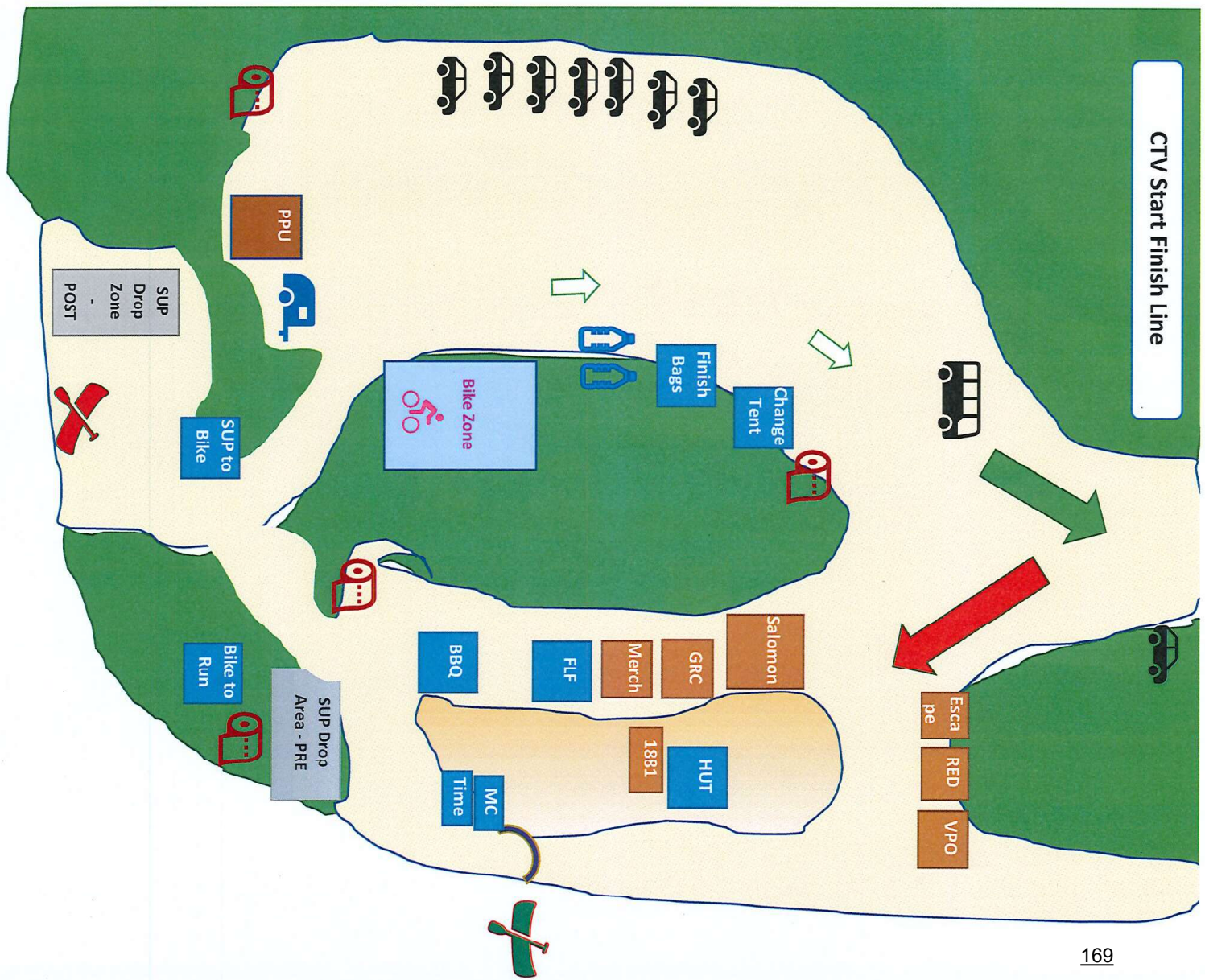
**Geoff Langford & Gary Robbins, Race Co-Directors.**  
**Geoff: 604.833.6322**





