



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, June 17, 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, June 17, 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
June 17, 2026, at 7:00 pm

<https://us06web.zoom.us/j/82968663225?pwd=a5fLPsEeuHIW3v32qMNxKg8Bj6dLjm.1&jst=1>

Meeting ID: 829 6866 3225

Passcode: 607118

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, JUNE 17, 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 (5:00 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;

(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

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

(3) RECONVENE

(4) APPROVAL OF AGENDA

- Page 1 (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of June 17, 2026; and*

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

(5) DELEGATIONS

(6) ADOPTION OF MINUTES

- Page 7 (a) *THAT the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held May 20, 2026.*

(7) ADOPTION OF COMMITTEE MINUTES

- Page 13 (a) *THAT the Cultus Lake Park Board approve the Village Centre Planning & Development Committee Meeting Minutes from April 10, 2026.*

(8) CORRESPONDENCE

Page 17

(a) **Community Garden Request**

- Letter received May 13, 2026, from Gwyllyn Goddard, resident, regarding a request for a community garden

(9) FINANCE

Page 19

Page 21

(a) **2025 Statement of Financial Information**

- Report dated June 17, 2026, from Erica Lee, Chief Financial Officer
- Attachment 1; Statement of Financial Information - 2025

THAT the report dated June 17, 2026, from the Chief Financial Officer regarding the 2025 Statement of Financial Information be approved and that the 2025 Statement of Financial Information be placed on the Cultus Lake Park website.

(10) BYLAWS

Page 28

Page 30

Page 33

(a) **Sunnyside Campground Bylaw No. 1222, 2023 Amendment Bylaw No. 1273, 2026**

- Report dated June 17, 2026, from Carly Volk, Manager of Sunnyside Campground and Accommodations
- Attachment 1; Sunnyside Campground Bylaw No. 1222, 2023 Amendment Bylaw No. 1273, 2026
- Attachment 2; Draft Notice of fees

THAT the Cultus Lake Park Board give First, Second, and Third readings of the Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023 Amendment Bylaw No. 1273, 2026.

Page 37

Page 39

(b) **Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment Bylaw No. 1274, 2026**

- Report dated June 17, 2026, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1274, 2026

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1274, 2026.

(11) CONSENT AGENDA

Page 47

Page 49

(a) **Current Event(s)**

- Private Dinner Event
- Attachment 1; Event Application

THAT the Cultus Lake Park Board receive the Private Dinner Event report for information.

(12) REPORTS BY STAFF

(a) Cultus Lake Park Board Remuneration

Page 53

Page 57

Page 61

Page 65

- Report dated June 17, 2026, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019
- Attachment 2; Bylaw No. 1163, 2019 Amendment Bylaw No 1172, 2020
- Attachment 3; Cultus Lake Park Elected Officials Remuneration Research

***THAT** the Cultus Lake Park Board receive the report titled Cultus Lake Park Elected Officials Remuneration Research June 04 - 26, prepared by Drive Organizational Developments Ltd.*

***THAT** the Cultus Lake Park Board make no changes to the Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019.*

(b) Internal Compliance Policy

Page 75

Page 77

- Report dated June 17, 2026, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Internal Compliance Policy

***THAT** the Cultus Lake Park Board approve the Internal Compliance Policy.*

(c) 2024 - 2026 Cultus Lake Park Strategic Plan

Page 83

Page 87

- Report dated June 17, 2026, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2024 – 2026 Cultus Lake Park Strategic Plan

***THAT** the Cultus Lake Park Board approve the 2024 – 2026 Cultus Lake Park Strategic Plan.*

(d) Appointment of Bylaw Enforcement Officers

Page 91

- Report dated June 17, 2026, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

***THAT** the Cultus Lake Park Board appoint Carly Volk, Lisa Bisschop, Katrina Craig, Tarun Dogra, Harman Singh, Indervir Singh, Rachel Litchfield, and contracted Frontline Integrated Security members as Bylaw Enforcement Officers for Cultus Lake Park.*

(e) ILWU Local 502 Pensioners' Picnic Event Request

Page 93

Page 95

Page 101

- Report dated June 17, 2026, from Carmen Baker, Administrative Assistant, Communication & Events Coordinator
- Attachment 1; Event Application
- Attachment 2; Parking Waiver Application

***THAT** the Cultus Lake Park Board approve the ILWU Local 502 Pensioners' Picnic event to be held on Wednesday, August 12, 2026, from 10:00 am to 6:00 pm at Main Beach, including Gazebos B and C; and*

***THAT** the Cultus Lake Park Board authorize the waiver of parking fees for five (5) event staff vehicles to park at Main Beach on the sand for the duration of the event.*

(f) **British Motor Car Club Picnic Event Request**

Page 103

- Report dated June 17, 2026, from Carmen Baker, Administrative Assistant, Communication & Events Coordinator

Page 107

- Attachment 1; Event Application

Page 111

- Attachment 2; Parking Waiver Application

***THAT** the Cultus Lake Park Board approve the British Motor Car Club Picnic event to be held on Sunday, September 13, 2026, from 9:00 am to 3:00 pm at Main Beach; and*

***THAT** the Cultus Lake Park Board approve parking fee waivers for up to thirty participant vehicles associated with the British Motor Car Club Picnic on September 13, 2026, in Parking Lot B from 9:00 am to 3:00 pm.*

(g) **Across The Lake Swim Event Request**

Page 113

- Report dated June 17, 2026, from Carmen Baker, Administrative Assistant, Communication & Events Coordinator

Page 115

- Attachment 1; Event Application

Page 119

- Attachment 2; Parking Waiver Application

***THAT** the Cultus Lake Park Board approve Across the Lake Swim event to be held on Sunday, September 13, 2026, from 5:00 am to 11:00 am at Main Beach; and*

***THAT** the Cultus Lake Park Board approve parking fee waivers for up to three (3) vehicles associated with the Across the Lake Swim on September 13, 2026, in Parking Lot B from 5:00 am to 11:00 am.*

(h) **Around the Lake Give'R Take 30 Trail Run Event Request**

Page 121

- Report dated June 17, 2026, from Carmen Baker, Administrative Assistant, Communication & Events Coordinator

Page 125

- Attachment 1; Event Application

Page 131

- Attachment 2; Parking Waiver Application

***THAT** the Cultus Lake Park Board approve the Around the Lake Give 'R Take 30 Trail Run event to be held on Saturday, October 17, 2026 from 6:00 am to 3:00 pm.*

***THAT** the Cultus Lake Park Board approve 30 parking fee waivers in Lot B for event staff and volunteers in support of the Around the Lake Give 'R Take 30 Trail Run event.*

(13) REPORTS BY COMMISSIONERS

(a) **Community Events and Engagement Committee Recommendations for Party in the Plaza**

Page 133

- Report dated June 17, 2026, from John Beesley, Chair, Community Events & Engagement Committee

Page 135

- Attachment 1; Event Application

***THAT** the Cultus Lake Park Board approve the recommendation of the Community Events and Engagement Committee for Party in the Plaza, on August 28, 2026, from 7:00 pm to 10:00 pm.*

(b) **Cultus Lake Aquatic Stewardship Society Update**

- Report dated June 17, 2026, from Darcy Bauer, Commissioner

***THAT** the Cultus Lake Park Board receive the Cultus Lake Aquatic Stewardship Society update for information.*

(14) COMMUNITY ASSOCIATION

(15) PUBLIC QUESTION PERIOD

(16) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on June 17, 2026, be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, MAY 20, 2026

7:00 PM

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 Assistant, Communications & Events Coordinator – C. Baker

(1) CALL TO ORDER

The Chair called the meeting to order at 5:10 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

5791-26

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;
(g) litigation or potential litigation affecting the municipality; and
(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

5792-26

Moved by Commissioner Bauer Seconded by: Commissioner Jartved

- (a) ***THAT the Cultus Lake Park Board approve the Agenda as amended for the Regular Meeting of May 20, 2026, by adding Item 5, Delegation (a) DRAFT Financial Statement Report;***

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

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

CARRIED

(5) DELEGATIONS

(a) **2025 DRAFT Financial Statement Presented by KPMG (7:01 PM)**

- Presentation by Sean Reid, CPA, CA, Partner, KPMG Private Enterprise
- Report dated May 20, 2026, from Erica Lee, Chief Financial Officer
- Attachment 1; DRAFT Financial Statements

5793- 26

Moved by Commissioner Moul Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the report from Chief Financial Officer regarding the 2025 DRAFT Financial Statements; and

THAT the Cultus Lake Park Board approve the 2025 Financial Statements.

Sean Reid, CPA, CA, Partner, KPMG Private Enterprise, advised that the 2025 audit resulted in a clean opinion and that the Cultus Lake Park Board was assessed as low risk. He further noted that testing of management controls did not identify any issues. Erica Lee, Chief Financial Officer, added that the Board's financial position remained stable, with year-end results at or below budget, a \$1.1 million surplus excluding landfill liability, and an increase in net financial assets, which indicates a healthy operation.

