



## CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, DECEMBER 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, December 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/88687619180?pwd=3ODxTArZZ08EHXZxDAaUSPQaYkAai.1>

Meeting ID: 886 8761 9180

Passcode: 893424

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, DECEMBER 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 (6:30 PM)

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

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

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

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

Page 1

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 13, 2023; and*

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

### (5) ADOPTION OF MINUTES

Page 9

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

### (6) ADOPTION OF COMMITTEE MINUTES

Page 21

- (a) *THAT the Cultus Lake Park Board approve the Commercial Leaseholder Committee Meeting Minutes from March 17, 2023.*

Page 27

- (b) *THAT the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from September 8, 2023.*

Page 31

- (c) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from October 25, 2023.*

Page 35

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

Page 39 (e) ***THAT the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from November 17, 2023.***

Page 43 (f) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from November 21, 2023.***

Page 47 (g) ***THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from December 1, 2023.***

**(7) CORRESPONDENCE**

Page 51 (a) **Improvements to Kirkness Pacific Gravel Property**

- Letter dated November 20, 2023, from Dave Clyne, Chair, Cultus Lake Stewardship Society (CLASS)

***THAT the Cultus Lake Park Board receive the Improvements to Kirkness Pacific Gravel Property letter from Dave Clyne, Chair, Cultus Lake Stewardship Society for information.***

Pages 53 to 56 (b) **Cultus Lake Park Village Center Plan Conceptual Designs**

***THAT the Cultus Lake Park Board receive the Cultus Lake Park Village Center Plan Conceptual Designs for information.***

**(8) FINANCE**

Page 57 (a) **2024-2028 Cultus Lake Park DRAFT Financial Plan Bylaw No. 1231, 2023**

- Attachment 1; Cultus Lake Park 2024-2028 DRAFT Financial Plan Bylaw No. 1231, 2023
- Attachment 2; Schedule A – 2024 Financial Plan Summary
- Attachment 3; Schedule B – 2024-2028 Five-Year Summary

***THAT the Cultus Lake Park Board give Third reading to Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023.***

**(9) BYLAWS**

Page 63 (a) **Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023**

- Attachment 1; Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023
- Attachment 2; Schedule A – 2023 Financial Plan
- Attachment 3; Schedule B – 2023-2027 Financial Plan
- Attachment 4; Schedule C – Summary of Changes

***THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023.***



(b) **Cultus Lake Park Board Procedures Bylaw No. 1233, 2023**

Page 71

- Attachment 1; Cultus Lake Park Board Procedures Bylaw No. 1233, 2023

*THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park Board Procedures Bylaw No. 1233, 2023.*

(c) **Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023**

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Page 93

- Report dated December 13, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023.*

(d) **Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, and Administrative Policy**

Page 95

Page 99

Page 107

- Report dated December 13, 2023, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023
- Attachment 2; Cultus Lake Park DRAFT Tree and Plant Administrative Policy

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023.*

(e) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023**

Page 113

Page 115

- Report dated December 13, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023.*

(f) **Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023**

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Page 133

- Report dated December 13, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023
- Attachment 2; Short-term Rental Operator's Guide
- Attachment 3; Short-term Rental Application Form
- Attachment 4; Short-term Rental Renewal Form

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023; and*

*THAT the Cultus Lake Park Board approve the DRAFT Cultus Lake Park Short-term Rental Operator's Guide, Application form and Renewal form.*

(g) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023**

Page 135

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

Page 137

- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023.*

**(10) REPORTS BY STAFF**

(a) **2024 Cultus Lake Park Board Townhall Meeting**

Page 139

- Report dated December 13, 2023, from Joe Lamb, Chief Administrative Officer

***THAT** the Cultus Lake Park Board approve the 2024 Cultus Lake Park Board Townhall Meeting to be held on Wednesday, January 31, 2024, from 6:00 pm to 8:00 pm at the Cultus Lake Community School.*

***THAT** the Cultus Lake Park Board request staff to advertise the 2024 Cultus Lake Park Board Townhall Meeting on the Cultus Lake Park website, social platforms, and community bulletin boards.*

(b) **Cultus Lake Community School Event Correction**

Page 141

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

***THAT** the Cultus Lake Park Board rescind the motion #5281-23:*

*THAT the Cultus Lake Park Board approve the waiver of parking fees for 20 parent vehicles in Parking Lot B on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot D on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.*

(c) **2024 Polar Plunge Special Event**

Page 143

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

Page 145

- Attachment 1; Special Event Application

Page 149

- Attachment 2; Letter to the Board

Page 151

- Attachment 3; Participant Stickers

Page 153

- Attachment 4; Event Signage

***THAT** the Cultus Lake Park Board approve the 2024 Polar Plunge special event to be held on Monday, January 1, 2024, from 2:00 pm to 3:00 pm.*

***THAT** the Cultus Lake Park Board approve the waiver of the \$250 rental fee for the 2024 Polar Plunge.*

(d) **Cultus Lake Water Sports Festival**

Page 155

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

Page 159

- Attachment 1; Special Event Application

Page 163

- Attachment 2; Letter to the Board

Page 165

- Attachment 3; Event Site Map

***THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, May 31 to Sunday, June 2, 2024;***

***THAT the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, May 31 to Sunday, June 2, 2024, be waived;***

***THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, May 31 to Sunday, June 2, 2024;***

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

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

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

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

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

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

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

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

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

***THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, May 31 to Sunday, June 2, 2024 (to offset expenses).***

**(11) REPORTS BY COMMISSIONERS**

**(a) Appointments of Chair and Vice Chair to Standing and Select Committees**

- Page 167
- Report dated December 13, 2023, from Kirk Dzaman, Chair, Cultus Lake Park Board
- Page 171
- Attachment 1; Cultus Lake Park Board Committee System Policy
- Page 180
- Attachment 2; Committee Application Form
- Page 183
- Attachment 3; TOR Community Events and Engagement Committee **as amended**
- Page 187
- Attachment 4; TOR Village Center Planning and Development Committee **as amended**
- Page 191
- Attachment 5; TOR Environmental and Public Area's Planning Committee **as amended**

***THAT the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:***

***Community Events and Engagement Committee (Select) as amended***

*Chair – To be discussed*

*Vice Chair - Community member (to be appointed)*

***Village Center Planning and Development Committee (Select) as amended***

*Chair - To be discussed*

*Vice Chair – To be discussed*

***Environmental and Public Area's Planning Committee (Standing) as amended***

*Chair – To be discussed*

*Vice Chair – To be discussed*

***Water Safety Committee (External)***

*To be discussed*

***Cultus Lake Stewardship Society (CLASS) (External)***

*To be discussed*

***Tourism Chilliwack (External)***

*To be discussed*

***Cultus Lake Community School (External)***

*To be discussed*

***THAT the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 17, 2024.***

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(b) **Cultus Lake Park Board Committee and Volunteer Appreciation Event**

- Report dated December 13, 2023, from Erika Jartved, Cultus Lake Park Board Commissioner

***THAT the Cultus Lake Park Board approve the Cultus Lake Park Board Committee and Volunteer Appreciation Event to be held on Friday, January 26, 2024, from 6:00 pm to 8:00 pm at the Legends Bistro.***

***THAT the Cultus Lake Park Board request staff to advertise the Cultus Lake Park Board Committee and Volunteer Appreciation Event on the Cultus Lake Park website, social platforms, and community bulletin boards.***

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

- Report dated December 13, 2023, from John Beesley, Vice Chair, Cultus Lake Park Board

***THAT the Cultus Lake Park Board request the Chief Administrative Officer to contact Dave Urban, Manager of Integrated Planning and Engagement, Fraser Valley Regional District, in support of reviewing options and costs associated with the intent to continue the trail connections along Columbia Valley Highway from the Cultus Lake Park Plaza to Sunnyside Campground.***

**(12) COMMUNITY ASSOCIATION**

**(13) PUBLIC QUESTION PERIOD**

**(14) ADJOURNMENT**

***THAT the Regular Meeting of the Cultus Lake Park Board held on December 13, 2023, be adjourned.***





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 15, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

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

### (1) CALL TO ORDER

The Chair called the meeting to order at 5:21 pm and acknowledged that we are gathered here today on the traditional, ancestral and unceded territory of the Th'ewa'li First Nations. We are grateful for the hospitality to live, work and play on these lands.

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

5259-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

**THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:  
Section 90 (1), (d) security of the property of the municipality; and  
Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

### (3) RECONVENE

The meeting reconvened at 7:03 pm.

### (4) APPROVAL OF AGENDA

5260-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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

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

**CARRIED**

**(5) ADOPTION OF MINUTES**

5261-23 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

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

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

5262-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

- (a) ***THAT*** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from September 28, 2023.

**CARRIED**

5263-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

- (b) ***THAT*** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from October 6, 2023.

**CARRIED**

5264-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

- (c) ***THAT*** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from November 3, 2023.

**CARRIED**

**(7) ELECTION OF CHAIR**

Nomination forms for the position of Chair were distributed to the Board members. Rachel Litchfield, Manager of Corporate Services / Corporate Officer, collected the nomination forms and Joe Lamb, Chief Administrative Officer read aloud the results. Five (5) nomination forms were received in favour of Commissioner Dzaman. Commissioner Dzaman accepted nomination for the position of Cultus Lake Park Board Chair.

Joe Lamb, Chief Administrative Officer, closed the nominations and declared that there will not be an election and confirmed that Commissioner Dzaman has been elected and will assume the position as the Chair of the Cultus Lake Park Board.



**(8) ELECTION OF VICE CHAIR**

Nomination forms for the position of Vice Chair were distributed to the Board members. Rachel Litchfield, Manager of Corporate Services / Corporate Officer, collected the nomination forms and Joe Lamb, Chief Administrative Officer, read aloud the results. Five (5) nomination forms were received in favour of Commissioner Beesley. Commissioner Beesley accepted the nomination for the position of Cultus Lake Park Board Vice Chair.

Joe Lamb, Chief Administrative Officer, closed the nominations and declared that there will not be an election and confirmed that Commissioner Beesley will assume the position of Vice Chair of the Cultus Lake Park Board.

**(9) CORRESPONDENCE**

**(a) RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2023**

- Seasonal Policing 2023 Report by Staff Sergeant Grant Floris

**5265-23** Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT the Cultus Lake Park Board receive the RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2023 for information.***

**CARRIED**

**(10) FINANCE**

**(a) 2024-2028 Cultus Lake Park DRAFT Financial Plan**

- Report dated November 15, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1: Cultus Lake Park 2024-2028 DRAFT Financial Plan Bylaw No. 1231, 2023
- Attachment 2; Schedule A – 2024 Financial Plan Summary
- Attachment 3; Schedule B – 2024-2028 Five-Year Summary
- Attachment 4; 2024 Budget Highlights
- Attachment 5; Budget Changes Document
- Attachment 6; Business Unit Details
- Attachment 7; Schedule of Reserves

**5266-23** Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023.***

**CARRIED**

Erica Lee, Chief Financial Officer, noted that the agenda package includes the 2024 Financial Plan summary, 2024-2028 Five-Year summary, 2024 Budget highlights, a document which outlines the changes to the budget, business unit details and a schedule of reserves.

She noted that the largest revenue generating business unit is Sunnyside Campground, representing 52.6% of the total revenue earned. Parking and Public Area revenue represents 13.1%, and Commercial and Residential lease revenue represents 9% and 6.9%, respectively.

She provided an overview of the new budgeted spending as primarily focused on safety and security measures, environmental sustainability and addressing infrastructure needs.

Chair Dzaman inquired into whether Wi-Fi would remain accessible in Sunnyside Campground and when the initial phases of the asset management plan are planned to be completed. He reviewed the purpose and benefits of the asset management plan for the park.

Staff noted that Wi-Fi would be accessible to campers at no charge to begin the next camping season. Staff noted that the asset management plan initial phases should be completed this time next year and added that this would create a base line of information that should be reviewed every three (3) years.

Vice Chair Beesley inquired into whether the \$1375 per Short-term Rental application will cover the cost of a Short-term Rental Bylaw Enforcement Officer.

Staff confirmed that it would cover the cost.

(b) **Public Consultation on the 2024-2028 Cultus Lake Park DRAFT Financial Plan**

B. Shirley, resident, commended staff on the budget documents and inquired into the interest allocated in reserves. He noted his opposition to the fees associated with the Short-term Rental Bylaw Enforcement Officer and the title as it relates to the job duties of this position. He inquired into whether the park would require consultation to complete the asset management plan and if this would require going out to tender.

Staff noted that any contract in excess of \$50,000 would require an RFP.

M. Moris, resident, noted her opposition to the fees associated with the Short-term Rental Bylaw Enforcement Officer and recommended that staff increase enforcement of Short-term Rentals that do not comply with regulations.

The Board noted the intent to hire the Short-term Rental Bylaw Enforcement Officer is to provide additional support required in order to strengthen enforcement and continue to gather data regarding these operations as a proactive approach to management.

**(11) BYLAWS**

(a) **Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023**

- Report dated November 15, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023
- Attachment 2; Schedule A – 2023 Financial Plan
- Attachment 3; Schedule B – 2023-2027 Financial Plan
- Attachment 4; Schedule C – Summary of Changes

5267-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023.***

**CARRIED**

(b) **Cultus Lake Park Board Procedures Bylaw No. 1233, 2023**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Board DRAFT Procedures Bylaw No. 1233, 2023
- Attachment 2; Cultus Lake Park Board Procedures Bylaw No. 1233, 2023, redline version

5268-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023;***

***THAT a notice of intention to adopt the bylaw be published in the newspaper on November 17, 2023, and November 24, 2023; and***

***THAT the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023, be brought forward for Final reading on December 13, 2023.***

**CARRIED**

**(12) CONSENT AGENDA**

(a) **2023 Third Quarter Reports**

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

5269-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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

**CARRIED**

**(13) REPORTS BY STAFF**

**(a) 2024 Cultus Lake Park Board Regular Meeting Dates**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2024 Board Meeting Dates Calendar

**5270-23** Moved by: Commissioner Beesley Seconded by: Commissioner Moul

***THAT*** the Cultus Lake Park Board endorse the following dates as the 2024 Board Meeting dates:

<i>January 17</i>	<i>February 21</i>
<i>March 20</i>	<i>April 17</i>
<i>May 15</i>	<i>June 19</i>
<i>July 17</i>	<i>August 21</i>
<i>September 25</i>	<i>October 16</i>
<i>November 20</i>	<i>December 11</i>

***THAT*** the Cultus Lake Park Board approve the 2024 Cultus Lake Park Board Meeting dates.

**CARRIED**

**(b) Cultus Lake Park Board Committee Systems Policy**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Board DRAFT Committee Systems Policy
- Attachment 2; Cultus Lake Park Board Committee Systems Policy, redline version

**5271-23** Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT*** the Cultus Lake Park Board adopt the Cultus Lake Park Board Committee Systems Policy as amended.

**CARRIED**

**(c) Cultus Lake Park Short-term Rental Policy**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Current Short-term Rental Operations Spreadsheet
- Attachment 2; Cultus Lake Park DRAFT Short-term Rental Policy
- Attachment 3; Cultus Lake Park Short-term Rental Policy, redline version

5272-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the Short-term Rental Policy as amended; and***

***THAT the Cultus Lake Park Board request staff to amend the Short-term Rental Bylaw No. 1202, 2021, reflective of the approved amendments in the Short-term Rental Policy, for Board review at the next Regular Board meeting.***

**CARRIED**

Staff noted the recommendation to further amend the Short-term Rental (STR) Policy to include under Section 1.5 (b) the requirement to submit a STR application within 30 days of a lease transfer completion.

(d) **Paddle Expo 2024 Special Event**

- Report dated November 15, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Event Site Map

5273-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT the Cultus Lake Park Board approve the Paddle Expo 2024 from 7:00 am to 5:00 pm on Sunday, April 28, 2024.***

***THAT the Cultus Lake Park Board approve one (1) food vendor to operate at Main Beach as part of Paddle Expo 2024 from 7:00 am to 5:00 pm.***

***THAT the Cultus Lake Park Board approve the use of five (5) propane fire pits at Main Beach for the duration of the event.***

**CARRIED**

5274-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***THAT the Cultus Lake Park Board approve the waiver of parking fees for 15 volunteer and support vehicles at Main Beach and Parking Lot B from 7:00 am to 5:00 pm.***

**CARRIED**

(e) **Cultus Lake Community School Events 2024**

- Report dated November 15, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Applications

5275-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant, staff, and spectator vehicles in Parking Lot B on December 2, 2023, for the Craft Fair special event from 9:00 am to 4:00 pm.***

**CARRIED**

5276-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the waiver of parking fees for 40 parent and volunteer vehicles in Parking Lot B on April 25, 2024, for the Volunteer Tea special event from 9:00 am to 11:00 am.***

**CARRIED**

5277-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot B on May 2, 2024, for the School District Cross Country Run special event from 1:30 pm to 5:30 pm.***

**CARRIED**

5278-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 225 parent and volunteer vehicles in Parking Lot B on May 10, 2024, for the Spring Fling special event from 4:00 pm to 7:00 pm.***

**CARRIED**

5279-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve up to two (2) food trucks to operate at the Cultus Lake Community School as part of the Spring Fling special event from 4:00 pm to 7:00 pm; and***

***THAT the Cultus Lake Park Board approve the waiver of food vendor fees of \$200 for two (2) food trucks participating in the Spring Fling special event.***

**CARRIED**

5280-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the waiver of parking fees for 30 parent vehicles in Parking Lot B on June 12, 2024, for the Kinder Fair special event from 12:30 pm to 2:30 pm.***

**CARRIED**

5281-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the waiver of parking fees for 20 parent vehicles in Parking Lot B on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.***

**CARRIED**

**5282-23** Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for four (4) faculty vehicles in Parking Lot B on June 25, 2024, for the Beach Day special event from 9:30 am to 1:30 pm.*

**CARRIED**

**(14) REPORTS BY COMMISSIONERS**

**(a) Active Transportation Network Plan Meeting Update**

- Verbal report from Vice Chair Beesley

Vice Chair Beesley noted that he attended the recent Active Transportation Network Plan meeting hosted by the Fraser Valley Regional District on Wednesday, November 8, 2023, which provided an opportunity to discuss potential introduction of additional paths and trails throughout the Regional District.

**(b) Water Safety Committee Meeting Update**

- Verbal report from Chair Dzaman

Chair Dzaman noted that he attended a Water Safety Committee Meeting which discussed water safety within Cultus Lake. He noted that reports from RCMP were generally positive with increased compliance on the water. He noted that the meeting highlighted that it is a federal offence to moor to the marker buoys in the lake. He added that staff will be coordinating additional signage with BC Parks and Transport Canada.

**(15) COMMUNITY ASSOCIATION**

The Community Association did not have any questions.

**(16) PUBLIC QUESTION PERIOD**

B. Shirley, resident, noted that the increase in Short-term Rentals over the last few years created revenue that in his opinion could be utilized to offset the cost of a STR Bylaw Enforcement Officer. He requested clarity on the definition of dwelling units and sleeping units and recommended introducing age limitation clarifications in the Short-term Rental Policy.

C. Philbrook, resident, inquired into the reason why weekly rentals have been removed from the park as part of the new Short-term Rental Policy. He recommended that the Board review this section of the policy further.

M. Moris, resident, inquired if the Board would consider striking a STR Committee to review the changes to the policy.

Chair Dzaman noted they would consider this in the future.

M. Wilson, resident, inquired into residential leaseholders' role in monitoring and reporting Short-term Rental related issues.

The Board recommended that if there is a valid issue, then it should be reported to staff.

P. Guenther, resident, inquired into the Board's liable in the case of a fire or loss of life in a Short-term Rental as the Board issues the permits to residents.

Staff noted that there is a waiver indemnifying the park of liability related to the Short-term Rental operation and reviewed the required documents such as a fire safety plan that are required under the current policy. He noted that additional inspections into Short-term Rentals would create additional liability for the Board, which is not currently being contemplated as part of the process to permit Short-term Rentals.

S. Martens, resident, inquired if it was permissible for Short-term Rental operators to host more than eight (8) guests for longer than a three (3) night minimum stay.

The Board noted that they contemplated these changes at the previous meeting however, based on community feedback, did not implement the restriction of a maximum of eight (8) guests for longer than a three (3) night minimum stay.

Staff noted that the new policy will come into effect in January and will be reviewed during the application process next year with Short-term Rental applicants.

W. Heltman, resident, inquired if the Village Center development is being considered as part of the new sewer capacity and inquired if the infrastructure in the ground would be replaced.

Chair Dzaman noted that the capacity of the new sewer system would include the requirements for the Village Center development.

Joe Lamb, Chief Administrative Officer, noted that the infrastructure related to the sewer system would remain as is, and that residents of Park Drive and Mountain View Road voted against being connected through an assent vote.

## **(17) ADJOURNMENT**

**5283-23** Moved by: Commissioner Beesley Seconded by: Commissioner Moul

***THAT*** the Regular Meeting of the Cultus Lake Park Board held on November 15, 2023, be adjourned at 9:17 pm.

**CARRIED**



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

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Kirk Dzaman  
Chair

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Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK BOARD COMMERCIAL LEASEHOLDER COMMITTEE MEETING MINUTES

FRIDAY, MARCH 17, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present** Commissioner Moul – Chair  
**Committee** Commissioner Bauer – Vice-Chair  
**Members** C. Steunenbergh – Cultus Lake Waterpark / Adventure  
K. Dodds – Kent's Ice Cream  
S. Marks – Cultus Lake Marina – Via Zoom  
Commissioner Dzaman - Chair

**Staff** Chief Administrative Officer – J. Lamb  
Communication, Media, and Event Coordinator – A. Nadeau

### (1) CALL TO ORDER

The Chair called the meeting to order at 1:02 pm.

### (2) APPROVAL OF AGENDA

Moved by: Commissioner Bauer Seconded by: C. Steunenbergh

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee approve the Agenda for the Meeting of March 17, 2023; and*

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

**CARRIED**

### (3) APPROVAL OF COMMITTEE MINUTES

### (4) CORRESPONDENCE

### (5) NEW BUSINESS

#### (a) Committee Member Welcome and Introductions

- Commercial Leaseholder Committee Terms of Reference
- Board Committee System Policy
- Business Summaries

The committee members and staff introduced themselves to the group. Commissioner Moul reviewed the Terms of Reference with the committee.

(b) **Security and RCMP Coordination**

- Gate lock policy review

The committee noted that security response time to concerns / issues and park familiarity improved last year.

Staff noted that Rachel Litchfield, Manager of Corporate Services / Corporate Officer coordinates with RCMP, Security and Bylaw Enforcement throughout the season to ensure new members are informed of park regulations. Staff noted that RCMP has a commitment to keep two (2) members on all season for continuity. In addition, staff recommended that commercial leaseholders forward any specific concerns related to security or parking to Rachel Litchfield, Manager of Corporate Services / Corporate Officer.

Staff reviewed that the public parking lots will be open at 6:00 am by Public Works and will close at 11:00 pm by Security. Staff noted that Parking Lot C, at the Cultus Lake Marina may be the only exception. Staff noted that access to the staff parking lot in the Plaza will be adjusted this year to address safety concerns in the evenings.

(c) **Waste Collection / Storage Review**

- Waste cleanup review
- Dumpster locking process

Staff reviewed waste removal for the plaza, noting that the gate to the waste receptacles should remain locked at all times and noted that Public Works has increased maintenance to the area. Staff noted that the Board is purchasing a garbage truck with the potential to make it available on weekends for additional waste collection to prevent unauthorized use of the bins designated for commercial tenants.

Staff will support in contacting Valley Waste & Recycling to address locking of the waste receptacle at the Marina and remove any signage in the area with respect to dumping of garbage bags.

The committee recommended that staff send out a bulletin to plaza tenants about locking bins and waste management. Staff will review locks on the gate to the receptacles.

(d) **Commercial Leaseholder Signage and Marketing Discussion**

- Parmenter Road
- Tourism BC

The committee discussed the intent to have the Board's support to reconnect with Tourism Chilliwack and Tourism BC to promote their businesses and reviewed the purpose of the Cultus Lake Business Association.

Staff recommended that Commissioner Beesley, the Board representative on the Tourism Chilliwack Board, bring this request forward to collaborate with commercial leaseholders and plan a meeting to review marketing opportunities.

The committee discussed the request of a sign at Parmenter Road to capture traffic coming from Vedder Mountain to promote local businesses, at no cost to the Board.

Staff reviewed the history of the request for a sign at Parmenter Road and recommended that the committee add this item to the next Committee Meeting Agenda. Staff will provide the committee with additional background to assist in creating the proposal.

Chair Dzaman reviewed the Board's focus of future planning and highlighted the considerations around signage requests.

The committee discussed the old business signs in public parking lots that have been removed.

Staff noted that the sign was outdated and at the time of removal, there was no interest from commercial leaseholders to replace / update decals.

(e) **Parking and Traffic Review**

- Parking fees and fines
- Overnight parking at Lakeside Beach Club
- Traffic flow and parking intake
- Pedestrian overpass
- Crosswalk lights
- Attendants

The committee noted that some patrons of the Adventure Park note the public parking lots are not easy to navigate. The committee discussed parking rates and fines, and noted the request to have staff communicate parking rate changes to commercial leaseholders prior to the season.

Staff reviewed the winter and summer parking rates for the public parking lots. In addition, staff reviewed the process for writing tickets, regarding scanning plates initially to confirm parking rights and then scanning again upon second approach in the lot to issue the ticket.

The committee discussed the request from residents to offer overnight parking at Lakeside Beach Club.

Staff noted that overnight parking is only permissible in Lakeside Beach Club's designated parking areas should the tenant approve this.

The committee discussed community complaints related to congestion at the lake, slow intake at the Cultus Lake Waterpark and capacity in Parking Lot B diverting traffic. The committee discussed options to improve traffic on roadways around the park.

Staff noted that the signage on the roadways that was installed last year to indicate when lots are closed/full. Staff noted that increased enforcement along Columbia Valley Highway is anticipated and noted that staff continue to find progressive ways to manage the congestion challenges. Staff reviewed the history with respect to requests made to the Province for improved pedestrian crossings.

Chair Dzaman noted that some of the traffic related studies might be required as part of the Village Center Plan and encouraged public consultation within that process.

(f) **Summer Events Schedule Coordination**

Staff reviewed the events schedule with the committee. Staff will continue to share the event schedule with commercial tenants to support planning around larger events.

(g) **Village Center Plan Impact on Commercial Leaseholders**

- New leases

Staff noted the current status of the Village Center Plan and noted that correspondence will be sent in the upcoming weeks to invite commercial leaseholders to engage in a five (5) year lease renewal with the restriction to allow a twelve (12) month demolition clause.

**(6) REPORTS BY STAFF**

Staff noted the recommendation for each commercial leaseholder to connect with staff to address individual needs and noted the purpose of the committee to focus on collective discussions.

**(7) PUBLIC QUESTION PERIOD**

Christy Ovens, Lakeside Beach Club, inquired into the date that parking enforcement is set to increase. She noted that a new lock on the plaza waste receptacles is required. She noted the increase of her staff's satisfaction with Bylaw Enforcement with respect to working to mitigate tickets of their patrons.

Staff noted that this will take effect on May 1, 2023. Staff noted that they will address the missing locks at the waste receptacles in the plaza.

B. McCrea, Cultus Lake Business Association representative, noted recommendations to improve the padlocks for waste receptacles at the plaza. He noted complaints from commercial tenants regarding the condition of the waste receptacles and the request to replace the top loading bin with a front loader.

The committee noted that the Cultus Lake Business Association encourages locals and residents to utilize the park businesses by introducing the brochure which is distributed to approximately 30,000 residents in surrounding communities.

B. McCrea, Cultus Lake Business Association representative, noted that the overnight parking could potentially result in issues with individuals on the dock overnight. He requested that any correspondence sent to commercial leaseholders be forwarded to him.

Christy Ovens, Lakeside Beach Club, noted that the overnight parking is strictly for overindulgence of patrons and a pass is placed on the vehicle dashboard to signify the purpose of the vehicle in the lot overnight.