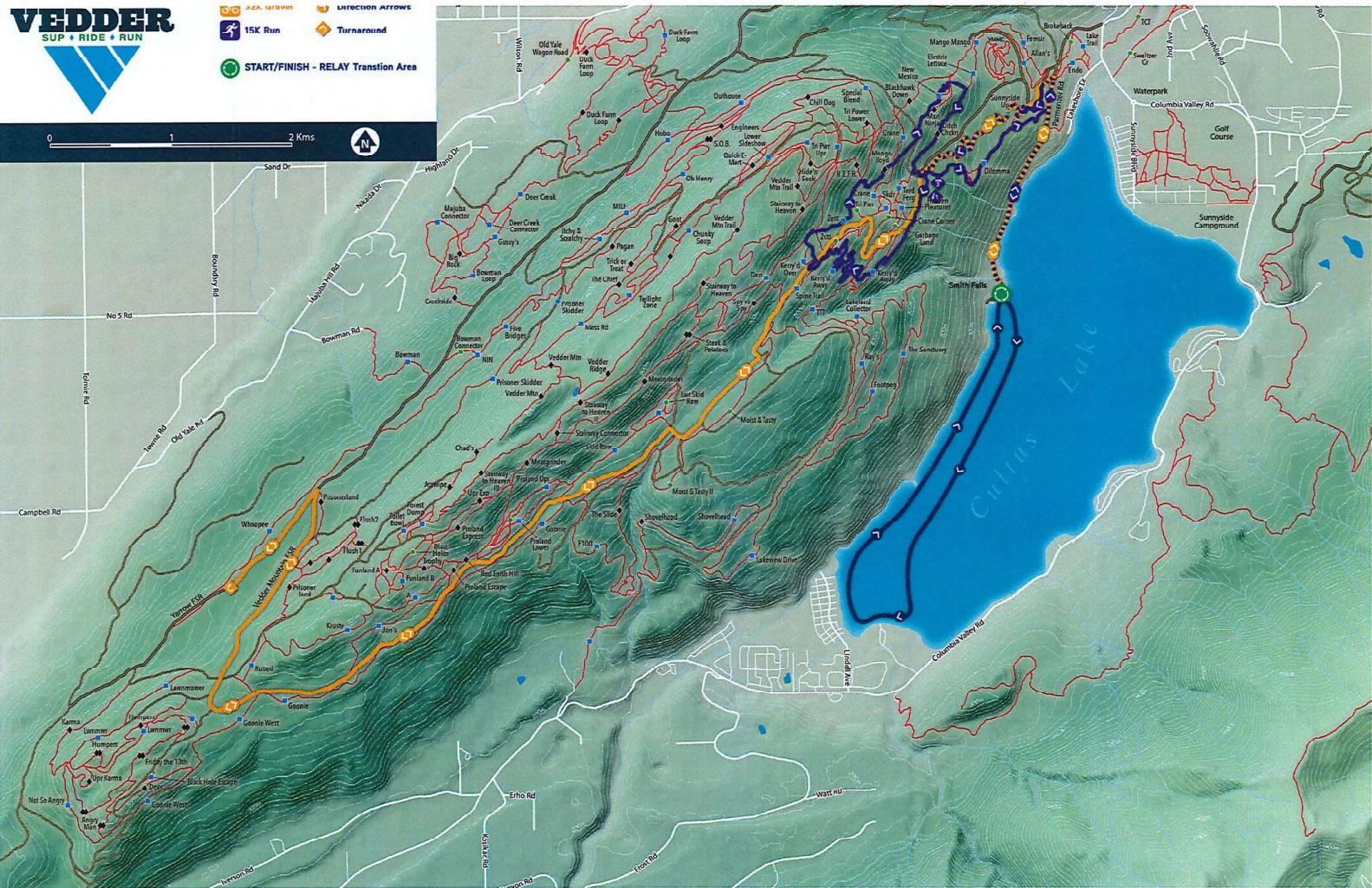
























## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** February 15, 2023 **FILE:** 8100

**SUBMITTED BY:** Amanda Nadeau  
Administrative Assistant, Communications & Events Coordinator

**SUBJECT:** Polar Plunge Community Policing Special Event

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#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Polar Plunge to be held on Thursday, March 2, 2023.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board approve the Polar Plunge Special Event to be held on Thursday, March 2, 2023, from 10:00 am to 12:00 pm;

**THAT** the Cultus Lake Park Board approve waiving the standard special event fees for the Polar Plunge Special Event; and

**THAT** the Cultus Lake Park Board approve waiving of parking fees for forty participants and volunteers in Parking Lot A for the duration of the Polar Plunge Special Event.

#### DISCUSSION:

The Polar Plunge Special Event organizers, Chilliwack Royal Mounted Canadian Police (RCMP) in conjunction with the Pacific Region Training Centre are requesting Board approval to host the special event on Thursday, March 2, 2023, from 10:00 am to 12:00 pm at Main Beach in support of Special Olympics BC (SOBC). The event organizers anticipate approximately (30) thirty participants and (10) ten volunteers, including RCMP Officers, City of Chilliwack staff, Special Olympics athletes, and family.

This event is currently being hosted by multiple RCMP detachments in communities throughout British Columbia, such as Abbotsford, Surrey, Kamloops, and Vancouver. Participants aim to raise money for Special Olympics BC to aid in helping athletes reconnect with their friends and family of the SOBC by rebuilding life-changing programs.