The Delegate left at 7:06 pm.

(6) ADOPTION OF MINUTES

5794-26

Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

- (a) ***THAT the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held April 15, 2026.***

CARRIED

(7) ADOPTION OF COMMITTEE MINUTES

5795-26

Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from March 31, 2026.

CARRIED

(8) CORRESPONDENCE

(a) Village Centre Redevelopment Project Correspondence

- Letter received May 5, 2026, from anonymous regarding the Village Centre Redevelopment Project
- Responses and letter from Chief Administrative Officer Joe Lamb, dated May 20, 2026

5796-26

Moved by Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive letter dated May 5, 2026, from anonymous; and

THAT the Cultus Lake Park Board receive and confirm the responses and letter from Chief Administrative Officer dated May 20, 2026.

CARRIED

(9) FINANCE

(10) BYLAWS

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

- 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

5797-26

Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Board 2026 – 2030 Financial Plan Amendment Bylaw 1258, 2026 Amendment Bylaw No. 1271, 2026.

CARRIED

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

- Attachment 1; Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026

5798-26

Moved by: Commissioner Moul Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give Final Reading to Cultus Lake Park Board Procedures Bylaw No. 1233, 2023 Amendment Bylaw No. 1272, 2026.

CARRIED

(11) CONSENT AGENDA

(a) 2026 First Quarter Reports

- Finance
- Parking Lot Revenue
- Bylaw Compliance and Enforcements
- Public Works
- Sunnyside Campground and Accommodations
- Fire Department
- Lease Assignment
- Parking Fee Waivers

5799-26 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the 2026 First Quarter reports for information.

CARRIED

(b) **June and July 2026 Cultus Lake Park Events**

- Abbotsford Christian Middle School Grade 6 Field Trip, June 16, 2026
- Cultus Lake Memorial Church Picnic, July 19, 2026

5800-26 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the June and July 2026 Event report for information.

CARRIED

(12) REPORTS BY STAFF

(a) **Release of Closed Meeting Resolutions**

- Report dated May 20, 2026, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5801-26 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Release of Closed Meeting Resolutions report regarding the approval of the new liquor store and change of use for units 6 & 7 in the Cultus Lake Plaza.

CARRIED

(b) **School District No. 33 Farewell BBQ for International Students Event**

- Report dated May 20, 2026, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Event Application

5802-26 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the School District No. 33 Farewell BBQ for International Students Event at Main Beach and Gazebo A on Thursday, June 11, 2026, from 4:00 pm to 7:00 pm;

***THAT** the Cultus Lake Park Board waive parking fees for up to four (4) staff and volunteer vehicles in Parking Lot B Thursday, June 11, 2026 from 4:00 pm to 7:00 pm; and*

***THAT** the Cultus Lake Park Board approve a Food Vendor at Main Beach near Gazebo A on Wednesday, June 11, 2026, from 4:00 pm to 7:00 pm for private use only for guests of the event.*

CARRIED

(13) REPORTS BY COMMISSIONERS

(a) Cultus Lake Stewardship Society (CLASS) update

- Verbal discussion, Commissioner E. Jartved regarding current efforts

Commissioner Jartved provided an update on CLASS initiatives, noting ongoing efforts focused on local lake stewardship, including electrofishing to reduce smallmouth bass populations and limited nest dispersal activities. It was further noted that TTML has received funding to explore habitat improvement opportunities, and that an upcoming May 27, 2026, zoom presentation will include a stormwater management discussion and question-and-answer session. Staff added that electrofishing is also removing pumpkinseed fish.

(14) COMMUNITY ASSOCIATION

The Community Association requested Park support in exploring options to improve safety at the crosswalk near the Water Park and Adventure Park. Staff noted that they have sent a letter directly to both businesses with their safety concerns.

(15) PUBLIC QUESTION PERIOD

There were no public questions.

(16) ADJOURNMENT

5803-26 Moved by Commissioner Moul Seconded by Commissioner Jartved

***THAT** the Regular Meeting of the Cultus Lake Park Board held on May 20, 2026, be adjourned at 8:08 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held May 20, 2026.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



**CULTUS LAKE PARK BOARD
VILLAGE CENTER PLANNING AND DEVELOPMENT
COMMITTEE MEETING MINUTES**

FRIDAY, APRIL 10, 2026
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Commissioner K. Dzaman – Chair
Commissioner J. Beesley – Vice Chair – Via Zoom

Members J. Loewen – Via Zoom
C. Rogozinski
J. Enns
G. Campbell
K. Weiher
L. Wykpis
G. Twyford-Miles

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

Board Commissioner E. Jartved

Regrets E. Vance

(1) CALL TO ORDER

The Chair called the meeting to order at 7:33 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the Th'ewa':li First Nations. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: G. Campbell Seconded by: C. Rogozinski

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of April 10, 2026; and

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

CARRIED

Moved by: G. Campbell Seconded by: C. Rogozinski

THAT Cultus Lake Park Board Village Center Planning and Development Committee Chair request that Commissioner, Erika Jartved be authorized to attend the Closed Village Center Planning and Development Committee as an observer.

CARRIED

(3) CORRESPONDENCE

(a) Village Centre Redevelopment Project

- Letter received March 13, 2026, from anonymous regarding the Village Centre Redevelopment Project (reviewed by the Board at the March 25, 2026, Regular Board Meeting)

The committee discussed the rationale for the RFP and suggested creating a FAQ for the website, with Chair Dzaman recommending a top 10 question format.

(4) REPORTS BY STAFF

(5) NEW BUSINESS

(a) Committee Member Welcome and Introductions

The Chair, Vice Chair & committee members introduced themselves.

(b) Committee and Board Policies, Procedures and Bylaws for Reference

- Village Center Planning and Development Committee Terms of Reference
- Board Committee System Policy
- Board Procedures Bylaw No. 1233, 2023

(c) Village Center Development

- Verbal update from Chair Dzaman

The committee discussed progress on Diverse's development proposal and identified three main barriers: zoning, lease structure, and bank financing. Work is underway with the regional district on rezoning requirements and infrastructure needs, including wastewater, water expansion, and possible technical studies. Legal review of lease options is also required to potentially improve financing viability and staffing resources. Diverse, and committee members plan to work with lenders to address banking concerns before moving into more detailed negotiations.

The committee discussed reducing barriers to move negotiations forward, with key considerations including lease term limits, legal clauses, and other items. Staff noted these risks exist regardless of whether development proceeds, and the Chair expressed confidence in Diverse's relationships.

(d) Next Steps

The committee discussed improving communication with the community by providing regular project updates, clearly explaining the purpose behind the project, and developing FAQ content for committee feedback before it is shared publicly.

(6) PUBLIC QUESTION PERIOD

There were no public questions.

(7) NEXT MEETING

(8) ADJOURNMENT

Moved by: G. Twyford-Miles Seconded by: K. Weiher

***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on April 10, 2026, be adjourned at 9:09 am.*

CARRIED

Dear Rachel,

I hope this note finds you well. I wanted to share some thoughts that have been on my mind, prompted — somewhat comically — by a \$5 bag of mini cucumbers from The Local Harvest last week. That was the straw that broke the camel's back!

I genuinely want to support local agriculture, and I appreciate what The Local Harvest is doing. But with food prices where they are, I've been wondering whether the park might consider allocating some space to a Victory Garden program — giving residents in the Cultus Lake and Columbia Valley areas the opportunity to grow their own food, build a bit of food security, and connect more meaningfully with the land they live on.

Walking the area recently with my wife and our dog, we noticed that the soil on the north side of the creek — where the lawn was recently removed — is exceptionally fertile and dark. Given the riparian setback regulations in BC, development in that zone is restricted anyway, but a few thoughtfully managed growing plots might be entirely feasible there, provided clear guidelines around chemical use were in place. In my experience, people drawn to gardening tend to prefer organic methods naturally.

If done well — modeled on something like the raised-bed community gardens in Vancouver's East Hastings neighbourhood, for example — this could be genuinely beautiful and a wonderful use of park space.

I also wanted to ask: would residents be permitted to remove the lawn in front of their homes and establish gardens there? And if neither of these options is currently available, I'd love to understand the process for formally petitioning the park to explore a Victory Garden program. I've spoken with several neighbours, and the response has been enthusiastically positive.

I should mention that I recently lived and worked in Esquimalt on Vancouver Island, where the military has established two large community garden programs. Watching dozens of families quietly tending their plots was genuinely moving — and a model worth considering.

Finally, and most personally: I have a spinal cord injury that makes bending difficult, and a raised-bed garden space would make all the difference for my ability to participate. Accessibility in garden design benefits many residents, and I imagine I'm not alone in this.