Staff noted that the committee should present a letter at the next committee meeting formalizing recognizing B. McCrea's position in the Cultus Lake Business Association.

**(8) ADJOURNMENT**

Next meeting date and time: Thursday, May 18, 2023, at 1:00 pm.

Moved by: Commissioner Bauer Seconded by: C. Steunenberg

***THAT*** the Cultus Lake Park Board Commercial Leaseholder Committee meeting held on March 17, 2023, be adjourned at 2:30 pm.

**CARRIED**







# CULTUS LAKE PARK BOARD ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE MEETING MINUTES

FRIDAY, SEPTEMBER 8, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

## Present Committee Members

Commissioner Bauer – Chair – Via Zoom  
Commissioner Jartved – Vice Chair  
B. Senft  
J. Hartung  
K. Vander Helm  
G. Smit  
R. LeBlanc

## Staff

Chief Administrative Officer – J. Lamb  
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

### (1) CALL TO ORDER

The Vice Chair called the meeting to order at 9:01 am and acknowledged that we are gathered here on the unceded traditional territory of the Th'ewa':li First Nations.

### (2) APPROVAL OF AGENDA

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

***THAT*** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Agenda for the Meeting of September 8, 2023; and

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

**CARRIED**

### (3) APPROVAL OF COMMITTEE MINUTES

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

(a) ***THAT*** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Minutes for the Meeting of May 2, 2023.

**CARRIED**

### (4) CORRESPONDENCE

**(5) NEW BUSINESS**

**(a) Committee Draft Work Planner Review**

The committee will review the Draft Work Planner attached in the agenda and will bring back questions and comments for staff's review.

**(b) Planning for Foreshore Tree Replacement 2023**

- Locations and types of trees

The committee discussed planting trees in spring 2024. The committee will schedule a walk to review the placement of new trees along the foreshore for staff's review and resource availability.

The committee discussed the dead, dangerous and/or dying trees currently marked for removal throughout the park.

**(c) Green Space Maintenance**

- Tree and shrub care
  - Pruning
  - Fertilizing
  - Insect management
  - Root zone care
  - Compaction prevention
- Weeding schedule
- Reduce irrigation in established areas

The committee discussed education for staff to ensure proper pruning of trees and plants throughout the park. The committee requested fertilization of trees to improve tree health / maintenance and assist with insect management.

The committee requested staff to recommend to the Board allocation of funding for additional tree and plant care throughout the park.

The committee discussed root compaction due to parking along Sunnyside Boulevard Overflow and other areas throughout the park.

The committee noted that volunteers weed greenspaces outlined within the Draft Work Planner and requested clarification on Public Works weeding schedule. Staff will provide information on a formalized schedule related to weeding throughout the park at a future meeting.

The committee noted that the current watering schedule can be reduced throughout Parking Lot B to minimize overgrowth of understory plants. Staff noted a need for an irrigation schedule and will review the direction of irrigation heads in specific areas that need to be adjusted.

The committee discussed planting of trees that would provide additional shade on Main Beach.

The committee discussed the recommendation to have a staff member trained for various areas related to irrigation and tree health.

The committee requested that staff include an 'Other' report type to utilize when reporting issues that do not relate to current report type options.

(d) **Fir Lane Irrigation – New Installation**

Staff will review this topic and provide information to the committee at a future meeting.

(e) **Planning for Root Protection Area**

- Large fir tree by swing set at Main Beach

The committee discussed the request to place understory plants and dirt around the large fir tree as part of the 2024 work plan.

(f) **Blackberry Eradication – Scheduling of Herbicide**

- Fir Lane
- Lakeview Cabin garden

The committee discussed that Fir Lane is the current priority of herbicide application specifically focused on blackberry bushes.

(g) **Removal of Dead Fir Tree at Accessible Parking Stalls**

- Creation of educational plaque

Staff noted that the tree will be removed and could be saved to be utilized in the Green Shores project area.

The committee discussed cutting the dead fir tree and leaving the stump at five (5) feet on an angle to place an educational plaque for public viewing.

(h) **Tree Bylaw Revision and Enforcement**

- Opportunity for Committee input

Staff noted that the bylaw is currently being reviewed for amendment and provided an overview of the current process related to tree management during construction throughout residential areas.

Commissioner Bauer left the meeting at 10:27 am.

The committee noted that they will review the tree list noted in the current bylaw and will provide recommendations to staff for consideration.

(i) **Committee Questions for Staff Regarding Environmental Plans in the Park**

The committee provided an update regarding the Green Shores meetings that were conducted this week in collaboration with BC Stewardship Centre of British Columbia who received a federal grant for the project.

Staff noted that the project is focused on restoration of a specific greenspace area located on the west side of the lake below and above the waterline. The park will be contributing \$50,000 to the project.

**(6) REPORTS BY STAFF**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

**(8) ADJOURNMENT**

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

***THAT*** the Environmental and Public Areas Planning Committee meeting held on September 8, 2023, be adjourned at 10:37 am.

**CARRIED**

The next meeting date and time: Friday, November 17, 2023, at 9:00 am.



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

WEDNESDAY, OCTOBER 25, 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  
T. Seeley – via Zoom

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

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

### (1) CALL TO ORDER

The Chair called the meeting to order at 9:06 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

### (2) APPROVAL OF AGENDA

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

- (a) **THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of October 25, 2023; and

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

**CARRIED**

### (3) APPROVAL OF COMMITTEE MINUTES

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

- (a) **THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of October 6, 2023.

**CARRIED**

### (4) CORRESPONDENCE

## **(5) NEW BUSINESS**

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

- Vendor Market & Food Trucks – E. Jartved & L. Klassen
- Hot Chocolate & Apple Cider – T. Seeley
- Carolers & Audio – E. Jartved & L. Klassen
- Sponsorship – M. McMullen & L. Shears
- Bonfires & Marshmallows – Fire Department
- Children's Colouring Contest - Staff
- Mr. Claus – M. McMullen
- Volunteers – R. LeBlanc
- Signage - Staff
- Rentals - Staff
- Fireworks - Staff

The committee noted that they have four (4) food trucks and are fully booked for artisan vendors. The committee will send reminders to vendors that they can arrive around 1:00 pm to begin setup at the event and will provide additional best practices in the communication. Staff noted that bylaw enforcement will be on duty at the event until approximately 8:30 pm to secure the tent during the fireworks display. The committee discussed that they will purchase hot pads for vendors and volunteers.

Hot chocolate and apple cider will be donated by Stillwood. The committee requested an additional 1500 hot beverage cups to be donated by Stillwood.

Staff will request an additional 2100 cups of hot chocolate and 1000 cups of apple cider from Stillwood. The committee noted the option to add cinnamon sticks or orange slices to the apple cider.

The committee noted that the church is no longer able to perform at the event. Staff will create Christmas song books for the community to use at the event.

The committee noted their efforts to solicit additional sponsorship. Envision Financial noted that they may be able to offer a tent for hot chocolate / apple cider, and audio. The committee secured a donation of six (6) trees from a local tree farm, that Public Works will pick up the week of the event. The committee recommended setting tentative dates for next year events to send out sponsorship in advance.

A community member offered to donate tickets for a Canucks game to raise money at next year's Cultus Lake Day event. They noted that they would also be willing to donate all of their current fire wood for the Christmas event.

Staff to look at a gaming licencing for future events.

The committee noted that Commissioners would be on site from 3:30 pm to 7:45 pm to accept parking donations.

The committee noted that they would take down the event setup at approximately 10:00 am Sunday.

(b) **Cultus Lake Park Christmas Event Budget 2023**

The committee and staff reviewed the budget to date.

**(6) REPORTS BY STAFF**

**(7) PUBLIC QUESTION PERIOD**

H. Vuong, resident, offered to play music at one (1) of the Main Beach gazebos throughout the holiday season, and offered to assist in raising money at future events.

**(8) ADJOURNMENT**

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held October 25, 2023, be adjourned at 10:47 am.*

**CARRIED**

Next meeting date and time: Wednesday, November 8, 2023, at 8:30 am.







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

WEDNESDAY, NOVEMBER 8, 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**  
Chief Administrative Officer – J. Lamb  
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

**Regrets**  
T. Seeley – via Zoom

## (1) CALL TO ORDER

The Chair called the meeting to order at 8:34 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

## (2) APPROVAL OF AGENDA

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

- (a) **THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of November 8, 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. Klassen

- (a) **THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of October 25, 2023.

**CARRIED**

## (4) CORRESPONDENCE

## **(5) NEW BUSINESS**

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

- Vendor Market & Food Trucks – E. Jartved & L. Klassen
- Hot Chocolate & Apple Cider – T. Seeley
- Carolers & Audio – E. Jartved & L. Klassen
- Sponsorship – M. McMullen & L. Shears
- Bonfires & Marshmallows – Fire Department
- Children's Colouring Contest - Staff
- Mr. Claus – M. McMullen
- Volunteers – R. LeBlanc
- Signage – Staff
  - Draft Sponsorship Signage
- Rentals - Staff
- Fireworks - Staff

The committee noted that there is one (1) available spot for the vendor market that has recently become available. Staff will send the committee the contacts for individuals who have reached out recently on social media to participate.

The committee noted that they would be issuing a notice to the final food truck who has not provided payment. Staff will connect with the food truck that offered to serve festive non-alcoholic drinks.

Staff will contact Star FM to participate at the event.

The committee noted that residents along First Avenue donated funds to sponsor a Christmas tree.

The committee noted that youth in the community would be singing carols at the event as in 2022.

The committee provided an overview of sponsorships, with the newest contributions from First Avenue residents, a resident from the westside of the lake and the Over 50's Club.

The committee reviewed the gift packages for the colouring contest.

The committee noted that there are currently two (2) positions remaining to be filled by volunteers. The committee currently have nine (9) individuals for setup on Saturday and four (4) individuals to assist with tear down on Sunday.

The committee reviewed the sign options in the package and decided to make signs the same size as in previous years in chloroplast, and portrait layout.

Staff discussed the additional costs of heaters should the committee decide to add an additional six (6) units. The committee decided to move forward with this rental.

### **(b) Cultus Lake Park Christmas Event Budget Review**

The committee and staff reviewed the budget to date.

**(6) REPORTS BY STAFF**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

**(8) ADJOURNMENT**

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

***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held November 8, 2023, be adjourned at 9:29 am.

**CARRIED**

Next meeting date and time: Tuesday, November 21, 2023, at 8:30 am.





# CULTUS LAKE PARK BOARD ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE MEETING MINUTES

FRIDAY, NOVEMBER 17, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present  
Committee  
Members**

Commissioner Bauer – Chair – Via Zoom  
Commissioner Jartved – Vice Chair  
J. Hartung  
R. LeBlanc  
B. Senft

**Staff**

Chief Administrative Officer – J. Lamb  
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

**Regrets**

G. Smit  
K. Vander Helm

**(1) CALL TO ORDER**

The Chair called the meeting to order at 9:03 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

**(2) APPROVAL OF AGENDA**

Moved by: B. Senft Seconded by: E. Jartved

***THAT** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Agenda for the Meeting of November 17, 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. Senft Seconded by: E. Jartved

(a) ***THAT** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Minutes for the Meeting of September 8, 2023.*

**CARRIED**

**(4) CORRESPONDENCE**

## **(5) NEW BUSINESS**

### **(a) Committee Site Visit Review**

Staff reviewed the overview below of the meeting that was had on Thursday, October 26th:

Attendees: Commissioner Erika Jartved, Brenda Senft, Gail Smit, Joanne Hartung, Rita LeBlanc.  
Staff: Joe Almeida, Manager of Park Operations and Amanda Warmerdam, Administrative Assistant, Communications and Events Coordinator.

- Reviewed draft work plan prior to walking the site
- \$8500 carry forward from 2023; \$18,500 budget to be spent in 2024 with the intent to plan an appropriate amount of work aligned with an annual budget of \$10,000 with no carry forward in 2025
- Potential to review the Terms of Reference to reflect actual Committee projects
- Environmental Committee / volunteer projects should have a long-term maintenance plan that is sustainable
- Reviewed pruning, maximum tree height when planting in the park, invasive species management (blackberry bushes along Fir), and logs for Green Shores

#### **Committee Projects for 2024/2025**

- Understory tree planting around the bases of 4 trees clustered near the playground at Main Beach (replicate beautified areas completed in previous years)
- Extend irrigation to the trees at playground
- Lakeview Cabin garden bed bottom of priority list as it requires a blackberry eradication
- Trees along foreshore project pending Management review

Staff will walk with the committee to identify where irrigation may be placed for the Main Beach project noted above prior to the spring season.

B. Senft, committee member, submitted a plan to staff for this project which will be reviewed at a later date.

Staff will conduct a site meeting with the committee in the new year to review the places that were recommended for tree planting.

Staff provided an overview of the requirement to retain a permit to prune or remove a tree in the park regardless of whether it is indigenous to the park or not.

### **(b) Committee Goals 2024**

The committee noted that the minutes from the September meeting outlined the goals clearly and requested that they be attached to the first meeting of the committee in 2024. The committee discussed connecting paths from the westside footbridge to the eastside foreshore.

(c) **Milfoil Schedule 2024**

The committee discussed consolidating the milfoil mats to one (1) area and moving them as a unit. The committee and staff will review key areas for the mats prior to April to complete the consolidation. The committee noted that there may be potential for grant funding through other governing bodies for this management program, as it is not eradicating the issue.

(d) **Committee Questions for Staff Regarding Environmental Plans in the Park**

Commissioner Jartved and B. Senft attended the recent Green Shores meeting for the Tactical Advisory Committee (TAC) to review initial concepts and criteria that are needed for the project. The meeting reviewed challenges of the site and produced design ideas for walking trails, trees, shoreline restoration, access for equipment, drainage, etc.

The committee noted that three (3) Green Shores training sessions are upcoming, two (2) of which will be open to the public. The project will be completed by August of 2025.

The committee recommended the addition of signage denoting habitat trees that can be used throughout various areas of the park.

The committee noted that they plan to add tree replacement funding for the maple tree that was damaged due to a neighbouring hazardous tree at Main Beach.

The Chair thanked the committee and staff for the work done this year during the committee.

**(6) REPORTS BY STAFF**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

**(8) ADJOURNMENT**

Moved by: B. Senft Seconded by: E. Jartved

***THAT the Environmental and Public Areas Planning Committee meeting held on November 17, 2023, be adjourned at 10:07 am.***

**CARRIED**







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

TUESDAY, NOVEMBER 21, 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  
T. Seeley – via Zoom

**Staff**  
Chief Administrative Officer – J. Lamb  
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

## (1) CALL TO ORDER

The Chair called the meeting to order at 1:34 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

## (2) APPROVAL OF AGENDA

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

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of November 21, 2023; and

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

**CARRIED**

## (3) APPROVAL OF COMMITTEE MINUTES

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

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

**CARRIED**

## (4) CORRESPONDENCE

## **(5) NEW BUSINESS**

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

- Vendor Market & Food Trucks – E. Jartved & L. Klassen
- Hot Chocolate & Apple Cider – T. Seeley
- Carolers & Audio – E. Jartved & L. Klassen
- Sponsorship – M. McMullen & L. Shears
- Bonfires & Marshmallows – Fire Department
- Children's Colouring Contest - Staff
- Mr. Claus – M. McMullen
- Volunteers – R. LeBlanc
- Signage – Staff
- Rentals - Staff
- Fireworks – Staff
- Event Tear Down Review

The committee discussed that they will send an email to all vendors with the list of reminders for setup and tear down for the event. The committee discussed an additional vendor to fill the available space.

The hot chocolate and apple cider will be delivered by T. Seeley on Saturday morning. The committee will begin brewing the hot beverages between 1:00 pm to 2:00 pm.

The audio for the event is organized, and staff provided the committee with the requested caroling books.

The committee noted that JR FM has offered to donate use of two (2) 10x10 branded tents for use by the Board Commissioners. NextLevel Financial is providing a 10x15 tent for the audio, and Commissioner Jartved and Commissioner Moul have offered use of their two (2) 10x10 tents.

T. Seeley left the meeting at 1:55 pm.

The committee requested staff to connect with the committee regarding transportation of Santa Claus to the event.

Staff reviewed the timeline for delivery of rentals and Public Works setup. Staff will provide the committee a timeline of items for the event setup and tear down.

Staff noted that setup for fireworks would begin around 1:00 pm.

The committee reviewed the required items to be stored Saturday evening and the timelines for tear down on Sunday.

### **(b) Cultus Lake Park Christmas Event Budget Review**

The committee and 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: M. McMullen

***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held November 21, 2023, be adjourned at 2:40 pm.

**CARRIED**





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

FRIDAY, DECEMBER 1, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

<b>Present Committee Members</b>	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair B. Shears – Via Zoom K. Mendonca G. Campbell E. Vance P. Vander Helm C. Rogozinski
<b>Staff</b>	Chief Administrative Officer – J. Lamb Administrative Assistant, Communications & Events Coordinator – A. Warmerdam
<b>Board Members</b>	Commissioner E. Jartved Commissioner D. Bauer – Via Zoom Commissioner T. Moul
<b>Guest Speakers</b>	S. Lahey, Urban Systems, Community Planner – Via Zoom J.P. Raulot-Lapointe, Urban Systems, Senior Consultant – Via Zoom
<b>Regrets</b>	K. Kirsten B. Van den Brink

## (1) CALL TO ORDER

The Chair called the meeting to order at 8:05 am and acknowledged that we are gathered on the traditional, ancestral and unceded traditional territory of the Th'ewa':li First Nations. We are grateful for the hospitality to live, work and play on these lands.

## (2) APPROVAL OF AGENDA

Moved by: E. Vance    Seconded by: G. Campbell

***THAT*** the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of December 1, 2023; and

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

**CARRIED**

**(3) APPROVAL OF COMMITTEE MINUTES**

- Village Center Planning and Development Committee Meeting minutes dated November 3, 2023

The Village Center Planning and Development Committee Meeting minutes dated November 3, 2023, were approved by the committee members electronically via email.

**(4) CORRESPONDENCE**

**(5) NEW BUSINESS**

**(a) Urban Systems Ltd. Conceptual Designs – Cultus Lake Park Village Centre Plan**

Vice Chair Beesley reviewed the follow up call with Urban Systems Ltd, regarding the updates requested for the 2-D conceptual designs that were reviewed at the previous committee meeting.

Chair Dzaman confirmed with Urban Systems that, regarding Urban Systems' consultation with any developers as part of their process, the updated conceptual drawings (2D) would be used to provide examples of potential density scenarios only, and not communicated as the approved or desired final concepts and plans of the committee or Board. He expressed the committee's direction regarding the 2D plans being used by Urban Systems; that a primary goal of consultation should be to identify steps necessary to reduce or remove risks and unknown criteria for developers, prior to proceeding with an RFI/RFP. He noted that once further steps or requirements have been identified, the committee can begin to make budget related recommendations to the Board regarding any assessments or studies should be considered by the Board (if any) and budget for an RFI/RFP.

The committee discussed the potential to host an open house as a “launch” of a future RFI/RFP.

The committee discussed lease options related to the development.

Representatives from Urban Systems Ltd., reviewed the updated two (2) dimensional drawings of the Village Center Plan.

The committee requested that the disclaimer on each drawing be amended to read that the concept plans are for illustration and consultation purposes only.

The committee noted that Urban Systems Ltd.'s expected deliverables are to review the updated drawings with developers along with the public engagement feedback and guiding principles to identify what may be viable, identify their requirements to remove risk and to provide a clear understanding of the project prior to an RFP/RFI being published.

**(b) Cultus Lake Park Village Centre Plan Draft Developer Discussion Topics**

- Urban Systems Ltd. Draft Discussion Questions for Developer Engagement

The committee and representatives from Urban Systems Ltd. reviewed the questions for developers which formed the agenda, and provided the following feedback:

- Question one (1) to remain as is, with clarity provided around the term 'gateway' as meaning a sense of arrival to a special place, that is clearly identifiable as Cultus Lake Park.
- Question two (2) to be reworded as 'With all of the information provided to you, how do you envision accommodating density on the site?'.
- Question three (3) to remain unchanged.
- Question four (4) to incorporate inquiry into their vision of managing access and egress from the space for both vehicular and non-vehicular traffic to not overwhelm the current residential area.
- Question five (5) to incorporate 'community building' into the question.
- Introduction of question six (6) to identify how the developer will incorporate minimizing environmental impact.
- Introduction of question seven (7) 'What kind of studies/reports would you conduct in order to remove risk prior to development'.

Urban Systems Ltd. will provide a copy of the finalized package prepared for developers to staff and the committee Chair and Vice Chair for review prior to presenting, which will include:

- The updated two (2) dimensional conceptual drawings;
- Guiding Principles;
- Public engagement feedback;
- Overview of the park's lease structure, zoning, and unique attributes; and
- Final draft of questions for developers reviewed during this committee meeting.

Urban Systems Ltd. anticipates having these meetings with developers scheduled by the beginning of 2024.

(c) **Next Steps / Timeline**

The committee reviewed that the next step will be conducted by Urban Systems Ltd. during their conversations with developers as noted above. The committee and staff will review findings and will determine next steps as part of the scope of work for the committee in 2024 as it related to RFI/RFP consultation.

Chair Dzaman noted that this is the final meeting of this current committee, and that applications be made available for the public following the December 13<sup>th</sup> Regular Board meeting to submit their request to participate in the Village Center Planning and Development Committee for 2024.

**(6) REPORTS BY STAFF**

**(7) PUBLIC QUESTION PERIOD**

Commissioner Jartved noted that currently the park has seasonal commercial tenants and inquired if this would be considered in the new development. She noted that it may be beneficial to have any four (4) storey buildings located in other areas of the development that do not front Sunnyside Boulevard. She inquired if the Fire Hall would be part of the development.

Chair Dzaman noted that seasonality of commercial tenants would be identified in conversations with developers at a later date. He noted that the two (2) dimensional

drawings are examples of density and do not represent a final concept. He noted that the Fire Hall is located inside the development area for consideration.

Commissioner Moul thanked the committee for their work over the term. He noted that removing risk is a good idea and recommended that a market study would be best suited for a developer to complete. He inquired into single or two (2) storey townhouses as being included in the concept designs. He noted that the addition of 200 to 350 units is an exponential increase to the community.

Chair Dzaman noted that public consultation is key in identifying the best approach to density.

The committee discussed that a review of financial viability could be part of the RFI/RFP process with developers, inclusive of a review of the park's unfunded liabilities to identify financial requirements for the park through the development.

## **(8) ADJOURNMENT**

Moved by: K. Mendonca Seconded by: E. Vance

***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on December 1, 2023, be adjourned at 9:27 am.*

**CARRIED**





### Improvements to Kirkness Pacific Gravel Property

In coordination and discussion with the Ministry of Energy, Mines and Low-Carbon Innovation, Mr. Bryan Kirkness, Director Taryn Dixon and Cultus Lake Stewards, there have been various improvements at the Kirkness Pacific gravel property on Vedder Mountain this summer.

These include:

- the road inside the gravel pit has been completely paved.
- connection on the property with BC Hydro so the generators can run 24/7, which improves the effectiveness of the flocculant devices in the holding ponds. Flocculants remove the gravel fines (quarry rock dust) that are suspended in the water and so ease the process of filtration.
- two new holding ponds of maximum size have been added to the three existing ponds so five ponds are now in use.
- flocculant agents have been added to two new areas at one new pond.
- before being weighed, trucks go through a wheel wash and the dirty water empties into a holding pond.
- the wheels and undercarriage of the loaded trucks are misted after being weighed and before starting the downhill trip.
- several new berms have been made throughout the area to keep the fines out of the forest and streams. Rip rap has been added as another means of filtering the fines out of the water.
- Installation of extensive silt fencing [3-4 feet high] with rock gravel between the fence and the edge of the pavement. The rain and fines drain through the gravel. Build-up of fines against the fencing may need to be cleared.

Some future planned improvements:

- Spray using water jets to replace misting tires and undercarriages to remove more debris from trucks.
- a speed bump at the washing station to clean truck wheels and undercarriage more thoroughly.

Observations:

- Hatchery Creek entering Sweltzer Creek at the DFO fish counting gate has been running very clear during the recent moderate rainfall up to the end of October. It has been running muddier in the heavier November rains partly because mud upstream from Parmenter Road and from the work being done on replacing the Hatchery Creek culvert on Parmenter Road. However, the milky color of fines in Hatchery Creek seems to have been eliminated.
- During the dry fall days, the fines on Parmenter Road have been less apparent which may result in less fines on Columbia Valley highway in the uphill bike lane.

Appreciation is given to all involved in working towards these improvements and to MLA Kelli Paddon for her ongoing support for this work as well.

Dave Clyne, Chair, Cultus Lake Stewardship Society (CLASS)



Concept plans are for illustration and consultation purposes only. Elements included in these concepts are reflective of public engagement feedback.



Village Center Plan for  
Cultus Lake Park

Low Scenario

- Land Uses and Movement
- Green Space
  - Low Density (1-3 Storeys)
  - Medium Density (4 Storeys)
  - Commercial at grade
  - Existing Vehicle Access
  - Pedestrian Connections
  - Greenspace Connections
- Context
- Village Centre Boundary
  - CLPB Boundary
  - Parcels

**Two 3-Storey Mixed Use Buildings**  
Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 1.8 FSR  
Retail space: 8,000 sq.ft.  
Units: 28 units

**Two 3-Storey Apartment Buildings**  
Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 1.8 FSR  
Units: 42 units

**One 4-Storey Apartment Building**  
Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 1.8 FSR  
Units: 60 units

Total estimated unit count:  
~200 units  
Total estimated retail space:  
16,000 sq.ft.

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.

02040Meters

Coordinate System:  
NAD 1983 UTM Zone 10N

Data Sources:  
- FVRD, 2022

Scale:  
1:650  
(When plotted at  
22"x34")

Project #: 2496.0010.01

Author: BG

Checked: SL

Status: **DRAFT**

Revision: A

Date: 2023/10/12

**URBAN**  
SYSTEMS

FIGURE

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Last updated by bgushue on October 12, 2023 3:51 PM  
Last exported by bgushue on October 12, 2023 3:51 PM

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Please note that the density scenarios are for conceptual planning only.



Village Center Plan for  
Cultus Lake Park

Mixed Scenario

- Land Uses and Movement
- Green Space
  - Low Density (1-3 storeys)
  - Medium Density (4-5 storeys)
  - Commercial at grade
  - Existing Vehicle Access
  - Pedestrian Connections
  - Greenspace Connections
- Context
- Village Centre Boundary
  - CLPB Boundary
  - Parcels

Mixed Use (per 1/2 large bldg)

Lot Size: 0.5 acres  
Lot coverage: 40%  
Density: 1.5 FSR  
Retail space: 8,000 sq.ft.  
Units: 28 units

Mixed Use (per single bldg)

Lot Size: 0.5 acres  
Lot coverage: 40%  
Density: 2.0 FSR  
Retail space: 8,000 sq.ft.  
Units: 40 units

Apartments (per bldg)

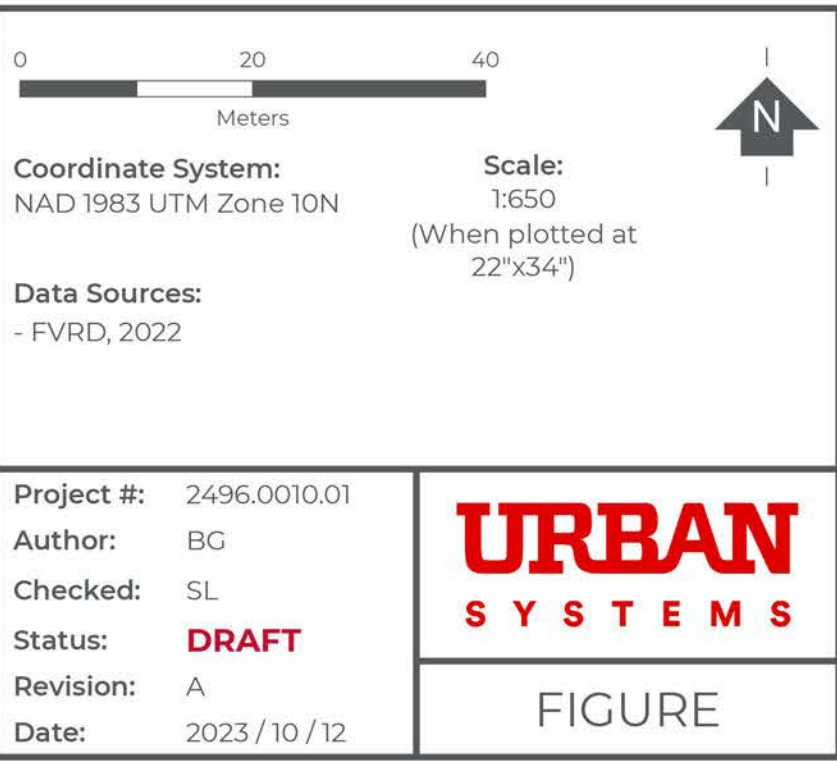
Lot Size: 0.5 acres  
Lot coverage: 50%  
Density: 2.0 FSR  
Units: 60

Townhomes (per block)

Lot Size: 1.0 acres  
Lot coverage: 50%  
Density: 1.5 FSR  
Units: 60

Total estimated unit count:  
~280 units  
Total estimated retail space:  
24,000 sq.ft.

