



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, APRIL 15, 2026

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, April 15, 2026, 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
April 15, 2026, at 7:00 pm

<https://us06web.zoom.us/j/83917928300?pwd=vgqsMv0wdnN0HKc06QPozichn7XDem.1>

Meeting ID: 839 1792 8300

Passcode: 469860

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, APRIL 15, 2026

7:00 PM

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

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (6:00 PM)

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

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

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(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 3 (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of April 15, 2026; 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 March 25, 2026.*

(6) ADOPTION OF COMMITTEE MINUTES

(7) CORRESPONDENCE

(a) Cultus Lake Stewardship Society (CLASS)

- Letter dated February 15, 2026, from BC Lake Stewardship Society
- Letter dated March 19, 2026, from Chair Dzaman to Cultus Lake Stewardship Society (CLASS)

THAT the Cultus Lake Park Board receive letter of February 15, 2026 from BC Lake Stewardship regarding 2025's Outstanding Volunteer Group award.

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Page 13

(b) **Modernization of Short-Term Rental (STR) Policy and Bylaw No. 1202**

Page 15

- Staff's letter and response dated April 15, 2026, to Cultus Lake Community Association letter dated March 5, 2026

THAT the Cultus Lake Park Board receive staff's letter and responses to letter dated March 5, 2026, from Cultus Lake Community Association regarding the Modernization of Short-Term Rental Policy and Bylaw No. 1202.

(c) **Letter received March 13, 2026, from anonymous regarding the Village Centre Redevelopment Project**

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- Staff's response dated April 15, 2026, to letter dated March 13, 2026, from anonymous regarding the Village Center Redevelopment Project

Page 25

- Letter dated March 13, 2026, from anonymous regarding the Village Centre Redevelopment Project

THAT the Cultus Lake Park Board receive staff's response to letter received March 13, 2026, from anonymous regarding the Village Centre Redevelopment Project.

(8) FINANCE

(9) BYLAWS

(a) **Cultus Lake Park Board 2026 – 2030 Financial Plan Amendment Bylaw 1258, 2026 Amendment Bylaw No. 1271, 2026**

Page 29

Page 33

- Report dated April 15, 2026, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park Board 2026 – 2030 Financial Plan Amendment Bylaw 1258, 2026 Amendment Bylaw No. 1271, 2026
- Attachment 2; Schedule A
- Attachment 3; Schedule B
- Attachment 4; Schedule C

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Page 37

Page 39

THAT the Cultus Lake Park Board give First, Second and Third Readings of the Cultus Lake Park Board 2026 – 2030 Financial Plan Amendment Bylaw 1258, 2026 Amendment Bylaw No. 1271, 2026.

(b) **Cultus Lake Park Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026**

Page 41

- Report dated April 15, 2026, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026

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THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026.

(10) CONSENT AGENDA

(11) REPORTS BY STAFF

(a) Cultus Lake Water Sports Festival

Page 45

- Report dated April 15, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator

Page 49

- Attachment 1; Letter to the Board

Page 51

- Attachment 2; Event Application

THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 5 to Sunday, June 7, 2026;

THAT the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, June 5 to Sunday, June 7, 2026, be waived;

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, June 5 to Sunday, June 7, 2026;

THAT the requirement for the \$1,000 security deposit for the Cultus Lake Water Sports Festival be reduced to \$500;

THAT the Event Application fee of \$120 for the Cultus Lake Water Sports Festival be waived;

THAT the Event Rental Fees of \$1,800 for the Cultus Lake Water Sports Festival be waived;

THAT the Swim Line Removal and Replacement fee of \$600 for the Cultus Lake Water Sports Festival be waived;

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

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

THAT food vendor fees of \$120 per vendor per day for the Cultus Lake Water Sports Festival be waived;

THAT participants of the Water Sports Festival be permitted to camp at Main Beach for the duration of the event;

THAT the portable toilets fees for the Cultus Lake Water Sports Festival be waived; and

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, June 5 to Sunday, June 7, 2026 (to offset expenses).

(b) **Lions Cultus Lake Fishing Derby Event**

Page 55

- Report dated April 15, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator

Page 57

- Attachment 1; Event Application

***THAT** the Cultus Lake Park Board approve the Lions Cultus Lake Fishing Derby event to be held on Saturday, June 20, 2026 at Main Beach;*

***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 20, 2026; and*

***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 Friday, June 19, 2026, to 4:00 pm on Friday, June 20, 2026, for security purposes, with parking fees waived.*

(12) REPORTS BY COMMISSIONERS

(13) COMMUNITY ASSOCIATION

(14) PUBLIC QUESTION PERIOD

(15) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on April 15, 2026, be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, MARCH 25, 2026

7:00 PM

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

Present

Commissioner K. Dzaman - 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 Assistant, Communications & Events Coordinator – C. Baker

Regrets

Commissioner J. Beesley – Vice Chair

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (5:36 PM)

5764-26

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; (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

5765-26

Moved by Commissioner Moul Seconded by: Commissioner Jartved

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of March 25, 2026; and*

5766-26 *THAT all delegations, reports, correspondence, and other information set to the Agenda be received.*

CARRIED

(5) ADOPTION OF MINUTES

5767-26 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

(a) *THAT the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held February 18, 2026.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

(7) CORRESPONDENCE

(a) **Modernization of Short-Term Rental (STR) Policy and Bylaw No. 1202**

- Letter dated March 5, 2026, from Cultus Lake Community Association

5768-26 Moved by Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive letter of March 5, 2026, regarding the Modernization of STR Policy and Bylaw No. 1202; and

THAT the Cultus Lake Park Board request that staff respond to the questions Modernization of STR Policy and Bylaw No. 1202.

CARRIED

Chair Dzaman acknowledged the correspondence received and requested that staff bring forward a response at the next Regular Board Meeting.

(b) **Village Centre Redevelopment Project**

- Letter received March 13, 2026, from anonymous regarding the Village Centre Redevelopment Project

5769-26 Moved by Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive letter of March 13, 2026, regarding the Village Centre Redevelopment project; and

THAT the Cultus Lake Park Board request that staff respond to the questions regarding the Village Centre Redevelopment project.

CARRIED

Chair Dzaman acknowledged the correspondence received and requested that staff bring forward a response at the next Regular Board Meeting.

(8) FINANCE

(9) BYLAWS

(a) Cultus Lake Park Boating and Foreshore Bylaw No. 1269, 2026

- Attachment 1; Cultus Lake Park Boating and Foreshore Bylaw No. 1269, 2026
- Attachment 2; Schedule A; Fees
- Attachment 3; Schedule B; Map
- Attachment 4; Notice of Fees - 030

5770-26

Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Boating and Foreshore Bylaw No. 1269, 2026

CARRIED

(e) Bylaw Notice Enforcement Bylaw Amendment No. 1270, 2026

- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw Amendment No. 1270, 2026
- Attachment 2; Schedule A3 Fees

5771-26

Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1270, 2026.

CARRIED

(10) CONSENT AGENDA

(a) Blood Moon Filming Event

- Report dated March 25, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator

5772-26

Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the Blood Moon Filming Event report for information.

CARRIED

(b) Goodride Gravel Event

- Report dated March 25, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator

5773-26

Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the Goodride Gravel Event report for information.

CARRIED

(c) **Wedding Ceremony**

- Report dated March 25, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator

5774-26

Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the Wedding Ceremony Event report for information.

CARRIED

(d) **Vedder Mountain Challenge Event**

- Report dated March 25, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator

5775-26

Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Vedder Mountain Challenge Event report for information.

CARRIED

(11) REPORTS BY STAFF

(a) **Paddle Expo Event**

- Report dated March 25, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Event Application

5776-26

Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Paddle Expo Event from 6:30 am to 5:00 pm at Main Beach on Sunday, May 3, 2026; and

THAT the Cultus Lake Park Board waive parking fees for up to 15 staff and demonstration vehicles five (5) with trailers in Parking Lot B and Main Beach (sand) area on Sunday, May 3, 2026, from 6:30 am to 5:00 pm.

CARRIED

(b) **Cultus Lake Swilhcha Community School (CLSCS) - Spring Fling**

- Report dated March 25, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator.
- Attachment 1; Event Application

5777-26

Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 200 participant vehicles in Parking Lot B on May 7, 2026, for the CLSCS Spring Fling event from 4:00 pm to 7:00 pm.

CARRIED

(12) REPORTS BY COMMISSIONERS

Commissioner Bauer noted that Daniel T. Selbie, Head of the Lakes Research Program at Fisheries and Oceans Canada presented an award to Cultus Lake Stewardship Society (CLASS) in recognition of the outstanding volunteer members work in 2025. He noted that the members of CLASS attended the award ceremony located at Main Beach on March 19, 2026. He noted that CLASS has been active for approximately twenty years and has been instrumental in supporting the health of the lake, including work in the Columbia Valley, milfoil monitoring/management, and water testing.