Thank you very much for reading such a long email, and thank you as always for your thoughtful and courteous responses to my past inquiries. I look forward to hearing your thoughts.

Warm regards,

Gwyll



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE: 5550**

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2025 Statement of Financial Information

PURPOSE:

To provide the Board with the 2025 Statement of Financial Information report for approval.

RECOMMENDATION:

THAT the report dated June 17, 2026 from the Chief Financial Officer regarding the 2025 Statement of Financial Information be approved and that the 2025 Statement of Financial Information be placed on the Cultus Lake Park website.

DISCUSSION:

For typical local governments, Section 376 of the *Local Government Act*, Section 168 of the *Community Charter* and Section 2 of the *Financial Information Act* (FIA) require that a Statement of Financial Information for the previous year be prepared and presented to the Board by June 30th. In addition, the 2019 amendments to The *Cultus Lake Park Act* include a revision to Section 17(3). This section now states that "Section 168 [reporting of council remuneration, expenses and contracts] of the *Community Charter*, as it applies to the Council of a municipality, applies to the Board.

Therefore, a schedule of remuneration, allowances and expenses paid to board members for the purposes of carrying out their duties in office is now required. While the remaining components of the statement are not required, historically Cultus Lake Park Board has followed these provisions in the interest of financial transparency.

The attached 2025 Statement of Financial Information report has been prepared in accordance with the *Financial Information Act*. The *Financial Information Act* Section 2 requires that the Statement of Financial Information must be approved by Council.

The Statement of Financial Information includes a number of components:

- a schedule of guarantee and indemnity agreements entered into;
- a schedule of severance agreements initiated in the year; and
- a schedule itemizing the total employer contributions to Employment Insurance and Canada Pension Plan.
- a schedule listing all suppliers paid more than \$10,000 (lower standard than the \$25,000 required in FIA), along with a consolidated total of all payments made to suppliers for goods and services;
- a schedule of remuneration, allowances and expenses paid to Board Commissioners for the purpose of carrying out the duties of office;
- a schedule of remuneration and expenses paid to employees earning more than \$75,000, along with a consolidated total of all remuneration paid to all other employees;

FINANCIAL IMPLICATIONS:

This report does not have any financial implications to consider.

LEGAL OR POLICY CONSIDERATIONS:

This report does not include any legal or policy considerations for the Cultus Lake Park Board.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Once approved the 2025 Statement of Financial Information report is to be placed on the Cultus Lake Park website.

ATTACHMENTS:

Attachment #1 – 2025 Statement of Financial Information.

STRATEGIC PLAN:

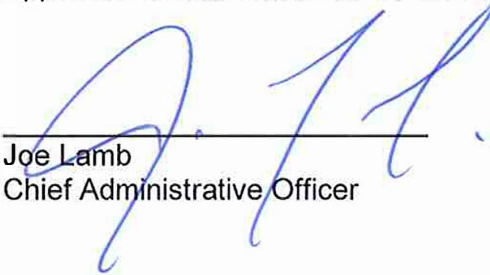
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Statement of Financial Information

2025

Cultus Lake Park

Schedules of Financial Information Pursuant to the Financial Information Act for the Year Ended December 31, 2025

GUARANTEE & INDEMNITY AGREEMENTS: 2025

No agreements existed in 2025.

SEVERANCE AGREEMENTS: 2025

There were no severance agreements under which payment commenced between Cultus Lake Park and its non-unionized employees in 2025.

EMPLOYER'S PORTION OF EMPLOYMENT INSURANCE AND CANADA PENSION: 2025

Employer's total CPP \$126,307.10
total EI \$ 35,700.17

Prepared pursuant to the Financial Information Regulations, Schedule 1, Sections 5 and 6 (6), (7) and (8).

CULTUS LAKE PARK

Schedule of Remuneration and Expenses paid to Commissioners in 2025

Paid to		Amount	Other Expenses
BAUER, Darcy	January - December	\$ 17,534.52	\$ -
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 18,734.52</u>	<u>\$ -</u>
BEESLEY, John	November - December	\$ 20,557.79	\$ -
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 21,757.79</u>	<u>\$ -</u>
DZAMAN, Kirk	January - December	\$ 28,418.05	\$ -
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 29,618.05</u>	<u>\$ -</u>
JARTVED, Erika	November - December	\$ 17,534.52	-
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 18,734.52</u>	<u>\$ -</u>
MOUL, Thomas	November - December	\$ 17,534.52	-
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 18,734.52</u>	<u>\$ -</u>
Total Remuneration and Expenses for Commissioners		<u><u>\$ 107,579.40</u></u>	<u><u>\$ -</u></u>

Schedule of Remuneration and Expenses for Employees in 2025

		(Note 1)	
FAUHT, Andrew	Public Works - Park Utility Worker IV	79,898.47	900.00
GEHMAN, Regan	Public Works - Supervisor	97,472.15	179.00
HENDERSON, Jeff	Public Works - Park Utility Worker IV / Volunteer Firefighter	84,134.68	-
ISAAK, Mitchell	Public Works - Park Utility Worker IV	79,136.09	-
LAMB, Joseph	Chief Administrative Officer	192,781.84	2,843.80
LEE, Erica	Chief Financial Officer	119,464.15	2,375.34
LITCHFIELD, Rachel	Manager of Corporate Services / Corporate Officer	110,159.28	2,626.23
MAZUREN, Warren	Public Works - Supervisor / Fire Chief	99,081.25	1,508.76
MCKAY, Todd	Manager of Park Operations	103,894.53	297.54
VOLK, Carly	Manager of Sunnyside Campground & Accommodations	100,680.89	193.65
WALLIS, Darren	Accounting Clerk IV	75,280.36	-
Subtotal		<u>\$ 1,141,983.69</u>	<u>\$ 10,924.32</u>
Consolidated total of other employees earning less than \$75,000		<u>\$ 1,510,768.91</u>	<u>\$ 13,777.09</u>
Total Remuneration and Expenses for Employees		<u><u>\$ 2,652,752.60</u></u>	<u><u>\$ 24,701.41</u></u>

Note 1: Remuneration includes all wages and overtime as well as taxable benefits such as employer paid Life Insurance and AD&D.

Reconciliation of Personnel Costs to the Financial Statements

The schedules of remuneration are based on actual payments made during 2025. This figure differs significantly from the expenses recorded in the financial statements which are reported on an accrual basis and include all wages and benefits accruing to employees and Commissioners.

Prepared pursuant to Financial Information Regulations, Schedule 1, Sections 6(2), (3), (4), (5) and (6).

CULTUS LAKE PARK

Schedule of Payments to Suppliers of Goods and Services over \$10,000 For the Fiscal Year Ended December 31, 2025

Vendor	Amount
ACCEO SOLUTIONS INC.	61,374.27
ALLMAR INC.	14,780.16
AON REED STENHOUSE INC	301,847.00
ARCTIC ARROW POWERLINE GROUP	38,654.70
ARCTIC GLACIER CANADA INC.	12,830.40
ASI GROUP LTD.	15,225.00
BC HYDRO	146,850.43
BIG THUNDER GOLF CARTS LTD	23,682.40
CITY OF CHILLIWACK	353,432.68
CORE-MARK	24,292.57
CR EXCAVATING LTD.	213,271.80
CULTUS LAKE WATER SPORTS	12,701.18
CUPE LOCAL 458	34,509.12
CUSTOM TANK SERVICES LTD.	17,203.94
DIGITAL REZ SOFTWARE	39,324.20
FARRIS LLP	324,882.92
FERNIC GROUP CONTRACTING LTD.	270,243.78
FORTINS SUPPLY LTD	50,343.09
FORTIS BC	22,446.65
FRASER VALLEY REGIONAL DIST	584,883.68
FRONTLINE INTEGRATED SECURITY LTD.	285,903.35
HORIZON TREE SERVICE	10,500.00
I C B C	28,072.00
IMPERIAL OIL	42,705.54
INLAND TRUCK & EQUIPMENT LTD.	17,482.68
INTERIOR MARINE CONSTRUCTION LTD.	1,251,609.16
KELMOR ENTERPRISES LTD	25,349.91
KPMG LLP	28,620.90
M & H MACHINERY LTD	10,754.98
M DICKEY & SONS LTD	22,632.19
MINISTER OF FINANCE - PST	22,466.53
MINISTER OF FINANCE	28,927.67
MINISTER OF FINANCE - EHT 1139 8005	51,295.89
MUNICIPAL PENSION PLAN	309,301.74
MYRIAD INFORMATION TECHNOLOGY	151,819.91
PACIFIC BLUE CROSS	199,623.86
PIONEER BUILDING SUPPLIES LTD	22,630.42
PRECISE PARKLINK INC.	50,413.21
RAIDER HANSEN	11,924.49

