



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, SEPTEMBER 13, 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, September 13, 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/82111070475?pwd=eEhzK0lmb05oNGJWbng2cUhHT21Cdz09>

Meeting ID: 821 1107 0475

Passcode: 694379

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/.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, SEPTEMBER 13, 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 (6:45 PM)

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

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

(3) RECONVENE

(4) APPROVAL OF AGENDA

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- (a) *THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of September 13, 2023, by removing and replacing under Section 9 – Reports by Staff, Item 9, (d) Block Party Process Review;*

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

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

(5) ADOPTION OF MINUTES

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- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 16, 2023.*

(6) ADOPTION OF COMMITTEE MINUTES

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- (a) *THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from May 12, 2023.*

(7) CORRESPONDENCE

(8) BYLAWS

(9) REPORTS BY STAFF

- (a) Review of taxes, fees, and charges borne by Cultus Lake Park residents in comparison to residents in Area H and other comparable municipalities

- Report dated September 13, 2023, from Erica Lee, Chief Financial Officer
- Addendum #1 Area H vs. Cultus Lake Park
- Addendum #2 Municipalities vs. Cultus Lake Park

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THAT the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the review of taxes, fees and charges borne by Cultus Lake Park residents in comparison to residents in Area H and other comparable municipalities.

(b) **Cultus Lake Park Governance Study Summary**

- Report dated September 13, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the Cultus Lake Park Board receive the Cultus Lake Park Governance Study Summary for information.

(c) **Flu Vaccination Clinic**

- Report dated September 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

THAT the Cultus Lake Park Board approve the request to host the Save on Foods Pharmacy at the Cultus Lake Park Community Hall on Saturday, October 21, 2023, from 10:00 am to 2:00 pm to administer vaccinations free of charge to community members; and

THAT the Cultus Lake Park Board request staff to advertise the flu clinic and offer to the public to contact the office to schedule appointments for Saturday, October 21, 2023, no later than Friday, October 20, 2023.

(d) **Block Party Process Review**

- Report dated September 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Overview of Surrounding Municipalities Special Event Block Party Process
- Attachment 2; Cultus Lake Park Draft Block Party Sign-Off Sheet

THAT the Cultus Lake Park Board consider one of the following options regarding Cultus Lake Park Special Event Block Party process:

Option 1 - *THAT the Cultus Lake Park Board request staff to maintain the current process for Special Event Applications.*

Option 2 – *THAT the \$100 Application fee and \$1000 Security Deposit for Special Event Applications be waived for residential leaseholders and community organizations when hosting an approved Block Party in Cultus Lake Park.*

Option 3 – *THAT the \$100 Application fee and \$1000 Security Deposit for Special Event Applications be reimbursed for residential leaseholders and community organizations when hosting an approved Block Party in Cultus Lake Park that does not result in bylaw related issues.*

THAT the Cultus Lake Park Board consider the addition of implementing a Block Party Sign-Off sheet as part of the Cultus Lake Park Special Event application process for the purpose of approval for road closures related to block parties.

THAT the Cultus Lake Park Board request staff to make amendments to the applicable bylaws reflective of the approved recommendations effective in January 2024.

(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 September 13, 2023, be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, AUGUST 16, 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 – Via Zoom
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 – Via Zoom
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

(1) CALL TO ORDER

The Chair called the meeting to order at 6:52 pm and acknowledged that we are gathered here on the unceded traditional territory of the Th'ewa'li First Nations.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5216-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

THAT the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:
Section 90 (1), (d) security of the property of the municipality.

CARRIED

(3) RECONVENE

The meeting reconvened at 7:05 pm.

(4) APPROVAL OF AGENDA

5217-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of August 16, 2023; and

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

CARRIED

(5) ADOPTION OF MINUTES

5218-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held July 19, 2023.***

CARRIED

Commissioner Jartved joined the meeting at 7:07 pm.

(6) ADOPTION OF COMMITTEE MINUTES

5219-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

- (a) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from June 19, 2023.***

CARRIED

(7) CORRESPONDENCE

- (a) **Block Party for Cultus Lake Residence**

- Email dated July 24, 2023, from Brad Martz, resident, regarding block party permit process for Cultus Lake Park residents

5220-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the email dated July 24, 2023, from Brad Martz, resident, regarding block party process for Cultus Lake Park residents.

THAT the Cultus Lake Park Board request that staff provide the Board with their recommendations regarding block parties at the next Regular Meeting.

CARRIED

- (b) **Cultus Lake Park Village Status**

- Letter dated July 25, 2023, from Gary Senft, resident, regarding Cultus Lake Park Village Status

5221-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the letter dated July 25, 2023, from Gary Senft, resident, regarding Cultus Lake Park Village Status.

CARRIED

(c) **Cultus Lake Park Community Trail**

- Email dated July 31, 2023, from Ernie Vance, on behalf of the Cultus Lake Community Association, regarding a Cultus Lake Park community trail

5222-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the email dated July 31, 2023, from Ernie Vance, on behalf of the Cultus Lake Community Association regarding a Cultus Lake Park community trail.*

CARRIED

(d) **Cultus Lake Park Village Centre Plan Open House – What We Heard Report**

- What We Heard Open House report dated July 2023, from Urban Systems Ltd.

Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

5223-23 ***THAT** the Cultus Lake Park Board receive the Cultus Lake Park Village Centre Plan Open House – What We Heard Report from Urban Systems Ltd.*

CARRIED

(8) BYLAWS

(9) CONSENT AGENDA

(a) **2023 Second Quarter Reports**

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

5224-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the 2023 Second Quarter reports for information.*

CARRIED

(10) REPORTS BY STAFF

(a) **Ombudsperson Quarterly Report**

- Report dated August 16, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Ombudsperson Quarterly Report: July 1, 2022 – March 31, 2023

5225-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board receive the Ombudsperson Quarterly Reports: July 1, 2022 – March 31, 2023 for information.

CARRIED

(b) **Main Beach Christmas Light Display**

- Report dated August 16, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

5226-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve staff to install the Christmas light display at Main Beach for 2023.

CARRIED

(11) REPORTS BY COMMISSIONERS

(a) **Cultus Lake Park Christmas Event**

- Report dated August 16, 2023, from Erika Jartved, Chair, Community Events and Engagement Committee

5227-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board Community Events and Engagement Committee recommends to the Board to host the free family friendly Cultus Lake Park Christmas Special Event to be held on Saturday, November 25, 2023, from 4:00 pm to 8:00 pm to include Santa and the launch of the Christmas lights for 2023; and

THAT the Cultus Lake Park Board waive parking fees in Parking Lot A and B and allow parking by donation on Saturday, November 25, 2023.

