



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING NOTICE

WEDNESDAY, DECEMBER 20, 2023

8:00 AM

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

The Cultus Lake Park Board Special Regular Meeting will be held at 8:00 am on Wednesday, December 20, 2023.

Please feel free to join the meeting in person or electronically via Zoom. Participants will be muted upon entry to the meeting but will be able to ask questions during the Public Question Period.

Join Zoom Meeting Information

<https://us06web.zoom.us/j/87304302339?pwd=7amBXMbV8vRq9LugL5a4R7Ebd37J58.1>

Meeting ID: 873 0430 2339

Passcode: 777519

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



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 20, 2023

8:00 AM

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

(1) CALL TO ORDER

(2) APPROVAL OF AGENDA

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- (a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Special Regular Meeting of December 20, 2023; and

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

(3) FINANCE

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

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- 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 Final reading to Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023.

(4) BYLAWS

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

- Attachment 1; Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023.

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

- Attachment 1; Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023
- Attachment 2; Cultus Lake Park Tree and Plant Administrative Policy

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023.

THAT the Cultus Lake Park Board adopt the Cultus Lake Park Tree and Plant Administrative Policy.

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

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- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023

***THAT** the Cultus Lake Park Board give Final reading to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023.*

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

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- Attachment 1; Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023

***THAT** the Cultus Lake Park Board give Final reading to Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023.*

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

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

***THAT** the Cultus Lake Park Board give Final reading to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023.*

(5) REPORTS BY STAFF

(a) **Boat Lift Transfer Request – 31 Lakeshore Drive Purchase**

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- Report dated December 30, 2023, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Letter dated December 13, 2023, from Simpson Notaries regarding the sale of 31 Lakeshore Drive

***THAT** the Cultus Lake Park Board approve the request from the leaseholder of 31 Lakeshore Drive to allow the transfer of the registered boat lift to the purchaser(s) of the leased property; and*

***THAT** the Cultus Lake Park Board require the new leaseholder(s) to complete the applicable registration form for the boat lift within 30 days of the completion of sale.*

(6) REPORTS BY COMMISSIONERS

(7) COMMUNITY ASSOCIATION

(8) PUBLIC QUESTION PERIOD

(9) ADJOURNMENT

***THAT** the Special Regular Meeting of the Cultus Lake Park Board held on December 20, 2023, be adjourned.*



Cultus Lake Park

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

A Bylaw to Adopt the 2024-2028 Financial Plan

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 15TH day of NOVEMBER, 2023

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

READ A THIRD TIME this 13TH day of DECEMBER, 2023

ADOPTED this XX day of XXXX, 2023

Kirk Dzaman, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

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

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
REVENUES													
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
TOTAL REVENUES	\$ 7,541,155	\$ 8,008,727	\$ 4,200,090	\$ 870,920	\$ 983,163	\$ 11,950	\$ 1,276,000	\$ 109,000	\$ 297,280	\$ -	\$ 180,000	\$ 42,500	\$ 37,824
EXPENDITURES													
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	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,939,689	\$ 3,072,740	\$ 1,143,395	\$ 113,225	\$ 154,735	\$ 27,645	\$ 392,255	\$ 63,750	\$ 144,890	\$ 204,790	\$ 429,190	\$ 361,055	\$ 37,810
WAGES & BENEFITS:													
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	-
TOTAL PAYROLL	\$ 3,227,503	\$ 3,342,430	\$ 641,550	\$ -	\$ -	\$ -	\$ 74,370	\$ -	\$ 79,130	\$ 1,314,800	\$ 286,420	\$ 946,160	\$ -
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 6,415,170	\$ 1,784,945	\$ 113,225	\$ 154,735	\$ 27,645	\$ 466,625	\$ 63,750	\$ 224,020	\$ 1,519,590	\$ 715,610	\$ 1,307,215	\$ 37,810
<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)	-
TOTAL EXPENDITURES	\$ 9,901,214	\$ 9,774,373	\$ 4,406,013	\$ 651,553	\$ 1,087,330	\$ 84,742	\$ 2,020,480	\$ 665,200	\$ 300,237	\$ 120,997	\$ 180,000	\$ 219,997	\$ 37,824
<i>SURPLUS/(DEFICIT)</i>	(2,360,059)	(1,765,646)	(205,923)	219,367	(104,167)	(72,792)	(744,480)	(556,200)	(2,957)	(120,997)	-	(177,497)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,372,030	1,820,461	1,173,641	897	22,000	897	184,975	136,600	2,957	120,997	-	177,497	-
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 54,815	\$ 967,718	\$ 220,264	\$ (82,167)	\$ (71,895)	\$ (559,505)	\$ (419,600)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2024 - 2028 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2024-2028 Financial Plan Summary

