



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, MARCH 20, 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, March 20, 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/86830884544?pwd=9qdT7GTOJArbgkKnKle4rhmXkXbafn.1>

Meeting ID: 868 3088 4544

Passcode: 898608

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, MARCH 20, 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 (6:30 PM)

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

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

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

(3) RECONVENE

(4) APPROVAL OF AGENDA

Page 1

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of March 20, 2024; 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 February 21, 2024.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 13

- (a) *THAT the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from February 2, 2024.*

(7) CORRESPONDENCE

Page 17

- (a) **Funding Request from the Cultus Lake Stewardship Society**

- Email dated March 12, 2024, from Cultus Lake Stewardship Society

THAT the Cultus Lake Park Board request staff to fund \$2,000 from the Public Relations Account in support of the Cultus Lake Stewardship Society.

(8) BYLAWS

Page 19
Page 25

(a) **Cultus Lake Park Special Event Bylaw No. 1240, 2024, and Administrative Policy**

- Attachment 1; Cultus Lake Park Special Event Bylaw No. 1240, 2024
- Attachment 2; Cultus Lake Park Special Event Administrative Policy

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park Special Event Bylaw No. 1240, 2024.

THAT the Cultus Lake Park Board adopt the Cultus Lake Park Special Event Administrative Policy.

(b) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1241, 2024**

Page 33

- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1241, 2024

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1241, 2024.

(9) REPORTS BY STAFF

Page 37

(a) **Release of Closed Meeting Resolutions – Cultus Lake Golf Club Building Use Request**

- Report dated March 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the following February 21, 2024, Closed Meeting Resolutions be released at the March 20, 2024, Regular Board meeting:

IC 5050-24

THAT the Cultus Lake Park Board approve the Cultus Lake Golf Club to connect water and sewer to the storage building located at the 13th hole of the course.

IC 5051-24

THAT the Cultus Lake Park Board permit use of the building to accommodate facilitating micro weddings and golf course operations, with continued restriction of use for short-term, long-term, and/or residential lodging.

IC 5052-24

THAT the Cultus Lake Park Board request staff to execute a Covenant Agreement to be registered on title for the Cultus Lake Golf Club to permit connection of water and sewer to the storage building for the purpose of facilitating micro weddings and other golf course operations, excluding use for short-term, long-term, and/or residential lodging.

(b) **Release of Closed Meeting Resolutions – Land Expropriation, Department of Fisheries and Oceans Site**

Page 39

- Report dated March 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 41

- Attachment 1; Map of Expropriated Lands

THAT the following February 21, 2024, Closed Meeting Resolutions be released at the March 20, 2024, Regular Board meeting:

IC 5053-24

THAT the Cultus Lake Park Board receive the Land Expropriation Funding Report for information.

IC 5054-24

THAT the Cultus Lake Park Board direct staff on next steps pertaining to use of funds from the expropriated land identified as PID: 008-692-980, Lot 2, PID: 003-300-757, Lot A, and statutory right of way over land identified as PID: 000-823-236 and PID: 000-823-198, in addition to consultation with Soowahlie First Nations.

(c) **Release of Closed Meeting Resolution – Cultus Lake Park Security Services**

Page 43

- Report dated March 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the following February 21, 2024, Closing Meeting Resolution be released at the March 20, 2024, Regular Board meeting:

IC 5057-24

THAT the Cultus Lake Park Board approve that staff enter into a Security Services Agreement with Frontline Integrated Security for a five (5) year term with the option for a single five (5) year extension for security services in Sunnyside Campground, Residential and Public Areas.

(d) **Parking Fee Waiver Administrative Policy**

Page 45

- Report dated March 20, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

Page 47

- Attachment 1; Cultus Lake Park Parking Fee Waiver Administrative Policy

THAT the Cultus Lake Park Board adopt the Cultus Lake Park Parking Fee Waiver Administrative Policy.

(e) **Cultus Lake Community School Special Event Date Change**

Page 51

- Report dated March 20, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

Page 53

- Attachment 1; Special Event Application – Indigenous Days Celebration

THAT the Cultus Lake Park Board rescind the motion # 5353-24:

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on May 29, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

THAT the Cultus Lake Park Board rescind the motion # 5354-24:

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on May 30, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on June 10, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on June 11, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

(10) REPORTS BY COMMISSIONERS

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

(13) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on March 20, 2024, be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, FEBRUARY 21, 2024
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 Park Operations – T. McKay
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 5:49 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

5340-24 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), (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;

Section 90 (1), (g), litigation or potential litigation affecting the municipality; and

Section 90 (1), (k), negotiations and related discussions respecting the proposed provision of a municipality 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

5341-24 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

- (a) **THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of February 21, 2024, by removing under Section 9 – Reports by Staff, Item 9, (h) The Big Chill Special Event;

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.

CARRIED

(5) ADOPTION OF MINUTES

5342-24 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held January 17, 2024.

CARRIED

(6) CORRESPONDENCE

- (a) **Dragon Boat Donation from Sudden Impact Paddling Club**

- Attachment 1; Email dated January 31, 2024, from Jonathan Willcocks, Commodore, Sudden Impact Paddling Club
- Attachment 2; History of Dragon Boating and Cultus Lake
- Attachment 3; Photos of the Dragon Boat proposed for donation

5343-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the email from Jonathan Willcocks, Commodore, Sudden Impact Paddling Club regarding a Dragon Boat donation for information.

CARRIED

5344-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board provide staff with direction on next steps regarding the proposed Dragon Boat donation from the Sudden Impact Paddling Club.

CARRIED

THAT the Cultus Lake Park Board request staff to find a location for the proposed Dragon Boat donation from the Sudden Impact Paddling Club.

MOTION DEFEATED

(7) BYLAWS

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

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

5345-24 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1239, 2024.

CARRIED

(b) **Cultus Lake Park Special Event Bylaw No. 1240, 2024, and Administrative Policy**

- Report dated February 21, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Cultus Lake Park Special Event Policy
- Attachment 2; Cultus Lake Park Special Event Bylaw No. 1240, 2024
- Attachment 3; Special Event Permit Template

5346-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Special Event Bylaw No. 1240, 2024.

CARRIED

(c) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1241, 2024**

- Report dated February 21, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1241, 2024

5347-24 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. 1241, 2024.

CARRIED

(8) CONSENT AGENDA

(a) **2023 Fourth Quarter Reports**

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

- Lease Assignment

5348-24 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

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

CARRIED

(9) REPORTS BY STAFF

(a) **Stakeholder Groups – Canoe Storage / Future Use**

- Report dated February 21, 2024, from Joe Lamb, Chief Administrative Officer

5349-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board direct staff on next steps for the Canoe Storage and Future Use with the stakeholder groups.

CARRIED

The Board requested staff to revisit this project at a later date as part of future development and extend the current licences for each non-motorized user group.

