



## CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, JULY 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, July 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**

Join Zoom Meeting

<https://us06web.zoom.us/j/83980971069?pwd=ZFZOWUJQQTZacHA3R1B1UWJXaTZGdz09>

Meeting ID: 839 8097 1069

Passcode: 283656

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





## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, JULY 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;*

*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; and*

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

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

- Page 1 (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of July 19, 2023; and*

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

### (5) ADOPTION OF MINUTES

- Page 5 (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held June 21, 2023.*

### (6) ADOPTION OF COMMITTEE MINUTES

- Page 13 (a) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from June 6, 2023.*

### (7) CORRESPONDENCE

### (8) BYLAWS

**(9) REPORTS BY STAFF**

**(a) 2023-2024 Insurance Policy Renewal**

Page 17

- Report dated July 19, 2023, from Erica Lee, Chief Financial Officer

***THAT the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2023-2024 Insurance Policy Renewal.***

***THAT the Cultus Lake Park Board request staff to have AON increase our deductible with Northbridge (55%) for all “other losses” from \$10,000 to \$50,000 to reduce insurance premiums for the term running from July 1, 2023 to June 30, 2024, with the associated budget shortfall for 2023 being taken from accumulated surplus.***

***THAT the Cultus Lake Park Board request staff to move forward with one of the following options regarding insurance for the docks, with the associated budget shortfall for 2023 being taken from accumulated surplus:***

**Option 1** – Insure all the docks with a \$10,000 deductible for each and every occurrence (except \$250,000 Flood/Wind and \$500,000 for earthquake). With a total Premium of \$54,830.

**Option 2** – Insure all the docks with a \$25,000 deductible for each and every occurrence (except \$250,000 Flood/Wind and \$500,00 for earthquake). With a total Premium of \$52,800.

**Option 3** – Insure all the docks with a \$50,000 deductible for each and every occurrence (except \$250,000 Flood/Wind and \$500,000 for earthquake). With a total Premium of \$50,769.

**Option 4** – To self-insure the docks by placing annually an additional \$50,000 into the foreshore reserve fund to be used in case of dock damage and for dock renewal.

**(b) ILWU Local 502 Pensioner’s Picnic Special Event**

Page 23

- Report dated July 19, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Main Beach Set-Up Map

Page 25

Page 29

***THAT the Cultus Lake Park Board approve the ILWU Local 502 Pensioner’s Picnic on Wednesday, August 9, 2023, from 8:00 am to 6:00 pm; and***

***THAT the Cultus Lake Park Board approve the waiver of parking fees for five support vehicles at Main Beach from 8:00 am to 6:00 pm.***

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

Page 31

Page 33

- Report dated July 19, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application

***THAT the Cultus Lake Park Board approve the Fraser Valley British Motor Club Picnic to be held on Sunday, September 10, 2023, from 8:00 am to 3:00 pm; and***

***THAT the Cultus Lake Park Board approve the waiver of parking fees for up to forty participant vehicles at Main Beach from 8:00 am to 3:00 pm.***

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

- Page 37
- Report dated July 19, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Page 39
- Attachment 1; Special Event Applications

***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 September 21, 2023, for the Welcome Back BBQ special event from 4:00 pm to 8:00 pm; and*

***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 December 21, 2023, for the Christmas Concert special event from 5:30 pm to 8:00 pm.*

(e) **Around the Lake Give 'R Take 30 Special Event**

- Page 43
- Report dated July 19, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Page 45
- Attachment 1; Special Event Application
- Page 49
- Attachment 2; Letter to the Board
- Page 51
- Attachment 3; Race Route Map
- Page 53
- Attachment 4; Main Beach Set-Up Map

***THAT** the Cultus Lake Park Board approve the Around the Lake Give 'R Take 30 Trail Race from 6:00 am to 2:00 pm on October 14, 2023;*

***THAT** the Cultus Lake Park Board approve two food trucks to park at Main Beach from 6:00 am to 2:00 pm to provide food for event participants only;*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for two support vehicles at Main Beach from 6:00 am to 2:00 pm; and*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to fifty race volunteer vehicles in Parking Lot A for Around the Lake Give 'R Take 30 from 6:00 am to 2:00 pm on October 14, 2023.*

**(10) REPORTS BY COMMISSIONERS**

**(11) COMMUNITY ASSOCIATION**

**(12) PUBLIC QUESTION PERIOD**

**(13) ADJOURNMENT**

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





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JUNE 21, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present** Commissioner K. Dzaman – Chair  
Commissioner J. Beesley – Vice Chair  
Commissioner E. Jartved  
Commissioner T. Moul  
Commissioner D. Bauer

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

### (1) CALL TO ORDER

Vice Chair Beesley called the meeting to order at 6:03 pm and acknowledged that we are gathered here on the unceded traditional territory of the Th'ewa'li First Nations. Vice Chair Beesley recognized National Indigenous People's Day and discussed the history of the establishment of this day. He highlighted the spiritual significance of this day being recognized on Summer Solstice.

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

5189-23 Moved by: Commissioner Beesley 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; 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.

**CARRIED**

### (3) RECONVENE

The meeting reconvened at 7:01 pm.

**(4) APPROVAL OF AGENDA**

**5190-23** Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) ***THAT the Cultus Lake Park Board the Agenda for the Regular Meeting of June 21, 2023; and***  
***THAT all delegations, reports, correspondence, and other information set to the Agenda be received.***

**CARRIED**

**(5) DELEGATION**

(a) **Tree and Canopy Retention**

- Presentation from Brenda Senft and Gail Smit, residents regarding tree and canopy retention

Brenda Senft and Gail Smit, residents, reviewed their slideshow which highlighted protecting the old growth trees within the park, maintaining tree canopy and strengthening current bylaws / policies.

The Board thanked the delegates for their presentation and their continued commitment to the preservation of the natural environment surrounding the park.

Commissioner Jartved noted that there is a Tree Walk event on Tuesday, July 4, 2023, at 10:00 am in the forest above Lakeshore Drive, led by Barry Best from Lindell Beach. Individuals wishing to participate can meet at Parking Lot A.

Staff noted that some trees are tagged throughout the park for an asset management review being conducted and noted that an inventory is being compiled.

**5191-23** Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board receive the Tree and Canopy Retention presentation for information.***

**CARRIED**

**(6) ADOPTION OF MINUTES**

**5192-23** Moved by: Commissioner Bauer Seconded by: Commissioner Moul

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held May 17, 2023.***

**CARRIED**

**(7) ADOPTION OF COMMITTEE MINUTES**

**5193-23** Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (a) ***THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from February 13, 2023.***

**CARRIED**

**5194-23** Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (b) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from May 3, 2023.***

**CARRIED**

**5195-23** Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (c) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from May 16, 2023.***

**CARRIED**

**5196-23** Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (d) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from May 29, 2023.***

**CARRIED**

**(8) CORRESPONDENCE**

- (a) **Village Centre Survey - Questions**

- Email dated June 4, 2023, from Gary Lister, resident

**5197-23** Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board receive email regarding the Village Centre Survey – Questions for information.***

**CARRIED**

Chair Dzaman reviewed the questions and answers to G. Lister's inquiries as outlined in the correspondence.

