



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, OCTOBER 15, 2025

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, October 15, 2025, 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.

Please note you are required to have your cameras on when entering the meeting to confirm your identity.

Join the Zoom Meeting:

Cultus Lake Park Board Regular Meeting
October 15, 2025, at 7:00 pm

<https://us06web.zoom.us/j/85711394340?pwd=fgg7VwfiEpWVzNWuCnqA8RJKX4twbK.1>

Meeting ID: 857 1139 4340
Passcode: 359241

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, OCTOBER 15, 2025

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 (8:00 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; (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; 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

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 15, 2025; and*

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

(5) DELEGATION

(a) Economic Valuation Study

- Presentation by Dr. John Janmaat, UBC Professor managing the Economic Valuation Study on behalf of Cultus Lake Aquatic Stewards

(6) ADOPTION OF MINUTES

- (a) *THAT the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held September 17, 2025.*

(7) ADOPTION OF COMMITTEE MINUTES

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- (a) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from September 18, 2025.*

(8) CORRESPONDENCE

(9) CONSENT AGENDA

(10) REPORTS BY STAFF

(a) **Proposal for Elected Officials Remuneration & Proposal for Management Compensation Review**

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- Report dated October 15, 2025, from Erica Lee, Chief Financial Officer
- CLPB Commissioners Remuneration Bylaw No. 1163, 2019
- Bylaw No. 1163, 2019 Amendment Bylaw No 1172, 2020
- Cultus Lake Park Elected Officials Compensation Survey October 9, 2022
- Comparator Municipalities
- Proposal for Elected Officials Remuneration
- Proposal for Management Compensation Review

***THAT** the Cultus Lake Park Board approve the following list of comparator municipalities to be used to complete a detailed comparative analysis of remuneration for Board Commissioners, the Chair and Vice-Chair:*

- | | | |
|-------------------------|-----------------------|---------------|
| 1. Banff | 6. Keremoeos | 11. Sicamous |
| 2. Belcarra | 7. Lillooet | 12. Sun Peaks |
| 3. Harrison Hot Springs | 8. Pemberton | 13. Tofino |
| 4. Invermere | 9. Radium Hot Springs | 14. Ucluelet |
| 5. Jasper | 10. Rossland | 15. Valemount |

(b) **Remembrance Day Wreath**

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- Report dated October 15, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Branch 295 Chilliwack / Vedder Legion, Information on Wreaths for ordering
- Chilliwack / Vedder Legion Memorial Wreath options

***THAT** the Cultus Lake Park Board designate two Board members to attend to lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2025; and*

***THAT** the Cultus Lake Park Board authorizes the purchase of three (3) #20 wreaths.*

(c) **Freedom of Information and Protection of Privacy Act, Records and Information Management Training**

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- Report dated October 15, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

***THAT** the Cultus Lake Park Board receive the Freedom of Information and Protection of Privacy Act, Records and Information Management Training report for information.*

(d) **UBCM 2025 CRI FireSmart Community Funding & Support Program**

- Report dated October 15, 2025, from Todd McKay, Manager of Public Works
- FireSmart Grant Request and FireSmart Positions Summary

***THAT** the Cultus Lake Park Board supports the application submitted to the UBCM 2025 CRI FireSmart Community Funding & Supports Program and is committed to the proposed activities contained within.*

(e) **Sweltzer Creek Pedestrian Bridge Replacement Project Update**

- Report dated October 15, 2025, from Todd McKay, Manager of Park Operations

***THAT** the Cultus Lake Park Board receive the Sweltzer Creek Pedestrian Bridge Replacement Project Update report for information; and*

***THAT** the Cultus Lake Park Board request that staff continue to coordinate with contractors and environmental agencies to ensure timely and compliant installation of the new bridge.*

(11) REPORTS BY COMMISSIONERS

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on October 15, 2025, be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, SEPTEMBER 17, 2025
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

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 Clerk, Communications & Events Coordinator – C. Baker

(1) CALL TO ORDER

The Chair called the meeting to order at 7:00 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

5651-25 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; (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; (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

(4) APPROVAL OF AGENDA

5652-25 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of September 17, 2025; and

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

CARRIED

(5) DELEGATION

(6) ADOPTION OF MINUTES

5653-25 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held August 20, 2025.*

CARRIED

(7) ADOPTION OF COMMITTEE MINUTES

5654-25 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from June 9, 2025.*

CARRIED

(8) CORRESPONDENCE

- (a) **Supporting the work of CLASS and Economic Valuation Study**

- Letter dated August 25, 2025, from Dave Clyne, Chair Cultus Lake Stewards
- Letter dated February 23, 2025, from Daniel. T, Selbie, PHD

5655-25 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board consider funding during the 2026 budget discussion to support the Economic Valuation Study proposed by Cultus Lake Stewardship.*

CARRIED

- (b) **Sudden Impact Paddling Group - Parking Passes**

- Letter dated September 7, 2025, from Jonathan Willcocks; Past-Commodore & Community Outreach, SIPC

5656-25 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board refer the request from Sudden Impact Paddling Group for a one-hour extension from 10:00 am to 11:00 am on Saturday's. Staff to consider during budget discussions.*

CARRIED

(9) CONSENT AGENDA

(10) REPORTS BY STAFF

(a) Chilliwack Tourism, Holly Jolly, 3D Display Idea

- Report dated September 17, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5657-25 Moved by Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve Chilliwack Tourism's, Holly Jolly, 3D Display Idea to be displayed at Main Beach during the holiday season; and*

***THAT** the Cultus Lake Park Board requests that park staff work with Chilliwack Tourism to finalize details of the Holly Jolly display and to confirm when the display will be available to the public during the holiday season for advertising purposes.*

CARRIED

(b) Cultus Lake Cross Country Run

- Report dated September 17, 2025, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Event application
- Attachment 2; Map of run location

5658-25 Moved by Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board approve the Cultus Lake Cross Country Run for Vedder Middle School event on October 16, 2025; and*

***THAT** the Cultus Lake Park Board approve 75 parking waivers for Lot B.*

CARRIED

(11) REPORTS BY COMMISSIONERS

(a) Cultus Lake Christmas

- Report dated September 17, 2025, from John Beesley, Chair, Community Events & Engagement Committee

5659-25 Moved by Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee recommends to the Board to host the Cultus Lake Park Christmas event to be held on Saturday, November 22, 2025, from 4:00 pm to 8:00 pm at Main Beach; and*

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A and B and allow parking by donation on Saturday, November 22, 2025.

CARRIED

(b) Understanding Cyanobacteria Blooms

- Report dated September 17, 2025, from Commissioner, Darcy Bauer
- Article, Understanding Cyanobacteria Blooms: A Community Concern

5660-25 Moved by Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the Understanding Cyanobacteria Bloom report for information; and

THAT the Cultus Lake Park Board considers funding during the 2026 budget discussion to support options to reduce both the risk and growth of Cyanobacteria Bloom.

CARRIED

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

Dave Clyne, Chair, Cultus Lake Stewards, noted that three (3) years ago there was significant covering on the lake. They had sent a sample to Dr. Selbie, and it turned out to be "rock snot", which has also been found in New Zealand. Dave noted he is very impressed with the Boards knowledge behind the topic of Cyanobacteria.

Commissioner Bauer inquired about the Milfoil dying off, does it wash away with the current, or is it rotting at the bottom of the lake?