(b) **Fire Hydrant Relocation and Funding Allocation Request**

- Report dated February 21, 2024, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Maps of Fire Hydrant Locations

5350-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board fund \$100,000.00 from the Accumulated Surplus Reserve Fund for the relocation of two (2) fire hydrants on Lakeshore Drive.

CARRIED

(c) **Extension of the Consultation Agreement with Urban Systems Ltd. for the Village Center Plan Development**

- Report dated February 21, 2024, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Urban Systems Ltd. Schedule of Tasks dated February 9, 2024
- Attachment 2; Agreement for Consulting Services dated June 6, 2022

5351-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the Extension of the Consultation Agreement with Urban Systems Ltd. for the Village Center Plan Development report for information and support the continuation of the Consultation Agreement with Urban Systems Ltd.

CARRIED

(d) **Building Wildfire Resiliency Special Events**

- Report dated February 21, 2024, from Todd McKay, Manager of Park Operations

5352-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the Building Wildfire Resiliency special events to be held April 6, 2024, from 9:00 am to 11:00 am and May 11, 2024, from 9:00 am to 11:00 am.

CARRIED

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

- Report dated February 21, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application – Indigenous Days Celebration
- Attachment 2; Special Event Application – Grade 5 Celebration

5353-24 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on May 29, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

CARRIED

5354-24 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on May 30, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

CARRIED

5355-24 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the waiver of parking fees for 50 parent vehicles in Parking Lot D on June 26, 2024, for the Grade 5 Celebration special event from 11:30 am to 2:30 pm.

CARRIED

5356-24 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve one (1) food truck to operate at the Cultus Lake Community School as part of the Grade 5 Celebration special event from 11:30 am to 2:30 pm.

CARRIED

5357-24 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the waiver of the food vendor fee of \$100 for the food truck participating in the Grade 5 Celebration special event.

MOTION DEFEATED

(f) **Lions Cultus Lake Fishing Derby Special Event**

- Report dated February 21, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application

5358-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the Lions Cultus Lake Fishing Derby special event to be held on Saturday, June 15, 2024.

CARRIED

5359-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 50 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 15, 2024.

CARRIED

5360-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board permit one (1) van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 14, 2024, to 4:00 pm on June 15, 2024, for security purposes, free of parking fees.

CARRIED

(g) **Elite Ninja Development Special Event**

- Report dated February 21, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2 through 4; Photos of Event Equipment

5361-24 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board approve the Elite Ninja Development special event to be held on Saturday, August 10, 2024, from 10:00 am to 5:00 pm.

CARRIED

(h) **The Big Chill Special Event**

- ~~Report dated February 21, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator~~
- ~~Attachment 1; Special Event Application~~
- ~~Attachment 2; Letter to the Board~~
- ~~Attachment 3; Map of the 100 mile Route~~
- ~~Attachment 4; Map of the 100 km Route~~
- ~~Attachment 5; Map of the 50 mile Route~~
- ~~Attachment 6; Map of the 55 km Route~~

~~**THAT the Cultus Lake Park Board approve The Big Chill special event to be held on Thursday, September 5, 2024, from 5:00 pm to 9:00 pm.**~~

This agenda item was removed from the Board Meeting Agenda due to correspondence received by staff from the event organizer, requesting a date change to 2025.

(i) **Across the Lake Swim Special Event**

- Report dated February 21, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Map of Event Setup
- Attachment 3; Map of Swim Routes

5362-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve the Across the Lake Swim special event to be held on Sunday, September 8, 2024, from 5:00 am to 1:00 pm.

CARRIED

(10) REPORTS BY COMMISSIONERS

(a) **Recommendations from the Community Events and Engagement Committee**

- Report dated February 21, 2024, from Erika Jartved, Cultus Lake Park Board Community Events and Engagement Committee, Chair

5363-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Cultus Lake Day event to be held on Saturday, June 22, 2024, at Main Beach.

CARRIED

5364-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve that parking fees be waived for volunteers, vendors, and support staff in Parking Lot D for the duration of the event.

CARRIED

5365-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area for the event on June 22, 2024.

CARRIED

(11) COMMUNITY ASSOCIATION

R. LeBlanc, representative of the Community Association, inquired if the three (3) strike policy is still in effect and what is required to receive a strike, as related to Short-term Rental operations.

Staff noted that revocation of a Short-term Rental permit could be warranted due to bylaw infractions.

(12) PUBLIC QUESTION PERIOD

L. Shears, resident, inquired what the expectation are for the contractors currently working on the Department of Fisheries and Oceans (DFO) sanity line, to repair roadways, parking lots, and neighbouring greenspaces.

Staff noted that they met with DFO and the contractors, to review their responsibility to repair the park to a better state than prior to when work began. All areas will be top soiled and seeded by the end of next week, in addition to paving and parking lot repairs. The project is anticipated to be completed next week.

P. Guenther, resident, inquired into whether there will be an odour as a result of the wastewater treatment plant. He noted that the NDP are promoting amendments to the Land Act and recommended that the Board inquire into this if they have not already done so.

The Board noted that as the wastewater treatment plant is a Fraser Valley Regional District, they would encourage residents to inquire directly with them. The Board noted that the proposed amendments to the Land Act were no longer being explored by the province according to an announcement earlier in the day.

(13) ADJOURNMENT

5366-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held on February 21, 2024, be adjourned at 8:30 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held February 21, 2024.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



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

FRIDAY, FEBRUARY 2, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present
Committee
Members**

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

Staff

Chief Administrative Officer – J. Lamb
Manager of Park Operations – T. McKay
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

Regrets

G. Smit

(1) CALL TO ORDER

The Chair called the meeting to order at 10:21 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: B. Senft Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Agenda for the Meeting of February 2, 2024; and

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

CARRIED

(3) CORRESPONDENCE

(4) REPORTS BY STAFF

Staff introduced Todd McKay, the new Manager of Park Operations.

(5) NEW BUSINESS

(a) Committee Member Welcome and Introductions

- Environmental and Public Area's Planning Committee Terms of Reference
- Board Committee System Policy
- Board Procedures Bylaw No. 1233, 2023

(b) **Committee Work Plan 2024**

- Foreshore Tree Replacement
 - Schedule Site Walk with Staff
- Beautification Project at Main Beach
 - Irrigation
- Educational Plaque Design – Fir Tree at Parking Lot B
- Lakeview Cabin Garden Bed
- Green Space Maintenance
 - Weeding
 - Mulch

The committee members and staff discussed the removal of large tree stumps along the foreshore to plant new canopy trees.

The committee scheduled a foreshore walkthrough with staff on February 13, 2024, at 9:00 am.

The committee discussed blackberry eradication and prevention in new planted areas as the priority for education with Public Works staff, so these tasks can be incorporated into their daily maintenance.

Staff will source irrigation quotes for the new beautified areas to be completed in February/March. The committee to review ordering of plants for this project.

The committee will provide staff with a recommended design of the plaque for the fir tree in Parking Lot B for placement in early March.

The committee will review the Lakeview Cabin garden bed at a later date, noting that some upkeep is required currently by staff. Staff will review priority areas for blackberry eradication, and potential in house certification for staff.