Vendor	Amount
ACCEO SOLUTIONS INC.	61,374.27
RECEIVER GENERAL (GST)	237,340.53
RECEIVER GENERAL FOR CANADA-PAYROLL	773,945.45
RITE-WAY FENCING INC.	13,144.75
RIVER VALLEY FORD	47,046.17
ROCKY MOUNTAIN PHOENIX	64,666.28
RONA REVY INC	24,745.70
SBC FIREMASTER LTD.	20,579.32
SHAW CABLE	35,734.91
SUPREME PAVING LTD.	62,475.00
TELUS MOBILITY	11,887.40
THE ICE CREAM DEPOT	11,193.50
TRITON ENVIRONMENTAL CONSULTANTS LTD.	63,066.33
TYLER TECHNOLOGIES INC.	10,032.61
URBAN JANITORIAL SUPPLIES LTD.	12,638.78
VALLEY CYCLE LOCKSMITHS LTD	15,819.09
VALLEY WASTE & RECYCLING INCORPORATED	236,558.75
WORKSAFE BC	90,579.44
Total of Aggregate Payments to Suppliers exceeding \$10,000	\$ 6,866,268.41
Consolidated total of suppliers receiving \$10,000 or less	\$ 701,779.79
Total Payments for the Provision of Goods & Services	\$ 7,568,048.20

Reconciliation of Payments to Suppliers to the Financial Statements

The schedule of payments to suppliers is reported on a cash basis and totals will therefore differ from expenses in the consolidated financial statements which are reported on an accrual basis, resulting in timing differences.

Pursuant to Financial Information Regulations, Schedule 1, Section 7

Statement of Financial Information Approval

The undersigned represents the Board and Management of Cultus Lake Park, which at the June 17, 2026 meeting of the board, approved the statements and schedules included in the 2025 Statement of Financial Information, pursuant to the *Financial Information Act*.

Kirk Dzaman
Chair

Erica Lee, CPA, CA
Chief Financial Officer

Date

Date



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 3900
SUBMITTED BY: Carly Volk,
Manager of Sunnyside Campground and Accommodations
SUBJECT: Sunnyside Campground Bylaw No. 1222, 2023 Amendment Bylaw No. 1273,
2026

PURPOSE:

To present to the Board the proposed changes to Sunnyside Campground Bylaw No. 1222, 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second, and Third readings of the Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023 Amendment Bylaw No. 1273, 2026.

DISCUSSION:

Schedule A of the Cultus Lake Park Sunnyside Campground Bylaw was updated to reflect the introduction of new fees and new deadlines for seasonal campers.

Sunnyside Campground staff have identified an increase in the improper use of mobility devices within the campground. In order to preserve accessibility, promote public safety, and ensure the appropriate use of campground facilities, this amendment establishes the definition of a mobility device, specifies the persons authorized to use such devices, and sets out the consequences of non-compliance.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with the proposed bylaw amendment. Implementation will be managed within existing staff resources and approved operating budgets.

LEGAL OR POLICY CONSIDERATIONS:

The proposed amendment updates seasonal camper fees and deadlines, clarifies mobility device use, and supports safety, accessibility, and consistent enforcement.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Seasonal campers will be advised of the bylaw amendment and any related changes to fees, deadlines, mobility device use, and enforcement expectations through regular campground communication channels. No additional statutory public notice requirements are anticipated.

ATTACHMENTS:

- Sunnyside Campground Bylaw No. 1222, 2023, Amendment Bylaw no. 1273, 2026
- Draft Notice of Fees

STRATEGIC PLAN:

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

Prepared by:



Carly Volk
Manager of Sunnyside Campground
and Accommodations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW NO. 1222, 2023

Amendment Bylaw No. 1273, 2026

A Bylaw to amend Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 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 Sunnyside Campground Bylaw No. 1222, 2023 Amendment Bylaw No. 1273, 2026.

2. AMENDMENTS

Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023 is amended as follows:

2.1 Add to Section 2.2 DEFINITION OF TERMS:

"Mobility Aid" means a device including, but not limited to an electric wheelchair or scooter, that is designed and manufactured to transport persons who have limited mobility because of a permanent or temporary disability that makes it impossible or difficult to walk.

2.2 Add to Section 8 VEHICLES & TRAILERS

8.15 No Person will operate a Mobility Aid unless it is medically required.

8.16 No Person will operate a Mobility Aid:
(a) for recreational purposes; or
(b) for personal convenience.

8.17 No child will operate a Mobility Aid unless it is medically required.

8.18 Operators of a Mobility Aid are legally classified as pedestrians and must travel at a safe, responsible speed suited to pedestrian traffic and will not exceed the posted speed limit.

8.19 The Manager of Sunnyside Campground and Accommodation, or Designate, may, at any time, require an individual to provide medical documentation regarding the approved use of a Mobility Aid.

2.3 Remove SCHEDULE A: FEES and replace with the amended and attached **SCHEDULE A: FEES**.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2026

READ A SECOND TIME this XX day of XXX, 2026

READ A THIRD TIME this XX day of XXX, 2026

ADOPTED this XX day of XXX, 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 Sunnyside Campground Bylaw No. 1222, 2023 Amendment Bylaw No. 1273, 2026.

Chief Administrative Officer

SCHEDULE A: FEES

All Sunnyside Campground Registered and/or Seasonal Campers are subject to the types of fees set out in Table 1, Table 2 and Table 3 below. The amount of each type of fee will be determined from time to time in accordance with Section 23.2 of this Bylaw.

TABLE 1 of SCHEDULE A SEASONAL SITE FEES		
No.	Fee Type	Fee Sub-types
1.	Seasonal site	Regular View Waterfront
2.	Seasonal Site Deposit – non-refundable	Not Applicable
3.	Seasonal Site Prepayment – non-refundable	Not Applicable
4.	Seasonal Waitlist Deposit – non-refundable	Not Applicable
5.	Seasonal Infrastructure Fee	Not Applicable
6.	Seasonal Milfoil Fee	Not Applicable
7.	Seasonal Daily Late Payment Fee (7 Day Maximum)	January 15 March 1 September 15
8.	Seasonal Site Extension Fee	Not Applicable
9.	Annual on-site refrigerator fee	Up to 5.0 cu ft Over 5.0 cu ft
10.	Extra seasonal parking spot and/or boat storage	Not Applicable
11.	Extra Seasonal Vehicle Pass (max 2)	Not Applicable
12.	Late night entry key card deposit	Not Applicable
13.	Late night entry key card fee for lost, stolen or damaged cards	Not Applicable
14.	Pet licence fee	Not Applicable
15.	Cost of rectifying non-approved site alterations	Not Applicable
16.	Cost of removal of unauthorized items disposed of	Not Applicable
17.	Cost of removal of unsecured items left after departure	Not Applicable
18.	Cost of replacement tree due to willful damage	Not Applicable
19.	Cost of seasonal site clean-up	Not Applicable

TABLE 2 of SCHEDULE A OVERNIGHT SITE FEES		
No.	Fee Type	Fee Sub-types

**TABLE 3 of SCHEDULE A
ADDITIONAL FEES**

No.	Fee Type	Fee Sub-types
1.	Reservation fee (includes Infrastructure and Milfoil contributions)	Not Applicable
2.	Administration fee	Not Applicable
3.	Booking Transfer Fee	Not Applicable
4.	Booking Adjustment Fee	Not Applicable
5.	Telephone Reservation Fee	Not Applicable
6.	Online Booking Fee	Not Applicable
7.	Cancellation Fee – Overnight Single or Double Sites	If cancelled more than 14 days prior to arrival If cancelled within 14 days of arrival
8.	Cancellation Fee – Group Sites	If cancelled more than 30 days prior to arrival If cancelled within 30 days of arrival
9.	Parcel Acceptance Fee	Not Applicable
10.	Extra Adult, Nightly (no Vehicle)	Not Applicable
11.	Extra Overnight Vehicle, Nightly	Not Applicable
12.	Pet with Overnight Camper, Nightly Per Pet	Not Applicable
13.	Day Visitor, Daily Per Vehicle	Not Applicable
14.	Picnic fee	Low Season
15.	Sani-dump non-camper	Not Applicable
16.	Boat charge	Seasonal Camper Overnight camper Visitor
17.	Buoy rental	Weekly Daily
18.	Buoy Cancellation Fee, Daily	Not Applicable