Dave Clyne, Chair, Cultus Lake Stewards noted that through his observation both happen. Milfoil is all around the lake, and slides into the current, which is how we've ended up with the issue in Sweltzer Creek.

Ernie Vance, resident, went on to speak about the reduction in Milfoil due to the Milfoil mats that were installed, as it takes away a lot of the oxygen. Ernie also spoke to the possibility of doing bird counting this year, their observation is that there are less seagulls; especially since Baily Dump has done their changes.

Coralea Towler, resident inquired about the Cultus Lake Christmas Event, if there will be fireworks.

Vice Chair Beesley noted we have a Community Events and Engagement Committee scheduled for September 18, 2025, at which the agenda creators note discussion of fireworks. Vice Chair, Beesley also noted that the fireworks were fantastic last year.

(14) ADJOURNMENT Recess 7:40 pm

5650-20 Moved by: Commissioner: Bauer Seconded by: Commissioner Moul

***THAT** the Regular Meeting of the Cultus Lake Park Board held on September 17, 2025, be adjourned at 8:49 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held September 17, 2025.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

THURSDAY, SEPTEMBER 18, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members
J. Beesley – Chair
T. Moul – Vice Chair
A. Booth
C. Beesley
R. LeBlanc
C. Nylund
C. Pickering
T. Seeley

Staff
Chief Administrative Officer – J. Lamb
Administrative Assistant, Communication & Events Coordinator – C. Baker

Board members
E. Jartved

Regrets
K. Lees
J. Powley

(1) CALL TO ORDER

The Chair called the meeting to order at 7:04 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: T. Moul Seconded by: C. Nylund

- (a) ***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of September 18, 2025; and***

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: R. LeBlanc Seconded by: C. Nylund

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of June 26, 2025.

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Cultus Lake Christmas Event Planning

- Vendor Market – Tracie & Kirby
- Food Trucks – Andrea
- Hot Chocolate - Celeste & Tracie
- Audio – Cory
- Sponsorship – Tom & John
- Bonfire & Marshmallows - Fire department; staff to contact
- Children's Coloring Contest - Staff
- Mr. & Mrs. Claus – Rita & Cheryl
- Volunteers – Rita
- Signage - Staff
- Rentals - Staff
- Fireworks - Staff

Committee members noted that last year they had 2 commissioners in Lot A, and 1 in Lot B, collecting donations for parking. Chair, John Beesley, noted they would like to keep the same for this year.

Vice Chair, Tom Moul, noted we should inquire about seeing if the Grinch and Christmas carolers are available for this year's event. Staff took note of this request and will look into this.

Committee member, C. Nylund, asked about the trees, and the process with them. Staff noted that we buy the trees, then staff plant them in the park after the event.

It was noted by committee members that hot chocolate serving should conclude at 7:45 pm given that the fireworks may start at 8:00 pm.

(b) Cultus Lake Christmas 2025 Event Budget

- Spreadsheet for 2025 Budget

(7) PUBLIC QUESTION PERIOD

There were no public questions.

(8) NEXT MEETING

The next meeting is to be scheduled for October 2, 2025, 7:00 pm.

(9) ADJOURNMENT

Moved by: C. Beesley Seconded by: R. LeBlanc

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held September 18, 2025, be adjourned at 8:19 pm.

CARRIED



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 15, 2025 **FILE:** 0550

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: Board Remuneration Review – Comparator Municipalities

PURPOSE:

The purpose of this report is to request that the Board approve the list of comparator municipalities to be used to complete a detailed comparative analysis of remuneration for Board Commissioners, the Chair and Vice-Chair.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the following list of comparator municipalities to be used to complete a detailed comparative analysis of remuneration for Board Commissioners, the Chair and Vice-Chair:

- | | | |
|--------------------------------|------------------------------|----------------------|
| 1. Banff | 6. Keremeos | 11. Sicamous |
| 2. Belcarra | 7. Lillooet | 12. Sun Peaks |
| 3. Harrison Hot Springs | 8. Pemberton | 13. Tofino |
| 4. Invermere | 9. Radium Hot Springs | 14. Ucluelet |
| 5. Jasper | 10. Rossland | 15. Valemount |

DISCUSSION:

The Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020 that was approved February 2020 defines a process and timeline for establishing Remuneration for Board Commissions, Chair and Vice Chair (Attachment #1)

The Remuneration Bylaw outlines the following:

- Cultus Lake Park will undertake a comparative process for establishing the Board's remuneration based on comparisons with other like communities, in terms of populations, total expenses and revenues.
- **The comparator municipalities used in the analysis will be approved by the Board prior to the contractor's analysis.**
- This analysis should be undertaken every four (4) years prior to the election
- A contractor will be hired to perform the analysis of comparator municipalities
- Remuneration will be recommended by the outgoing Board.

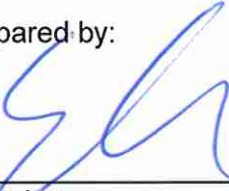
The last Board Remuneration review was done in late 2022 (Attachment #2) with the identical suggested municipalities being used as the comparator municipalities:

Staff have reviewed the list of comparable municipalities used in 2022 and suggest that all the same municipalities be included in the Board remuneration analysis.. According to the bylaw comparators should be "other like communities" in terms of population, total expenses, and revenues. See Attachment #3 for a list of the approximate population and budgets for each of the communities included in the 2022 review.

STRATEGIC PLAN:

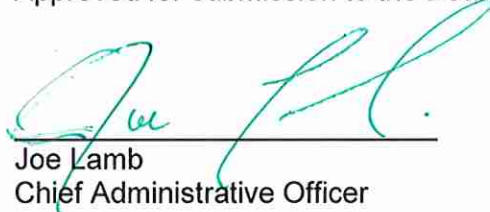
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiatives.

Prepared by:



Erica Lee
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

CULTUS LAKE PARK BOARD COMMISSIONERS REMUNERATION

Bylaw No. 1163, 2019

A Bylaw to authorize and fix the remuneration of the Commissioners of the Cultus Lake Park Board.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws.

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019.”

2. INTERPRETATION

2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITIONS OF TERMS

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

“**Board**” means the elected Commissioners of the Cultus Lake Park Board.

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

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

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

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 There will be paid to the Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$23,500.
- 3.2 There will be paid to the Vice-Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$17,000.
- 3.3 There will be paid to each remaining Commissioner of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$14,500.
- 3.4 Commencing January 1, 2020 and each year there will be an increase paid to the Chair, Vice-Chair and to each Commissioner of the Cultus Lake Park Board, an amount in the Consumer Price Index, British Columbia, provided that the rate is greater than zero.

4. 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.

5. EFFECTIVE DATE

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

READ A FIRST TIME this 27th day of NOVEMBER, 2019

READ A SECOND TIME this 27th day of NOVEMBER, 2019

READ A THIRD TIME this 27th day of NOVEMBER, 2019

ADOPTED this 11th day of DECEMBER, 2019



Joe Lamb, Chair
Cultus Lake Park Board



Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Board
Commissioner Remuneration Bylaw No. 1163, 2019

A handwritten signature in cursive script, appearing to read "B. Bryant.", is positioned above a horizontal line.

Cultus Lake Park
Chief Administrative Officer



Cultus Lake Park

COMMISSIONERS REMUNERATION BYLAW NO. 1163, 2019

Amendment Bylaw No. 1172, 2020

A Bylaw to amend The Cultus Lake Park Commissioners Remuneration Bylaw No. 1163, 2019

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 220 – 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.