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Village Center Plan for  
Cultus Lake Park

Medium Scenario

- Land Uses and Movement
- Green Space
  - Low Density (1-3 Storeys)
  - Medium Density (4 Storeys)
  - Commercial at grade
  - Existing Vehicle Access
  - Pedestrian Connections
  - Greenspace Connections
- Context
- Village Centre Boundary
  - CLPB Boundary
  - Parcels

One 3-Storey Mixed Use Building

Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 1.8 FSR  
Retail space: 8,000 sq.ft.  
Units: 28 units

Two 4-Storey Mixed Use Buildings

Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 2.4 FSR  
Retail space: 8,000 sq.ft.  
Units: 42 units

Four 4-Storey Apartment Buildings

Lot Size: 0.5 acres  
Lot coverage: 65%  
Density: 1.9 FSR  
Units: 60

Total estimated unit count: ~352 units  
Total estimated retail space: 24,000 sq.ft.

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.

02040Meters

Coordinate System:  
NAD 1983 UTM Zone 10N

Data Sources:  
- FVRD, 2022

Scale:  
1:650  
(When plotted at  
22"x34")

N

Project #: 2496.0010.01  
Author: BG  
Checked: SL  
Status: **DRAFT**  
Revision: A  
Date: 2023/10/12

**URBAN**  
SYSTEMS

FIGURE



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Village Center Plan for  
Cultus Lake Park

Medium Mixed Scenario

- Land Uses and Movement
- Green Space
  - Low Density (1-3 Storeys)
  - Medium Density (4 Storeys)
  - Commercial at grade
  - Existing Vehicle Access
  - Pedestrian Connections
  - Greenspace Connections
- Context
- Village Centre Boundary
  - CLPB Boundary
  - Parcels

Two 3-Storey Mixed Use  
Buildings

Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 1.8 FSR  
Retail space: 8,000 sq.ft.  
Units: 28 units

One 4-Storey Mixed Use  
Building

Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 2.4 FSR  
Retail space: 8,000 sq.ft.  
Units: 42 units

Three 4-Storey Apartment  
Buildings

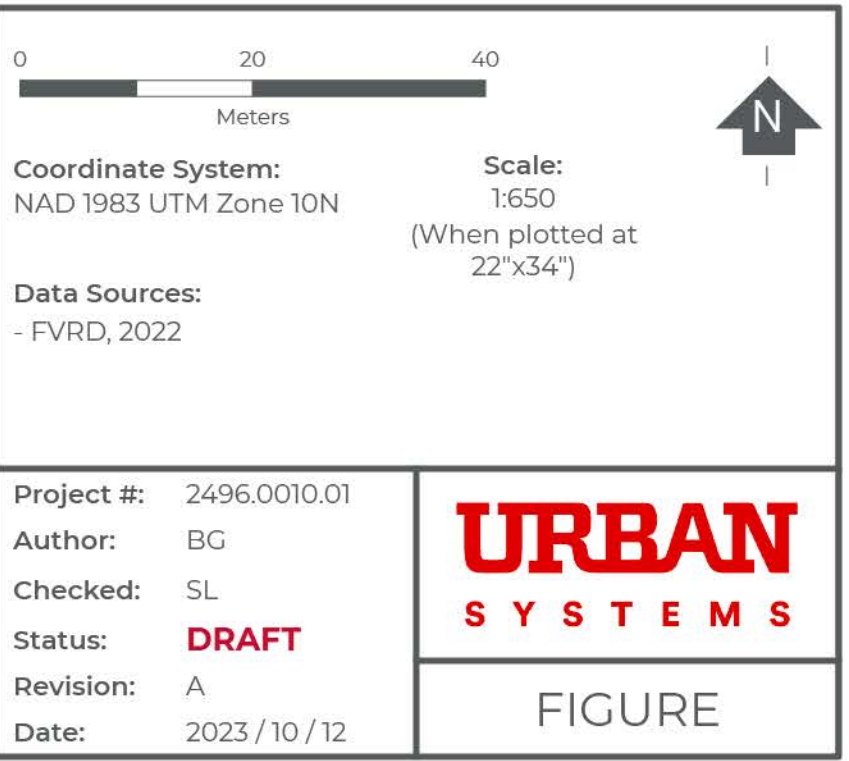
Lot Size: 0.5 acres  
Lot coverage: 60%  
Density: 2.4 FSR  
Units: 60

Three 3-Storey Townhomes

Lot Size: 0.5 acres  
Lot coverage: 50%  
Density: 1.5 FSR  
Units: 25 units per building

Total estimated unit count: ~353  
units  
Total estimated retail space:  
24,000 sq.ft.

The accuracy & completeness of information shown on this  
drawing is not guaranteed. It will be the responsibility of the user  
of the information shown on this drawing to locate & establish the  
precise location of all existing information whether shown or not.







# Cultus Lake Park

## 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023

A Bylaw to Adopt the 2024-2028 Financial Plan

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Section 165 of the *Community Charter* requires the Board to annually prepare and adopt a Five-Year Financial Plan, by Bylaw; and

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments thereto) enables the Cultus Lake Park Board to make Bylaws;

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

### 1. TITLE

- 1.1 This Bylaw may be cited for all purposes as “Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023”.

### 2. GENERAL REGULATIONS

- 2.1 Schedule “A” titled 2024 Financial Plan and Schedule “B” titled 2024-2028 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five-Year Financial Plan for the years 2024 to 2028.

### 3. EFFECTIVE DATE

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

READ A FIRST TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

READ A SECOND TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

READ A THIRD TIME this XX day of XXXX, 2023

ADOPTED this XX day of XXXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park 2024-2028 Financial Plan  
Bylaw No. 1231, 2023

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Chief Administrative Officer



CULTUS LAKE PARK  
2024 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2024 FINANCIAL PLAN	2024 SUNNY- SIDE	2024 COMM LEASE	2024 RESID LEASE	2024 COMM. HALL	2024 VISITOR SERVICES	2024 FORESHORE LEASE	2024 VOLUNTEER FIRE DEPT	2024 PUBLIC WORKS	2024 PROTECTIVE SERVICES	2024 GENERAL & ADMIN	2024 CEAC
<b>REVENUES</b>													
Sunnyside Campground	\$ 3,962,500	\$ 4,200,090	\$ 4,200,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	727,740	870,920	-	870,920	-	-	-	-	-	-	-	-	-
Residential Leases	934,393	983,163	-	-	983,163	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	1,019,500	1,056,300	-	-	-	-	1,056,300	-	-	-	-	-	-
Foreshore Lease	109,000	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	301,260	297,280	-	-	-	-	-	-	297,280	-	-	-	-
Protective Services	175,000	180,000	-	-	-	-	-	-	-	-	180,000	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	37,612	37,824											37,824
<b>TOTAL REVENUES</b>	<b>\$ 7,541,155</b>	<b>\$ 8,008,727</b>	<b>\$ 4,200,090</b>	<b>\$ 870,920</b>	<b>\$ 983,163</b>	<b>\$ 11,950</b>	<b>\$ 1,276,000</b>	<b>\$ 109,000</b>	<b>\$ 297,280</b>	<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ 42,500</b>	<b>\$ 37,824</b>
<b>EXPENDITURES</b>													
Advertising	\$ 13,500	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,820	19,195	-	-	-	-	-	-	-	-	-	19,195	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	71,710	74,890	33,430	8,000	-	3,500	13,500	-	5,500	6,500	1,260	3,200	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,930	16,980	3,330	-	-	-	-	-	-	2,650	-	11,000	-
Contract Services	530,100	570,700	210,000	-	-	-	46,600	-	-	5,000	287,900	21,200	-
Data Processing	168,500	171,100	50,800	-	-	2,100	3,600	-	3,000	2,800	40,800	68,000	-
Education & Training	44,300	49,550	4,500	-	-	-	400	-	21,450	15,000	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	86,800	88,800	15,300	-	-	-	6,800	1,700	42,200	20,800	1,000	1,000	-
Equipment Fuel	5,210	5,290	550	-	-	-	-	800	-	3,940	-	-	-
Garbage Collection/Recycle	204,815	204,915	60,500	19,880	106,535	-	7,500	-	-	10,500	-	-	-
General Maintenance	45,000	45,000	-	-	-	-	45,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,160	100,580	50,400	2,800	-	1,000	34,200	10,000	500	1,680	-	-	-
Insurance - Business	321,300	374,400	75,800	74,500	10,100	16,100	67,100	23,900	23,300	29,700	13,700	40,200	-
Insurance - Vehicles	25,864	24,625	1,100	-	-	-	-	100	4,300	15,880	1,530	1,715	-
Janitorial Supplies	48,300	49,200	24,000	-	-	-	24,200	-	1,000	-	-	-	-
Legal/Professional Fees	120,500	98,000	-	-	-	-	-	-	-	-	18,000	80,000	-
Licences/Permits/Taxes	30,750	55,750	1,200	-	-	-	-	1,100	-	450	53,000	-	-
Memberships/Dues/Subscriptions	5,445	5,445	195	-	-	-	-	-	800	750	-	3,700	-
Office Supplies	30,670	31,200	4,400	-	-	-	650	-	1,400	1,650	1,200	21,000	900
Interest and Bank Charges	5,500	5,550	1,000	-	-	-	550	-	-	-	-	4,000	-
POS Charges	104,500	104,500	73,000	-	-	-	22,500	-	-	-	-	9,000	-
Retail Sales (COGS)	58,050	58,050	57,200	-	-	-	850	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	33,300	33,600	-	-	-	-	17,400	-	-	-	-	16,200	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,390	3,840	-	-	-	500	-	550	-	500	4,000	-
Roads & Parking	43,300	43,300	8,000	-	-	-	35,300	-	-	-	-	-	-

CULTUS LAKE PARK  
2024 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2024 FINANCIAL PLAN	2024 SUNNY- SIDE	2024 COMM LEASE	2024 RESID LEASE	2024 COMM. HALL	2024 VISITOR SERVICES	2024 FORESHORE LEASE	2024 VOLUNTEER FIRE DEPT	2024 PUBLIC WORKS	2024 PROTECTIVE SERVICES	2024 GENERAL & ADMIN	2024 CEAC
Security Systems/Supplies	4,750	4,800	2,000	-	-	-	-	-	550	750	500	1,000	-
Small Tools/Shop & Safety	24,840	25,260	2,500	-	-	-	-	-	4,500	18,260	-	-	-
Special Events	60,300	60,990	12,080	-	-	-	12,000	-	-	-	-	-	36,910
Telecommunications	43,880	44,730	12,900	-	-	200	4,780	-	10,850	4,300	2,200	9,500	-
Utilities	503,555	514,440	402,700	6,845	38,100	4,745	34,775	-	7,240	12,240	950	6,845	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	38,860	44,230	1,420	-	-	-	-	-	15,000	26,730	1,080	-	-
Vehicle/Boat Fuel	27,890	30,830	1,000	-	-	-	-	-	2,200	25,210	1,620	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 2,939,689</b>	<b>\$ 3,072,740</b>	<b>\$ 1,143,395</b>	<b>\$ 113,225</b>	<b>\$ 154,735</b>	<b>\$ 27,645</b>	<b>\$ 392,255</b>	<b>\$ 63,750</b>	<b>\$ 144,890</b>	<b>\$ 204,790</b>	<b>\$ 429,190</b>	<b>\$ 361,055</b>	<b>\$ 37,810</b>
<b>WAGES &amp; BENEFITS:</b>													
Commissioners Indemnities	\$ 96,290	\$ 98,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,220	\$ -
Management Salaries	437,968	455,820	141,200	-	-	-	-	-	6,950	121,900	-	185,770	-
Staff Wages	2,017,855	2,111,955	370,740	-	-	-	59,780	-	64,800	911,395	225,980	479,260	-
Employee Benefits	675,390	676,435	129,610	-	-	-	14,590	-	7,380	281,505	60,440	182,910	-
<b>TOTAL PAYROLL</b>	<b>\$ 3,227,503</b>	<b>\$ 3,342,430</b>	<b>\$ 641,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,370</b>	<b>\$ -</b>	<b>\$ 79,130</b>	<b>\$ 1,314,800</b>	<b>\$ 286,420</b>	<b>\$ 946,160</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,167,192</b>	<b>\$ 6,415,170</b>	<b>\$ 1,784,945</b>	<b>\$ 113,225</b>	<b>\$ 154,735</b>	<b>\$ 27,645</b>	<b>\$ 466,625</b>	<b>\$ 63,750</b>	<b>\$ 224,020</b>	<b>\$ 1,519,590</b>	<b>\$ 715,610</b>	<b>\$ 1,307,215</b>	<b>\$ 37,810</b>
<i>Reserve Allocations</i>	1,313,392	1,502,802	683,641	159,957	63,230	10,000	252,590	106,250	60,120	115,000	2,000	50,000	14
Capital Projects	2,420,630	1,856,401	1,173,641	897	22,000	897	219,975	136,600	3,897	120,997	-	177,497	-
<i>Internal Wage Allocations</i>	-	-	304,690	97,070	403,620	19,460	467,810	84,860	12,200	(1,257,600)	20,710	(152,820)	-
<i>Overhead Expense Allocations</i>	-	-	459,096	280,404	443,745	26,740	613,480	273,740	-	(376,990)	(558,320)	(1,161,895)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,901,214</b>	<b>\$ 9,774,373</b>	<b>\$ 4,406,013</b>	<b>\$ 651,553</b>	<b>\$ 1,087,330</b>	<b>\$ 84,742</b>	<b>\$ 2,020,480</b>	<b>\$ 665,200</b>	<b>\$ 300,237</b>	<b>\$ 120,997</b>	<b>\$ 180,000</b>	<b>\$ 219,997</b>	<b>\$ 37,824</b>
<b><i>SURPLUS/(DEFICIT)</i></b>	<b>(2,360,059)</b>	<b>(1,765,646)</b>	<b>(205,923)</b>	<b>219,367</b>	<b>(104,167)</b>	<b>(72,792)</b>	<b>(744,480)</b>	<b>(556,200)</b>	<b>(2,957)</b>	<b>(120,997)</b>	<b>-</b>	<b>(177,497)</b>	<b>-</b>
<b><i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i></b>	<b>2,372,030</b>	<b>1,820,461</b>	<b>1,173,641</b>	<b>897</b>	<b>22,000</b>	<b>897</b>	<b>184,975</b>	<b>136,600</b>	<b>2,957</b>	<b>120,997</b>	<b>-</b>	<b>177,497</b>	<b>-</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 11,971</b>	<b>\$ 54,815</b>	<b>\$ 967,718</b>	<b>\$ 220,264</b>	<b>\$ (82,167)</b>	<b>\$ (71,895)</b>	<b>\$ (559,505)</b>	<b>\$ (419,600)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CULTUS LAKE PARK  
2024 - 2028 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK**  
**2024-2028 Financial Plan Summary**

	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>	<b>TOTAL 2026 BUDGET</b>	<b>TOTAL 2027 BUDGET</b>	<b>TOTAL 2028 BUDGET</b>
<b>REVENUES</b>					
Sunnyside Campground	\$ 4,200,090	\$ 4,319,700	\$ 4,422,800	\$ 4,513,000	\$ 4,620,500
Commercial Leases	870,920	894,110	918,230	943,450	969,970
Residential Leases	983,163	1,005,114	1,022,277	1,051,199	1,068,769
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	225,100	225,100
Parking/Public Area Revenue	1,056,300	1,056,300	1,056,300	1,099,100	1,099,100
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	297,280	314,640	314,620	320,050	328,240
Protective Services	180,000	185,000	185,000	185,000	185,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	37,824	38,040	38,760	38,990	39,720
<b>TOTAL REVENUES</b>	<b>\$ 8,008,727</b>	<b>\$ 8,196,054</b>	<b>\$ 8,341,137</b>	<b>\$ 8,539,339</b>	<b>\$ 8,699,849</b>
<b>EXPENDITURES</b>					
Advertising	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Audit/Accounting	19,195	19,578	19,969	20,367	20,773
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	74,890	76,290	77,700	79,230	80,670
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,980	17,030	17,080	17,140	17,200
Contract Services	570,700	580,900	591,200	601,600	612,100
Data Processing	171,100	173,700	176,300	179,000	181,800
Education & Training	49,550	50,040	50,550	51,060	51,580
Election Expenses	-	-	20,000	-	-
Equipment Maintenance	88,800	90,600	92,500	94,400	96,300
Equipment Fuel	5,290	5,370	5,450	5,530	5,610
Garbage Collection/Recycle	204,915	205,115	205,315	210,980	213,600
General Maintenance	45,000	45,000	45,000	45,000	45,000
Grounds Maintenance/Materials	100,580	102,000	103,420	104,840	106,370
Insurance - Business	374,400	411,900	453,100	498,600	548,600
Insurance - Vehicles	24,625	24,986	25,348	25,711	26,074
Janitorial Supplies	49,200	50,100	51,000	51,900	52,800
Legal/Professional Fees	98,000	98,000	98,000	120,500	98,000
Licences/Permits/Taxes	55,750	56,850	57,950	59,150	60,350
Memberships/Dues/Subscriptions	5,445	5,445	5,445	5,445	5,445
Office Supplies	31,200	31,730	32,260	32,840	33,920
Interest and Bank Charges	5,550	5,550	5,550	5,600	5,650
POS Charges	104,500	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,050	58,050	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	33,600	33,900	34,200	34,500	34,800
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,390	9,390	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,800	4,800	4,800	4,800	4,800
Septic/Sewer System Maintenance	5,000	5,000	5,000	5,000	5,000
Small Tools/Shop & Safety	25,260	25,690	26,120	26,550	26,990

CULTUS LAKE PARK  
2024 - 2028 FINANCIAL PLAN

Schedule "B"

	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>	<b>TOTAL 2026 BUDGET</b>	<b>TOTAL 2027 BUDGET</b>	<b>TOTAL 2028 BUDGET</b>
Special Events	60,990	61,130	61,860	61,890	62,630
Telecommunications	44,730	45,080	45,940	46,300	47,160
Utilities	514,440	524,815	535,320	547,135	559,260
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	44,230	45,010	45,810	46,620	47,440
Vehicle/Boat Fuel	30,830	31,060	31,290	31,520	31,750
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
<b>SUBTOTAL</b>	<b>\$ 3,072,740</b>	<b>\$ 3,144,359</b>	<b>\$ 3,241,167</b>	<b>\$ 3,330,898</b>	<b>\$ 3,399,362</b>
<i>WAGES &amp; BENEFITS:</i>					
Commissioners Indemnities	\$ 98,220	\$ 100,180	\$ 102,180	\$ 104,730	\$ 107,350
Management Salaries	455,820	465,410	474,580	485,630	496,940
Staff Wages	2,111,955	2,206,680	2,266,440	2,333,660	2,402,430
Employee Benefits	676,435	705,170	719,340	735,430	752,310
<b>TOTAL PAYROLL</b>	<b>\$ 3,342,430</b>	<b>\$ 3,477,440</b>	<b>\$ 3,562,540</b>	<b>\$ 3,659,450</b>	<b>\$ 3,759,030</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,415,170</b>	<b>\$ 6,621,799</b>	<b>\$ 6,803,707</b>	<b>\$ 6,990,348</b>	<b>\$ 7,158,392</b>
<i>Reserve Allocations</i>	1,502,802	1,510,998	1,473,568	1,481,048	1,488,418
Capital Projects	1,856,401	1,247,401	757,701	788,501	771,801
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,774,373</b>	<b>\$ 9,380,198</b>	<b>\$ 9,034,977</b>	<b>\$ 9,259,897</b>	<b>\$ 9,418,611</b>
<b><i>SURPLUS/(DEFICIT)</i></b>	<b>(1,765,646)</b>	<b>(1,184,144)</b>	<b>(693,839)</b>	<b>(720,558)</b>	<b>(718,762)</b>
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,820,461)	(1,201,291)	(719,221)	(752,441)	(735,741)
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 54,815</b>	<b>\$ 17,147</b>	<b>\$ 25,382</b>	<b>\$ 31,883</b>	<b>\$ 16,979</b>



# Cultus Lake Park

## 2023-2027 Five-Year Financial Plan Bylaw No. 1220, 2022 Amendment Bylaw No. 1232, 2023

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

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The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022*”.

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

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

### 1. TITLE

This Bylaw may be cited for all purposes as “The Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023”.

### 2. AMENDMENTS

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

### 3. EFFECTIVE DATE

READ A FIRST TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

READ A SECOND TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

READ A THIRD TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

ADOPTED this XX day of XXXX, 2023

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Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park  
2023-2027 Five-Year Financial Plan Bylaw No.  
1220, 2022 Amendment Bylaw No. 1232, 2023

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Chief Administrative Officer

CULTUS LAKE PARK  
2023 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
<b>REVENUES</b>												
Sunnyside Campground	\$ 3,962,500	\$ 3,962,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	727,740	-	727,740	-	-	-	-	-	-	-	-	-
Residential Leases	934,393	-	-	934,393	-	-	-	-	-	-	-	-
Community Hall	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	1,019,500	-	-	-	-	1,019,500	-	-	-	-	-	-
Foreshore Lease	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	301,260	-	-	-	-	-	-	301,260	-	-	-	-
Protective Services	175,000	-	-	-	-	-	-	-	-	175,000	-	-
General Administration	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	37,612	-	-	-	-	-	-	-	-	-	-	37,612
<b>TOTAL REVENUES</b>	<b>\$ 7,541,155</b>	<b>\$ 3,962,500</b>	<b>\$ 727,740</b>	<b>\$ 934,393</b>	<b>\$ 11,950</b>	<b>\$ 1,239,200</b>	<b>\$ 109,000</b>	<b>\$ 301,260</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 42,500</b>	<b>\$ 37,612</b>
<b>EXPENDITURES</b>												
Advertising	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,820	-	-	-	-	-	-	-	-	-	18,820	-
Board Level Expenses	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	71,710	32,770	8,000	-	3,500	11,600	-	5,000	6,400	1,240	3,200	-
Commemorative Benches	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,930	3,330	-	-	-	-	-	-	2,600	-	11,000	-
Contract Services	577,000	206,000	-	-	-	46,600	-	-	5,000	298,600	20,800	-
Data Processing	168,500	49,800	-	-	2,000	3,500	-	3,000	2,700	40,000	67,500	-
Education & Training	44,300	4,500	-	-	-	400	-	29,000	2,200	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	86,800	15,000	-	-	-	6,800	1,500	41,100	20,400	1,000	1,000	-
Equipment Fuel	5,210	550	-	-	-	-	800	-	3,860	-	-	-
Garbage Collection/Recycle	204,815	60,500	19,880	106,535	-	7,400	-	-	10,500	-	-	-
General Maintenance	45,000	-	-	-	-	45,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,160	49,400	2,800	-	1,000	33,810	10,000	500	1,650	-	-	-
Insurance - Business	321,300	64,200	67,100	9,000	14,100	54,300	20,700	18,300	26,400	12,000	35,200	-
Insurance - Vehicles	25,864	1,260	-	-	-	-	100	5,950	15,690	1,180	1,684	-
Janitorial Supplies	48,300	23,500	-	-	-	23,800	-	1,000	-	-	-	-
Legal/Professional Fees	120,500	-	-	-	-	-	-	-	-	18,000	102,500	-
Licences/Permits/Taxes	30,750	1,200	-	-	-	-	1,100	-	450	28,000	-	-
Memberships/Dues/Subscriptions	5,445	195	-	-	-	-	-	800	750	-	3,700	-
Office Supplies	30,670	4,400	-	-	-	650	-	1,400	1,620	1,200	20,500	900
Interest and Bank Charges	5,500	1,000	-	-	-	500	-	-	-	-	4,000	-
POS Charges	104,500	73,000	-	-	-	22,500	-	-	-	-	9,000	-
Retail Sales (COGS)	58,050	57,200	-	-	-	850	-	-	-	-	-	-
Office Furniture	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	33,300	-	-	-	-	17,400	-	-	-	-	15,900	-
Community Wildfire Protection Plan	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-

CULTUS LAKE PARK  
2023 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
Public Relations/Promotion	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-
Security Systems/Supplies	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	24,840	2,500	-	-	-	-	-	4,300	18,040	-	-	-
Special Events	60,300	12,080	-	-	-	12,000	-	-	-	-	-	36,220
Telecommunications	43,880	12,900	-	-	200	4,780	-	10,650	4,200	2,150	9,000	-
Utilities	503,555	393,800	6,800	38,100	4,680	33,500	-	7,080	11,990	925	6,680	-
Vandalism	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	38,860	1,390	-	-	-	-	200	10,000	26,210	1,060	-	-
Vehicle/Boat Fuel	27,890	780	-	-	-	-	-	2,200	22,520	1,590	800	-
Wharfs & Foreshore Materials	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 2,986,589</b>	<b>\$ 1,115,345</b>	<b>\$ 105,780</b>	<b>\$ 153,635</b>	<b>\$ 25,480</b>	<b>\$ 352,240</b>	<b>\$ 60,550</b>	<b>\$ 141,830</b>	<b>\$ 206,930</b>	<b>\$ 411,895</b>	<b>\$ 375,784</b>	<b>\$ 37,120</b>
<b>WAGES &amp; BENEFITS:</b>												
Commissioners Indemnities	\$ 96,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,290	\$ -
Management Salaries	437,968	136,218	-	-	-	-	-	6,950	112,560	-	182,240	-
Staff Wages	2,017,855	361,700	-	-	-	58,320	-	60,400	870,820	205,160	461,455	-
Employee Benefits	675,390	126,620	-	-	-	13,960	-	7,200	284,100	56,590	186,920	-
<b>TOTAL PAYROLL</b>	<b>\$ 3,227,503</b>	<b>\$ 624,538</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,280</b>	<b>\$ -</b>	<b>\$ 74,550</b>	<b>\$ 1,267,480</b>	<b>\$ 261,750</b>	<b>\$ 926,905</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,214,092</b>	<b>\$ 1,739,883</b>	<b>\$ 105,780</b>	<b>\$ 153,635</b>	<b>\$ 25,480</b>	<b>\$ 424,520</b>	<b>\$ 60,550</b>	<b>\$ 216,380</b>	<b>\$ 1,474,410</b>	<b>\$ 673,645</b>	<b>\$ 1,302,689</b>	<b>\$ 37,120</b>
<i>Reserve Allocations</i>	1,338,392	549,630	159,630	63,230	10,000	247,730	81,250	59,430	115,000	2,000	50,000	492
Capital Projects	2,448,630	1,257,750	140,570	4,660	10,570	333,670	231,000	57,570	322,670	2,500	87,670	-
<i>Internal Wage Allocations</i>	-	297,170	94,110	390,870	18,750	451,020	81,770	11,850	(1,212,240)	20,070	(153,370)	-
<i>Overhead Expense Allocations</i>	-	434,450	275,789	423,885	25,120	579,090	269,470	-	(377,170)	(473,815)	(1,156,819)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,001,114</b>	<b>\$ 4,278,883</b>	<b>\$ 775,879</b>	<b>\$ 1,036,280</b>	<b>\$ 89,920</b>	<b>\$ 2,036,030</b>	<b>\$ 724,040</b>	<b>\$ 345,230</b>	<b>\$ 322,670</b>	<b>\$ 224,400</b>	<b>\$ 130,170</b>	<b>\$ 37,612</b>
<b>SURPLUS/(DEFICIT)</b>	(2,459,959)	(316,383)	(48,139)	(101,887)	(77,970)	(796,830)	(615,040)	(43,970)	(322,670)	(49,400)	(87,670)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,471,930	1,257,750	140,570	4,660	10,570	298,670	256,000	43,970	322,670	49,400	87,670	-
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 11,971</b>	<b>\$ 941,367</b>	<b>\$ 92,431</b>	<b>\$ (97,227)</b>	<b>\$ (67,400)</b>	<b>\$ (498,160)</b>	<b>\$ (359,040)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



