



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, APRIL 19, 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, April 19, 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/83012441569?pwd=TXREeGRqZ3F6ai85TlBaV2gyVFBsZz09>

Meeting ID: 830 1244 1569

Passcode: 692800

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

Please feel free to email questions for the Public Question Period no later than 4:30 pm on Tuesday, April 18, 2023, to amanda.nadeau@cultuslake.bc.ca.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, APRIL 19, 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 (5:30 PM)

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

Section 90 (1), (d) security of the property of the municipality; 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 amending the Agenda for the Regular Meeting of April 19, 2023; and*

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

(5) ADOPTION OF MINUTES

Page 7

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 15, 2023.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 15

- (a) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from February 22, 2023.*

(7) CORRESPONDENCE

Page 19

(a) Columbia Valley Highway Sweeping

Page 21

- Attachment 1; Email dated March 23, 2023, from Darcy Bauer, resident, regarding cleaning of road surfaces along Columbia Valley Highway
- Attachment 2; Email dated March 23, 2023, from Taryn Dixon, Area H Director, regarding cleaning of road surfaces along Columbia Valley Highway

THAT the Cultus Lake Park Board receive the emails from Darcy Bauer, resident and Taryn Dixon, Area H Director regarding cleaning of road surfaces along Columbia Valley Highway.

THAT the Cultus Lake Park Board direct staff to draft a letter in support of requesting cleaning of roadways along Columbia Valley Highway.

(8) BYLAWS

- Page 23
- (a) **Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023**
- Attachment 1; Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023.

- Page 27
- (b) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023**
- Attachment 1; Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023.

- Page 29
Page 33
- (c) **2023- 2027 Five Year Financial Plan Amendment**
- Report dated April 19, 2023, from Erica Lee, Chief Financial Officer
 - Attachment 1; 2023- 2027 Five Year Financial Plan Amendment Bylaw No. 1220, 2022, Amendment Bylaw No. 1230, 2023
 - Attachment 2; Schedule A
 - Attachment 3; Schedule B
 - Attachment 4; Schedule C
- Page 35
Page 39
Page 43

THAT the Cultus Lake Park Board give First, Second and Third Readings of Cultus Lake Park 2023 – 2027 Five Year Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1230, 2023.

(9) REPORTS BY STAFF

- Page 47
- (a) **Release of Closed Meeting Resolution**
- Report dated April 19, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the following Closed Meeting Resolution be released at the April 19, 2023, Regular Board Meeting:

March 15, 2023
IC 4997-23

THAT the Cultus Lake Park Board receive the Contract Award Update for RFQ#01.2023 – The Cultus Lake Park 4x2 (Non CDL) Garbage Truck Procurement Report for information.

(b) **Short-term Rental Enforcement Improvements**

Page 49

- Report dated April 19, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the Cultus Lake Park Board approve a pilot project for services of a Part-time Bylaw Enforcement Officer to manage the Short-term Rental operations from April to September of 2023 at cost of \$18,000 to be funded from the Protective Services budget.

THAT the Cultus Lake Park Board approve a pilot project for the contracting of dispatch services with Griffin Security from May to September of 2023 to assist with evening calls related to bylaw/security at a cost of \$16,900 to be funded from the Accumulated Surplus Fund.

THAT the Cultus Lake Park Board approve the changes provided in the report and request that staff provide the Board with a seasonal follow-up report at the September Board Meeting.

(c) **Pickleball Court Signage**

Page 53
Page 55

- Report dated April 19, 2023, from Joe Almeida, Manager of Park Operations
- Attachment 1; Draft Pickleball Court sign

THAT the Cultus Lake Park Board approve the proposed pickleball court signage and direct staff to install the signage in an appropriate location.

(d) **Water Sports Festival Special Event**

Page 57

Page 61

Page 63

Page 67

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Event Organizer Letter to the Board
- Attachment 2; Water Sports Festival Special Event Application
- Attachment 3; Water Sports Festival Event Map

THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 2 to Sunday, June 4, 2023;

THAT the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, June 2 to Sunday, June 4, 2023, be waived;

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, June 2 to Sunday, June 4, 2023;

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

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

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

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

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

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

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

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

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

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, June 2 to Sunday, June 4, 2023 (to offset expenses).

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

Page 69

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

Page 71

- Attachment 1; Event Organizer Letter to the Board

Page 73

- Attachment 2; Cultus Lake Triathlon Event Application

Page 77

- Attachment 3; Cultus Lake Triathlon Event Route Maps

Page 85

- Attachment 4; Cultus Lake Triathlon Site Map

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon special event from September 14 to 17, 2023;

THAT the Cultus Lake Park Board permit 10 operational and equipment storage trailers to park overnight for the duration of the event in Parking Lot B;

THAT the Cultus Lake Park Board permit one vehicle to park overnight on the lower access roadway at Main Beach for security purposes for the duration of the event; and

THAT the Cultus Lake Park Board approve waiving parking fees for fifteen volunteers, ten storage trailers and one security vehicle for the duration of the event.

(f) **Lions Club Cultus Lake Fishing Derby Special Event**

Page 87

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

Page 89

- Attachment 1; Lions Cultus Lake Fishing Derby Special Event Application

THAT the Cultus Lake Park Board approve the Lions Cultus Lake Fishing Derby to be held on Saturday, June 17, 2023;

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 50 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 17, 2023; and

THAT the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 16, 2023, to 4:00 pm on June 17, 2023, for security purposes

(g) **Indigenous Paddle Day Special Event**

Page 91

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

Page 93

- Attachment 1; Indigenous Paddle Day Special Event Application

THAT the Cultus Lake Park Board approve the Indigenous Paddle Day special event to be held on Wednesday, June 21, 2023;

THAT the Cultus Lake Park Board permit the Chilliwack Centre of Excellence Paddling Club to install the inflatable stand up paddle board polo kit within the swim lines at Main Beach for event participants and club members use from 8:00 am to 6:00 pm;

THAT the Special Event Application fee of \$100 for the Indigenous Paddle Day be waived;

THAT the Gazebo Rental fee of \$290 for the Indigenous Paddle Day be waived;

THAT the Refundable Security Deposit of \$1000 for the Indigenous Paddle Day be waived;

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for two school buses and six volunteer vehicles from 9:00 am to 2:00 pm on Wednesday, June 21, 2023; and

THAT the Cultus Lake Park Board permit two vehicles to park on Main Beach on the sand near Gazebo B from 8:00 am to 6:00 pm for the delivery and removal of the inflatable stand up paddle board polo kit.

(10) REPORTS BY COMMISSIONERS

(a) **Meet the Protectors – Tourism Chilliwack**

Page 97
Page 99

- Report dated April 19, 2023, from John Beesley, Vice Chair
- Attachment 1; Letter from Tourism Chilliwack

THAT the Cultus Lake Park Board approve the Steve Clegg: Meet the Protectors special event to be held on Saturday, June 24, 2023, as part of the Cultus Lake Day special event.

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

(13) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on April 19, 2023, be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, MARCH 15, 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
Commissioner E. Jartved
Commissioner T. Moul

Staff Chief Administrative Officer – J. Lamb
Manager of Corporate Services / Corporate Officer – R. Litchfield – Via Zoom
Chief Financial Officer – E. Lee
Manager of Park Operations – J. Almeida
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

(1) CALL TO ORDER

The Chair called the meeting to order at 5:30 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5138-23 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), (d) security of the property of the municipality;

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

Section 90 (1), (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

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; and
Section 90 (2), A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

Section 90 (2), (a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter.

CARRIED

(3) RECONVENE

The meeting reconvened at 7:00 pm.

(4) APPROVAL OF AGENDA

5139-23 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (a) **THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of March 15, 2023, by adding under Section 8 – Correspondence, Item 8, (a) Cultus Lake Community Association Community Garage Sale;

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 Park Parking Fee Exemption, Anya McRae, Member of Chilliwack Accessibility Advisory Panel**

- Attachment 1; Email dated February 6, 2023, from Anya McRae, Member of Chilliwack Accessibility Advisory Panel
- Attachment 2; Accessibility Guide Dog and Service Dog Certificate – Trainer Identification
- Attachment 3; Accessibility Guide Dog and Service Dog Certificate – Trainer Identification

The delegation began at 7:02 pm.

Anya McRae and Lisa Davis introduced themselves and presented to the Board the request to have access to free parking passes for up to fifteen (15) Chilliwack PADS trainers and volunteers. The passes would enable the user to have free access to outdoor recreation for training of support dogs specifically access to docks located on the east side of the lake.

The Board thanked the delegation and noted that focusing on improving accessibility is important to address as part of future planning for the park.

(6) ADOPTION OF MINUTES

5140-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held February 15, 2023.

CARRIED

(7) ADOPTION OF COMMITTEE MINUTES

5141-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

- (a) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from February 8, 2023.

CARRIED

(8) CORRESPONDENCE

(a) Cultus Lake Community Association Community Garage Sale

- Attachment 1; Email dated March 13, 2023, from Barb Kroeker, representative on behalf of the Cultus Lake Community Association, regarding a Community Garage Sale
- Attachment 2; Email dated March 14, 2023, from Rose Turcasso, representative on behalf of the Cultus Lake Community Association, regarding a Community Garage Sale

5142-23 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the emails from Barb Kroeker and Rose Turcasso, representatives on behalf of the Cultus Lake Community Association regarding the coordinating of a Community Garage Sale;

THAT the Cultus Lake Park Board support the request from the representatives of the Cultus Lake Community Association to coordinate a Community Garage Sale on April 29, 2023, from 9:00 am to 2:00 pm; and

THAT the Cultus Lake Park Board request that it be noted in the advertisements, and/or registration, for security purposes, that all participants' merchandise must not be set out prior to 7:00 am and is required to be brought in by 6:00 pm.

CARRIED

Staff noted that the day following the last garage sale in 2017, property was stolen from non-participant homes, which may have been a result of the event.

The Board recommended that the Cultus Lake Community Association provide a reminder to residents prior to the event to secure property around their residence.

(9) BYLAWS

(a) Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023

- Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023

5143-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023.

CARRIED

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

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

5144-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1226, 2023.

CARRIED

(c) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1227, 2023**

- Cultus Lake Park Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019, Amendment Bylaw No. 1227, 2023

5145-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board give Final Reading of Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1227, 2023.*

CARRIED

(d) **Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023**

- Report dated March 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023

5146-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board give First, Second and Third Readings of Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023.*

CARRIED

(e) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023**

- Report dated March 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023

5147-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***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. 1229, 2023.*

CARRIED

(10) REPORTS BY STAFF

(a) **Urban Systems' Village Centre Plan Survey**

- Report dated March 15, 2023, from Joe Lamb, Chief Administrative Officer
- Urban Systems' Village Center Plan Survey

5148-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the Urban Systems' Village Center Plan survey; and*

***THAT** the Cultus Lake Park Board direct Urban Systems to circulate the Village Centre Plan survey and provide the Board with results once complete.*

CARRIED

(b) **Short-Term Rental Survey Feedback**

- Report dated March 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Short-term Rental Survey Results
- Email dated February 22, 2023, from a resident, regarding the Short-term Rental survey
- Email dated February 23, 2023, from a resident, regarding the Short-term Rental survey

5149-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board receive the Short-term Rental Survey report for information; and

THAT the Cultus Lake Park Board direct staff on next steps with respect to the enforcement and management of Short-term Rentals in the park.