The Board for Cultus Lake Park did enact a bylaw cited as *Cultus Lake Park Commissioners Remuneration Bylaw No. 1163, 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 Commissioners Remuneration Bylaw No. 1163, 2019, Amendment Bylaw No. 1172, 2020.

2. AMENDMENTS

Cultus Lake Park Commissioners Remuneration Bylaw No. 1163, 2019, is amended as follows:

2.1 Adding to section 2.2 DEFINITIONS OF TERMS:

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

“**Expenses**” means expenses incurred by Board members while undertaking Park business including, but not limited to, convention costs, meal expenses and travel costs, and communication costs.

“**Remuneration**” means any form of salary paid to or on behalf of Board members.

2.2 Adding sections:

3.5 Board members will be paid on the last pay period of each month.

4. REMUNERATION REVIEW

- 4.1** Cultus Lake Park will undertake a comparative process for establishing Remuneration for Board Commissioners, the Chair and Vice-Chair. This review will be based on comparisons with other like communities, in terms of population, total expenses and revenues.
- 4.2** The detailed comparative analysis shall be undertaken every four (4) years before the general election and the results will be presented to the incumbent Board.
- 4.3** The Chief Administrative Officer will hire a contractor to perform this comparative analysis well before the general election, as per the criteria noted in section 4.1, and bring the comparator municipalities to the Board for approval prior to the contractor undertaking the actual comparative analysis.
- 4.4** The proposed Remuneration will be recommended by the outgoing Board in advance of the general election with the view of applying these new Remuneration levels to the newly elected Commissioners once in office.
- 4.5** Any recommendations on Remuneration are intended to apply to the new incoming Board in year one (1) of their term which commences within the first ten (10) days of November in an election year.

5. EXPENSES

- 5.1** Expenses for Board Commissioners that are related to travel to attend meeting, courses and conferences will be reimbursed as per the Corporate Policy on Travel Expenses.
- 5.2** Annually in December during the Board's Commissioners they will be paid a taxable allowance of \$1,200 to cover miscellaneous expenses such as communications. This allowance will be provided in the last pay period of December. This taxable allowance will be increased yearly by the Vancouver Consumer Price Index.

3. EFFECTIVE DATE

READ A FIRST TIME this 15th day of JANUARY, 2020

READ A SECOND TIME this 15th day of JANUARY, 2020

READ A THIRD TIME this 15th day of JANUARY, 2020

ADOPTED this 15th day of FEBRUARY, 2020



Joe Lamb, Chair
Cultus Lake Park Board



Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Commissioners
Remuneration Bylaw No. 1163, 2019, Amendment
Bylaw No. 1172, 2020.



Chief Administrative Officer

Elected Officials Remuneration Review Cultus Lake Park

October 9, 2022

Data Collected and Analyzed by Cultus Lake Park Staff

Data and Document Peer Reviewed by Consultant Julie Case

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BACKGROUND & METHODOLOGY

Remuneration Review – 2019

The last board remuneration review was done in late 2019. The review was done to ensure board salaries would not be perceived as a barrier to those seeking to serve the public and the level of remuneration would attract competent, motivated, and well-qualified, community-minded citizens.

During the review in 2019 contractor Julie Case was hired to conduct a review of the board’s remuneration. In 2019, the report noted the remuneration for Cultus Lake Park elected officials was less than competitive when compared to the median of its defined market for the chair, vice chair, and commissioner positions. Julie Case’s report noted most organizations target the median level of their defined market to set remuneration levels. As most organizations want to be the middle (median), not the top of the market, nor the bottom of the market. In addition, the median, not the average, is the preferred approach when using compensation data since the median, unlike the average, is not overly affected by extremely low or high data points in the sample.

In 2019, Cultus Lake’s board remuneration was increased to align to the median level of Cultus Lake Park’s defined market.

Remuneration Review – 2022

As per *Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020* a comparative process to establish the board’s remuneration should be conducted every four years prior to the election so the outgoing board can recommend the remuneration for the incoming board. This bylaw states the comparison will be based on like communities, in terms of populations, total expenses and revenues.

At the September 2022 board meeting, the current board approved the review using the comparative municipalities noted below which are communities like Cultus Lake Park.

To conduct this review, Cultus Lake Park staff sent a custom survey questionnaire to 15 local governments to collect data on base salaries and allowances. At the time of this report, 14 of 15 local governments have responded. Tofino responded that it was in the process of updating their remuneration so they did not provide a response.

- | | | |
|-------------------------|-----------------------|-------------------|
| 1. Banff | 6. Keremeos | 11. Sicamous |
| 2. Belcarra | 7. Lillooet | 12. Sun Peaks |
| 3. Harrison Hot Springs | 8. Pemberton | 13. Tofino |
| 4. Invermere | 9. Radium Hot Springs | 14. Ucluelet |
| 5. Jasper | 10. Rossland | 15. Valemount |

Cultus Lake staff emailed the survey questionnaire, collected data, reviewed the data, identified anomalies, and followed up where necessary. Julie Case, contractor, peer reviewed the data, analysis, and findings contained in this report.

FINDINGS – BASE SALARY

A summary of the base salary data collected from the comparator municipalities is shown in Table 1. Also shown are the population measures and annual expenses which were collected from the BC government website (www.cscd.gov.bc.ca/lgd/infra/statistics) to ensure consistency of comparisons. The most recent data available is from the 2016 census and financial data is from 2020. Specific definitions to assist with understanding the data are found in Attachment 1.

TABLE 1 – SUMMARY OF BASE SALARY DATA FROM COMPARATOR LOCAL GOVERNMENTS

Local Government	Number of Elected Officials	2020 Annual Expenses (\$)	BC Population Estimates	Chair (Mayor) – 2022 Annual Base Salary (\$)	Chair (Mayor) FT or PT	Commissioner (Councillor) 2022 Annual Base Salary (\$)	Commissioner (Councillor) salary as percent of chair / mayor salary
Cultus Lake Park	5	5,049,791	1,600	25,129	PT	15,505	62%
Banff	7	43,320,250	7,847	98,075	FT	32,692	33%
Belcarra	5	2,080,419	693	23,155	PT	11,578	50%
Harrison Hot Springs	5	4,288,580	1,632	30,000	PT	15,000	50%
Invermere	5	9,668,118	3,713	26,368	PT	15,821	60%
Jasper	7	18,577,117	4,590	57,000	PT	14,427	25%
Keremeos	5	1,970,322	1,692	12,398	PT	7,788	63%
Lillooet	5	5,595,135	2,249	16,322	PT	9,191	56%
Pemberton	5	7,122,391	2,951	31,367	PT	15,540	50%
Radium Hot Springs	5	3,413,381	811	18,444	PT	10,036	54%
Roseland	7	8,522,179	4,108	30,000	PT	15,000	50%
Sicamous	7	8,180,232	2,714	30,750	PT	13,212	43%
Sun Peaks	5	7,137,925	937	10,000	PT	6,000	60%
Ucluelet	5	6,678,225	1,842	27,125	PT	15,937	59%
Valemount	5	3,875,605	1,128	21,114	PT	10,847	51%
Summary – not including Cultus Lake Park							
P25		3,978,849	1,254	19,112		10,239	
Median (P50)		6,900,308	2,046	26,747		13,820	51%
P75		8,436,692	3,523	30,563		15,405	
Average		9,316,420	2,636	30,866		13,791	50%

FINDINGS – REMUNERATION PRACTICES

The table below summarizes the responses to the survey questions regarding remuneration practices. The questions contained in the survey are listed and a summary of the responses provided as well as the current practice at Cultus Lake Park.