Notice of Fees
031

**Notice of Fees – Sunnyside Campground Bylaw No. 1222, 2023
and all amendments**

Effective July 29, 2026

DRAFT

2026 SEASONAL SITE RATES:

**Rates before applicable taxes

	2026 Season	
Seasonal Charges:	Rates:	Specifications:
Seasonal Sites (30 Amp Power, Water, Sewer)		
Regular Seasonal Site	\$6300.00	Sizes vary by site All sites require a waitlist application All sites include 2 vehicle passes
View Seasonal Site	\$6873.33	
Waterfront Seasonal Site	\$7360.00	
Seasonal Deposits		
Seasonal Site Deposit Non-refundable	\$250.00	September 15
Seasonal Site Prepayment Non-refundable	\$1250.00	January 15
Seasonal Waitlist Deposit Non-Refundable	\$150.00	deposit will be applied towards first seasonal campsite fee, once accepted
Seasonal Fees		
Seasonal Infrastructure Fee	\$30.00	\$30 Infrastructure contribution is applied per site, per season. 70% - Cultus Lake Infrastructure Reserve 30% - Cultus Lake Foreshore Reserve
Seasonal Milfoil Fee	\$8.00	\$8 Milfoil contribution is applied per site, per season
Seasonal Daily Late Payment Fee (7 day maximum)	\$22.86	Late fee is applied <u>per day</u> the payment is late. Late fee charged for a maximum of 7 days, after 7 days the seasonal booking is cancelled.
Seasonal October Extension Fee	\$395.24	Fee to extend Seasonal Site into October
Seasonal Fridge		
Up to 5.0 cu ft.	\$62.86	1 fridge allowed per site
Over 5.0 cu ft.	\$123.81	1 fridge allowed per site
Seasonal Vehicles		
Extra Seasonal Parking Space	\$171.43	Fee is applied per space per season
Extra Seasonal Vehicle Passes	\$72.38	2 sticker passes included per site Max. 2 <u>paid</u> sticker passes per site
Late Night Entry Keycard Deposit	\$60.00	Must return by end of season for deposit refund
Late Night Entry Keycard Replacement Fee	\$60.00	Charge for lost, stolen or damaged cards
Miscellaneous Charges		
Pet Licence Fee	\$19.05	Cost per animal on a seasonal site
Cost of Rectifying Non-approved Site Alterations	Actual Hourly Rate + 25% overhead + materials + other related costs	---
Cost of Removal of Unauthorized Items Requiring Disposal	Actual Hourly Rate + 25% overhead + other related costs	---
Cost of Replacement Tree Due to Willful Damage	Actual Hourly Rate + 25% overhead + materials (mature tree up to 14 feet in height) + other related costs	---
Cost of seasonal Site Clean Up	Actual Hourly Rate + 25% overhead + other related costs	---

2026 OVERNIGHT SITE RATES:

****Rates before applicable taxes**

Unit Type:	2026 Season		Rate Allows For:
	Low Season: Until third Friday in June and after Labour Day Monday	High Season: From third Friday in June until Labour Day Monday	
Full Hook-Up (30 Amp Power, Water, Sewer)			
Sunday – Thursday Nightly Rate	\$61.90	\$68.55	2 adults with a max. of 4 (\$15.24 /extra adult per night)
Friday – Saturday Nightly Rate	\$63.80	\$83.80	1 vehicle with max. of 2 (\$17.14 /extra vehicle per night)
Long Weekend Nightly Rate	\$78.10	\$88.55	1 camping unit & 1 tent max.
Monthly Low Season Camping Fee	\$1090.50	N/A	Overnight full hook-up monthly camping fee - available for April, May, June & September
Regular Tenting			
Sunday – Thursday Nightly Rate	\$41.90	\$51.45	2 adults with a max. of 4 (\$15.24 /extra adult per night)
Friday – Saturday Nightly Rate	\$43.80	\$62.85	1 vehicle with max. of 2 (\$17.14 /extra vehicle per night)
Long Weekend Nightly Rate	\$47.60	\$66.65	2 tents max.
View Tenting			
Sunday – Thursday Nightly Rate	\$45.70	\$55.25	2 adults with a max. of 4 (\$15.24 /extra adult per night)
Friday – Saturday Nightly Rate	\$48.55	\$66.65	1 vehicle with max. of 2 (\$17.14 /extra vehicle per night)
Long Weekend Nightly Rate	\$52.40	\$71.45	2 tents max.
Waterfront Tenting			
Sunday – Thursday Nightly Rate	\$57.15	\$65.70	2 adults with a max. of 4 (\$15.24 /extra adult per night)
Friday – Saturday Nightly Rate	\$60.95	\$79.05	1 vehicle with max. of 2 (\$17.14 /extra vehicle per night)
Long Weekend Nightly Rate	\$69.50	\$82.85	2 tents max.
Preferred Beachfront Tenting - (A, B, C, D)			
Sunday – Thursday Nightly Rate	\$60.00	\$67.60	2 adults with a max. of 4 (\$15.24 /extra adult per night)
Friday – Saturday Nightly Rate	\$63.80	\$80.95	1 vehicle with max. of 2 (\$17.14 /extra vehicle per night)
Long Weekend Nightly Rate	\$75.25	\$85.70	2 tents max.
Double Tenting			
Sunday – Thursday Nightly Rate	\$83.80	\$99.05	4 adults with a max. of 8 (\$15.24 /extra adult per night)
Friday – Saturday Nightly Rate	\$85.70	\$103.80	2 vehicle with max. of 4 (\$17.14 /extra vehicle per night)
Long Weekend Nightly Rate	\$88.55	\$114.30	4 tents max.
Group Site			
Nightly Rate	\$361.90	\$439.05	-50 person capacity
Daily Rate	\$198.10	\$270.50	-15 amp electrical outlet (no hook-ups)

2026 ADDITIONAL CHARGES:

***Rates before applicable taxes

	2026 Season	
Additional Charges:	Rates:	Specifications:
Reservation Fees		
Reservation Fee	\$26.67	~Non-refundable ~1 fee is applied per site, per reservation ~Infrastructure Contribution \$6.00 per reservation ~Milfoil Contribution \$2.50 per reservation
Administration Fee	\$39.05	Applies to the cancellation of seasonal deposits, waitlist deposits, and/or requests requiring administrative work
Booking Transfer Fee	\$48.57	Fee to transfer booking to new date (within the same season). Max 1 transfer allowed per booking per season.
Booking Adjustment Fee	\$9.52	Fee to make an adjustment to an existing booking. Booking adjustments can only be made up to 2 days prior to your arrival date)
Telephone Booking Fee	\$5.71	Surcharge fee is applied per site, per reservation when the reservation is made over the telephone
Online Booking Fee	\$1.90	Surcharge fee is applied per site, per reservation when the reservation is made online
Cancellation Fees - Overnight Single or Double Sites		
More than 14 days prior to arrival date	\$26.67 (+ the reservation fee)	Combined cost of both fees (\$26.67 + \$26.67 = \$53.34)
Within 14 days of arrival date	Deposit Forfeited	Deposit taken at time of booking is forfeited if booking cancelled within 14 days of arrival date. Deposit equal to 50% of booking or a minimum of a 2 night stay, whichever is more.
Cancellation Fees - Group Sites		
More than 30 days prior to arrival date	\$26.67 (+ the reservation fee)	Combined cost of both fees (\$26.67 + \$26.67 = \$53.34)
Within 30 days of arrival date	Deposit Forfeited	Deposit taken at time of booking is forfeited if booking cancelled within 30 days of arrival date. Deposit equal to 50% of booking or a minimum of a 2 night stay, whichever is more.
Parcel Acceptance Fee		
Parcel Acceptance Fee	\$4.76	Handling fee when staff are requested to accept a parcel on behalf of a guest. (Fee per parcel)
Site Additions		
Extra Adult	\$15.24	~Per adult, per night ~Max. 2 extra adults per site ~Does not include vehicle
Extra Overnight Vehicle	\$17.14	~Per night ~Max. 1 extra overnight vehicle per site ~Does not include vehicle driver
Pet	\$8.57	~Per pet, per night ~If stay is over 4 nights, the max. charge is \$34.28 per pet, per reservation
Day Visitor Pass	\$17.14	~Per vehicle (including people), per day ~Pass is valid until 11pm on day of purchase ~Max. 3 Day Visitor Passes per day, per site
Picnic Fee	\$28.57	*LOW SEASON ONLY* ~Extends check-out time until 6:00pm
Sani-dump for Non-camper	\$24.76	
Boat Charges		
Seasonal Campers	\$93.33	~Per boat, per season ~Boat <u>cannot</u> be moored (must be taken <u>in and out</u> of the water after each use)
Overnight Campers	\$36.19	~One time charge per boat per reservation ~Boat <u>cannot</u> be moored (must be taken <u>in and out</u> of the water after each use)
Visitors with Boats	\$36.19	~Pass is valid until 10pm on day of purchase ~Must be purchased with Day Visitor Pass ~Boat <u>cannot</u> be moored (must be taken <u>in and out</u> of the water after each use)
Buoy Rental (weekly)	\$176.24	~Rentals are made on a 7 day (weekly) basis ~Overnight boat charge is waived for weekly rentals ~Must be paid in full at time of booking
Buoy Rental (daily)	\$36.19	~Rental is \$36.19 per day plus the \$ 36.19 overnight camper boat charge
Buoy Cancellation Fee (daily)	\$11.43	~Daily charge on Buoy Rental Cancellations



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment
Bylaw No. 1274, 2026

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1274, 2026.