Staff noted the meeting with B. Senft today to comprise a plan for training of staff for pruning and tree maintenance. It was noted that weeding and mulch will likely continue to be volunteer based.

Staff will confirm that mulch will be left behind from trees removed from the park.

Staff will draft a notice to residents about pruning and/or cutting trees and plants outside of their property, in addition to fees and fines associated with this.

The committee discussed the potential to amend the Terms of Reference for the committee in 2025 to include the area along Sweltzer Creek and DFO site.

The committee and staff discussed the focus of connecting paths throughout the park in conjunction with the Village Center Plan.

Staff reviewed the upcoming FireSmart event that is pending Board approval, in partnership with the Fraser Valley Regional District.

(6) PUBLIC QUESTION PERIOD

No public questions.

(7) NEXT MEETING

Friday, March 8, 2024, at 9:00 am.

(8) ADJOURNMENT

Moved by: B. Senft Seconded by: Commissioner Bauer

THAT the Environmental and Public Area's Planning Committee meeting held on February 2, 2024, be adjourned at 11:18 am.

CARRIED

From: Cultus Lake Stewardship <cultusstewards@gmail.com>

Sent: Tuesday, March 12, 2024 3:24 PM

To: Board Members <BoardMembers@cultuslake.bc.ca>

Cc: info@cultusstewards.ca; Rachel Litchfield <Rachel.Litchfield@cultuslake.bc.ca>; Joe Lamb <joe.lamb@cultuslake.bc.ca>

Subject: Supporting the work of CLASS

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

hello Cultus Lake Park Board Commissioners

Since 2007, the Cultus Lake Stewardship Society (CLASS) has been protecting this gift of the lake and surrounding watershed. We participate in many different issues:

1. school projects such as lake water monitoring, education on salmon migration, local birds and invasive plants (pulling ivy off the forest trees)
2. mitigation of smallmouth bass invasive fish
3. mitigation of other invasive plants such as milfoil, yellow flag iris
4. reporting and monitoring of eutrophication and general health of the lake by measuring turbidity, temperature and oxygen
5. greenshores foreshore recovery
6. working with the CLPB environmental committee members for large tree identification and planting
7. goose breeding control and management
8. garbage collection here and around the lake
9. working with the Soowahlie on various projects
10. participating in the removal of illegal dumping material in the Columbia Valley
11. Cultus Lake Day booth informing and educating visitors
12. eco-education with sandwich boards covering topics distributed around the lake at visitor locations

Photo examples can be found at the bottom of this webpage: <https://cultusstewards.ca/about>

The goal of CLASS is to preserve and protect the health of the lake and its watershed for the sake of the environment and for future generations. To do this we engage science and traditional knowledge to discover the nature of Cultus, to understand the factors that threaten the lake's well-being, and to mitigate and eliminate those threats. Our work supports your work of Protect and Preserve. And with our volunteers, working with Cultus Lake Park Board we think we can meet our common goals.

And we'd like to ask for your support of \$2,000 towards maintaining our society and our projects and to suggest putting this in the annual CLPB budget for your continued support.

We look forward to hearing back from you on your thoughts.

regards,

Dave Clyne, Chair
Christina Toth

Coralea Towler

Kathie Vanderhelm
Graham Fane

John Axford

Ernie Vance

www.cultusstewards.ca



Cultus Lake Park

SPECIAL EVENT BYLAW

Bylaw No. 1240, 2024

A Bylaw to regulate Special Events

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 Special Event Bylaw No. 1240, 2024”.

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

“**Applicant**” means the Person, Leaseholder or Organization that is applying for a Special Event Permit.

“**Beverage Garden**” means an area within a Special Event site where liquor may be sold, served, and/or consumed.

“Block Party” means an event, organized by a Leaseholder, in which many members of a single community congregate in the street to observe an occasion of some importance. The event must be hosted on the Highway the Leaseholder lease is addressed to.

“Board” means the elected Board for Cultus Lake Park.

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

“Community Event” means an event for the benefit of the residents of Cultus Lake Park and/or the local community, including but not limited to community garage sales, art shows, and Cultus Lake Community School and Cultus Lake Memorial Church events held on Park property.

“Food Vendor” means a food stand, cart or truck that sells and/or serves food to event attendees for immediate consumption. Cultus Lake Park Commercial Leaseholders are not considered to be “Food Vendors” under this definition.

“Foreshore” means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations and Rural Development within Cultus Lake Park along the lakeshore and 100 meters or 328 feet into the lake from the high-water mark.

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

“Organization” means an organized body of people with a particular purpose, including but not limited to a group, society, association, club, league, or business.

“Park” means the area within the Cultus Lake Park boundaries and the Foreshore assigned to the Cultus Lake Park by the Province of British Columbia.

“Park Staff” means any Person employed by Cultus Lake Park.

“Permittee” means the Person, Leaseholder or Organization who has obtained and holds a valid Special Event Permit from Cultus Lake Park.

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

“Special Event” means an organized event, public or private, including but not limited to parades, races, walks, performances, concerts, festivals, group celebrations, receptions, weddings, and filming projects, held within the boundaries of Cultus Lake Park, including the Foreshore. For the purpose of this bylaw Special Event includes Block Party and Community Event.

“Special Event Permit” means a valid permit for a Special Event issued pursuant to the provisions of the current Cultus Lake Park Special Event Bylaw, all amendments, and the Cultus Lake Park Special Event Policy.

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 GENERAL REGULATIONS

- 3.1** All Persons, Applicants, Permittees, participants, and spectators operating or attending a Special Event within Cultus Lake Park are subject to the provisions as outlined in this Bylaw, the Special Event Administrative Policy and all other Cultus Lake Park Bylaws, Amendments and Policies.
- 3.2** No Person, Leaseholder or Organization will operate a Special Event within Cultus Lake Park without a valid Special Event Permit issued by Cultus Lake Park.
- 3.3** No Permittee will operate a Special Event within Cultus Lake Park without having all event requirements that are included with the approved Special Event Permit.
- 3.4** No Permittee will operate, include, allow, or maintain any provision during a Special Event within Cultus Lake Park that were;
- (a) not requested; or
 - (b) denied
- during the Special Event Permit approval procedure.
- 3.5** Permittee(s) must keep the Special Event Permit on site for the duration of the event.
- 3.6** Permittee(s) must return Cultus Lake Park property and infrastructure to an equal or better condition than that which existed prior to the event, all within 48 hours of the event, to the satisfaction of Cultus Lake Park.
- 3.7** No food vendors will discharge any waste on Cultus Lake Park property.

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 follows:
- (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 Cultus Lake Park, including administration, infrastructure, Foreshore, bylaw and security;
 - 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 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 a provision of this Bylaw exists or is permitted to exist will constitute a separate offence.