Survey Question	Cultus Lake Park Practice	Chair / Mayor Survey Responses	Commissioner / Councillor Survey Responses
Position considered full-time or part-time?	Part-time	Thirteen indicated part time. One indicated position is full-time.	All considered part time.
Planned adjustment to salaries for 2023 (if know already) as a percent (%)	CPI	Five indicate they will adjust by CPI for 2023. Two indicated adjustments of either 3.4 or 5.4 per cent. Two did not know.	Same as chair / mayor.
Acting chair / mayor allowance	None		All indicated none.
Committee remuneration, if any	None	Thirteen indicated none. One indicated \$100 per meeting.	Same as chair / mayor.
Other remuneration (please describe)	None	One indicated \$60 per extraordinary meeting.	Same as chair / mayor.
Annual car allowance	None	None	None
Mileage reimbursement rate (per km)	Reimburse at CRA rate which is \$0.61 for 2022	Five reimburse at CRA rate which is \$0.61 for 2022. Others indicated \$0.50, \$0.51 or \$0.55.	Same as chair / mayor.

Survey Question	Cultus Lake Park Practice	Chair / Mayor Survey Responses	Commissioner / Councillor Survey Responses
Annual conference budget (if yes, please include yearly amount)	Total budget for board: \$17,000 Majority of this budget is for board conferences; a smaller portion is for board meeting expenses and mileage etc.	Three organizations indicated a total amount for council / board: \$30,500, \$38,375, or \$50,000 Five organizations indicated individual amounts of \$1,700, \$2,600, \$3,000 \$5,000 or \$10,000	Three organizations indicated a total amount for council / board: \$30,500, \$38,375, or \$50,000 Five organizations indicated individual amounts of \$1,500, \$2,000, \$2,600, \$3,000 or \$5,000
Do you offer any benefits to your elected officials?	Yes	Seven indicated yes. Seven indicated no.	Same as chair / mayor.
If yes, please describe which benefits they receive.	Communication allowance \$1,200 annually	Four offer group health benefits (e.g., medical, dental, life insurance). One pays for cell phone. One offers allowance for out-of-town travel Two offer AD&D	Three offer group health benefits (e.g., medical, dental, life insurance). One offers \$650 allowance in-lieu of benefits. One pays for cell phone. One offers allowance for out-of-town travel Two offer AD&D

OBSERVATIONS – BASE SALARY

Table 2 presents the base salaries of elected officials at Cultus Lake Park compared to the median market data. In terms of base salary, Cultus Lake Park is right in line and competitive when comparing to the median (or middle) of its defined market for the chair / mayor salary: the base salary of the chair / mayor is 94 per cent of the median result. The base salary for the commissioner/councillor position is more than competitive at 112 per cent of the median result. As previously noted, most organizations target the median level of their defined market. They do not wish to be the top of the market, nor the bottom of the market, but want to be in the middle. The key to being competitive when using the median level of the market is to define the most relevant market. In addition, the median, **not** the average, is the preferred approach when using compensation data since the median, unlike the average, is not overly affected by extremely low or high data points in the sample.

TABLE 2 – COMPARISON OF CULTUS LAKE PARK TO MEDIAN MARKET

Position	Cultus Lake Park Base Salary (\$)	Market Median Base Salary (\$)	Cultus Lake Park as % of Market Median
Chair / Mayor	25,129	26,747	94%
Vice Chair	18,178	n/a	n/a
Commissioner / Councillor	15,505	13,820	112%

FINAL THOUGHTS

Thanks to the review performed in 2019, findings show that Cultus Lake Park elected officials are being provided competitive salaries when comparing to the median (or middle) of its defined market for the chair, vice chair, and commissioner positions.

Overall, current remuneration for Cultus Lake Park elected officials is competitive and Section 3.4 of the Remuneration Bylaw No. 1163, 2019 provides for an annual increase for the chair, vice-chair, and commissioner positions in the amount equal to the Consumer Price Index (CPI) for BC. Therefore, staff are recommending no amendments to the Remuneration Bylaw No. 1163, 2019 be made and current remuneration be adjusted by CPI for the incoming board.

ATTACHMENT 1 – DATA DEFINITIONS

The data in this report have been rounded, aggregated, and summarized using tables. Some definitions to assist with understanding the data follow:

- The number of observations (# obs) indicates the number of organizations that provided data.
- An average (mean) is the sum of all data divided by the number of observations included.
- A median value (50th percentile or P50) is the number that falls within the middle of a series of observations (e.g., if there are seven data observations and they are ranked in order of highest to lowest, the number or observation that is in the fourth position is the middle value and represents the median value). It is the most common percentile statistic included in survey data. It is the point at which half of the data fall below and half of the data fall above.
- The 25th and 75th percentiles (P25 and P75), also referred to as the first and third quartiles, offer an indication as to the “spread” or range of the data. At the 75th percentile, 75 percent of the observations are at this level or below. Similarly, at the 25th percentile, 25 percent of the observations are at this level or below.
- It is important to note that a minimum number of observations is required to report data and still maintain confidentiality. A minimum of three observations is required to report the average, four to report the median, and five to report the quartiles (i.e., P25 and P75).

ATTACHMENT 2 – CONSULTANT PROFILE

Julie Case has over 20 years in the compensation field. During her career, Julie has worked with a variety of private and public sector clients to develop compensation structures, implement job evaluation plans, conduct custom compensation market surveys, advise on general salary administration, conduct market pricing, and develop compensation philosophies.

Julie's work involves developing and implementing compensation strategies for a broad, cross section of employee groups including: executive, management, and professional, technical, and unionized staff.

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Julie holds a Bachelor of Arts degree from Simon Fraser University with a major in economics and a minor in biology. She also holds a Master of Arts degree in leadership and training from Royal Roads University. She is currently a member of WorldatWork.

Julie worked for Watson Wyatt Worldwide in Vancouver as a compensation consultant where she was hired by senior consultant Tim Dillon. Tim opened his own firm in 2006 and Julie worked as an associate of Case Dillon & Associates (formerly Tim Dillon & Associates) from 2006 until the end of 2017 when Tim Dillon passed away. Julie continues to work with all her same clients and associates as an independent consultant. In 2021, Julie incorporated her consulting business with her partner John Leeburn and formed Drive Organizational Development.

When not working, Julie enjoys travelling, gardening, and lounging on the couch between her two Golden Retrievers. Julie's passion for pet therapy began 20 years ago when she began volunteering with BC Pets and Friends. Since 2017, Julie has served on the board of directors as vice president and currently as president. Pets and Friends is a registered charity that provides and promotes the healing comfort and companionship of animals through pet therapy visitations.