DISCUSSION:

As staff are recommended a new Cultus Lake Park Sunnyside Campground Bylaw, any contravention changes, including numbering, must be updated.

This amendment is required to ensure consistency and enforceability.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with this amendment. The proposed bylaw amendment is administrative in nature and is intended to ensure consistency and enforceability between the Bylaw Notice Enforcement Bylaw and the proposed Sunnyside Campground Bylaw. Any enforcement activity would be managed within existing operational resources.

LEGAL OR POLICY CONSIDERATIONS:

The proposed amendment is required to update the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 to reflect the contraventions, section references, and enforcement provisions associated with the proposed Sunnyside Campground Bylaw. Aligning the Bylaw Notice Enforcement Bylaw with the proposed campground bylaw supports administrative consistency, procedural clarity, and the enforceability of bylaw notices issued for campground-related contraventions.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

No statutory public notice is required as a result of this report. As the amendment is administrative in nature and intended to align the Bylaw Notice Enforcement Bylaw with the proposed Sunnyside Campground Bylaw, no separate public communication, stakeholder notification, signage, or media response is required at this time. Any related communications would be addressed through the Board agenda process and through implementation of the Sunnyside Campground Bylaw, as required.

ATTACHMENTS:

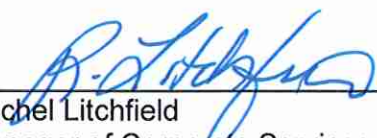
- Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1274, 2026

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1274, 2026

A Bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019*".

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

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

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1274, 2026.

2. AMENDMENTS

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

- 2.1 Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023 be removed and replaced with the revised and attached A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.

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 Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1274, 2026.

Chief Administrative Officer

Schedule A-11 -Cultus Lake Park Sunnyside Campground

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023	4.2(a)	Make/cause noise which disturbs	\$500	\$300	\$700	No
	4.2(b)	Noise from campsite which disturbs	\$500	\$300	\$700	No
	4.2(c)	Noise between 11:00 pm and 7:00 am	\$500	\$300	\$700	No
	4.2(d)	Use of fireworks is prohibited	\$200	\$120	\$280	No
	4.2(e)	Conduction commercial services or actives	\$500	\$300	\$700	No
	4.2(e)(i)	Selling, bartering or displaying goods or services	\$500	\$300	\$700	No
	4.2(e)(ii)	Conducting or encouraging business in campground whether activity is carried out within Campground	\$500	\$300	\$700	No
	4.2(e)(iii)	Posting notices, advertisements or signs	\$500	\$300	\$700	No
	4.3	Noise from unapproved public address or sound system	\$500	\$300	\$700	No
	4.4(a)	Tire noise from a motor vehicle	\$500	\$300	\$700	No
	4.4(b)	Noise from a motor vehicle	\$500	\$300	\$700	No
	4.4(c)	Amplified noise from a vehicle	\$500	\$300	\$700	No
	4.4(d)	Vehicle alarm exceeding (3) minutes	\$500	\$300	\$700	No
	4.4(e)	Noise from a vehicle horn	\$500	\$300	\$700	No
	4.5	Vehicle to idle for more than (3) minutes	\$500	\$300	\$700	No
	4.6(a)	Amplified noise permitted by registered camper which disturbs	\$500	\$300	\$700	No
	4.6(b)	Amplified noise which disturbs others	\$500	\$300	\$700	No
	4.6(c)	Animals disturbing peace	\$200	\$120	\$280	No
	4.6(d)	Prohibited operating of lawn equipment 7:00pm to 9:00pm	\$200	\$120	\$280	No
	4.6(e)	Creating a nuisance by fighting	\$500	\$300	\$700	No
5.1	Seasonal campers will not share/lend gate swipe card	\$250	\$150	\$350	No	
5.2	Day visitors past 11:00 pm	\$100	\$60	\$140	No	
5.3	Overnight visitors past 11:00 am	\$100	\$60	\$140	No	
6.1	Campsite exceeds 4 adults	\$100	\$60	\$140	No	
6.2(a)	Campsite exceeds 1 recreational vehicle unit plus 1 tent	\$100	\$60	\$140	No	
6.2(b)	Campsite exceeds 2 tents if no RV	\$100	\$60	\$140	No	
6.3	Occupy campsite before 1:00 pm	\$500	\$300	\$700	No	

6.4	Failure to depart after 11:00 am	\$500	\$300	\$700	No
6.5	Creating a nuisance in the campground	\$100	\$60	\$140	No
6.7	Belligerent behavior	\$100	\$60	\$140	No
6.8	Disrespectful behavior	\$100	\$60	\$140	No
6.9	Sublet, assign or allow others to use campsite	\$500	\$300	\$700	No
6.10	Advertise Campsite for sale	\$500	\$300	\$700	No
7.1	Operation of drone	\$100	\$60	\$140	No
7.2	Persons under 18 not accompanied by adult after 11:00pm	\$100	\$60	\$140	No
7.3	Trespassing in the playgrounds after dusk	\$100	\$60	\$140	No
7.4	Smoking in the public areas	\$200	\$120	\$280	No
8.1	Day Visitor exceeds 2 vehicles	\$100	\$60	\$140	No
8.2	Exceeds overnight vehicle capacity (1)	\$100	\$60	\$140	No
8.3	Prohibited parking on Beach Drive	\$250	\$150	\$350	No
8.4	Failure to comply with the Motor Vehicle Act	\$250	\$150	\$350	No
8.5	Unregistered motorcycle	\$250	\$150	\$350	No
8.6	Speeding	\$250	\$150	\$350	No
8.7	Speeding while operating a Low-powered Vehicle	\$250	\$150	\$350	No
8.8	Operating an Unlicensed Vehicle	\$250	\$150	\$350	No
8.9	Impeding Traffic	\$500	\$300	\$700	No
8.10	Vehicle not registered	\$100	\$60	\$140	No
8.11	Parking in a designated reserved parking stall	\$200	\$120	\$280	No
8.12(a)	Parking on Beach Dr without trailer	\$200	\$120	\$280	No
8.12(b)	Parking on Beach Dr without using boat launch	\$200	\$120	\$280	No
8.13	Vehicles not operable	\$500	\$300	\$700	No
8.14	Vehicles not insured	\$500	\$300	\$700	No
8.15	Operate a Mobility Aid without medical requirement	\$500	\$300	\$700	No
8.15(a)	Operate a Mobility Aid for recreational purposes	\$500	\$300	\$700	No
8.15(b)	Operate a Mobility Aid for personal convenience	\$500	\$300	\$700	No
8.17	Child operate a Mobility Aid without medical requirement	\$500	\$300	\$700	No
8.18	Operate a Mobility Aid over the posted speed limit	\$500	\$300	\$700	No
9	Open liquor in public areas	\$250	\$150	\$350	No
10	Under 21 years of age occupying campsite	\$100	\$60	\$140	No
11.1	Unleashed pet(s)	\$100	\$60	\$140	No
11.2	Pets left unattended	\$100	\$60	\$140	No
11.3	Pet(s) repeatedly disturbing campers	\$200	\$120	\$280	No
11.4	Pet(s) unlicensed	\$200	\$120	\$280	No
11.5	Seasonal/Monthly pet(s) without ID tags	\$200	\$120	\$280	No
11.6	Pet(s) on wharf or beach	\$100	\$60	\$140	No
11.7	Failure to clean-up after pet(s)	\$100	\$60	\$140	No
11.8	Harbouring prohibited/dangerous animals	\$500	\$300	\$700	No
12(a)	Damage to vegetation	\$500	\$300	\$700	No