He further noted that CLASS meeting schedule and volunteer recruitment are held on the third Wednesday of each month at 9:30 am. via Zoom, and that the group continues to seek additional volunteers.

(13) COMMUNITY ASSOCIATION

(14) PUBLIC QUESTION PERIOD

Brent Shirely, resident, addressed the Board regarding questions about STRs and noted that previous discussions often focused on concerns rather than benefits of STR's in the community. He stated that his STR hosts occupants from October to the end of April and that visitors support local businesses by dining at restaurants and spending time in the community. He noted that some visitors return annually and include guests from Alberta and Prince George. Mr. Shirely advised that he rents government personnel from October to December 15th each year. He stated that STRs provide economic benefit, including supporting employment, and referenced statistics indicating that most complaints (approximately 95%) relate to residential leasehold properties rather than STRs.

He noted that complaints are commonly associated with parties and similar disturbances. Mr. Shirely further noted his family has visited the area since the 1930s and commented that the lake has historically accommodated social activity. He added that, on Airbnb, hosts may be prevented from continuing to rent if issues arise and stated that platform rules have become more stringent.

Chair Dzaman noted that this aligns with the Board's current approach, noting that the Board is reviewing data to determine feasibility.

(15) ADJOURNMENT

5778-26

Moved by Commissioner Bauer Seconded by Commissioner Moul

THAT the Regular Meeting of the Cultus Lake Park Board held on March 25, 2026, be adjourned at 7:28 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held March 25, 2026.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



BC LAKE STEWARDSHIP SOCIETY

Box 110, 5505 Jacobson Road, Big Lake Ranch, BC, V0L 1G0
Phone 604.474.2441 Toll free 1.877. BC LAKES
Email: info@bclss.org Web: www.bclss.org

February 15th, 2026

Dear Cultus Lake Stewardship Society (CLASS),

The BC Lake Stewardship Society is pleased to inform you that you are the recipient of our 2025 Outstanding Volunteer Group Award. Congratulations!

This award recognizes individuals and groups for their outstanding volunteer efforts that demonstrate our Society's fundamental values – preservation, protection, and restoration of lakes throughout British Columbia. The BCLSS Volunteer Award elevates the awareness and importance of how education, monitoring programs, restoration projects, and “environmentally friendly” living contribute to the vision of clean, healthy lakes throughout British Columbia.

CLASS has exemplified these core stewardship values now for nearly two decades, through sustained, hands-on and partnered (i.e. government, academia) efforts to monitor, advocate for, and create a sustainable future for Cultus Lake and its watershed. Your volunteer work has supported numerous successes, from early and advanced problem formulation with DFO partners (i.e. eutrophication x climate change), through to long-term water quality and air monitoring, habitat restoration, invasive species management, and community education.

Your unique social-scientific partnership, focused on an all-values approach to water quality, is providing critical data and fostering substantial public awareness about the ecological integrity of this culturally important lake. Your work not only supports informed decision-making for lake management but also inspires residents and visitors to take an active role in stewardship, safeguarding Cultus Lake for future generations. Your dedication and hard work are extremely appreciated and make a significant contribution to the BCLSS fundamental values – preservation, protection, and restoration of lakes throughout British Columbia.

Thank you for all you do!

Sincerely,

A handwritten signature in blue ink that reads "Brian Nickurak". The signature is written in a cursive style.

Brian Nickurak
BCLSS President



File: 0230-20-30

March 19, 2026

Cultus Lake Stewardship Society (CLASS)
Cultus Lake, BC

Dear Members of the Cultus Lake Stewardship Society,

The Cultus Lake Park Board extends its sincere congratulations to the Cultus Lake Stewardship Society (CLASS) on being named the recipient of the BC Lake Stewardship Society's 2025 Outstanding Volunteer Group Award.

This honour is a well-deserved recognition of the remarkable dedication, leadership, and stewardship that CLASS has demonstrated over many years in support of Cultus Lake and its watershed. For nearly two decades, your organization has contributed meaningfully to the preservation, protection, and restoration of this important lake through monitoring, research partnerships, habitat restoration, invasive species management, advocacy, and public education.

The Board greatly values the care and commitment CLASS has consistently shown for Cultus Lake. Your work has helped deepen public understanding of the environmental pressures facing the lake and has contributed important knowledge and community awareness that support informed decision-making and long-term sustainability. Your efforts reflect a deep respect for the ecological integrity of Cultus Lake and a strong commitment to safeguarding it for future generations.

Cultus Lake is a place of significant environmental, cultural, and recreational importance. The stewardship shown by CLASS has played an important role in helping protect that legacy, and the Cultus Lake Park Board wishes to acknowledge with gratitude the many volunteer hours, expertise, and dedication your organization has contributed over the years.

Please accept our heartfelt congratulations on this provincial recognition, together with our sincere thanks for your continued service and stewardship.

Yours truly,

Chair, Kirk Dzaman
on behalf of the Cultus Lake Park Board



File: 0230-20-60

April 9, 2026

The Cultus Lake Community Association
Attention: Co-Chairs Rita Leblanc and Nancy Philbrook; Directors Karen McCartney and Ernie Vance

Dear Co-Chairs Leblanc and Philbrook, and Directors McCartney and Vance:

RE: Modernization of Short-Term Rental (STR) Policy and Bylaw No. 1202

This letter is in response to your correspondence dated March 5, 2026, regarding questions about the operation of short-term rentals within the Cultus Lake Park community and recommendations to modernize the Short-Term Rental (STR) Policy and Bylaw No. 1202.

Attached, for your reference, are responses to the questions and recommendations submitted to the Board which are highlighted in yellow for your review.

In 2025, concerns associated with short-term rentals remained low relative to prior years; four noise complaints, nine garbage-related complaints, and four parking-related concerns were reported. By comparison, staff recorded nine noise complaints, 22 garbage-related complaints, and 637 parking-related concerns in residential areas.

The Board remains committed to ongoing oversight of park operations. Staff will continue to provide education for short-term rental operators and property managers, promote compliance, and respond to concerns as they arise.

The Board's priority is to maintain an appropriate balance that supports the community while addressing operational requirements within the park.

Sincerely,

Joe Lamb,
Chief Administrative Officer
On behalf of Cultus Lake Park Board

JL/rf

April 15, 2026

Response to Cultus Lake Community Association Modernization of Short – Term Rentals (STR) Policy and Bylaw no. 1202 submission dated March 5, 2026

Dear Commissioners,

On behalf of the Cultus Lake Community Association (CLCA), we are submitting the following recommendations to modernize the management of Short-Term Rentals within our community. Our goal is to ensure the system remains equitable, follows provincial standards, and preserves the residential character of the Park.

1. Restoring Equity: Ending the "Life-Long Hold"

Section 1.5 of the Administrative Policy currently allows STR permits to transfer to new leaseholders during a property sale. This creates a "life-long hold" that artificially inflates property values and keeps the waitlist stagnant.

•**Recommendation:** Amend Section 1.5 to state that STR permits are non-transferable. Upon the transfer of a lease, the permit should immediately terminate, and the new leaseholder must join the waitlist

Response: There are certain legal complications with respect to implementing non-renewal of the STR permit. In addition, there would be further legalities on revoking a license during a sale or transfer based on fact that the Board is the landlord. STR permits can be surrendered at any time.

The Board does provide the option for the new purchaser to opt out of entering a STR permit should the purchaser not want to make application, the person at the top of the waitlist then has the option to apply.

2. Preventing Commercialization: License Limits

The community has expressed significant concern regarding the concentration of permits. Currently, some leaseholders hold as many as five STR licenses. In a system with a 65-permit cap, this "commercial hoarding" prevents other residents from accessing the market.

•**Recommendation:** Implement a limit of one (1) STR permit per leaseholder. This prevents the conversion of residential blocks into commercial rental businesses and aligns with the "principal residence" spirit of BC's Bill 35.

Response: STR permits are currently issued to one permit per lease lot. In the past, for example, the Board had a multiple ownership clause, based on experience, this was abused, as people would register other properties in family names or corporate identities.

While we recognize that some leaseholders may hold more than one property, and upon application staff do assess the locations and potential impact to others prior to consideration and can deny the application. In addition, to date we have not had reported issues with existing policies.

3. Provincial Alignment and Transparency

As of 2025, all BC hosts must register with the Provincial Registry. To ensure Cultus Lake remains compliant:

- Provincial Registry Verification:** The Park Board Application must require the BC Provincial STR Registry Number.

- Public Registry & Search Tool:** We recommend the Park Board host a public-facing search tool or registry of the 65 authorized STR addresses. To ensure compliance with FIPPA, we suggest adding a mandatory consent checkbox to the 2026 application form. This allows residents to identify unauthorized operators while protecting the Park Board from privacy liability.