Attachment #4 - Population and Budget (Comparator Municipalities)

	2021 Census	2025 Financial Plan	
	Approx. Population	Operating Revenue (Millions \$)	Operating Expenses (Millions \$)
Town of Banff	8,300	80.0	71.9
Village of Belcarra	670	1.8	1.5
Village of Harrison Hot Springs	1,550	6.5	6.3
District of Invermere	3,340	13.0	12.0
Town of Jasper	4,030	33.5	33.5
Village of Keremeos	1,790	4.0	5.0
District of Lillooet	1,650	10.9	10.9
Village of Pemberton	2,970	22.3	20.1
Village of Radium Hot Springs	1,340	7.5	6.6
City of Rossland	3,645	17.0	17.0
District of Sicamous	2,040	12.3	10.1
Sun Peaks	1,400	9.1	7.9
District of Tofino	2,220	22.4	22.9
Ucluelet	1,940	27.2	10.1
Valemount	1,050	8.1	8.1
Cultus Lake Park Board	1,160	8.5	6.8
FVRD 296K 47 40	324K	75.4	62.8
City of Chilliwack 99K 189 189	114K	242.0	242.0

JULIE M. CASE

COMPENSATION CONSULTANT

DRIVE ORGANIZATIONAL DEVELOPMENT (gst #764167201RC0001)

2168 Central Avenue Port Coquitlam British Columbia V3C 1V5

Phone: (604) 552-4484 Mobile: (604) 313-1963

October 2, 2025

Via email: erica.lee@cultuslake.bc.ca

Erica Lee
Chief Financial Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5

Subject: Proposal for Elected Officials Remuneration

Dear Erica,

Thank you for asking for a proposal to review base salary remuneration for elected officials at Cultus Lake Park. Cultus Lake Park wishes to review its elected officials' base salary remuneration to ensure it is competitive to other BC local governments.

We completed a similar review for Cultus Lake Park in 2019 and assisted with your review in 2022.

OUR PROPOSED APPROACH

Based on our experience in this area, we propose the following steps.

1. Compensation Approach & Project Planning

We would meet with you and elected officials to validate the scope of the project and choose the external comparator group. We will confirm timelines, deliverables, and your criteria as to what constitutes the successful outcome of this project.

We will also determine whether the you may wish to make the final report public.

It is important the elected officials are involved in this step so they are aware of the project scope and choices around the comparator group. Their contribution to this step will enhance their participation in the project. We will jointly determine your desired comparator group.

We propose collecting the following information:

- Mayor annual base salary
- Councilor annual base salary
- Acting mayor allowance

- Effective date of last base salary adjustment (mayor and councilors)
- Amount of last base salary increase (mayor and councilors)
- Reimbursement rate for mileage
- Are you considering any changes to the remuneration or benefits or reimbursement of expenses for elected officials? If yes, what changes are you considering?

The comparator group used to review elected officials' compensation in 2022 included the BC local governments listed below.

1. Banff
2. Belcarra
3. Cultus Lake Park
4. Harrison Hot Springs
5. Invermere
6. Jasper
7. Keremeos
8. Lillooet
9. Pemberton
10. Radium Hot Springs
11. Rossland
12. Sicamous
13. Sun Peaks
14. Ucluelet
15. Valemount

We will review this comparator group with you to determine whether it remains valid. Input from the elected officials on this step is essential to enhance ownership of the project results. We will revise the group as necessary before beginning a custom survey. We will confirm the above listed compensation information to include in the survey.

2. Draft & Distribute Custom Survey Questionnaire

Based on the input we receive from step one, we will draft a custom survey questionnaire to collect the annual base salary data (and other information if requested). We will review the draft questionnaire with you. We will contact the local governments in the identified comparator group to solicit their participation and we will distribute the questionnaire.

3. Collect Market Data

We will review all returned questionnaires and where questions arise, we will contact the participant for clarification.



We will compile the survey data and present these data in a format that will clearly allow you to compare yourself to your market.

4. Draft Report with Findings

Using the data gathered in the previous step we will draft a report for you containing the findings. Once you have had the opportunity to review our draft report, we will meet with relevant stakeholders to review the findings contained in the report and respond to any questions.

5. Revise & Finalize Reports

Based on the feedback and direction received in step 4, we will revise and finalize our report. We will also draft and distribute a participant report to everyone who provided data through the survey questionnaire.

It's important to note our report will not contain recommendations for remuneration for elected officials.

PROJECT TEAM CONSULTANTS

Julie Case would be the lead consultant responsible for carrying out this assignment. John Leeburn would provide peer review. Both have considerable experience in local government. Brief profiles of Julie and John are attached.

ESTIMATED FEES & TIMELINES

Based on experience carrying out similar projects, we would estimate our professional fees would not exceed \$6,500. In addition, any out-of-pocket expenses (i.e., travel) would be charged at cost, together with any applicable taxes (e.g., GST).

We anticipate this project should take approximately eight weeks to complete from the time we send out the survey questionnaire. The one area where we have less control of timing involves survey participants completing and returning their survey questionnaires in the requested time frames. We will gently "prod" as needed; however, we may ask you for assistance with this "prodding" if necessary.

We understand you wish to start this project in early 2026.

OUR SERVICE COMMITMENT

Should we be fortunate enough to secure your approval to proceed with this assignment, you have our guarantee that each team member will be committed to ensuring you receive the level of service and responsiveness you have every right to expect. We will foster an open and ethical communication environment throughout the project and will remain acutely sensitive to your needs and requirements.

Sincerely,

Julie M. Case, BA, MA
Compensation Consultant
Drive Organizational Development

John Leeburn, BCom, MBA
Organizational Development Consultant
Drive Organizational Development

Attachment: Consultant Profiles

ATTACHMENT – CONSULTANT PROFILES

An Introduction to Drive Organizational Development Ltd.

Drive OD offers expertise in employment compensation and organizational development. The firm's name is a tribute to the 2009 work of Daniel Pink who explored the surprising truth about what motivates employees. Daniel Pink wrote:

"The best use of money as a motivator is to pay people enough to take the issue of money off the table."

- Julie's expertise is to help you take the issue of money off the table.

Daniel Pink also noted:

"Management isn't about walking around and seeing if people are in their offices . . . It's about creating conditions for people to do their best work."

- John's expertise is to help you create the conditions for people to do their best work.

Welcome to Drive OD.

Julie M. Case

Julie has over 20 years of experience in the compensation field. During her career, Julie has worked with a variety of private and public sector clients to develop compensation structures, implement job evaluation plans, conduct custom compensation market surveys, advise on general salary administration, conduct market pricing, and develop compensation philosophies.

Julie's work involves developing and implementing compensation strategies for a broad, cross section of employee groups including: executive, management, and professional, technical, and unionized staff.

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Julie holds a Bachelor of Arts degree from Simon Fraser University with a major in economics and a minor in biology. (Unique combo for sure and to the best of Julie's knowledge, no other arts graduate that year had a minor in science!) She also holds a Master of Arts degree in leadership and training from Royal Roads University. She is currently a member of WorldatWork.

Julie worked for Watson Wyatt Worldwide in Vancouver as a compensation consultant where she was hired by senior consultant Tim Dillon. Tim opened his own firm in 2006 and Julie worked as an associate of Case Dillon & Associates (formerly Tim Dillon & Associates) from 2006 until the end of 2017 when Tim



Dillon passed away. Julie then continued to work with all her same clients and associates as an independent consultant. In 2021, Julie incorporated her consulting business with her partner John Leeburn and formed Drive Organizational Development.

When not working, Julie enjoys travelling, gardening, and lounging on the couch between her two Golden Retrievers who are both registered and very good pet therapy dogs. Julie's passion for pet therapy began 20 years ago when she began volunteering with BC Pets and Friends. Since 2017, Julie has served on the board of directors as vice president and currently as president. Pets and Friends is a registered charity that provides and promotes the healing comfort and companionship of animals through pet therapy visitations.