4.4 All outstanding fees and/or fines must be paid in full before a Special Event Application will be received.

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 Special Event Bylaw No. 1150, 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 21ST day of FEBRUARY 2024

READ A SECOND TIME 21ST day of FEBRUARY 2024

READ A THIRD TIME this 21ST day of FEBRUARY 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
Special Event Bylaw No. 1240, 2024

Chief Administrative Officer

SCHEDULE A: FEES

All Special Event 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.	Non-refundable application fee	Not applicable
2.	Refundable security deposit	Not applicable
3.	Early set up fee	Not applicable
4.	Late take down fee	Not applicable
5.	Swim line removal and replacement fee	Not applicable
6.	Beverage Garden fee	Not applicable
7.	Food Vendor fee	Not applicable
8.	Rental fee 0-100 people	Not applicable
9.	Rental fee 101-200 people	Not applicable
10.	Rental fee 200+ people	Not applicable
11.	Tent rental fee	Not applicable
12.	Garbage bin rental fee	Not applicable
13.	Portable washroom rental fee	Not applicable
14.	Filming fee	Not applicable
15.	Other areas within the Park rental fee	Not applicable
16.	Additional Park staff services	Not applicable
17.	Clean up fee	Not applicable
18.	Cancellation fee (within 30 days of event)	Not applicable



CULTUS LAKE PARK

Special Event Administrative Policy

Section:		
Sub-Section:		
Title:	Special Event Administrative Policy	

APPROVALS

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

PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for Staff, Applicants, and Permittees regarding the Special Event permitting process.

DEFINITIONS

“Applicant” means the Person, Leaseholder or Organization that is applying for a Special Event Permit.

“Beverage Garden” means an area within a Special Event site where liquor may be sold, served, and/or consumed.

“Block Party” means an event, organized by a Leaseholder, in which many members of a single community congregate in the street to observe an occasion of some importance. The event must be hosted on the Highway the Leaseholder’s lease is addressed to.

“Board” means the elected Board for Cultus Lake Park.

“BC Liquor and Cannabis Licensing Special Event Permit” (BCLCLSEP) means the special event permit required by the Province of British Columbia when liquor is to be sold or served in a location that is not a private residence, private place, or licensed establishment.

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

“Community Event” means an event for the benefit of the residents of Cultus Lake Park and/or the local community. Examples include, but are not limited to community garage sales, art shows, and Cultus Lake Community School and Cultus Lake Memorial Church events held on Park property.

“Designate” means a Person appointed by the CAO.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples include, but are not limited to, natural disasters, environmental hazards, or pandemics.

“Food Vendor” means food distributed or sold, by a food stand, cart, truck, or by any other means, for immediate consumption. Cultus Lake Park Commercial Leaseholders are not considered to be “Food Vendors” under this definition.

“Foreshore” means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations and Rural Development within Cultus Lake Park along the lakeshore and 100 meters or 328 feet into the lake from the high-water mark.

“Highway” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

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

“Organization” means an organized body of people with a particular purpose. Examples include, but are not limited to a group, society, association, club, league, or business.

“Park” means the area within the Cultus Lake Park boundaries and the Foreshore assigned to the Cultus Lake Park by the Province of British Columbia.

“Park Staff” means any Person employed by Cultus Lake Park.

“Permittee” means the Person or Organization who has obtained and holds a valid Special Event Permit from Cultus Lake Park.

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

“Special Event” means an organized event, public or private, including but not limited to parades, races, walks, performances, concerts, festivals, group celebrations, receptions, weddings, and filming projects, held within the boundaries of Cultus Lake Park, including the Foreshore. For the purpose of this policy Special Event includes Block Party and Community Event.

“Special Event Permit” means a valid permit for a Special Event issued pursuant to the provisions of the current Cultus Lake Park Special Event Bylaw, all amendments, and the Cultus Lake Park Special Event Policy.

“Special Request” means any waiver, exemption or allowance not outlined in current Cultus Lake Park Bylaws and all amendments, and Administrative Policies, that requires consideration by the Board.

“Swim Line” means a floating partition that separates different areas within the Cultus Lake Park Foreshore.

1 GENERAL RULES

- 1.1** Every Person, Leaseholder or Organization operating a Special Event within the Park must have a valid Special Event Permit.
- 1.2** Application will not be accepted for long weekends without approval from the CAO.
- 1.3** All Applicants and Permittees are subject to the fees in accordance with Schedule A of the current Cultus Lake Park Special Event Bylaw.
- 1.4** The Applicant will be responsible for participant conduct, which may result in future application being denied.
- 1.5** This Policy is subject to applicable laws and regulations of the Province of British Columbia, and it is the Permittee’s responsibility to ensure compliance with such applicable laws and regulations.

2 APPLICATION PROCEDURES AND REQUIREMENTS

- 2.1** Only the current Application Form for a Special Event permit will be accepted. This application form is available at the Cultus Lake Park office or on the Cultus Lake Park website.
- 2.2** At the time of application, the Applicant must;
 - (a) submit a completed application form, 90 days prior to the proposed Special Event;
 - (b) submit an event map, including any tents, booths, stands, vendors, Beverage Gardens, race routes, or any other items relevant to the event; and;

(c) pay the non-refundable application fee.

- 2.3 If the proposed Special Event is a Block Party, or Community Event, Applicants must follow Section 2.2 (a) and 2.2 (b) of this policy.
- 2.4 Once the application is approved, amended, or denied, the Applicant will receive a letter outlining the decision of the CAO or Designate.
- 2.5 If the application is approved, the Applicant will pay all relevant fees within five (5) business days of approval, in accordance with Schedule A of the current Cultus Lake Park Special Event Bylaw and as outlined in the letter sent from the CAO or Designate.
- 2.6 A Special Event Permit will be issued to the Applicant upon completion of the Special Event requirements and the Permittee must keep the Special Event Permit on site for the duration of the event.

3 EVENT REQUIREMENTS

Security Deposit

- 3.1 Permittees must provide Cultus Lake Park with a refundable security deposit, a minimum of five (5) business days prior to the event date, to cover any loss or damage resulting from the event. Such amount may be increased or decreased for any event if deemed necessary by the CAO or Designate. Nonpayment of the security deposit will result in the event being cancelled.

Cultus Lake Park Staff will inspect the site following an approved event.

To receive a full refund of the security deposit the Permittee must return Cultus Lake Park property and infrastructure to an equal or better condition than that which existed prior to the event, and any clean up, or repairs must be carried out, to the satisfaction of the CAO or Designate, no later than 48 hours after the Special Event has concluded.

If the Permittee does not comply, all costs of any clean up, or repairs, of Park property and infrastructure, done by Park Staff will be charged to the Permittee. Should the cost of clean up, or repairs exceed the security deposit, the balance will be billed directly to the Permittee.

Insurance

- 3.2 Permittees of approved Special Events held are required to obtain and maintain, during the term of the event, a Comprehensive General Liability Insurance policy providing coverage of not less than \$5,000,000.00, naming Cultus Lake Park as an additional insured. A copy of the policy must be received by the Cultus Lake Park office a minimum of five (5) business days prior to the event date. Failure to provide proof of insurance will result in the event being cancelled.

On Site Meeting

- 3.3 The Permittee must set up a pre-event on site meeting with Park Staff prior to the event date.

4 ADDITIONAL REQUESTS

Swim Lines

- 4.1** Seasonally, Cultus Lake Park installs Swim Lines. Should the Special Event require removal, and or alterations of any or all swim lines, this must be requested during the application process.

Garbage Receptacles

- 4.2** Garbage receptacles are located throughout the Park for public use during Special Events. A Permittee may request a commercial bin to be made available for a fee, as charged by the current Cultus Lake Park contracted waste management service provider. Some Special Events will be required to have additional garbage receptacles, depending on the type and size of event which will be determined by the CAO or Designate.

Washroom Facilities

- 4.3** Washroom facilities are located throughout the Park for public use during Special Events. A Permittee may request portable washrooms to be made available for a fee, as charged by the current Cultus Lake Park contracted waste management service provider. Some Special Events will be required to have additional washroom facilities, depending on the type and size of event which will be determined by the CAO or Designate.

Generators

- 4.4** Any use of generators must be approved by the CAO or Designate prior to the Special Event.

Parking

- 4.5** Any vehicle parking in Cultus Lake Park must comply with the current Cultus Lake Park Parking and Traffic Regulations Bylaw, and all Cultus Lake Park Policies regarding parking. Pay parking is in effect 365 days a year.

First Aid

- 4.6** Should the Special Event be any type of physical sporting event or require the use of boats, first aid services must be on site. The Permittee must confirm first aid services to the Park office and provide a copy of all first aid certifications at least five (5) business days prior to the event.

Roads/Emergency Access

- 4.7** The Permittee will ensure appropriate access is maintained to all roads, and adjacent facilities to the satisfaction of the Park and will provide emergency access acceptable to the RCMP, the Fire Department and Ambulance Services.
- 4.8** Depending on the location of the event, Cultus Lake Park may request a detailed traffic management plan.

Should a road closure be required within the Park, the Permittee must follow the Cultus Lake Park Highway Closure process and pay the relevant fee.

- 4.9** Should portions of the Special Event take place on Highways outside of Cultus Lake Park's jurisdiction, the Permittee must provide a copy of the approval from the applicable governing body, (ex. Ministry of Transportation), to the Park office at least five (5) business days prior to the event.

Beverage Gardens

- 4.10** A Beverage Garden is a Special Request and must include the following details: security, fencing, set up/location and hours. If approved by the Board, a copy of the BCLCLSEP and a Special Event Server Certificate or a Serving it Right Certificate must be provided to the Park office no later than five (5) business days prior to the event. If copies of the permit and certificate are not received by the required deadline, the Beverage Garden will be cancelled.

Food/Food Vendors

- 4.11** A Special Event that includes a Food Vendor is a Special Request and must include the following details: company name, types of food being served and hours of service.

If the permit is not received, the Food Vendor will be cancelled. If the Food Vendor is solely for private use, written confirmation that the Food Vendor will not be serving the public must be provided from the event organizer.

If approved by the Board, a copy of the food permit from Fraser Health must be forwarded to the Park office no later than five (5) business days prior to the event.

Filming

- 4.12** Filming within Cultus Lake Park is permitted upon approval of the CAO or Designate. A detailed plan regarding the filming project is to be submitted with the application.

- 4.13** Filming application fees are to be determined by the CAO or designate.

Wedding

- 4.14** Wedding ceremonies are permitted within Public Areas of the Park upon approval from the CAO or Designate. Examples include, but are not limited to, wharves, gazebos, and the Community Hall. If the ceremony will be in a public place, it must not interfere with the public using the area at the same time.

Other/Additional Requests or Services

- 4.15** Any use of bouncy castles, sound systems or DJs must be approved by the CAO or Designate. Any requests must be received in writing with the application.
- 4.16** Tent rentals are available through Cultus Lake Park, depending on availability, and if requested during the application process and relevant fees are paid.

- 4.17** Applicants requiring additional services from Park staff will be billed at the hourly rate plus 25% overhead which will be deducted from the security deposit and if the cost is greater, the balance will be billed directly to the event organizer(s).

5 CANCELLATION OF SPECIAL EVENT

- 5.1** Special Events cancelled within 30 days of the event will be issued a refund, less any costs incurred by Cultus Lake Park.
- 5.2** If all requirements, as outlined in Sections 2 and 3 are not received by the deadlines set in this policy, the CAO may cancel the event, and all event fees paid will be forfeited.
- 5.3** All Special Event Permits can be suspended in the case of an Emergency. This is at the discretion of the CAO, in consultation with the Board.
- 5.4** If a Special Event is cancelled due to an Emergency, the Permittee will have the option to reschedule or receive a full refund.



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1241, 2024

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. 1241, 2024.

2. AMENDMENTS

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

- 2.1 Section 12 – SCHEDULES remove A-10 – Cultus Lake Park Special Event Bylaw No. 1150, 2019 and replace with A-10 – Cultus Lake Park Special Event Bylaw No 1240, 2024.
- 2.2 Schedule A-10 - Cultus Lake Park Special Event Bylaw No. 1150, 2019 be removed and replaced with the revised and attached Schedule A-10 Cultus Lake Park Special Event Bylaw No. 1240, 2024.

3. EFFECTIVE DATE

READ A FIRST TIME this 21ST day of FEBRUARY 2024

READ A SECOND TIME this 21ST day of FEBRUARY 2024

READ A THIRD TIME this 21ST day of FEBRUARY 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 Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No.1241, 2024.

Chief Administrative Officer

Schedule A-10-Cultus Lake Park Special Event

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Special Event Bylaw No. 1240, 2024	3.2	Failure to obtain Permit	\$500	\$300	\$700	No
	3.3	Operating without meeting approved Permit requirements	\$500	\$300	\$700	No
	3.4 (a)	Provisions not requested	\$500	\$300	\$700	No
	3.4 (b)	Provisions denied approval	\$500	\$300	\$700	No
	3.5	Failure to have Special Event Permit on site	\$500	\$300	\$700	No
	3.6	Improper clean up after a 48 hours timeframe	\$500	\$300	\$700	No
	3.7	Food vendor discharging waste	\$500	\$300	\$700	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: March 20, 2024 **FILE:** 3065 / 0550
SUBMITTED BY: Rachel Litchfield
Manager of Corporate Services / Corporate Officer
SUBJECT: Release of Closed Meeting Resolution - Cultus Lake Golf Club Building Use Request

PURPOSE:

The purpose of the report is to provide a Closed Meeting Resolutions and information to share with the public at an open meeting.

RECOMMENDATION:

THAT the following February 21, 2024, Closed Meeting Resolutions be released at the March 20, 2024, Regular Board meeting:

IC 5050-24

THAT the Cultus Lake Park Board approve the Cultus Lake Golf Club to connect water and sewer to the storage building located at the 13th hole of the course.

IC 5051-24

THAT the Cultus Lake Park Board permit use of the building to accommodate facilitating micro weddings and golf course operations, with continued restriction of use for short-term, long-term and/or residential lodging.

IC 5052-24

THAT the Cultus Lake Park Board request staff to execute a Covenant Agreement to be registered on title for the Cultus Lake Golf Club to permit connection of water and sewer to the storage building for the purpose of facilitating micro weddings and other golf course operations, excluding use for short-term, long-term, and/or residential lodging.

DISCUSSION:

At the February 21, 2024, Closed Board meeting the Board reviewed a request from the owner/operator of the Cultus Lake Golf Club, requesting the Board to permit the connection of water and sewer to the storage building currently located at hole 13 of the course for the purpose of hosting micro weddings. Micro weddings are intentional, intimate ceremonies that host 20-50 guests for approximately three (3) to four (4) hours.

HISTORY:

In 2016 the Board reviewed and approved the request from the owner/operator to relocate the existing cottage from 280 Fir Street to the Cultus Lake Golf Course at the thirteenth tee box noting limited use. The owner be limited to the use of the structure to storage use only; electrical services to be connected to the building, but not water or sewer; the cabin may only be used as an outbuilding or storage unit, and the owner must apply for a building permit for that purpose from the Fraser Valley Regional District prior to moving the building; all necessary permits for moving the building be obtained from the Ministry of Transportation and the Fraser Valley Regional District; a signed Section 219 Covenant Agreement be registered on title outlining the use of the building on the land and that a signed agreement be filed which was completed.

With respect to the approvals granted at the February 21, 2024, Closed Board meeting staff will execute the direction as per approved recommendations.


STRATEGIC PLAN:

This report does not impact the Cultus Lake Park 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

REPORT/RECOMMENDATION TO BOARD

DATE: March 20, 2024 **FILE:** 0470 / 0430-20-20
SUBMITTED BY: Rachel Litchfield
Manager of Corporate Services / Corporate Officer
SUBJECT: Release of Closed Meeting Resolution - Land Expropriation, Department of Fisheries and Oceans Site

PURPOSE:

The purpose of the report is to provide Closed Meeting Resolutions and information to share with the public at an open meeting.

RECOMMENDATION:

THAT the following February 21, 2024, Closed Meeting Resolutions be released at the March 20, 2024, Regular Board meeting:

IC 5053-24

THAT the Cultus Lake Park Board receive the Land Expropriation Funding Report for information.

IC 5054-24

THAT the Cultus Lake Park Board direct staff on next steps pertaining to use of funds from the expropriated land identified as PID: 008-692-980, Lot 2, PID: 003-300-757, Lot A, and statutory right of way over land identified as PID: 000-823-236 and PID: 000-823-198, in addition to consultation with Soowahlie First Nations.

DISCUSSION:

At the February 21, 2024, Closed Board meeting the Board reviewed correspondence from the City regarding compensation for expropriated Cultus Lake Park land and statutory right of way over Cultus Lake Park land for the purpose of operations of the Department of Fisheries and Oceans (DFO), that was held in trust with the City, as identified in 2022 (see attachment 1 map).

Funds related to two (2) properties and one (1) right of way that encompassed the watercourse on the south side of Cultus Lake Road. Compensation for the one (1) lot was obtained based on current market values and current market value for the statutory right of way. The value of statutory right of ways was determined to be one-half of the bare land market value or in this case, \$200,000 per acre divided by 2 equal \$100,000 times 0.57 acres.

An appraisal was completed by DFO that determined current land values and the retrospective values as of 1963 when the expropriation of the lands and right of way were expropriated.

DFO had occupied LOT 2 in 1963 but did not pay compensation for the value of this property. value at which was determined at the 1963 land values plus accrued interest until the date of the final settlement in 2022. DFO agreed to pay an additional \$68,900.00 for the duration of time between 1963 and 2022 and DFO's right of way and Lot 2 on which buildings were constructed in the 1960's. The Board did not incur costs related to legal expenses or other related expense costs.

As noted in the letter from the Deputy Attorney General's office, City funding in the amount of \$575,000.00 is currently being held in trust with the City of Chilliwack. The intent is to give these funds to the Cultus Lake Park Board or use it for another purpose related to Cultus Lake Park.

The Attorney General has an interest in this matter as it relates to her *parens patriae* role as protector of the charity, for the benefit of the public. The province's position is that the compensation is trust property and should be applied to the same purposes governing the trust, namely, the regulation, management, maintenance and improvement of Cultus Lake Park as it is established.

With the above, the province recommends engaging with the Indigenous nations, in the area of the use of the funding in the amount to \$575,000.00 for the above purposes to get their perspectives and help meet their interests relating to the park land.

With respect to the approvals granted at the February 21, 2024, Closed Board meeting the Board directed staff to utilize the funds from the expropriated land to replace the westside footbridge.


STRATEGIC PLAN:

This report does not impact the Cultus Lake Park 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

Attachment #1

SKETCH PLAN SHOWING LOT 1 PLAN 23306 & LOT 2 PLAN 25064, ALL OF SECTION 36 TOWNSHIP 22 NEW WESTMINSTER DISTRICT, AND LANDS UNDER NOTICE OF EXPROPRIATION FILED 59736 AS SHOWN ON PLAN 25052, NEW WESTMINSTER DISTRICT.

B.C.G.S. 92H.001

Public Works and
Government Services
Canada
Travaux Publics et
Services gouvernementaux
Canada
Geomatics Services
611 - 800 Burrard Street
Vancouver BC
V6Z 2V8
(604)-775-7079

B.C.G.S.: 92H.001

Note: The UTM Coordinates and Estimated Network Horizontal Accuracy are Derived from Dual Frequency, Carrier Phase GPS Observations Post Processed to Maple Ridge Active Control Point (GCH 509333).

This Plan Shows Horizontal Ground Level Distances Based on a Mean Ellipsoidal Elevation of 46.823 Metres. To Compute Grid Distances Multiply the Ground Level Distances by the Mean Combined Factor of 0.99996109

Date of Surveys 2012/07/19 and 2012/07/25.
By I.R. Robertson, BCIS
SF0302.00, FD0203, Pg 112-123 and FD0206, Pg 124 - 132

Legend:

- ⊙ Denotes Standard Capped Post Found
- Denotes Standard Iron Pin Found
- ⊕ Denotes Standard Concrete Post Found
- △ Denotes Traverse Hub Set
- Bush Line
- Tree
- Fence Line
- ⊕ Gas Valve
- ⊕ Field Drain Box
- ⊕ Water Valve
- ⊕ Power Pole

Book of Reference:

- FID 009-233-036, Lot1 Plan 23306 (HQRIC).
- FID 008-592-980, Lot2 Plan 25064 (Expropriated).
- FID 003-300-757, Area 1.004 Acres, Plan 25052 (Expropriated).
- FID 000-823-238, Area 0.104 Acres, Plan 25052 (Expropriated).
- FID 000-823-198 Area 0.245 Acres and 0.174 Acres Plan 25052 (Expropriated)

revisions	date

project DFO Labs,
Cultus Lake,
British Columbia

drawing Sketch Plan

designed concu

date

drawn C. M. BRYENTON

date 2012-08-15

approved I.R. ROBERTSON

date 2012-08-16

Tencer Soumission

FRC Project Manager Administrateur de projets TPC

project number R.058411.001

drawing no. SK5324.00

no. du dessin

Sheet 1 of 2

Control Points NAD83(CRS) UTM10			
Point #	Northing	Eastng	Description
3180	5436740.11	574585.44	HUB
43	5436616.27	574597.78	OIP

This Plan was prepared for survey information purposes and is for the exclusive use of our client. The signatory accepts no responsibility or liability for any damages that may be suffered by a third part as a result of reproduction, transmission or alteration to this document without consent of the signatory.

Plot Scale: 1:750



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: March 20, 2024 **FILE:** 0470 / 0430-20-20

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

SUBJECT: Release of Closed Meeting Resolution - Cultus Lake Park Security Services

PURPOSE:

The purpose of the report is to provide Closed Meeting Resolutions and information to share with the public at an open meeting.

RECOMMENDATION:

THAT the following February 21, 2024, Closed Meeting Resolutions be released at the March 20, 2024, Regular Board meeting:

IC 5057-24

THAT the Cultus Lake Park Board approve that staff enter into a Security Services Agreement with Frontline Integrated Security for a five (5) year term with the option for a single five (5) year extension for security services in Sunnyside Campground, Residential and Public Areas.

DISCUSSION:

At the February 21, 2024, Closed Board meeting the Board reviewed staffs report with respect to the park's security services noting the term is set to expire March 31, 2024.

On December 22, 2023, staff posted on BC BID and the CLP website, RFP Number CLP. RFP#02.2023. RFP to be directed to Rachel Litchfield, Manager of Corporate Services / Corporate Officer no later than the closing date and time, January 18, 2024, at 4:00 pm. On closing of the RFP, dated January 18th, 2024, staff received 11 proposals from various security companies.

Staff reviewed all 11 submissions received and selected the two companies that met all the requirements in order to be considered for the term covering five (5) years with an option to renew for a further five (5) year term.

Security Services Agreement with Frontline Integrated Security for a five (5) year term with the option for a single five (5) year extension for security services in Sunnyside Campground, Residential and Public Areas. Cost savings difference with the other qualifying company, over five (5) years being \$234,705.54. The current budget, five (5) year financial plan is sufficient to the costs.

Staff have had the opportunity to work with Frontline Integrated Security, Director of Operations, in two (2) capacities over the last three (3) years working as a member for previous security company

and for a duration of two (2) years enforcing the park's bylaws and working as a seasonal Bylaw Enforcement Officer. The Director is knowledgeable with park bylaws, Sunnyside Campground operations, and has the confidence and maintains professional working relations with both managers, staff, and RCMP exceeding expectations. Staff are confident that with his knowledge and experience, he can deliver both the service and operational levels and standards that our organization is looking for while leading his 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:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: March 20, 2024 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Parking Fee Waiver Administrative Policy

PURPOSE:

The purpose of the report is to present to the Board the proposed Parking Fee Waiver Administrative Policy.

RECOMMENDATION:

THAT the Cultus Lake Park Board adopt the Cultus Lake Park Parking Fee Waiver Administrative Policy.

DISCUSSION:

Staff are presenting to the Board a new Parking Fee Waiver Policy (attachment 1), following the direction of the Board at the January 17, 2024 Regular Board meeting. The purpose of the policy is to provide direction for staff, applicants and permittees regarding parking fee waiver requests in public parking lots, highways and the foreshore, as part of a special event within the Park. The policy has been drafted with the intent to provide the Chief Administrative Officer or designate guidelines for parking fee waiver requests, while outlining parameters that require further approval from the Board.

The Parking Fee Waiver Policy reflects the following procedures:

Section 1. ELIGIBILITY:

Section 1.1 identifies eligible organizations that may request parking fee waivers while hosting an approved special event within the Park. These requests would be reviewed, approved, amended, or denied by the Chief Administrative Officer or designate and would no longer require Board approval.

Organizations that do not qualify under Section 1.1, may receive approval from the Chief Administrative Officer or designate for parking fee waivers that do not exceed 5% of anticipated parking revenue. These organizations must identify how they will benefit the Park financially, environmentally, by supporting Commercial Leaseholders or enhancing community relations/safety. Should the request be greater than 5% of anticipated parking revenue, the applicant would require Board approval.

Section 2. GENERAL RULES:

Outlines that the Chief Administrative Officer or designate may approve parking fee waivers in Parking Lot A and D, and requests made for Parking Lot B must continue to receive Board approval.

This section also outlines the requirement to make application 90 days prior to the Special Event, aligned with the Special Event Policy. Additionally, it notes that applicants may be required to provide licence plates for vehicles approved for parking fee waivers.

Section 3. APPLICATION PROCEDURES AND REQUIREMENTS:

Provides details for the application procedure, including but not limited to the requirement to provide a statement explaining the reasoning for the request for parking fee waivers and how fees create financial hardship for the organization. This requirement will aid in the Park's ability to assess whether an organization is eligible for parking fee waiver approval.

Should a permittee request a date, location or time change from the original approved request, a new application process must be completed and secondary approval is not guaranteed.

Section 4. LICENCE PLATE REGISTRATION:

This section provides the permittee with guidelines on when licence plates are required following receiving approval for parking fee waivers. Only licence plates for volunteers and support staff of eligible organizations must be submitted to staff no later than five (5) days prior to the event, as is staff's current process.

Section 5. CANCELLATION OF REQUEST:

This section outlines similar cancellation procedures aligned with the Special Event Policy.

STRATEGIC PLAN:

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

Prepared by:



Amanda Warmerdam
Administrative Assistant, Communications /
& Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

Parking Fee Waiver Administrative Policy

Section:		
Sub-Section:		
Title:	Parking Fee Waiver Administrative Policy	

APPROVALS

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

PURPOSE AND POLICY STATEMENT

The purpose of this policy is to provide direction for Staff, Applicants and Permittees regarding parking fee waiver requests in public paid parking lots, Highways, and the Foreshore within Cultus Lake Park.

DEFINITIONS

“Applicant” means the Person, Leaseholder or Organization that is applying for a Special Event Permit.

“Board” means the elected Board for Cultus Lake Park.

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

“Designate” means a Person appointed by the CAO.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples include, but are not limited to, natural disasters, environmental hazards, or pandemics.

“Foreshore” means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations and Rural Development within Cultus Lake Park along the lakeshore and 100 meters or 328 feet into the lake from the high-water mark.

“Highway” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“Organization” means an organized body of people with a particular purpose. Examples include, but are not limited to a group, society, association, club, league, or business.

“Park” means the area within the Cultus Lake Park boundaries and the Foreshore assigned to the Cultus Lake Park by the Province of British Columbia.