Response: The Cultus Lake Park Board STR permit number is required for the Provincial registry. In addition, the Provincial registry does not provide a searchable tool that is available for the public to access. This is only provided to government staff purposes and is not accessible through an online platform.

It would not be appropriate to disclose personal information and would be a violation of FIPPA. Staff, RCMP, and emergency services, all have the locations of the STR operations. In addition, bylaw enforcement continues to monitor their activity.

Should concerns arise, staff are requesting that the park office be advised to investigate the potential illegal operations.

4. Proactive Enforcement: The Complaint Trigger

The current "three-violation" threshold for license revocation (Short-term Rental Administrative Policy) is inherently reactive. Under the existing framework, enforcement only begins after a formal infraction has been processed—a cycle that often leaves residents enduring weeks of disruption before any meaningful action is taken.

To protect the quiet enjoyment of our community, we recommend a shift toward Proactive Enforcement.

The Recommendation: Mandatory Compliance Review

We propose that if an STR property receives three documented complaints within a single peak season, it must trigger a mandatory Compliance Review Meeting with the Chief Administrative Officer (CAO).

Prior to permit renewals staff have mandatory compliance meetings with anyone STR permittee that may have had infractions in the previous season.

Staff connect with each STR permit holder per infraction.

The CAO currently under the policy to revoke an STR permit on any major contravention to the bylaw or in case of emergency section 1.8 & 1.9

•**The Trigger:** This review should occur regardless of whether the complaints have yet resulted in a formal fine.

Response: The above noted recommendation is currently in place. Further, staff contact the leaseholder with every complaint or infraction to discuss the expectations of being a permit holder whether a warning or ticket.

•**Safety Overrides:** Additionally, a Compliance Review must be automatically triggered if a property is found to be operating in violation of basic fire safety standards, such as exceeding the maximum permitted occupancy or violating Park burning bylaws. This ensures that life-safety risks are prioritized alongside community nuisance issues.

Response: Leaseholders are required to provide a fire escape overview of the interior of the property. In addition, staff evaluate parking availability and occupancy. In 2023 staff provided recommendations to the Board with an update to the policy to reflect a maximum advertised occupancy of 8 guests per operations. Parking per property has been assessed and reviewed and the advertising is based on the park's approval in order to other residents to park fairly.

The Burning Conditions, Restrictions and Fire Ban Bylaw 1144, 2019 allow for burning in approved areas: Mountain View, Park Drive and Sunnyside Campground only (open woody debris), all other area must be propane and CSA approved.

•**The Penalty:** A mandatory administrative fee/fine should be levied at this stage to cover the cost of the review and serve as a formal warning.

Response: Penalty charges currently are being reviewed. Under the Provincial law, Bylaw Notice Enforcement bylaw the max fine is \$500 currently.

Precedent: How Other Municipalities Handle Triggers

Many BC municipalities have recognized that waiting for "convictions" is too slow. They use escalating fine structures and complaint-based triggers to maintain order:

Municipality	Complaint/Violation Trigger	Resulting Fines (Daily)
City of Vancouver	Unlicensed or non-compliant activity.	Up to \$1,000 per violation.
District of Tofino	Operating without a valid business license.	Up to \$1,000 per day.
City of Victoria	Non-compliance with principal residency/bylaws.	Up to \$3,000 per day for egregious cases.
Municipality	Complaint/Violation Trigger	Resulting Fines (Daily)
Township of Langley	Documented nuisance or bylaw infractions.	Fines ranging from \$500 to \$1,000 per day.

Note: Under the Local Government Bylaw Notice Enforcement Act, many jurisdictions are now leveraging the maximum allowable fine of \$3,000 per day for unauthorized STR operations to ensure the penalty is not simply viewed as a "cost of doing business."

Response: Currently Cultus Lake Parks enforcement and fines are under the Provincial Bylaw Notice Enforcement bylaw the maximum fine is \$500 currently. Disputes can be seen by an adjudicator in these cases. Currently we don't subscribe to other systems such as Municipal Ticket Information System (MTI). If we were to subscribe these disputes would go through Provincial Courts and would be very costly to the park.

Why This Matters for Cultus Lake

Our community is unique; the proximity of our homes means that a single "party house" can affect dozens of neighbors. By implementing a Complaint Trigger, the Park Board signals to operators that they are responsible for their guests' behavior from the very first documented incident, rather than allowing them two "free" violations before consequences kick in.

5. Prioritizing Life Safety: Annual Fire Inspections To protect the densely populated residential areas of the Park, the CLCA recommends that a Fire Safety Inspection be a mandatory prerequisite for all STR permit renewals and new applications.

The Requirement: Every STR property must undergo an annual inspection by the Cultus Lake Volunteer Fire Department or a certified third-party inspector to ensure compliance with the BC Fire Code (e.g., working smoke/CO alarms, clear egress, and fire extinguisher availability).

- The Rationale: Unlike a permanent residence, STRs often host guests unfamiliar with the home's layout or local fire hazards (such as outdoor fire pits). A mandatory inspection ensures that "commercial" use does not bypass basic safety standards. * Capacity Limits: The inspection should formally certify the maximum occupancy of the unit to prevent "over-stuffing," which is a primary driver of both noise complaints and fire risk.

Response: The CLPB has a unique context that interplays with its decision-making process in that CLBP manages and acts as landlord of the properties. In this case, if implemented could pose not only a conflict of interest but also pose to be a liability concern. Please reference the requirements with respect to the fire escape plan and occupancy.

6. Suggested Form Revisions

We suggest the following modifications to the 2026 Application and Renewal forms:

Suggested Change

Provincial Registry Field

Rationale

To ensure compliance with the BC Short-Term Rental Accommodations Act.

License Count Field

A mandatory question: *"How many other STR permits do you currently hold in Cultus Lake Park?"*

Principal Residence Proof

Requirement to disclose if the property is the applicant's principal residence.

Public Registry Consent

A checkbox consenting to the publication of the STR address on a public-facing registry.

Suggested Change

Fire Inspection Certificate

Rationale

To verify that the property meets BC Fire Code standards for transient accommodation and to establish a safe maximum occupancy.

The CLCA believes these changes will restore fairness and professionalize STR operations in the Park. We look forward to a formal response and a date to discuss these items in a public session.

Closing: Overall, complaints decreased by 88.9% from 2024 to 2025. The Board, together with management staff, will continue to monitor community activity to safeguard residents' privacy, safety and to maintain an appropriate balance between rejoin and visitors.

April 15, 2026

Thank you for your correspondence with the Cultus Lake Park Board regarding the proposed Village Centre Plan. The Board appreciates the time and care you have taken to raise questions about the planning, governance, and potential impacts of this proposal. Public engagement and transparency are important to the Park Board, and your letter contributes meaningfully to that dialogue.

The Board acknowledges your comment that no formal Pre-Feasibility or Feasibility Study has been completed to date. We would like to provide clarity regarding the current stage of the development. At this stage, the Park Board's role has been limited to long-range land-use planning and the provision of policy guidance consistent with **Plan Cultus** and the Cultus Lake Park Plan. In addition, the Board recently completed an Asset Management Plan that identified many unfunded liabilities, including environmental responsibilities, that will require significant funding over the next 10 years. The Asset Management Plan also considered current funding patterns and short falls in funding over the next 20 years. One of the desired outcomes of this project is to help offset and minimize future costs. The Asset Management Plan is available for detailed review on our website.

The current RFP award was for the right to exclusively negotiate toward a project that meets both the short- and long-term needs of the park. Those needs will encompass all needs pertaining to the regulation, management, maintenance, and improvement of Cultus Lake Park.

The **2023 Market Assessment prepared by Urban Systems** was intended to provide high-level market context at the date of the Market Assessment. As the project progresses there will be additional technical and regulatory studies required by Cultus Lake Park, FVRD and potentially other agencies or authorities. It is anticipated these would be completed by the appropriate organization, for example, by the developer or by Cultus Lake Park, as required, and in coordination with applicable agencies or authorities.

The Village Centre concept itself is not new. It was defined in long-standing Park planning documents, including the Cultus Lake Park Plan and Plan Cultus (Bylaw No. 1080, 2016), which envision a modest, mixed-use commercial core intended to support year-round services and community vitality while respecting the Park environment. The use of the term "Village Centre" reflects this planning language and does not represent a change to the legal designation of Cultus Lake as a park, nor does it imply a change in governance or status.

The Board recognizes that many of the questions you raise—particularly those related to infrastructure capacity, traffic, environmental impacts, housing numbers, financial structure, lease arrangements, and long-term community effects—are important. At this time, these matters have not been finalized or documented, as the project remains at a conceptual and policy-planning stage. No Class A cost estimate, detailed traffic study, environmental impact assessment, or finalized lease structure has yet been approved by the Board.

With respect to public engagement, the Board notes that multiple public meetings, open houses, and information sessions have been held over several years as part of broader Park planning processes. The Board acknowledges that expectations regarding the form and timing of public notification may differ among residents, and this feedback will be considered as planning work continues.