CULTUS LAKE PARK  
2023 - 2027 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK**  
**2023-2027 Financial Plan Summary**

	<b>TOTAL 2023 BUDGET</b>	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>	<b>TOTAL 2026 BUDGET</b>	<b>TOTAL 2027 BUDGET</b>
<b>REVENUES</b>					
Sunnyside Campground	\$ 3,962,500	\$ 4,112,600	\$ 4,212,500	\$ 4,312,300	\$ 4,400,100
Commercial Leases	727,740	747,050	767,260	788,380	810,700
Residential Leases	934,393	952,083	975,074	993,257	1,022,109
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	225,100
Parking/Public Area Revenue	1,019,500	1,027,800	1,027,800	1,045,600	1,045,600
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	301,260	297,970	314,990	314,960	320,250
Protective Services	175,000	180,000	185,000	185,000	185,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	37,612	37,824	38,040	38,760	38,990
<b>TOTAL REVENUES</b>	<b>\$ 7,541,155</b>	<b>\$ 7,738,477</b>	<b>\$ 7,903,814</b>	<b>\$ 8,061,407</b>	<b>\$ 8,211,299</b>
<b>EXPENDITURES</b>					
Advertising	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Audit/Accounting	18,820	19,195	19,578	19,969	20,367
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	71,710	73,090	74,490	75,900	77,430
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,930	16,980	17,030	17,080	17,140
Contract Services	577,000	539,500	549,000	558,600	568,300
Data Processing	168,500	171,100	173,700	176,300	179,000
Education & Training	44,300	44,350	45,010	45,670	46,330
Election Expenses	-	-	-	20,000	-
Equipment Maintenance	86,800	88,600	90,400	92,300	94,200
Equipment Fuel	5,210	5,290	5,370	5,450	5,530
Garbage Collection/Recycle	204,815	204,915	205,115	205,315	210,980
General Maintenance	45,000	45,000	45,000	45,000	45,000
Grounds Maintenance/Materials	99,160	100,580	102,000	103,420	104,840
Insurance - Business	321,300	353,300	388,800	427,800	470,600
Insurance - Vehicles	25,864	26,225	26,586	26,948	27,311
Janitorial Supplies	48,300	49,200	50,100	51,000	51,900
Legal/Professional Fees	120,500	98,000	98,000	98,000	120,500
Licences/Permits/Taxes	30,750	30,750	30,750	30,750	30,750
Memberships/Dues/Subscriptions	5,445	5,445	5,445	5,445	5,445
Office Supplies	30,670	31,200	31,730	32,260	32,840
Interest and Bank Charges	5,500	5,550	5,550	5,550	5,600
POS Charges	104,500	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,050	58,050	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	33,300	33,600	33,900	34,200	34,500
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,390	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,800	4,800	4,800	4,800
Septic/Sewer System Maintenance	5,000	5,000	5,000	5,000	5,000
Small Tools/Shop & Safety	24,840	25,260	25,690	26,120	26,550

CULTUS LAKE PARK  
2023 - 2027 FINANCIAL PLAN

Schedule "B"

	<b>TOTAL 2023 BUDGET</b>	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>	<b>TOTAL 2026 BUDGET</b>	<b>TOTAL 2027 BUDGET</b>
Special Events	60,300	60,990	61,130	61,860	61,890
Telecommunications	43,880	44,730	45,080	45,940	46,300
Utilities	503,555	514,750	526,235	537,920	549,815
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	38,860	39,430	40,010	40,610	41,220
Vehicle/Boat Fuel	27,890	28,120	28,350	28,580	28,810
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
<b>SUBTOTAL</b>	<b>\$ 2,986,589</b>	<b>\$ 2,982,640</b>	<b>\$ 3,051,539</b>	<b>\$ 3,145,477</b>	<b>\$ 3,230,638</b>
<i>WAGES &amp; BENEFITS:</i>					
Commissioners Indemnities	\$ 96,290	\$ 98,220	\$ 100,180	\$ 102,180	\$ 104,730
Management Salaries	437,968	446,860	456,240	465,220	476,070
Staff Wages	2,017,855	2,086,560	2,180,130	2,239,350	2,305,950
Employee Benefits	675,390	690,240	719,520	733,990	750,410
<b>TOTAL PAYROLL</b>	<b>\$ 3,227,503</b>	<b>\$ 3,321,880</b>	<b>\$ 3,456,070</b>	<b>\$ 3,540,740</b>	<b>\$ 3,637,160</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,214,092</b>	<b>\$ 6,304,520</b>	<b>\$ 6,507,609</b>	<b>\$ 6,686,217</b>	<b>\$ 6,867,798</b>
<i>Reserve Allocations</i>	1,338,392	1,325,474	1,332,420	1,295,240	1,301,470
Capital Projects	2,448,630	1,001,590	863,990	624,990	665,790
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,001,114</b>	<b>\$ 8,631,585</b>	<b>\$ 8,704,019</b>	<b>\$ 8,606,447</b>	<b>\$ 8,835,058</b>
<b><i>SURPLUS/(DEFICIT)</i></b>	<b>(2,459,959)</b>	<b>(893,107)</b>	<b>(800,205)</b>	<b>(545,040)</b>	<b>(623,759)</b>
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,471,930)	(965,750)	(818,220)	(586,670)	(629,830)
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 11,971</b>	<b>\$ 72,643</b>	<b>\$ 18,015</b>	<b>\$ 41,630</b>	<b>\$ 6,071</b>

CULTUS LAKE PARK  
2023 FINANCIAL PLAN

Schedule "C"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
<b>REVENUES</b>												
Sunnyside Campground	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-
Parking/Public Area Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>												
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	46,900	-	-	-	-	-	-	-	-	[3/4] 46,900	-	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK  
2023 FINANCIAL PLAN

Schedule "C"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
Printing	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WAGES &amp; BENEFITS:</b>												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL PAYROLL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Reserve Allocations</i>	25,000	-	-	-	-	-	[2] 25,000	-	-	-	-	-
Capital Projects	28,000	[1] 28,000	-	-	-	-	-	-	-	-	-	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 99,900</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(99,900)</b>	<b>(28,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(25,000)</b>	<b>-</b>	<b>-</b>	<b>(46,900)</b>	<b>-</b>	<b>-</b>
<b>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</b>	<b>99,900</b>	<b>28,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>46,900</b>	<b>-</b>	<b>-</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

[1] \$28,000 - Sunnyside - Washroom Renovations

[2] \$25,000 - Foreshore - Dock self-insurance

[3] \$16,900 - Protective Services - Dispatch Pilot Project

[4] \$30,000 - Protective Services - RCMP contract



# Cultus Lake Park

## BOARD PROCEDURES BYLAW

### Bylaw No. 1233, 2023

A Bylaw to establish rules of procedure for Board and Committee meetings.

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Section 14 of the *Cultus Lake Park Act* provides that the Cultus Lake Park Board may, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its Select and Standing Committees, including the manner by which resolutions may be passed and bylaws adopted.

The Cultus Lake Park Board deems it essential and expedient to provide for the procedure that is to be followed for the conduct of its business; and

The *Community Charter* requires a Council to establish general procedures for Council and Council Committees to follow in conducting their business of which Cultus Lake Park will utilize as best governing practices.

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

#### 1. TITLE

This bylaw may be cited as “Cultus Lake Park Board Procedures Bylaw No. 1233, 2023”.

#### 2. DEFINITIONS

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

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

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

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

“**Designate**” means a Person appointed by the Corporate Officer.

“**Electronic Meeting**” means a meeting where all attendees participate electronically.

“**Electronic Participation**” means the Electronic Participation of one or more attendees at an in-person meeting.

“**Hybrid Meeting**” means a meeting where some members are attending in-person and some members are attending electronically.

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

**“Person Responsible for Corporate Administration”** means the Corporate Officer or designate.

**“Select Committee”** means a committee established by Board resolution and to which the Board may appoint resident members. At least one member of a Select Committee must be a Board member.

**“Standing Committee”** means an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint resident members. At least half the members will be members of the Board.

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

**“Website”** means the information resource found at an internet address as provided by Cultus Lake Park.

### **3. INAUGURAL MEETING**

An Inaugural Meeting will be convened during the month of November in the year of the election. The presiding officer for the Inaugural Meeting will be the CAO until such time as the Board Chair has been elected.

### **4. OATH OR AFFIRMATION OF OFFICE**

4.1 The person elected or appointed to office on the Board must make an oath or solemn affirmation of office within the following applicable time limit:

- (a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required;
- (b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election; or
- (c) in the case of a person appointed to office, within 45 days after the effective date of the appointment.

4.2 Before a person takes office as a Commissioner, the person must produce the completed oath or affirmation, or a certificate of it, to the Person Responsible for Corporate Administration.

### **5. TERM OF OFFICE**

The term of office of the Chair and Commissioners begins on the first Regular meeting held on the third Wednesday of November that follows the general local election and ends immediately before the first Regular meeting held on the third Wednesday in November that follows the next general local election.

### **6. ELECTIONS AND DUTIES OF THE BOARD CHAIR AND VICE CHAIR**

6.1 The Board Chair, if present, will preside at all meetings of the Board. In the absence of the Board Chair from a meeting of the Board, the Vice Chair will preside, and in the absence of both the Board Chair and the Vice Chair, a Commissioner chosen by the

other Commissioners then present will preside, and for that purpose has all the powers and is subject to the same rules as the Board Chair.

- 6.2 As soon after the hour of meeting as there will be a quorum present, the Board Chair, or, in their absence, the Vice Chair, or, in their absence the Commissioner chosen by the other Commissioners then present, will take the Chair and the meeting will be called to order.

## **7. BOARD CHAIR AND PRESIDING OFFICERS**

- 7.1 The Board Chair or other person presiding at a meeting of the Board will preserve order and decide all points of order which may arise, but subject to a challenge by the other Commissioners then present.
- 7.2 The Board Chair must inform the Board of the grounds upon which a ruling on a point of order is made.
- 7.3 Where the bylaw is silent, Robert's Rules of Order, Newly Revised (current edition) will apply to the conduct of Board meetings.
- 7.4 Where there is an inconsistency between this bylaw, Robert's Rules of Order, Newly Revised, and the *Act*, firstly the *Act* will prevail, secondly Robert's Rules of Order will prevail where this bylaw is silent, and finally this bylaw will prevail.
- 7.5 No Commissioner will speak until recognized by the Board Chair or other person presiding.
- 7.6 Every Commissioner desiring to speak will address themselves to the Board Chair or other person presiding.
- 7.7 No Commissioner will interrupt a person speaking except to raise a point of order.
- 7.8 Debate will be strictly relevant to the question before the meeting and the Board Chair or other person presiding will warn speakers who violate this rule of procedure.

## **8. CONDUCT AT MEETINGS**

### **8.1 Conduct Guidelines**

- 8.1.1 Where the Board Chair or other person presiding at a meeting considers that a person is guilty of improper conduct, the person presiding may expel and exclude that person from the meeting.
- 8.1.2 All communication devices must be turned off or muted during Regular and Closed Board meetings.
- 8.1.3 Commissioners must adhere to the Cultus Lake Park Board Code of Conduct, Cultus Lake Park Board Respectful Workplace Policy, and avoid inappropriate behaviour or an act that constitutes disorder, including conduct that:
- (a) Contravenes the Federal and Provincial Statutes, BC Human Rights Code, the *Cultus Lake Park Act*, the *Community Charter*, Park Bylaws and associated regulations;
  - (b) is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse or the adverse treatment of others;

- (c) prejudices the provision of service or services to the community; and
- (d) undermines the public's trust and confidence in local government.

## **8.2 Expulsion**

- 8.2.1 If any Commissioner contravenes this Procedures Bylaw or a decision of the Chair, the Chair may:
  - (a) Instruct the Person Responsible for Corporate Administration to record the Commissioner's inappropriate language or behaviour including the Commissioner's use of objectionable or disorderly words in the minutes of the meeting; and
  - (b) expel the Commissioner from the meeting but, if the Commissioner apologizes for their inappropriate language or behavior, the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, permit the Commissioner to remain at the meeting.
- 8.2.2 Following departure from the meeting, if an expelled Commissioner advises the Chair, through the Chief Administrative Officer, that the Commissioner wishes to apologize and return to the meeting from which they have been expelled;
  - (a) The Chair must so advise the Board;
  - (b) the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, may end the expulsion and permit the Commissioner to return to the meeting; and
  - (c) the Commissioner must apologize immediately to the Board for the conduct that caused the expulsion.
- 8.2.3 The expulsion shall expire at the conclusion of the meeting and the Commissioner may return to a subsequent meeting unless the Board determines by an affirmative vote of not less than two-thirds (2/3) of Commissioners present that other action is required before the Commissioner is permitted to return.
- 8.2.4 In all votes related to expulsion, the Commissioner who is the subject of the expulsion shall not be entitled to vote.

## **8.3 Conduct of the Public**

- 8.3.1 To ensure a respectful workplace for all present, members of the public attending Board meetings are asked to refrain from disruptive, disrespectful, or inappropriate behaviour.
- 8.3.2 During a meeting, a member of the public attending in person must not;
  - (a) Address Commissioners without permission of the Chair;
  - (b) approach the table of the Board during the sitting of the Board without permission of the Chair;



- (c) applaud or otherwise interrupt a speech or action of Commissioners or a speaker addressing the Board; or
- (d) otherwise engage in improper conduct.

8.3.3 The Chair may expel a member of the public who engages in improper conduct, as per the *Community Charter*.

## **9. QUORUM**

A quorum for a meeting of the Board will be a majority of all Commissioners. If a quorum is not present within 15 minutes after the time fixed for a meeting, the Person Responsible for Corporate Administration will record the names of the members present and the meeting will stand adjourned.

## **10. ANNUAL MEETING SCHEDULE**

### **10.1 Advance Public Notice of Board and Committee Meetings**

- 10.1.1 Except as otherwise provided in this bylaw, meetings of the Board will be open to the public and no person will be excluded except for improper conduct.
- 10.1.2 Public notice of the Regular meetings of the Board will be prepared annually on or before the fourth Tuesday of December showing the dates, times and place of Regular Board meetings and the schedule will be made available to the public by publishing it in two (2) consecutive issues of the newspaper and posting it on the front door of the Park Administration Building and on the Website.
- 10.1.3 The Board may revise the annual schedule of Regular Board meetings, by cancelling, rescheduling, or changing the time or location for holding the meeting. When such revisions are made, the Person Responsible for Corporate Administration must, as soon as possible, post a notice on the Website and on the front door of the Park Administration Building.
- 10.1.4 In the year of a general local election, no meeting will be held between the last day of the nomination period and general voting day.
- 10.1.5 At least three (3) calendar days before a Regular meeting or Closed meeting of the Board; or its Standing or Select Committees, the Person Responsible for Corporate Administration under the *Act* must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website.
- 10.1.6 At least 72 hours before a Regular meeting of the Board the Person Responsible for Corporate Administration must give further public notice by posting a copy of the full agenda package on the Website.

### **10.2 Electronic Meetings**

- 10.2.1 A Regular, Closed, or Special Board meeting, or other Board Committee meetings may be conducted by electronic means.
- 10.2.2 Electronic Meetings will follow the rules established by the *Community Charter* and Board policies pertaining to Electronic Meetings.

10.2.3 Advance public notice of:

- (a) The way in which the Electronic Meeting will be conducted; and
- (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in the bylaw for giving notice in section **10.1 Advance Public Notice of Board and Committee Meetings**.

**10.3 Electronic Participation at Hybrid Meetings – Board Members**

10.3.1 A member of the Board may attend an in-person Regular, Closed, or Special Board meeting, or other Board Committee meeting by electronic means or other communication facilities, as available.

10.3.2 The following rules apply to Electronic Participation referred to in subsection 10.3.1:

- (a) A member who wishes to attend an in-person meeting via electronic means must provide notice to the CAO and/or the Corporate Officer no less than 48 hours prior to the meeting;
- (b) electronic participants will be noted in the meeting minutes as having participated electronically;
- (c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during the meeting will be noted in the minutes as having left the meeting;
- (d) if a member must be recused due to a conflict of interest, section **15. CONFLICT OF INTEREST** of this bylaw will be followed and they will temporarily be disconnected or placed in a “waiting room” if possible; and
- (e) electronic participants will abide by the rules and procedures established in this bylaw.

**10.4 Electronic Participation at Hybrid Meetings – The Public**

10.4.1 A member of the public may attend an in-person Regular, Special Regular Board meeting, or other Board Committee meetings by electronic means or other communication facilities, as available.

10.4.2 The following rules apply to Electronic Participation referred to in subsection 10.4.1:

- (a) The opportunity for public engagement will be provided at every Regular, Special Regular Board meeting, or other Board Committee meetings during each Public Question Period; and
- (b) electronic participants will abide by the rules and procedures established in this bylaw.

## **10.5 Electronic Participation at Hybrid Meetings – Delegations**

- 10.5.1 A delegation may attend an in-person Regular, Closed (if deemed necessary), or Special Board meeting or Board Committee meetings by electronic means or other communication facilities, as available.
- 10.5.2 The following rules apply to Electronic Participation referred to in subsection 10.5.1:
  - (a) **Section 12. DELEGATIONS**, as set out in this bylaw will be followed; and
  - (b) electronic participants will abide by the rules and procedures established in this bylaw.

## **10.6 Closed Meetings**

- 10.6.1 Subject to the *Community Charter*, concerning the general rule that all meetings of the Board, including meetings of the Boards Standing or Select Committees, must be open to the public in accordance with the *Community Charter*.
- 10.6.2 Where the Board or its duly constituted bodies wish to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 90, of the *Community Charter*.
- 10.6.3 No Commissioners, staff members or members of a Select or Standing Committee may disclose to the public the proceedings held in a Closed meeting unless a resolution has been passed at the Closed meeting which would permit disclosure.
- 10.6.4 Minutes of a Closed meeting must be kept in the same manner as a Regular meeting but must be kept in a confidential location and must not be filed with the Minutes of Regular meetings.
- 10.6.5 A Closed resolution or Minutes may be made a matter of public record where the Board resolves in a Closed meeting that it is in the public interest to make a Closed resolution a matter of public record. It will be the responsibility of the Person Responsible for Corporate Administration to ensure that the matter is brought into the public record at the next Regular meeting.

## **10.7 Special Meetings**

- 10.7.1 A Special meeting of the Board will be called by the Person Responsible for Corporate Administration on the request of the Board Chair or any two (2) Commissioners by notice emailed to each Commissioner at least two (2) days before the date of the meeting to the email address given by each Commissioner to the Person Responsible for Corporate Administration for that purpose. The notice will state the general purpose of the meeting and the date, place, and time of the meeting. The notice of any Special meeting may be waived by a unanimous vote of the Board.
- 10.7.2 In the case of an emergency, notice of a Special meeting may be given with the consent of the Board Chair and two (2) Commissioners, less than two (2)

days before the date of the meeting, and notice of the meeting need not be given in writing.

- 10.7.3 Two (2) calendar days before a Special meeting the Person Responsible for Corporate Administration must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website, unless notice has been waived by a unanimous vote of the Board.

## **10.8 Special Vote By Telephone Or Electronic Transmission**

- 10.8.1 A Special Vote by telephone or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a Regular or Special meeting of the Board would be impractical.

- 10.8.2 The following rules of procedure will govern a Special Vote of the Board:

10.8.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue to be voted on urgent and that calling a Regular or Special meeting to conduct the voting would be impractical, except that a Special Vote cannot be undertaken where the vote is on the Second or Third reading of the following bylaws:

(a) Annual budget bylaws; and

(b) bylaws adopting official community plans.

- 10.8.3 Where a Special Vote is to be conducted, the Person Responsible for Corporate Administration will make all reasonable attempts in the circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.

- 10.8.4 Before a Commissioner votes, the Person Responsible for Corporate Administration will ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:

(a) Verbally, including by telephone or other means of transmission, or

(b) by delivery, including by delivery in writing, or other means of electronic transmission in electronic form.

- 10.8.5 A Commissioner will vote by informing the Person Responsible for Corporate Administration, either verbally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw by means of electronic transmission in electronic form and the Person Responsible for Corporate Administration will at that time record the Commissioner's vote.

- 10.8.6 Each Commissioner who votes will have the number of votes that they would have had in voting on the matter at a Regular meeting of the Board.

- 10.8.7 The rules under the *Community Charter* regarding the counting of votes at meetings of the Board, except Section 123(4) will apply to the counting of votes taken in accordance with this section.

10.8.8 After ensuring that each Commissioner has had an opportunity to vote, either verbally or by delivery, the Person Responsible for Corporate Administration will inform the Board Chair of the results of the voting and the Board Chair will declare the vote to have passed or failed in accordance with the results. At the time of the Board Chair's declaration, the results of the voting will have the same effect as if the voting had been conducted at a Regular meeting of the Board and will then be recorded by the Person Responsible for Corporate Administration as Minutes of the Board.

10.8.9 If the Person Responsible for Corporate Administration is absent, ill or otherwise disabled, the designate of that person will conduct voting under this section in place of the Person Responsible for Corporate Administration.

10.8.10 At the next Regular meeting of the Board following a Special Vote, the Chair will report the results of the Special Vote.

## **11. AGENDA**

### **11.1 The Order of Business for all Regular meetings of the Board will be as follows:**

- Call to Order
- Resolution to Close Meeting
- Reconvene to Regular Meeting
- Approval of Agenda (including deletion of items and the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Regular Board Meeting Minutes
- Adoption of Committee Minutes
- Business Arising from the Committee Minutes
- Correspondence
- Finance
- Bylaws
- Consent Agenda
- Reports by Staff
- New Business
- Reports by Commissioners
- Community Association
- Public Question Period
- Adjournment

### **11.2 The Order of Business for all Closed meetings of the Board will be as follows:**

- Call to Order
- Approval of Agenda (including the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Closed Board Meeting Minutes
- Correspondence
- Reports by Staff
- Reports by Commissioners
- Adjournment

- 11.3 At any meeting, other than an emergency meeting, the Board Chair or any Commissioner may add items to the Board Agenda with the consent of the Board.
- 11.4 In the absence of urgent circumstances, Board Agendas will be circulated to Board members, electronically, at least four (4) calendar days in advance of a meeting of the Board.
- 11.5 Late item materials not contained within the Regular Board Agenda will be circulated at the time of the Regular Board meeting. Late items for the Agenda must be approved by the Board Chair in advance of circulation.

## **12. DELEGATIONS**

### **12.1 Board Regular Delegations**

- 12.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the Person Responsible for Corporate Administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first come basis.
- 12.1.2 No individual delegation may speak to the same topic again until the passage of at least two (2) months' time from the date of their most recent presentation or as space permits.
- 12.1.3 The CAO must approve all delegations before the delegation is set on the Board Agenda.
- 12.1.4 The Person Responsible for Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, place, and time of the Board meeting at which the delegation will be heard.
- 12.1.5 The delegation's appearance and the subject will be included on the Agenda for a Regular, Closed, or Special Regular meeting of the Board. Each delegation will be limited to a maximum time of 10 minutes unless otherwise extended by leave of the Chair.

### **12.2 Correspondence**

- 12.2.1 All correspondence addressed to the Board Chair and Commissioners, to any one (1) of them individually, whether or not marked as personal or confidential, will be received and processed by the Person Responsible for Corporate Administration, and may be subject to disclosure in accordance with the Freedom of *Information and Protection of Privacy Act*.
- 12.2.2 All requests for correspondence to form part of a Regular, Closed, or Special meeting Agenda must be received by the Person Responsible for Corporate Administration no later than seven (7) business days prior to the next Regular meeting, and is subject to review by the Board Chair, Chief Administrative Officer and/or Department Manager.

### **12.3 Petitions**

- 12.3.1 The Board may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.
- 12.3.2 A petition presented to the Board must contain the following information:
- (a) The subject matter and date of the petition on each page;
  - (b) the full name, signature, and physical address of each petitioner; and
  - (c) in the case of a corporation, it is required that the signature on a petition include written authority signed by a director of the corporation under the corporate seal.

### **12.4 Consent Agenda**

- 12.4.1 On a Regular Agenda, as determined by the Person Responsible for Corporate Administration in consultation with the Board Chair, non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one (1) resolution of the Board.
- 12.4.2 Items to be included in the Consent Agenda are:
- (a) Reports for Information; and
  - (b) items for which debate is not expected.
- 12.4.3 Any Commissioner may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately. Commissioners will request removal of items from the Consent Agenda prior to moving adoption of recommendations listed in the Consent Agenda. Any item that is removed from a Consent Agenda will be considered immediately after the consideration of the Consent Agenda.
- 12.4.4 A Commissioner may request that an item be included on the Consent Agenda, and if no one objects, it will be so listed and considered.
- 12.4.5 Commissioners may vote on and adopt in one (1) motion all recommendations appearing on the Consent Agenda.

### **12.5 Bylaws**

- 12.5.1 Prior to the introduction of any bylaw for First Reading, each member of the Board will receive a copy of the proposed bylaw, either in hard copy or electronic format.
- 12.5.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw will receive a copy of the proposed bylaw, either in hard copy or electronic format, at least five (5) days before the meeting at which the amendment is to be introduced.

- 12.5.3 Any bylaw which does not require approval, consent, or assent under the provisions of the *Act* or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed Third Reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.
- 12.5.4 Unless the holding of a public hearing is waived in accordance with the *Local Government Act*, the Board must not give Third Reading to the Plan Cultus Bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw and requires at least 14 days written notice to all Cultus Lake Park leaseholders prior to the meeting.
- 12.5.5 First, Second and Third Readings of a Bylaw may be given by one (1) resolution.
- 12.5.6 A bylaw must be adopted by a separate resolution.
- 12.5.7 A reading of a bylaw must be rescinded by separate resolution.
- 12.5.8 A series of bylaws with the same corporate vote may be taken together in one (1) resolution as provided for in Section 12.5.5.
- 12.5.9 When a bylaw is read at a Board meeting, the Person Responsible for Corporate Administration will certify the readings and dates at the end of such bylaw. After a bylaw is adopted, the Person Responsible for Corporate Administration will be responsible for the correctness, including any amendments.
- 12.5.10 After a bylaw is adopted and signed by the CAO and the Board Chair, the Person Responsible for Corporate Administration must have it placed on the Website and in the Cultus Lake Park records for safekeeping and endorse upon it:
- (a) The dates of its readings and adoption; and
  - (b) the date of Ministerial approval or approval of the electorate, if applicable.
- 12.5.11 A bylaw comes into force on the later of the date it is adopted, and a date set by the bylaw.

## **13. THE BOARD'S POWER**

### **13.1 Exercise of The Board's Power**

- 13.1.1 Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution, as per Section 14 of the *Cultus Lake Park Act*.