CARRIED

The Board noted the survey results will be utilized to address potential policy and enforcement improvements with respect to Short-term Rental management and recommend that staff reissue the survey in the future after changes are made to measure impact.

(c) **Cultus Lake Sailing Club Proposal – Resident Feedback**

- Report dated March 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Sailing Club Proposal Resident Feedback – In support
- Cultus Lake Sailing Club Proposal Resident Feedback – Not in support

5150-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the report regarding resident feedback on the Cultus Lake Sailing Club Proposal;

THAT the Cultus Lake Park Board are not in favour of the Cultus Lake Sailing Club's current request for storage;

THAT the Cultus Lake Park Board direct staff to engage with the Cultus Lake Sailing Club and other non-motorized vessel users to review a plan during budget deliberations to encompass future use and storage options for all groups; and

THAT the Cultus Lake Park Board direct staff to work with the Cultus Lake Sailing Club to improve organization and storage of equipment within the current licence agreement guidelines for the remaining term of their licence.

CARRIED

(d) **FVMBA's Multi-use Trail & Skills Park Update Report**

- Report dated March 15, 2023, from Joe Almeida, Manager of Park Operations
- Attachment 1; FVMBA Multi-use Trail Proposal dated January 18, 2023

5151-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the FVMBA's Multi-use Trail and Skills Park update report for information.

CARRIED

(e) **Release of Closed Meeting Resolution**

- Report dated March 15, 2023, from Joe Almeida, Manager of Park Operations

5152-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

THAT the following Closed Meeting Resolution be released at the March 15, 2023, Regular Board Meeting:

February 15, 2023
IC 4991-23

THAT the Cultus Lake Park Board approve the Chief Administrative Officer or designate to enter into the service agreement extension with Valley Waste and Recycling Incorporated for a five-year period from April 1, 2023, to April 1, 2028, and award the contract for a total cost of \$184,738.48 plus applicable taxes per year, as per the terms and conditions outlined in this report and in the original RFP#OPS001.2017.

CARRIED

(f) **Corporate Family Picnic Day Special Event**

- Report dated March 15, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Corporate Family Picnic Day Special Event Application
- Pinnacle Pursuit Letter to the Board
- Outline of Pinnacle Pursuit Team Building Activities and Games

5153-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board approve the Corporate Family Picnic Day special event to be held on Saturday, July 8, 2023.

CARRIED

(g) **Blake Gieg's Private Special Event**

- Report dated March 15, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Blake Gieg's Private Special Event Application

5154-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve Blake Gieg's private special event to be held on Saturday, July 8, 2023.

CARRIED

(h) **Cultus Lake Community School Special Events**

- Report dated March 15, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Volunteer Tea Special Event Application
- Ready, Set, Learn Special Event Application
- School District Cross Country Run Special Event Application
- Spring Fling Special Event Application
- Kinder Fair Special Event Application

5155-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board approve the waiver of parking fees for forty parent and volunteer vehicles in Parking Lot B on April 13, 2023, for the Volunteer Tea special event from 9:00 am to 11:00 am;

THAT the Cultus Lake Park Board approve the waiver of parking fees for twenty parent vehicles in Parking Lot B on April 18, 2023, for the Ready, Set, Learn special event from 12:30 pm to 2:30 pm;

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot B on May 3, 2023, for the School District Cross Country Run special event from 1:30 pm to 5:30 pm;

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot B on May 12, 2023, for the Spring Fling special event from 4:00 pm to 8:00 pm; and

THAT the Cultus Lake Park Board approve the waiver of parking fees for thirty parent vehicles in Parking Lot B on June 14, 2023, for the Kinder Fair special event from 12:30 pm to 2:30 pm.

CARRIED

(11) REPORTS BY COMMISSIONERS

(a) **Recommendations from the Community Events and Engagement Committee**

- Report dated March 15, 2023, from Erika Jartved, Chair, Community Events and Engagement Committee

5156-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Cultus Lake Day event to be held on Saturday, June 24, 2023, at Main Beach;

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve that parking fees be waived for volunteers, vendors, and support staff in Parking Lot D for the duration of the event; and

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area for the event on June 24, 2023.

CARRIED

(12) COMMUNITY ASSOCIATION

C. Rogozinski, Community Association representative inquired into the status of the sewer. In addition, she noted that some residents have noted that on statutory holiday Mondays, the compost and garbage are mixed upon pickup.

Staff noted that the contract for the sewer has been awarded and they are currently working through initial phases of optimization. In addition, staff noted that there is a provision in the waste collection contract to mitigate mixing of waste streams. Staff noted that residents are encouraged to share images or video content when this is happening so it may be addressed.

(13) PUBLIC QUESTION PERIOD

R. LeBlanc, resident, inquired about the possibility to cap Short-term Rentals within the park.

The Board noted that multiple options will be reviewed, in addition to the potential legal recourse of each option.

Steve McEwan, resident, noted his opposition to Short-term Rentals in the park, and added the recommendation to the Board to increase the \$1000 annual fee to cover increased enforcement and management.

Darren Douglas, Commodore Cultus Lake Sailing Club, thanked the Board for consideration of the Cultus Lake Sailing Club's proposal. In addition, it inquired into the appropriate time to express intent for licence renewal.

Staff noted that the Cultus Lake Sailing Club may issue a letter at any time with a proposal and intent for licence renewal.

(14) ADJOURNMENT

5157-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Regular Meeting of the Cultus Lake Park Board held on March 15, 2023, be adjourned at 9:02 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held March 15, 2023.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

WEDNESDAY, FEBRUARY 22, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members
E. Jartved – Chair
R. LeBlanc
M. McMullen – Vice Chair
L. Shears
L. Klassen

Staff
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

Regrets
Chief Administrative Officer – J. Lamb
T. Seeley

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

Moved by: R. LeBlanc Seconded by: L. Klassen

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the amended Agenda for the Meeting of February 22, 2023, by adding under Section 5, New Business, Item 5, (a) Cultus Lake Day Site Visit, and Item 5, (c) Cultus Lake Day Posters and Signage Review; and*

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

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

CARRIED

(3) APPROVAL OF MINUTES

Moved by: R. LeBlanc Seconded by: L. Shears

(a) ***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of February 8, 2023.*

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Cultus Lake Day Site Visit

- Committee members to walk the site for Cultus Lake Day

The committee walked the site for Cultus Lake Day and reviewed the event layout as per 2022.

(b) Cultus Lake Day Planning

- Review and assign roles of responsibilities
 - Parade – T. Seeley & L. Klassen & L. Shears
 - Pancake Breakfast – Fire Department
 - Volunteers – R. LeBlanc & L. Shears
 - Kid's Activities – R. LeBlanc & L. Shears
 - Rotary Train – T. Seeley
 - Vendor's Market and Food Trucks – K. Fitzner
 - Musicians – E. Jartved
 - Beverage Garden – M. McMullen
 - Fireworks - Staff
 - Sponsorships – M. McMullen

Parade – The committee members responsible for the parade met last week to review 2022 takeaways. The committee noted that this year the parade would begin at 10:30 am, with check-in at 9:15 am to improve timelines for the rest of the event, purchase large directional signage to be placed in advance of the roundabout to advertise parking lots for parade participants and signage noting the road closure. The committee noted that communication to parade participants should highlight parking location and registration information. The committee discussed the recommendation to have First Aid on site for the event.

Pancake Breakfast – All details of the pancake breakfast will be managed by the Fire Department, including the purchase of coffee.

Volunteers – The committee noted that they will begin to communicate event details to individuals who received their Serving It Right in 2022 for Cultus Lake Day, as well as connect with Stillwood Camp and the Church for interest in volunteering again this year.

Kid's Activities – The committee discussed having four (4) face painters and will begin to reach out to volunteers from last year. The committee received a quote for inflatables to include three (3) inflatables and one (1) generator.

Rotary Train – The committee will bring back information at the next meeting.

Vendor's Market and Food Trucks – K. Fitzner will be organizing this area of the event.

Musicians – The committee discussed a community contact that will assist again this year in sourcing the lineup of musicians.

Beverage Garden – The committee noted that they want to fence in the beverage garden only as in 2022 and will increase the capacity to 500 for the beverage garden. The committee will complete the liquor licence at the next meeting following Board approval. The committee discussed sourcing large games online for the beverage garden.

Fireworks – staff will bring back information at the next meeting.

Sponsorships – The committee will update the letter from 2022 and staff will provide a list of contact information for the 2022 sponsors.

(c) **Cultus Lake Day Posters and Signage Review**

- Main Event Poster
- Parade Poster

The committee reviewed the posters from 2022 and made recommendations to amend the posters for a new look this year.

(6) REPORTS BY STAFF

Staff noted the request to be copied on all committee communications regarding the event to capture details for future planning. Staff reviewed process for individual event purchases and expenses and the recommendation to wait for Board approval before proceeding.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) ADJOURNMENT

Next meeting date and time:

Wednesday, March 22, 2023, at 2:00 pm.

Moved by: M. McMullen Seconded by: L. Klassen

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held February 22, 2023, be adjourned at 7:40 pm.

CARRIED

On Mar 23, 2023, at 11:00 AM, DarcyBauer <[REDACTED]> wrote:

Hi Taryn we are back into the muddy season with the shoulders covered in sediment from the gravel trucks and a muddy highway in the morning. Is there anyway to have this properly resolved. Seems we have to fight to have the highway cleaned every spring. Thank you Darcy Bauer

Sent from my iPhone

From: Taryn Dixon <tdixon@fvrd.ca>
Date: March 23, 2023 at 12:54:30 PM PDT
To: DarcyBauer <[REDACTED]>
Cc: Joe Lamb Sh [REDACTED] Board Members <BoardMembers@cultuslake.bc.ca>, info@cultusstewards.ca
Subject: Re: Columbia Valley highway

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

Hi Darcy

EA just did their spring sweeping a couple of weeks ago, but I am well aware that lasts all of a few hours at most. The mud is packed down and I'm not sure sweeping can even clean it off. When the condition of the road is unacceptable and I would suggest people need to let MOTI know.

I am in regular contact with Neal Moulton from MOTI over this and he is working on it, but seems to have few tools to actually require the owner to clean up and MOTI doesn't have funds for daily cleaning. I have been in regular communication with CLASS and enforcement people from the mines with regard to the gravel fines in Hatchery Creek and along the road. We are told they are working on it and we will hear back soon, however, it is slow.

I would suggest that a formal letter from CLPB to MOTI would not hurt the situation. The mine is also on city property and perhaps the City has some ability to manage one of their business license holders. The last time I asked it didn't go far.