“Park Staff” means any Person employed by Cultus Lake Park.

“Permittee” means the Person or Organization who has obtained approval for parking fee waivers from Cultus Lake Park Board.

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

“Special Event” means an organized event, public or private, including but not limited to parades, races, walks, performances, concerts, festivals, group celebrations, receptions, weddings, and filming projects, held within the boundaries of Cultus Lake Park, including the Foreshore. For the purpose of this Policy, this definition does not apply to Special Events hosted by Cultus Lake Park Board Committees.

1 ELIGIBILITY

- 1.1** Parking fees may be waived, if approved by the CAO or Designate, for the following Organizations hosting a Special Event in the Park:
- 1.1.1 Indigenous Organizations.
 - 1.1.2 Not-for-profit Organizations.
 - 1.1.3 Registered charities.
 - 1.1.4 Cultus Lake Community School and Associations.
- 1.2** Should an Applicant requesting parking fee waivers not meet eligibility of Section 1.1, the CAO or Designate may approve parking fee waivers of up to 5% of anticipated parking revenue if a Special Event significantly benefits Cultus Lake Park:
- (a) financially;
 - (b) environmentally;
 - (c) by supporting Cultus Lake Park Commercial Leaseholders; or
 - (d) by enhancing community relations and/or safety.

2 GENERAL RULES

- 2.1** Parking fee waiver requests must receive Board approval if the waiver request is for use in Parking Lot B.
- 2.2** Eligible Organizations requesting parking fee waivers as part of a Special Event must submit the completed parking fee waiver application form to Park Staff no later than 90 days prior to the Special Event.
- 2.3** The Applicant may be responsible for providing licence plates for vehicles approved for parking fee waivers.
- 2.4** Parking fee waivers may be approved by the CAO or Designate in either Parking Lot A or D.
- 2.5** Should the parking fee waiver be approved, the Applicant is responsible for ensuring that vehicles are parked in the approved designated parking area and comply with the current Cultus Lake Park Parking and Traffic Regulations Bylaw and all Cultus Lake Park Policies regarding parking.

3 APPLICATION PROCEDURES AND REQUIREMENTS

- 3.1** At the time of application, the Applicant must;
- (a) outline the total number of vehicles requested for parking fee waivers;
 - (b) specify the location and times that the vehicles will be parked;
 - (c) identify the type of Organization;
 - (d) provide governing documents (if applicable); and
 - (e) provide a statement explaining the reasoning for the request for parking fee waivers and how fees create financial hardship.
- 3.2** Once the parking fee waiver is approved, amended, or denied, the Permittee will receive a letter outlining the decision of the CAO, Designate or Board.
- 3.3** If the parking fee waiver request is approved, the Permittee may be required to provide the list of approved licence plates, five (5) business days prior to the date requested.
- 3.4** Should a Permittee request a date, time and/or location change to the original approved parking fee waiver request, a new application process must be completed. The original waiver of parking fees is not guaranteed to be transferred to the new date.

4 LICENCE PLATE REGISTRATION

- 4.1** If parking fee waivers are approved for support staff and/or volunteer vehicles, the Permittee will be required to provide a list of licence plates to Park Staff no later than five (5) business days prior to the date requested.
- 4.2** If parking fee waivers are approved for spectators or participant vehicles, the Permittee may not be required to provide Park Staff with a list of licence plates.

5 CANCELLATION OF REQUEST

- 5.1** If all requirements, as outlined in Sections 2, 3 and 4 are not received by the deadlines set in this policy, the CAO may cancel the parking fee waivers.
- 5.2** Approved parking fee waivers can be suspended in the case of an Emergency. This is at the discretion of the CAO, in consultation with the Board.
- 5.3** The location designated for approved parking fee waivers can be changed at the discretion of the CAO or Designate.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: March 20, 2024 **FILE:** 8100
SUBMITTED BY: Amanda Warmerdam,
Administrative Assistant, Communications & Events Coordinator
SUBJECT: Cultus Lake Community School Special Event Date Change

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to a change of date for a Cultus Lake Community School special event application to be held on Monday, June 10 and Tuesday, June 11, 2024.

RECOMMENDATION:

THAT the Cultus Lake Park Board rescind the motion # 5353-24:

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on May 29, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

THAT the Cultus Lake Park Board rescind the motion # 5354-24:

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on May 30, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on June 10, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant vehicles in Parking Lot D on June 11, 2024, for the Indigenous Days Celebration special event from 8:00 am to 2:00 pm.

DISCUSSION:

Staff received correspondence from the principal of the Cultus Lake Community School following the February 21, 2024, Board Meeting, requesting a change of date to the approvals for the Indigenous Days Celebration special events.

The school is requesting the same parking fee waivers originally approved for Wednesday, May 29th and Thursday, May 30th as part of the special event at Main Beach now being held on June 10th and 11th.

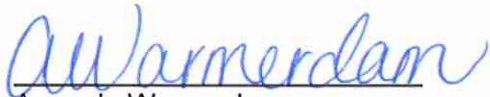
Indigenous Days Celebration

- Monday, June 10 and Tuesday, June 11, 2024, from 8:00 am to 2:00 pm
- Learning stations at Main Beach with use of Gazebo A for Indigenous education and celebrations
- 125 participant vehicles/day
- The school will provide three (3) 10x10 tents
- The park will provide six (6) folding tables for the event
- Potential revenue for the park would be \$5,000.00, should fees not be waived (($\$19/\text{day} + \1.00 infrastructure fee) x 125 vehicles per day)

STRATEGIC PLAN:

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

Prepared by:



Amanda Warmerdam
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

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

Date of Application: Jan. 24/24

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

Name of Event: Indigenous Days Celebration

Name of Organization: CLCS

Contact Name(s): Lisa Wallace

Mailing Address: 71 Sunnyside Blvd.

Postal Code V2R 5B5 Phone: [REDACTED]

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

Alternate Contact: _____ Phone: _____

Public Contact Info: _____

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

EVENT DETAILS:

Date(s) Requested: June 10 + 11, 2024 Hours of Use: 8-2

Event Type: Private Event Free Public Event Ticketed Event

Location Type: Park/Trail Roadway Public Facility Main Beach Parking

Gazebo Rental (A)

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

Outdoor Market Parade Concert/Performance

Charity/Non-profit Exhibits Filming Other (_____)

Estimated # of Participants: 125/day Estimated # of Staff or Volunteers: _____

Estimated # of Spectators: — Event Details: We will be setting up learning stations at the beach and Gazebo for our Indigenous Celebrations

Road Closure Required? If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

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

ADDITIONAL REQUESTS:

Washrooms opened early? Porta-Potties? Swim line removal?

Access to water? Community Hall Rental: Gate Access?

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

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

Food Vendor(s): _____

Requires Fraser Health approval, a copy of which must be provided to the Park office.)

Beverage Garden: _____

(Requires a BC Special Event Permit, a copy of which must be provided to the Park office.)

Other/Additional Information: _____

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

Signature: Wallace Date: Mar. 1 /24