12(b)	Damage to tree(s) by use of nails, screws or any material	\$100	\$60	\$140	No
12(c)	Planting Vegetation	\$200	\$120	\$280	No
12(d)	Planter/Pot outside property pins	\$100	\$60	\$140	No
13.1	Lights on during prohibited times	\$100	\$60	\$140	No
13.2	Air conditioner violation	\$100	\$60	\$140	No
13.3	Operating more than one string of lights	\$100	\$60	\$140	No
13.4	Exterior lights not turned off overnight or when site unoccupied	\$100	\$60	\$140	No
13.5	Exceeds (1) Energy Efficient refrigerator	\$50	\$30	\$70	No
13.5(a)	No child proof locking device	\$50	\$30	\$70	No
13.5(b)	Unpaid fridge	\$50	\$30	\$70	No
13.5(c)	Failure to display fridge decal	\$50	\$30	\$70	No
13.6	Use of Freezers, electric ranges or generators	\$100	\$60	\$140	No
13.7	Tampering/Abuse of electrical	\$250	\$150	\$350	No
13.8	Unauthorized electrical work	\$500	\$300	\$700	No
13.9	Blocking access to Breaker Box	\$250	\$150	\$350	No
13.10	Using splitter, break out/ tap boxes	\$250	\$150	\$350	No
13.11	Using non CSA approved device / equipment	\$250	\$150	\$350	No
13.12	Charging an electric vehicle	\$500	\$300	\$700	No
13.13	Operating a hot tub or sauna	\$500	\$300	\$700	No
13.14	Connect to power outlets off campsite	\$500	\$300	\$700	No
14(a)	Removal of items from receptacle	\$100	\$60	\$140	No
14(b)	Solicit recycling material	\$100	\$60	\$140	No
14(c)	Leave behind, deposit or discard propane bottles	\$100	\$60	\$140	No
15	Unsanitary Campsite	\$100	\$60	\$140	No
16.1	Wood fires not on a registered site	\$500	\$300	\$700	No
16.1(a)	Fire not contained	\$500	\$300	\$700	No
16.1(b)	Fire left unattended	\$500	\$300	\$700	No
16.1(c)	Fire not safe distance from trees, buildings, vehicles	\$250	\$150	\$350	No
16.1(d)	Fire flame exceeds allowable limits (6inch)	\$250	\$150	\$350	No
16.1(e)	Burning Prohibited Materials	\$100	\$60	\$140	No
16.1(f)	Use of campfires outside hours	\$100	\$60	\$140	No
16.2	Propane campfire outside hours	\$100	\$60	\$140	No
16.3	Burning during a Fire Ban	\$500	\$300	\$700	No
16.4	Use of a Smoker unit	\$250	\$150	\$350	No
16.5	Use of propane barbeques/natural gas units on wharves/beach	\$500	\$300	\$700	No
16.6	Use of charcoal/coal/briquettes	\$500	\$300	\$700	No
17.1	Subletting or assignment of seasonal sites	\$500	\$300	\$700	No
17.2(a)	Too many units on seasonal site	\$100	\$60	\$140	No
17.2(b)	Exceeding number of tents	\$100	\$60	\$140	No
17.3(a)	Unauthorized use of Vehicle seasonal parking passes	\$250	\$150	\$350	No
17.3(b)	Unauthorized use of extra seasonal parking passes	\$250	\$150	\$350	No

18.14	Unapproved structure other than deck	\$300	\$180	\$420	No
18.15	Unapproved building or structure on campsite or within campground	\$300	\$180	\$420	No
18.16	Interference with campground operations	\$300	\$180	\$420	No
19	Satellite installed without approval	\$100	\$60	\$140	No
19(a)	Satellite dish installed outside seasonal site boundaries	\$100	\$60	\$140	No
19(b)	Satellite dish attached to utility poles and/or Campground structure	\$100	\$60	\$140	No
19(c)	Satellite dish have wiring cross over or under any roadway/pathway	\$100	\$60	\$140	No
19(d)	Satellite dish attached to tree in a harmful way	\$100	\$60	\$140	No
19(e)	Satellite dish not removed at the end of the season	\$100	\$60	\$140	No
20.1(a)	Site not cleaned prior to departure	\$100	\$60	\$140	No
20.1(b)	Fire pit not cleaned prior to departure	\$100	\$60	\$140	No
20.1(c)	Removal of rope not complete prior to departure	\$100	\$60	\$140	No
20.1(d)	Removal of building materials not complete prior to departure	\$100	\$60	\$140	No
20.2	Failure to remove large items from campsite	\$100	\$60	\$140	No
20.3	Seasonal camper departure after 12:00 midnight on October 1	\$100	\$60	\$140	No
20.4	Day use camper departure after 11:00 am	\$100	\$60	\$140	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 8100
SUBMITTED BY: Carmen Baker
Administrative Assistant, Communications & Events Coordinator
SUBJECT: Private Dinner Event

PURPOSE:

This report is presented to advise the Board of a request to hold a private dinner event on docks 41 and 42 on June 26, 2026, from 3:00 pm to 10:00 pm.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Private Dinner Event report for information.

DISCUSSION:

The event organizers have requested to hold a private dinner on docks 41 and 42, near Lakeshore Drive, on June 26, 2026, from 3:00 pm to 10:00 pm. The event is expected to accommodate up to 50 attendees and is intended as a private gathering within the park.

As the proposed event is intended for a private gathering within an area that would otherwise be available for public use, the event designation will be changed from public to private for the approved date, time, and location. This temporary designation will apply only for the duration of the permitted event and will be reflected on the Event Permit, subject to any conditions established by Cultus Lake Park.

The organizers will be required to provide Comprehensive General Liability Insurance in an amount of not less than \$5,000,000, naming Cultus Lake Park as an Additional Insured, and to pay all applicable fees.

Staff would also coordinate any operational requirements associated with the event to ensure compliance with park use conditions and bylaw requirements.

FINANCIAL IMPLICATIONS:

There are no direct financial implications to the Cultus Lake Park Board associated with this report. Any applicable event fees would be paid by the event organizers in accordance with Event Bylaw No. 1255, 2025, and any related staff coordination would be managed within existing operating resources.

LEGAL OR POLICY CONSIDERATIONS:

This matter is subject to Event Bylaw No. 1255, 2025, which governs event approvals, park use requirements, and applicable fees within Cultus Lake Park. No additional policies, agreements, or legal requirements have been identified as applying to this request in this report.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

No statutory public notice is required for this report.

ATTACHMENTS:

- Event Application

STRATEGIC PLAN:

This report does not directly support a specific Strategic Plan priority, initiative, or objective, as it relates to the consideration of a single private event request and associated operational compliance requirements

Prepared by:



Carmen Baker
Administrative Assistant, Communications
& Events Coordinator

Approved for submission to the Board:



Rachel Litchfield
Manager of Corporate Services/Corporate Officer



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

Applicant Name(s):

1. [Redacted]
2. [Redacted]

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

Name of Organization: N/A

Mailing Address: [Redacted]

Telephone Number: [Redacted] Mobile Number: [Redacted] Email Address: [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): Private lease lots Name of Event: [Redacted] 3-11pm

Location(s) of Event: JUNE 26th 2026 Hours of Event: 3-11pm

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

PRIVATE DINNER
The EVENT DINNER WILL INVOLVE TWO public/
Private access dock [Redacted]

ESTIMATED ATTENDANCE 50

Participants: Spectators: Staff/Volunteers:

FIRST AID ON SITE

YES 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

YES NO

Type of Food Vendor(s). Provide Business Name If Applicable, Use a Separate Sheet If Needed:

Total Vendors:

Serving Staff/Volunteers/Participants Only Serving the Public

LIQUOR SERVICE OR BEVERAGE GARDEN

YES NO

Total Occupancy:

Serving at No Cost Serving at a Cost

Location of Liquor Service 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:

N/A

Email:

N/A

HIGHWAY CLOSURE

Highway has the same meaning as in the Motor Vehicle Act (British Columbia)

Partial Highway Closure(s) Full Highway Closure(s) 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: YES NO HOURS OF USE:

LOCATION OF USE:

Additional Comments:

GENERATOR: YES NO HOURS OF USE:
LOCATION 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 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: 10
- Filming

Staff to determine if any of the following is applicable:

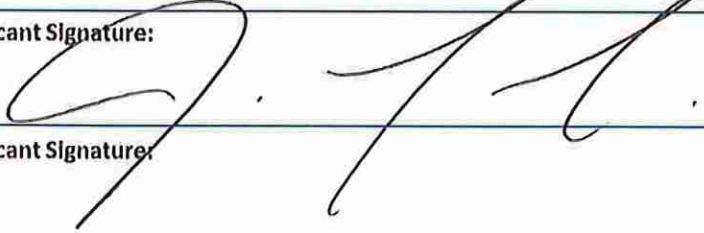

- Use of Additional Areas
- Additional Park Staff Services
- Parking Arrangements
- Clean Up Fees
- Temporary Private Land Use Designation Change
- Noise Exemption (Quiet hours are between 11:00 pm and 7:00 am)

ADDITIONAL COMMENTS:

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: 	Date: MAY 21 ST 2026
Applicant Signature: 	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: June 17, 2026 **FILE:** 0550
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: Cultus Lake Park Board Remuneration

PURPOSE:

The purpose of this report is to provide the Board with the report on Elected Officials Compensation in order to set the Compensation for the Incoming Elected Board.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the report titled Cultus Lake Park Elected Officials Remuneration Research June 04-26, prepared by Drive Organizational Developments Ltd.

THAT the Cultus Lake Park Board make no changes to the Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019.

DISCUSSION:

Remuneration Review – History

2019 Review -

To initiate the development of the *Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019* (Attachment #1) and to ensure that Board salaries should not be perceived as a barrier to those seeking to serve the public and that level of compensation would attract competent, motivated, and well-qualified community-minded citizens, an independent remuneration review was completed in 2019.