(b) **Best Student Ever – GW Graham Volunteers**

- Email dated June 7, 2023, from Gail Smit, member of Environmental & Public Areas Planning Committee

5198-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

***THAT** the Cultus Lake Park Board receive the information regarding the students from GW Graham School volunteer work with the Environmental & Public Areas Planning Committee; and*

***THAT** the Cultus Lake Park Board request that staff prepare a letter of thanks to the students at GW Graham on behalf of the Cultus Lake Park Board.*

**CARRIED**

(9) **BYLAWS**

(10) **REPORTS BY STAFF**

(a) **2022 Statement of Financial Information**

- Report dated June 21, 2023, from Erica Lee, Chief Financial Officer
- 2022 Statement of Financial Information

5199-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the report dated June 21, 2023, from the Chief Financial Officer regarding the 2022 Statement of Financial Information be approved and that the report be placed on the Cultus Lake Park website.*

**CARRIED**

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

- Report dated June 21, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5200-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board appoint, Carly Volk, Lisa Bisschop, Katrina Craig, Jorge Bartomeu, Sachin, Andrew McGrath, Rachel Litchfield, and contracted Griffin Security members as Bylaw Enforcement Officers for Cultus Lake Park.*

**CARRIED**

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

- Report dated June 21, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5201-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT*** the following Closed Meeting Resolution be released at the June 21, 2023, Regular Board meeting:

May 17, 2023  
IC 5005-23

***THAT*** the Cultus Lake Park Board receive the Fraser Valley Regional District Corporate report regarding the Cultus Lake Zoning Amendment Bylaw No. 1672, 2022; and

***THAT*** the Cultus Lake Park Board supports the draft Fraser Valley Regional District Zoning Amendment Bylaw No. 1672, 2022, which would change parking requirements for waterfront lots on First Avenue and alter maximum building heights for lots on Lakeshore Drive and Munroe Avenue.

**CARRIED**

(d) **Chilliwack Gravel Grinder Event**

- Report dated June 21, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Event Route Maps

5202-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT*** the Cultus Lake Park Board approve the Chilliwack Gravel Grinder event, scheduled for May 3<sup>rd</sup> and 4<sup>th</sup> of 2024, subject to final confirmation of the event route through Cultus Lake Park, Chilliwack and other areas supporting the event; and

***THAT*** the Cultus Lake Park Board approve waiving parking fees for twenty volunteer vehicles to be parking in Lot B for the duration of the event.

**CARRIED**

**(11) REPORTS BY COMMISSIONERS**

(a) **Cultus Lake Park Village Centre Plan**

- Verbal Report by Chair Dzaman

Chair Dzaman extended his appreciation to the members of the public, staff, Board and Urban Systems' staff who participating in the Cultus Lake Park Village Centre Plan Project Community Open House on Tuesday, June 20, 2023.

(b) **Cultus Lake Day**

- Verbal Report by Vice Chair Beesley

Vice Chair Beesley thanked Commissioner Jartved and the Community Events and Engagement Committee for their continued hard work and time spent to organize Cultus Lake Day planned for June 24, 2023.

**(12) COMMUNITY ASSOCIATION**

C. Rogozinski, representative of the Community Association, inquired about the increase of residential fees related to the sewer, and any financial impact on the park.

She noted large groups of individuals making it difficult for boaters to access their vessel and had inquired if any support can be offered to residents in these situations.

Staff noted that the increase was put into place in anticipation of the additional \$3.5 million borrowed for the sewer project. Staff noted that the budget was drafted in preparation for this project.

The Board recommended that individuals experiencing challenges with access to docks, should contact Bylaw Enforcement for addition support. Staff noted that RCMP will be contacted to request additional assistance with this matter throughout the summer.

**(13) PUBLIC QUESTION PERIOD**

C. Rogozinski, resident, inquired about the process of replacing trees that are removed from the park and if there will there be a component with consideration around fire safety.

Chair Dzaman noted that there is a management plan and process in place that assists to address fire safety throughout the park.

L. Shears, resident, inquired into a financial statement that would recount residential fees paid to date associated to the sewer.

The Board and staff recommended that residents forward these inquiries to the Fraser Valley Regional District directly.

S. McEwan, resident, inquired into how many short-term rentals are currently in the park and if the locations of these are posted publicly.

Staff noted that there are approximately fifty-four (54) short-term rentals in the park and the specific locations are not disclosable to the public due to privacy concerns.

G. Smit, resident inquired into if it is illegal for the park to limit the total number of short-term rentals, as well as limit the number of businesses within the park. She noted that in her opinion, increased short-term rentals results in loss of sense of community.

Staff noted that due to the fact that the Board acts as a landlord, a limit to short-term rentals could result in a legal claim against Board.

**(14) ADJOURNMENT**

**5203-23** Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

***THAT the Regular Meeting of the Cultus Lake Park Board held on June 21, 2023, be adjourned at 8:29 pm.***

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held June 21, 2023.

---

Kirk Dzaman  
Chair

---

Joe Lamb  
Chief Administrative Officer





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

TUESDAY, JUNE 6, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

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

**Staff**  
Manager of Corporate Services / Corporate Officer – R. Litchfield  
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

**Regrets**  
T. Seeley  
Chief Administrative Officer – J. Lamb

## (1) CALL TO ORDER

The Chair called the meeting to order at 9:00 am and acknowledged that we are gathered on the unceded traditional territory of the The'wa':li First Nation.

## (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 Agenda for the Meeting of June 6, 2023; and***

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

**CARRIED**

## (3) APPROVAL OF COMMITTEE MINUTES

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

(a) ***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of May 29, 2023.***

**CARRIED**

## (4) CORRESPONDENCE

**(5) NEW BUSINESS**

**(a) Cultus Lake Day Planning**

- Committee review and update regarding 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
  - First Aid
  - Committee Event Scheduling Review

Parade – The committee requested staff to print fifty (50) waivers, five (5) parade certificates with logo, and generic prize certificate for the parade to go along with Kent's Ice Cream certificates. Staff will provide the committee with an event map to print and provide to committee volunteers for the event. The committee requested staff to create and print prize draw tickets. The committee reviewed applications for the parade and the restrictions of handing pamphlets out during the parade.

Pancake Breakfast – No additional updates at this time.

Volunteers – The committee reviewed the volunteers for the event.

Kid's Activities – The committee noted that the bouncy castles will arrive for setup at 10:00 am.

Rotary Train – The committee reviewed the dignitaries who will be riding in the train. The committee noted that the train will not require parking overnight.

Vendor's Market – The committee noted that there are thirteen (13) outstanding payments for the market. The committee noted that they have two (2) volunteers to support the vendor's load in. Staff will print signage to direct people to the vendor load in area along the meters. The committee noted that multiple committee members and staff members will be stationed at food trucks and vendor's areas to assist with placement.

Musicians – The committee noted that they will be shuffling the timeslots for musicians.

Beverage Garden – The committee noted that the special event liquor licence was approved and noted that beverage providers will be loading in at 8:30 am.

Fireworks – Staff provided an update on the application for the province for the fireworks exemption.

Sponsorships – The committee noted that they are continuing to seek sponsorships for the week ahead of the deadline.

First Aid – Staff reviewed the security support that will be on site and will connect with Tourism Chilliwack to request their St. John's Ambulance volunteer's assistance. Staff will review the WorkSafe expectations surrounding first aid.

Committee Event Scheduling Review – The committee noted that they have seven (7) volunteers for tear down on Sunday morning and noted that no volunteers for setup Friday, starting at 4:00 pm. Staff to confirm tear down office access for Saturday and Sunday and report back to the committee.

The committee discussed a group chat thread to expedite challenges with the event. The committee discussed creating a schedule for the entire weekend with contact information.

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

- Cultus Lake Day Budget 2023

Staff reviewed the budget to date.

**(6) REPORTS BY STAFF**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

**(8) ADJOURNMENT**

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

***THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held June 6, 2023, be adjourned at 10:45 am.***

**CARRIED**

Next meeting date and time: Monday, June 19, 2023, at 9:00 am.





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 19, 2023 **FILE:** 2470

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

**SUBJECT:** 2023-2024 Insurance Policy Renewal

---

#### **PURPOSE:**

To provide the Board with an overview of the 2023-2024 Cultus Lake Park insurance policy renewal and present additional deductible options that could help reduce premiums.

#### **RECOMMENDATION:**

**THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2023-2024 Insurance Policy Renewal.

**THAT** the Cultus Lake Park Board request staff to have AON increase our deductible with Northbridge (55%) for all "other losses" from \$10,000 to \$50,000 to reduce insurance premiums for the term running from July 1, 2023 to June 30, 2024, with the associated budget shortfall for 2023 being taken from accumulated surplus.

**THAT** the Cultus Lake Park Board request staff to move forward with one of the following options regarding insurance for the docks, with the associated budget shortfall for 2023 being taken from accumulated surplus:

**Option 1** – Insure all the docks with a \$10,000 deductible for each and every occurrence (except \$250,000 Flood/Wind and \$500,000 for earthquake). With a total Premium of \$54,830.

**Option 2** – Insure all the docks with a \$25,000 deductible for each and every occurrence (except \$250,000 Flood/Wind and \$500,000 for earthquake). With a total Premium of \$52,800

**Option 3**– Insure all the docks with a \$50,000 deductible for each and every occurrence (except \$250,000 Flood/Wind and \$500,000 for earthquake). With a total Premium of \$50,769

**Option 4** – To self-insure the docks by placing annually an additional \$50,000 into the foreshore reserve fund to be used in case of dock damage and for dock renewal.

#### **DISCUSSION:**

Cultus Lake Park utilizes the services of Aon Risk Solutions as our insurance broker and staff recently renewed all the policies (apart from the Marine Property Policy as the renewal has not yet been bound) for another term that runs from July 1, 2023 – June 30, 2024.

Generally, the following 10 policies are taken out annually:

- Property & Business Interruption
- Equipment Breakdown (boiler & mechanical)
- Crime Policy
- Casualty (comprehensive general liability)
- Environmental Liability

- Marine Legal Liability
- Hull & Machinery (boat)
- Volunteers – AD&D
- Volunteer Firefighters – AD&D
- Cyber & Network Liability

The insurance premium payment for 2023-2024 has seen another sizeable increase of \$102,836 with total premiums increasing from \$308,803 in 2022-2023 to \$411,639 for 2023-2024 (excluding the Marine Property Policy as this policy is not yet bound). Furthermore, in order to insure the docks an additional Marine Property Policy would need to be bound for an additional cost of approx. \$54,830.

The increases in the premiums are predominantly due to issues with securing Property Insurance for the park.

### **Property Premiums**

Premiums in this area are up for several reasons:

#### **1) Increase Property Valuations**

First, the updated insured values for 2023-2024 have increased to just over \$37.4 million (\$33.3 million regular property and \$4.0 million docks) while in 2021-2022 the total insurance value was just over \$30.2 million.

Starting in 2018, an appraisal is done annually for the various properties located within Cultus Lake Park. The purpose of the appraisal is to determine the replacement value of the buildings as well as major movable equipment owned by the park to help ensure that we are not underinsuring our assets.

In addition, it allows the park to remove the margin clause that has up to 2018 been outlined in the policy (except for AWAC's 15% capacity). The margin clause in the policy restricts any insurance collected on a total loss claim to a maximum of the stated amount plus 10% identified in the annual statement of values. With the removal of this clause the insurance collected on a total loss would be the actual cost to replace regardless of the stated amount in the annual statement of values.

#### **2) Increased Insurance Rates**

Second, our insurance rates have increased significantly, largely due to our claims history, particularly our large dock claim due to the flooding that occurred in November of 2021.

In addition, the current insurance market in general is seeing huge premium increases due to capacity constraints and increased frequency of high severity claims being seen. This has led insurance markets to increase scrutiny and review exposure areas much more meticulously. Property coverage for Cultus Lake was extremely difficult to obtain this year as we are in a high-risk flood and forest fire zone.

AON approached close to 50 Insurers to provide a quote for coverage. Of those approached, we received quotes from 6 companies to provide coverage with restricted coverage capacities.

The following insurance companies have been bound to provide property insurance for the 2023-2024 year:

- |                |   |
|----------------|---|
| 1) Northbridge | 55% (75% 2022/23) increased rate to 0.8194 from 0.4288, total premium \$150,282 |
| 2) SRIM        | 10% (10% 2022/23) increased rate to 0.4931 from 0.4483, total premium \$16,693  |
| 3) AWAC        | 15% (15% 2022/23) of the policy has a minimum premium of \$100,000              |
| 4) Agile       | 10% (0% 2022/23) of the policy at \$18,590                                      |
| 5) Revau       | 5% (0% 2022/23) of the policy at \$13,004                                       |
| 6) Volante     | 5% (0% 2022/23) capacity at \$10,000.   |

**Total Premium \$308,570**

Due to the large increases in premiums, we asked AON to go back to the insurance companies to discuss further deductible options. All Insurers, aside from Northbridge, are at their minimum rates that they are able to offer and therefore, there would be no premium savings for increasing the deductible from \$10K to higher options. Therefore, only Northbridge (55%) quoted on premium discounts, the following are the annual premiums with the deductible options:

Option 1 – Deductible \$10,000 (All other Losses), current option – Total Premium \$308,570

Option 2 – Deductible \$25,000 (All other Losses) - Total Premium \$297,417  
Premium savings of \$11,153

Option 3 – Deductible \$50,000 (All other Losses) - Total Premium \$283,294  
Premium savings of \$25,276

Staff are recommending that we update the policy to include the \$50,000 deductible option for all other losses. Staff believe this is the best option for the park as the savings in premiums almost equates to the difference in the deductible increase for the Northbridge portion of the policy, therefore providing for an upfront savings of an amount close to the increased deductible amount. In addition, the area of the most risk for the park is flooding and this risk area is no longer covered under our property policy (except AWAC with a \$250,000 deductible).

### **3) Dock Coverage**

In addition to coverage for our various buildings and movable equipment, it was difficult to obtain coverage for our docks as our current property coverage providers determined they were not willing to include the docks as part of our regular property coverage.

Therefore, AON has been working hard to find insurers that specialize in Marine property coverage.

The following insurance companies have confirmed they will provide coverage for our docks for the 2023-2024 year:

- 1) CNA – 35%
- 2) Northbridge – 32.5%
- 3) Great American – 20%
- 4) AIG through Harlock Murray – 12.5%

One of the stipulations for the docks being insured is that the companies require a valuation survey be completed within 6 months of binding. The estimated cost of the survey is \$3,500 - \$5,000. These costs can be covered under the general admin professional services budget.

Staff again requested premium quotes that included deductible options, the insurance companies have provided the premiums for the following deductible options:

Option 1 – Deductible \$10,000 (Each and every, except \$250,000 Flood/Wind and \$500,000 for earthquake)  
Rate 1.35%  
Total Premium \$54,830

Option 2 – Deductible \$25,000 (Each and every, except \$250,000 Flood/Wind and \$500,000 for earthquake)  
Rate 1.30%  
Total Premium \$52,800

Option 3 – Deductible \$50,000 (Each and every, except \$250,000 Flood/Wind and \$500,000 for earthquake)  
Rate 1.25%  
Total Premium \$50,769

Option 4 - As this insurance coverage has not yet been bound there is also a fourth option to self-insure the docks by placing the funds for the premiums in the foreshore reserve fund to be used in case of dock damages.

It is staff's opinion that the highest risk to the docks is flood and wind damage and these risks come with extremely high deductibles (\$250,000). Therefore, staff believe it is in the best interest of the park to self-insure the docks by saving the premiums (approx. \$50,000) each year in the foreshore reserve, however staff are looking to Board for a decision regarding insuring the docks.

## Budget Implications

The following tables shows a comparison of the premiums for the 2022-2023 policies and 2023-2024 policies.

### 1) All Bound Policies (with deductible options)

Insurance Policy Comparison					
	Past Year	Deductible Option (\$10,000)	Deductible Option (\$25,000)	Deductible Option (\$50,000)	
	2022-2023	2023-2024	2023-2024	2023-2024	2022-2023 NOTES
Statement of Values	\$ 30,239,479	\$ 33,345,150	\$ 33,345,150	\$ 33,345,150	
• Property & Business Interruption	\$ 211,055	\$ 308,570	\$ 297,417	\$ 283,294	<p>Due to property claims history at Cultus in the recent years the insurance markets were very limited again this year.</p> <p>Northbridge 55% capacity \$150,282 reduced their capacity to 55% from 75% with a premium increase from 0.4288 to 0.8194.</p> <p>SRIM 10% capacity \$16,443 same capacity as last year of 10% with a premium increase from 0.4483 to 0.4931.</p> <p>AWAC 15% capacity \$100,000 same capacity as last year at 15% at their minimum premium of \$100,000 including flood coverage.</p> <p>Agile 10% capacity \$18,590 Revau 5% capacity \$13,004 Volante 5% capacity \$10,000</p> <p>All Insurer's except AWAC excluded flood coverage.</p>
• Equipment Breakdown (boiler & mechanical)	3,367	3,713	3,713	3,713	Increase due to increase in Statement of Values
• Crime Policy	\$ 4,540	4,540	4,540	4,540	
• Casualty (comprehensive general liability)	62,500	66,545	66,545	66,545	Increase of 6% - market average
• Cyber Liability	\$ 11,300	11,700	11,700	11,700	
• Marine Legal Liability	10,575	10,105	10,105	10,105	
• Hull & Machinery (boats)	\$ 2,760	2,760	2,760	2,760	
• Volunteers – AD&D	300	300	300	300	
• Volunteer Firefighters – AD&D	\$ 2,406	2,407	2,407	2,407	
<b>Total</b>	<b>\$ 308,803</b>	<b>\$ 410,640</b>	<b>\$ 399,487</b>	<b>\$ 385,364</b>	
		Premium Savings	\$ 11,153	\$ 25,276	
Overall Budget Review: 2023					
Current Coverage - Jan 1, 2023 to June 30, 2023		Deductible Option (\$10,000)	Deductible Option (\$25,000)	Deductible Option (\$50,000)	
		\$ 154,402	\$ 154,402	\$ 154,402	
Renewal Coverage - July 1, 2023 to Dec 31, 2023		\$ 205,320	\$ 199,744	\$ 192,682	
		<b>\$ 359,722</b>	<b>\$ 354,145</b>	<b>\$ 347,084</b>	
2023 Insurance Services Budget		\$ 321,300	\$ 321,300	\$ 321,300	
Estimated					
2023 Shortfall - before Marine Property Policy	\$ 38,422	\$ 32,845	\$ 25,784		

## 2) Marine Property Policy (Not Bound Yet)

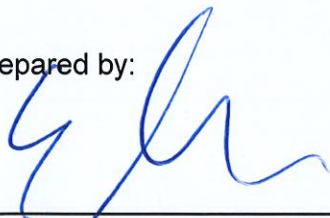
Marine Property Policy (Not Yet Bound)					
	Past Year	Deductible Option (\$10,000)	Deductible Option (\$25,000)	Deductible Option (\$50,000)	
	2022-2023	2023-2024	2023-2024	2023-2024	2022-2023 NOTES
Statement of Values - Docks	N/A	\$ 4,061,500	\$ 4,061,500	\$ 4,061,500	
<p>CNA – 35%  Northbridge – 32.5%  Great American – 20%  AIG through Harlock Murray – 12.5%</p> <p>Coverage of 41 Docks, including pilings  Policy includes Flood, Wind (\$250,000 Deductible) and Earthquake (\$500,000 deductible) coverage</p>					
• Piers, Wharves & Docks		\$ 54,830	\$ 52,800	\$ 50,769	
Total	\$ -	\$ 54,830	\$ 52,800	\$ 50,769	
		Premium Savings	\$ 2,030	\$ 4,061	
TOTAL PREMIUMS (Including Marine Coverage)	\$ 465,470	\$ 452,287	\$ 436,133		
Overall Budget Review: 2023		Deductible Option (\$10,000)	Deductible Option (\$25,000)	Deductible Option (\$50,000)	
Current Coverage - Jan 1, 2023 to June 30, 2023		\$ 154,402	\$ 154,402	\$ 154,402	
Renewal Coverage - July 1, 2023 to Dec 31, 2023		\$ 232,735	\$ 226,144	\$ 218,067	
		\$ 387,137	\$ 380,545	\$ 372,468	
2023 Insurance Services Budget		\$ 321,300	\$ 321,300	\$ 321,300	
Estimated					
2023 Shortfall - with Marine Property Policy		\$ 65,837	\$ 59,245	\$ 51,168	

Overall, with or without covering the docks, there will be an insurance services budget shortfall, a portion of this shortfall can be absorbed into the budgeted surplus for 2023, however, any remaining shortfall for 2023 will be taken from Accumulated Surplus. In addition, the 5-year budget will need to be updated for future years to accommodate the insurance increases while trying to also take into consideration the current insurance market increases.