The Cultus Lake Park Board remains committed to balancing community interests, environmental stewardship, and long-term sustainability in accordance with its mandate. No final development approvals have been granted, and any future proposals would be subject to further study, regulatory review, and additional public communication.

Thank you again for taking the time to share your concerns. Your questions have been received by the Board and will form part of the ongoing discussion as the Village Centre planning work continues.

Sincerely,

Cultus Lake Park Board

To the Cultus Lake Park Board (CLPB),

On January 27, 2026, I submitted a Request for Information under the Freedom of Information and Protection of Privacy Act (FIPPA) to Rachel Litchfield requesting a copy of the feasibility study conducted for the Village Centre Redevelopment project.

Ms. Litchfield responded that no formal feasibility study had been conducted. Instead, she provided the 2023 Market Assessment prepared by Urban Systems. Her response stated: “In response to your request for a copy of the Feasibility Study conducted for the Village Center Redevelopment, I would like to provide you with the Market Assessment prepared by Urban Systems in 2023. Although a formal feasibility study has not yet been conducted, this Market Assessment document aims to offer valuable market context to support discussions regarding the development of the Village Center in Cultus Lake Park.”

Given that no Feasibility Study—or even a preliminary Pre-Feasibility Study—has been conducted, I am deeply concerned that this project has progressed to the tendering stage without this fundamental analysis being completed. Conducting these studies is considered standard practice for capital projects and is typically done prior to procurement or tendering.

For clarity to residents and stakeholders, a Pre-Feasibility Study is an early-stage evaluation used to determine whether a project concept is technically, financially, and socially viable. It identifies potential risks, assesses regulatory and financial constraints, and compares all possible alternatives in order to determine whether a project should proceed to a full Feasibility Study.

A Feasibility Study is a much more comprehensive analysis. It evaluates market demand, financial viability, regulatory considerations, environmental and social impacts, technical feasibility, and overall project risk. These studies provide the detailed information required to support sound decision-making and determine whether a project should move forward.

Because the Cultus Lake Park Board did not do a Pre-Feasibility or Feasibility Study prior to tendering this project, I respectfully request clarification on the following questions that would normally be addressed through pre-feasibility and feasibility analysis.

Questions Regarding the Village Centre Plan

1. Why was no Pre-Feasibility Study or Feasibility Study conducted prior to advancing this project toward tendering, given that these studies are standard practice for capital projects?
2. Does this development align with the CLPB mandate of “Ours to Preserve and Protect”? (Explain how it preserves and protects the Park)
3. Why is this project referred to as a “Village Centre” development when Cultus Lake is a “Park” and not a village? Is it the desire of the current Park Board to have Cultus Lake Park's designation changed and if so why, and are the current leaseholders in agreement of this?
4. Everyone who lives in Cultus Lake Park and surrounds knows it is a “bedroom community”—a primarily residential area located outside a major city where residents commute elsewhere for work, shopping, and entertainment. There are few local employment opportunities and very limited commercial activities as it should be for a “Park”. Cultus Lake Park offers a quiet, family-friendly environment and is unique as the only park community of its kind in British Columbia. Given this, it raises the question of why more of the limited valuable park land is being consumed for this development instead of working within the existing plaza footprint?
5. Will the size of this new development ruin the existing quiet, family-friendly environment and the incomparable setting of this unique Park community as it currently exists? Please explain

how a development of this size will not have a major impact on the existing community.

6. Is the purpose of this development primarily to generate additional revenue for the park or to provide additional housing?
7. Does the park actually require additional housing and was the Park created to provide housing?
8. What is the short and long term implication of this development on the current housing prices in the community?
9. If the goal is to increase revenue, how much additional revenue is required, and what cost-saving measures have been explored to address this need? (List all savings explored vs expenditures)
10. Were other potential sites evaluated that could generate similar revenue with less impact on the existing community, and what were the alternatives that were looked at? Was there a comparative analysis done?
11. Was a press release issued informing residents of Chilliwack and other park users that this development was being considered and inviting their input? If not, why not?
12. Who originally proposed this project — the previous board or the current board?
13. What is the current (Class A) cost estimate established prior to tendering this project?
14. The Village Centre Plan is based on **PlanCultus (Cultus Lake Park Plan Bylaw No. 1080, 2016)**. Given the scale of the proposed development, is this project relying on an outdated community plan? If so, why is that plan still being used rather than first completing an updated community plan before advancing a project of this magnitude?
15. How many new residents are expected to move into the proposed development?
16. How many new vehicles are being accommodated for in this new development?
17. Will the housing units be permitted for short-term rentals as there are no new ones being issued?
18. What types of businesses are anticipated as part of this development, and are they going to be season dependent like the current businesses?
19. What population thresholds are required for year round businesses to be economically viable?
20. What impacts will this development have on the current one road only access to the Park, and the existing highway access from the Park?
21. Has the provincial Ministry of Transportation been consulted regarding potential traffic impacts resulting from this project and will they allow more access to the highway or widening of the highway?
22. Are there any other provincial or federal regulatory issues of significant importance that could impact the project?
23. How much money is CLPB contributing to this project? Is the project economically and financially viable? (provide numbers)
24. What environmental and social impacts are anticipated as a result of the development and how are they going to be mitigated?
25. The new sewage treatment system cannot accommodate the projected size of this

development; how did this happen and, who will pay for the necessary upgrades?

26. If the additional residents primarily use Main Beach, how will visitor access to the waterfront be maintained?
27. What are the major risks and uncertainties associated with the project?
28. Who will control the leases within the new development?
29. Will the developer hold a head lease?
30. What is the proposed lease term?
31. If this is a staged development what is the projected timeline for the entire development?
32. What opt-out clauses exist for both the CLPB and the developer? What are these costs to CLPB and its leaseholders should a party opt-out?
33. If the proposal includes up to 350 new housing units when approximately 480 currently exist, this represents a potential increase of roughly 42%. Will there be a referendum on this project? If not, why not?

Given the scale of the development and its potential long-term impact on the community and the Park environment, clear answers to these questions are essential for transparency, accountability, and maintaining public confidence.

Sincerely,

██████████



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2026 **FILE:** 3900

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: 2026-2030 Five Year Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering the 2026-2030 Five Year Financial Plan Bylaw No. 1258, 2025, Amendment Bylaw No. 1271, 2026.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third Readings of Cultus Lake Park 2026 – 2030 Five Year Financial Plan Bylaw No. 1258, 2025, Amendment Bylaw No. 1271, 2026.*

DISCUSSION:

The 2026-2030 Five Year Financial Plan Bylaw No. 1258, 2025, was adopted on December 17, 2025. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time.

As we have now worked through the financial year-end process staff has been able to confirm actual vs. budgeted spending on specific items and the level of carryforward budget funds that exist. In addition, a couple of other necessary adjustments have been identified. To see these projects either continue or start in 2026, staff have put forth a financial plan amendment bylaw for the Board's consideration. The amendments proposed include:

Public Works – Dept 400

Capital Project

1. Undefined Equipment (GL9000 – Project#49)

Request: \$5,300

Approximately \$5,300 (Budget \$13,100) of the 2025 budget remains to allow public works to upgrade and acquire new equipment for use by the Public Works team. Staff are requesting the remaining \$5,300 to be carried forward to 2026 as a number of equipment orders made at the end of 2025 were delayed and not received until 2026 due to the flooding that occurred throughout the Fraser Valley late in 2025.

Therefore, the amendment reflects an increase of \$5,300 in the capital projects budget being funded from the Public Works Reserve Fund Reserve Fund.

Foreshore – Dept 850

Capital Project

2. Milfoil (GL9000 – Project#63)

Request: \$11,500

Approximately \$11,500 (Budget \$27,200) of the 2025 milfoil budget remains. These funds were intended to be used to build new milfoil mats for the milfoil control plan, however this project did not get started in 2025. Therefore, staff are requesting to carry forward \$11,500 to allow the building of new milfoil mats to happen in 2026.

Capital Project

3. Foreshore Survey (GL9000 – Project#281)

Request: \$15,000

During the 2026 budgeting process \$10,000 was budgeted to complete a survey of the new foreshore area covered by the Park's new foreshore lease. After some more thorough inquiries and quotes from companies the estimated cost will end up being between \$22,000 and \$25,000. Therefore, staff are asking to increase the budget for this project by \$15,000, with the additional funding coming from the Foreshore Reserve Fund.

Capital Project

4. Marker Buoys (GL9000 – Project#282)

Request: \$20,000

During the 2026 budgeting process \$60,000 was budgeted to supply marker buoys to delineate the Park's new foreshore area covered by our new foreshore lease. After some more thorough inquiries and specific information on how many buoys are needed the estimated cost will end up being \$80,000. Therefore, staff are asking to increase the budget for this project by \$20,000 with the additional funding coming from the Foreshore Reserve Fund.