### **13.2 Emergency Powers of The Board**

- 13.2.1 In accordance with the *Act*, and any and all amendments that will from time to time be enacted, the Board may, by bylaw or resolution, or by order of the



Board Chair, declare a state of local emergency in a participating area, when the extraordinary power or authority enabled by the *Emergency Program Act*, chapter 111, R.S.B.C. 1996 is required.

13.2.2 The Board must, by bylaw, resolution or by the Board Chair's order, cancel the state of local emergency, when of the opinion that a state of local emergency no longer exists within a participating area.

## **14. MOTIONS**

14.1 All questions will be decided by a vote on a motion. Subject to Section 14.2, all motions may be moved and seconded by any Commissioner.

14.2 Any Commissioner may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Commissioner while speaking.

14.3 Where a motion is under consideration, no motion may be made except to:

- (a) refer;
- (b) amend;
- (c) lay on the table;
- (d) postpone indefinitely;
- (e) postpone to a certain time;
- (f) move the previous question; and
- (g) adjourn.

A motion made under subsection 14.3 c) to g) is not amendable or debatable.

14.4 No Commissioner will speak on any question for longer than five (5) minutes without leave of the Board Chair.

14.5 If a Commissioner calls for a record of votes, the names of those who vote for and those who vote against the question will be entered in the Minutes.

14.6 When the question under consideration contains more than one (1) distinct proposition, a separate vote upon each such proposition will be taken if any Commissioner so requires.

14.7 At any time during debate on a motion, a Commissioner may move "that the question be called", or "that the vote on the motion be called". The motion to call the question will be decided without amendment or debate and will pass if adopted by at least two-thirds (2/3) vote of the Commissioners present. The motion previously under debate will immediately be voted upon without further amendment or debate.

14.8 When the Board Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, the Board Chair will apprise the Commissioners immediately before putting forward the question and will cite the rule or authority applicable to the case without argument or comment.

## **15. CONFLICT OF INTEREST**

- 15.1 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must declare this and state the general nature of why the member considers this to be the case.
- 15.2 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must:
- (a) Not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
  - (b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
  - (c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- 15.3 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Person Responsible for Corporate Administration will record the Commissioner's declaration, the reasons given for it and the time(s) of the Commissioner's departure from the meeting room and, if applicable, of the Commissioner's return.
- 15.4 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Commissioner is not present at the meeting at the time of any vote on the matter.
- 15.5 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest, except where:
- (a) The pecuniary interest of the Commissioner is a pecuniary interest in common with electors of the Cultus Lake Park;
  - (b) the matter relates to remuneration or expenses payable to one (1) or more Commissioners in relation to their duties as Board members; or
  - (c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Commissioner in relation to the matter.

## **16. CORPORATE VOTING**

- 16.1 The procedure for voting will be in accordance with the provisions of the *Community Charter*.
- 16.2 In all cases where the votes of the Commissioners present and entitled to vote, including the vote of the Board Chair or other person presiding, are equal for and against a question, the question will be declared in the negative and will be defeated, and it will be the duty of the Board Chair or other member presiding to so declare.

16.3 Any Commissioner then present who abstains from voting will be deemed to have voted in the affirmative.

16.4 Any Commissioner may request that their negative vote be recorded in the Minutes.

## **17. MATTERS BROUGHT FORWARD FOR RECONSIDERATION BY BOARD CHAIR**

17.1 In accordance with the *Community Charter*, and without limiting the authority of the Board to reconsider a matter, the Board Chair may require the Board to reconsider and vote again on a matter that was the subject of a previous vote of the Board.

17.2 The Board Chair may only initiate the reconsideration of a matter at the same meeting or at the Board meeting following the original vote, whether or not this is within the 30-day period referred to in the *Community Charter*.

17.3 The matter may not be reconsidered if the matter:

(a) Has had the approval or assent of the electors and was subsequently adopted by the Board;

(b) has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or

(c) the Board has been advised that the matter has already been irreversibly acted on by an officer, employee, or agent of Cultus Lake Park further to previous Board direction.

17.4 Where the Board Chair has brought a matter forward for reconsideration, the Board Chair must state their objections to the Board and the Person Responsible for Corporate Administration must record in the Minutes the objections, suggestions, or amendments of the Board Chair.

17.5 On reconsideration of the matter, the Board will, as soon as convenient, consider the Board Chair's reason for reconsideration and either reaffirm or reject the bylaw, resolution or proceeding which is the subject of reconsideration.

17.6 If the motion to reconsider a matter has passed, the matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next Regular Board meeting Agenda for reconsideration by separate resolution of the Board.

17.7 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.

17.8 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

17.9 Matters brought forward for reconsideration by the Board Chair will be recorded in the Board Minutes.

## **18. RECONSIDERATION INITIATED BY A COMMISSIONER**

18.1 After a bylaw, resolution, or proceeding has been decided by the Board, any Commissioner may, at the same meeting, or at the Board meeting following the original vote, initiate the reconsideration of a matter.

18.2 The matter may not be reconsidered if the matter:

- (a) Has had the approval or assent of the electors and was subsequently adopted by the Board;
- (b) has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
- (c) has already been irreversibly acted on by an officer, employee, or agent of Cultus Lake Park further to previous Board direction.

18.3 The Board will not reconsider a matter unless the motion to reconsider the matter has first been considered.

18.4 If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may, by separate resolution of the Board, be set to the next Regular Board meeting Agenda for reconsideration by the Board.

18.5 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.

18.6 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

18.7 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it will not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.

18.8 Where a matter has been reconsidered, the Board will not reconsider the matter again subject to Section 18.7.

18.9 Matters brought forward for reconsideration by a Commissioner will be recorded in the Board Minutes.

## **19. STANDING / SELECT COMMITTEES**

19.1 The Board Chair may appoint Standing Committees, and for that purpose, may appoint persons who are not Commissioners, but each Committee must have at least one (1) member who is a Commissioner. Terms of Reference for each Standing Committee will be drafted by the Person Responsible for Corporate Administration in consultation with the Board Chair and adopted by a Board resolution.

19.2 The Board may, by bylaw adopted by at least two-thirds (2/3) of the votes cast, delegate administrative powers to a Standing Committee.

19.3 The Board may appoint a Select Committee of Commissioners to consider or enquire into any matter and report its findings and opinion to the Board. Terms of Reference for each Select Committee will be drafted by the Person Responsible for Corporate Administration in consultation with the Chair of the Select Committee and adopted by a Board resolution.

19.4 A member of a Committee will have one (1) vote only.

- 19.5 The Board may establish when Regular meetings of a Committee will be held. Where the Board has not established Regular meetings of a Committee, meetings of a Committee will be convened at the call of the Committee Chair.
- 19.6 A majority of the members of any Committee, may, by written request to the Committee Chair, require the Committee Chair to call a meeting and it will be the duty of the Committee Chair or, in their absence, the duty of the Vice Committee Chair or the Person Responsible for Corporate Administration to call such meeting.
- 19.7 Any Standing or Select Committee will conduct its business under the following rules of procedure:
- 19.7.1 Where a predetermined date for a Committee meeting has not been established, a notice of meeting will be caused to be sent by the Person Responsible for Corporate Administration, to the Committee Chair and to each of the Committee members at least four (4) days prior to such meeting being held.
- 19.7.2 The Committee Chair will preside at every meeting and will vote on all questions submitted and in case of an equal number of votes for and against the question, the question will be defeated.
- 19.7.3 A quorum for a Standing or Select Committee will be a majority of the persons appointed to the Committee being present at a meeting and will include at least one (1) member who is a Board Commissioner.
- 19.7.4 In the absence of the Committee Chair, the Vice Committee Chair if so appointed will preside, and in the absence of both the Committee Chair and Vice Committee Chair, a Committee member chosen by the other Committee members then present will preside, and for that purpose will have all the powers and is subject to the same rules as the Committee Chair.
- 19.7.5 The Person Responsible for Corporate Administration or a designate will attend all meetings of the Committee and will ensure that there is a record of the proceedings.
- 19.7.6 When a vote is taken on any question, the names of those who voted for and those who vote against the question will be entered upon the Minutes if any member requests a recorded vote.
- 19.7.7 The Minutes of all meetings of every Committee will be accurately recorded, will be circulated to the members of the Committee prior to the next meeting and after the Minutes have received with the approval of a majority of the members, will be signed by the Committee Chair or other person presiding at the meeting or at the next meeting at which the Minutes are adopted.
- 19.7.8 A Committee will consider and report to the Board on any and every matter referred to it. Such report will be in the form of the approved Minutes of the meetings of the Committees as referred to a meeting of the Board, unless special or urgent circumstances dictate that matters may be otherwise brought forward.
- 19.7.9 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board

Agenda or dealt with as a matter arising out of Committee.

- 19.8 Each Committee meeting will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first.
- 19.9 Questions relevant to the Agenda will be given first priority.
- 19.10 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.
- 19.11 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee meeting and if the question can be answered either by the Committee Chair or through another person presiding, the Committee will do so.
- 19.12 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.
- 19.13 A delegation wishing to appear before a Committee will submit a written request, together with written copies of their submission, to the Person Responsible for Corporate Administration at least seven (7) days prior to the scheduled Committee meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.
- 19.14 The Committee Chair must approve of all delegations before the delegation is set on the Committee Agenda. Where the Committee Chair has refused a delegation, the Committee Chair will notify the Committee in writing on the Committee Agenda that the delegation asked to appear before.
- 19.15 Where the subject matter of a delegation has previously been dealt with in the form of a delegation to the Committee, the Committee Chair, through the Person Responsible for Corporate Administration, may advise the delegation of such apparent duplication and/or repetition and refuse such delegation until permission of the Committee has been obtained.
- 19.16 The Person Responsible for Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, place, and time of the Committee meeting at which the delegation will be heard.
- 19.17 The delegation's appearance and the subject of the delegation will be included on the Agenda for a Regular Committee meeting. Each delegation will be limited to a maximum time of 10 minutes unless otherwise extended by leave of the Committee Chair.

## **20. PUBLIC INPUT**

- 20.1 The Board will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first, after section "Reports by Commissioners" at a Regular Board meeting.
- 20.2 Questions relevant to the Agenda will be given first priority.
- 20.3 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.

- 20.4 Members of the public will address their questions through the Board Chair or other persons presiding at the Regular Board meeting and if the question can be answered either by the Board Chair or through another Commissioner, the Board will do so.
- 20.5 Where the Board is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

## **21. MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC**

- 21.1 The Minutes of all meetings of the Board will be legibly recorded, certified as correct by the Person Responsible for Corporate Administration, and signed by the Board Chair or other member presiding at the meeting and by the CAO at the next meeting at which they are adopted.
- 21.2 Minutes will contain a record of the decisions of the Board and will contain limited narrative. Minutes are not intended to be a verbatim transcript of the proceedings of the Board.
- 21.3 Minutes will set out the name of the mover and the seconder of the motion.
- 21.4 Minutes of all meetings of the Board will be circulated to the members of the Board prior to the next meeting, and after they have received the approval of the majority of the members, will be deemed to be adopted.
- 21.5 Minutes of all Board meetings, except matters dealt with in a Closed meeting, will be a matter of public record and open for inspection by any person, who may obtain copies and extracts during regular business hours, subject to applicable rates and fees as set out in bylaw.
- 21.6 Regular meetings of the Board will be recorded and will be posted on the Website on the day following the meeting.

## **22. GENERAL**

- 22.1 Where this bylaw conflicts with the provisions of the *Act*, the *Act* will prevail.
- 22.2 This bylaw may not be amended, or repealed and substituted unless the Board first gives notice in accordance with the *Community Charter*.

## **23. SEVERABILITY**

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

## **24. REPEAL**

Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 and all amendments are repealed upon adoption.

**25. EFFECTIVE DATE**

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

READ A FIRST TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

READ A SECOND TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

READ A THIRD TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

PUBLIC NOTICE OF INTENTION TO CONSIDER GIVEN ON THE 17<sup>TH</sup> day of NOVEMBER, 2023 and the 24<sup>TH</sup> day of NOVEMBER, 2023

ADOPTED this XX day of XXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park  
Board Procedures Bylaw No. 1233, 2023

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Cultus Lake Park  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 3900

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

**SUBJECT:** Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023

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#### PURPOSE:

To present to the Board the 2024 Levying of Rates Bylaw that incorporates operating rate changes as included in the 2024-2028 Financial Plan.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023.*

#### DISCUSSION:

At the November 15<sup>th</sup> Board meeting the 2024-2028 Financial Plan Bylaw (1231, 2023) was given First and Second reading and it is anticipated that this bylaw will receive Third reading at the December 13<sup>th</sup> meeting. As noted in the budget presentation on November 15<sup>th</sup> and included in the Draft 2024-2028 Financial Plan, certain increases in operating fees were required in order to generate the revenues needed to fund operations.

In summary, as noted in the Financial Plan report, the following are the proposed residential rates for 2024:

**Operating Levy** – An increase with an average per resident cost of \$24.77.

**Fire Protection** – An increase from \$375.93 to \$385.19.

**Garbage** – Remain at \$223.47.

**Insurance** – An increase from \$18.68 to \$20.96.

**Protective Services** – An increase from \$220.61 to \$238.70.

**Streetlights** – Remain at \$79.05.

**Foreshore Improvements** – Remain at \$50.00.

**Residential Area Improvements** – Remain at \$25.00

## STRATEGIC PLAN:

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

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Prepared by:



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Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer



# Cultus Lake Park

## Levying of Rates Bylaw No. 1234, 2023

A Bylaw for the Levying of Rates in 2024

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments thereto) enables the Cultus Lake Park Board to make Bylaws;

Section 194 of the *Community Charter* enables the Cultus Lake Park Board to establish fees;

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

### 1. TITLE

This Bylaw may be cited for all purposes as the “Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023”.

### 2. GENERAL REGULATIONS

This bylaw has been enacted to impose rates for the year 2024 on residential properties within Cultus Lake Park having 12 month and 6 (six) month occupancy leases as follows:

Services	6 month	12 month
Operating Levy, as a % of the base lease		
2023 Total Operating Levy	75%	75%
2024 Increase	<u>4%</u>	<u>4%</u>
2024 Total Operating Levy	79%	79%
Protective Services	\$238.70	\$238.70
Fire Protection	\$385.19	\$385.19
Garbage & Recycling	\$167.60	\$223.47
Insurance	\$20.96	\$20.96
Streetlights	\$79.05	\$79.05
Foreshore Improvements	\$50.00	\$50.00
Residential Area Improvements	\$25.00	\$25.00

### 3. SEVERABILITY

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

### 4. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of XXX, 2023

READ A SECOND TIME this XX day of XXX, 2023

READ A THIRD TIME this XX day of XXX, 2023

ADOPTED this XX day of XXX, 2023

---

Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a  
true and correct copy of Cultus Lake Park  
2024 Levying of Rates Bylaw No. 1234, 2023

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Chief Administrative Officer



## CULTUS LAKE PARK RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 3900

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

**SUBJECT:** Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, and Administrative Policy

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### PURPOSE:

The purpose of the report is to present to the Board an overview of the proposed Tree and Plant Bylaw and Administrative Policy.

### RECOMMENDATION:

*THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023.*

### DISCUSSION:

Throughout 2023, staff has received a substantial amount of requests from leaseholders regarding building permits for new construction and renovations to existing properties that affect healthy trees and removal of trees from leased properties. Staff commenced a review of the bylaw and have identified that it does not currently provide significant clarity regarding the park's position to retain healthy trees when possible. Trees are living, life supporting natural assets. As a park, tree management is one (1) of the most important responsibilities that Board members, staff, and the community need to manage. Preservation and proper management of all trees is part of the park's responsibilities. As a result of this review, staff are proposing that the current Tree and Plant Bylaw No. 1153, 2019, be rescinded and restructured.

The new Tree and Plant Bylaw No. 1235, 2023, provides clarity for both park leaseholders and staff on the appropriate way to both protect trees in the park but also be reasonable to not cause significant hardship on a leaseholder trying to improve their lease lot. The bylaw has been separated into two (2) documents; an administrative policy to outline process and guidelines and a bylaw to stipulate contraventions. Staff also took the opportunity to make changes to the bylaw that strengthen compliance, enforcement, and expectations regarding the management of the park's urban forest.

As part of the review, staff are proposing the following changes to the process / policy, which will be brought forward for Board adoption at the Special Regular Board Meeting on December 20, 2023:

- Definitions that were no longer applicable were removed, new definitions were introduced, and some were updated to be more specified to the process to strengthen understanding and enforcement;
- if a tree is deemed hazardous through the application process, the tree replacement fees will be waived;



- Section 2, Tree Maintenance and Removal Practices – Demolition and/or Construction, has been introduced to outline a clear process for applicants looking to remove trees as part of demolition and/or construction project within their leased lot;
- Section 3, Application Procedures, has been updated to note that the fees associated with the cost of contracting an Arborist for the initial assessment will be included in the application fee;
- Section 3, Application Procedures, has been updated to include that applicants will receive correspondence from the Manager of Park Operations, along with the Arborist assessment (if applicable), and amended application form, to confirm the status of their application;
- pruning processes have been updated to reflect current expectations that all tree maintenance must be approved by the Manager of Park Operations or designate, prior to execution; and
- Schedule B from the original bylaw is now Schedule A, Approved Tree Replacement List, of the policy, which has been updated to include the amendments made to the list which were adopted by the Board on April 15, 2020.

As part of the review, staff are proposing the following changes to the bylaw:

- All processes are removed from the bylaw to separate contraventions from procedures;
- Definitions that were no longer applicable were removed, and some were updated to be more specified to the bylaw;
- Section 3.5, Restrictions, stipulated the requirement to build a tree protection barrier where necessary for demolition and/or construction on a leased lot within the park.
- Section 4, Fees and Fines has been updated to reflect the recommended changes as per the Board's legal representation to allow annual increases in fees without the requirement to make amendments to the bylaw.
- Schedule A, Fees, have been updated as follows, including lowering the tree pruning fee to encourage leaseholders to maintain trees within their leased lot:

<b>Tree and Plant Bylaw No. 1235, 2023 Fees</b>	
Tree pruning non-refundable application fee, including Arborist Assessment	\$100.00
Tree removal non-refundable application fee, including Arborist Assessment	\$300.00
Tree removal non-refundable application fee for demolition and/or construction, including initial Arborist Assessment	\$300.00
Replacement Tree	\$325.00
Damage deposit (refundable)	\$1000.00
Clean up fee	Staff time + 25%

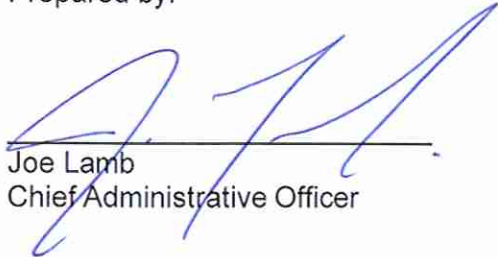
- Schedule B, Tree Protection, has been introduced to provide clear requirements when building a tree protection barrier during demolition and/or construction on a leased lot within the park.

**STRATEGIC PLAN:**

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

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Prepared by:



Joe Lamb  
Chief Administrative Officer







# Cultus Lake Park

## TREE AND PLANT BYLAW

### Bylaw No. 1235, 2023

A Bylaw to regulate Trees and Plants within Cultus Lake Park

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

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

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

#### 1 TITLE

This Bylaw may be cited as “Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023”.

#### 2 INTERPRETATION

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

#### 2.2 DEFINITIONS OF TERMS

“**Application**” means the form that is required to apply for Tree Maintenance and/or Removal.

“**Arborist**” means an arborist certified by the International Society of Arboriculture, contracted by Cultus Lake Park.

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

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

**“Damage”** means destruction resulting from an action. This includes, but is not limited to, topping, limbing, debarking or foreign objects.

**“Designate”** means a Person appointed by the CAO.

**“Diameter at Breast Height” (DBH)** means the diameter of the trunk of a Tree at 1.4 metres above the base of a Tree. For multi-trunk Trees, each trunk will be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the Tree will equal the cumulative total of the three (3) largest trunks.

**“Invasive Species”** means a Plant or fungus, that is not native to a specific location and which has a tendency to spread to a degree believed to cause damage to the environment and our health.

**“Leased Lot”** means the land, within the surveyed pins a leaseholder has rights to, with or without improvements, located within the Park, used for residential and/or commercial purposes.

**“Leaseholder”** means a Person(s) having a current and valid lease with Cultus Lake Park.

**“Manager of Park Operations”** means the Person appointed by the CAO.

**“Noxious”** means harmful, poisonous, or very unpleasant.

**“Park”** means the area within the Park boundaries as outlined in the *Cultus Lake Park Act, 1932*, and the foreshore assigned to the Park by the Province of British Columbia.

**“Park Staff”** means any Person employed by the Park.

**“Permittee”** means a Leaseholder(s) who holds a valid permit from Cultus Lake Park for Tree Maintenance and/or Removal.

**“Person”** means the same as in the *Interpretation Act* (British Columbia) but does not apply to Park Staff carrying out duties and responsibilities.

**“Plant”** means a living organism of the kind exemplified by Trees, shrubs, herbs, grasses, ferns, and mosses, typically growing in a permanent site, absorbing water and inorganic substances through its roots and synthesizing nutrients in its leaves by photosynthesis using the green pigment chlorophyll.

**“Prune/Pruning”** means the selective cutting or removal of living or dead branches of a Tree according to the International Society of Arboriculture standard arboricultural practice, consistent with promoting the Tree’s health and growth, but does not include the topping of a Tree.

**“Tree”** means a member of any coniferous or deciduous species, with a DBH of 10 cm or greater and having one (1) or more self-supporting trunk(s) and includes the roots, branches, trunk, crown, and any part thereof.

- 2.3** In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.
- 2.4** The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

### **3 RESTRICTIONS**

- 3.1** No Person will cut down a Tree without a valid Tree Maintenance and/or Removal permit. Fines will be paid in accordance with Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments, and will also incur the comparable value replacement cost of the removed or damaged Tree.
- 3.2** No Person will complete approved Tree Maintenance and/or Tree Removal without the valid Tree Maintenance and/or Removal permit posted and visible, on the Leased Lot where the work is being complete, until the final inspection.
- 3.3** No Person will cut down a Tree after an application for a Tree Maintenance and/or Removal permit is denied. Fines will be paid in accordance with Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments, and will also incur the comparable value replacement cost of the removed or damaged Tree.
- 3.4** No Person will Damage a Tree:
- (a) By compacting critical root zones with vehicular access;
  - (b) by cutting, damaging, or undermining the roots;
  - (c) by damaging the bark;
  - (d) by improper or insufficient Pruning; or
  - (e) by placing or depositing within the drip line, any:
    - i. fill;
    - ii. building materials;
    - iii. asphalt;
    - iv. concrete; or
    - v. any substances likely to cause harm to the Tree.
- 3.5** Topping of Trees is not permitted unless ordered by an Arborist for safety reasons.
- 3.6** Plants or Trees deemed an invasive species in the Field Guide to Noxious Weeds and other selected Invasive Plants of British Columbia will not be permitted within the Park.

**3.7** No Person will carry out demolition and/or construction on a Leased Lot unless the required Tree protection barriers are;

- (a) Built;
- (b) maintained;
- (c) secured in place; and
- (d) inspected by an Arborist

in accordance with Schedule B of the Bylaw.

#### **4 FEES AND FINES**

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

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

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

Park Office will prevail and govern; and

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

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

## **5 SEVERABILITY**

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

## **6 REPEAL**

The Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 and all amendments are repealed upon adoption of this Bylaw.

## **7 EFFECTIVE DATE**

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

READ A FIRST TIME this XX day of XXX, 2023

READ A SECOND TIME this XX day of XXX, 2023

READ A THIRD TIME this XX day of XXX, 2023

ADOPTED this XX day of XXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park  
Tree and Plant Bylaw No. 1235, 2023

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Chief Administrative Officer

## SCHEDULE A: FEES

All tree maintenance and removal fees are set out in Table 1 below. The amount of each type of fee will be determined from time to time in accordance with Section 4.2 of this Bylaw.

<b>TABLE 1 of SCHEDULE A</b>		
<b>No.</b>	<b>Fee Type</b>	<b>Fee Sub-types</b>
1.	Tree Pruning non-refundable application fee, including Arborist Assessment	Not applicable
2.	Tree removal non-refundable application fee, including Arborist Assessment	Not applicable.
3.	Tree removal non-refundable application fee for demolition and/or construction, including initial Arborist Assessment	Not applicable.
4.	Replacement Tree	Not applicable.
5.	Damage deposit (refundable)	Not applicable.
6.	Clean up fee	Not applicable.

## SCHEDULE B

### Tree Protection

Tree protection barrier(s) are required to be placed around any Tree(s), on a Leased Lot, which are being retained during permitted demolition and/or construction operations, to ensure that the trunk, branches, and root structures are not damaged. All Tree protection barriers are required to be constructed, maintained, and approved, pursuant to this Bylaw and must meet the following requirements:

1. Tree protection barrier(s) must be 1.2 m in height and have no more than 3.7 m between vertical posts.
2. 2x4's must be used for vertical posts, top and bottom rails, and cross-bracing.
3. Plastic mesh screening must be used to enclose the 2x4 structure.
4. The barrier(s) must be sturdy and staked to the ground and remain intact throughout the entire period of demolition and/or construction. If barrier(s) are not maintained fines and/or permit cancellation may occur.
5. Tree barrier locations are based on Tree diameter, see table below:

Trunk Diameter (DBH) measured at 1.4 m from the ground	Tree Protection Barriers minimum fence from Tree
20 cm	1.2 m
25 cm	1.5 m
30 cm	1.8 m
35 cm	2.1 m
40 cm	2.4 m
45 cm	2.7 m
50 cm	3.0 m
55 cm	3.3 m
60 cm	3.6 m
75 cm	4.5 m
90 cm	5.4 m
100 cm	6.0 m

6. Prior to commencing demolition and/or construction, the Permittee must arrange for a Tree protection barrier inspection through the Manager of Park Operations or designate, who will consult an Arborist.
7. There will be no materials stored inside a Tree protection barrier. This includes, but is not limited to, storing garbage, materials, equipment, soil, and Plants.
8. Any work that needs to occur near or inside the Tree protection barrier will be supervised onsite by an Arborist.







## CULTUS LAKE PARK

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### Tree and Plant Administrative Policy

Section:		
Sub-Section:		
Title:	Tree and Plant Administrative Policy	

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#### APPROVALS

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

## PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff and applicants regarding the Tree and Plant Bylaw Tree Maintenance and Removal permitting process.

## DEFINITIONS

**“Accessory Building”** means a building located on the same Leased Lot as the Principal Building and the use of which is incidental to the use of the Principal Building. This includes, but is not limited to, detached garages, workshops, and storage sheds.

**“Applicant”** means the Leaseholder(s) that is applying for a Tree maintenance and/or removal permit.

**“Application Form”** means the form that is required to apply for Tree maintenance and/or removal.

**“Arborist”** means an arborist certified by the International Society of Arboriculture, contracted by Cultus Lake Park.

**“Arborist Assessment”** means a report used to determine the health, structure, safety or viability of a Tree, and the recommended scope of work, if any, by an Arborist.

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

**“Building Envelope”** means the area of buildable land that remains after all setbacks have been considered, for the Principal Building, within a Leased Lot.

**“Bylaw Offence Notice”** means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

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

**“Designate”** means a Person appointed by the CAO.

**“Diameter at Breast Height” (DBH)** means the diameter of the trunk of a Tree at 1.4 metres above the base of a Tree. For multi-trunk Trees, each trunk will be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the Tree will equal the cumulative total of the three (3) largest trunks.

**“Leased Lot”** means the land, within the surveyed pins a Leaseholder has rights to, with or without improvements, located within the Park, used for residential and/or commercial purposes.

**“Leaseholder”** means a Person(s) having a current and valid lease with Cultus Lake Park.

**“Manager of Park Operations”** means the Person appointed by the CAO.

**“Park”** means the area within the Park boundaries as outlined in the *Cultus Lake Park Act* 1932, and the foreshore assigned to the Park by the Province of British Columbia.