CARRIED

(12) COMMUNITY ASSOCIATION

E. Vance, on behalf of the Cultus Lake Community Association, inquired into the statistics provided in the 2023 Bylaw Compliance and Enforcement Second Quarter report. He inquired into which reports pertained to Short-term Rentals and which pertained to residential leaseholders. He requested clarity on what reports comprise the Boating and Foreshore Bylaw section of the report. He noted that a resident reported in the app regarding a specific issue and received a resolved status without details on the resolution. He recommended more details be shared with residents who submit reports on the app to provide clarity on the resolutions.

Staff noted that there are a total of approximately fifty-seven (57) Short-term Rentals currently operating in the park, with forty-one (41) of the noted reports in the Bylaw Compliance and Enforcement Second Quarter report related to those operations. Safety concerns related to issues such as watercrafts inside the foreshore area or multiple apparatuses attached to a buoy and/or boat are compiled in the Boating and Foreshore Bylaw section of the report. Staff reviewed examples of some reports on the app that result in resolution due to a lack of

infractions related to the reported issue and noted that any recommendations regarding reporting should be forwarded to the office for consideration.

(13) PUBLIC QUESTION PERIOD

E. Vance, resident, inquired about residents breaking laws when hosting a block party.

Staff noted that the resident's block party referenced in the agenda, under the current Special Event Bylaw, did not make application nor was given approval to host the special event through the Cultus Lake Park office. The resident did not have the necessary insurance required as outlined in the bylaw. Staff noted various elements of the event that contravened the Special Event Bylaw and noted the consumption of liquor at the event in public areas.

E. Vance, resident, noted that the completion of the Village Centre development is likely multiple years in the future and that the Cultus Lake Community Association presented the community trail with the intent to recommend prioritizing the improvement of residential lifestyles.

The Board noted that they are currently looking at the big picture of the park to ensure that recommendations such as a community trail fit together cohesively through the planning process.

E. Vance, resident, noted in his opinion the Board should consider reviewing the governance structure of the park as was completed multiple times previously.

(14) ADJOURNMENT

5228-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Regular Meeting of the Cultus Lake Park Board held on August 16, 2023, be adjourned at 7:48 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held August 16, 2023.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



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

FRIDAY, MAY 12, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair B. Van den Brink B. Shears K. Mendonca K. Kirsten G. Campbell
Staff	Chief Administrative Officer – J. Lamb Administrative Assistant, Communications & Events Coordinator – A. Nadeau
Regrets	C. Rogozinski E. Vance P. Vander Helm
Guest Speakers:	A. Sokolowski, Urban Systems, Community Planner – Via Zoom S. Lahey, Urban Systems, Community Planner – Via Zoom

(1) CALL TO ORDER

The Chair called the meeting to order at 8:00 am and acknowledged that we are gathered on the unceded traditional territory of the Th'ewa'li First Nations.

(2) APPROVAL OF AGENDA

Moved by: Vice Chair Beesley Seconded by: K. Kirsten

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of May 12, 2023; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: B. van den Brink Seconded by: B. Shears

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

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Urban Systems' Cultus Lake Park Village Centre Plan Survey Results Review – Samantha Lahey and Anna Sokolowski, Urban Systems' Community Planners

- Urban Systems' Cultus Lake Park Survey Analysis Report
- Questions and Discussion with Committee

The Chair welcomed S. Lahey and A. Sokolowski, Community Planners for Urban Systems to the meeting at 8:00 am, via Zoom.

S. Lahey and A. Sokolowski, Community Planners for Urban Systems reviewed the Cultus Lake Park Village Centre Plan Survey results. The full survey results will be provided to staff to share with the committee.

The committee noted that there could be a note added to the open-ended question number sixteen (16) that these responses are not in a weighted order and are a general list of comments.

The committee noted that question fifteen (15) seemed to result in some confusion in the community. The committee noted that they would seek to clarify this and the importance of the project to fund key areas in the park in June at the in-person community open house.

(b) Review Urban Systems' Proposal for Public Information Meeting

S. Lahey and A. Sokolowski, Community Planners for Urban Systems, reviewed the potential structure for the in-person Public Information Meeting to be held on June 20, 2023, at the Cultus Lake Community School. They reviewed that the purpose of the community and stakeholder engagement session is to host an in-person event to summarize community feedback gathered at the Virtual Kick-Off Meeting held on December 13, 2023, and the survey results noted above.

The committee recommended that the Public Information Meeting be structured as outlined in selection one (1) of the presentation:

Open House

- Pre-Town Hall from 5:30 pm - 6:00 pm
- Presentation from 6:00 pm – 6:30 pm
- Open House Q&A from 6:30 pm – 7:15 pm
- Open House Board Viewing from 7:15 pm – 8:00 pm

Urban Systems will provide a draft agenda to staff for review two (2) weeks prior to the event. In addition, Urban Systems will prepare a notice that can be posted on the park's website and social platforms.

S. Lahey and A. Sokolowski, Community Planners for Urban Systems, left the meeting at 9:07 am.

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

Commissioner Jartved noted that in her opinion it is very positive to hear the committee discussing the importance of how the development will positively impact the community and sustainability of the park.

Commissioner Moul noted his appreciation of the committee and their focus on this important project for the community. He noted that a portion of the community is requesting drawings of the Village Centre Plan project.

Chair Dzaman noted that the conceptual drawings are part of the process that the committee is currently progressing through.

(8) ADJOURNMENT

Moved by: B. Shears Seconded by: K. Mendonca

THAT the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on May 12, 2023, be adjourned at 9:46 am.

CARRIED

Next meeting date and time: Thursday, August 10, 2023, at 8:00 am.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: September 13, 2023 **FILE:** 0550/1660

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: Review of taxes, fees, and charges borne by Cultus Lake Park residents in comparison to residents in Area H and other comparable municipalities.

PURPOSE:

The purpose of this report is to provide the Board with information regarding the taxes, fees and charges that Cultus Lake Park residents bear in comparison to other Area H residents and residents of other municipalities, while also considering the breadth of services provided in separate locations.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the review of taxes, fees and charges borne by Cultus Lake Park residents in comparison to residents in Area H and other comparable municipalities.

DISCUSSION:

The Board has asked staff to compile a review of the taxes, fees and charges that a resident of Cultus Lake Park (CLP) bears in comparison to other residents in Area H as well as similar charges that other comparable municipalities would be responsible for. The Board also asked staff to consider the scope of services that Cultus Lake Park Board residents receive as part of the comparison.