Therefore, the above amendments reflects a total increase of \$46,500 in the Foreshore capital project budget with \$11,500 being funded from the Milfoil Reserve Fund and \$35,000 being funded from the Foreshore Reserve Fund.

Public Areas and Sunnyside –

Capital Projects

5. Camera NVR (GL9000 – Project#285/286)

Request: \$10,000

Recently, the Network Video Recording for our cameras has stopped working properly, so arrangements needed to be made to have it replaced. This replacement will support all the cameras in the system, as Public Areas and Sunnyside have the majority of the cameras the funding will be split between each of these departments. Therefore, staff are looking to increase the budget for Public Areas and Sunnyside by \$5,000 each with the additional funding coming from both the Main Beach Reserve Fund and the Sunnyside Reserve Fund.

FINANCIAL PLAN IMPLICATION:

The requests above will have no direct impact to the budgeted surplus as the requests will be funded from applicable Reserves. Therefore, there is no impact to residential or commercial lease rates.

Refer to Schedule "A" for the final draft amended 2026 Financial Plan and Schedule "B" for the final draft amended 2026-2030 Financial Plan. The summary of changes to the 2026 Financial Plan Bylaw are identified in Schedule "C".

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2026 - 2030 Five - Year Financial Plan Bylaw No. 1258, 2025 Amendment Bylaw No. 1271, 2026

A Bylaw to amend The Cultus Lake Park Board 2026 - 2030 Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park 2026 - 2030 Five - Year Financial Plan Bylaw No. 1258, 2025*".

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

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

1. TITLE

This Bylaw may be cited for all purposes as "The Cultus Lake Park 2026 - 2030 Five - Year Financial Plan Bylaw No. 1258, 2025 Amendment Bylaw No. 1271, 2026"

2. AMENDMENTS

Schedule "A" titled 2026 Financial Plan and Schedule "B" titled 2026 - 2030 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2026 - 2030 Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2026

READ A SECOND TIME this XX day of XXXX, 2026

READ A THIRD TIME this XX day of XXXX, 2026

ADOPTED this XX day of XXXX, 2026

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 2026-2030 Five - Year Financial Plan Bylaw No. 1258, 2025 Amendment Bylaw No. 1271, 2026"

Chief Administrative Officer

CULTUS LAKE PARK
2026 FINANCIAL PLAN

Schedule "A"

	2025 FINANCIAL PLAN	2026 FINANCIAL PLAN	2026 SUNNY- SIDE	2026 COMM. LEASE	2026 RESID LEASE	2026 COMM. HALL	2026 VISITOR SERVICES	2026 PUBLIC AREAS	2026 FORESHORE LEASE	2026 VOLUNTEER FIRE DEPT	2026 PUBLIC WORKS	2026 PROTECTIVE SERVICES	2026 GENERAL & ADMIN	2026 CEAC
REVENUES														
Sunnyside Campground	\$ 4,481,240	\$ 4,696,140	\$ 4,696,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	894,410	917,485	-	917,485	-	-	-	-	-	-	-	-	-	-
Residential Leases	1,063,494	1,110,642	-	-	1,110,642	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	11,950	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	230,400	233,800	-	-	-	233,800	-	-	-	-	-	-	-	-
Parking/Public Area Revenue	1,156,300	1,186,300	-	-	-	-	1,186,300	-	-	-	-	-	-	-
Foreshore Lease	109,000	131,950	-	-	-	-	-	131,950	-	-	-	-	-	-
Volunteer Fire Department	315,390	319,330	-	-	-	-	-	-	319,330	-	-	-	-	-
Protective Services	185,000	195,000	-	-	-	-	-	-	-	-	-	195,000	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	38,040	38,760	-	-	-	-	-	-	-	-	-	-	-	38,760
TOTAL REVENUES	\$ 8,527,724	\$ 8,883,857	\$ 4,696,140	\$ 917,485	\$ 1,110,642	\$ 11,950	\$ 233,800	\$ 1,186,300	\$ 131,950	\$ 319,330	\$ -	\$ 195,000	\$ 42,500	\$ 38,760

	2025	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026
EXPENDITURES														
Advertising	\$ 13,500	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	19,578	27,000	-	-	-	-	-	-	-	-	-	-	27,000	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	76,290	77,700	34,780	8,000	-	7,000	6,700	1,900	-	6,500	6,700	1,320	3,200	-
Commemorative Benches	1,900	1,900	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	17,030	17,080	3,330	-	-	-	-	-	-	-	2,750	-	11,000	-
Contract Services	580,900	627,200	218,000	-	-	3,800	46,600	-	-	3,000	5,000	335,600	22,000	-
Data Processing	187,100	197,000	52,800	-	-	2,300	-	-	-	-	3,000	56,100	76,000	-
Education & Training	50,040	50,550	4,500	-	-	400	-	-	-	21,820	15,630	3,200	5,000	-
Election Expenses	-	20,000	-	-	-	-	-	-	-	-	-	-	20,000	-
Equipment Maintenance	90,600	97,500	15,900	-	-	5,800	6,000	-	1,700	44,500	21,600	1,000	1,000	-
Equipment Fuel	5,370	5,450	550	-	-	-	-	-	800	-	4,100	-	-	-
Garbage Collection/Recycle	205,115	212,415	60,500	19,880	106,535	-	9,500	-	-	-	16,000	-	-	-
General Maintenance	45,000	45,000	-	-	-	-	45,000	-	-	-	-	-	-	-
Grounds Maintenance/Materials	102,000	96,020	45,000	2,800	-	1,000	30,000	10,000	10,000	500	1,740	-	-	-
Insurance - Business	322,200	341,000	67,300	65,500	10,500	23,600	35,000	23,000	23,000	23,600	28,500	13,200	35,600	-
Insurance - Vehicles	25,185	27,580	1,120	-	-	-	-	-	100	4,750	20,000	-	1,610	-
Janitorial Supplies	50,100	61,000	25,000	-	-	7,800	27,200	-	-	1,000	-	-	80,000	-
Legal/Professional Fees	105,000	105,000	-	-	-	-	-	-	-	-	-	-	-	-
Licenses/Permits/Taxes	67,750	69,050	1,200	-	-	-	-	-	1,100	-	450	66,300	-	-
Memberships/Dues/Subscriptions	5,445	6,450	1,200	-	-	-	-	-	-	800	750	-	3,700	-
Office Supplies	31,730	33,750	4,400	-	-	650	-	-	-	1,400	3,200	1,200	22,000	900
Interest and Bank Charges	5,550	5,550	1,000	-	-	-	550	-	-	-	-	-	4,000	-
POS Charges	157,500	202,300	110,000	-	-	7,300	73,500	-	-	-	-	-	11,500	-
Retail Sales (COGS)	58,050	110,850	110,000	-	-	850	-	-	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	7,000	-	-	-	-	17,400	-	-	-	-	-	7,000	-
Equipment Rentals	33,900	27,400	-	-	-	-	-	-	-	-	-	-	10,000	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	250	500	150	-	550	-	750	1,000	-
Public Relations/Promotion	9,390	9,390	3,840	-	-	500	500	-	-	-	-	500	4,000	-
Roads & Parking	43,300	43,300	8,000	-	-	300	35,000	-	-	-	-	-	4,000	-
Security Systems/Supplies	4,800	4,800	2,000	-	-	-	-	-	-	550	750	500	1,000	-
Small Tools/Shop & Safety	25,690	26,120	2,500	-	-	-	-	-	-	4,900	18,720	-	-	-
Special Events	61,130	4,000	4,000	-	-	-	12,000	-	-	-	-	-	-	37,780
Telecommunications	43,030	68,620	19,620	-	-	200	6,500	-	-	9,100	9,700	5,500	18,000	-

CULTUS LAKE PARK
2026 - 2030 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK
2026-2030 Financial Plan Summary**