**“Park Staff”** means any Person employed by the Park.

**“Permittee”** means a Leaseholder(s) who holds a valid permit from Cultus Lake Park for Tree Maintenance and/or Removal.

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

**“Plant”** means a living organism of the kind exemplified by Trees, shrubs, herbs, grasses, ferns, and mosses, typically growing in a permanent site, absorbing water and inorganic substances through its roots and synthesizing nutrients in its leaves by photosynthesis using the green pigment chlorophyll.

**“Principal Building”** means a residential structure and does not include an Accessory Building.

**“Prune/Pruning”** means the selective cutting or removal of living or dead branches of a Tree according to the International Society of Arboriculture standard arboricultural practice, consistent with promoting the Tree’s health and growth, but does not include the topping of a Tree.

**“Tree”** means a member of any coniferous or deciduous species, with a DBH of 10 cm or greater and having one (1) or more self-supporting trunk(s) and includes the roots, branches, trunk, crown, and any part thereof.

## **1 TREE AND PLANT MANAGEMENT PRACTICES AND PROCEDURES**

- 1.1 Cultus Lake Park’s mission is to provide, preserve and advocate for the long-term prosperity of the Cultus Lake community and natural environment.
- 1.2 Applications for maintenance on and/or removal of Park Trees, within a Leased Lot, will be accepted from the Leaseholder, and the Manager of Park Operations, or Designate, in conjunction with an Arborist, and the terms of this Policy and the current Cultus Lake Park Tree and Plant Bylaw and all amendments, will make every effort to achieve a mutually agreeable treatment of the subject Trees.
- 1.3 No Trees will be removed solely for convenience, to maintain or enhance view corridors, to reduce shade, leaf, needle, flower, or seed litter. Trees are only considered for removal when recommended by an Arborist.
- 1.4 Trees that present a hazard to a Person(s) or property and which are within the Park will be evaluated by the Manager of Park Operations or Designate, who may consult an Arborist if required.
- 1.5 For every living Tree removed at a Leaseholder’s request, within their Leased Lot, and with a valid Tree Maintenance and/or Removal permit, two (2) sustainable Trees must be replaced.
  - 1.5.1 Replacement Trees will be planted at the Leaseholder’s property or within the Park boundaries at the discretion of the Manager of Park Operations or Designate.
  - 1.5.2 Replacement Tree types will be in accordance with the Approved Tree Replacement List, Schedule A of this Policy.

- 1.6 If a Tree is deemed hazardous, through the Tree Maintenance and/or Removal application procedures, in Section 3 of this policy, the Tree replacement fee will be waived.
- 1.7 Topping of Trees is not permitted unless ordered by an Arborist for safety reasons.
- 1.8 Any Tree(s) permitted for removal must be cut in lengths between 12 feet and 16 feet, when possible, and delivered to the place specified by the Manager of Park Operations or Designate. The remaining timber and clean up is the responsibility of the Permittee.

## **2 TREE MAINTENANCE AND REMOVAL PRACTICES – DEMOLITION AND/OR CONSTRUCTION**

- 2.1 Applications for Tree removal for demolition and/or construction of a Principal Building, Accessory Building, and/or Leased Lot services will be evaluated, with the objective of saving as many Trees as possible.
- 2.2 The non-refundable application fee includes the initial Arborist Assessment and should further Arborist labor be required, there may be additional fees incurred back to the Leaseholder.
- 2.3 Demolition and Construction permits will not be issued until all Tree constraints and requirements are resolved by the Applicant and/or Cultus Lake Park.
- 2.4 Tree(s), on a Leased Lot, that are within the Building Envelope, and prevent the construction of the Principal Building, as designed, may be approved for removal by the CAO.
- 2.5 Tree(s) on a Leased Lot, that are outside the Building Envelope, and prevent the construction of the Principal Building, as designed, and all efforts to save and preserve the Tree(s) have been exhausted, may be approved for removal by the CAO.
- 2.6 For every living Tree removed at a Leaseholder's request, within their Leased Lot, and with a valid Tree Maintenance and/or Removal permit, for demolition and/or construction purposes, two (2) sustainable Trees must be replaced.
  - 2.6.1 The leaseholder will be required to replace at least one (1) Tree on the Leased Lot.
  - 2.6.2 Replacement Tree types will be in accordance with the Approved Tree Replacement List, Schedule A of this Policy.

## **3 APPLICATION PROCEDURES**

- 3.1 Only the current Application Form for a Tree Maintenance and/or Removal permit will be accepted. This Application Form is available at the Cultus Lake Park office or on the Cultus Lake Park website.
- 3.2 Applicants must submit a completed Application Form, along with all supporting documentation as required and noted on the Application Form (if applicable), to the Cultus Lake Park office and pay the non-refundable application fee.

- 3.3 The non-refundable application fee includes the initial Arborist Assessment.
- 3.4 The completed Application Form will be forwarded to the Manager of Park Operations, and they will arrange for an Arborist Assessment.
- 3.5 Once the Application Form is approved, amended, or denied, the Applicant will receive:
  - 3.5.1 A letter outlining the decision of the Manager of Park Operations or Designate.
  - 3.5.2 A copy of the Arborist Assessment (if applicable).
  - 3.5.3 An amended Tree Maintenance and/or Removal Application Form (if amended).
- 3.6 If the application is approved, the Applicant will inform the Manager of Park Operations of their intent to proceed.
- 3.7 If the application is approved, the Applicant will pay all relevant fees and the damage deposit (if required), in accordance with Schedule A of the current Cultus Lake Park Tree and Plant Bylaw and as outlined in the letter sent from the Manager of Park Operations or Designate.
- 3.8 Approved Applicants will be issued a permit which must be posted and visible on the site where the work will be completed. The permit is to remain posted until completion of the final inspection.
- 3.9 Permits will be valid for 60 days, unless otherwise specified by the Manager of Park Operations or Designate.
- 3.10 The Permittee must notify the Park office of completion of work and clean-up.
- 3.11 The Manager of Park Operations or Designate will inspect the work site and subject Tree(s) for satisfactory completion and clean-up.
  - 3.11.1 If clean-up is satisfactory, approval will be given for release of the damage deposit (if required).
  - 3.11.2 If clean-up is unsatisfactory, the Park office will contact the Permittee to inform them of deficiencies that need rectifying.
- 3.12 Clean-up must be carried out to the satisfaction of the Manager of Park Operations or Designate no later than 14 business days after completion of the work. If the Permittee does not comply, all costs of any clean up done by Park Staff will be charged to the Permittee, in accordance with Schedule A of the current Cultus Lake Park Tree and Plant Bylaw.
- 3.13 If a Tree within the Park needs to be removed due to Tree damage during permitted Pruning work, the cost of removing the Tree, including the stump, will be charged to the Permittee, in accordance with Schedule A of the current Cultus Lake Park Tree and Plant Bylaw.

# SCHEDULE A

## APPROVED TREE REPLACEMENT LIST

### Deciduous Trees

#### Common Name

#### Latin Name

Big Leaf Maple  
Paper Birch  
Red Alder  
Bitter Cherry  
Western Flowering Dogwood  
Sitka Mountain Ash  
Cascara  
Vine Maple  
Douglas Maple  
Chokecherry  
Pacific Crabapple  
Black Hawthorn  
Trembling Aspen  
Black Cottonwood  
Maidenhair Tree  
Chanticleer  
Little Leaf Linden  
Royal Red  
Ogon  
Oak  
Beech  
Maple  
Locust  
Katsura

*Acer macrophyllum*  
*Betula papyrifera*  
*Alnus rubra*  
*Prunus emarginata*  
*Cornus nuttallii*  
*Sorbus sitchensis*  
*Rhamnus purshiana*  
*Acer circinatum*  
*Acer glabrum*  
*Prunus virginiana*  
*Malus fusca*  
*Crataegus douglasii*  
*Populus tremuloides*  
*Populus balsamifera*  
*Ginkgo biloba*  
*Pyrus calleryana*  
*Tilia Cordata*  
*Acer platanoides*  
*Metasequoia glyptostroboides*

### Conifers

#### Common Name

#### Latin Name

Douglas Fir  
Western Hemlock  
Western Red Cedar  
Grand Fir  
Sitka Spruce  
Shore Pine  
Western Yew  
Western White Pine

*Pseudotsuga menziesii*  
*Tsuga heterophylla*  
*Thuja plicata*  
*Abies grandis*  
*Picea sitchensis*  
*Pinus contorta*  
*Taxus brevifolia*  
*Pinus monticola*



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 3900

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

**SUBJECT:** Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023

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#### PURPOSE:

To present to the Board the proposed amendment to the Bylaw Notice Enforcement Bylaw No. 1140, 2019.

#### RECOMMENDATION:

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023.*

#### DISCUSSION:

Staff are presenting to the Board a new Tree and Plant Administrative Policy along with a new Tree and Plant Bylaw for consideration. Upon approval, Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 will also be required to be amended to reflect changes to Schedule A – 13 as follows:

- 2.1 Section 12 – SCHEDULES remove A-13 – Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 and replace with A-13 – Cultus Lake Park Tree and Plant Bylaw No 1235, 2023.
- 2.2 Schedule A-13 - Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 be removed and replaced with the revised and attached Schedule A-13 Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023.

These changes are a requirement to ensure consistency and enforceability.

#### STRATEGIC PLAN:

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

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Prepared by:

  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer







## Cultus Lake Park

### BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

#### Amendment Bylaw No. 1236, 2023

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

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

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

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

#### 1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1236, 2023.

#### 2. AMENDMENTS

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

- 2.1 Section 12 – SCHEDULES remove A-13 – Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 and replace with A-13 – Cultus Lake Park Tree and Plant Bylaw No 1235, 2023.
- 2.2 Schedule A-13 - Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 be removed and replaced with the revised and attached Schedule A-13 Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023.

#### 3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2023

READ A SECOND TIME this XX day of XXX, 2023

READ A THIRD TIME this XX day of XXX, 2023

ADOPTED this XX day of XXX, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true and correct copy of Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No.1236, 2023.

\_\_\_\_\_  
Chief Administrative Officer

### Schedule A-13 -Cultus Lake Park Tree and Plant

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023	3.1	Cutting a tree without a valid Tree Permit	\$500	\$300	\$700	No
	3.2	Failure to display valid Tree Permit	\$250	\$150	\$350	No
	3.3	Removal or damage of a tree after a denied application	\$500	\$300	\$700	No
	3.4	Damage to tree (s)	\$500	\$300	\$700	No
	3.4 (a)	Compacting critical root zones	\$500	\$300	\$700	No
	3.4 (b)	Cutting, damaging or undermining the roots	\$500	\$300	\$700	No
	3.4 (c)	Damaging the bark	\$500	\$300	\$700	No
	3.4 (d)	Improper or insufficient pruning	\$500	\$300	\$700	No
	3.4 (e)i	Depositing fill	\$500	\$300	\$700	No
	3.4 (e)ii	Depositing building materials	\$500	\$300	\$700	No
	3.4 (e)iii	Depositing asphalt	\$500	\$300	\$700	No
	3.4 (e)iv	Depositing concrete	\$500	\$300	\$700	No
	3.4 (e)v	Depositing of any harmful materials	\$500	\$300	\$700	No
	3.5	Topping tree	\$500	\$300	\$700	No
	3.6	Having or planting invasive species	\$500	\$300	\$700	No
	3.7 (a)	Tree protection barriers not built	\$500	\$300	\$700	No
	3.7 (b)	Tree protection barriers not maintained	\$500	\$300	\$700	No
	3.7 (c)	Tree protection barriers not secured in place	\$500	\$300	\$700	No
	3.7 (d)	Tree protection barriers not inspected by an Arborist	\$500	\$300	\$700	No





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 3900

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

**SUBJECT:** Short-term Rental Bylaw No. 1202, 2021 Amendment Bylaw No. 1237, 2023

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#### PURPOSE:

The purpose of the report is to present to the Board the proposed amendment to the current Cultus respect to the consideration of amendments to the Short-term Rental Bylaw.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Short-term Rental Short-Term Rental Bylaw No. 1202, 2021 Amendment Bylaw No. 1237, 2023; and*

***THAT** the Cultus Lake Park Board approve the DRAFT Cultus Lake Park Short-term Rental Operator's Guide, Application form and Renewal form.*

#### DISCUSSION:

At the November 15, 2023 Cultus Lake Park Board reviewed and approved the following recommendations:

THAT the Cultus Lake Park Board approve the Short-term Rental Policy as amended; and

THAT the Cultus Lake Park Board request staff to amend the Short-term Rental Bylaw No. 1202, 2021, reflective of the approved amendments in the Short-term Rental Policy, for Board review at the next Regular Board Meeting.

Staff are now presenting for the Board's review a draft version of the Short-term Rental Short-term Rental Bylaw No. 1202, 2021 Amendment Bylaw No. 1237, 2023.

Staff note that these amendments to the bylaw will support the Short-term Rental Administrative Policy that was approved at the November 15, 2023, Board Meeting. The amendments reflect the following:

#### 2.1 In section 2.2 DEFINITIONS:

- Remove "Area" means a self-contained space, used for a Short-term Rental, within a residence.
- Remove "Bylaw Notice" and replace with "Bylaw Offence Notice".
- Add "Dwelling Unit" means a self-contained room or set of rooms with a private entrance, used for a Short-term Rental, within a residence.



- 1.2 Remove section 3.1(b) and replace with 3.1(b) with more than one (1) Dwelling Unit used for the purpose of the Short-term Rental permit.
- 2.3 Remove section 3.2 Weekly Short-term Rental permits will be valid for the date specific weeks applied and paid for.
- 2.4 Remove 3.3 and replace with 3.2 No person may obstruct a Bylaw Compliance and Enforcement Officer in the fulfilment of their duties under this Bylaw.
- 2.5 From **SCHEDULE A: FEES** remove 3. Weekly permit fee.
- 2.6 From **SCHEDULE A: FEES** renumber 4. to 3.

Staff will also be presenting to the Board an amendment to the Bylaw Notice Enforcement Bylaw reflecting the changes to Schedule A – 16, operating more than one STR dwelling unit per lease lot (fines remain the same) and removal of operating STR outside of permit duration. These changes are a requirement to ensure consistency and enforceability.

#### **HISTORY:**

At the November 15, 2023, Regular Board meeting, staff had presented a report with focus and attention on the following aspects to the policy recommendations:

- Application process
- Capping of operations
- Guest occupancy approval
- On site parking requirements
- Waitlist implementation
- Removal of weekly rentals
- Strengthening of language revoking cancellation or refusal of permit.

Staff prepared a draft version of the Short-term Rental Administrative Policy and a supporting red line version. The following is an overview of the recommended changes to the STR Policy:

#### **Definitions**

Definitions were added, removed and/or amended as follows to support the bylaw for the purpose of process, procedure, and enforcement.

#### **General Rules**

The Board approved placing a “cap” on the maximum of Short-term Rental operations within the park’s boundaries and not to authorize more than 65 active Short-term Rental permits at any given time along with a new process for the implementation of a waitlist.

#### **Leaseholder Requirements**

The leaseholder requirements were also approved as per below:

For a Leaseholder(s) to be approved for a Short-term Rental permit they must ensure that all outstanding fines, fees, and encumbrances are removed, via payment or compliance.

For a Leaseholder(s) to be approved for a Short- term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for such use.

Every Applicant must have a Designated Primary Contact who is available on a 24/7 basis, to respond within two (2) hours to any issues or bylaw contraventions regarding the Short-term Rental, and who have consented to the Applicant to allow their contact information to be made available to the Cultus Lake Park staff.2.3.1 In the case that the Designated Primary Contact is the Leaseholder(s) they must appoint a secondary contact that is available should the Leaseholder(s) be unreachable.

### **Application Procedure**

The Board approved recommended additions to support the application process, changes have been made with respect to access to current application form, reference to leaseholder signature requirements, total guest occupancy approval and designated "on site parking" approval/maximum.

### **Renewal Procedure**

The Board approved the recommended changes with respect to the renewal process for STR operation.

### **Cancellation or Refusal Of Permit**

This section was removed and replaced from the original policy in order to strengthen the language for enforcement purposes and to provide the Board/staff and the public with clarification regarding process for cancelation, reconsideration, process and procedure.

### **Permit Waitlist**

Also approved and new to the policy is the maintenance of the permit waitlist to ensure that permits will be issued when available within the 65 maximum cap.

### **STRATEGIC PLAN:**

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

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Prepared by:



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Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer







# Cultus Lake Park

## SHORT-TERM RENTAL BYLAW NO. 1202, 2021

### Amendment Bylaw No. 1237, 2023

A Bylaw to amend The Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021

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The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021*”.

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

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

#### 1. TITLE

This Bylaw may be cited for all purposes as “The Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021 Amendment Bylaw No. 1237, 2023”.

#### 2. AMENDMENTS

Cultus Lake Park Short-term Rental Bylaw No. 1202, 2023 is amended as follows:

##### 2.1 In section **2.2 DEFINITIONS:**

Remove “**Area**” means a self-contained space, used for a Short-term Rental, within a residence.

Remove “**Bylaw Notice**” and replace with “**Bylaw Offence Notice**”.

Add “**Dwelling Unit**” means a self-contained room or set of rooms with a private entrance, used for a Short-term Rental, within a residence.

**2.2** Remove section **3.1(b)** and replace with **3.1(b)** with more than one (1) Dwelling Unit used for the purpose of the Short-term Rental permit.

**2.3** Remove section **3.2** Weekly Short-term Rental permits will be valid for the date specific weeks applied and paid for.

**2.4** Remove **3.3** and replace with **3.2** No person may obstruct a Bylaw Compliance and Enforcement Officer in the fulfilment of their duties under this Bylaw.

**2.5** From **SCHEDULE A: FEES** remove **3**. Weekly permit fee.

**2.6** From **SCHEDULE A: FEES** renumber **4**. to **3**.

### 3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2023

READ A SECOND TIME this XX day of XXXX, 2023

READ A THIRD TIME this XX day of XXXX, 2023

ADOPTED this XX day of XXXX, 2023

---

Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of The Cultus Lake  
Park Short-term Rental Bylaw No. 1202, 2021  
Amendment Bylaw No. 1237, 2023

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Chief Administrative Officer



# SHORT-TERM RENTALS



## A Guide to Responsibly Running a Short-term Rental at Cultus Lake Park

What you need to know and do to operate a Short-term Rental accommodation in Cultus Lake Park





# SHORT-TERM RENTALS



## Being a Responsible Short-term Rental Operator in Cultus Lake Park

Cultus Lake Park allows residential leaseholders to rent all or a portion of the residence, for a period of less than thirty (30) days. Before you list, advertise or rent your property, you must get a Short-term Rental (STR) permit. Your registration is valid for one (1) year, to commence on January 1 and to be terminated on December 31 of each year. The Annual Short-term Rental Permit renewal should be completed no later than March 15th of each year.

### Before You Rent

- Complete the Short-term Rental Permit Application and provide all necessary supporting documentation ( i.e. floor plan, fire escape plan, etc.)
- Ensure your current Cultus Lake Park lease is in Version 5
- Pay the nonrefundable Application Fee
- Receive approval from Cultus Lake Park
- Pay the Short-term Rental Permit Fee
- Receive your Short-term Rental Permit and Permit Number from the Park office
- Post the Short-term Rental Permit inside the Dwelling Unit
- Contact your Insurance provider to advise the use of the property as a Short-term Rental
- Post your completed Fire Safety Plan / Floor Plan
- Create information package for your guests
- Share your advertising links with the Park office within 15 days of approval

### Advertising Your Short-term Rental

Upon receiving approval from Cultus Lake Park to operate your Short-term rental, your marketing must disclose the following:

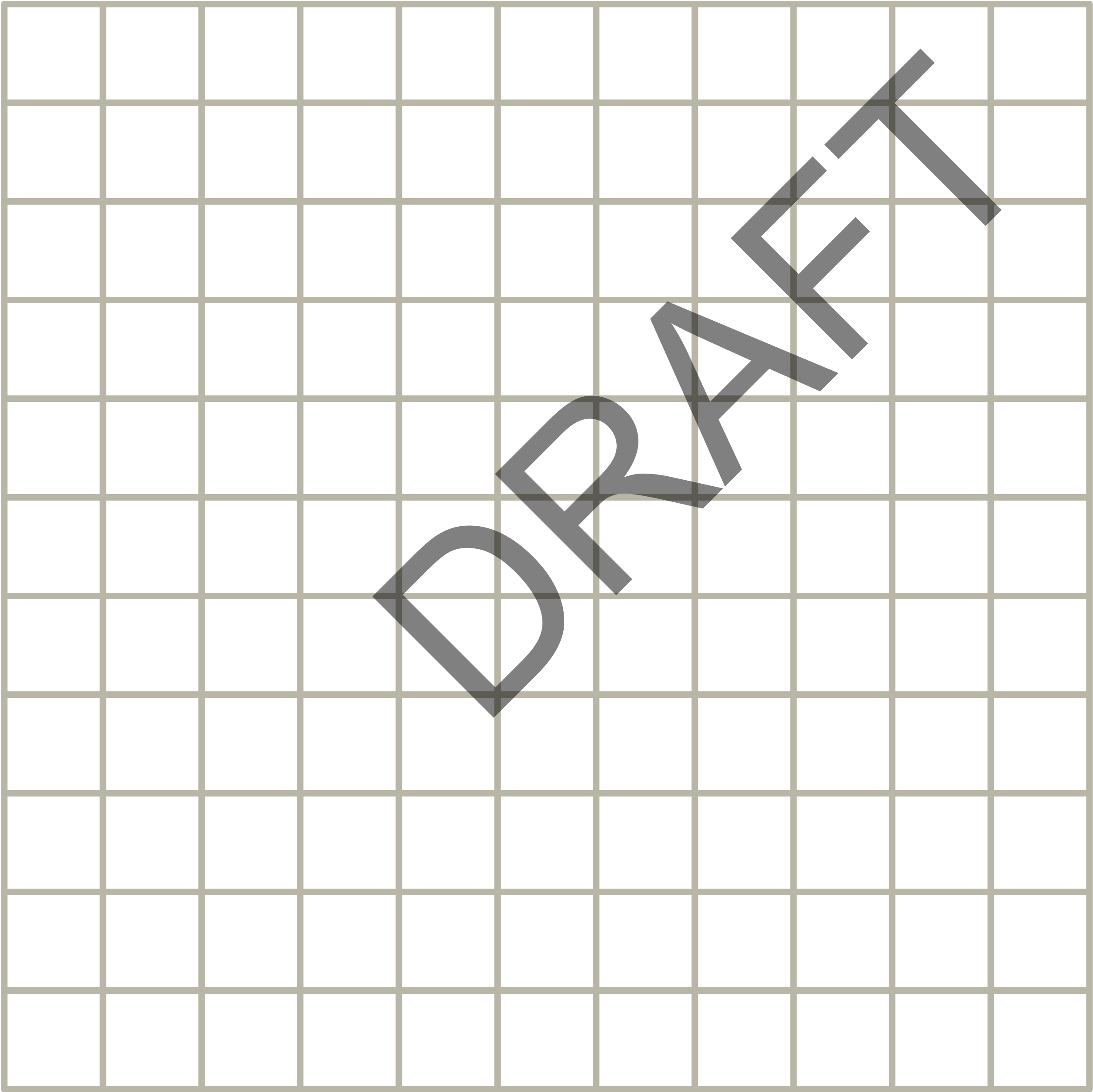
- The valid permit number;
- the maximum number of approved parking stalls available to guests;
- the location of the parking available for permits issued; and
- the maximum permitted guest occupancy applicable.

Please note that advertising signs are not permitted on the leased lot.

# SHORT-TERM RENTALS

## Fire Safety Plan

Use the grid below to draw the floor plan of your home and identify the sleeping units\* within the rental space. Provide multiple exits in the case of an emergency and mark all fire extinguishers. Post this plan at entrances and exits of your residence, along with your name, contact information, address of the STR and Emergency contact information.



\*Sleeping Unit means a bedroom and, if approved by the CAO or designate, may include a sofa bed, bunk bed or murphy bed; with a limit of two (2) guests per sleeping unit.

# SHORT-TERM RENTALS



## Information For Your Guests

Cultus Lake Park has a number of bylaws that help make our community a safe and enjoyable place for residents and visitors. It is important to highlight these regulations so that your guests are aware prior to their arrival.

### Noise:

Cultus Lake Park is a popular destination in the summer season, and is home to many full-time residents year round. It is important that guests are mindful of noise and do not disturb or be a nuisance to the neighbours.

### Parking:

Provide designated on site parking stalls for your guests. If you do not have sufficient parking within your property pins, you will need to register their license plate into the online parking permit account.

### Dogs:

Guests who bring their pets must be mindful of noise and do not disturb or be a nuisance to the neighbours. All dogs must be leashed at all times and guests must pick up after their dog.

### Garbage and Recycling:

Your guests should have access to the appropriate garbage and recycling receptables and be made aware of the pickup schedule.

### Smoking & Vaping

Cultus Lake Park is a smoke-free community to contribute to a healthy and safe environment. Guests are not permitted to smoke outside the residential property in any public green spaces, beach or trails.

All Cultus Lake Park Bylaws can be viewed on the park's website at [www.cultuslake.bc.ca/bylaws](http://www.cultuslake.bc.ca/bylaws)

## Have More Questions?

### Leasing

Cultus Lake Park Lease Administrator  
604-847-2044  
[leaseadmin@cultuslake.bc.ca](mailto:leaseadmin@cultuslake.bc.ca)

### Short-term Rental Applications

Cultus Lake Park Reception  
604-858-3334  
[reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca)

### Bylaw Enforcement

Cultus Lake Park Bylaw Enforcement Officer  
604-858-5298  
[bylaw@cultuslake.bc.ca](mailto:bylaw@cultuslake.bc.ca)



# 2024 SHORT-TERM RENTAL PERMIT APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

☐

PERMIT

Date/Time Stamp

☐

WAITLISTED

## APPLICANT INFORMATION

Applicant Name(s) **MUST BE A LEASEHOLDER:**

Mailing Address:

Telephone:

Cell:

Email:

## DESIGNATED PRIMARY CONTACT INFORMATION

Please provide contact information for the individual whom you wish to be contacted first regarding any issues or bylaw contraventions. Examples are, but not limited to: noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued. This individual must be available 24/7.

Name:

Address:

Telephone:

Cell:

Email:

## DESIGNATED SECONDARY CONTACT INFORMATION (if applicable)

Please provide contact information for the individual whom you wish to be contacted second regarding any issues or bylaw contraventions. Examples are, but not limited to: noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued. This individual must be available 24/7.

Name:

Address:

Telephone:

Cell:

Email:

## CURRENT LEASE LOT DETAILS

Cultus Lake Park Short-term Rental Address:

Total number of designated parking spaces provided for your Short-term Rental:

Total approved on site parking stalls:

Approved by:

Total guest occupancy for your Short-term Rental:

Approved by:

Total sleeping units for your Short-term Rental:

(Sleeping units are defined as a bedroom, and, if approved by the CAO or designate, may include a sofa bed, bunk bed or murphy bed; with a limit of two (2) guests per sleeping unit. **A floor plan is required with your application.**)

Have you previously held a Short-term Rental Permit for this leased lot?

Yes ☐

No ☐

Have you previously applied and been refused a Short-term Rental for this leased lot?

Yes ☐

No ☐

If yes, when?

Have you previously had a Short-term Rental cancelled for this leased lot?

Yes ☐

No ☐

If yes, when?

Is this application for whole house rental use?

Yes ☐

No ☐

Is the Short-term Rental provided with:

a) Hardwired/interconnected smoke detectors in each bedroom?

Yes ☐

No ☐

b) Battery operated/interconnected smoke detectors in each bedroom?

Yes ☐

No ☐

c) Carbon Monoxide detectors?

Yes ☐

No ☐

d) Fire extinguishers?

Yes ☐

No ☐

Is there a Fire Escape Plan easily visible to guests and posted near the exits?

Yes ☐

No ☐

## GARBAGE AND RECYCLING MANAGEMENT PLAN

Please describe in detail your weekly Garbage, Recycling and Green Waste Management Plan. This must be beyond Cultus Lake Park's bi-weekly garbage and weekly green waste scheduled pick-up service.