EA tells me they don't have enough money in their budget to clean up on a regular basis. I have also connected with Mr. Kirkness and set him up with Neal. Kirkness has cleaned on occasion as well but the mess is daily.

It's frustrating and is being worked on but at this time, is not resolved. I wish I had a better answer.

Taryn

Taryn Dixon

FVRD Director, Area H

[REDACTED]

Sent from my iPad



Cultus Lake Park

BYLAW REVISION AND CONSOLIDATION AUTHORITY BYLAW

Bylaw No. 1228, 2023

A Bylaw to authorize the revision and consolidation of Bylaws.

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

The Board may, by bylaw, under Section 139 of the *Community Charter* authorize the Corporate Officer to consolidate one or more of the bylaws of the municipality; and

The Board may, by bylaw, under Section 140 of the *Community Charter*, authorize the revision of any or all the bylaws of the municipality.

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

1 TITLE

This Bylaw may be cited as "Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 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.
- 2.3 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 REVISION AND CONSOLIDATION

The revision and consolidation of a bylaw of Cultus Lake Park is authorized for the following purposes:

- (a) Consolidating a bylaw by incorporating in it all amendments to the bylaw;

- (b) omitting and providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the municipality;
- (c) omitting, without providing for its repeal, a bylaw or a provision of a bylaw that is expired, inoperative, obsolete, spent or otherwise ineffective;
- (d) combining two or more bylaws into one, dividing a bylaw into two or more bylaws, moving provisions from one bylaw to another or creating a bylaw from provisions of one or more bylaws;
- (e) altering the citation or title of a bylaw and the numbering or arrangement of its provisions;
- (f) adding, changing or omitting a note, heading, title, marginal note, diagram map, plan or example to a bylaw;
- (g) omitting the preamble or long title of a bylaw;
- (h) omitting forms or schedules contained in a bylaw that can more conveniently be contained in a resolution, and adding to the bylaw authority for forms or schedules to be established by resolution;
- (i) correcting clerical, grammatical, and typographical errors; or
- (j) making changes, without changing the substance of the bylaw, to bring out more clearly what is considered to be the meaning of a bylaw or to improve the expression of the law.

4 ADOPTION BY BYLAW

In order to be effective, a bylaw revised under Section 3 must be:

- (a) Adopted by a bylaw that specifies the date the revised bylaw is to come into force; and
- (b) certified by the Corporate Officer to be revised in accordance with this bylaw.

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 EFFECTIVE DATE

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

READ A FIRST TIME THIS 15TH DAY OF MARCH, 2023

READ A SECOND TIME THIS 15TH DAY OF MARCH, 2023

READ A THIRD TIME THIS 15TH DAY OF MARCH, 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 Revision
and Consolidation Authority Bylaw No. 1228, 2023

Chief Administrative Officer



Cultus Lake Park

PARKING AND TRAFFIC REGULATIONS BYLAW NO. 1190, 2021

Amendment Bylaw No. 1229, 2023

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

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

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

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

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1229, 2023.

2. AMENDMENTS

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

2.1 Adding to Schedule A, below No. 7:

No.	Fee Type	Fee Sub-types
8.	Construction Parking Permits	Not applicable
9.	Leaseholder Special Event Parking Permit	Not applicable

3. EFFECTIVE DATE

READ A FIRST TIME this 15TH day of MARCH, 2023

READ A SECOND TIME this 15TH day of MARCH, 2023

READ A THIRD TIME this 15TH day of MARCH, 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 Parking
and Traffic Regulations Bylaw No. 1190, 2021
Amendment Bylaw No. 1229, 2023.

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023 **FILE:** 3900

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: 2023-2027 Five Year Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering the 2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No.1230, 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board give *First, Second and Third Readings* of Cultus Lake Park 2023 – 2027 Five Year Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1230, 2023.

DISCUSSION:

The 2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022, was adopted on December 19, 2022. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time.

As staff have now worked through the financial year-end process, staff have been able to confirm actual vs. budgeted spending on specific items and the level of carryforward budget funds that exist. In addition, a couple of other adjustments have been identified. In order to see these projects either continue or start in 2023, staff have put forth a financial plan amendment bylaw for the Board's consideration. The amendments proposed include:

Sunnyside Campground –

Capital Project

1. Family Washroom (GL9000 – Project#222)

Request: \$4,420

Approximately \$4,420 (Budget \$5,000) of the 2022 budget remains to transform the bathroom in the rec hall at Sunnyside Campground into a family washroom. Staff are requesting the remaining \$4,420 to be carried forward to 2023 to allow for this transformation to be completed.

Therefore, the amendment reflects an increase of \$4,420 in the capital projects budget being funded from the Sunnyside Campground Reserve Fund as a carryforward balance.

Commercial Leases -

Capital Project

2. Removal of Lining - Trees at Plaza (GL9000 – Project#231)

Request: \$15,000

The total budget of \$15,000 remains unused from 2022. Staff are requesting to carry forward the full balance to allow the areas where the lining was removed to be refinished and landscaped in 2023.

Therefore, the amendment reflects a total increase of \$15,000 in the Commercial Lease capital project budget being funded from the Plaza Reserve Fund.

Capital Project

3. Traffic Calming (GL9000 – Project#204)

Request: \$4,660

Approximately \$4,660 (\$10,000 total budget) of funding remains unused from 2022. Staff are requesting to carry forward this full balance to procure signage to further assist in traffic calming.

Therefore, the amendment reflects a total increase of \$4,660 in the Residential Lease capital project budget being funded from the Residential Area Reserve Fund.

Public Areas –

Capital Projects

4. Cabin Refresh (GL9000 – Project#106)

Request: \$5,060

Approximately \$5,060 (\$17,000 total budget) of the total 2022 Cabin Refresh budget remains unused from 2022. The total 2022 budget of \$17,000 was set aside for painting the exterior of the Cabins in 2022. Staff are looking to carry forward the remaining funds to carry on the project of painting the Cabins in 2023.

5. Irrigation (GL9000 – Project#237)

Request: \$29,300

Approximately \$29,300 (\$38,000 total budget) of the total 2022 Public Areas Irrigation budget remains unused from 2022. Staff are looking to carry forward the remaining funds to carry on the project of installing irrigation in the Main Beach area.

6. West Side Retaining Wall (GL9000 – Project#99)

Request: \$85,000

Approximately \$85,000 (\$120,000 total budget) of the total 2022 Public Areas retaining wall budget remains unused from 2022. Staff are looking to carry forward the remaining funds to carry on the project of replacing necessary sections of the retaining wall on the Westside of the lake.

7. Parking Meter (GL9000 – Project#238)

Request: \$10,000

Staff are requesting to amend the budget to allow for the purchase of two (2) parking meters rather than just a single meter for 2023 and 2024. Some of the Park's meters are quite old and it has become difficult to find parts to repair the meters when they break down. The replacement of two (2) of our older meters will help ensure we have adequate functioning meters in each of our lots throughout the busy season.

Therefore, the amendment reflects a total increase of \$5,060 in the Visitor Services capital project budget being funded from the Cabin Reserve Fund and \$124,300 in the Public Areas capital project budget with \$29,300 being funded from the Main Beach Reserve, \$10,000 being funded from the Parking Lot Infrastructure Reserve and \$85,000 being funded from the Land Sales Reserve.

Public Works -

Capital Project

8. Sanding Unit (GL9000 – Project#230)

Request: \$40,000

The total budget of \$40,000 remains unused from 2022. Staff are requesting to carry forward these funds to complete the replacement of the current Sanding Unit.

Therefore, the amendment reflects an increase of \$40,000 in the Public Works capital project budget being funded from the Public Works Reserve Fund.

Protective Services -

Capital Project

9. Electric Bike (GL9000)

Request: \$2,500

Staff are requesting to amend the budget to allow for the purchase of an electric bike for use by the Bylaw team. This bike will assist in getting bylaw staff around the park quickly, safely, and efficiently.

Therefore, the amendment reflects an increase of \$2,500 in the Protective Services capital project budget being funded from the Protective Services Reserve Fund.

General Administration –

Capital Project

10. Mail Folder and Inserter (GL9000)

Request: \$7,500

Staff are requesting to amend the budget to allow for the purchase of a mail folder and inserter. This equipment will allow staff to coordinate mailouts more efficiently and eliminate the need to rent this equipment going forward.

Therefore, the amendment reflects an increase of \$7,500 in the General Administration capital project budget being funded from the Park Office Reserve Fund.

FINANCIAL PLAN IMPLICATION:

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

Refer to Schedule "A" for the final draft amended 2023 Financial Plan and Schedule "B" for the final draft amended 2023-2027 Financial Plan. The summary of changes to the 2023 Financial Plan Bylaw are identified in Schedule "C".

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022 Amendment Bylaw No. 1230, 2023

A Bylaw to amend The Cultus Lake Park Board 2023-2027 Five Year Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park 2023-2027 Five Year Financial Plan Bylaw No. 1220, 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 Cultus Lake Park 2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022 Amendment Bylaw No. 1230, 2023."

2. AMENDMENTS

Schedule "A" titled 2023 Financial Plan and Schedule "B" titled 2023-2027 Financial Plan, attached hereto, and forming part of this Bylaw, are hereby declared to be the 2023-2027 Amended Financial Plan for Cultus Lake Park.

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

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
2023-2027 Five Year Financial Plan Bylaw No.
1220, 2022 Amendment Bylaw No. 1230, 2023"