	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET	TOTAL 2028 BUDGET	TOTAL 2029 BUDGET	TOTAL 2030 BUDGET
REVENUES					
Sunnyside Campground	\$ 4,696,140	\$ 4,828,740	\$ 4,965,440	\$ 5,106,040	\$ 5,250,840
Commercial Leases	917,485	943,605	971,625	1,001,645	1,032,965
Residential Leases	1,110,642	1,147,204	1,173,124	1,199,364	1,225,934
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	233,800	239,400	239,400	239,400	249,400
Parking/Public Area Revenue	1,186,300	1,216,300	1,246,300	1,276,300	1,306,300
Foreshore Lease	131,950	131,950	131,950	131,950	131,950
Volunteer Fire Department	319,330	325,525	343,810	338,210	542,730
Protective Services	195,000	195,000	195,000	195,000	220,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	38,760	38,990	39,720	40,450	40,690
TOTAL REVENUES	\$ 8,883,857	\$ 9,121,164	\$ 9,360,819	\$ 9,582,809	\$ 10,055,259
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Audit/Accounting	27,000	27,500	28,000	28,600	29,200
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	77,700	79,230	80,670	82,220	83,690
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	17,080	17,140	17,200	17,260	17,320
Contract Services	627,200	641,700	656,500	672,700	689,200
Data Processing	197,000	200,000	203,000	206,100	209,200
Education & Training	50,550	51,060	51,580	52,120	52,660
Election Expenses	20,000	-	-	-	25,000
Equipment Maintenance	97,500	99,500	101,500	103,500	105,600
Equipment Fuel	5,450	5,530	5,610	5,700	5,790
Garbage Collection/Recycle	212,415	219,080	221,700	221,900	222,100
General Maintenance	45,000	45,000	45,000	45,000	45,000
Grounds Maintenance/Materials	96,020	97,340	98,670	100,000	101,430
Insurance - Business	341,000	391,485	445,520	507,330	558,330
Insurance - Vehicles	27,580	27,910	28,240	28,570	28,900
Janitorial Supplies	61,000	62,100	63,200	64,300	65,400
Legal/Professional Fees	105,000	127,500	105,000	105,000	105,000
Licences/Permits/Taxes	69,050	70,450	71,850	73,250	74,750
Memberships/Dues/Subscriptions	6,450	6,450	6,450	6,450	6,450
Office Supplies	33,750	34,360	35,480	36,100	36,970
Interest and Bank Charges	5,550	5,600	5,650	5,700	5,750
POS Charges	202,300	208,550	215,000	221,750	228,710
Retail Sales (COGS)	110,850	110,850	110,850	110,850	110,850
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	7,000	7,100	7,200	7,300	7,400
Equipment Rentals	27,400	27,600	27,800	28,000	28,200
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,390	9,390	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,800	4,800	4,800	4,800	4,800
Septic/Sewer System Maintenance	5,000	5,000	5,000	5,000	5,000
Small Tools/Shop & Safety	26,120	26,550	26,990	27,430	27,880



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2026 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Cultus Lake Park Board Procedures Bylaw No. 1233, 2023
Amendment Bylaw No. 1272, 2026.

PURPOSE:

The purpose of the report is to present to the Board the proposed Cultus Lake Park Cultus Lake Park Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Cultus Lake Park Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026.

DISCUSSION:

To ensure the timely receipt of correspondence for inclusion on a Regular, Closed, or Special Meeting Agenda, staff recommend amending the submission deadline from no later than seven (7) business days prior to the next Regular meeting to no later than the fifth (5th) calendar day of the month in which the Regular, Closed, or Special Meeting Agenda is scheduled.

To maintain consistency, individuals seeking to appear before the Board as a delegate must submit their request no later than the fifth (5th) calendar day of the month in which the Regular, Closed, Special Meeting Agenda is scheduled.

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Bylaw Enforcement.

Prepared by:

Approved for submission to the Board:


 Rachel Litchfield
 Manager of Corporate Services /
 Corporate Officer


 Joe Lamb
 Chief Administrative Officer



Cultus Lake Park

BOARD PROCEDURES BYLAW NO. 1233, 2023

Amendment Bylaw No. 1272, 2026

A Bylaw to amend the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Board Procedures Bylaw No. 1233, 2023*;

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 Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026."

2. AMENDMENTS

The Cultus Lake Park Board Procedures Bylaw No. 1233, 2023 is amended as follows:

- 2.1 **Remove section** 12.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the Person Responsible for Corporate Administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first-come basis.
- 2.2 **Add section** 12.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the Person Responsible for Corporate Administration no later than the fifth (5th) calendar day of the month the Regular, Closed, or Special Meeting Agenda is scheduled. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first-come basis.
- 2.3 **Remove section** 12.2.2 All requests for correspondence to form part of a Regular, Closed, or Special Meeting Agenda must be received by the Person Responsible for Corporate Administration no later than seven (7) business days prior to the next Regular meeting, and is subject to review by the Board Chair, Chief Administrative Officer and/or Department Manager
- 2.4 **Add section** 12.2.2 All requests for correspondence to form part of a Regular, Closed, or Special Meeting Agenda must be received by the Person Responsible for Corporate Administration no later than the fifth (5th) calendar day of the month the Regular, Closed, or Special Meeting Agenda is scheduled, and is subject to review by the Board Chair, Chief Administrative Officer and/or Department Manager.

3 EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 202X

READ A SECOND TIME this XX day of XXX, 202X

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXX, 202X

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 Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2026 **FILE:** 8100
SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator
SUBJECT: Cultus Lake Water Sports Festival Event

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Cultus Lake Water Sports Festival event application to be held on Friday, June 5 to Sunday, June 7, 2026.

RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 5 to Sunday, June 7, 2026;*

***THAT** the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, June 5 to Sunday, June 7, 2026, be waived;*

***THAT** the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, June 5 to Sunday, June 7, 2026;*

***THAT** the requirement for the \$1,000 security deposit for the Cultus Lake Water Sports Festival be reduced to \$500;*

***THAT** the Event Application fee of \$120 for the Cultus Lake Water Sports Festival be waived;*

***THAT** the Event Rental Fees of \$1,800 for the Cultus Lake Water Sports Festival be waived;*

***THAT** the Swim Line Removal and Replacement fee of \$600 for the Cultus Lake Water Sports Festival be waived;*

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

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

***THAT** food vendor fees of \$120 per vendor per day for the Cultus Lake Water Sports Festival be waived;*

***THAT** participants of the Water Sports Festival be permitted to camp at Main Beach for the duration of the event;*

THAT the portable toilets fees for the Cultus Lake Water Sports Festival be waived; and

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, June 5 to Sunday, June 7, 2026 (to offset expenses).

DISCUSSION:

The event organizer is requesting Board approval for the 69th Annual Cultus Lake Water Sports Festival event from Friday, June 5th to Sunday, June 7, 2026. The total number of participants is estimated at 300 and will welcome approximately 800 spectators and 20 volunteers.

The organizers are requesting Board approval as in previous years, to have event volunteers collect a daily parking rate from participants and visitors at both Parking Lot A and B. In addition, the organizers are requesting Board approval to receive all funds from meters in both Parking Lot A and B to support funding the race event as some visitors do not wish to pay the organizers directly upon arrival to the lot. In 2022 through 2025, the Board approved the waiver of parking fees, direct collection of parking fees and all funds from the meters paid to the organizers following the event in Parking Lot A and B.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for participants and volunteers for the duration of the event:

- 320 participants and volunteers combined (Friday through Sunday) parking for 35 hours at \$6.40/hr. plus \$2 infrastructure fee per transaction = **\$72,320** total.

The parking hours are based on the opening and closing of the parking lots. Friday is from 12:00 pm to 11:00 pm (11 hours). Saturday is from 7:00 am to 11:00 pm (16 hours). Sunday is 7:00 am to 3:00 pm (8 hours).

The event organizers were provided a total of \$12,701.18 in meter revenue from both Parking Lot A and B over the weekend of June 6th to June 8th, 2025.

Below is a list of potential fees for the event, without approved waivers:

- Application fee: \$120
- Rental fee (200+ people \$600 per day Friday, Saturday, and Sunday): \$1,800
- Swim Line Removal and Replacement fee: \$600
- Garbage Bin fee: (\$350 x 2 bins) \$700
- Food Vendors fee: (\$120 x 8 vendors x 3 days) \$2,880
- Portable Toilets fee: (\$250 x 2 toilets) \$500
- Refundable Security Deposit: \$1000

Total \$7,600

During the event, the Park provides washroom maintenance, assistance from security and Bylaw Enforcement, garbage removal, the use of all three (3) gazebos, access to power supply at the gazebos, an access key for the lower Main Beach gate, the temporary removal of swim lines, and the promotion of the event on the Cultus Lake Park website.

The event organizers are committed to monitoring the parking lot gates and the lower Main Beach gate (access limited to vehicles carrying canoes). They will provide 24-hour security guards, \$5,000,000 General Liability Insurance, and a minimum of two (2) safety boats. They will promote a drug and alcohol-free event and the RCMP will be notified of this event by the organizer.

Staff will work with the event organizers to identify the appropriate placement of tents and recreational vehicles to ensure grass and irrigation systems are being protected.

STRATEGIC PLAN:

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

Prepared by:



Carmen Baker
Administrative Assistant, Communications
& Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



March 4, 2026

To the Cultus Lake Park Board Committee,

Please accept this letter as our annual request to host the **69th Annual Cultus Lake Water Sports at Main Beach, Cultus Lake, on June 5, 6, and 7, 2026**. We look forward to continuing our longstanding partnership with the Park Board to provide a safe, family-friendly, and enjoyable event for both participants and spectators.