**ACKNOWLEDGEMENTS — Failure to comply with the statements below may result in suspension, revocation and/or denial of future Short-term Rental permits. Applicant must initial each box.**

**Initial:**

1. I understand I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a STR Permit by Cultus Lake Park and in respect of this acknowledgement.
2. I understand that I should inform my insurance provider and advise them of my use of the Leasehold property within Cultus Lake Park as a Short-term Rental.
3. I understand that I must provide on site parking stalls, up to a maximum of four (4), for my Short-term Rental and enter the license plates into the Parking Permit Portal prior to renter(s) arrival, to avoid a Bylaw Offence Notice(s).
4. I acknowledge that I must include my STR Permit number, total occupancy, sleeping units and parking information on any digital advertising of my Short-term Rental and provide Cultus Lake Park office with copies of my advertisements within 15 days of approval. I further acknowledge that I must post my STR Permit in a conspicuous location inside my home and will not advertise on the Leasehold property.
5. I acknowledge that I must provide an escape route map for STR guests to use in the event of an emergency.
6. I, the undersigned, hereby declare that all information stated on the Short-term Rental application are true and correct. I understand that the Permit Application fee and all applicable fee(s) associated will not be refunded after the Permit is issued.
7. I undertake, if granted the Permit applied for, to comply with each and every obligation contained in the current Cultus Lake Bylaws and Policies. I understand it is my full responsibility that guests adhere to and follow the parameters set for each Cultus Lake Bylaw. I also will inform Short-term Rental guests of the Bylaws and to make them available for each guest(s) for the duration of their stay.
8. I understand that I will be informed of all guest related Bylaw infractions and it is the responsibility of the Designated Primary Contact to contact guests within two (2) hours of being notified to rectify the issue. I also acknowledge that any fines are the responsibility of the Leaseholder(s) and that any unpaid fees before the 31st of December each year, will be added to or form part of the lease fees as fees in arrears.
9. I understand that all Short-term Rental Permits expire on December 31st of each year and must be renewed each year prior to March 15th. Every Short-term Rental Permit is subject to review at any time and may be suspended or revoked for cause by the CAO as per Section 5 of the Short-term Rental Policy.
10. I understand payment of the Permit Application Fee does not guarantee approval of the Permit and I cannot commence business until such time as the Permit has been approved and issued. I will also notify Cultus Lake Park of any changes in the above stated particulars, approvals and acknowledgements.
11. I acknowledge that operating a Short-term Rental without a valid Permit is an offence for which penalties are prescribed, and if found guilty of an offence under the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020 and all Amendments, is subject to applicable fees.
12. I understand that it is my responsibility to make application annually to obtain a Short-term Rental Permit, and further understand the procedures for Permit renewal and the Permit waitlist.
13. I acknowledge that all STR permit applications will be reviewed by staff, and if approved, I must have a meeting with the CAO or designate regarding bylaws and responsibility of operating a STR.
14. I acknowledge that the personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act* and that Cultus Lake Park has authority to collect my/our information for the purposes of administering this Permit according to the *Local Government Act* of Regulations and the *Cultus Lake Park Act*.

**LEASEHOLDER APPROVAL— ALL applicable leaseholders listed for your property must sign.**

By signing below, I/We approve and agree to the use of a Short-term Rental operation on the above stated property that the applicant and I/We are on title as Leaseholders 'Jointly' or 'In Common' with. I also understand and agree to equal responsibility and obligation contained in the current Cultus Lake Bylaws, Amendments and Policies for Short-term Rentals (STR's).

Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:

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

Approved by: \_\_\_\_\_

Approved? YES / NO

**REQUIREMENTS CHECKLIST (OFFICE USE):**

<input type="radio"/> STR Permit fields are filled out and complete
<input type="radio"/> STR Application fee received. Receipt #
<input type="radio"/> Fire Escape Plan submitted
<input type="radio"/> Floor Plan submitted
<input type="radio"/> Garbage and Waste Plan submitted
<input type="radio"/> STR applicants Building Site Lease Version:
<input type="radio"/> Bylaw infraction fines/fees paid up to date
<input type="radio"/> Bylaw parking review complete
<input type="radio"/> Status update of application communicated
<input type="radio"/> STR Permit fee received. Receipt #:
<input type="radio"/> STR Permit sent to applicant
<input type="radio"/> Data entered into STR Master List
<input type="radio"/> Interview complete with CAO or designate prior to approval/renewal. Date & time:
<input type="radio"/> STR Advertising received. (Occupancy / parking confirmed)



## 2024 SHORT-TERM RENTAL PERMIT RENEWAL

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

Date/Time Stamp

### SHORT-TERM RENTAL PERMITTEE INFORMATION (All fields must be completed)

Permittee Name(s) **MUST BE A LEASEHOLDER:**

Cell:

Email:

Short-term Rental Address:

Mailing Address:

### DESIGNATED PRIMARY CONTACT INFORMATION

Please provide contact information for the individual whom you wish to be contacted first regarding any issues or bylaw contraventions. Examples are, but not limited to: noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued. This individual must be available 24/7.

Name:

Address:

Telephone:

Cell:

Email:

### DESIGNATED SECONDARY CONTACT INFORMATION (if applicable)

Please provide contact information for the individual whom you wish to be contacted second regarding any issues or bylaw contraventions. Examples are, but not limited to: noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued. This individual must be available 24/7.

Name:

Address:

Telephone:

Cell:

Email:

**Please complete this section ONLY if any lease lot details have changed since your previous application/renewal.**





Total On Site Parking Stalls:

Total Guest Occupancy:

Total Sleeping Units:

Garbage Collection:

By signing below, I acknowledge that the information provided is accurate and I accept all liability and responsibility for operating a Short-term Rental within Cultus Lake Park. I understand that it is my responsibility to ensure that all guests and visitors who reside in the Short-term Rental comply with all Cultus Lake Park Policies, Bylaws and all Amendments.

<b>Permittee Signature:</b> 	<b>Permittee Name:</b>	<b>Date:</b>
<b>Permittee Signature:</b> 	<b>Permittee Name:</b>	<b>Date:</b>
<b>Permittee Signature:</b> 	<b>Permittee Name:</b>	<b>Date:</b>
<b>Permittee Signature:</b> 	<b>Permittee Name:</b>	<b>Date:</b>

#### REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/>	STR Permit fields are filled out and complete
<input type="radio"/>	Fire Escape Plan submitted
<input type="radio"/>	Floor Plan submitted
<input type="radio"/>	Garbage and Waste Plan submitted
<input type="radio"/>	STR applicants Building Site Lease Version:
<input type="radio"/>	Bylaw infraction fines/fees paid up to date
<input type="radio"/>	Bylaw parking review complete
<input type="radio"/>	Status update of application communicated
<input type="radio"/>	STR Permit fee received. Receipt #:
<input type="radio"/>	STR Permit sent to applicant
<input type="radio"/>	Data entered into STR Master List
<input type="radio"/>	Interview complete with CAO or designate prior to approval/renewal. Date & time:
<input type="radio"/>	STR Advertising received. (Occupancy / parking confirmed)



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 3900

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

**SUBJECT:** Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023

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#### PURPOSE:

To present to the Board the proposed amendment to the Bylaw Notice Enforcement Bylaw No. 1140, 2019.

#### RECOMMENDATION:

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023.*

#### DISCUSSION:

Staff are presenting to the Board an amendment to the Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023. Upon approval, the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, will also be required to be amended reflecting the changes to Schedule A – 16:

- Operating more than one (1) STR dwelling unit per lease lot (fines remain the same); and
- removal of operating STR outside of permit duration.

These changes are a requirement to ensure consistency and enforceability.

#### STRATEGIC PLAN:

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

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Prepared by:

  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer





# Cultus Lake Park

## BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

### Amendment Bylaw No. 1238, 2023

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

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

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

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

#### 1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1238, 2023.

#### 2. AMENDMENTS

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

- 2.1 From Schedule A-16, Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, remove section 3.1 (b) Operating more than one STR area per leased lot and replace with section 3.1 (b) Operating more than one STR dwelling unit per leased lot. Fines stay the same.
- 2.2 From Schedule A-16, Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, remove 3.2 Operating STR outside of permit duration.
- 2.3 In Schedule A-16 renumber 3.3 to 3.2.

#### 3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2023

READ A SECOND TIME this XX day of XXX, 2023

READ A THIRD TIME this XX day of XXX, 2023

ADOPTED this XX day of XXX, 2023

Kirk Dzaman, Chair  
Cultus Lake Park Board

Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Bylaw Notice  
Enforcement Bylaw No. 1140, 2019 Amendment  
Bylaw No. 1238, 2023

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Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 0550

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

**SUBJECT:** 2024 Cultus Lake Park Board Townhall Meeting

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#### PURPOSE:

To provide the Cultus Lake Park Board with a proposal for the 2024 Cultus Lake Park Board Townhall Meeting for an engagement opportunity with community members.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the 2024 Cultus Lake Park Board Townhall Meeting to be held on Wednesday, January 31, 2024, from 6:00 pm to 8:00 pm at the Cultus Lake Community School.*

***THAT** the Cultus Lake Park Board request staff to advertise the 2024 Cultus Lake Park Board Townhall Meeting on the Cultus Lake Park website, social platforms, and community bulletin boards.*

#### DISCUSSION:

Following the direction of the Cultus Lake Park Board, staff are proposing that the Cultus Lake Park Board host a Townhall Meeting on Wednesday, January 31, 2024, from 6:00 pm to 8:00 pm at the Cultus Lake Community School. This is an opportunity for the Board to engage with community members they represent and to provide members of the public with an opportunity to voice their opinions, suggest new ideas, provide constructive feedback, and ask questions of the Commissioners.

Members of the community will have the option to participate by attending the event in person, or electronically via Zoom or Slido. Alternatively, community members are welcome to email questions directly to [townhall@cultuslake.bc.ca](mailto:townhall@cultuslake.bc.ca), which will be read by staff at the meeting and/or responded to following the event. Each speaker will have a maximum of five (5) minutes to raise their inquiries / comments.

Upon approval from the Board, staff will create a poster for the event and will post this on the Cultus Lake Park website, social platforms and on the community bulletin boards. Following the event, staff will compile all questions and answers and will publish this on the Cultus Lake Park website for public viewing.

#### STRATEGIC PLAN:

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

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Prepared by:

  
Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 8100

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

**SUBJECT:** Cultus Lake Community School Special Event Correction

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#### PURPOSE:

The purpose of the report is to provide the Board with a correction pertaining to the Cultus Lake Community School special event application to be held on June 14, 2024.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board rescind the motion # 5281-23:*

THAT the Cultus Lake Park Board approve the waiver of parking fees for 20 parent vehicles in Parking Lot B on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot D on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.*

#### DISCUSSION:

At the November 15, 2023, Cultus Lake Park Board Regular Meeting, staff recommended that the Board approve parking fee waivers for multiple events hosted by the Cultus Lake Community School from April 24, 2024, through June 25, 2024.

Staff reported that the Sports Day special event would have approximately 400 parent and volunteer vehicles as indicated below, however in error requested only 20 total vehicle parking waivers.

Discussion and motion # 5281-23 from staff report dated November 15, 2023:

#### Sports Day

- Friday, June 14, 2024, from 8:00 am to 2:00 pm
- Students participate in various games and sports competitions in the school yard
- 400 parent and volunteer vehicles
- Potential revenue for the park would be \$14,800.00, should fees not be waived  
(((\$6.00/hr. x 6hrs + \$1.00 infrastructure fee) x 400 vehicles)

**THAT** the Cultus Lake Park Board approve the waiver of parking fees for 20 parent vehicles in Parking Lot B on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.

Upon further review of the school's request, staff are recommending that the school be permitted 400 parking fee waivers in Parking Lot D, instead of Parking Lot B. Sports Day is scheduled to be held on a Friday during peak season, so this adjustment would enable staff's ability to enforce Parking Lot B to generate parking revenue and support the school's request for additional parking.

Staff are recommending that the Board rescind motion #5281-23 and approve the corrected request of 400 parent and volunteer parking fee waivers in Parking Lot D for the Sports Day special event on June 14, 2024.

**STRATEGIC PLAN:**

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

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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:** December 13, 2023 **FILE:** 8100

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

**SUBJECT:** 2024 Polar Plunge Special Event

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#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the 2024 Polar Plunge to be held on January 1, 2024.

#### RECOMMENDATION:

*THAT the Cultus Lake Park Board approve the 2024 Polar Plunge special event to be held on Monday, January 1, 2024, from 2:00 pm to 3:00 pm.*

*THAT the Cultus Lake Park Board approve the waiver of the \$250 rental fee for the 2024 Polar Plunge.*

#### DISCUSSION:

The 2024 Polar Plunge special event organizer is requesting Board approval to host the special event on Monday, January 1, 2024, from 2:00 pm to 3:00 pm at Main Beach in support of Heather's Hope Chest (HHC). The event organizer anticipates approximately 60 participants, three (3) volunteers, and up to 100 spectators.

The organizer and participants aim to raise money through sponsorship for HHC to aid in providing essential items for women and young girls who are ageing out of the foster care system or transitioning out of a recovery house. Heather's Hope Chest will be on site with the use of a 10x10 tent and table near Gazebo A at Main Beach. The organizer will be providing each participant with a personalized sticker to mark the completion of their plunge. (Attachment #3).

The event organizers are requesting the Board to donate up to 50% of parking revenue generated on January 1, 2024, to HHC, in addition to donating part or all the \$100 application fee to the cause. While staff recognize that this event is in support of a worthy charity organization, staff do not recommend that the Board approve the request to donate the application fee or parking revenue. Staff anticipate that should the Board approve this request; it may set an unrealistic precedence to other applicants looking for donations of parking revenue and special event fees, requiring additional staff resources to monitor parking lots and issue funds following the event.

As this event would be held on a statutory holiday, access to washrooms and changeroom facilities would not be available due to staffing. As a result of this, staff are recommending that the Board approve the waiver of the standard special event fee of \$250, which is associated with the use of facilities such as washrooms.

The following would be the fees required, should the Board not approve the request for donations of fees or the waiver of rental fees:

- Special Event Application fee: \$100
- Rental Fee (101 to 200 people): \$250
- Security Deposit (refundable): \$1000
- Parking fees: \$815 (163 vehicles x one (1) hour at \$4.00/hr. plus \$1.00 infrastructure fee per transaction)

**Total: \$2165**

The event organizer has provided General Liability Insurance of no less than five (5) million dollars naming Cultus Lake Park as additional insured and will have a firefighter in attendance in case of an emergency.

#### **STRATEGIC PLAN:**

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

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Prepared by:

Approved for submission to the Board:



Amanda Warmerdam  
Administrative Assistant,  
Communications & Events Coordinator



Joe Lamb  
Chief Administrative Officer



## SPECIAL EVENT APPLICATION

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

Date of Application: November 06 2023

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

Name of Event: 2024 Polar Plunge

Name of Organization: Rachael Olivares

Contact Name(s): Rachael Olivares

Mailing Address: [REDACTED]

Postal Code: [REDACTED] Phone: [REDACTED]

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

Alternate Contact: [REDACTED] Phone: [REDACTED]

Public Contact Info: [REDACTED]

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

### EVENT DETAILS:

Date(s) Requested: January 01 2024 Hours of Use: 2-3pm

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/Non-profit ☐ Exhibits ☐ Filming Other (                      )

Estimated # of Participants: 30-60 Estimated # of Staff or Volunteers: 3

Estimated # of Spectators: 50-100 Event Details: Polar Plunge



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: Parking open Phone: \_\_\_\_\_

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

Set Up/Staging Area (Please attach map): One table for HHC

Garbage Cleanup Plan: \_\_\_\_\_

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

Cooper Ioeppky

ADDITIONAL REQUESTS:

Washrooms opened early? ☒ Porta-Potties? ☐ Swim line removal? ☐

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

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

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

Food Vendor(s): N/A

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

Beverage Garden: N/A

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

Other/Additional Information: fundraiser

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: Rachel Orie Date: November 06 2023



Office Use Only:

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: \_\_\_\_\_

Notes for Public Works:

Will promote on Facebook and posters

\_\_\_\_\_

\_\_\_\_\_



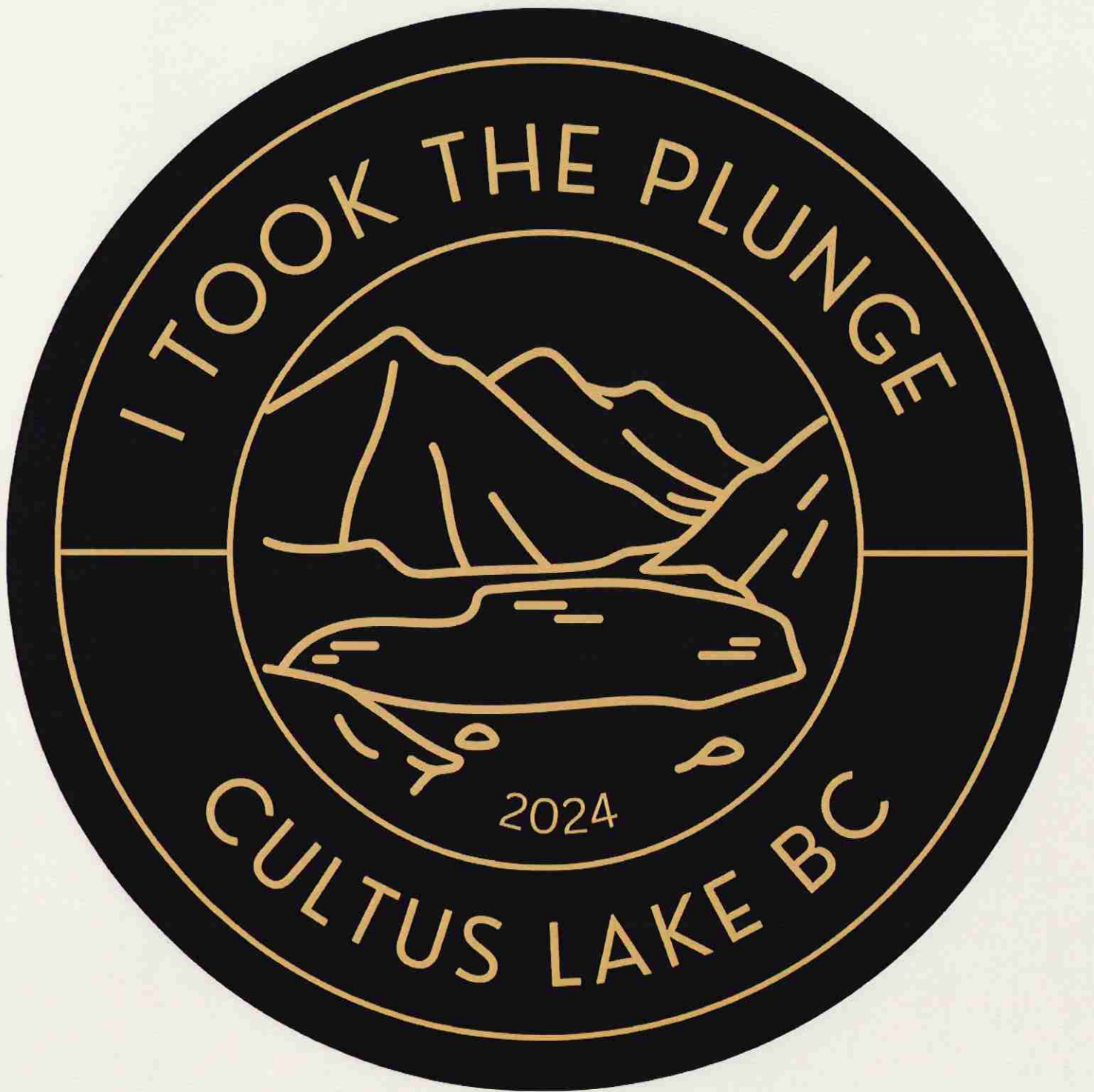
I volunteer in a couple different groups, one of them being Heather's Hope Chest (HHC). Heather's Hope Chest helps girls ageing out of the foster care system or transitioning out of a recovery house to fill their new home with everyday essentials.

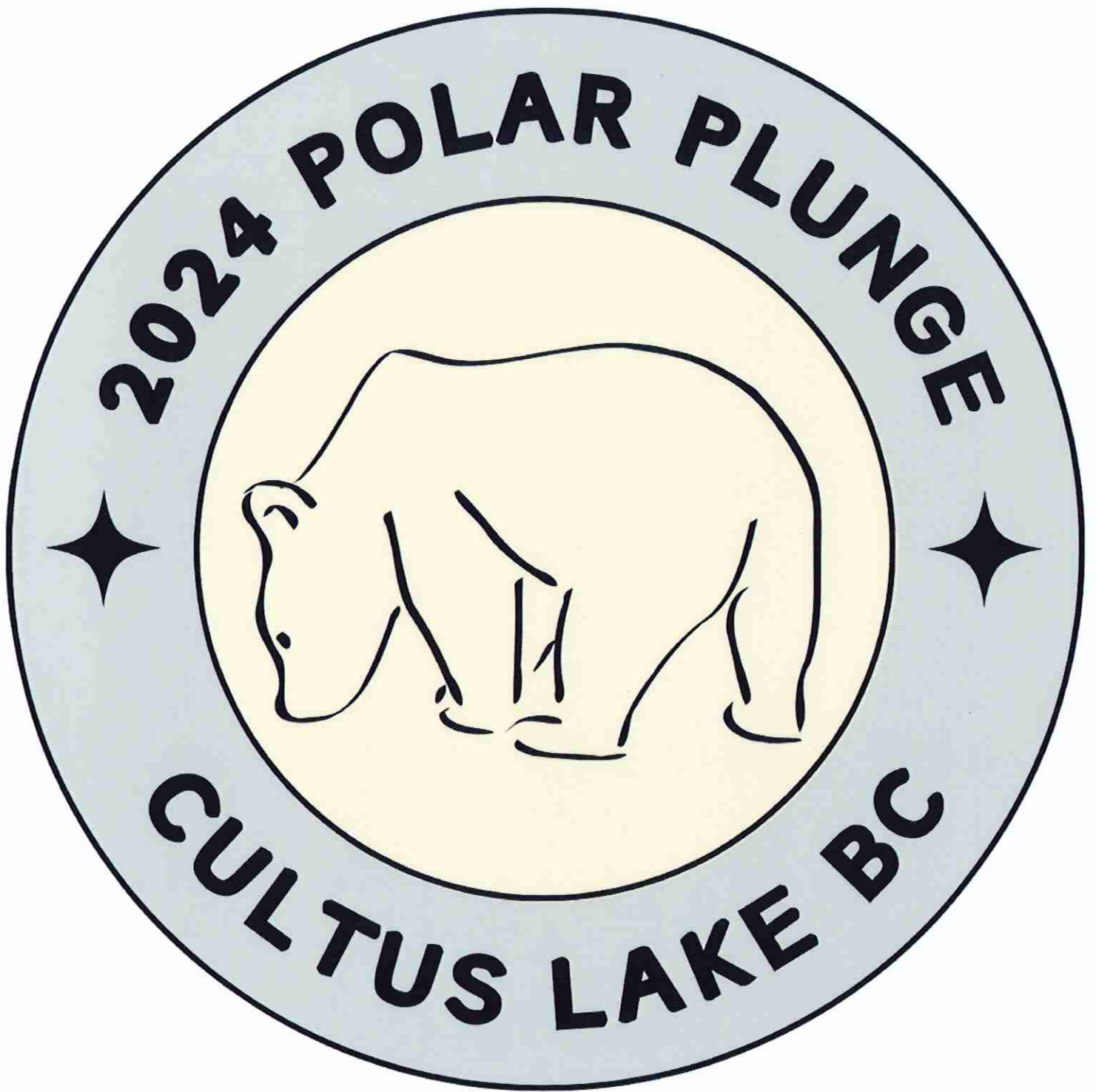
I am so passionate about helping women and girls and have first hand seen how this program changes lives from domestic abuse survivors to single moms that were on the streets. I see this as an amazing opportunity to continue giving back and would like to make this year's polar bear plunge a fundraiser for HHC.

I have already spoken to them and they love the idea. I have attached ideas of stickers that I would be happy to fully pay for out of pocket and have all the proceeds go to HHC. I was wondering if you say we must pay for parking to hold this would the Cultus Lake board be willing to give 50% of the money that day back to HHC. I could advertise that you guys are giving back as well.

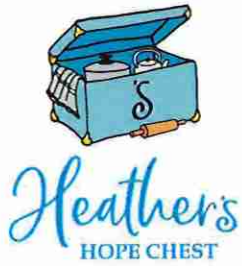
As for the \$100 application fee I would love to suggest part of that could be used towards HHC. Thank you so much for your time and consideration.











Freezing for a Reason

# Polar Bear Plunge

Cultus Lake Main Beach | 2 pm | January 1 2024

*Heather's Hope Chest Fundraiser*

**Hosted by**  
**Rachael Olivares Real Estate**

Contact 604-997-6241 for questions.









## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 8100

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

**SUBJECT:** Cultus Lake Water Sports Festival Special Event

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#### PURPOSE:

To provide the Board with information pertaining to the upcoming annual Cultus Lake Water Sports Festival special event application to be held on Friday, May 31 to Sunday, June 2, 2024.

#### RECOMMENDATIONS:

*THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, May 31 to Sunday, June 2, 2024;*

*THAT the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, May 31 to Sunday, June 2, 2024, be waived;*

*THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, May 31 to Sunday, June 2, 2024;*

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

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

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

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

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

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

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

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

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

*THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, May 31 to Sunday, June 2, 2024 (to offset expenses).*

## DISCUSSION:

The event organizer is requesting Board approval for the 66<sup>th</sup> Annual Cultus Lake Water Sports Festival special event from Friday, May 31<sup>st</sup> to Sunday, June 2, 2024. The total number of participants is estimated at 200 and will welcome approximately 800 spectators and 20 volunteers.

The organizers are requesting Board approval as in previous years, to have event volunteers collect a daily parking rate from participants and visitors at both Parking Lot A and B. In addition, the organizers are requesting Board approval to receive all funds from meters in both Parking Lot A and B to support funding the race event as some visitors do not wish to pay the organizers directly upon arrival to the lot. In 2022 and 2023, the Board approved the waiver of parking fees, direct collection of parking fees and all funds from the meters paid to the organizers following the event in Parking Lot A and B.

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

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

The event organizers were provided a total of \$2,707.00 in meter revenue from both Parking Lot A and B over the weekend of June 2<sup>nd</sup> to 4, 2023.

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

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

**Total \$6,700**

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

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

## STRATEGIC PLAN:

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

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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: Nov 17, 2023

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

Name of Event: Cultus Lake Water Sports

Name of Organization: Cultus Lake Water Sports Committee

Contact Name(s): Cecilia Lockerby

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Alt. Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

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

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

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

### EVENT DETAILS:

Date(s) Requested: May 31-June 2, 2024

Hours of Use: 24hr

Event Type:

☐ Private Event ☒ Free Public Event ☐ Ticketed Event

Location Type:

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

Event Category:

☒ Race/Walk/Cycle ☐ Festival/Celebration ☐ Private Event  
☐ Outdoor Market ☐ Parade ☐ Concert/Performance  
☒ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming

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

Estimated # of Participants: 200

Estimated # of Staff or Volunteers: 20

Estimated # of Spectators: 800

Event Details: \_\_\_\_\_



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

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

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

Set Up/Staging Area (Please attach map): \_\_\_\_\_

Garbage Cleanup Plan: \_\_\_\_\_

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

**ADDITIONAL REQUESTS:**

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

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

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

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

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

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

Other/Additional Information: see attached letter

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

Signature: Cecilia Lockerby Date: November 17, 2023



## SPECIAL EVENT APPLICATION

Application Fee Receipt # \_\_\_\_\_ # of Garbage Bins: 4

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

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

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

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

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

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

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

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

### Special Event Bylaw Fees

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

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

0-100 use of Gazebo A

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

200+ use of all Gazebos





Cultus Lake Water Sports  
 [REDACTED]

November 17, 2023

To Parks Board Committee,

Please accept this letter as our annual request to hold the 66th Annual Cultus Lake Water Sports at Main Beach, Cultus Lake May 31 & June 2nd, 2024. We look forward to providing a safe and fun atmosphere for participants and spectators alike. Like past years, we would like to collaborate with the Park board to ensure this longstanding event is a success. We are hoping to have the following fees reduced or waived altogether as our race functions from the monies made from parking collection, vendor fees etc.

- We are requesting camping on main beach as we have done so every year
- Requesting to reduce the fees as every year to nil.
- Requesting to have our craft and food vendors as per every year and health permit be submitted week before event not a month in advance.
- Requesting your fees for our vendors be waived
- Washroom maintenance
- Garbage removal/disposal
- Park Board Patrol
- Access to power supply
- Key to beach gate (pick up Thursday May 30) requesting fees be waived
- Removal of the swim line (requesting fees be waived)
- Security deposit be reduced to \$500
- Promotion of event on Cultus Lake Park Board website
- Use of both parking lots to collect and keep funds to go towards race event and any dollars put into your park tolls be turned over to us for those who refuse to pay us directly for the 3 days

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

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

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

Sincerely,

Cecilia Lockerby.











## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023

**SUBMITTED BY:** Kirk Dzaman  
Chair, Cultus Lake Park Board

**SUBJECT:** Appointments of Chair and Vice Chair to Standing and Select Committees

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#### PURPOSE:

As per provisions in the Board Committee System Policy, the Board Chair will appoint Board members to Standing Committees. The Board Chair will recommend to the Board the establishment of Select Committees and the appointment of the Chair, Vice Chair and members. The Board will appoint members to Select Committees, upon recommendation of the Board Chair, at a Regular Board meeting.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:

***Community Events and Engagement Committee (Select) as amended***

*Chair – To be discussed*

*Vice Chair - Community member (to be appointed)*

***Village Center Planning and Development Committee (Select) as amended***

*Chair - To be discussed*

*Vice Chair – To be discussed*

***Environmental and Public Area's Planning Committee (Standing) as amended***

*Chair – To be discussed*

*Vice Chair – To be discussed*

***Water Safety Committee (External)***

*To be discussed*

***Cultus Lake Stewardship Society (CLASS) (External)***

*To be discussed*

***Tourism Chilliwack (External)***

*To be discussed*

***Cultus Lake Community School (External)***

*To be discussed*

***THAT*** the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 17, 2024.

## **DISCUSSION:**

As per the Board Committee System Policy, consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing Committees for matters the Board Chair considers would be better dealt with by a committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

**“Standing Committee”** is an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint citizen members. At least half the members will be members of the Board.

**“Select Committees”** are established by Board resolution and to which the Board may appoint citizens. At least one (1) member of a Select committee must be a Board member.

The Board may also establish a Short-term Select Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. At least one (1) member of a Short-term Committee must be a Board member.

Appointments are made annually through an application process for members of the public to apply.

Each committee has its own rules, established through Terms of Reference, which are attached. The Terms of Reference have each been updated to reflect the changes to the Board Committee Systems Policy, which were approved by the Board at the November 15, 2023, Regular Meeting.

- TOR Community Events and Engagement Committee (Attachment #3) **as amended**
- TOR Village Center Planning and Development Committee (Attachment #4) **as amended**
- TOR Environmental and Public Areas Planning Committee (Attachment #5) **as amended**

Each committee may establish Sub-Committee working groups under the advisement of the Board.

Appointments of members of the community are appointed to committees by advertisement on the Park’s website. Community members who are interested may apply by application (Attachment #2) to those committees. Recommendations will be presented to the Board members. The Board Chair will appoint members to Standing Committees and will recommend to the Board the establishment of Select Committees and their appointments of members. The number of members per committee is specified in the Terms of Reference of individual committees. Appointment to Standing and Select Committees will be made by January 31, 2024. All other provisions will be as outlined in the Board Committee System Policy, which is attached (Attachment #1).

Previously serving Committee members have been sent a letter thanking them for their contribution.

## STRATEGIC PLAN:

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

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Prepared by:



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Kirk Dzaman  
Chair, Cultus Lake Park Board

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer







## CULTUS LAKE PARK

### Board Policy

### BOARD COMMITTEE SYSTEM POLICY

#### APPROVALS

<b>Approved and Adopted: January 13, 2010</b>	<b>Approved and Adopted: Cultus Lake Park Board</b>
<b>Amended: January 27, 2014</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended: February 17, 2021 (Inserting 19.1 Public Input )</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended: November 15, 2023</b>	<b>Approved by: Cultus Lake Park Board</b>

## POLICY

Consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing Committees for matters the Board Chair considers would be better dealt with by Committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

## DEFINITIONS

**“Ex officio”** means the Board Chair who may attend any Committee meeting and has a vote, is not obliged to attend meetings, and will not be counted for purposes of forming quorum.

**“Standing Committee”** is an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint citizen members. At least half the members will be members of the Board.

**“Select Committees”** are established by Board resolution and to which the Board may appoint citizens. At least one (1) member of a Select Committee must be a Board member.

**“Short-term Select Committee”** are established by Board resolution for a specific issue within a bounded period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. The Board may appoint citizens and at least one (1) member of a Short-term Select Committee must be a Board member.

**“Staff Liaison”** is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

## PROCEDURE

### 1. Membership

#### 1.1 Diversity

- 1.1.1 Membership of committees will be diverse, and broadly reflective of the community.
- 1.1.2 Membership will also reflect desired experience, knowledge, expertise and geographic location in the community.

#### 1.2 Appointments

- 1.2.1 Annually, the opportunities for appointment of members of the public to committees will be widely advertised so that any citizen who is interested may apply.
- 1.2.2 Recommendations for committee members will be sought from Board members.
- 1.2.3 The Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board establishment of Select Committees and the appointment of the Chair, Vice Chair, and

members. The Board will appoint members to Select Committees, upon recommendation of the Board Chair, at a Regular Board meeting.

- 1.2.4 Appointment to Standing and Select Committees will be made by January 31 in the year following the appointment of the Cultus Lake Park Board Chair.
- 1.2.5 The Terms of Reference of individual committees will specify the number of members to be appointed to the Committee.
- 1.2.6 Committee members will serve without pay unless otherwise provided in the enabling statute or establishment bylaw.

### **1.3 Applications for Membership are Confidential**

All applications for membership on Committees will be kept in confidence when submitted to the Park, subject to contacting references for the purpose of making appointments with the applicant's written consent.

### **1.4 Terms of Appointment for Standing, Select Committees**

- 1.4.1 The term of appointment is until the earlier of:
  - (a) January 31 of the subsequent year of appointment; or
  - (b) when the appointee's successor is appointed.
- 1.4.2 Notwithstanding clause 1.4.1, all committee appointments expire on the day of a general local election.
- 1.4.3 When considering re-appointments for a consecutive term, Committee stability and membership continuity will be considered.

### **1.5 Terms of Appointment of Short-term Select Committees**

The term of appointment of members to Short-term Select Committees is concurrent with the time frame provided to the Short-term Select Committee to complete its work; after which the members' terms expire unless extended by Board resolution.

### **1.6 Committee Vacancy Replacement Term**

In the event of a vacancy, the person appointed to fill the vacancy will hold office for the remainder of the term of the vacated office.

### **1.7 Attendance of Members at Meetings**

Unless otherwise provided in the enabling statute or establishment bylaw, any member who is absent from two (2) consecutive regular meetings without leave of absence from the Committee or without reason satisfactory to the Committee will cease to be a member of the Committee and the appointing authority will be advised by the Committee.

### **1.8 Removal of Member from Committee**

The Board may remove or request the resignation at the request of the Committee or on its own initiative any of its Committee appointees for malfeasance in office, or any other good and sufficient cause.

### **1.9 Resignation of Member**

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Staff Liaison.

## **2. Board Liaison/Board Membership**

**2.1** The Board Chair will designate the members of the Board to serve as Chair and Vice Chair of the Standing Committees.

2.1.1. Both the Chair and the Vice Chair of a Committee will be entitled to vote.

**2.2** Any member of the Board not appointed to a Standing or Select Committee may attend the Committee meetings as an observer but is not entitled to enter into the discussion unless requested to by a majority vote of the Committee. Any Board member not appointed to the Committee but attends Committee meetings are not entitled to vote.

**2.3** The Board may appoint individual Board members to Select Committees and designate the Chair and Vice Chair.

**2.4** If the Board does not appoint the Chair and Vice Chair of a Select Committee, the Committee will, at its first Regular meeting, elect a Chair and Vice Chair that serve for a term outlined in Section 1.4.

**2.5** Board representatives serve for a term outlined in Section 1.4.

**2.6** The Board representative's role on Committees is:

2.6.1 To be a voting member of the committee to which they are assigned;  
and

2.6.2 to serve as a communication liaison to the Board.



- 2.7** The Chair is an Ex officio member of every Standing and Select Committee and as such has the same rights as other Committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

### **3. Staff Support**

- 3.1** A Staff Liaison may be appointed to each Standing or Select Committee by the Chief Administrative Officer. The Staff Liaison is not a member of the Committee and therefore is not entitled to vote. The role of the Staff Liaison includes:
- 3.1.1 Providing information and professional advice;
  - 3.1.2 supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
  - 3.1.3 writing report / recommendations to the Board as requested by the committees when reporting to the Board;
  - 3.1.4 assisting with the annual membership recruitment by providing timely responses to requests for information concerning reappointment.
- 3.2** Any other projects or tasks to be assigned to the Staff Liaison require the approval of the Chief Administrative Officer.
- 3.3** The Chief Administrative Officer may assign a Staff Liaison to assist Committees by carrying out the duties specified in the Terms of Reference for the Committee.
- 3.4** If a Staff Liaison has not been appointed by the Chief Administrative Officer, the Committee will appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under Section 7 of this policy.

### **4. Meeting Schedule**

Standing and Select Committees will establish their own meeting schedules if the Board has not determined the schedule in advance.

### **5. Quorum**

Unless otherwise provided in a Committee's enabling statute or establishment bylaw, a majority of the members of a Committee constitute a quorum provided that one (1) Board member is in attendance. For Standing Committees at least half of the quorum must be made up of members of the Board.

### **6. Agendas**

- 6.1 The Order of Business for all Standing, Select and Short-term Committee meetings of the Board will be as follows:**

- Call to Order
- Approval of Agenda
- Delegations and Presentations
- Approval of Committee Minutes

- Correspondence
- Reports by Staff
- New Business
- Public Question Period
- Next Meeting
- Adjournment

**6.2** The Staff Liaison, or in the absence of the Staff Liaison the Committee Chair, is responsible for the preparation of Committee agendas which are typed and distributed to Committee members.

**6.3** The preparation of Committee agendas can be delegated to a member appointed by the Committee.

## **7. Minutes**

**7.1** Committee minutes and setting out recommendations made of all meetings of Committees will be legibly recorded by the Staff Liaison or Committee member appointed by the Committee.

7.1.1 Other details relevant to the agenda may be entered into the Committee minutes, upon approval of the Committee or Committee Chair.

**7.2** Following review by the Committee Chair, the minutes will be certified as correct by the Staff Liaison or Committee member appointed by the Committee and:

7.2.1 Be provided in draft form to the Administrative Assistant to the Chief Administrative Officer for circulation to the Board on the public agenda for information; and

7.2.2 following adoption of the minutes at the next meeting of the Committee, will be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

**7.3** The Staff Liaison or Committee member appointed by the Committee will provide adopted Committee minutes to all members of the Committee and the original signed copy as well as an electronic version to the Administrative Assistant to the Chief Administrative Officer for proper retention and distribution.

## **8. Rules of Procedure**

**8.1** Each Committee will prescribe its own rules as set out in the Terms of Reference, providing they are not inconsistent with its enabling statute, establishment bylaw, Board policy, and the Board's Procedure Bylaw. The Committee may rely for reference upon the advice of the Staff Liaison.

**8.2** Questions of procedure which cannot be resolved by the Committee upon the advice of the Staff Liaison will be referred to the Chief Administrative Officer.

**9. Voting**

All members of a Committee, including the Chair and Vice Chair, will have a vote on any question before it, and in all cases in the event of a tie vote, the motion will be defeated. Any member who abstains from voting, without having declared a pecuniary interest and leaving the meeting, will be deemed to have voted in the affirmative. Proxy votes are not permitted.

**10. Conflict of Interest**

Committee members are subject to sections 100 to 104 of the *Community Charter* and Section 15 of the Board Procedures Bylaw.

**11. Sub-Committees**

Committees may establish working groups and will advise the Board of the establishment of working groups and their purpose.

**12. Reporting****12.1 Establishment and Authority**

Members will not misrepresent themselves as having any authority beyond that delegated by the Board.

12.1.2 Short-term Select Committees conduct their task within the time prescribed by the Board following which they report their findings and opinions to the Board for consideration.

**12.2 Reporting on Issues**

12.2.1 When responding on an issue referred to it by the Board, Standing, and Select Committees, with the assistance of the Staff Liaison will submit reports to the Board in accordance with the Board's policy and the Board's Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, Committee reports will be accompanied by a staff report.

12.2.2 Committees will not reconsider a decision of the Board except with a referral from the Board.

**12.3 Timing of Reports and Minutes to Board**

Reports and approved minutes from Committee meetings will be submitted for the agenda for the next Board meeting as soon as reasonably possible.

**13. Authority**

Except as may be provided in their enabling statute or establishment bylaw, Committees do not have the authority to communicate with other levels of government, to pledge the credit of the Park, or to authorize any expenditures to be charged against the Park.

**14. Budget**

- 14.1** Unless otherwise provided in their enabling statute or establishment bylaw, Committees may request budget funds from the Board in accordance with the Board's budget preparation schedule and procedure.
- 14.2** Any solicitation of funds from other organizations requires the prior approval of the Board.
- 14.3** The Committee will have reasonable use of the Park's miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison, subject to approval of the Chief Administrative Officer.

**15. Personal Liability**

No member of a Committee will be liable in their personal capacity for any debt or liability of the Committee. It is the responsibility of the Board to insure the members of Committees against all liabilities related to fulfilling their responsibilities as a member of the Committee.

**16. Orientation**

- 16.1** An orientation package for newly appointed members will be provided by the Administrative Assistant to the Chief Administrative Officer upon their appointment.
- 16.2** An orientation session will be provided by the Staff Liaison to each Committee at the first meeting after annual Committee appointments are made, where such orientation is deemed necessary by the Staff Liaison or Committee.

**17. New Committees**

In considering the formation of a new Select Committee or Standing Committee, the Board or Board Chair will request staff to prepare Terms of Reference or bylaw for consideration by the Board prior to establishing the Committee.

**18. Meetings Open to Public**

All meetings of Board Committees are open to the public and no person will be excluded except for improper conduct, or where the Committee is considering an item where the exclusion of the public would otherwise occur in a Regular Board meeting.

**19. Public Input**

- 19.1** The Committee will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first.
- 19.2** Questions relevant to the Agenda will be given first priority.
- 19.3** Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.



**19.4** Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.

**19.5** Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

**20. Application Form**

Individuals interested in applying for membership to Standing or Select Committees are to use the attached form (Attachment 1).



**Cultus Lake Park**  
 4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
 Telephone: (604) 858-3334 Fax: (604) 858-8091  
 Website: [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

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**VOLUNTEER APPLICATION**  
 Park Committees, Commissions, Boards

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Residential Address of Applicant: \_\_\_\_\_

Contact:      Work: \_\_\_\_\_      Fax: \_\_\_\_\_  
                   Home: \_\_\_\_\_      E-mail: \_\_\_\_\_

1. Is your primary residence in Chilliwack or Cultus Lake?      Yes ☐      No ☐
2. Are you a business operator in Chilliwack or Cultus Lake?      Yes ☐      No ☐
3. Name of Committee/Commission/Board you are applying to:

\_\_\_\_\_

4. Are you applying as a representative of a community association or other organization?

Yes ☐      No ☐

If YES, identify the association/organization: \_\_\_\_\_

5. Are you currently serving on a Committee/Commission/Board?

Yes ☐      No ☐

If YES, identify the Committee/Commission/Board:

\_\_\_\_\_

\_\_\_\_\_

6. Have you previously volunteered on any Cultus Lake Committee/Commission/ Board?

Yes ☐      No ☐

If YES, provide name of the Committee/Commission/Board and length of service:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Have you volunteered on any Committee/Commission/Board for another municipality or any community organization?

If YES, provide details:

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8. What skills and goals will you bring to the Committee/Commission/Board?

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9. Business/Work experience in the past five years?

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10. How is your business/work experience related to the mandate of the Committee/Commission/Board?

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11. Do you have an education background or professional qualifications related to the mandate of the Committee/Commission/Board?

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12. Are you available to participate throughout the year? Yes ☐ No ☐

If NO, please explain: \_\_\_\_\_

13. Other relevant information, if any:

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Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the purpose of making appointments. Further to that purpose, the Cultus Lake Park Board, civic staff, or members of the applicable Committee/Commission/Board may contact the individuals or entities (including current or former employees, representatives, or members of the entities) listed on your application/resume regarding your application and qualifications. Your information is collected and used, and may be disclosed, in accordance with the *Freedom of Information and Protection of Privacy Act* and any applicable bylaws.

I authorize the Cultus Lake Park Board to collect, use and disclose information, including my personal information, relating to my application to the Committee/Commission/Board from and to the individuals or entities (including current or former employees, representatives, or members of the entities) listed on my application/resume. This consent to remain in effect until the appointment(s) to the Committee/Commission/Board have been made.

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

**Contact Information:**

Manager of Corporate Services / Corporate Officer  
4165 Columbia Valley Highway  
Telephone: (604) 858-3334  
Fax: (604) 858-8091  
Email: [rachel.litchfield@cultuslake.bc.ca](mailto:rachel.litchfield@cultuslake.bc.ca)



**AMENDED**

## **COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE TERMS OF REFERENCE**

### **1. Committee Purpose**

- 1.1 This Select Committee is appointed by the Cultus Lake Park Board for the purpose of creating experiences that promote Community Spirit and Pride in Cultus Lake Park.
- 1.2 This Committee will provide a wide variety of activities throughout the park, promoting engagement from both residents and non-residents.

### **2. Duties**

- 2.1 To provide organized community events and activities.
- 2.2 To promote fundraisers to assist the funding of the organized community events and activities.
- 2.3 To provide recommendations to the Cultus Lake Park Board for projects that improve Cultus Lake Park.
- 2.4 To consider matters referred to it by the Cultus Lake Park Board.

### **3. Membership & Term**

- 3.1 The Committee will be appointed in accordance with the Cultus Lake Park Board Committee System Policy.
- 3.2 The Committee will consist of the following members:
  - Committee Chair – Commissioner
  - Committee Vice Chair – Community member (to be appointed); and
  - five (5) members of the public, appointed by the Board.
- 3.3 The Board Chair is an Ex officio member of every Standing and Select Committee and as such has the same rights as other Committee Members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

- 3.4 The Committee with support from the Chief Administrative Officer may outsource the duties of the Committee to an outside agency who in turn will:
- Plan, organize, implement, and evaluate events; and
  - receive, review and coordinate event applications.
- 3.5 If a member misses two (2) consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.6 The Committee will dissolve at the end of each year or when the appointee's successors are appointed.

## **4. Operation of the Committee**

### **Meeting Schedule**

- 4.1 The Committee will establish their own meeting schedules if the Board has not determined the schedule in advance. The Committee may establish all meeting dates at the beginning of the term or select individual meeting dates prior to adjournment of each meeting held.
- 4.2 The Staff Liaison will have the meeting dates posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

### **Minutes and Reporting**

- 4.3 The Committee Chair will provide an agenda to the Staff Liaison at least five (5) days prior to the meeting.
- 4.4 The Staff Liaison will provide the approved agenda to the Committee Members at least four (4) days prior to the meeting.
- 4.5 The meeting minutes will be taken by the Staff Liaison and will be placed on the next Committee meeting agenda for approval.
- 4.6 The Committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.

## **5. Procedure**

- 5.1 The Committee rules of procedure will be those set out in the Cultus Lake Park Board Procedures Bylaw and Committee System Policy.
- 5.2 Commissioners that are not members of the Committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

**6. Authority**

- 6.1 The Committee does not have the authority to financially encumber the Cultus Lake Park Board in any way.
- 6.2 The Committee does not have the authority to directly change bylaws or policies.
- 6.3 Committee Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board authority to act.







## VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE

### 1. Committee Purpose

- 1.1. This Select Committee is to provide recommendations to the Cultus Lake Park Board for the potential redevelopment of the Village Center (existing plaza).
- 1.2. The Committee will consider uses to accommodate commercial, community space, multifamily residential use, and parking in the development.

### 2. Duties

- 2.1. To provide the Board with recommendations on the overall design and architecture to suit the park's character.
- 2.2. To consider development costs and potential revenue.
- 2.3 To consider service/infrastructure requirements to support the development.
- 2.4 Review leases and/or purchase structure for all under Section 1.2.
- 2.5 To obtain information and input from the Community.
- 2.6 To develop policies and to work within the parameters of PLANCULTUS.

### 3. Membership & Term

- 3.1 The Committee will be appointed in accordance with the Cultus Lake Park Board Committee System Policy.
- 3.2 The Committee will consist of the following members:
  - Committee Chair – Commissioner
  - Committee Vice Chair – Commissioner
  - two (2) or more (up to eight (8)) additional member(s) of the public, appointed by the Board.
- 3.3 The Chief Administrative Officer may appoint a non-voting staff member to the Committee.

- 3.4 The Board Chair is an Ex officio member of every Standing and Select Committee and as such has the same rights as other committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.5 If a member misses two (2) consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.6 The Committee will dissolve at the end of each year or when the appointee's successors are appointed.

## **4. Operations of the Committee**

### **Meeting Schedule**

- 4.1 The Committee will establish their own meeting schedules if the Board has not determined the schedule in advance. The Committee may establish all meeting dates at the beginning of the term or select individual meeting dates prior to adjournment of each meeting held.
- 4.2 The Staff Liaison will have the meeting dates posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

### **Minutes and Reporting**

- 4.3 The Committee Chair will provide an agenda to the Staff Liaison at least five (5) days prior to the meeting.
- 4.4 The Staff Liaison will provide the approved agenda to the Committee Members at least four (4) days prior to the meeting.
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- 4.6 The Committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.

## **5. Procedure**

- 5.1 The Committee rules of procedure will be those set out in the Cultus Lake Park Board Procedures Bylaw and the Committee System Policy
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

## **Meetings May be Closed to the Public**

- 5.4 Committee meetings may be closed to the public when they are concerned with matters that are consistent with Section 90 of the *Community Charter*.

## **6. Authority**

- 6.1 The Committee does not have the authority to financially encumber the Cultus Lake Park Board in any way.
- 6.2 The Committee does not have the authority to directly change bylaws or policies.
- 6.3 Committee members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board for authority to act.







## ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE TERMS OF REFERENCE

### 1. Committee Purpose

- 1.1 This Standing Committee is to review and assist in developing the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.

### 2. Duties

- 2.1 This Committee will provide input to Park Staff in the development and assist in the implementation of the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.
- 2.2 To consider matters referred to it by the Cultus Lake Park Board.

### 3. Membership & Term

- 3.1 The Committee will be appointed in accordance with the Cultus Lake Park Board Committee System Policy.
- 3.2 The Committee will consist of the following members:
  - Committee Chair – Commissioner
  - Committee Vice Chair – Commissioner
  - two (2) member(s) of the public, appointed by the Board; and
  - four (4) non-voting member(s) of the public, appointed by the Board.
- 3.3 The Board Chair is an Ex officio member of every Standing and Select Committee and as such has the same rights as other Committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two (2) consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The Committee will dissolve at the end of each year or when the appointee's successors are appointed.

## 4. Operation of the Committee

### Meeting Schedule

- 4.1 The Committee will establish their own meeting schedules if the Board has not determined the schedule in advance. The Committee may establish all meeting dates at the beginning of the term or select individual meeting dates prior to adjournment of each meeting held.
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### Minutes and Reporting

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## 5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Cultus Lake Park Board Procedures Bylaw and the Committee System Policy.
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- 5.3 A member of a Committee will have one (1) vote only.

## 6. Authority

- 6.1. The Committee does not have the authority to financially encumber the Cultus Lake Park Board in any way.
- 6.2. The Committee does not have the authority to directly change bylaws or policies.
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- 6.4. All recommendations must be referred to the Board for authority to act.



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 0540  
**SUBMITTED BY:** Erika Jartved  
Cultus Lake Park Board Commissioner  
**SUBJECT:** Cultus Lake Park Board Committee and Volunteer Appreciation Event

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#### PURPOSE:

To provide the Cultus Lake Park Board with a proposal for the Cultus Lake Park Board Committee and Volunteer Appreciation Event to commend Committee members and community volunteers.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Board Committee and Volunteer Appreciation Event to be held on Friday, January 26, 2024, from 6:00 pm to 8:00 pm at the Legends Bistro.*

***THAT** the Cultus Lake Park Board request staff to advertise the Cultus Lake Park Board Committee and Volunteer Appreciation Event on the Cultus Lake Park website, social platforms, and community bulletin boards.*

#### DISCUSSION:

Commissioner Erika Jartved is requesting the Cultus Lake Park Board to approve the request to host a Committee and Volunteer Appreciation Event on Friday, January 26, 2024, from 6:00 pm to 8:00 pm at the Legends Bistro. The event will be hosted by the Cultus Lake Park Board and staff, to extend gratitude to Committee members and volunteers for their support and dedication to the park over this term. A public notice will be posted for an open invitation to community volunteers who supported various community initiatives and projects either in collaboration with the Environmental and Public Area's Planning Committee or the Community Events and Engagement Committee.

Legends Bistro will prepare and serve a variety of appetizers for all those in attendance.

Upon approval from the Board, staff will create a poster for the event and will post this on the Cultus Lake Park website, social platforms and on the community bulletin boards.

#### STRATEGIC PLAN:

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

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Prepared by:

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Erika Jartved  
Commissioner,  
Cultus Lake Park Board

Approved for submission to the Board:

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Joe Lamb  
Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 13, 2023 **FILE:** 6440  
**SUBMITTED BY:** John Beesley  
Vice Chair, Cultus Lake Park Board  
**SUBJECT:** Cultus Lake Park Community Trail

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#### PURPOSE:

To provide the Cultus Lake Park Board with information pertaining to exploratory work related to the continuation of the trail connections along Columbia Valley Highway from the Cultus Lake Park Plaza to Sunnyside Campground.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board request the Chief Administrative Officer to contact Dave Urban, Manager of Integrated Planning and Engagement, Fraser Valley Regional District, in support of reviewing options and costs associated with the intent to continue the trail connections along Columbia Valley Highway from the Cultus Lake Park Plaza to Sunnyside Campground.*

#### DISCUSSION:

Cultus Lake Park Board Commissioners Tom Moul and Vice Chair John Beesley, met with Ernie Vance, representative of the Cultus Lake Community Association and Jeff Bahnman, owner / operator of the Cultus Lake Golf Club, to review the opportunity of the continuation of the trail along Columbia Valley Highway adjacent to the Cultus Lake Golf Club. The trail would be expanded to create a connection between the Cultus Lake Park Plaza to Sunnyside Campground.

It was identified through further research, that the Fraser Valley Regional District may have alternative trail connection options that would not impact the Cultus Lake Golf Club. Dave Urban, Manager of Integrated Planning and Engagement, Fraser Valley Regional District (FVRD), has communicated his support in reviewing options and costs associated with continuing the trail connection through partnership with FVRD staff, should the Board provide confirmation of their intent to pursue this project further.

#### STRATEGIC PLAN:

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

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Prepared by:

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John Beesley  
Vice Chair,  
Cultus Lake Park Board

Approved for submission to the Board:

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Joe Lamb  
Chief Administrative Officer