I. Area H vs. CLPB Residents Summary

Staff reviewed in detail each of the areas of taxes, fees and charges that a resident in Area H (outside CLP) and CLP residents would be charged for services, the detailed review and analysis of services can be found in **Addendum #1**. The detailed review includes analyzing the rates both Area H and CLP residents are paying, finding where the rates are the same and where the rates differ and review to ensure the rates are appropriate considering the level of services provided.

The results of this detailed review has allowed staff to summarize the different charges borne by CLP residents into three (3) categories

- 1) Areas where charges and services are the same for Area H and CLP residents.
- 2) Areas where charges are different, but services are the same for Area H and CLP residents.
- 3) Areas where only CLP residents are charged because Area H is not provided the service.

The following table outlines which charges fit into which of the three (3) categories and compares the costs of the services in Area H vs. CLP.

Area H vs CLP Summary (charges on a representative house)	Area H	CLP	Difference
1) Areas where charges and services are the same for Area H and CLP residents			
General Taxes	2,165	2,165	0
Area H Taxes	768	768	0
Water	633	633	0
Subtotal	\$ 3,566	\$ 3,566	\$0
2) Areas where charges are different, but services are same for Area H and CLP residents			
Cultus Lake Fire Services	408	376	(32)
Streetlights	108	79	(29)
Subtotal	\$516	\$455	(\$61)
TOTAL	\$4,082	\$4,021	(\$61)
3) Areas where only CLP residents are charged because Area H is not provided the service			
Other Services on Annual Lease (Operating levy/Insurance/Milfoil/Inf. Charges/bylaw)	0	794	794
Garbage	0	224	224
Sewer ** (Corix \$910)	0	1595	1595
Subtotal	0	\$2,613	\$2,613
TOTAL	\$4,082	\$6,634	\$2,552

- 1) Areas where services and charges are the same for Area H and CLP residents - From our discussions above, both residents in Area H and CLP receive equivalent levels of service in the areas covered by General Taxes (School/Provincial/Hospital/Police and Other), Area H taxes and Water Fees. Therefore, it is appropriate that we find that all Area H and CLP residents both pay the same amount in charges for these services.
- 2) Areas where charges are different, but services are the same for Area H and CLP residents - The same or similar services are provided to both CLP residents for both Cultus Lake Fire Services and Streetlight Services, however the amount the average resident pays in Area H is slightly more for these services than CLP residents. This is because CLP residents pay for these services as a flat fee on their annual lease invoices, where the rest of Area H pay for these services on their annual property taxes and the rate fluctuates with the value of their home. Overall, the fees paid for these services is only marginally different between CLP residents and the rest of Area H, which is appropriate as the level of service is equal for both.

Overall, CLP residents and the rest of Area H residents pay very similar amounts for the equivalent services they are provided for General Taxes, Area H Taxes, Water Services, Fire Services and Streetlights.

- 3) Areas where CLP residents are charged because Area H is not provided the service - From the summary table above there are three (3) service areas that CLP participates in that the rest of Area H does not have access to unless paid for privately.
 - i. Other Services on Annual Lease – Residents pay an Operating Levy, Infrastructure fees and bylaw fees totaling \$794 that, along with other sources of revenue, allows the Cultus Lake Park Board to provide services to CLP residents that other Area H residents do not receive through any level of government.

In exchange for these additional fees, CLP residents are provided with an onsite and dedicated administration team, maintenance team, and bylaw team that oversee the many crucial operations in the park and provide a level of service that is beyond the expectations of most other communities. In addition, Cultus Lake Park has a large amount of manicured public land and beach areas that are maintained regularly year-round in comparison to Area H where minimal space is maintained and manicured to the level that is seen in Cultus Lake Park.
 - ii. Garbage/Recycling – CLP residents pay \$224 annually for Garbage/Recycling pickup on their annual lease invoices, while the rest of Area H residents do not pay anything for garbage/recycling

pick-up because Fraser Valley Regional District (FVRD) does not provide garbage and recycling services in Area H and residents are responsible for arranging their own garbage/recycling pick-up services.

- iii. Sewer – CLP residents connected to the community sewer system pay \$1,595 annually for Sewer Services, while most Area H residents do not currently have access to a community sewer system. Therefore, most Area H residents have to pay to maintain their own personal septic system. A few subdivisions in Area H have sewer services through Corix Utilities and they pay \$910 annually for this service. (Note: Park Drive and Mountain View Drive are not currently connected).

Overall, CLP residents pay approximately \$2,550 more in taxes, user fees and charges annually, when compared to residents in Area H. However, these additional charges are used to fund services that CLP residents are provided – dedicated administration, maintenance, park manicuring and bylaw - that Area H residents are required to acquire or provide for themselves through a private provider.

II. Municipalities vs CLP Residents Summary

Staff also assessed the level of taxes, fees and charges on a representative residential property owned by CLP residents with the average taxes, parcel taxes and user fees paid by residents of thirteen (13) comparable municipalities. The full comparison can be found in **Addendum #2**.

Generally, overall in a municipality most municipal services are included on a Property Tax Notice as general municipal taxes where typically only items like Water, Sewer and Garbage/Recycling billing are included as Parcel Taxes or User Fees. Therefore, all taxes, fees and charges borne by CLP residents, except water, sewer and garbage/recycling charges, were considered general taxes in the comparison. Additionally, water, sewer and garbage/recycling fees borne by CLP residents were considered parcel taxes/user fees in the comparison.

The results of the comparison of CLPB residents versus thirteen (13) comparable municipalities provides a separate conclusion for both general taxes and parcel taxes/user fees.

1. General Taxes

When weighing the average tax costs to a representative residential house for the comparable thirteen (13) municipalities to the cost of a representative residential house at Cultus Lake Park (tax costs and services included on Annual Lease Invoice) there is little differentiation in costs. The average CLP resident is paying about \$220 less per year than the average residents in the selected municipalities. In addition, many of the resort type municipalities listed (Sun Peaks, Tofino, White Rock and Qualicum Beach) have average annual taxes well above the amount the average CLP resident is paying annually.

Overall, the average CLP resident is paying a similar amount in general taxes/charges in comparison to the representative thirteen (13) municipalities and CLP residents are provided extensive service coverage that are similar to the services provided in the other comparable municipalities.

2. Parcel Taxes and User Fees

As discussed, parcel taxes and user fees are typically water, sewer and garbage/recycling fees. Therefore, CLP water sewer and garbage/recycling fees were compared against the thirteen (13) municipalities average total parcel taxes and user fees.

After comparing, it shows that CLP residents are paying more for these utility and garbage/recycling services than the thirteen (13) comparable municipalities.

