



# CULTUS LAKE PARK

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## Parking Fee Waiver Administrative Policy

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

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### APPROVALS

Approval Date: <b>March 20, 2024</b>	Approved by: <b>Cultus Lake Park Board</b>
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.