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John is a proud member of the small, but mighty group of municipal chief administrative officers whose background and training was in human resources. His passion is in helping individuals, teams, and organizations to grow and improve.

John's professional career started in a Winnipeg slaughterhouse as a human resources generalist. His working conditions improved greatly when he joined the city of New Westminster where he began his years in municipal service.

John left the city of New Westminster to become the director human resources the city of Maple Ridge where he enjoyed 17 productive years. The last eight of those years were in the role of deputy chief administrative officer. In September 2012 John joined the city of Port Coquitlam as its chief administrative officer. He retired from Port Coquitlam in July 2018.

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John is often seen walking the parks and trails of Port Coquitlam attempting to get his two Golden Retrievers to walk nicely on their leashes.



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2168 Central Avenue Port Coquitlam British Columbia V3C 1V5

Phone: (604) 552-4484 Mobile: (604) 313-1963

October 2, 2025

Via email: erica.lee@cultuslake.bc.ca

Erica Lee
Chief Financial Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5

Subject: Proposal for Management Compensation Review

Dear Erica,

Thank you for asking for a proposal to review management compensation at Cultus Lake Park in early 2026. You wish to review your management compensation to ensure it is competitive to your defined external market.

OUR UNDERSTANDING OF YOUR PROJECT NEEDS

Cultus Lake Park wishes to review its management compensation to ensure it remains competitive within its desired market so it can continue to attract, retain, and engage its employees.

We assisted Cultus Lake Park in 2019 with a similar review.

OUR PROPOSED APPROACH

Based on our experience with similar projects, we propose the following approach to this review.

1. Validate Compensation Approach & Project Planning

The starting point for such projects begins with the validation of your approach to compensation. We will review with who you wish to compare to and at what level of the market you wish to compete – middle (median) or above or below.

In 2019, we invited the following 19 organizations to participate in the compensation review and received responses from the 13 organizations which are bolded. As we observed in 2019, a group of 13 organizations is a suitable sample size for compensation surveys of this type.

- 1. Abbotsford**
- 2. Banff**

3. Belcarra
4. **Chilliwack**
5. **Fraser Valley Regional District**
6. **Harrison Hot Springs**
7. Invermere
8. Jasper
9. **Keremeos**
10. **Lillooet**
11. **Mission**
12. **Pemberton**
13. Radium Hot Springs
14. **Rossland**
15. Sicamous
16. Sun Peaks
17. **Tofino**
18. **Ucluelet**
19. **Valemount**

2. Conduct Custom Compensation Survey

Based on the outcome of step 1, we will contact up to 15 comparator organizations and ask for their participation in a custom survey on behalf of Cultus Lake Park.

Through a survey questionnaire we will gather 2026 market data on annual base salary for up to 10 benchmark positions. We will discuss with you what other compensation elements you may wish to survey (e.g., car allowance). We do not typically survey detailed information on benefits.

Once the custom survey questionnaire is finalized and approved by you, we will contact participants, and distribute the survey. In our experience, when the client (versus the consultant) issues or follows up on the initial invitation to participate in the custom survey, the survey response is somewhat faster. We may ask for your assistance with this step.

3. Assess Market Competitiveness

We will review all returned questionnaires and where questions arise, we will contact the participant for clarification.

We will analyze and summarize all survey data according to your defined compensation approach. We will compile the data into table formats that will assist you to understand the survey findings and compare yourself to your defined external market.

It is important to note we collect data with the promise of maintaining confidentiality of the data. We only report data in summary form and we do not report individual data points for the positions.

4. Draft Report with Findings & Recommendations

We will draft a report with our findings and recommendations for management positions.

Using your current job hierarchy for positions, we will make recommendations for a revised base salary structure and salary ranges to ensure they are competitive to your defined external market.

We would also provide a costing analysis for base salary adjustments if desired.



We will meet with appropriate stakeholders to review and discuss the findings and recommendations contained in the report.

5. Revise & Finalize Report

Based on the feedback and direction received in step 4, we will revise and finalize our report.

6. Draft & Distribute Participant Report

We will provide each survey participant with a summary report of consolidated survey findings. The participant report is standard practice to incent participants to make the time and effort to complete custom surveys.

TEAM CONSULTANTS & EXPERIENCE

Julie Case would be the lead consultant responsible for carrying out this assignment. John Leeburn would provide peer review. Both have considerable experience in local government. Brief profiles of Julie and John are attached.

ESTIMATED PROFESSIONAL FEES & TIMEFRAMES

Based on our experience carrying out similar projects, our professional fees to conduct this review would be between \$9,000 and \$10,000. Any out-of-pocket expenses (i.e., travel) would be charged at cost, together with any applicable taxes (e.g., GST).

We estimate it would normally take about eight to 10 weeks from the time we send out the questionnaire to deliver a draft report with findings. The one phase in which we have less control of timing involves survey participants completing and returning their questionnaires in the requested time frames. As previously mentioned, in our experience, when the client (versus the consultant) issues the initial invitation to participate in the custom survey, the survey response is somewhat faster and the participation rate greater.

We anticipate starting this project in early 2026.

OUR SERVICE COMMITMENT

Should we be fortunate enough to secure your approval to proceed with this assignment, you have our guarantee that each team member will be committed to ensuring you receive the level of service and responsiveness you have every right to expect. We will foster an open and ethical communication environment throughout the project and will remain acutely sensitive to your needs and requirements.

Sincerely,

Julie M. Case, BA, MA
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John Leeburn, BCom, MBA
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CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 15, 2025 **FILE:** 0550

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

SUBJECT: Remembrance Day Wreaths

PURPOSE:

To designate two Board members to attend and lay the wreaths at the Vedder and Chilliwack Cenotaphs on Remembrance Day, November 11, 2025, and to support the members of Cultus Lake Fire Department.

RECOMMENDATION:

THAT the Cultus Lake Park Board designate two Board members to attend to lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2025; and

THAT the Cultus Lake Park Board authorizes the purchase of three (3) # 20 wreaths.

DISCUSSION:

Historically the Cultus Lake Park Board has supported the Royal Canadian Legion Branch by purchasing two (2) wreaths which will be laid at both Sardis and Chilliwack Cenotaphs to remember the members of the armed forces who have sacrificed their lives in the line of duty for our country.

Again, this year, in addition to attendance of Board members, Cultus Lake Fire Chief and members will also participate in marching in the ceremony and laying a wreath at the Vedder Cenotaph location.

By purchasing a wreath, all funds raised are used to assist local Veterans and/or their dependents as well as our community.

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



Royal Canadian Legion
Branch 295 Chilliwack - Vedder
5661 Vedder Road,
Chwk, BC V2R 3N5
Tel: (604) 858-3600
Email: rclbr295@shaw.ca

Website:
sites.google.com/view/rcl295/home

Facebook: facebook.com/rcl295

Dear Sir/Madam

Our annual poppy campaign is upon us once again. All funds raised go to assisting local Veterans and their families and or dependents, as well as our community.

We would appreciate it if you would like to purchase a wreath, if you could please fill out the form below and return it to us at our address above or email us at rclbr295@shaw.ca.

Cut off for wreaths will be Nov 6th

Please see the attached photos should you wish to purchase a wreath.

There will be two services this year

One at Chilliwack Cenotaph and the other at Sardis All Sappers Cenotaph

Do you wish to have the Legion retain and take to

Chilliwack Cenotaph _____ All Sappers Cenotaph _____ Pick up _____

Wreath # 8 \$60.00 Wreath # 14 \$85.00 Wreath # 20 \$125.00

Wreath # 24 \$185.00 Wreath Cross #35 \$85.00

Number# _____ Price \$ _____ Payment Enclosed _____ Invoice _____

Do you wish a poppy box at your establishment Yes _____ No _____

Name or Business/ Organization _____

Contact: _____

Address: _____

Person who will be laying the wreath: _____

Invoice # _____

Yours in Comradeship

Gerry McGladrey

1st Vice / Poppy Chair



MEMORIAL WREATHS



200524 - #24 Wreath **\$185.00**



200514 - #14 Wreath **\$85**



200508 - #8 Wreath **\$60**



200520 - #20 Wreath **\$125**



200571 - Inscription Ribbon

The placing of a memorial wreath in respect for the Fallen is a time honoured tradition. The Royal Canadian Legion offers a selection of wreaths in several sizes, as well as memorial crosses and other specialty items to suit commemorative ceremonies and services in both public and private settings.

The #14, #20 and #24 wreaths can be enhanced with a customized inscription ribbon.

All wreaths and crosses come with a wire display stand included.







CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 15, 2025 **FILE:** 2025 – PIA

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

SUBJECT: *Freedom of Information and Protection of Privacy Act, Records and Information Management Training*

PURPOSE:

The purpose of the report is to provide the Board with an update with respect to *Freedom of Information and Protection of Privacy Act (FIPPA)*.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the *Freedom of Information and Protection of Privacy Act, Records and Information Management Training* report for information.

DISCUSSION:

The Board, at the May 21, 2025, Regular Board meeting reviewed an Order, F25-01, from the Office of the Information & Privacy Commissioner of British Columbia (OIPC) following an investigation with respect to a privacy complaint filed in 2022 / 2023.

As a result of the investigation and recommendations set out in the order that the Board develops or considers privacy training for its members and staff.

The Purposes of the *Freedom of Information and Privacy Act* is as follows:

- (1) The purposes of this Act are to make public bodies more accountable to the public and to protect personal privacy by:
 - (a) giving the public a right of access to records,
 - (b) giving individuals a right of access to, and a right to request correction of, personal information about themselves,
 - (c) specifying limited exceptions to the right of access,
 - (d) preventing the unauthorized collection, use or disclosure of personal information by public bodies, and
 - (e) providing for an independent review of decisions made under this Act.

As the Corporate Officer for the park and being the contact for handling confidential information and Freedom of Information (FOI), to further support and protect the Board and staff and in keeping with being open and transparent, I have registered for the following training courses.

- Public Sector (FIPPA) FOI Workshop Session 1: Introduction to FOI Requests & Managing Requests - Public Sector (FIPPA) FOI Workshop Session 1: Introduction to FOI Requests & Managing Requests
- Session 2: Mandatory Exceptions to Disclosure
- Session 3: Discretionary Exceptions to Disclosure
- Session 4: Special Topics
- Session 5: OIPC Processes and Q&A
- Protection of Privacy Fundamentals & Records and Information Management Fundamentals

Outcomes of completion of the courses:

- Identify the legislative framework governing freedom of information in British Columbia
- Describe examples of records in the "custody or control" of local governments
- Describe examples of records local governments must or may sever (redact)
- Describe the application of processing fees for FOI requests
- Describe examples of organizations that are not subject to FIPPA
- Identify circumstances in which the time requirements of FIPPA might be extended
- Identify your responsibilities under FIPPA and the responsibilities of others
- Describe "routine release" programs and understand best practices that will help you and your local government comply with FIPPA effectively and efficiently
- Identify additional sources of information.

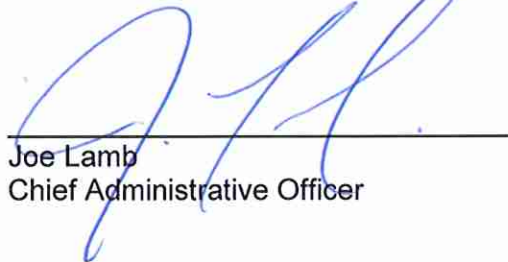
STRATEGIC PLAN:

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



CUL TUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: Oct 15, 2025 **FILE:** 5200

SUBMITTED BY: Todd McKay,
Manager of Park Operations

SUBJECT: UBCM 2025 CRI FireSmart Community Funding & Supports Program

PURPOSE:

The purpose of this report is to obtain a resolution from the Cultus Lake Park Board in support of the application submitted to the Union of BC Municipalities (UBCM) 2025 Community Resiliency Investment (CRI) FireSmart Community Funding & Supports Program.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board supports the application submitted to the UBCM 2025 CRI FireSmart Community Funding & Supports Program and is committed to the proposed activities contained within.*

DISCUSSION:

The UBCM 2025 CRI FireSmart Community Funding & Supports program provides financial assistance to local governments and First Nations to reduce wildfire risks and improve community resiliency. Eligible activities include FireSmart assessments, vegetation management, public education, training, and development of FireSmart policies.

Cultus Lake Park is located in a region with increasing wildfire risk due to climate change and recreational pressures. In response to this, I submitted an application to the 2025 intake of the CRI FireSmart program to support proactive wildfire mitigation efforts within the Park.

Key components of the application include:

- Development of a FireSmart Coordinator position to lead wildfire risk reduction initiatives, coordinate community engagement, and oversee FireSmart activities.
- Creation of a Community Wildfire Resiliency Plan (CWRP) to guide long-term planning, prioritize mitigation efforts, and align with provincial FireSmart standards.
- UBCM has reviewed the application that was submitted on September 25, 2025, and advised that a formal Board resolution is required to complete the submission process. This resolution just confirms the Board's support for the application and its commitment to the proposed activities.

STRATEGIC PLAN:

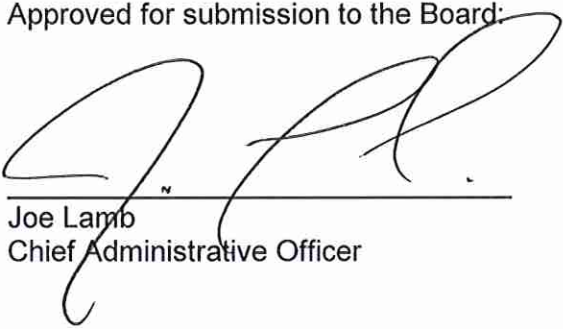
This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to infrastructure renewal and public safety improvements.

Prepared by:



Todd McKay
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

2025 FireSmart Community Funding & Supports

Summary of Grant Request and FireSmart Positions

Total 2025 Funding Request	\$123,834.40
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Worksheet 1 - YEAR 1	Expenses	FS Positions Costs	Total
<i>Fields in this section will automatically update based on information provided in WS1 - YEAR 1</i>			
2. Education	\$37,590.00	\$10,800.00	\$48,390.00
3. Community Planning	\$0.00	\$5,400.00	\$5,400.00
4. Development Considerations	\$0.00	\$0.00	\$0.00
5. Interagency Cooperation	\$9,200.00	\$5,400.00	\$14,600.00
6. Emergency Planning	\$0.00	\$0.00	\$0.00
7. FireSmart Training & Cross-Training	\$0.00	\$0.00	\$0.00
8. FireSmart Projects for Critical Infrastructure	\$0.00	\$0.00	\$0.00
9. FireSmart Projects for Community Assets	\$0.00	\$0.00	\$0.00
10. FireSmart Projects for Culturally Significant Sites	\$0.00	\$0.00	\$0.00
11. FireSmart Projects for Green Spaces	\$0.00	\$0.00	\$0.00
12. FireSmart Activities for Residential Areas	\$1,000.00	\$21,600.00	\$22,600.00
Sub-Total	\$47,790.00	\$43,200.00	\$90,990.00

Worksheet 1 - YEAR 2	Expenses	FS Positions Costs	Total
<i>Fields in this section will automatically update based on information provided in WS1 - YEAR 2</i>			
2. Education	\$0.00	\$0.00	\$0.00
3. Community Planning	\$0.00	\$0.00	\$0.00
4. Development Considerations	\$0.00	\$0.00	\$0.00
5. Interagency Cooperation	\$0.00	\$0.00	\$0.00

6. Emergency Planning	\$0.00	\$0.00	\$0.00
7. FireSmart Training & Cross-Training	\$0.00	\$0.00	\$0.00
8. FireSmart Projects for Critical Infrastructure	\$0.00	\$0.00	\$0.00
9. FireSmart Projects for Community Assets	\$0.00	\$0.00	\$0.00
10. FireSmart Projects for Culturally Significant Sites	\$0.00	\$0.00	\$0.00
11. FireSmart Projects for Green Spaces	\$0.00	\$0.00	\$0.00
12. FireSmart Activities for Residential Areas	\$0.00	\$0.00	\$0.00
Sub-Total	\$0.00	\$0.00	\$0.00

Worksheet 2	Expenses	FS Positions Costs	Total
<i>Fields in this section will automatically update based on information provided in WS2</i>			
7A. Assessments and Engagement	\$0.00	\$0.00	\$0.00
7B. Fuel Management Prescriptions	\$0.00	\$0.00	\$0.00
7C. Burn Plans	\$0.00	\$0.00	\$0.00
14A. Fuel Treatments	\$0.00	\$0.00	\$0.00
14B. Cultural Burning and Prescribed Fire	\$0.00	\$0.00	\$0.00
14C. Demonstration Projects	\$0.00	\$0.00	\$0.00
Sub-Total	\$0.00	\$0.00	\$0.00

Worksheet 3	Expenses	FS Positions Costs	Total
<i>Fields in this section will automatically update based on information provided in WS3</i>			
6. New CWRP	\$29,964.40	\$2,880.00	\$32,844.40
8. Amended CWRP	\$0.00	\$0.00	\$0.00
Sub-Total	\$29,964.40	\$2,880.00	\$32,844.40

Worksheet 4	Expenses	FS Positions Costs	Total
<i>Fields in this section will automatically update based on information provided in WS4</i>			
5. Education	\$0.00	\$0.00	\$0.00

6. Community Planning	\$0.00	\$0.00	\$0.00
7. Development Considerations	\$0.00	\$0.00	\$0.00
8. FireSmart Activities for Residential Areas	\$0.00	\$0.00	\$0.00
Sub-Total	\$0.00	\$0.00	\$0.00

Total Staffing Request (divided by position)	\$46,080.00		
Fields in this section must be completed by the applicant. Refer to the total proposed staff cost above and provide a breakdown, plus wage/salary information, below			
	Comments	Wage or salary	Total Staff Cost
FireSmart Coordinator		\$36/hr	\$46,080.00
Local FireSmart Representative			
Wildfire Mitigation Specialist			
Wildfire Forest Professional			
FireSmart Crew member			



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: Oct 15, 2025 **FILE:** 5200

SUBMITTED BY: Todd McKay, Manager of Park Operations

SUBJECT: Sweltzer Creek Pedestrian Bridge Replacement Project Update

PURPOSE:

The purpose of this report is to provide the Board and public with an update on the Sweltzer Creek pedestrian bridge replacement project, including changes to the scope, timeline, and budget resulting from permitting, engineering revisions, and market conditions.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Sweltzer Creek Pedestrian Bridge Replacement Project Update report for information; and*

***THAT** the Cultus Lake Park Board request that staff continue to coordinate with contractors and environmental agencies to ensure timely and compliant installation of the new bridge.*

DISCUSSION:

The pedestrian bridge crossing Sweltzer Creek, connecting the west side to Main Beach, is being replaced with a new 100-foot clear-span aluminum bridge. The bridge is being fabricated off-site and will be transported and craned into place following the removal of the existing structure.

The project was originally scheduled for installation in March 2025. However, delays occurred due to permitting challenges and incomplete engineering drawings. These issues have now been resolved, but the final engineering design introduced significant changes to the original scope.

The updated design specifies a wider bridge than originally quoted, which requires larger concrete abutments and additional aluminum structural material. Furthermore, environmental permitting now mandates stream diversion to protect fish habitat during construction.

In addition to design and permitting changes, the overall cost has also been affected by increased material prices due to tariffs and broader market conditions.

These changes have resulted in additional costs:

- Stream diversion: \$29,500
- Added aluminum structural material: \$26,000
- Added concrete abutments: \$18,000

- Installation labor for abutments: \$10,000
Total additional costs: \$83,500

The updated contractor quote includes:

- Mobilization and demobilization: \$8,940
- 100ft x 10' aluminum pedestrian bridge: \$150,009.92
- Bridge installation: \$78,168
- Accessories: \$15,400
- Lodging and travel: \$9,240
- Removal of existing bridge: \$13,202.40
- Stream diversion (quoted): \$26,444.10
Subtotal: \$301,404.42
Tax: \$15,070.23

Total including tax: \$316,474.65

Despite the added costs and market pressures, the project remains within the current approved budget.

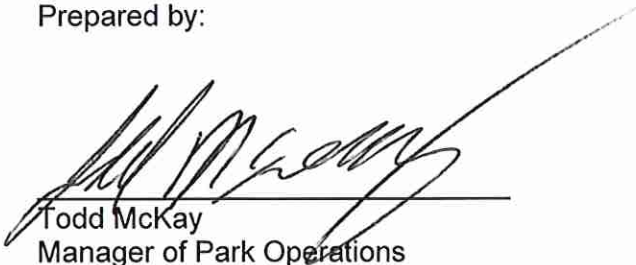
The current project timeline targets early November for installation, with completion expected before November 20, 2025, in time for the Cultus Lake Christmas event, provided all work proceeds as planned.

Next steps include finalizing the construction schedule, coordinating the stream diversion with environmental agencies, and notifying the public of temporary closures and detour routes during installation.

STRATEGIC PLAN:

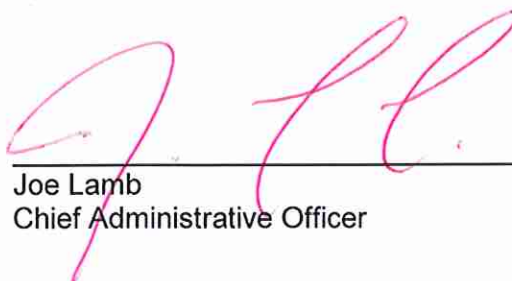
This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to infrastructure renewal and public safety improvements.

Prepared by:



Todd McKay
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