Garbage/recycling costs are comparable to other municipalities, while the cost for water and even more so for sewer for CLP residents is higher than other municipalities. This, more than average costs are due to recent capital costs for both the water and the new Class A Sewer System.

Therefore, the only area where CLP residents pay a noteworthy amount more than other residents in other municipalities, with similar services, is for water and sewer services.

III. Overall Conclusion

Two (2) overall conclusions have been gathered from this review:

- 1) CLP vs. Area H - CLP residents and the rest of Area H residents pay very similar amounts for the equivalent services they are provided for General Taxes, Area H Taxes, Water Services, Fire Services and Streetlights. Appropriately, CLP residents only pay further amounts to fund additional services that the rest of Area H does not have access to through a government body but could acquire only privately.
- 2) CLP vs. Municipalities - CLP residents pay comparable taxes, charges and fees when assessed against other municipalities that provide similar services for their residents, with the exception being higher than average costs for water and sewer for CLP residents.

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

Addendum #1 - Area H residents outside CLP (Area H) vs. Cultus Lake Park (CLP) residents

Comparison of property tax rates and other charges paid by Area H and CLP residents while also considering the service each location receives.

a) Property Tax Rate and Service Rate Comparisons

All Area H residents and CLP residents pay the same property tax rates in each of the following tax areas:

Tax Type	Tax Rate (2023)	Tax Type	Tax Rate (2023)
School Tax	1.22300	Cultus Lk Seasonal Transit	0.02798
Provincial Rural Tax	0.34000	Para Transit	0.00350
Police Tax	0.63073	Fraser Valley Hospital	0.08687
Local Services		BC Assessment	0.03360
Area H FV	0.63073	MFA	0.00020

Fire and Streetlights - Residents located in Area H pay for two (2) additional local services on their annual property tax return that CLP residents instead pay on their annual lease invoice from the CLP:

	AREA H (Prop Taxes)	CLP (Annual Lease)
Local Services	Tax Rate (2023)	Flat Rate (2023)
Cultus Lake Fire	0.39401	\$376 (see below)
Street Lights	0.08876	\$ 79 (See below)

Water - Both residents in Area H (located before the Lakeside Condos) and CLP also pay parcel taxes for water services that FVRD provides. Additionally, Corix Utilities supplies water services for the following Area H subdivisions - Aquadel Crossing, Creekside Mills, The Cottages and Lindell Beach at a cost of \$550 annually.

Sewer - CLP residents (excluding Park Drive and Mountain View Road) also pay Parcel Taxes and User Fees for sewer services provided by FVRD. The properties in Area H (located before the Lakeside Condos) & on Park Drive and Mountain View Road within CLP do not pay these sewer charges as both maintain their own personal septic systems located on their own lots. Additionally, Corix Utilities provides sewer services for the following Area H subdivisions - Aquadel Crossing, Creekside Mills, The Cottages and Lindell Beach at a cost of \$910 annually.

	AREA H (before condos)	AREA H (Corix Utilities)	CLP (Prop Taxes)
Parcel Taxes	Flat Rate (2023)	Flat Rate (2023)	Flat Rate (2023)
Cultus Lake Integrated Water	\$330.50	\$550	\$330.50
Cultus Lake Water Capital	\$302.44		\$302.44
Cultus Lake Sewer (Capital)	N/A (On Septic)	\$	\$897.07
User Fees (Billed by FVRD)	Flat Rate (2023)	Flat Rate (2023)	Flat Rate (2023)
Cultus Lake Sewer (Operating)	N/A (On Septic)	\$910	\$698

CLP residents also pay for additional services on their annual lease directly to the Cultus Lake Park that include the following areas:

CLP (Annual Lease)	
Annual Lease	Flat Rate (2023)
Operating Levy (Average)	\$464
Services	
Insurance	\$ 19
Milfoil	\$ 15
Bylaw and Security	\$221
Foreshore Improvements	\$ 50
Residential Area Improvements	\$ 25
Garbage	\$224
Fire	\$376 (see above)
Streetlights	\$ 79 (see above)
Total Average CLP 2023	\$1,473

b) Representative Property Comparison- Area H and CLP

The following is an example of the taxes and charges that would be charged on a representative residential house in Area H (before the lakeside condos) versus CLP (based on the average assessed value of a home in CLP of \$1,218,000).

REPRESENTATIVE PROPERTY COMPARISON – AREA H VS. CLP			
		REPRESENTATIVE HOUSE VALUE \$1,218,000	
TAX TYPE	TAX RATE	Area H Resident	CLPB Resident
PROPERTY TAXES			
School	1.22300	\$1,490	\$1,490
Provincial Rural Tax	0.34000	\$ 414	\$ 414
Police Tax	0.06150	\$ 75	\$ 75
Local Services			
Area H FV	0.63073	\$ 768	\$ 768
Cultus Lake Fire	0.39401	\$ 480	N/A (on CLPB Lease)
Cultus Lk Seasonal Transit	0.02798	\$ 34	\$ 34
Para Transit	0.00350	\$ 4	\$ 4
Park Drive Streetlight	0.08876	\$ 108	N/A (on CLPB Lease)
Fraser Valley Hospital	0.08687	\$ 106	\$ 106
BC Assessment	0.03360	\$ 41	\$ 41
MFA	0.00020	\$ 1	\$ 1
Parcel Tax			
Cultus Lake Integrated Water	Flat Rate	\$ 331	\$ 331
Cultus Lake Water Capital	Flat Rate	\$ 302	\$ 302
Cultus Lake Sewer (Capital)	Flat Rate	N/A (on Septic)	\$ 897
TOTAL PROPERTY TAXES		\$4,154	\$4,462
FVRD UTILTY BILLING			
Cultus Lake Sewer (Operating)	Flat Rate	N/A (on Septic)	\$ 698
TOTAL UTILITY BILLING		\$ 0	\$ 698
CLPB ANNUAL LEASE INVOICE			
Operating Levy		N/A	\$ 464
Insurance	Flat Rate	N/A	\$ 19
Milfoil	Flat Rate	N/A	\$ 15
Bylaw and Security	Flat Rate	N/A	\$ 221
Infrastructure Charges	Flat Rate	N/A	\$ 75
Cultus Lake Fire	Flat Rate	N/A (on Prop Taxes)	\$ 376
Street Lights	Flat Rate	N/A (on Prop Taxes)	\$ 79
Garbage	Flat Rate	N/A (No Garbage pickup)	\$ 224
TOTAL CLPB ANNUAL LEASE INVOICE		\$ 0	\$1,473
TOTAL TAXES/CHARGES		\$4,154	\$6,634

**Area H subdivisions - Aquadel Crossing, Creekside Mills, The Cottages and Lindell Beach would instead pay water costs at \$550 and \$910 annually to Corix Utilities.

c) Service Comparisons Area H versus CLP

Property Taxes

The properties in Area H and CLP are not located in a city, town, district or village so they are considered to be in a rural area for tax purposes, therefore the property tax notices for these properties comes from the province's Surveyor of Taxes Office annually and the property taxes are paid to the province.

The Province collects taxes for the services they provide (example – schools and policing) and on behalf of other organizations to raise funds for their services like regional districts, hospitals etc.

1) School, Police and Hospital Taxes

All property owners share the cost of providing education, policing and health care in the province therefore properties both in Area H and CLP are required to contribute to these taxes. Properties in Area H and CLP both pay the same tax rates to the Province and would overall get the same service coverage.

2) Area H – Regional District Taxes

Properties in Area H and CLP both pay the same tax rates related to Area H services provided to them through the Fraser Valley Regional District (FVRD) and would overall get the same service coverage. The taxes paid to FVRD by Area H residents and CLP residents go to fund the following services:

<u>Regional District Services -</u>	
<u>1) Regional Services</u> Regional Admin Regional Grants In Aid Indigenous Relations Fire Dispatch Mosquito Control Air Quality Management Regional Development	<u>3) Electoral Area Wide Services</u> Electoral Area Admin Building Inspection Emergency Management Bylaw Enforcement Animal Control Electoral Area Planning Regional Library
<u>2) Sub Regional Services</u> Search & Rescue Invasive Weed Control Regional Parks	<u>4) Electoral Area H Wide Services</u> Area H Grants In Aid Community Parks

Overall, largely all of the services provided by FVRD that CLP contributes to are distinct services that CLP uses or has the availability to use. In addition, in general the services that FVRD are responsible to provide for the CLP residents, as CLP is part of Area H, do not overlap with the services that the Cultus Lake Park Board itself provides for its residents. There are a few of the services that FVRD collects funding for from all Area H residents including CLP residents that involve services that are similar to the services that the Cultus Lake Park Board is also to provide to its own residents. These service areas include Electoral Area Planning, Bylaw Enforcement, Community Parks and Invasive Weed Control.

Electoral Area Planning – While the rest of Area H is covered by an OCP that was developed by FVRD, CLPB has funded the development of its own planning document called PlanCultus.

Bylaw Enforcement – FVRD's bylaw enforcement would be used to only enforce Area H bylaws applicable to Cultus Lake Park residents. CLPB develops most of its own bylaws to govern the Cultus Lake Park area as well, CLP has dedicated bylaw enforcement staff that are self funded to enforce these bylaws in the Park.

Community Parks and Invasive Weed Control – Area H and CLP both contain beautiful recreational areas and park land, however CLP is fully responsible for the maintenance and upkeep of the parks within the CLP boundaries and does not directly get any of the community park or invasive weed funding contributed by all Area H residents including those within CLPB area.

3) Cultus Lake Fire Department

All CLP residents and Area H residents located before the Lakeside Condos are provided Fire Services through the Cultus Lake Park Board's Fire Department. Cultus Lake Park Board sets the budget and delivers fire services for applicable Area H residents, Soowahlie First Nation and CLPB residents. The Cultus Lake Park Board then bills FVRD for their portion of fire services, billing is based on relative house values in CLPB and Area H – Cultus Lake Fire Protection service area #17.

Further, the Cultus Lake Park Board bills their residents for fire services through the annual lease billing while the FVRD bills their residents for fire services through the Property Tax Local Service Billing.

4) Streetlights

Area H residents, that have streetlights, pay for their cost annually through the Property Tax Local Service Billing, while CLPB do not have this item on their property taxes but instead as part of the annual lease billing done by the Cultus Lake Park Board.

5) Cultus Lake Water System

Both residents in Area H and CLP pay the same parcel taxes (flat amount) for water services on their property tax annually. There are two (2) separate water related parcel taxes – 1) Operating costs and reserve contributions and 2) Capital Costs for system upgrades. (Note - not all residents in Area H contribute to the capital costs for system upgrades as not all the properties in Area H required upgrades to their systems).

6) Cultus Lake Sewer System

Only residents in CLP (excluding Park Dr. and Mountain View Rd.) pay for Sewer Operating and Capital Costs as the rest of properties in Area H have personal septic systems on each of their individual properties.

CLPB pays a parcel tax (flat amount) for sewer capital costs on their property tax bill annually, while FVRD bills the sewer operating costs directly to residents annually as a user fee/utility bill.

7) Cultus Lake Garbage Pick-up

Only CLP residents pay for garbage pick up on their annual lease invoice as FVRD does not provide garbage and recycling services in Area H. Therefore, residents in Area H must arrange their own garbage pickup through a private waste hauler or take their garbage to the landfill themselves.

8) Cultus Lake Bylaw and Security

CLP residents pay an additional fee specifically for enhanced bylaw and security within the park boundaries. This fee supports CLPB ability to have dedicated bylaw staff, security and policing

services to meet the specific needs of the park and to have enhanced coverage that would not be available through Provincial or Regional funding.

9) Operating Levy and Infrastructure Charges

CLP residents also pay additional amounts on their annual lease billing directly to the Cultus Lake Park Board for additional services, these amounts are for an operating levy and infrastructure charges. These amounts are used to support various costs related to the administration, maintenance and preservation of the park.

The administrative team oversees many crucial operations in the park including financial security, protective service, infrastructure management, foreshore lease management, and public area maintenance and protection. The park's administration team works closely with the community as the team is on site, this allows responses to residential needs and concerns to be more straightforward and accessible for residents. In addition, the level of responsiveness provided by the administration team at the park is beyond the expectations in most other communities.

These additional amounts are also used to support, along with other sources of revenue from visitors and commercial leaseholders, the maintenance and preservation of the park that is 260 hectares of forest and grounds and multiple kilometers of shoreline as well as the outbuildings that visitors and residents use alike. The maintenance and upkeep of the public property within the park is done to a level not seen in the rest of Area H or in most other cities. Cultus Lake Park has a large amount of manicured space and beach areas with a team of dedicated staff that maintain these public spaces regularly year-round.

Addendum #2 - Other Comparable Municipalities vs Cultus Lake Park (CLP) Residents

Comparison of Property Tax Rates and Services Rate with Service Coverage

a) Representative Property Comparison- Other Municipalities and CLP

The following is an example of the taxes and charges that would be charged on a representative house in comparable municipalities in BC versus the amount of taxes, user fees, parcel taxes and lease fees that a CLP resident would be charged (based on the average value of homes in each of the other municipalities and on the average assessed value of a home in CLP of \$1,218,000).

704 - Taxes and Charges on a Representative House - 2023																		
Municipalities	Type	RD	House Value	School						General Municipal		Regional District	Hospital	BCA, MFA and Other	Total Res Variable Rate Taxes	Total Res Parcel Taxes	Total Res User Fees	Total Residential Property Taxes and Charges
Abbotsford - C	C	FVR	1,156,473	1,326						2,749		74	101	39	4,289	0	859	5,148
Chilliwack	C	FVR	938,162	1,147						2,175		66	82	156	3,626	0	943	4,569
Harrison Hot Springs	V	FVR	892,628	1,213						1,667		129	78	191	3,278	0	1,153	4,431
Kelowna	C	COK	1,085,477	1,242						2,681		220	208	37	4,389	50	1,022	5,461
Mission	C	FVR	1,148,312	1,209						2,751		66	100	39	4,165	0	1,359	5,524
Peachland	D	COK	946,111	1,072						2,000		224	181	32	3,509	1,243	837	5,589
Pemberton	V	SQL	1,256,258	1,119						1,472		1,196	36	287	4,110	182	1,199	5,491
Qualicum Beach	T	NAN	1,044,888	1,191						2,412		1,086	369	35	5,093	270	691	6,054
Sechelt	D	SUN	1,044,810	1,122						2,008		929	66	344	4,472	782	925	6,179
Sun Peaks	V	TNR	1,773,735	2,529						2,683		1,047	531	322	7,112	0	1,326	8,438
Tofino	D	ALB	1,807,403	1,894						3,285		679	239	364	6,441	0	736	7,177
West Kelowna	C	COK	1,058,285	1,200						2,612		236	202	36	4,286	486	1,533	6,305
White Rock	C	GVR	2,009,536	1,920						4,404		107	0	508	6,939	0	1,514	8,453
Grand Totals			128,617,180	159,386						308,245		55,457	20,730	26,187	570,005	33,117	153,732	756,854
AVERAGE			\$ 1,154,991	\$ 1,299						\$ 2,349		\$ 433	\$ 157	\$ 171	\$ 4,408	\$ 215	\$ 1,007	\$ 5,585

NOTE - Overall, in a municipality most municipal services are included on a property tax notice as general municipal taxes. Items like water, sewer billing and garbage/recycling billing are items that are typically included as Parcel Taxes or as User Fees.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: September 13, 2023 **FILE:** 0112

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

SUBJECT: Cultus Lake Park Governance Study Summary

PURPOSE:

The purpose of the report is to provide the Cultus Lake Park Board with information on the Parks governance study conducted between 2001 and 2019 with respect to amendments to the *Cultus Lake Park Act*.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Cultus Lake Park Governance Study Summary for information.

DISCUSSION:

The Cultus Lake Park Board requested a current overview of the *Cultus Lake Park Act* amendments through the course of the governance study dated from 2001 to 2019. Currently, the Ministry is in favor and supports the park working with the Fraser Valley Regional District with respect to water, sewer, and additional services as required or permitted.

The governance study highlighted the following options:

Option 1 – To consider amalgamating with the City of Chilliwack

- Act would be repealed, City becomes governing body and assumed responsibility for services and levying taxes
- City provides services through FVRD contract
- City can borrow to finance capital projects and apply City tax rates
- Province could potentially provide financial support in the transition for five (5) years through grants
- Loss of local Commissioners
- Potential for residents to purchase land

Option 2 – To include Cultus Lake Park within the Fraser Valley Regional District's boundaries

- CLP becomes a specified area; each service would be charged to those who benefit
- FVRD could borrow to fund capital projects
- Province likely would not provide financial assistance

- Higher tax rates
- CLP would be its own electoral area and could produce a representative on the FVRD Board
- CLP Community Commission responsible for operating some or all current services for residents
- Province and Chilliwack residents likely indifferent

***FVRD not in favor of this option*

Option 3 – To hold Village status (Village Municipality)

- Could include or exclude public areas
- Services continue by the Park Board
- Policing responsibility of new municipality
- Village can borrow funds for capital projects
- Potential financial assistance from province for five (5) years
- Opportunity to receive a \$150,000 community grant every year
- Lowest tax option
- City of Chilliwack will no longer have a say in long term planning
- Province only interested if land tenure addressed not solely comprised of land owned by City of Chilliwack

***City of Chilliwack not in favor of this option*

Below is a timeline summary of the governance study and amendments that have been made to the *Cultus Lake Park Act* up to 2019.

November 2001

- Board approved participation in the governance study
- Terms of Reference finalized for the study of CLP governance
- TOR released to (4) four consultants – Urban Systems Ltd, Gary Williams & Associates, Peter Adams, Sussex Consultants

January 2002

- Joint Committee struck (residents and council of City of Chilliwack, FVRD, CLPB)
- Consultant proposals received and reviewed by members of the Joint Committee (residents and council of City of Chilliwack, FVRD, CLPB)

August 2002

- Urban Systems' Phase 1 – Financial Review
- Urban Systems' Phase 2 – Governance Review

Recommended Next Steps

- Real estate lawyer to negotiate removal of conditions on original Crown grants
- Review compensation issues
- Joint committee to explore restructuring funding from Ministry of Community, Aboriginal and Women's Services
- Approach province on governance, repeal act.
- Public information campaign required for all residents

January 2003

- Governance Committee struct (CLPB 4 residents, 1 council / City 4 residents; 1 council / FVRD 1)
- First year spent enlisting the support of the Province

Phase 1 – Land Discussions and Negotiations with the Province (Feb to June 2004)

Phase 2 – Analysis (June to October 2004)

Phase 3 – Public Consultation (October to November 2004)

February 2004

- Governance Committee commissioned the Local Government consultant Neilson-Welch Consulting Inc. and Urban Systems Ltd. to update the financial analysis (2002) of Cultus Lake Park governance options
- Barry Penner, MLA Chilliwack/Kent sent a letter to Land and Water BC Inc. regarding issues of federal and provincial Crown land ownership in Cultus Lake

March 2004

- City of Chilliwack, CLPB Governance Committee and Land Water BC Inc. met / agreed to retain services of Ministry of Attorney General to assist with legalities surrounding governance options
- Received \$40,000 Restructure Planning Grant from the City of Chilliwack
- Letter to Land & Water BC Inc. regarding removal of the Park covenants on all lands within CLP
- Neilson-Welch concluded that the amalgamation and village municipality options would have the best impact on the park's financial position
- Urban Systems Ltd. updated the Infrastructure Servicing Document (Class C cost estimates infrastructure improvements from 2004 to 2011 totaled \$3,563,000 in 2002 and \$2,761,000 in 2004) \$27,000 budgeted for this project

March 2005

Land and Water BC Inc. issued a letter to Sto:lo and Soowahlie Chiefs and Council regarding the City of Chilliwack proposal to subdivide the Park and transfer residential parcels to the current lessees at cost

May 2005

Neilson-Welch letter to CLPB regarding City of Chilliwack's perspective that it would not be beneficial to amalgamate

June 20, 2005

Letter from CLPB to Minister of Agriculture and Lands, Minister of Community Services and Minister Responsible for Senior's and Women's Issues, Minister of Environment and Minister Responsible for Water Stewardship and Sustainable Communities regarding land tenure and future governance

*** City withdraws its support of boundary extension option*

September 2007

Letter from Ministry to CLPB regarding repealing of the Act to incorporate Village Status (next opportunity to propose legislation 2009)

December 2007, February 2008 and March 2008

Letter from CLPB to Ministry regarding governance options for the park

April 2011

CLPB letter to Ministry requesting amendment to the Act

July 2011

Ministry letter noting it is not considering amendments to the Act

October 2013

Letter from MLA Chilliwack / Hope to Ministry requesting seven (7) amendments to the Act

April 2014

Letter from Ministry to CLPB regarding *Bill 27 – 2014 the Cultus Lake Park Act Amendment Act*, amendments to the Act to reduce Board Commissioners from seven (7) to five (5) with majority to be chosen by CLP residents and leaseholders. The letter also reinforced the Ministries lack of interest in developing municipal status for CLPB.

Following election of new Board members**June 2015**

Letter from CLPB to Ministry requesting an additional six (6) amendments to the Act

July 2015

Letter from Ministry to CLPB directing the request for Act amendments to another department

November 2015

Letter from Ministry to CLPB regarding CLPB working with FVRD to provide local government services and noted interest in understanding FVRD's position on Act amendments

December 2015

- Letter from FVRD of Chilliwack to Ministry regarding support of amendments to the Act
- Letter from Ministry noting reception of the correspondence and that staff will respond accordingly

March 2016

Letter from CLPB to Ministry following up on amendment requests

April 2016

Letter from Ministry to CLPB noting they received the correspondence and will reply accordingly

July 2016

Letter from Ministry to CLPB noting willingness to bring multiple amendments: amendments to Board procedure, limited enhancements to corporate, regulatory and bylaw enforcement powers, enabling non-resident leaseholders to participate in elections. Ministry noted continued efforts for changes related to incorporating meeting procedures from Community Charter, establish corporate powers, powers to refuse camping facilities, prescribe the Board as a local government and increasing fine amounts

March 2019


Bill 3 – Proposed Changes to the Cultus Lake Park Act received Royal Assent from the Legislative Assembly of BC; provided the Board corporate powers under Community Charter: hold in-camera meetings, set own remuneration, adjudication, municipal ticketing and ability to impose fines up to \$2,000

There have been no additional changes considered or presented since March 2019 with respect to the *Cultus Lake Park Act*.

STRATEGIC PLAN:


This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to *Cultus Lake Park Act*.

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: September 13, 2023 **FILE:** 8100

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

SUBJECT: Flu Vaccination Clinic

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the opportunity to support the community and neighbouring residents by providing a local venue to receive annual flu vaccinations.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the request to host the Save on Foods Pharmacy at the Cultus Lake Park Community Hall on Saturday, October 21, 2023, from 10:00 am to 2:00 pm to administer vaccinations free of charge to community members; and

THAT the Cultus Lake Park Board request staff to advertise the flu clinic and offer to the public to contact the office to schedule appointments for Saturday, October 21, 2023, no later than Friday, October 20, 2023.

DISCUSSION:

Cultus Lake Park staff have partnered with the Save on Foods Pharmacy for multiple years to provide a local venue to receive annual flu vaccinations. These clinics have proven to be successful over the past several years. This year, the pharmacy may also be able to provide limited appointments to receive the Covid-19 booster dose.

Upon approval, staff will advertise the event on the park's website and social media platforms to schedule appointments in advance in order to provide Save on Foods Pharmacy with approximate quantities of vaccinations required for the clinic.

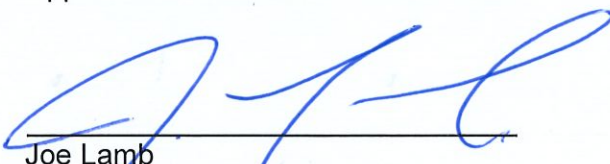
STRATEGIC PLAN:

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



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: September 13, 2023 **FILE:** 5500

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

SUBJECT: Cultus Lake Park Special Event Block Party Process Review

PURPOSE:

The purpose of this report is to provide the Board with information regarding Cultus Lake Park's Special Event Block Party process for residential leaseholders.

RECOMMENDATION:

THAT the Cultus Lake Park Board consider one of the following options regarding Cultus Lake Park Special Event Block Party process:

Option 1 – **THAT** the Cultus Lake Park Board request staff to maintain the current process for Special Event Applications.

Option 2 – **THAT** the \$100 Application fee and \$1000 Security Deposit for Special Event Applications be waived for residential leaseholders and community organizations when hosting an approved Block Party in Cultus Lake Park.

Option 3 – **THAT** the \$100 Application fee and \$1000 Security Deposit for Special Event Applications be reimbursed for residential leaseholders and community organizations when hosting an approved Block Party in Cultus Lake Park that does not result in bylaw related issues.

THAT the Cultus Lake Park Board consider the addition of implementing a Block Party Sign-Off sheet as part of the Cultus Lake Park Special Event application process for the purpose of approval for road closures related to block parties.

THAT the Cultus Lake Park Board request staff to make amendments to the applicable bylaws reflective of the approved recommendations effective in January 2024.

DISCUSSION:

At the August 16, 2023, Board Meeting, the Board requested staff to consult surrounding municipalities regarding block party process for residents and provide recommendations for Cultus Lake Park residential leaseholders. Staff contacted six (6) municipalities, including the City of Chilliwack, Abbotsford and Harrison Hot Springs. (Attachment #1).

Block Party Application Fees

In 2017, Cultus Lake Park began receiving an increased volume of special event requests, resulting in the Bylaw and Policy Review Committee recommending to the Board to adopt the Special Event Bylaw No. 1089, 2017. The bylaw stipulated the requirement for all applicants to remit payment of a non-refundable one hundred-dollar (100) application fee. This requirement has remained in place since the bylaw's adoption and throughout the two (2) revisions in 2018 and 2019.