### STRATEGIC PLAN:

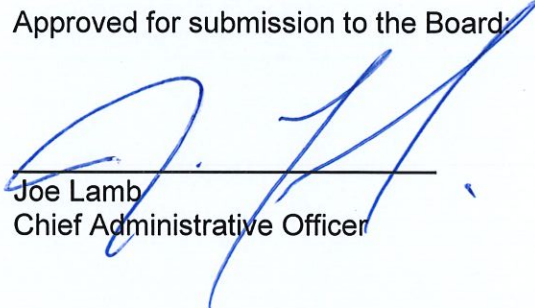
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

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

**SUBMITTED BY:** Amanda Warmerdam  
Administrative Assistant, Communications and Events Coordinator

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

---

#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the ILWU Local 502 Pensioner's Picnic on Wednesday, August 9, 2023.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the ILWU Local 502 Pensioner's Picnic on Wednesday, August 9, 2023, from 8:00 am to 6:00 pm; and*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for five support vehicles at Main Beach from 8:00 am to 6:00 pm.*

#### DISCUSSION:

The ILWU Local 502 Pensioner's Picnic event organizers, ILWU Local 502, are requesting Board approval for the Special Event on Wednesday, August 9, 2023, from 8:00 am to 6:00 pm. This is a private annual picnic held on the grassy area east of Sweltzer Creek at Main Beach, with use of Gazebo B and C at Cultus Lake Park. The estimated number of attendees is 475.

The event will feature a DJ, with family appropriate music at a volume that does not disturb the enjoyment of other visitors at Main Beach. The organizers request access to park up to five (5) vehicles for the off-loading of propane BBQs, food warming equipment, generator, and deep freeze units for food and cold non-alcoholic beverages near Gazebo B and C.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for the five (5) support vehicles:

- Five (5) support vehicles parking for ten (10) hours at \$5/hr. plus \$1 infrastructure fee per transaction = \$255.00.

Staff will be involved in the setup of generators and warming equipment to ensure proper fire safety. The organizers will have a first aid attendant on site and will provide staff with a copy of the certification.

In 2022, Bylaw Enforcement Officers and staff were notified of multiple individuals consuming alcoholic beverages and smoking in Parking Lot A and Main Beach. Staff worked with the event organizers to address the issues and mitigate continued consumption. Following the event, staff issued a letter to the event organizer regarding the challenges noted above and stipulated that these issues may result in future applications not being approved.

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

The organizer is required to pay the following fees:

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

**Total: \$1,950.00**

Attachment 1: Special Event Application

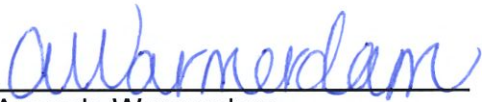
Attachment 2: Event Map

#### **STRATEGIC PLAN:**

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

---

Prepared by:



Amanda Warmerdam  
Administrative Assistant,  
Communications and Events Coordinator

Approved for submission to the Board:



Joe Lamb  
Chief Administrative Officer



## SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091  
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
Email: [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: JUNE 05 2023

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

Name of Event: ILWU LOCAL 502 PENSIONER PICNIC

Name of Organization: ILWU LOCAL 502

Contact Name(s): DORIAN ECCLES / HARRY DHESEI

Mailing Address: [REDACTED]

Postal Code: [REDACTED] Phone: [REDACTED]

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

Alternate Contact: SUKH BAINS Phone: [REDACTED]

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

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

### EVENT DETAILS:

Date(s) Requested: AUG 09, 2023 Hours of Use: 8 AM - 6 PM.

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

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

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

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

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

Other ( \_\_\_\_\_ )

Estimated # of Participants: 450 Estimated # of Staff or Volunteers: 25

Estimated # of Spectators: \_\_\_\_\_ Event Details: ANNUAL FAMILY PICNIC, RACES, HORSE SHOE  
SERVING FOOD & NON-ALCOHOL BEVERAGES  
D.S.

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

Traffic Control Arrangements: \_\_\_\_\_ Phone: \_\_\_\_\_

General Description of Proposed Route (Please attach map) \_\_\_\_\_

Set Up/Staging Area (Please attach map): GATE ACCESS FOR 5 TON, DEEP FREEZE & SAT UP

Garbage Cleanup Plan: SUPPLY OUR OWN GARBAGE BAGS IN FOOD SERVICE AREA

First Aid Details (if applicable) Copy of contract to be provided: ☒ \_\_\_\_\_

**ADDITIONAL REQUESTS:**

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

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

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): GAZEBO B&C

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

Food Vendor(s): NO FOOD SALES (We barbeque for our people)  
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: POP, WATER AND JUICE ONLY  
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: VEHICLE ACCESS FOR UNLOADING/LOADING SUPPLIES AND EQUIPMENT

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

Signature: [Signature] Date: JUNE 05/23



## SPECIAL EVENT APPLICATION

Application Fee Receipt # \_\_\_\_\_ # of Garbage Bins: 7

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

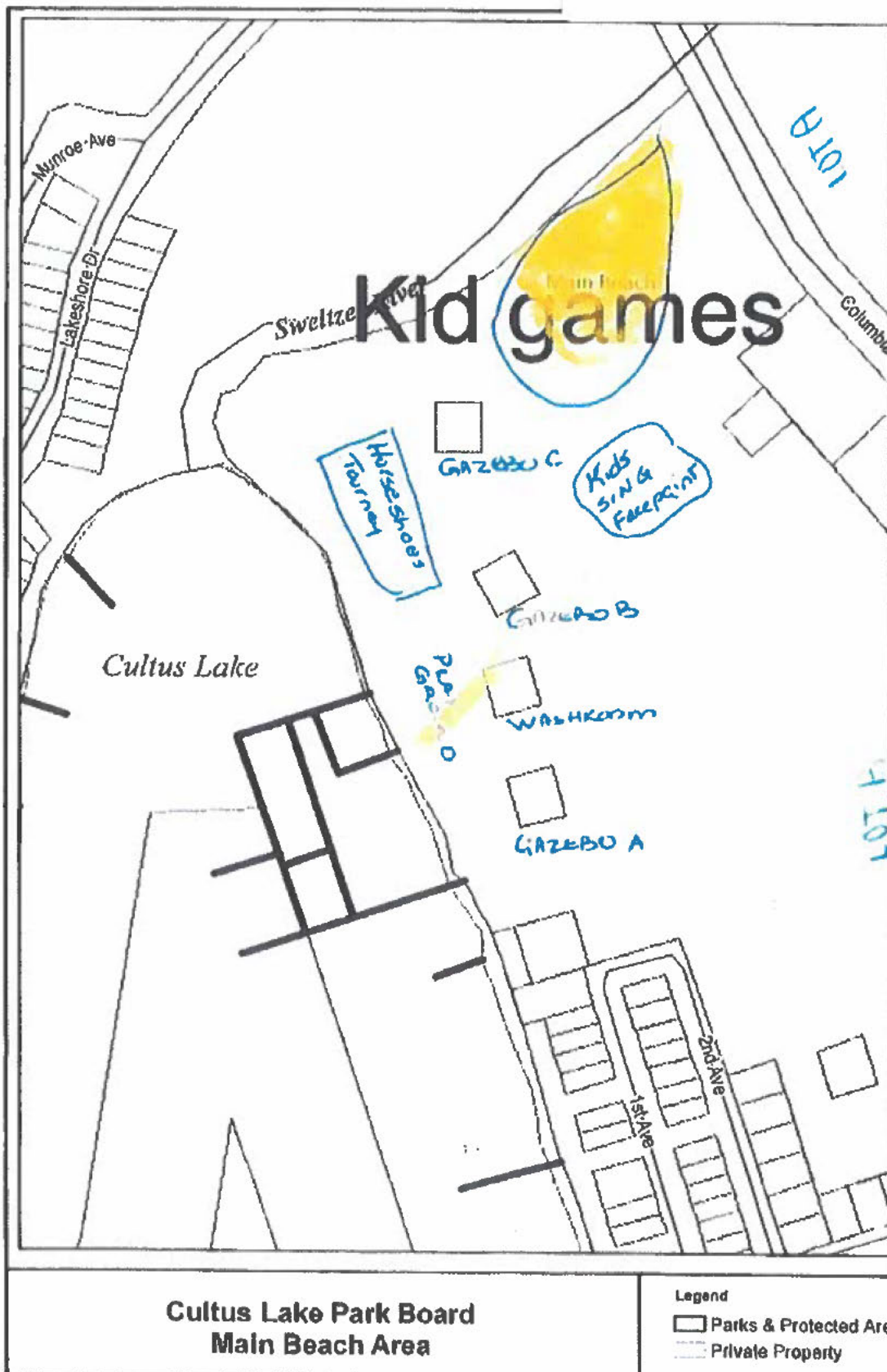
Rental fees include washroom facilities and electricity at Gazebo(s)

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:** July 19, 2023 **FILE:** 0550

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

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

---

#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Fraser Valley British Motor Club Picnic on Sunday, September 10, 2023.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board approve the Fraser Valley British Motor Club Picnic to be held on Sunday, September 10, 2023, from 8:00 am to 3:00 pm; and

***THAT*** the Cultus Lake Park Board approve the waiver of parking fees for up to forty participant vehicles at Main Beach from 8:00 am to 3:00 pm.

#### DISCUSSION:

Fraser Valley British Motor Club Picnic event organizer, Larry Payeur, is requesting Board approval for the Fraser Valley British Motor Club Picnic on Sunday, September 10, 2023, from 8:00 am to 3:00 pm. The event will welcome approximately forty (40) participants, including up to forty (40) classic cars.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for the forty (40) participant vehicles:

- Forty (40) participant vehicles parked for seven (7) hours at \$4/hr. plus \$1 infrastructure fee per transaction = \$1,160.00

The event organizer would have access to the lower gate at Parking Lot B to park and display the forty (40) participating classic cars at Main Beach. Vehicles will park on the grass along the gravel roadway to ensure accessibility for staff and emergency vehicles. Irrigation heads will be flagged by staff to prevent damage during the event.

Fraser Valley British Motor Club Picnic fees are as follows:

- Application fee (non-refundable): \$100
- Rental fee (0-100 people): \$100
- Security Deposit (refundable): \$1,000

**Total: \$1,200.00**

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

Attachment 1: Special Event Application

**STRATEGIC PLAN:**

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

---

Prepared by:



Amanda Warmerdam  
Administrative Assistant,  
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb  
Chief Administrative Officer



## SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091  
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
Email: [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: \_\_\_\_\_

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

Name of Event: ANNUAL PICNIC

Name of Organization: FRASER VALLEY BRITISH MOTOR CLUB

Contact Name(s): LARRY PAYEUR

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Contact: DOUG HOLBROW Phone: \_\_\_\_\_

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

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

### EVENT DETAILS:

Date(s) Requested: SEPT 10 2023 Hours of Use: 8AM TO 3PM

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: 30 Estimated # of Staff or Volunteers: 10

Estimated # of Spectators: 60 Event Details: summer 2022

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): \_\_\_\_\_  
(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:  Date: 6/20/23



## SPECIAL EVENT APPLICATION

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

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

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

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

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

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

Rental Fee/s: \_\_\_\_\_ Due by: \_\_\_\_\_

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

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

### Special Event Bylaw Fees

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

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

0-100 use of Gazebo A

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

200+ use of all Gazebos





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

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

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

**SUBJECT:** Cultus Lake Community School Special Events

---

#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Cultus Lake Community School special event applications to be held on Thursday, September 21 and Thursday, December 21, 2023.

#### RECOMMENDATION:

**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 September 21, 2023, for the Welcome Back BBQ special event from 4:00 pm to 8:00 pm; and

**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 December 21, 2023, for the Christmas Concert special event from 5:30 pm to 8:00 pm.

#### DISCUSSION:

The Cultus Lake Community School is requesting Board approval to waive parking fees in Parking Lot B to accommodate parking overflow for the following school events this year:

##### Welcome Back BBQ

- Thursday, September 21, 2023, from 4:00 pm to 8:00 pm
- Students welcomed back for the new school year
- Four hundred (400) parent and volunteer vehicles
- Potential revenue for the park would be \$6,800.00, should fees not be waived

##### Christmas Concert

- Thursday, December 21, 2023, from 4:00 pm to 8:00 pm
- Student concert welcoming family and friends
- Four hundred (400) parent and volunteer vehicles
- Potential revenue for the park would be \$6,800.00, should fees not be waived

The Cultus Lake Community School has received Board approval for parking fee waivers in both Parking Lot A and B for special events in previous years. In addition, staff will provide the community with information in advance of both events to ensure residents are informed of potential increased congestion and traffic in the residential areas on these dates.

**STRATEGIC PLAN:**

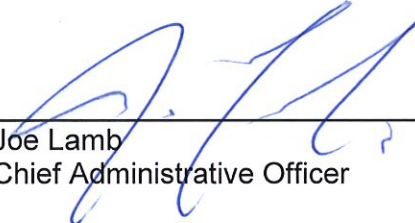
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

---

Prepared by:

  
Amanda Warmerdam  
Administrative Assistant,  
Communications & Events Coordinator

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer



## SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091  
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
Email: [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: July 4, 2023

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

Name of Event: Welcome Back BBQ

Name of Organization: Cultus Lake Community School

Contact Name(s): Lisa Wallace

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

E-Mail: lisa.wallace@sd33.bc.ca

Alternate Contact: [REDACTED]

Phone: [REDACTED]

Public Contact Info: [REDACTED]

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

### EVENT DETAILS:

Date(s) Requested: Sept. 21, 2023

Hours of Use: 4-8 pm

Event Type:

☒

Private Event

☐

Free Public Use

☐

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 (

) \* Picnic Tables ??

Estimated # of Participants: 400

Estimated # of Staff or Volunteers: \_\_\_\_\_

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

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): \_\_\_\_\_  
(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: Picnic Tables

**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: Wallace Date: July 4, 2023

\_\_\_\_\_

Office Use Only:



## SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091  
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
Email: [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: July 4, 2023

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

Name of Event: Christmas Concert

Name of Organization: Cultus Lake Community School

Contact Name(s): Lisa Wallace

Mailing Address: [REDACTED]

Postal Code [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

E-Mail: [lisa-wallace@sd33.bc.ca](mailto:lisa-wallace@sd33.bc.ca)

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: Dec. 21, 2023

Hours of Use: 5:30-8

Event Type:



Private Event



Free Public Eye



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: 400

Estimated # of Staff or Volunteers: —

Estimated # of Spectators: —

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): \_\_\_\_\_  
(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: 2Wallace Date: July 4, 2023

Office Use Only:



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

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

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

**SUBJECT:** Around the Lake Give 'R Take 30 Special Event

---

#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Around the Lake Give 'R Take 30 Special Event application for their event on October 14, 2023.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board approve the Around the Lake Give 'R Take 30 Trail Race from 6:00 am to 2:00 pm on October 14, 2023;

**THAT** the Cultus Lake Park Board approve two food trucks to park at Main Beach from 6:00 am to 2:00 pm to provide food for event participants only;

**THAT** the Cultus Lake Park Board approve the waiver of parking fees for two support vehicles at Main Beach from 6:00 am to 2:00 pm; and

**THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to fifty race volunteer vehicles in Parking Lot A for Around the Lake Give 'R Take 30 from 6:00 am to 2:00 pm on October 14, 2023.

#### DISCUSSION:

The Around the Lake Give 'R Take 30 Trail Race event organizers are requesting Board approval for the special event on October 14, 2023, from 6:00 am to 2:00 pm. This is a not-for-profit trail running race that has been held at Cultus Lake Park annually since 2003. The event organizers donated \$11,000 of the proceeds collected in 2022 back to Fraser Valley non-profit organizations. The estimated number of participants is 300 and will welcome approximately 100 spectators and 75 volunteers. The 30km trail run around Cultus Lake starts and ends at Main Beach.

The Around the Lake Give 'R Take 30 fees are as follows:

- Application fee (non-refundable): \$100
- Rental Fee (200+): \$500
- Early Set Up Fee: \$75
- Food Vendor Fee (\$100 per vendor per day): \$200
- Security Deposit (Refundable): \$1000

**Total: \$1,875.00**

The event organizers are requesting parking fee waivers for fifty (50) race volunteers in Parking Lot A for the duration of the event. In addition, the organizers are requesting parking fee waivers for two (2) support vehicles at Main Beach.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for the fifty (50) volunteer vehicles and two (2) support vehicles:

- Fifty (50) volunteer vehicles parking for eight (8) hours at \$4/hr. plus \$1 infrastructure fee per transaction = \$1,650.00.
- Two (2) support vehicles parking for eight (8) hours at \$4/hr. plus \$1 infrastructure fee per transaction = \$66.00.

At least five (5) days prior to the event, the organizers will need to provide Comprehensive General Liability Insurance of not less than \$5,000,000, confirmation of their first aid contract, and a copy of Ministry of Transportation's approval for any road disruptions. The organizers will have Streetwise assisting with traffic control and are responsible for garbage removal around the entire trail. A site visit will be done with staff to ensure grass and irrigation systems are being protected.

Attachment 1: Special Event Application

Attachment 2: Letter to the Board

Attachment 3: Race Route Map

Attachment 4: Main Beach Set-up Map

#### **STRATEGIC PLAN:**

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

---

Prepared by:



Amanda Warmerdam  
Administrative Assistant,  
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb  
Chief Administrative Officer



## SPECIAL EVENT APPLICATION

**Cultus Lake Park** | Phone 604.858.3334 | Fax 604.858.8091  
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
Email: [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: May 16, 2023

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

Name of Event: Around the Lake Give R' Take 30 Trail Race

Name of Organization: Around the Lake Trail Race Society

Contact Name(s): Lynda Ferris

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

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

Alternate Contact: TBD

Phone: [REDACTED]

Public Contact Info: <https://aroundthelake.ca>

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

### EVENT DETAILS:

Date(s) Requested: Saturday Oct 14, 2023

Hours of Use: 6am-2pm

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: 300

Estimated # of Staff or Volunteers: 75

Estimated # of Spectators: 100

Event Details: ~30km trail race around Cultus Lake, Start/end Main beach

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: **Streetwise TC** Phone: \_\_\_\_\_

General Description of Proposed Route (Please attach map) Main beach, 2k loop to enter at Endo trail  
to Notorizer, Sunnyside up, around lake, out at monestary, Columbia hwy to Watt Ck. to Edmeston to Sunnyside to Main Beach.

Set Up/Staging Area (Please attach map): **Main Beach - refer map**

Garbage Cleanup Plan: **All event garbage will be removed.**

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

**ADDITIONAL REQUESTS:**

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

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

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): A,B,C

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

Food Vendor(s): **Potential - will discuss at next meeting on May 31.**  
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

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

Other/Additional Information: Request to waive parking fees for volunteers on Race Day from 6am-3pm.

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

Signature:  Date: May 17, 2023



## SPECIAL EVENT APPLICATION

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

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

\_\_\_\_\_

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

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

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

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

Rental Fee/s: \_\_\_\_\_ Due by: \_\_\_\_\_

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

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

### Special Event Bylaw Fees

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

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

0-100 use of Gazebo A

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

200+ use of all Gazebos



An unforgettable  
**TRAIL EXPERIENCE** ►



**Around the Lake Trail Race Society**  
c/o Lynda Ferris



June 30, 2023

To: **Cultus Lake Park Board**  
c/o Amanda Nadeau  
Cultus Lake Park Special Events  
4165 Columbia Valley Highway  
Cultus Lake BC V2R 5B5

**Re: "Around the Lake Trail Race"**  
**20<sup>th</sup> Annual Trail Race Around Cultus Lake, Saturday October 14, 2023**

Dear Cultus Lake Park Board Directors,

This letter is to inform you that once again the Around the Lake Trail Race Society – a local, non-profit organization – wishes to host our annual trail race around Cultus Lake on **Saturday October 14, 2023**, starting and finishing at Main Beach. This will mark the 20th anniversary of this event at Cultus Lake!

As in previous years, the race will be circumnavigating the lake, starting and finishing at Main Beach. We will again be having both solo runners and two-person relay teams in the 30km event with a total maximum of 300 runners.

We trust the Board will again be supportive of our trail race with all proper parameters and safety precautions in place according to guidelines at the time. We are in the process of notifying all other agencies and landowners who may have concerns, interests, or requirements with regard to the event (along with the Cultus Lake Parks Board, this includes the Fraser Valley Regional District, Provincial Parks/Ministry of Environment, the Ministry of Transportation, RCMP, Fraser Health, Emergency & Fire Services, and private property owners.) In the coming months, we will obtain appropriate liability insurance, naming parties on the policy as required. We will ensure all requirements of our CLPB permit are in place prior to event day. *(Continued...)*

**W: [www.aroundthelake.ca](http://www.aroundthelake.ca)**  
**e: [aroundthelake@gmail.com](mailto:aroundthelake@gmail.com)**

As a result of community support, event sponsors and participants, we have been able to make significant contributions to community organizations over the years. Through the success of our 2022 event, we were able to disburse \$11,000 to local non-profit organizations. What awesome community support!

We have always shown respect for the Park and intend to do the same again this year, by leaving the facility and the lands as clean as possible. We have a crew of dedicated volunteers (including "sweepers" who follow the runners to collect any garbage on route) who have stepped forward to ensure garbage collection and removal.

As this is a volunteer driven organization, **we wish to ask that the parking fee at Main Beach be waived for volunteers on race day.** We are sincerely grateful that it has been possible to arrange for a volunteer parking area in the past. The busiest time in the volunteer area at Main Beach on race day is between 8 and 9am, which is when all volunteers check-in and pick up their assignments; most then leave to their appointed stations around the course. We also wish to ask for permission to park 1-2 support vehicles near the start/finish area, by gazebos 2 & 3 (but not on the beach), with access through the lower gate.

We will again ensure that **race participants** are aware that pay parking is in effect, so that they are prepared for race day, however we would like to request a reduced flat fee for participants.

Many thanks for your support of our annual event to date. If you have any further questions or require additional information regarding the race event, I will be pleased to supply this as soon as possible. We are looking forward to another successful Around the Lake Trail Race, at beautiful Cultus Lake.

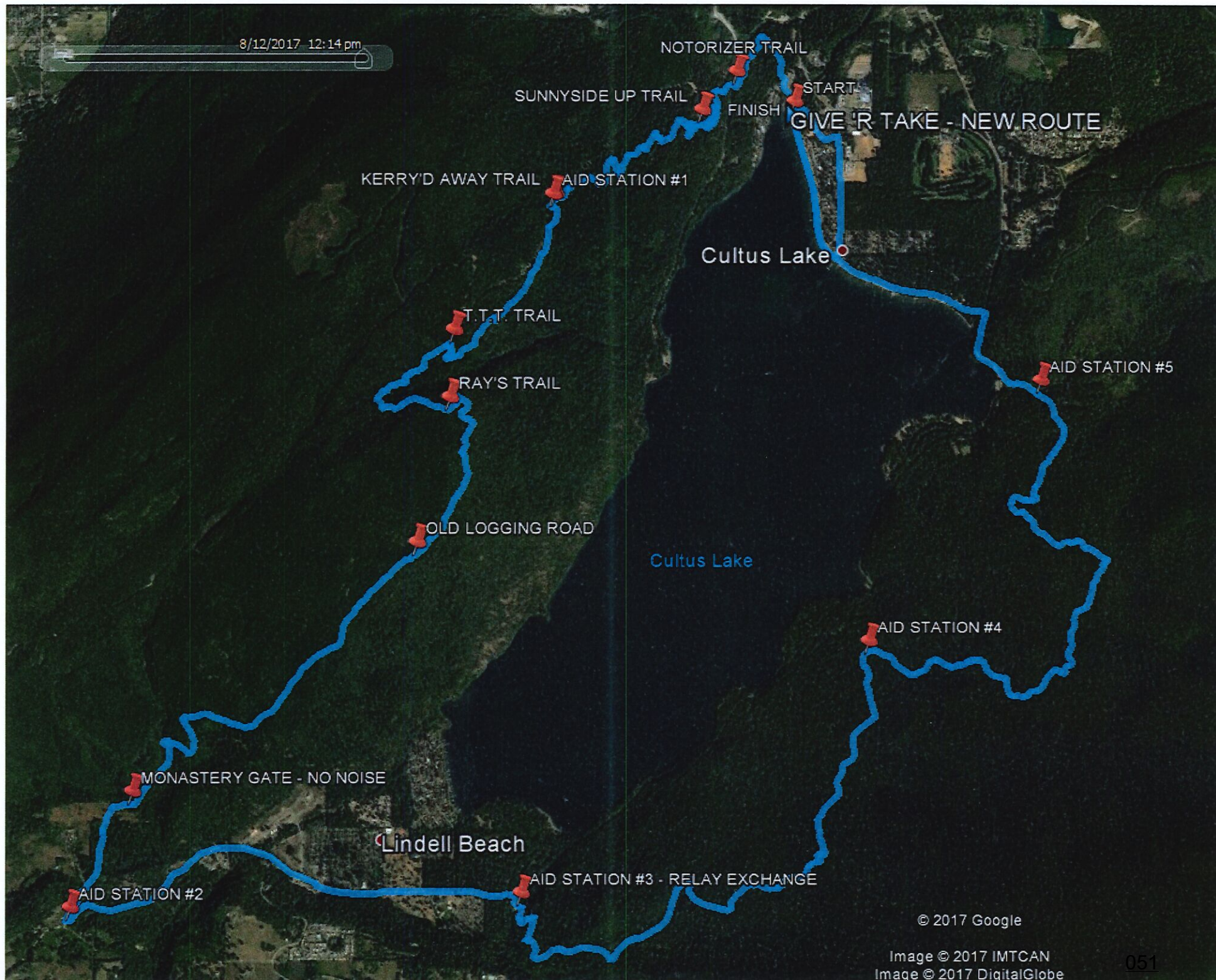
Yours sincerely,



Lynda Ferris  
Permit and Insurance Coordinator  
Around the Lake Trail Race Committee  
Em: [aroundthelakepermits@gmail.com](mailto:aroundthelakepermits@gmail.com)



8/12/2017 12:14 pm



NOTORIZER TRAIL

SUNNYSIDE UP TRAIL

FINISH

START

GIVE 'R TAKE - NEW ROUTE

KERRY'D AWAY TRAIL

AID STATION #1

Cultus Lake

T.T.T. TRAIL

RAY'S TRAIL

AID STATION #5

OLD LOGGING ROAD

Cultus Lake

AID STATION #4

MONASTERY GATE - NO NOISE

Lindell Beach

AID STATION #3 - RELAY EXCHANGE

AID STATION #2

© 2017 Google

Image © 2017 IMTCAN  
Image © 2017 DigitalGlobe

051