Chief Administrative Officer

CULTUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
REVENUES												
Sunnyside Campground	\$ 3,962,500	\$ 3,962,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	727,740	-	727,740	-	-	-	-	-	-	-	-	-
Residential Leases	934,393	-	-	934,393	-	-	-	-	-	-	-	-
Community Hall	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	1,019,500	-	-	-	-	1,019,500	-	-	-	-	-	-
Foreshore Lease	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	301,260	-	-	-	-	-	-	301,260	-	-	-	-
Protective Services	175,000	-	-	-	-	-	-	-	-	175,000	-	-
General Administration	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	37,612	-	-	-	-	-	-	-	-	-	-	37,612
TOTAL REVENUES	\$ 7,541,155	\$ 3,962,500	\$ 727,740	\$ 934,393	\$ 11,950	\$ 1,239,200	\$ 109,000	\$ 301,260	\$ -	\$ 175,000	\$ 42,500	\$ 37,612
EXPENDITURES												
Advertising	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,820	-	-	-	-	-	-	-	-	-	18,820	-
Board Level Expenses	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	71,710	32,770	8,000	-	3,500	11,600	-	5,000	6,400	1,240	3,200	-
Commemorative Benches	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,930	3,330	-	-	-	-	-	-	2,600	-	11,000	-
Contract Services	530,100	206,000	-	-	-	46,600	-	-	5,000	251,700	20,800	-
Data Processing	168,500	49,800	-	-	2,000	3,500	-	3,000	2,700	40,000	67,500	-
Education & Training	44,300	4,500	-	-	-	400	-	29,000	2,200	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	86,800	15,000	-	-	-	6,800	1,500	41,100	20,400	1,000	1,000	-
Equipment Fuel	5,210	550	-	-	-	-	800	-	3,860	-	-	-
Garbage Collection/Recycle	204,815	60,500	19,880	106,535	-	7,400	-	-	10,500	-	-	-
General Maintenance	45,000	-	-	-	-	45,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,160	49,400	2,800	-	1,000	33,810	10,000	500	1,650	-	-	-
Insurance - Business	321,300	64,200	67,100	9,000	14,100	54,300	20,700	18,300	26,400	12,000	35,200	-
Insurance - Vehicles	25,864	1,260	-	-	-	-	100	5,950	15,690	1,180	1,684	-
Janitorial Supplies	48,300	23,500	-	-	-	23,800	-	1,000	-	-	-	-
Legal/Professional Fees	120,500	-	-	-	-	-	-	-	-	18,000	102,500	-
Licences/Permits/Taxes	30,750	1,200	-	-	-	-	1,100	-	450	28,000	-	-
Memberships/Dues/Subscriptions	5,445	195	-	-	-	-	-	800	750	-	3,700	-
Office Supplies	30,670	4,400	-	-	-	650	-	1,400	1,620	1,200	20,500	900
Interest and Bank Charges	5,500	1,000	-	-	-	500	-	-	-	-	4,000	-
POS Charges	104,500	73,000	-	-	-	22,500	-	-	-	-	9,000	-
Retail Sales (COGS)	58,050	57,200	-	-	-	850	-	-	-	-	-	-
Office Furniture	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	33,300	-	-	-	-	17,400	-	-	-	-	15,900	-
Community Wildfire Protection Plan	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-

CULTUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
Public Relations/Promotion	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-
Security Systems/Supplies	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	24,840	2,500	-	-	-	-	-	4,300	18,040	-	-	-
Special Events	60,300	12,080	-	-	-	12,000	-	-	-	-	-	36,220
Telecommunications	43,880	12,900	-	-	200	4,780	-	10,650	4,200	2,150	9,000	-
Utilities	503,555	393,800	6,800	38,100	4,680	33,500	-	7,080	11,990	925	6,680	-
Vandalism	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	38,860	1,390	-	-	-	-	200	10,000	26,210	1,060	-	-
Vehicle/Boat Fuel	27,890	780	-	-	-	-	-	2,200	22,520	1,590	800	-
Wharfs & Foreshore Materials	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,939,689	\$ 1,115,345	\$ 105,780	\$ 153,635	\$ 25,480	\$ 352,240	\$ 60,550	\$ 141,830	\$ 206,930	\$ 364,995	\$ 375,784	\$ 37,120
WAGES & BENEFITS:												
Commissioners Indemnities	\$ 96,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,290	\$ -
Management Salaries	437,968	136,218	-	-	-	-	-	6,950	112,560	-	182,240	-
Staff Wages	2,017,855	361,700	-	-	-	58,320	-	60,400	870,820	205,160	461,455	-
Employee Benefits	675,390	126,620	-	-	-	13,960	-	7,200	284,100	56,590	186,920	-
TOTAL PAYROLL	\$ 3,227,503	\$ 624,538	\$ -	\$ -	\$ -	\$ 72,280	\$ -	\$ 74,550	\$ 1,267,480	\$ 261,750	\$ 926,905	\$ -
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 1,739,883	\$ 105,780	\$ 153,635	\$ 25,480	\$ 424,520	\$ 60,550	\$ 216,380	\$ 1,474,410	\$ 626,745	\$ 1,302,689	\$ 37,120
<i>Reserve Allocations</i>	1,313,392	549,630	159,630	63,230	10,000	247,730	56,250	59,430	115,000	2,000	50,000	492
Capital Projects	2,420,630	1,229,750	140,570	4,660	10,570	333,670	231,000	57,570	322,670	2,500	87,670	-
<i>Internal Wage Allocations</i>	-	297,170	94,110	390,870	18,750	451,020	81,770	11,850	(1,212,240)	20,070	(153,370)	-
<i>Overhead Expense Allocations</i>	-	434,450	275,789	423,885	25,120	579,090	269,470	-	(377,170)	(473,815)	(1,156,819)	-
TOTAL EXPENDITURES	\$ 9,901,214	\$ 4,250,883	\$ 775,879	\$ 1,036,280	\$ 89,920	\$ 2,036,030	\$ 699,040	\$ 345,230	\$ 322,670	\$ 177,500	\$ 130,170	\$ 37,612
SURPLUS/(DEFICIT)	(2,360,059)	(288,383)	(48,139)	(101,887)	(77,970)	(796,830)	(590,040)	(43,970)	(322,670)	(2,500)	(87,670)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	2,372,030	1,229,750	140,570	4,660	10,570	298,670	231,000	43,970	322,670	2,500	87,670	-
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 941,367	\$ 92,431	\$ (97,227)	\$ (67,400)	\$ (498,160)	\$ (359,040)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2023 - 2027 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2023-2027 Financial Plan Summary

	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,962,500	\$ 4,112,600	\$ 4,212,500	\$ 4,312,300	\$ 4,400,100
Commercial Leases	727,740	747,050	767,260	788,380	810,700
Residential Leases	934,393	952,083	975,074	993,257	1,022,109
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	225,100
Parking/Public Area Revenue	1,019,500	1,027,800	1,027,800	1,045,600	1,045,600
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	301,260	297,970	314,990	314,960	320,250
Protective Services	175,000	180,000	185,000	185,000	185,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	37,612	37,824	38,040	38,760	38,990
TOTAL REVENUES	\$ 7,541,155	\$ 7,738,477	\$ 7,903,814	\$ 8,061,407	\$ 8,211,299
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Audit/Accounting	18,820	19,195	19,578	19,969	20,367
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	71,710	73,090	74,490	75,900	77,430
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,930	16,980	17,030	17,080	17,140
Contract Services	530,100	539,500	549,000	558,600	568,300
Data Processing	168,500	171,100	173,700	176,300	179,000
Education & Training	44,300	44,350	45,010	45,670	46,330
Election Expenses	-	-	-	20,000	-
Equipment Maintenance	86,800	88,600	90,400	92,300	94,200
Equipment Fuel	5,210	5,290	5,370	5,450	5,530
Garbage Collection/Recycle	204,815	204,915	205,115	205,315	210,980
General Maintenance	45,000	45,000	45,000	45,000	45,000
Grounds Maintenance/Materials	99,160	100,580	102,000	103,420	104,840
Insurance - Business	321,300	353,300	388,800	427,800	470,600
Insurance - Vehicles	25,864	26,225	26,586	26,948	27,311
Janitorial Supplies	48,300	49,200	50,100	51,000	51,900
Legal/Professional Fees	120,500	98,000	98,000	98,000	120,500
Licences/Permits/Taxes	30,750	30,750	30,750	30,750	30,750
Memberships/Dues/Subscriptions	5,445	5,445	5,445	5,445	5,445
Office Supplies	30,670	31,200	31,730	32,260	32,840
Interest and Bank Charges	5,500	5,550	5,550	5,550	5,600
POS Charges	104,500	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,050	58,050	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	33,300	33,600	33,900	34,200	34,500
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,390	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,800	4,800	4,800	4,800
Septic/Sewer System Maintenance	5,000	5,000	5,000	5,000	5,000
Small Tools/Shop & Safety	24,840	25,260	25,690	26,120	26,550

CULTUS LAKE PARK
2023 - 2027 FINANCIAL PLAN

Schedule "B"

	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET
Special Events	60,300	60,990	61,130	61,860	61,860
Telecommunications	43,880	44,730	45,080	45,940	46,300
Utilities	503,555	514,750	526,235	537,920	549,815
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	38,860	39,430	40,010	40,610	41,220
Vehicle/Boat Fuel	27,890	28,120	28,350	28,580	28,810
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,939,689	\$ 2,982,640	\$ 3,051,539	\$ 3,145,477	\$ 3,230,608
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 96,290	\$ 98,220	\$ 100,180	\$ 102,180	\$ 104,730
Management Salaries	437,968	446,860	456,240	465,220	476,070
Staff Wages	2,017,855	2,086,560	2,180,130	2,239,350	2,305,950
Employee Benefits	675,390	690,240	719,520	733,990	750,410
TOTAL PAYROLL	\$ 3,227,503	\$ 3,321,880	\$ 3,456,070	\$ 3,540,740	\$ 3,637,160
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 6,304,520	\$ 6,507,609	\$ 6,686,217	\$ 6,867,768
<i>Reserve Allocations</i>	1,313,392	1,325,474	1,332,420	1,295,240	1,301,500
Capital Projects	2,420,630	1,001,590	863,990	624,990	665,790
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,901,214	\$ 8,631,585	\$ 8,704,019	\$ 8,606,447	\$ 8,835,058
<i>SURPLUS/(DEFICIT)</i>	(2,360,059)	(893,107)	(800,205)	(545,040)	(623,759)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,372,030)	(965,750)	(818,220)	(586,670)	(629,830)
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 72,643	\$ 18,015	\$ 41,630	\$ 6,071

CULTUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "C"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
REVENUES												
Sunnyside Campground	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-
Parking/Public Area Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES												
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "C"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
Printing	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WAGES & BENEFITS:												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Reserve Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	203,440	4,420	15,000	4,660	-	129,360	-	-	40,000	2,500	7,500	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 203,440	\$ 4,420	\$ 15,000	\$ 4,660	\$ -	\$ 129,360	\$ -	\$ -	\$ 40,000	\$ 2,500	\$ 7,500	\$ -
SURPLUS/(DEFICIT)	(203,440)	(4,420)	(15,000)	(4,660)	-	(129,360)	-	-	(40,000)	(2,500)	(7,500)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	203,440	4,420	15,000	4,660	-	129,360	-	-	40,000	2,500	7,500	-
UNAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- [1] \$4,420 - Sunnyside - Family Washroom
 [2] \$15,000 - Commercial Lease - Removal of Lining - Trees at Plaza
 [3] \$4,660 - Residential Lease - Traffic Calming
 [4] \$5,060 - Visitor Services - Cabin Refresh
 [5] \$29,300 - Public Areas - Irrigation Main Beach

- [6] \$85,000 - Public Areas - West Side Retaining Wall
 [7] \$10,000 - Public Areas - Parking Meter
 [8] \$40,000 - Public Works - Sanding Unit
 [9] \$2,500 - Protective Services - Electric Bike
 [10] \$7,500 - General Administration - Mail Folder and Inserter



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023 **FILE:** 0550

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

SUBJECT: Release of Closed Meeting Resolution

PURPOSE:

The purpose of the report is to provide a Closed Meeting Resolution that the Cultus Lake Park Board may release at an open meeting.

RECOMMENDATION:

***THAT** the following Closed Meeting Resolution be released at the April 19, 2023, Regular Board meeting:*

March 15, 2023
IC 4997-23

***THAT** the Cultus Lake Park Board receive the Contract Award Update for RFQ#01.2023 – The Cultus Lake Park 4x2 (Non CDL) Garbage Truck Procurement Report for information.*

DISCUSSION:

On February 10, 2023 RFQ #01.2023 – Cultus Lake Park 4x2 (Non-CDL) Garbage Truck was posted on BC Bid and Cultus Lake Park's (CLP) web page. Following this, the RFQ closed on February 23, 2023, at 4:00 pm. CLP received two (2) bids on time and one (1) bid late. An evaluation of the two (2) proposals was complete, and both Bidders confirmed they could not meet the specified delivery date of September 2023.

The total approved budget for 2023 is \$200,000.00 (plus taxes). Following evaluation, and final procurement the contract was awarded to Rollins Machinery at a cost of \$187,856.00 plus taxes.

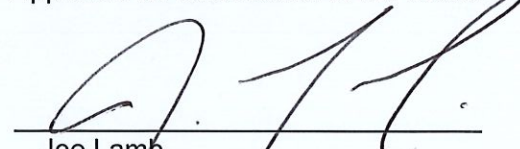
STRATEGIC PLAN:

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

Prepared by:


Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:


Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023 **FILE:** 0550

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

SUBJECT: 2023 Bylaw Enforcement Season - Short-Term Rental Management

PURPOSE:

The purpose of the report is to provide the Board with information with respect to the management of Short-term Rental for the 2023 season and overall enforcement of bylaws throughout the park.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve a pilot project for services of a Part-time Bylaw Enforcement Officer to manage the Short-term Rental operations from April to September of 2023 at cost of \$18,000 to be funded from the Protective Services budget.*

***THAT** the Cultus Lake Park Board approve a pilot project for the contracting of dispatch services with Griffin Security from May to September of 2023 to assist with evening calls related to bylaw/security at a cost of \$16,900 to be funded from the Accumulated Surplus Fund.*

***THAT** the Cultus Lake Park Board approve the changes provided in the report and request that staff provide the Board with a seasonal follow-up report at the September Board Meeting.*

DISCUSSION:

At the March 15, 2023, Regular Board Meeting, the Board reviewed staff's report and the feedback from the community with respect to the Short-term Rental survey.

The survey results noted that there were three (3) specific areas of concern, parking, noise, and responsiveness to calls/concerns. Following review of the survey results, the Board approved staff's recommendations and noted that the survey results will be utilized to address potential policy and enforcement improvements.

Staff would then have statistics documented and data for the Board to review.

With the board's request for improved enforcement and management of Short-term Rentals in the park, staff are committing to putting additional processes into place.

2023 Season - Hiring of Bylaw Enforcement Officers

Upon further review of the Protective Services budget, staff are able to hire a Part-time Bylaw Enforcement Officer to manage the STR operations. In this role staff will be tracking all STR information after the grant of the licence is approved. Staff will utilize and improve on the existing programs which will be further utilized to log and record all calls, emails, civic information app reports

or complaints specific to the operations. This enforcement role will connect directly with the permittee to discuss and resolve any of the above information and/or concerns.

Currently, we have one (1) Full-time Bylaw Enforcement Officer, and one (1) Seasonal Special Assignment Bylaw Enforcement Officer who has now joined our enforcement team.

Our Bylaw Enforcement Officer(s) will be monitoring parking throughout residential areas and STR operations issues will be address as they arise and will be documented/logged in the reporting program. All garbage related issues will be monitored to conform with the 2-hour compliance notice as per the STR policy. Residents that are not operating STR will be required to conform as per the Property Maintenance Bylaw. It is essential to present a clean and sanitary community and provide a safe environment with respect to the wildlife in the area.

2023 Security Team and RCMP Presence

Staff have our contracted Griffin Security team returning to the park along with our Seasonal Policing team. We have had several meetings this season with both RCMP and Security teams to discuss schedules for each team to ensure we have proper coverage throughout the summer season. With respect to the STR operations, and noise concerns, staff have coordinated a strengthened process for bylaw, security and RCMP responses to ensure we have compliance at 11:00 pm as per the Noise Bylaw. This approach will involve education, compliance and if needed, ticketing. Reports will be documented including warnings, which could impact the grant of license.

Staff have implemented access to the park's monitoring and reporting programs for Security/Bylaw to ensure that all civic app reports are responded to. Staff will share this communication with other team members for follow-up and tracking. All Security members and RCMP will have access to the locations of STR operations throughout the season.

In addition, staff are providing the board with a "live" dispatch contract service option. This option would enable callers to speak with Griffin Security after specific times to ensure that no calls go unanswered, information would be relayed to security staff to respond to the calls and proceed. These contact numbers will be distributed to the community including commercial leaseholders, via email and contact information would be available on the website if they need to report an issue. These calls would be logged to ensure staff are able to collect the data, monitor activity and if needed, Bylaw staff can follow up the next day.

Short term Rental Application Review

Staff will continue to follow up on the application process as per the board's policy, this includes a phone call to applicants (new application and/or renewals). When applications are submitted, the parks Bylaw Enforcement Officers take note of any infractions recorded annually, for example, parking, noise issues, and other bylaw related matters. Staff have begun to expand on cross checking of application information to advertisements. To date we have received 23 advertising links/webpages (VRBO, Air B N B, Facebook) of the STR's of the 43 received for the 2023 season. In discussion with the leaseholder, staff are addressing changes required. All leaseholders have been receptive and are complying with the required changes. In these reviews occupancy and parking availability are also being addressed. Staff are also checking to ensure that the 2023 permit number is displayed in the ad. In the past there have been some inconsistencies, however, applicants were quick to update their ads. Moving forward with this step our Bylaw Enforcement Officers will then be pursuing ticketing should we not receive the information.

Staff also note that upon application review, if there are parking concerns (bylaw observations or complaints) staff cross-check what is identified on the application to what is available on or in front of the lease lot.

With respect to parking, in some cases, we have identified that vehicles are parked horizontally and extending out onto the roadway causing safety concerns and/or impeding access to the road. Staff have requested that our Bylaw Enforcement Officer team provide site pictures for the file when reviewing the applications and may request a change to the parking area or ensure that those vehicles are parked appropriately. In these discussions it is noted that if they do not comply, warnings will be given followed by tickets which could result in revoking of the permit.

In addition, staff would like to note to the community that it is important to continue to report infractions, and without reports staff cannot collect data in order to properly manage the STR operations.

STRATEGIC PLAN:

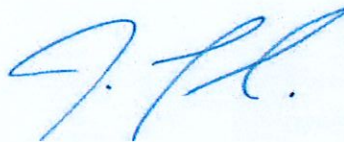
This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Improved Customer Service and Bylaw Enforcement.

Prepared by:

Approved for submission to the Board:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023 **FILE:** 0550

SUBMITTED BY: Joe Almeida
Manager of Park Operations

SUBJECT: Pickleball Court Signage

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the installation of the proposed pickleball court signage.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the proposed pickleball court signage and direct staff to install the signage in an appropriate location.

DISCUSSION

At the February 15, 2023, Cultus Lake Park Board Regular Meeting, the Board passed the following motion with respect to the community request for signage at the pickleball courts:

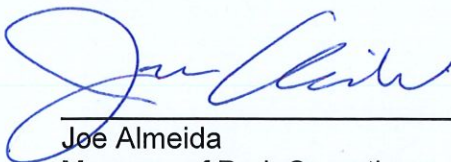
THAT the Cultus Lake Park Board refer back to staff to investigate signage in other parks appropriate for this location and bring back findings to the Board.

Staff drafted the attached sign (Attachment 1) following review of pickleball related signage located in other parks. The proposed sign would be printed on a 36" x 24" alupanel sheet at a cost of \$100.00 plus tax and would be installed on the chain link fence inside the courts for public reference.

STRATEGIC PLAN:

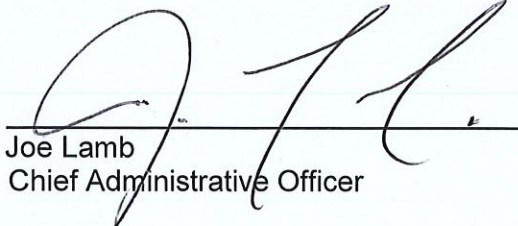
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Joe Almeida
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

SPORT COURT RULES

Courtesy Matters

- Court use is on a first-come, first-serve basis
- Limit play to 30 minutes when others are waiting
- Please be considerate to others and your surroundings

Guidelines

- Courts are provided for racket sports only
- Courts are provided for recreational purposes only
- Please be respectful and clean up after yourself

Anyone entering or using these premises does so at their own risk. Cultus Lake Park assumes no liability for injuries or accidents of any person, or loss of or damage to any property that may occur.



*Cultus Lake Park receives no funding on a Local, Provincial or Federal Level and is entirely self sustaining.
Thank you for your cooperation!*



Public areas in Cultus Lake Park are **ALCOHOL FREE**



Cultus Lake Park is **SMOKE FREE**



PROPANE BBQ'S ONLY



PLEASE DO NOT FEED BIRDS OR WILDLIFE



DOGS MUST BE ON LEASH IN PUBLIC AREAS
No dogs on beaches unless in **designated swim areas and play zones**





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023 **FILE:** 8100

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

SUBJECT: Cultus Lake Water Sports Festival Special Event

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Cultus Lake Water Sports Festival special event application to be held on Friday, June 2 to Sunday, June 4, 2023.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 2 to Sunday, June 4, 2023;

THAT the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, June 2 to Sunday, June 4, 2023, be waived;

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, June 2 to Sunday, June 4, 2023;

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

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

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

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

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

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

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

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

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

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, June 2 to Sunday, June 4, 2023 (to offset expenses).

DISCUSSION:

The Cultus Lake Water Sports Festival event organizers are requesting Board approval for their special event from Friday, June 2nd to Sunday, June 4, 2023. This will be the 65th annual event at the lake this year. The number of participants is estimated at 200 and will welcome approximately 800 spectators and 20 volunteers.

The organizers are requesting Board approval to collect a daily parking rate directly from participants and visitors at both Parking Lot A and B. In addition, the organizers are requesting Board approval to receive all funds from meters in both Parking Lot A and B to support funding the race event as some visitors do not wish to pay the organizers directly upon arrival to the lot. In 2022, the Board approved the waiver of parking fees, direct collection of parking fees and all funds from the meters paid to the organizers following the event in Parking Lot A and B.

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

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

In 2022, the event organizers were provided a total of \$487.00 of meter revenue from both Parking Lot A and B over the weekend of June 3rd to 5, 2022.

Below is a list of potential fees for the event, without approved waivers:

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

Total \$6,700

During the event, the Park provides washroom maintenance, assistance from security, garbage removal, the use of all three (3) gazebos, access to power supply at the gazebos, an access key for the lower Main Beach gate, the temporary removal of swim lines, and the promotion of the event on the Cultus Lake Park website.

The event organizers are committed to monitoring the parking lot gates and the lower Main Beach gate (access limited to vehicles carrying canoes). They will provide 24-hour security guards, \$5,000,000 General Liability Insurance, and a minimum of two (2) safety boats. They will promote a drug and alcohol-free event and the RCMP will be notified of this event by the organizer. Staff will work with the event organizers to identify the appropriate placement of tents and recreational vehicles to ensure grass and irrigation systems are being protected (map attached).

STRATEGIC PLAN:

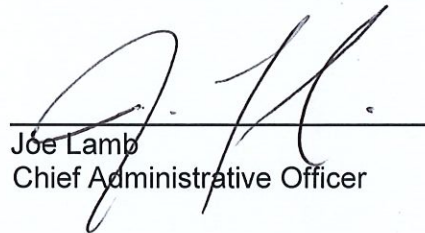
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Amanda Nadeau
Administrative Assistant, Communications
& Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

January 16, 2023

To Parks Board Committee,

Please accept this letter as our annual request to hold the 65th Annual Cultus Lake Water Sports at Main Beach, Cultus Lake June 2nd, 3rd and 4th. We look forward to providing a safe and fun atmosphere for participants and spectators alike. Like past years, we would like to collaborate with the Park board to ensure this longstanding event is a success. We are hoping to have the following fees reduced or waived altogether as our race functions from the monies made from parking collection, vendor fees etc.

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

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

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

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

Sincerely,



Cecilia Lockerby.



SPECIAL EVENT APPLICATION

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

Date of Application: January 16, 2023

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

Name of Event: Cultus Lake Water Sports

Name of Organization: Dan Milo Society

Contact Name(s): Cecilia Lockerby

Mailing Address: [REDACTED]

Postal Code V4Z

Alt. Phone: _____ E-Mail: _____

Alternate Contact: _____ Phone: _____

Public Contact Info: _____

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

EVENT DETAILS:

Date(s) Requested: June 2, 3 & 4, 2023 Hours of Use: 24hr

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

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

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

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

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

Other (_____)

Estimated # of Participants: 200

Estimated # of Staff or Volunteers: 20

Estimated # of Spectators: 800

Event Details: _____

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

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

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

Garbage Cleanup Plan: _____

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

ADDITIONAL REQUESTS:

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

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

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

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

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

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

Other/Additional Information: **see attached letter**

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

Signature: **Cecilia Lockerby** Date: **January 16, 2023**



SPECIAL EVENT APPLICATION

Application Fee Receipt # _____ # of Garbage Bins: 4

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 PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023 **FILE:** 8100

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

SUBJECT: Cultus Lake Triathlon Special Event

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Cultus Lake Triathlon special event application to be held on September 14 to 17, 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon special event from September 14 to 17, 2023;

THAT the Cultus Lake Park Board permit 10 operational and equipment storage trailers to park overnight for the duration of the event in Parking Lot B;

THAT the Cultus Lake Park Board permit one vehicle to park overnight on the lower access roadway at Main Beach for security purposes for the duration of the event;

THAT the Cultus Lake Park Board approve waiving parking fees for fifteen volunteers, ten storage trailers and one security vehicle for the duration of the event.

DISCUSSION:

The Cultus Lake Triathlon event organizers are requesting Board approval for the special event to be held from Thursday, September 14 to Monday, September 17, 2023. The event organizers would have temporary access to the lower gate at Main Beach to park a security vehicle overnight and provide access for equipment trailers to place event fencing, setup tenting and complete athlete orientations for the event. The event organizers are requesting Board approval to park up to ten (10) operational vehicles and equipment trailers in Parking Lot B overnight for the duration of the event for the delivery, storage, and removal of all event equipment. The race will start on Sunday, September 17, 2023, at 7:30 am until approximately 7:00 pm. The organizers will complete removal of all event setup on Monday, September 18, 2023.

The event organizers, Dynamic Race Events have facilitated the Cultus Lake Triathlon since 2009. The event challenges participants in several multi-sport events of varying distances; swimming, biking, and running. Competitors will begin the race by swimming laps in the water around Main Beach docks. Following this, athletes will bike the course out of Parking Lot B along Columbia Valley Highway towards Yarrow. Athletes will be required to walk their bikes between transition stations throughout the Park, to avoid damage to the greenspace and irrigation systems. The final leg of the race requires competitors to run a loop through residential areas along Lakeshore Drive, Munroe

Avenue, Park Drive and First Avenue. Dynamic Race Events anticipates approximately 700 participants, 600 spectators and 100 volunteers to attend the event.

The Cultus Lake Triathlon will use Beethoven's Pizza as their food provider as in previous years and will be responsible for the removal of their garbage.

The organizers have submitted the attached maps of Cultus Lake Park showcasing the routes for each portion of the race, including the transition area and medical tents. Staff facilitated a meeting with the event organizers to review previous years' best practices and recommended improvements to ensure reduced impact on residents and guests.

Cultus Lake Triathlon fees are as follows:

- Application fee: \$100
- Rental fees (0-100+ people Thursday, Friday, Saturday, Monday): \$400
- Rental fee (200+ people Sunday): \$500
- Swim Line Removal/Replacement fee: \$500
- Security Deposit (refundable; increased to cover potential turf replacement): \$2,000

Total: \$3500.00

The event organizers are requesting Board approval to waive parking fees for fifteen (15) volunteers to park in Parking Lot A for the duration of the event. Event volunteers would assist in guiding participants and spectators to public parking lots based on parking availability to reduce congestion and traffic on surrounding roadways. In addition, the event organizers are requesting Board approval to park one (1) security vehicle overnight on the lower access roadway at Main Beach for security purposes.

The organizers will be required to provide Comprehensive General Liability Insurance of not less than \$5,000,000, naming Cultus Lake Park as additional insured, and a Ministry of Transportation permit to occupy the highway prior to the event date.

STRATEGIC PLAN:

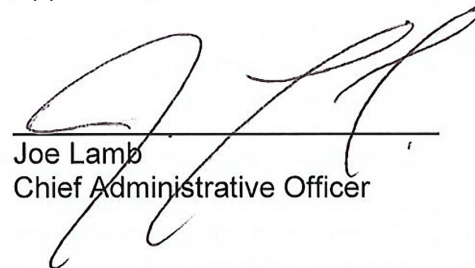
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Amanda Nadeau
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



March 28, 2023

Dear Cultus Lake Parks Board,

Thank you for the opportunity to present our event application to the Board.

Dynamic Race Events has had the pleasure of producing the annual Cultus Lake Triathlon from 2015 through 2019, and last year in 2022. In that time, we have continued to grow the event and it has become an annual favorite for the multisport community in the Pacific Northwest. With the support of Tourism Chilliwack & the City of Abbotsford, we hosted the Provincial Championships in 2018 and 2019, as well as the final club points and series finales for Dynamic & Triathlon BC in 2022 marking a successful return of athletes back to Cultus Lake after the forced hiatus due to the global pandemic.

This event attracts over 500 athletes each September on race weekend, providing a significant revenue generation for both the Park via parking, as well as an end-of-season injection for the local businesses. This economic impact stretches further than race weekend, as many athletes make the trip to Cultus Lake, as either a day trip or a training weekend, to come swim at the venue and ride and run the set courses. These extra trips convert to dollars spent locally and many times we have heard that athletes are making additional trips up with their families once they have seen the idyllic offering that is Cultus Lake.

Dynamic Race Events produces 5 multisport event weekends annually, creating finish line experiences for over 3000 athletes a year. We strive to use as many local suppliers as possible in each of our venues, ensuring a positive working relationship with our stakeholders in each locale.

We welcome any questions or concerns about the event and look forward to returning to Cultus Lake this September and for many Septembers to come.

Best,

Angie Woodhead
Owner | Organizer

Jordan Myers
Operations | Projects



SPECIAL EVENT APPLICATION

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

Date of Application: April 6, 2023

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

Name of Event: Cultus Lake Triathlon

Name of Organization: Dynamic Race Events

Contact Name: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

E-Mail: angie@dynamicraceevents.com

Alternate Contact: Jordan Myers Phone: jordan@dynamicraceevents.com

Public Contact Info: www.dynamicraceevents.com

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

EVENT DETAILS:

Date(s) Requested: Sep 14-18

Hours of Use: all day

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: 600

Estimated # of Staff or Volunteers: 100

Estimated # of Spectators: 500

Event Details: Triathlon

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: Universal Traffic Phone: TBD

General Description of Proposed Route (Please attach map) _____
maps included

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

Garbage Cleanup Plan: Private, Bins

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): Beethoven's Pizza
 (Requires Fraser Health approval, a copy of which must be provided to Park office.)

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

Other/Additional Information: _____

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: Jordan Myers Date: April 6, 2023



SPECIAL EVENT APPLICATION

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: Special Parking at Fir & 1st for Medical, during swim, 10 overnight parking passes, 15 passes for volunteers