Cultus Lake Park Board supports residents that wish to create opportunities for social engagements that bring neighbours together to strengthen the sense of community within the park. Staff are requesting that the Board consider the options presented in the recommendations that would minimize the financial impact on residential leaseholders and community groups should the Board approve changes to the Special Event process and Bylaw.

Food Vendors (Trucks)

The Special Event Bylaw No. 1150, 2019, states that should an approved event include a food vendor, a fee and detailed written request must be received with the application to be forwarded to the Board for approval. Cultus Lake Park commercial leaseholders are not considered a food vendor under the definition of this bylaw. Staff recommend that the requirement to receive Board approval and pay the one hundred-dollar (100) food vendor fee per vendor remain in place. It is staff's opinion that the current process supports local businesses and deters special event hosts from seeking alternative food and beverage options located in other areas.

Road Closure Process

Road closures requested as part of Block Party Special Event applications, do not currently require a road closure fee to be paid by the applicant. Staff work with the applicant to identify the location and time of the closure, in addition to Public Works staff installing barricades for public safety for the duration of the event. Currently, staff request the applicant to contact any resident who may be affected by the road closure, and request that those individuals contact staff to confirm their knowledge and support. Staff work with the applicant to determine which residents need to be contacted based on proximity to the event and access to overflow parking areas, which would be outlined in revisions made to the Special Event application process.

Staff's research indicates that in general, road closures for block parties are managed similarly in surrounding areas. One (1) municipality (Surrey) utilizes a document to gather resident support of the road closure which is submitted at the time of application. Staff recommend that the road closure process remain the same and be included in the application process with the implementation of a Block Party Sign-Off sheet to simplify gathering support from neighbours.

Insurance

Staff consulted with AON Risk Solutions, the park's insurance broker, regarding requirements for General Liability Insurance for applicants hosting block parties. AON recommends that the park continue to require the block party applicant to obtain a five (5) million-dollar insurance policy that names Cultus Lake Park as additional insured. These requirements help to mitigate potential risk to the park that other municipalities are experiencing currently, this is because in the case of any type of incident the municipality is typically also named in any type of lawsuit. It was noted that waiving the requirement for the insurance policy puts Cultus Lake Park and its own Liability Insurance at risk for claims related to an event that are outside of the park's control and supervision. In addition, the park's current insurance policy has a minimum deductible of \$50,000, leaving a large area of uncovered risk in the event of a claim needing to be made. It is also the opinion of the insurer that a two (2) million-

dollar insurance policy would not be sufficient considering the potential number of attendees, food and alcohol served along with any other activities available at the event. Staff's research in general, aligns with the broker's recommendations that insurance should be required and five (5) million dollars in coverage is suitable for these events. Staff recommend that the requirement for the applicant to hold a five (5) million-dollar General Liability Insurance policy naming Cultus Lake Park as additional insured remains in place as outlined in the Special Event Bylaw No. 1150, 2019.

Following the Board's direction, staff will make the necessary amendments to all applicable bylaws and present the revisions to the Board for review and approval, effective in January 2024.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:



Amanda Warmerdam
Administrative Assistant,
Communications & Events Coordinator



Joe Lamb
Chief Administrative Officer

City / District	Block Party Fees	Insurance	Food Trucks	Road Closures	Grants	Other Requirements
Cultus Lake Park	<ul style="list-style-type: none"> • \$100 Application fee • \$1000 Security Deposit (refundable) 	<ul style="list-style-type: none"> • \$5 million General Liability 	<ul style="list-style-type: none"> • Not permitted 	<ul style="list-style-type: none"> • Permitted with no fee 		
Chilliwack	<ul style="list-style-type: none"> • No application fee 	<ul style="list-style-type: none"> • City extends their insurance to host if no alcohol is served • If alcohol is served, separate \$5 million General Liability 	<ul style="list-style-type: none"> • Depends on the location, but typically is not encouraged 	<ul style="list-style-type: none"> • Permitted with use of city barricades • If funded, the organizer is provided with a City of Chilliwack banner 	<ul style="list-style-type: none"> • \$100 to \$1000 	<ul style="list-style-type: none"> • Site & Security plan to the City for approval if serving alcohol • To receive funding, you must invite all nearby neighbours to be inclusive
Kent / Agassiz	<ul style="list-style-type: none"> • No permits issued since 2008; no process recorded 					
Hope					<ul style="list-style-type: none"> • No grants; offer waiver of any Public Works / Administrative fees associated with staff support 	

Harrison Hot Springs	<ul style="list-style-type: none"> • Up to 100 guests - \$100 application fee and \$500 security deposit • Over 100 guests - \$500 and \$2000 security deposit 	<ul style="list-style-type: none"> • Under 100 guests - \$2 million General Liability • Over 100 guests - \$5 million General Liability 	<ul style="list-style-type: none"> • Not permitted 			
Surrey		<ul style="list-style-type: none"> • \$2 million General Liability OR • Purchase from the City for \$30.00 		<ul style="list-style-type: none"> • Permitted with no fee • Barricades free of charge 	<ul style="list-style-type: none"> • Up to \$500 	<ul style="list-style-type: none"> • Block party sign-off sheet (100% residents approved)
Abbotsford	<ul style="list-style-type: none"> • No fees under 200 attendees • 200-499 \$100 • 500-999 \$150 • 1000+ \$200 • Event with alcohol \$250 	<ul style="list-style-type: none"> • Under 200 – Recommended only if serving alcohol • Over 200 – Required \$2-\$10 million General Liability depending total attendee 	<ul style="list-style-type: none"> • No applications received for this historically • Recommend having fire inspection, Fraser Health permit and business licence verified 	<ul style="list-style-type: none"> • Permitted; \$35 admin fee for engineering department and \$75 permit fee 	<ul style="list-style-type: none"> • \$500-\$1000 	<ul style="list-style-type: none"> • City only permits events over 200 attendees

DRAFT BLOCK PARTY SIGN-OFF SHEET

Attachment #2

LOCATION:	DATE:
ORGANIZER'S NAME:	START TIME:
ORGANIZER'S PHONE:	END TIME:
ORGANIZER'S EMAIL:	CLEAN UP TIME:

The organizer will make efforts to address any issues neighbours may have associated with the event, including reasonable attempts to reduce any loud noise. It is understood that the organizer is permitted to have elevated sound levels, but that these should be within tolerable levels and adhere to the times indicated above.

Description of activities:

Name	Address	Signature	I approve a Block Party	I do not approve a Block Party	I would like to help.

* Attach additional pages as necessary.