As in previous years, we respectfully request consideration for the reduction or waiver of the following fees, as the race is funded through parking collection, vendor fees, and related event revenues:

- Permission for camping on Main Beach, consistent with past practice
- Reduction of event fees to nil, as in previous years
- Approval for craft and food vendors, with health permits submitted one week prior to the event rather than one month in advance
- Waiver of vendor-related fees
- Washroom maintenance support
- Garbage removal and disposal services
- Park Board Patrol presence
- Access to power supply
- Key to the beach gate (to be picked up Thursday, June 4), with associated fees waived
- Removal of the swim line, with fees waived
- Reduction of the security deposit to \$500
- Promotion of the event on the Cultus Lake Park Board website
- Use of both parking lots, with all funds collected directed to the race event; any tolls collected by Park staff from individuals refusing to pay event staff to be remitted to the race committee for the three event days

The Cultus Lake Water Sports Committee remains committed to providing the following:

- Monitoring of the parking lot gate
- Monitoring of the beach gate (limited to vehicles transporting canoes)
- 24-hour security in collaboration with Cultus Lake Park Board Security
- Promotion of a drug- and alcohol-free event
- Event insurance
- First Aid services
- A minimum of two safety boats monitoring canoe races

If you have any questions or require further information, please feel free to contact me at **604-819-5423**. We look forward to another successful race and to continuing our positive relationship with the Park Board.

Sincerely, **Cecilia Lockerby** Cultus Lake Water Sports Committee



EVENT APPLICATION

4165 Columbia Valley Highway
 Cultus Lake BC V2R 5B5
 604.858.3334
 reception@cultuslake.bc.ca

ALL APPLICATIONS MUST BE COMPLETED AND SUBMITTED 90 DAYS PRIOR TO THE PROPOSED EVENT.

APPLICANT INFORMATION Cultus Lake Water Sports

Applicant Name(s): Cecilia Lockerby &

1. Ashley Lockerby

2.

Type of Organization: Not-for-Profit Registered Charity Indigenous Organization Other

Name of Organization:

Mailing Address:

Telephone Number:

1.

2.

Mobile Number:

1.

2.

Email Address:

1.

2.

EVENT INFORMATION Mark with 'X' to request approved Event to be posted on Cultus Lake Park website

Type of Event: Public Area Event Block Party Event Community Event
 Residential Lease Lot Event Commercial Lease Lot Event

Date(s): June 5, 6, 7, 2026

Name of Event: Cultus Lake Water Sports

Location(s) of Event: main beach

Hours of Event:

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

Drug and alcohol free event with war canoe races, craft vendors and food vendors

ESTIMATED ATTENDANCE 1000

Participants: 300

Spectators: 800

Staff/Volunteers: 20

FIRST AID ON SITE		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
May be required depending on the scope of the Event. Certification verification may also be required.			
SPECIAL REQUESTS			
Any waiver, exemption or allowance not outlined in the current Cultus Lake Park Bylaws and all amendments, Administrative Policies, that requires consideration by the Board, and are subject to additional fees.			
FOOD VENDOR		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Type of Food Vendor(s). Provide Business Name if Applicable, Use a Separate Sheet if Needed:			
Total Vendors:		<input type="checkbox"/> Serving Staff/Volunteers/Participants Only	<input checked="" type="checkbox"/> Serving the Public
LIQUOR SERVICE OR BEVERAGE GARDEN		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Total Occupancy:		<input type="checkbox"/> Serving at No Cost	<input type="checkbox"/> Serving at a Cost
Location of Liquor Servicer or Beverage Garden. Please Attach a Map if in Public Area:			
Fencing Details for Beverage Garden, if Applicable, Include Height, Type, # of entrances and Emergency Exits:			
Hours of Operation of Liquor Service or Beverage Garden:			
Security Company Name:		Lead Officer Contact Name:	
Phone:		Email:	
HIGHWAY CLOSURE			
Highway has the same meaning as in the <i>Motor Vehicle Act</i> (British Columbia)			
<input type="checkbox"/> Partial Highway Closure(s)		<input type="checkbox"/> Full Highway Closure(s)	
<input checked="" type="checkbox"/> No Closure			
Hours of Road Use:			
Location of Road Closure. Please Attach a Map and Include Route Information, if Applicable:			
Duration of Delays, if Applicable:			
Duration of Closure, if Applicable:			
ADDITIONAL REQUESTS			
Please note the following additional requests are subject to approval by the CAO or Designate prior to Event.			
AMPLIFIED SOUND / MUSIC:		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE:	
Additional Comments: PA System			
GENERATOR:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE:	
		BEING USED FOR:	

ADDITIONAL REQUESTS: The following additional requests may be subject to additional fees and/or approval from the CAO or Designate. Check all that apply.

Washrooms Open Early	<input type="checkbox"/>	Time: 24hrs
Washrooms Closed Late	<input checked="" type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input checked="" type="checkbox"/>	Time: 24hrs
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input checked="" type="checkbox"/>	Quantity: as per usual
Garbage Bin Rental	<input checked="" type="checkbox"/>	Quantity: as per usual
Swim Line Installation / Removal	<input checked="" type="checkbox"/>	removed Friday or Thurs a.m
Community Hall	<input type="checkbox"/>	Dates:
Gazebo(s)	<input type="checkbox"/>	Dates:
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
Tent Rental		
10 x 10	<input type="checkbox"/>	Quantity: (Up to four (4), subject to availability)
20 x 20	<input type="checkbox"/>	Quantity: (Up to two (2), subject to availability)
Table Rentals (3' x 8')	<input type="checkbox"/>	Quantity:
Filming	<input type="checkbox"/>	


- Staff to determine if any of the following is applicable:
- Use of Additional Areas
 - Additional Park Staff Services
 - Parking Arrangements
 - Clean Up Fees
 - Temporary Private Land Use Designation Change
 - Noise Exemption (Quiet hours are between 11:00 pm and 7:00 am)

ADDITIONAL COMMENTS:

By signing below, I acknowledge that I have read and understand the Cultus Lake Park Event Bylaw No. 1255, 2025, and that the information provided is accurate. I accept all liability and responsibility for organizing and hosting an Event within Cultus Lake Park. I understand that it is my responsibility to provide the Park office with the following no less than five (5) days prior to the Event date:

- i. Comprehensive General Liability Insurance policy of not less than \$5,000,000 naming "Cultus Lake Park" as an Additional Insured (located at 4165 Columbia Valley Hwy, Cultus Lake, BC V2R 5B5);
- ii. Payment of all Event Fees and Refundable Security Deposit; and
- iii. A copy of any and all other required permits or certificates, as required.

I also acknowledge that I am responsible for any and all costs for clean up, or repairs, of the Park property and infrastructure resulting from this Event per Section 5.1 (a) through (d), of the Event Bylaw No. 1255, 2025.

Applicant Signature:  X	Date: 03-04-2026
Applicant Signature: X	Date:

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="checkbox"/> Event Application Complete
<input type="checkbox"/> Event Application Fee Received. Receipt #
<input type="checkbox"/> Map of Event Submitted
<input type="checkbox"/> Security Plan Submitted
<input type="checkbox"/> Report to Board Submitted
<input type="checkbox"/> Approved: YES / NO By: Date:
<input type="checkbox"/> Approval Letter Sent
<input type="checkbox"/> Site Visit Scheduled Date: Completed On:
<input type="checkbox"/> Insurance Received
<input type="checkbox"/> Event Fees Received Receipt #:
<input type="checkbox"/> Fraser Health Certificate Submitted
<input type="checkbox"/> First Aid Certificate Submitted
<input type="checkbox"/> BCLCLSEP and SIR Certificates Received
<input type="checkbox"/> Security Deposit Received On: By: Cheque / Credit Card
<input type="checkbox"/> Public Works Site Inspection Complete
<input type="checkbox"/> Closing Letter Sent
<input type="checkbox"/> Security Deposit Reimbursed / Released On: By: Cheque / Credit Card
Additional Requests or Comments:



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: April 15, 2026 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Lions Cultus Lake Fishing Derby Event

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the upcoming annual Lions Cultus Lake Fishing Derby event application to be held on Saturday, June 20, 2026.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve the Lions Cultus Lake Fishing Derby event to be held on Saturday, June 20, 2026 at Main Beach;

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 20, 2026; and

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 Friday, June 19, 2026, to 4:00 pm on Friday, June 20, 2026, for security purposes, with parking fees waived.

DISCUSSION:

The Lions Cultus Lake Fishing Derby event organizers are requesting Board approval for their event on Saturday, June 20, 2026. This is an annual fishing derby at Cultus Lake that removes pikeminnow and Smallmouth bass from the lake to assist in protecting the sockeye salmon species. The estimated number of participants is 400 with approximately 25 volunteers. New this year, the Cultus Lake Community Events and Engagement Committee will also be hosting Cultus Lake Day on the same date.