	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET	TOTAL 2028 BUDGET
REVENUES					
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
TOTAL REVENUES	\$ 8,008,727	\$ 8,196,054	\$ 8,341,137	\$ 8,539,339	\$ 8,699,849
EXPENDITURES					
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"

	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET	TOTAL 2028 BUDGET
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
SUBTOTAL	\$ 3,072,740	\$ 3,144,359	\$ 3,241,167	\$ 3,330,898	\$ 3,399,362
<i>WAGES & 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
TOTAL PAYROLL	\$ 3,342,430	\$ 3,477,440	\$ 3,562,540	\$ 3,659,450	\$ 3,759,030
TOTAL OPERATING EXPENSES	\$ 6,415,170	\$ 6,621,799	\$ 6,803,707	\$ 6,990,348	\$ 7,158,392
<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	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,774,373	\$ 9,380,198	\$ 9,034,977	\$ 9,259,897	\$ 9,418,611
<i>SURPLUS/(DEFICIT)</i>	(1,765,646)	(1,184,144)	(693,839)	(720,558)	(718,762)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,820,461)	(1,201,291)	(719,221)	(752,441)	(735,741)
UNAPPROPRIATED SURPLUS	\$ 54,815	\$ 17,147	\$ 25,382	\$ 31,883	\$ 16,979



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 13TH day of DECEMBER, 2023

READ A SECOND TIME this 13TH day of DECEMBER, 2023

READ A THIRD TIME this 13TH day of DECEMBER, 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
2024 Levying of Rates Bylaw No. 1234, 2023."

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

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 13TH day of DECEMBER, 2023

READ A SECOND TIME this 13TH day of DECEMBER, 2023

READ A THIRD TIME this 13TH day of DECEMBER, 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
Tree and Plant Bylaw No. 1235, 2023

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.

TABLE 1 of SCHEDULE A		
No.	Fee Type	Fee Sub-types
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

Tree and Plant Administrative Policy

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

APPROVALS

Approval Date: December 20, 2023	Approved by: Cultus Lake Park Board
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	<i>Acer macrophyllum</i>
Paper Birch	<i>Betula papyrifera</i>
Red Alder	<i>Alnus rubra</i>
Bitter Cherry	<i>Prunus emarginata</i>
Western Flowering Dogwood	<i>Cornus nuttallii</i>
Sitka Mountain Ash	<i>Sorbus sitchensis</i>
Cascara	<i>Rhamnus purshiana</i>
Vine Maple	<i>Acer circinatum</i>
Douglas Maple	<i>Acer glabrum</i>
Chokecherry	<i>Prunus virginiana</i>
Pacific Crabapple	<i>Malus fusca</i>
Black Hawthorn	<i>Crataegus douglasii</i>
Trembling Aspen	<i>Populus tremuloides</i>
Black Cottonwood	<i>Populus balsamifera</i>
Maidenhair Tree	<i>Ginkgo biloba</i>
Chanticleer	<i>Pyrus calleryana</i>
Little Leaf Linden	<i>Tilia Cordata</i>
Royal Red	<i>Acer platanoides</i>
Ogon	<i>Metasequoia glyptostroboides</i>
Oak	
Beech	
Maple	
Locust	
Katsura	