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

CLIMATE CHANGE
EFFECTS



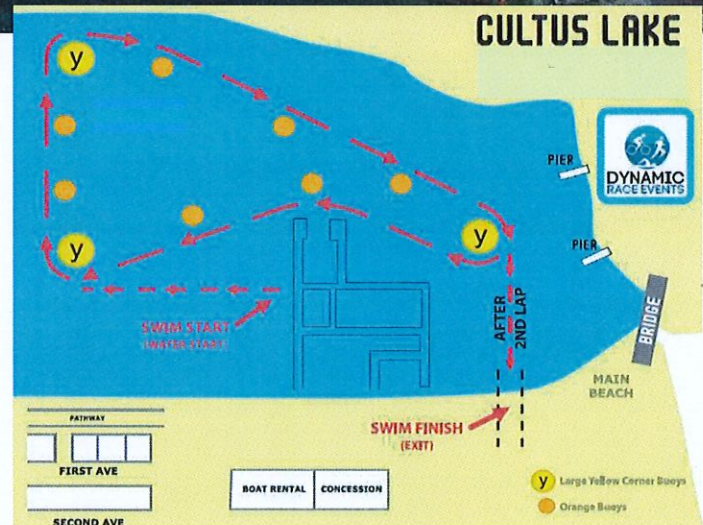
DYNAMIC RACE EVENTS

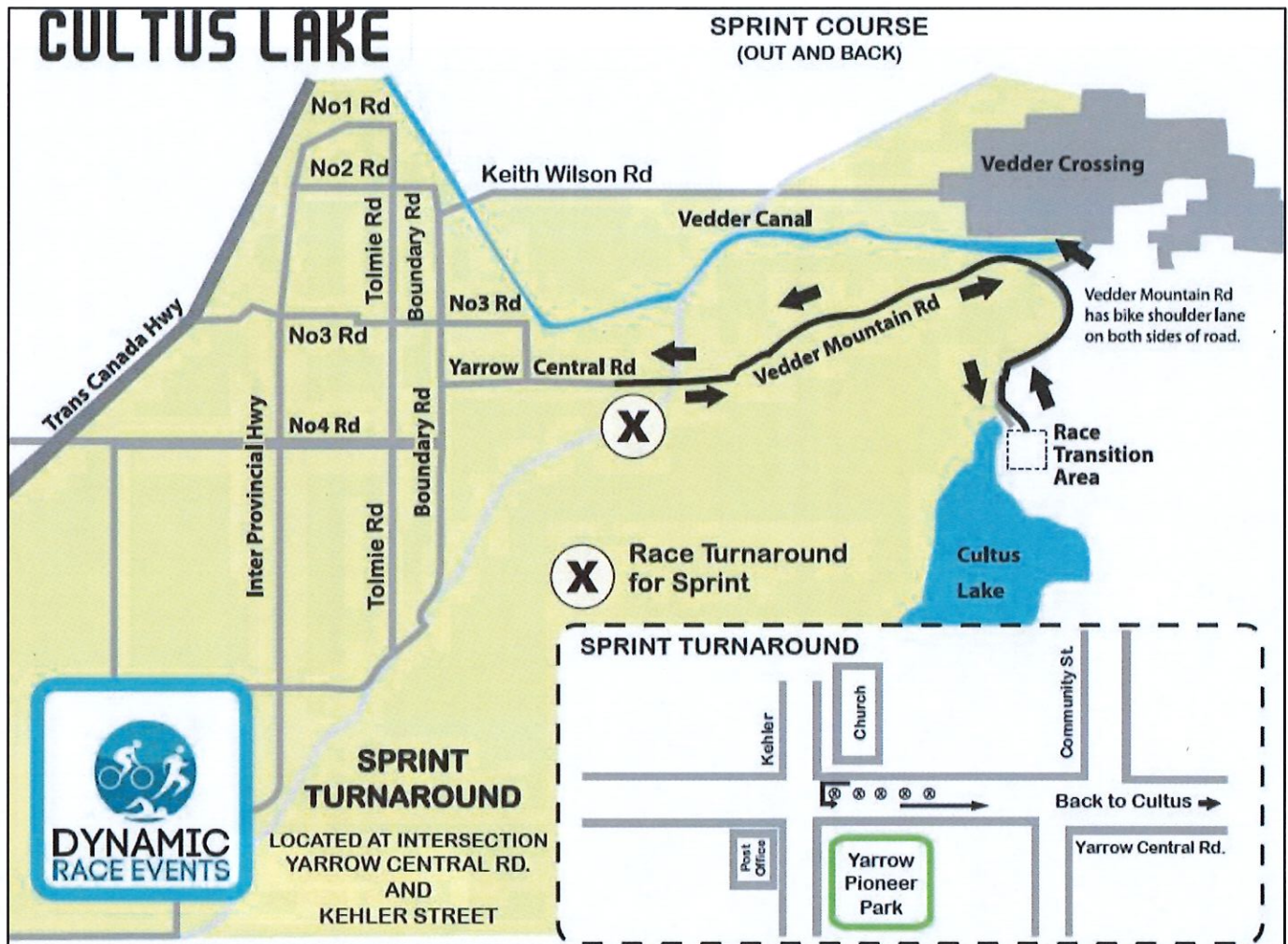
Cultus Lake Triathlon AREA MAPS

TRANSITION (As run in 2022) – Note Athlete Maps have not been created for 2023



SWIM (As run in 2022) – Note Athlete Maps have not been created for 2023





CULTUS LAKE

STANDARD BIKE COURSE – 1 LAP | HALF IRON BIKE COURSE – 2 LAPS



CULTUS LAKE RUN MAP

1 LOOP: SPRINT RUNNERS

2 LOOPS: STANDARD RUNNERS



CULTUS LAKE

Half Iron Run Map

Half Iron = 4 Loops



NORTH (BLUE) SECTION

1. ONLY TO START THE FIRST LAP: Leave TRANSITION AREA and run toward the Footbridge. Go over footbridge to Lakeshore Dr and turn RIGHT.

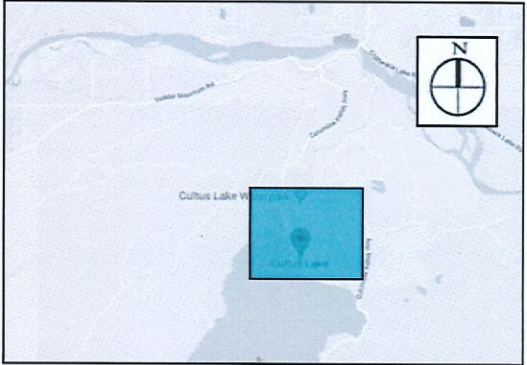
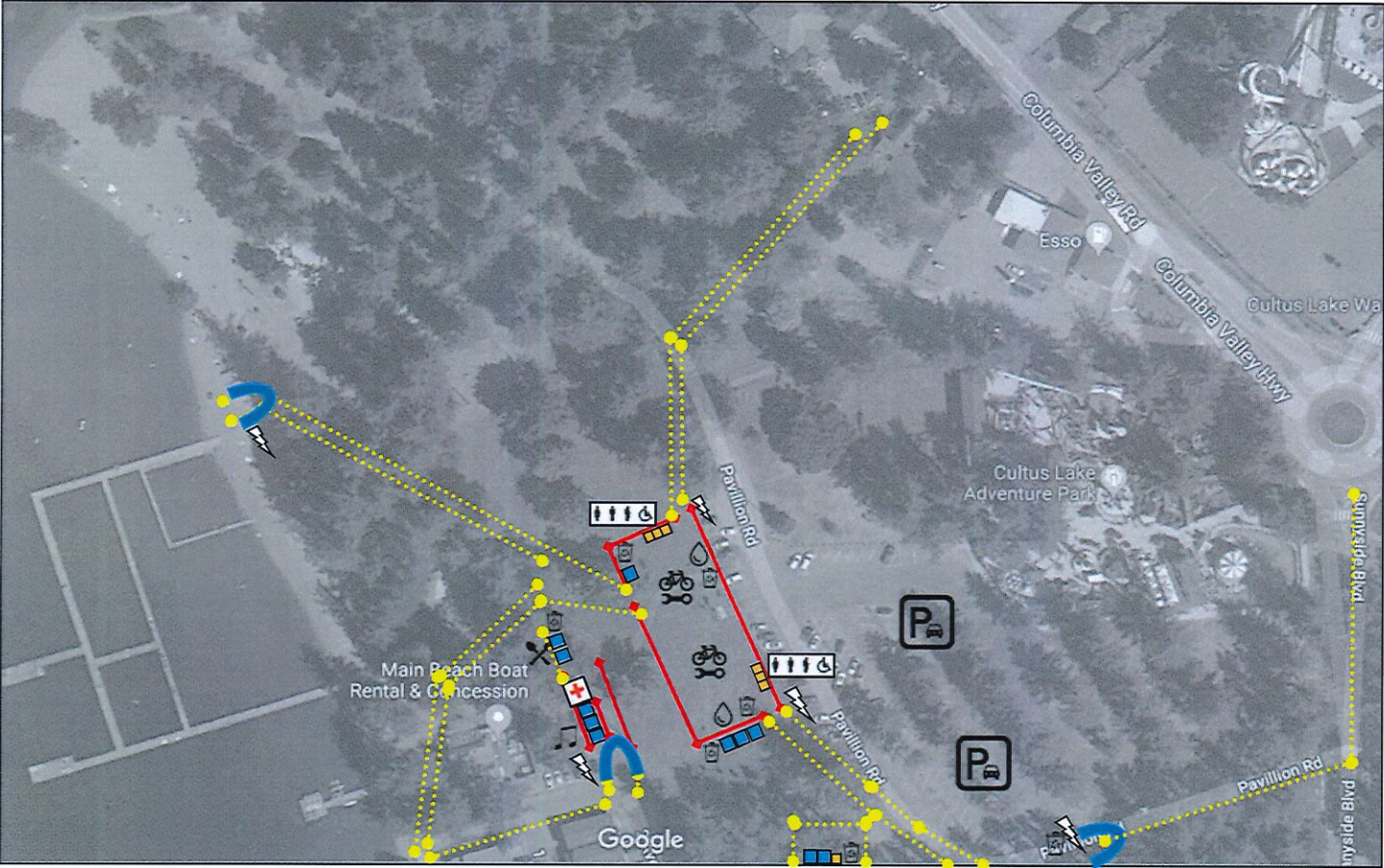
2. Turn LEFT onto Munroe Ave; run to turnaround and then back to Lakeshore Dr.

3. Turn right onto Lakeshore Dr and run to the end of the street and then back to the Footbridge, which will be on the right.

4. Run back along the beach (Lakeshore Path) to ★ Join and stay on the Sprint & Standard course for the rest of the 4 loops; do NOT repeat the blue section again!

→ = HALF IRON COURSE BEGINNING OF FIRST LOOP ONLY
→ = SPRINT & STANDARD COURSE HALF IRON COURSE: 4 LOOPS





LEGEND			
	TENT (10x10)		POWER
	AUDIO		FOOD
	WATER		GARBAGE/ RECYCLING
	TOILETS		PARKING
	MEDICAL		FENCE
	BIKE RACK/ SERVICE		BARRICADE/ CONES

OPERATIONAL PERIOD:
EVENT DAY:

CONTACT: ANGIE WOODHEAD | Owner & RD
250-213-7885 | angie@dynamicraceevents.com





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023

FILE: 8100

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

SUBJECT: Lions Cultus Lake Fishing Derby Special Event

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the upcoming annual Lions Cultus Lake Fishing Derby special event application to be held on Saturday, June 17, 2023.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Lions Cultus Lake Fishing Derby to be held on Saturday, June 17, 2023;

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 50 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 17, 2023; and

THAT the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 16, 2023, to 4:00 pm on June 17, 2023, for security purposes.

DISCUSSION:

The Lions Cultus Lake Fishing Derby special event organizers are requesting Board approval for their event on Saturday, June 17, 2023. This is an annual fishing derby at Cultus Lake that removes pike minnow and small mouth bass from the lake to assist in protecting the sockeye salmon species. The estimated number of participants is 400 with approximately 25 volunteers.

As the Lions Club is a not-for-profit organization and, that this fishing derby helps the sockeye salmon population (by reducing the pike minnow and small mouth bass population), they are requesting that parking fees for up to 50 participants arriving before 9:00 am and staying for the day be waived. The organizer will have a volunteer at the entrance of Parking Lot A to welcome guests and collect vehicle licence plates for staff by 9:00 am.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for 50 participants for the duration of the event:

- 50 participants parking for 11 hours at \$6/hr. plus \$1 infrastructure fee per transaction = **\$3,350**

The organizers are requesting Board approval, as in previous years, to park one (1) vehicle overnight on Friday, June 16, 2023, to secure the event setup which includes two (2) 20x20 tents.

The organizers are required to pay:

- Application fee: \$100
- Rental fee (200+ people): \$500
- Early set up fee: \$75
- Food Vendor fee: \$100
- Refundable Security Deposit: \$1,000

Total: \$ 1,775

The organizers must provide Comprehensive General Liability Insurance of not less than \$5,000,000, naming Cultus Lake Park as additional insured, and will be required to provide a permit from Fraser Health for their concession.

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

STRATEGIC PLAN:

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

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 www.cultuslake.bc.ca

Date of Application: March 27, 2023

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

Name of Event: LIONS CULTUS LAKE FISHING DERBY

Name of Organization: LIONS CLUB CULTUS LAKE FISHING DERBY

Contact Name: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Public Contact Info: www.cultus derby.ca

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

EVENT DETAILS:

Date(s) Requested: June 17, 2023

Hours of Use: 5 AM TO 4 PM

Event Type: ☐ Private Event ☐ Free Public Event ☒ Ticketed Event
 Location Type: ☐ Park/Trail ☐ Roadway ☐ Public Facility ☒ Main Beach ☐ Parking
☐ Gazebo Rental
 Event Category: ☐ Race/Walk/Cycle ☐ Festival/Celebration ☐ Private Event
☐ Outdoor Market ☐ Parade ☐ Concert/Performance
☒ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming
 Other (CONCESSION)

Estimated # of Participants: 400

Estimated # of Staff or Volunteers: 25

Estimated # of Spectators: 24 MARCH 2023

Event Details: FISHING DERBY TO REMOVE PIKE MINNOWS

AND SMALL MOUTH BASS FROM THE LAKE AND HELP THE CULTUS LAKE SOCKEYE SALMON RECOVER.
 CHILDREN AND ADULTS FISHING WITH PRIZES FOR MOST FISH, LARGEST FISH, ETC.

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

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

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

Garbage Cleanup Plan: SELF CLEANUP, PROVIDE OWN GARBAGE CANS

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

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): CHILLIWACK DOGWOOD LIONS CLUB

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

Beverage Garden: _____

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

Other/Additional Information: ONE SMALL VAN TO BE PARKED FOR OVERNIGHT SECURITY NEAR DISPLAYS SET UP FRIDAY NIGHT.

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: ROBERT LEE JONES

Date: MARCH 27, 2023

Office Use Only:



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023

FILE: 8100

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

SUBJECT: Indigenous Paddle Day Special Event

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the upcoming Indigenous Paddle Day special event application to be held on Wednesday, June 21, 2023.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Indigenous Paddle Day special event to be held on Wednesday, June 21, 2023;

THAT the Cultus Lake Park Board permit the Chilliwack Centre of Excellence Paddling Club to install the inflatable stand up paddle board polo kit within the swim lines at Main Beach for event participants and club members use from 8:00 am to 6:00 pm;

THAT the Special Event Application fee of \$100 for the Indigenous Paddle Day be waived;

THAT the Gazebo Rental fee of \$290 for the Indigenous Paddle Day be waived;

THAT the Refundable Security Deposit of \$1000 for the Indigenous Paddle Day be waived;

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for two school buses and six volunteer vehicles from 9:00 am to 2:00 pm on Wednesday, June 21, 2023; and

THAT the Cultus Lake Park Board permit two vehicles to park on Main Beach on the sand near Gazebo B from 8:00 am to 6:00 pm for the delivery and removal of the inflatable stand up paddle board polo kit.

DISCUSSION:

The organizers of Indigenous Paddle Day are requesting Board approval to host the special event at Main Beach on Wednesday, June 21, 2023, from 9:00 am to 2:00 pm.

The event will welcome approximately 130 students and 10 faculty from Sardis Secondary School and Seabird Island Community School in celebration of National Indigenous People's Day. Students will be encouraged to experience various watercrafts such as canoes, kayaks, paddle boards, as well as an inflatable stand up paddle board polo kit provided at no cost by the Chilliwack Centre of Excellence (CCE) Paddle Club. Members of the CCE Paddling Club would invite their club members to use the inflatable from 2:00 pm to 6:00 pm, prior to removal from the lake. The same inflatable was approved

by the Board in 2018 to be placed at Main Beach as part of the Paddle Expo special event (Attachment 1).

The organizers are requesting Board approval to park two (2) vehicles at Main Beach on the sand near Gazebo B for the delivery, setup and removal of the inflatable stand up paddle board polo kit. The inflatable is approximately 65ft x 82ft and would be installed to the west of Main Beach docks within the swim line, same as in 2018. The inflatable would be positioned on the lake by members of the CCE Paddling Club and then weighted in place to prevent movement. Access and use of the inflatable area will be managed by volunteers to ensure only approved students and club members utilize the space.

The organizers have received a grant from Indigenous Sport, Physical Activity & Recreational Council (ISPARC) to provide students with a gift bag supplied with sunscreen, a water bottle, and other items for a day at the beach. In addition, the grant will supply food prepared by Seabird Island Community School's chef for students and faculty in Gazebo A and B.

The Chilliwack Centre of Excellence Paddle Club will provide Comprehensive General Liability Insurance of not less than \$5,000,000, naming Cultus Lake Park as additional insured, for the installation of the inflatable stand up paddle board polo kit. The organizers will have two (2) faculty with first aid on site and members of the Royal Canadian Mounted Police (RCMP) on the water for safety purposes.

STRATEGIC PLAN:

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

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 www.cultuslake.bc.ca

Date of Application: March 31, 2023

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

Name of Event: Indigenous Paddle Day

Name of Organization: Chilliwack Senior Secondary School - Indigenous Enhancement

Contact Name(s): Pick Joe / Colleen Christensen

Mailing Address: [REDACTED]

Public Contact Info: /

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

EVENT DETAILS:

Date(s) Requested: Wednesday, June 21, 2023 Hours of Use: 09:00 - 2:00pm.

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 (school event)

Estimated # of Participants: 40-60 youth Estimated # of Staff or Volunteers: 15

Estimated # of Spectators: 0

Event Details: Chilliwack Agassiz school district event for Indigenous youth. Water fun time to play on/in kayaks, outrigger, war canoe, dragonboat, and SUP Paddling.

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

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

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

Garbage Cleanup Plan: by youth & volunteers - food clean up

First Aid Details (if applicable) Copy of contract to be provided: ☐ RN present.

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): bringing own food
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

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

Other/Additional Information: Indigenous Permit will be on the water.

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.

We are requesting the use of the large gazebo, and waiving the gazebo and parking fees. This is an Indigenous event on National Indigenous Peoples Day.

Signature: Chin Date: April 3, 2023.





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 19, 2023

FILE: 8100

SUBMITTED BY: John Beesley
Vice Chair, Cultus Lake Park Board

SUBJECT: Steve Clegg: Meet the Protectors Special Event

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the upcoming annual Steve Clegg: Meet the Protectors special event application to be held on Saturday, June 24, 2023.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Steve Clegg: Meet the Protectors special event to be held on Saturday, June 24, 2023, as part of the Cultus Lake Day special event.

DISCUSSION:

Tourism Chilliwack is requesting Board approval to host the Steve Clegg: Meet the Protectors special event on Saturday, June 24, 2023, from 11:00 am to 3:00 pm in conjunction with the Cultus Lake Day activities. The purpose of the event is to celebrate Steve Clegg and his team of divers who volunteer multiple times per year to remove waste from the bottom of Cultus Lake. In addition, the event would provide an opportunity to promote and educate visitors on sustainable and responsible tourism practices through the "Protecting This Gift" Tourism Chilliwack initiative.

Steve Clegg and his volunteer dive team will conduct a dive at Main Beach on June 24th, to collect and remove waste from the lake. Tourism Chilliwack staff will be on site to guide the trained volunteers to sort the waste collected for appropriate disposal. In addition, would provide the public with marketing materials and information surrounding the long-term initiative of regenerative tourism.

Valley Waste and Recycling Inc. will deliver a four (4) yard dumpster to collect and dispose of the waste at no cost. The four (4) yard dumpster would be held in the Public Works Yard to store waste removed from the lake as a result of volunteer dives prior to the event. Park staff would deliver the bin to the designated area at Main Beach on the morning of June 24th, for sorting and disposal.

Tourism Chilliwack will supply all equipment required for volunteers and will provide Comprehensive General Liability Insurance of no less than \$5 million dollars, naming Cultus Lake Park as additional insured. As the event would be held as part of Cultus Lake Day, standard event fees would be waived, and volunteer vehicles would be provided free parking in Parking Lot D as approved for Cultus Lake Day by the Board.

STRATEGIC PLAN:

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

Prepared by:



John Beesley
Vice Chair, Cultus Lake Park Board

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

TOURISM
CH'ILLIWACK

Dear Cultus Lake Park Board,

To continue our longstanding partnership with the Cultus Lake Park Board, Tourism Chilliwack is thrilled to present a proposal that promotes sustainable tourism and environmental conservation. We are honored to continue our collaboration with the Cultus Lake Park Board and humbly request your blessing to move forward with this exciting opportunity.

We (Tourism Chilliwack) are writing to propose the 'Steve Clegg: Meet the Protectors' event at Cultus Lake, which we aim to hold on the highly anticipated 'Cultus Lake Day' (June 24th, 2023). The purpose of the "Steve Clegg: Meet the Protectors" event is to celebrate the work that Steve and his team do in cleaning garbage from the bottom of Cultus Lake, as well as promote and educate visitors on sustainable and responsible tourism through the "Protecting This Gift" initiative. By showcasing the benefits of responsible tourism practices through the "Protecting This Gift" initiative, we hope to inspire and educate visitors to become active participants in the ongoing efforts to protect and promote the long-term sustainability of the area.

This event will have 3 main components:

- Garbage collection (by Steve and his team of trained divers)
- Garbage sorting (by trained volunteers - provided by Tourism Chilliwack)
- Visitor info (provided by Tourism Chilliwack Staff)

During the event, Steve and his team will be diving to the bottom of the lake to collect trash. The collected trash will then be brought to the beach, where a team of volunteers will be sorting through it to ensure proper disposal. Tourism Chilliwack has secured a 4 yard dumpster to collect and dispose of the waste appropriately. This aspect of the event provides an excellent opportunity to educate the community and tourists about sustainable and responsible tourism.

The event will take place on June 24th 2023, at Main Beach from 11am - 3pm, allowing visitors and locals alike to witness the cleanup efforts and learn more about Steve's work and the 'Protecting This Gift' initiative. We believe that this event will be an excellent opportunity for Cultus Lake to showcase its commitment to sustainable and responsible tourism as a partner in 'Protecting this Gift'.

In regard to logistics, we (Tourism Chilliwack) will provide all necessary equipment and volunteers for the booth(s) and activities. We will also ensure that all COVID-19 and safety protocols/guidelines are followed to ensure the safety of all participants.

We are excited to receive your approval and support for the 'Steve Clegg: Meet the Protectors' Event at Cultus Lake, and we hope that you share our enthusiasm for promoting environmental education and conservation in the area. Thank you for considering our proposal, and we look forward to hearing from you.

Sincerely,



Jenn Kleingeltink
Creative Manager
Tourism Chilliwack