As the Lions Club is a not-for-profit organization and this fishing derby helps the sockeye salmon population (by reducing the pikeminnow and Smallmouth bass population), they are requesting that parking fees for up to 50 participants arriving before 9:00 am and staying for the day be waived. The organizer will have a volunteer at the entrance of Parking Lot A to welcome guests and collect vehicle licence plates for staff by 9:00 am in order for staff to cross check those who came before 9:00 am.

The organizers are requesting Board approval, as in previous years, to park one (1) vehicle overnight on Friday, June 19, 2026 on Main Beach, to secure the event setup which includes two (2) 20x20 tents, with parking fees waived.

The total parking revenue for 2025, on the same day in Lot A & Lot B was a total of \$4,728.91 in parking revenue.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for fifty (50) vehicles in Parking Lot A and one (1) vehicle at Main Beach for the duration of the event:

- 50 vehicles parking for 11 hours at \$6.40/hour plus \$2.00 Infrastructure Fee = \$3,620.00
- 1 vehicle parking for 19 hours at \$6.40/hour plus \$2.00 Infrastructure Fee = \$123.60

Total Parking Fees Requested to be Waived: \$3,743.60

The following are the special event fees required for the Lions Cultus Lake Fishing Derby:

- Application fee: \$120 (already received)
- Rental fee: \$600
- Early set up fee: \$90
- Food Vendor fee: \$120
- Refundable Security Deposit: \$1,000

Total fees to be charged: \$1,930.00

The organizers must provide Comprehensive General Liability Insurance of not less than \$5,000,000, naming Cultus Lake Park as an Additional Insured, and will be required to provide a permit from Fraser Health for their breakfast service and concession.

During the event, the Park provides access to Gazebo B & C and washroom maintenance. The event organizers are committed to First Aid services and will be responsible for their own garbage removal.

STRATEGIC PLAN:

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

Prepared by:



Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



EVENT APPLICATION

4165 Columbia Valley Highway
 Cultus Lake BC V2R 5B5
 604.858.3354
 reception@cultuslake.bc.ca

ALL APPLICATIONS MUST BE COMPLETED AND SUBMITTED 90 DAYS PRIOR TO THE PROPOSED EVENT.

APPLICANT INFORMATION LION BOB JONES MOUNT CHEAM LIONS CLUB

Applicant Name(s): LIONS CULTUS LAKE FISHING DERBY

- 1.
- 2.

Type of Organization: Not-for-Profit Registered Charity Indigenous Organization Other

Name of Organization:

Mailing Address: [REDACTED]

Telephone Number:	Mobile Number:	Email Address:
1. [REDACTED]	1. [REDACTED]	1. [REDACTED]
2. [REDACTED]	2. [REDACTED]	2. [REDACTED]

EVENT INFORMATION Mark with 'X' to request approved Event to be posted on Cultus Lake Park website

Type of Event: Public Area Event Block Party Event Community Event
 Residential Lease Lot Event Commercial Lease Lot Event

Date(s): *Set up June 19 3m Date June 20 2006* Name of Event: as above

Location(s) of Event: Hours of Event: 5 AM TO 4 PM

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

ANNUAL FISHING DERBY to remove small mouth bass, pumpkinseed fish and pike minnow which feed on the endangered Cultus Lake Sockeye Salmon. First Aid provided by St. John's Ambulance, Fisheries involved in displays and research. Many donated prizes for youth, Youth and Adult cash prizes for smallest fish, largest fish, most fish and most weight in each category. Many fathers andx sons attend. Youths do not need a fishing licence.
 Lions Club involved since 2016 and include, Agassiz Harrison, Chilliwack, Chilliwack Mt Cheam, Chilliwack Dogwood, Chilliwack Stellers Jay, Hope and Sasquatch Lions.
 Free parking is requested until 9 AM and we will collect the licence number of those who are there before 9.


ESTIMATED ATTENDANCE	400	50	25
Participants:		Spectators:	Staff/Volunteers:

FIRST AID ON SITE		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
May be required depending on the scope of the Event. Certification verification may also be required.			
SPECIAL REQUESTS			
Any waiver, exemption or allowance not outlined in the current Cultus Lake Park Bylaws and all amendments, Administrative Policies, that requires consideration by the Board, and are subject to additional fees.			
FOOD VENDOR		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Type of Food Vendor(s). Provide Business Name if Applicable, Use a Separate Sheet if Needed: Chilliwack Dogwood Lions will run a concession			
Total Vendors:		<input type="checkbox"/> one Serving Staff/Volunteers/Participants Only	<input checked="" type="checkbox"/> xx Serving the Public
LIQUOR SERVICE OR BEVERAGE GARDEN		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Total Occupancy:		<input type="checkbox"/> Serving at No Cost	<input type="checkbox"/> Serving at a Cost
Location of Liquor Servicer or Beverage Garden. Please Attach a Map if in Public Area:			
Fencing Details for Beverage Garden, if Applicable, Include Height, Type, # of entrances and Emergency Exits:			
Hours of Operation of Liquor Service or Beverage Garden:			
Security Company Name:		Lead Officer Contact Name:	
Phone:		Email:	
HIGHWAY CLOSURE			
Highway has the same meaning as in the <i>Motor Vehicle Act</i> (British Columbia)			
<input type="checkbox"/> Partial Highway Closure(s)	<input type="checkbox"/> Full Highway Closure(s)	<input checked="" type="checkbox"/> No Closure	
Hours of Road Use:			
Location of Road Closure. Please Attach a Map and Include Route Information, if Applicable:			
Duration of Delays, if Applicable:			
Duration of Closure, if Applicable:			
ADDITIONAL REQUESTS			
Please note the following additional requests are subject to approval by the CAO or Designate prior to Event.			
AMPLIFIED SOUND / MUSIC:		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE:	
Additional Comments:			
GENERATOR:		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE: BEING USED FOR:	

By signing below, I acknowledge that I have read and understand the Cultus Lake Park Event Bylaw No. 1255, 2025, and that the information provided is accurate. I accept all liability and responsibility for organizing and hosting an Event within Cultus Lake Park. I understand that it is my responsibility to provide the Park office with the following no less than five (5) days prior to the Event date:

- i. Comprehensive General Liability Insurance policy of not less than \$5,000,000 naming "Cultus Lake Park" as an Additional Insured (located at 4165 Columbia Valley Hwy, Cultus Lake, BC V2R 5B5);
- ii. Payment of all Event Fees and Refundable Security Deposit; and
- iii. A copy of any and all other required permits or certificates, as required.

I also acknowledge that I am responsible for any and all costs for clean up, or repairs, of the Park property and infrastructure resulting from this Event per Section 5.1 (a) through (d), of the Event Bylaw No. 1255, 2025.

Applicant Signature:  X ROBERT LEE JONES	Date: 2 MARCH 2026
Applicant Signature: X	Date:

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="checkbox"/> Event Application Complete
<input type="checkbox"/> Event Application Fee Received. Receipt #
<input type="checkbox"/> Map of Event Submitted
<input type="checkbox"/> Security Plan Submitted
<input type="checkbox"/> Report to Board Submitted
<input type="checkbox"/> Approved: YES / NO By: Date:
<input type="checkbox"/> Approval Letter Sent
<input type="checkbox"/> Site Visit Scheduled Date: Completed On:
<input type="checkbox"/> Insurance Received
<input type="checkbox"/> Event Fees Received Receipt #:
<input type="checkbox"/> Fraser Health Certificate Submitted
<input type="checkbox"/> First Aid Certificate Submitted
<input type="checkbox"/> BCLCLSEP and SIR Certificates Received
<input type="checkbox"/> Security Deposit Received On: By: Cheque / Credit Card
<input type="checkbox"/> Public Works Site Inspection Complete
<input type="checkbox"/> Closing Letter Sent
<input type="checkbox"/> Security Deposit Reimbursed / Released On: By: Cheque / Credit Card
Additional Requests or Comments:

ADDITIONAL REQUESTS: The following additional requests may be subject to additional fees and/or approval from the CAO or Designate. Check all that apply.

- Washrooms Open Early Time:
- Washrooms Closed Late Time:
- Parking Lot Gates Open Early Time:
- Parking Lot Gates Closed Late Time:
- Additional Portable Washrooms Quantity:
- Garbage Bin Rental Quantity:
- Swim Line Installation / Removal
- Community Hall Dates:
- Gazebo(s) A B C Dates:
- Tent Rental
- 10 x 10 Quantity: (Up to four (4), subject to availability)
- 20 x 20 Quantity: (Up to two (2), subject to availability)
- Table Rentals (3' x 8') Quantity:
- Filming

Staff to determine if any of the following is applicable:

- Use of Additional Areas
- Additional Park Staff Services
- Parking Arrangements
- Clean Up Fees
- Temporary Private Land Use Designation Change
- Noise Exemption (Quiet hours are between 11:00 pm and 7:00 am)

ADDITIONAL COMMENTS:

