



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, JANUARY 17, 2024

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, January 17, 2024, 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/86749482152?pwd=8SU8pBipCV36wi3WOLJfRxvnMTV7MQ.1>

Meeting ID: 867 4948 2152

Passcode: 298123

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



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, JANUARY 17, 2024

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 (6:00 PM)

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

Section 90 (1), (a), personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

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

(3) RECONVENE

(4) APPROVAL OF AGENDA

Page 1

- (a) ***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of January 17, 2024, by adding under Section 9 – Reports by Commissioners, Item 9, (a) Appointments to the Cultus Lake Park Board Standing and Select Committees; and*

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

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

(5) ADOPTION OF MINUTES

Page 5

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held December 13, 2023.*

Page 17

- (b) ***THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held December 20, 2023.*

(6) CORRESPONDENCE

(7) **BYLAWS**

(a) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1239, 2024**

Page 21

- Report dated January 17, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 23

- Attachment 1; Cultus Lake Park Parking and Traffic Bylaw No. 1190, 2021, Amendment Bylaw No. 1239, 2024

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1239, 2024.*

(8) **REPORTS BY STAFF**

(a) **2024 Standing and Select Committee Terms of Reference Amendments**

Page 27

- Report dated January 17, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 29

- Attachment 1; Environmental and Public Area's Planning Committee Terms of Reference **as amended**

Page 31

- Attachment 2; Community Events and Engagement Committee Terms of Reference **as amended**

***THAT** the Cultus Lake Park Board approve amending the Terms of Reference for the Environmental and Public Area's Planning Committee.*

***THAT** the Cultus Lake Park Board approve amending the Terms of Reference for the Community Events and Engagement Committee.*

(b) **RCMP Polar Plunge Special Event**

Page 35

- Report dated January 17, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

Page 37

- Attachment 1; Special Event Application

***THAT** the Cultus Lake Park Board approve the RCMP Polar Plunge Special Event to be held on Tuesday, February 27, 2024, from 11:00 am to 2:00 pm.*

***THAT** the Cultus Lake Park Board approve waiving the standard special event fees for the RCMP Polar Plunge Special Event.*

***THAT** the Cultus Lake Park Board approve waiving parking fees for 30 participants and volunteers in Parking Lot A for the duration of the RCMP Polar Plunge Special Event.*

(c) **Conquer the Vedder Special Event**

Page 41

- Report dated January 17, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

Page 43

- Attachment 1; Event Overview

Page 45

- Attachment 2; Special Event Application

***THAT** the Cultus Lake Park Board receive the Conquer the Vedder Special Event report for information.*

(9) REPORTS BY COMMISSIONERS

(a) Appointments to the Cultus Lake Park Board Standing and Select Committees

- Report dated January 17, 2024, from Kirk Dzaman, Chair, Cultus Lake Park Board

THAT the Cultus Lake Park Board approve the following members of the public be appointed to the following committees:

STANDING COMMITTEE

Environmental and Public Area's Planning Committee

Two (2) members of the public and up to four (4) non-voting members of the public, appointed by the Board.

1. Rita LeBlanc
2. Brenda Senft – voting member
3. Gail Smit – voting member
4. Kathie Vander Helm

SELECT COMMITTEES

Community Events and Engagement Committee

*Vice Chair – Community member (to be appointed); and
Up to five (5) members of the public appointed by the Board.*

1. Lori Klassen
2. Rita LeBlanc
3. Marla McMullen
4. Sheridan Northeast
5. Tracie Seeley
6. Laurel Shears

Village Center Planning and Development Committee

Two (2) or more (up to eight (8)) additional members of the public, appointed by the Board.

1. Gord Campbell
2. Kevin Kirsten
3. Colleen Rogozinski
4. Ernie Vance
5. Bruce van den Brink
6. Peter Vander Helm
7. Kyle Weiher
8. Lukas Wykpis

(10) COMMUNITY ASSOCIATION

(11) PUBLIC QUESTION PERIOD

(12) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on January 17, 2024, be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 13, 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

(1) CALL TO ORDER

The Chair called the meeting to order at 6:32 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

5284-23 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), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

(3) RECONVENE

The meeting reconvened at 7:00 pm.

(4) APPROVAL OF AGENDA

5285-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (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.*

CARRIED

(5) ADOPTION OF MINUTES

5286-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5287-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

5288-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

5289-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

5290-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

5291-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

5292-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

5293-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

(7) CORRESPONDENCE

- (a) **Improvements to Kirkness Pacific Gravel Property**
- Letter dated November 20, 2023, from Dave Clyne, Chair, Cultus Lake Stewardship Society (CLASS)

5294-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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.

CARRIED

- (b) **Cultus Lake Park Village Center Plan Conceptual Designs**

5295-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

(8) FINANCE

- (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

5296-23 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

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

CARRIED

(9) BYLAWS

(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

5297-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***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.*

CARRIED

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

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

5298-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

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

CARRIED

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

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

5299-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

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

- 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

5300-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

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

CARRIED

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

- 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

5301-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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.

CARRIED

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

- 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

5302-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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.

CARRIED

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

- 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. 1238, 2023

5303-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

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

CARRIED

(10) REPORTS BY STAFF

(a) 2024 Cultus Lake Park Board Townhall Meeting

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

5304-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***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.*

CARRIED

5305-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***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.*

CARRIED

(b) Cultus Lake Community School Event Correction

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

5306-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***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.

CARRIED

5307-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***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.*

CARRIED

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

- Report dated December 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Letter to the Board
- Attachment 3; Participant Stickers
- Attachment 4; Event Signage

5308-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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.

CARRIED

5309-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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

CARRIED

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

- Report dated December 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Letter to the Board
- Attachment 3; Event Site Map

5310-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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 be waived;

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

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

THAT the 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).

CARRIED

(11) REPORTS BY COMMISSIONERS

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

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

5311-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

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 – Commissioner Jartved

Vice Chair – Community member (to be appointed)

Village Center Planning and Development Committee (Select) as amended

Chair – Commissioner Dzaman

Vice Chair – Commissioner Beesley

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

Chair – Commissioner Jartved

Vice Chair – Commissioner Bauer

Water Safety Committee (External)

Commissioner Moul

Cultus Lake Stewardship Society (CLASS) (External)
Commissioner Bauer

Tourism Chilliwack (External)
Vice Chair Beesley

Cultus Lake Community School (External)
Commissioner Moul

CARRIED

5312-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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.

CARRIED

The Board noted that they intend to create opportunities in the new year to host engagement sessions for all Cultus Lake Park Commercial Leaseholders; one (1) before the summer season and one (1) following. For this reason, they did not restrike the Commercial Leaseholder Committee for the new year.

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

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

5313-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

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.

CARRIED

5314-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

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.

CARRIED

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

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

5315-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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.

CARRIED

(12) COMMUNITY ASSOCIATION

C. Rogozinski, representative of the Community Association, inquired into how the Board established the cap of 65 Short-term Rentals in the park. She inquired whether the cap includes operators who utilize their Short-term Rental as their primary residence. She noted that in previous years the Board communicated that a cap was not permissible due to legal reasons and inquired into what had changed to permit it currently. She inquired into the process of selling a leasehold property with a current Short-term Rental permit.

The Board noted that selecting the number 65 for the cap on Short-term Rentals was reflective of the current number of permits at that time, while allowing room for leaseholders to make application before reaching the maximum number of Short-term Rentals within the park. The Board noted that in previous years it was communicated that additional data was required, along with further legal advice regarding Short-term Rentals to ensure that the best decisions were made regarding restrictions and caps prior to initiating a change in policy or bylaw. The Board clarified that the current process would allow for a current Short-term Rental permit holder to sell their permit with their leasehold property to provide the new leaseholder(s) with the opportunity to continue with the permit if they choose.

(13) PUBLIC QUESTION PERIOD

K. Dosen, resident, noted his support of the cap of 65 Short-term Rentals within Cultus Lake Park and noted his recommendation to increase annual fees for permit holders. He requested clarity on the process for tree management within the park.

The Board noted that residents making application for building and construction should connect directly with park staff prior to drafting drawings of the new construction to identify trees that must be retained.

B. Senft, resident, commended staff on the updates to the tree bylaw and policy to retain tree canopy throughout the park. She noted potential challenges of requiring a resident of a small, leased lot to plant a tree within the lot and maintain its health.

J. Lamb, Chief Administrative Officer, noted that the Fraser Valley Regional District Zoning Bylaw notes the requirement for parking of two (2) vehicles within the property pins, which will aid in creating space for trees throughout the lot. Staff will work with the leaseholder to identify a reasonable solution for planting of trees within the requirements of the bylaw and policy.

(14) ADJOURNMENT

5316-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Regular Meeting of the Cultus Lake Park Board held on December 13, 2023, be adjourned at 8:26 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held December 13, 2023.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 20, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

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

(1) CALL TO ORDER

The Chair called the meeting to order at 8:00 am 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) APPROVAL OF AGENDA

SP 5317-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (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.

CARRIED

(3) FINANCE

- (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

SP 5318-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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

CARRIED

(4) BYLAWS

(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

SP 5319-23 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

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

CARRIED

(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

SP 5320-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

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

CARRIED

SP 5321-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

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

CARRIED

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

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

SP 5322-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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.

CARRIED

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

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

SP 5323-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

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.

CARRIED

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

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

SP 5324-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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.

CARRIED

(5) REPORTS BY STAFF

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

- Report dated December 20, 2023, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Letter dated December 13, 2023, from Simpson Notaries regarding the sale of 31 Lakeshore Drive

SP 5325-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

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.

CARRIED

(6) REPORTS BY COMMISSIONERS

(a) **Tourism Chilliwack Board Meeting**

- Verbal report dated December 20, 2023, from Vice Chair Beesley

Vice Chair Beesley noted his appreciation of staff facilitating the use of the Cultus Lake Park office boardroom for the Tourism Chilliwack Board Meeting on January 30, 2024.

(7) COMMUNITY ASSOCIATION

(8) PUBLIC QUESTION PERIOD

(9) ADJOURNMENT

SP 5326-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Special Regular Meeting of the Cultus Lake Park Board held on December 20, 2023, be adjourned at 8:21 am.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held December 20, 2023.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 17, 2024 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021
Amendment Bylaw No. 1239, 2024.

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second, and Third readings to Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1239, 2024.*

DISCUSSION:

On December 20, 2023, the Cultus Lake Park Board adopted the 2024-2028 Cultus Lake Park Financial Plan Bylaw No. 1231, 2023. As per the Bylaw, the "Summer Rate" time frame for the pay parking lots was changed to start on April 15th of each year instead of the weekend known as the "May Long Weekend."

The attached Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1239, 2024, specifically Schedule A, has been updated to reflect the above noted change.

STRATEGIC PLAN:

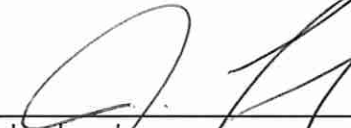
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

PARKING AND TRAFFIC REGULATIONS BYLAW NO. 1190, 2021

Amendment Bylaw No. 1239, 2024

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

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

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

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

1. TITLE

This Bylaw may be cited for all purposes as "Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1239, 2024".

2. AMENDMENTS

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

Removing and replacing Schedule A with the revised and attached Schedule A.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2024

READ A SECOND TIME this XX day of XXX, 2024

READ A THIRD TIME this XX day of XXX, 2024

ADOPTED this XX day of XXX, 2024

Kirk Dzaman, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true and correct copy of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1239, 2024

Chief Administrative Officer

SCHEDULE A: FEES

All Public Parking Lots are designated as pay Parking areas and are subject to the types of Parking fees set out in Table 1 below. The amount of each type of fee will be determined from time to time in accordance with Section 13.2 of this Bylaw.

TABLE 1 of SCHEDULE A		
No.	Fee Type	Fee Sub-types
1.	Hourly Parking Permit	1. A "Summer Rate" is in effect from April 15 th until the end of the weekend known as the "September Long Weekend" of each calendar year; and 2. a "Winter Rate" in effect at all times when the Summer Rate is not in effect.
2.	Daily Parking Permit (Lot D)	1. Weekday (Monday to Thursday) 2. Weekend (Friday to Sunday and Statutory Holidays)
3.	Annual Resident Parking Permit	Not applicable.
4.	Annual Non-Resident Parking Permit	Not applicable.
5.	Paddling Parking Permit	Not applicable.
6.	Leaseholder Parking Permit	Not applicable.
7.	Highway Closure Application	Not applicable.
8.	Construction Parking Permits	Not applicable.
9.	Leaseholder Special Event Parking Permit	Not applicable.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 17, 2024 **FILE:** 0540

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

SUBJECT: 2024 Standing and Select Committee Terms of Reference Amendments

PURPOSE:

To present to the Board the proposed amendment to the Community Events and Engagement Committee and Environmental and Public Area's Planning Committee Terms of Reference for 2024.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve amending the Terms of Reference for the Environmental and Public Area's Planning Committee.

THAT the Cultus Lake Park Board approve amending the Terms of Reference for the Community Events and Engagement Committee.

DISCUSSION:

Following the direction of the Board, staff began advertising and accepting applications for the 2024 Standing and Select Cultus Lake Park Board Committees on the park's social platforms, community bulletin boards, and website.

Staff are proposing the following amendments under Section 3.2 Membership & Term of the:

- Environmental and Public Area's Planning Committee Terms of Reference (attachment 1);
The Committee will consist of the following members:
 - Committee Chair – Commissioner _____
 - Committee Vice Chair – Commissioner _____
 - two (2) members of the public, appointed by the Board; and
 - **up to** four (4) non-voting member(s) of the public, appointed by the Board.
- Community Events and Engagement Committee Terms of Reference (attachment 2);
The Committee will consist of the following members:
 - Committee Chair – Commissioner _____
 - Committee Vice Chair – Community member (to be appointed); and
 - **up to** five (5) members of the public, appointed by the Board.

Staff are recommending the above-mentioned amendments to enable the Board to establish the Standing and Select Committees with a varying number of members annually based on applications received.

STRATEGIC PLAN:


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

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



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
 - **up to** 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.
- 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 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.

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.



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
 - **up to** 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.
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Minutes and Reporting

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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 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.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 17, 2024 **FILE:** 8100

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

SUBJECT: RCMP Polar Plunge Special Event

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the RCMP Polar Plunge to be held on Tuesday, February 27, 2024.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the RCMP Polar Plunge Special Event to be held on Tuesday, February 27, 2024, from 11:00 am to 2:00 pm.

THAT the Cultus Lake Park Board approve waiving the standard special event fees for the RCMP Polar Plunge Special Event.

THAT the Cultus Lake Park Board approve waiving parking fees for 30 participants and volunteers in Parking Lot A for the duration of the RCMP Polar Plunge Special Event.

DISCUSSION:

The Polar Plunge Special Event organizers, Chilliwack Royal Canadian Mounted Police (RCMP) in conjunction with the Pacific Region Training Centre are requesting Board approval to host the special event on February 27, 2024, from 11:00 am to 2:00 pm at Main Beach in support of Special Olympics BC (SOBC). The event organizers anticipate approximately 20 participants and 10 volunteers, including RCMP Officers, City of Chilliwack staff, Special Olympics athletes, and family.

This event is currently being hosted by multiple RCMP detachments in communities throughout British Columbia, such as Abbotsford, Surrey, Kamloops, and Vancouver. Participants aim to raise money for Special Olympics BC to aid in helping athletes reconnect with their friends and family of the SOBC by rebuilding life-changing programs.

The event organizers are requesting Board approval to waive standard special event fees and parking fees in Parking Lot A from 11:00 am to 2:00 pm for the duration of the fundraiser, as was approved in 2023. The following would be the fees required, should the Board not approve the request:

Application Fee: \$100
Rental Fee (0-100 people): \$100
Security Deposit (refundable): \$1000
Parking Fees: \$390
(30 vehicles x three hours at \$4.00/hr. plus \$1.00 infrastructure fee per transaction)

Total: \$1590

The event organizers would be required to provide General Liability Insurance of no less than five (5) million dollars naming Cultus Lake Park as additional insured. Event participants will have access to the Main Beach washrooms and changerooms for the duration of the special event.

The event organizers welcome the Cultus Lake Park Board and staff to participate in the RCMP Polar Plunge Special Event by joining the Chilliwack RCMP plunge team.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:



Amanda Warmerdam
Administrative Assistant,
Communications & Events Coordinator



Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

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

Date of Application: _____

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

Name of Event: Polar Plunge (For Special Olympics BC)

Name of Organization: Royal Canadian Mounted Police

Contact Name(s): Grant Floris

Mailing Address: _____

Postal Code: _____

Phone: _____

Alt. Phone: _____

E-Mail: _____

Alternate Contact: Cody Tateyama

Phone: _____

Public Contact Info: N/A

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

EVENT DETAILS:

Date(s) Requested: February 27, 2024 Hours of Use: 1100-1400

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: 15-20

Estimated # of Staff or Volunteers: 5-10

Estimated # of Spectators: _____

Event Details: Fundraising event for Special Olympics

Same as last year, hoping to have the change rooms open with heaters on!

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: N/A Phone: _____

General Description of Proposed Route (Please attach map) _____
N/A

Set Up/Staging Area (Please attach map): N/A

Garbage Cleanup Plan: There should be no garbage generated, but any garbage generated will be removed

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

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: N/A

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

Signature: _____ Date: _____

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:



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 17, 2024 **FILE:** 8100

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

SUBJECT: Conquer the Vedder Special Event

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Conquer the Vedder Special Event on May 25 and 26, 2024.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Conquer the Vedder Special Event report for information.

DISCUSSION:

The Conquer the Vedder Special Event on Saturday, May 25, 2024, and Sunday, May 26, 2024, will challenge participants in three (3) main disciplines: stand-up paddleboarding, gravel biking and trail running. The start and finish line will be located at the Smith Falls, BC Parks group camp sites at the end of Parmenter Road and will begin at 8:00 am until approximately 4:00 pm. The organizers anticipate up to 400 participants and 100 volunteers per day, over the course of the event.

The event organizers, Coast Mountain Trail Running will utilize Parking Lot D to organize shuttle buses for competitors and spectators for the duration of the two (2) day event from 5:00 am to 4:00 pm daily, same as in 2022 and 2023. Two (2) small shuttle buses would operate on 15-minute rotations to the Smith Falls, BC Parks group camp sites to minimize congestion along Parmenter Road. Participants will be required to pay the standard parking rates applicable in Parking Lot D.

Staff will provide a gate key to the organizer to facilitate access to the parking lot. The Conquer the Vedder Special Event will not be utilizing any other area or facility within the Cultus Lake Park jurisdiction for the purpose of organizing the event.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:

Amanda Warmerdam
Administrative Assistant,
Communications & Events Coordinator

Joe Lamb
Chief Administrative Officer



"Conquer the Vedder" May 25 & 26

Race Day Details Sheet

Location

CTV is based at Cultus Lake in Chilliwack, BC. Our start/finish area is in the BC Parks Westside Group Campsites at the end of Parmenter Road.

Timing (same both days: Saturday – solo / Sunday - relay)

5:00am Racer check-in and competitor gear drop-off starts.
6:30am Ideal time to arrive. Everyone must be set up and ready by 7:00am
**No arrivals/set up between 7:00am and 8:00am
7:30am Racer check-in closes
7:40am Pre-race announcements on land
7:50am All paddlers on the water
8:00am Race starts
8:40am First SUP finisher off the water
11:45am Saturday / 11:20am Sunday - first finisher
1:30pm Saturday / 1pm Sunday - awards
4:30pm Saturday / 3:30pm Sunday - final finisher

Vehicles & Parking

There is a locked gate on Parmenter, roughly 1.8km before the campsites. It will be staffed to let you in. The earlier you arrive, the closer you can get to your location to set up. We will have limited parking for sponsors on site at 1 vehicle per sponsor. Additional vehicles must be parked at our bus service location of Cultus Lake pay parking Lot D (behind the waterpark).

Infrastructure

Power – will only be available via battery generators on site. There is no wired power onsite.

Water/Washrooms – there are 4 washrooms on site, both outhouses and portables. There is no running/drinking water onsite, so please bring all you need for the day.

Thanks so much, we're looking forward to a great race day!

Geoff Langford & Gary Robbins, Race Co-Directors.

Geoff: [REDACTED]



SPECIAL EVENT APPLICATION

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

Date of Application: August 3, 2023

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

Name of Event: Conquer the Vedder

Name of Organization: Coast Mountain Trail Running

Contact Name(s): Geoff Langford

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

E-Mail: [REDACTED]

Alternate Contact: Gary Robbins

Phone: [REDACTED]

Public Contact Info: [REDACTED]

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

EVENT DETAILS:

Date(s) Requested: May 25-26, 2024

Hours of Use: 5am - 4pm

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: 400/day

Estimated # of Staff or Volunteers: 100/day

Estimated # of Spectators: 50/day

Event Details: www.conquerthevedder.com

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: signage, marshals Phone: _____

General Description of Proposed Route (Please attach map) event is entirely on Vedder Mtn and on the lake. Application is for use of parking only.

Set Up/Staging Area (Please attach map): BC Parks "Westside" group sites

Garbage Cleanup Plan: receptacles in place, post-event clean up

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

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

Other/Additional Information: Use of Lot D for parking and shuttle buses

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

Signature: _____ Date: Aug 3, 2023



SPECIAL EVENT APPLICATION

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: _____

Notes/Concerns for CAO: _____

Approved By CAO: _____

Date: _____

Cost of Rental: _____

Rental Fee/s: _____ Due by: _____

Fee/s Paid: _____

Date: _____

Special Event Bylaw Fees

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

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

0-100 use of Gazebo A

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

200+ use of all Gazebos



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: January 17, 2024

SUBMITTED BY: Kirk Dzaman,
Chair, Cultus Lake Park Board

SUBJECT: Appointments to the Cultus Lake Park Board Standing and Select Committees

PURPOSE:

As per provisions in the Board Committee System Policy, the Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board the establishment of Select Committees and the appointment of members. The Board will appoint members to Select Committees, upon recommendation of the Board Chair, at a Regular Board meeting.

RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board approve the following members of the public be appointed to the following committees:*

STANDING COMMITTEE

Environmental and Public Area's Planning Committee

Two (2) members of the public and up to four (4) non-voting members of the public, appointed by the Board.

1. Rita LeBlanc
2. Brenda Senft – voting member
3. Gail Smit – voting member
4. Kathie Vander Helm

SELECT COMMITTEES

Community Events and Engagement Committee

*Vice Chair – Community member (to be appointed); and
Up to five (5) members of the public appointed by the Board*

1. Lori Klassen
2. Rita LeBlanc
3. Marla McMullen
4. Sheridan Northeast
5. Tracie Seeley
6. Laurel Shears

Village Center Planning and Development Committee

Two (2) or more (up to eight (8)) additional members of the public appointed by the Board.

1. *Gord Campbell*
2. *Kevin Kirsten*
3. *Colleen Rogozinski*
4. *Ernie Vance*
5. *Bruce van den Brink*
6. *Peter Vander Helm*
7. *Kyle Weiher*
8. *Lukas Wykpis*

DISCUSSION:

Many different Board Committees have been created by the Board over the years. Member involvement not only provides the Board with feedback and recommendations on projects but also establishes communication in an open and transparent manner. In addition, members of the community are then involved in the many aspects surrounding the park which creates a sense of participation and engagement.

Prepared by:



Kirk Dzaman
Chair, Cultus Lake Park Board