The event organizers are requesting Board approval to waive standard special event fees and parking fees in Parking Lot A from 10:00 am to 12:00 pm for the duration of the fundraiser. The following would be the fees required, should the Board not approve the waiver of fees:

**Special Event Application fee:** \$100

**Rental Fee (0-100 people):** \$100

**Security Deposit (refundable):** \$1000

**Parking fees:** \$180

(20 vehicles x two hours at \$4.00/hr. plus \$1.00 infrastructure fee per transaction)

**Total:** \$1380

The event organizers would be required to provide General Liability Insurance of no less than five million dollars naming Cultus Lake Park as additional insured. Event participants will have access to the Main Beach washrooms and changerooms for the duration of the special event.

The event organizers welcome the Cultus Lake Park Board and staff to participate in the Polar Plunge Special Event by joining the Chilliwack RCMP plunge team.

#### **STRATEGIC PLAN:**

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

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Prepared by:

Approved for submission to the Board:



Amanda Nadeau  
Administrative Assistant,  
Communications & Events Coordinator



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: Feb 6, 2023

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

Name of Event: Polar Plunge for Special Olympics BC

Name of Organization: RCMP

Contact Name(s): Grant Floris

Mailing Address: 45924 Airport Rd, Chilliwack BC

Postal Code V2P 1A2 Phone: 604-702-4163

Alt. Phone: 604-316-5746 E-Mail: grant.floris@rcmp-grc.gc.ca

Alternate Contact: Cody Tateyama Phone: 604-702-2447

Public Contact Info: \_\_\_\_\_

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

### EVENT DETAILS:

Date(s) Requested: March 2, 2023 Hours of Use: 1000-1200

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: 20-30

Estimated # of Staff or Volunteers: 5-10

Estimated # of Spectators: \_\_\_\_\_

Event Details: Fundraising event for Special Olympics - See Attached



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: N/A Phone: \_\_\_\_\_

General Description of Proposed Route (Please attach map) N/A

Set Up/Staging Area (Please attach map): N/A

Garbage Cleanup Plan: There should be no garbage generated, but whatever is brought in will be brought out.

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): N/A  
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

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

Other/Additional Information: See attached

**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: February 6, 2023

Grant Floris  
Royal Canadian Mounted Police  
Reg # 46566



## SPECIAL EVENT APPLICATION

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

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

\_\_\_\_\_

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

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

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

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

Rental Fee/s: \_\_\_\_\_ 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





Cultus Lake Parks Board,

On March 2 the Chilliwack RCMP in conjunction with the Pacific Region Training Centre are looking to participate in a "virtual event" in support of Special Olympics BC. This event will be one of many similar events across the region, and in fact across North America in support of Special Olympics. The event involves a group of largely law enforcement officers (along with support staff, and in some areas corporate sponsors) fund raising support and then running into the cold waters in their respective areas 'en mass'. In the lower mainland area this event has always been hosted at Kits Beach in Vancouver, with agencies such as the Vancouver Police Department (and other City Police departments from across the region), the RCMP (representatives from detachments across the region), the Sheriffs service as well as groups from "Polar Plunge" corporate sponsors (Such as Dueck Auto Group). During Covid the event went 'virtual' with people doing a cold water plunge at a local location, and in 2023 the idea of having more locations than the central one in Vancouver took off, with events taking place in Kamloops, Surrey, Port Moody, Maple Ridge, Abbotsford, and on Vancouver Island. The hope with the application is that we can hold a 'virtual' event at Cultus Lake and attract a number of participants from the Upper Fraser Valley Regional Detachment of the RCMP (including Chilliwack, Hope, Agassiz and Boston Bar) along with RCMP officers from the Pacific Region Training Centre in Chilliwack, along with support staff from these locations to join in. Pending approval of the Cultus Lake Parks Board, it is planned that the event will take place at Main Beach on March 2, 2023 at 11:00. Event organizers will likely arrive approximately 10:00 am to set up a portable 'tent' for participants to stand under in the event there is inclement weather. Participants will gather at Main Beach and at 11:00 the entire group will run into the water and then come right back out. It is anticipated that photographs and video will be taken for Social Media, and possibly a drone or boat will also be utilized for capturing media footage. This event will not be open to the public, although there will be no restrictions from anyone in the area to observe. Given that a number of the participants will be in uniform (often police officers wear an old uniform when they go into the water) there will also be armed / uniformed officers providing 'security'.

It is requested that the parking area be available for event participants, and that the main beach change rooms be available (preferably with heat on if at all possible!?) to provide an area to change back into dry clothes. It is anticipated that the entire event will be completed and the last participant be out of the area by noon.

Should you wish further information about Special Olympics BC or the Polar Plunge specifically the following link will direct you to the website with links and photos from previous years.

[Polar Plunge for Special Olympics BC | Special Olympics Canada.](#)

Thank you for your consideration for this event.

Grant  
Staff Sergeant Grant Floris  
Upper Fraser Valley Regional Detachment (Chilliwack)  
Acting UFVRD Operations Officer

Office: (604) 792-4611  
Desk: (604) 702-4613  
[grant.floris@rcmp-grc.gc.ca](mailto:grant.floris@rcmp-grc.gc.ca)