Conifers

Common Name

Latin Name

Douglas Fir	<i>Pseudotsuga menziesii</i>
Western Hemlock	<i>Tsuga heterophylla</i>
Western Red Cedar	<i>Thuja plicata</i>
Grand Fir	<i>Abies grandis</i>
Sitka Spruce	<i>Picea sitchensis</i>
Shore Pine	<i>Pinus contorta</i>
Western Yew	<i>Taxus brevifolia</i>
Western White Pine	<i>Pinus monticola</i>



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

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 13TH day of DECEMBER, 2023

READ A SECOND TIME this 13TH day of DECEMBER, 2023

READ A THIRD TIME this 13TH day of DECMEBER, 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.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

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

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 13TH day of DECEMBER, 2023

READ A SECOND TIME this 13TH day of DECEMBER, 2023

READ A THIRD TIME this 13TH day of DECEMBER, 2023

ADOPTED this XX day of XXXX, 2023

Kirk Dzaman, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of The Cultus Lake
Park Short-term Rental Bylaw No. 1202, 2021
Amendment Bylaw No. 1237, 2023

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 13TH day of DECEMBER, 2023

READ A SECOND TIME this 13TH day of DECEMBER, 2023

READ A THIRD TIME this 13TH day of DECEMBER, 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

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 20, 2023 **FILE:** LR 31W

SUBMITTED BY: Joe Lamb,
Chief Administrative Officer

SUBJECT: Boat Lift Transfer Request – 31 Lakeshore Drive purchase

PURPOSE:

The purpose of the report is to provide the Board with information on the potential purchase of 31 Lakeshore Drive.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the request from the leaseholder of 31 Lakeshore Drive to allow the transfer of the registered boat lift to the purchaser(s) of the leased property; and

THAT the Cultus Lake Park Board require the new leaseholder(s) to complete the applicable registration form for the boat lift within 30 days of the completion of sale.

DISCUSSION:

Staff have been notified that the potential purchaser(s) are requesting, by way of the contract of sale to request approval to transfer the boat lift that is currently registered to the existing leaseholders to transfer the lift to the new leaseholders upon the sale of the property.

If the Board approves the sale of transfer along with approval of the lift, the new leaseholder will be required to complete the applicable registration form for the boat lift within 30 days of the completion of sale and pay the applicable registration fees.

STRATEGIC PLAN:

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

Prepared by:


Joe Lamb
Chief Administrative Officer

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SIMPSON

NOTARIES

R. Dean Simpson*
Scott A. Simpson*
Aatif Nanji
Ranbir Bains
Kim McLandress
Ernest Kliever
Virginia Ashley
Heena Bhathal
Robert W. Simpson (retired)
* a Professional Notary Corporation

File Matter Number: [REDACTED] VIA EMAIL

December 13, 2023

Cultus Lake Park Board
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5

Attn: Joe Lamb

Dear Sirs/Mesdames:

**Re: Sale of 31 Lakeshore Drive, Cultus Lake, BC, V2R 4Z9, (the "Property") to [REDACTED]
[REDACTED] (the "Buyer")
Completion Date: [REDACTED]**

Further to correspondence from Katrina Craig of today's date, we confirm we act on behalf of the Seller with respect to the sale of the subject Property. As Notary for the Seller, we confirm that the Contract of Purchase for the sale contemplates and includes the boat lift that is currently situated on the foreshore in front of the Property.

Accordingly, the Seller is seeking permission from the Cultus Lake Park Board for the transfer of the boat lift to the Buyer. at the upcoming. meeting.

Please do not hesitate to contact the writer should you have any questions.

Yours truly,

Simpson Notaries

Per:

Scott Simpson
/rb



201 - 7408 Vedder Road
Chilliwack, B.C V2R 0T8
Tel: 604.824.5500 Fax No : 604.824-5521



MEMBERS



310 - 2539 Montrose Avenue
Abbotsford, BC V2S 3T4
Tel: 604.855.7228 Fax No : 604.855.7206

General Email: info@simpsonnotaries.com