During the review in 2019, contractor Julie Case was hired to conduct a review of the Board's remuneration. In 2019, it was noted that the compensation 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 Commissioners. Julie Case noted that most organizations look to achieve the median level for their defined market. It is not desirable to be at the top of the market, nor the bottom of the market, but rather to be in the middle. 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, Board remuneration was increased so that Cultus Lake's elected official wages were in line with the median level for Cultus Lake Park's defined market.

2022 Review -

In 2022, as per the process outlined in the Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020 (Attachment #2), a second review of the Board's remuneration was undertaken in October 2022 to advise the outgoing Board whether the remuneration for the incoming Board should be updated to remain competitive.

During this review, it was found that the current compensation for Cultus Lake Park elected officials remained competitive, and no amendments were made to the Remuneration Bylaw.

Remuneration Review – Current

2026 Review -

The Remuneration Bylaw No. 1163, 2019 approved in December 2019 defines the starting remuneration and annual escalations for the Chair, Vice-Chair and Commissioners while the Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020 approved in February 2020 defines a process and timeline for establishing Remuneration for Board Commissions, Chair and Vice Chair.

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.**

As per the Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020 a review of the Board's remuneration was started in January 2026 to allow the outgoing Board to recommend remuneration for the incoming Board.

To conduct this review, a custom survey to capture data on base salaries and allowances was sent out to the 15 select local governments as directed by the Board during the October 2026 Board meeting. Findings of the review are outlined in the Cultus Lake Park Elected Officials Compensation Survey report (Attachment #3)

Thanks to the compensation review performed in 2019 and annual BC CPI increases outlined in bylaw 1163, 2019, findings show that Cultus Lake Park elected officials are being provided competitive salaries when compared to the median (or middle) of its defined market for the Chair, Vice Chair and Commissioners.

Overall, current compensation 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 to each Commissioner in the amount equal to the Consumer Price Index (CPI), BC. Therefore, staff are recommending that no amendments to the Remuneration Bylaw No. 1163, 2019 be made and current compensation adjusted by CPI be recommended for the incoming Board.

FINANCIAL IMPLICATIONS:

There are no financial implications as the budget for Board remuneration already considers an annual increase to each Commissioner in the amount equal to the Consumer Price Index (CPI), BC.

LEGAL OR POLICY CONSIDERATIONS:

There are no legal or policy considerations as staff recommend that no amendments to the Remuneration Bylaw No. 1163, 2019 be made.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

This report does not require any further communications or public notice.

ATTACHMENTS:

Attachment #1 - Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019

Attachment #2 - Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019
Amendment Bylaw No. 1172, 2020.

Attachments 3 - Cultus Lake Park Elected Officials Remuneration Research June 04-26, prepared by
Drive Organizational Developments Ltd.

STRATEGIC PLAN:

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

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 that reads "B. Bryant".

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



Drive Organizational Development Ltd.
320 Keith Road East
North Vancouver, BC V7L 1V7

PRIVATE & CONFIDENTIAL

Elected Officials Remuneration Research

Cultus Lake Park

June 4, 2026

For questions about this report, please contact:

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INTRODUCTION & BACKGROUND

We are pleased to present the research findings for remuneration at select BC and Alberta cities from a survey conducted on behalf of Cultus Lake Park.

FINDINGS- 2026 ANNUAL BASE SALARY

The annual base salary data from 10 local governments that responded are summarized in Table 1.

There were five additional local governments who we contacted but did not hear back from despite repeated follow-ups: Belcarra, Invermere, Jasper, Radium Hot Springs, and Sun Peaks. We did some sleuthing on their websites and in their latest statements of financial information and have provided some data for these five local governments and noted the data with an asterisk (*). We have also noted the effective year of the information we found for these five local governments. To compare data consistently, we have aged the base salary data to a common date of January 1, 2026. We have assumed an aging factor of 3.0 per cent annually. We have included this current and aged data in Table 1.

The 2024 population measures and annual expenses are sourced from the BC government website and the most recent data available is from 2024 (www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework). For the Alberta local governments, we used information from their websites and annual financial reports.

Table 2 compares Cultus Lake Park remuneration to the median market results of the summary. Specific definitions to assist with understanding the data are found in Attachment 1.

Table 3 summarizes the responses to the market practices questions included in the questionnaire. Only information from the 10 respondents are included in Table 3 (i.e., no information from the five local governments that did not respond to our survey).

While there were three positions in the survey questionnaire on which we attempted to collect data (i.e., mayor/chair, councillor/commissioner, and vice-chair), Cultus Lake is the only one that has a vice-chair position. None of the 10 respondents provided information for a vice-chair position. One organization indicated it pays \$100 per meeting when a councillor needs to act for the mayor and chair a meeting.

TABLE 1 – SUMMARY OF BASE SALARIES FROM COMPARATOR LOCAL GOVERNMENTS

Local Government	2024 Annual Expenses (\$ millions)	2024 BC Population Estimates (thousands)	Mayor / Chair Est. 2026 Annual Base Salary (\$)	Councillor / Commissioner Est. 2026 Annual Base Salary (\$)	Councillor / Commissioner salary as percent of mayor / chair salary
Cultus Lake Park	8.2	1.2	28,901	17,833	62%
Banff	66.8	11.4	122,117	48,847	40%
Belcarra* (2024 aged to 2026)	2.5	0.7	26,461	13,231	50%
Harrison Hot Springs	6.4	1.7	45,376	22,688	50%
Invermere* (2021 aged to 2026)	12.4	3.9	29,969	17,671	59%
Jasper* (2025 aged to 2026)	36.5	4.6	102,526	29,417	29%
Keremeos	2.8	1.8	14,557	8,697	60%
Lillooet	7.8	2.2	22,042	12,412	56%
Pemberton (2025 aged to 2026)	12.4	3.7	44,274	22,137	50%
Radium Hot Springs* (2024 aged to 2026)	4.7	1.0	23,152	12,721	55%
Rosland	11.8	4.4	31,827	15,913	50%
Sicamous	12.4	3.0	35,884	15,419	43%
Sun Peaks* (2024 aged to 2026)	9.4	1.0	15,000	8,000	53%
Tofino	17.5	2.7	51,185	23,033	45%
Ucluelet	8.9	2.3	24,332	13,907	57%
Valemount	5.2	1.0	26,057	13,386	51%
Summary – not including Cultus Lake Park					
P25	5.8	1.4	23,742	12,976	
Median (P50)	9.4	2.3	29,969	15,419	51%
P75	12.4	3.8	44,825	22,412	
Average	14.5	3.0	40,984	18,499	45%

TABLE 2 – CULTUS LAKE PARK VS 2026 MEDIAN MARKET RESULTS

Position	Cultus Lake Park Base Salary (\$)	Market Median Base Salary (\$)	Cultus Lake Park as % of Market Median
Mayor / Chair	28,901	29,969	96%
Councillor / Commissioner	17,833	15,419	116%

FINDINGS – OTHER PRACTICES

Table 3 summarizes the data we collected from the 10 responding local governments. The prevalence of the practice is noted in brackets.

TABLE 3 – SUMMARY OF OTHER PRACTICES

Question	Cultus Lake Practice	Market Practices of the Responding Local Governments
Does your organization have a formally defined compensation philosophy or policy or bylaw for elected officials? If yes, please describe.	Yes, we have an Elected Official Remuneration policy, that reflects increases based on BC CPI and a review every four years.	Nine organizations indicated they have a remuneration bylaw that outlines compensation for elected officials. One organization indicated no.
Have you made any changes to the remuneration package of	No.	Yes (7) No (3)

Question	Cultus Lake Practice	Market Practices of the Responding Local Governments
your elected officials during the last three years?		
Are you considering any changes to the remuneration or benefits (monetary or non-monetary) for elected officials?	No.	Two organizations indicated they plan to make changes in 2027.
Mileage Reimbursement		
Mileage reimbursement rate (per kilometre) IF DIFFERENT FROM 2026 CRA GUIDELINES (\$0.73 cents per km for the first 5,000 km and \$0.67 per km for any additional kilometres).	Use CRA guidelines.	Eight organizations indicated they follow CRA guidelines. One organization reimburses \$0.65 per km One organization reimburses at \$0.57 per km
Other		
Is position considered full time or part time?	Part time for mayor / chair and councillor / commissioner and vice-chair.	Mayor / Chair: Seven organizations indicated the mayor/chair is part time. One organization indicated the mayor is full time. One organization indicated the position was casual and there were no set hours. One organization did not indicate whether full time or part time. Councillor / Commissioner: Eight organizations indicated the mayor/chair is part time. One organization indicated the position was

Question	Cultus Lake Practice	Market Practices of the Responding Local Governments
		<p>casual and there were no set hours. One organization did not indicate whether full time or part time.</p> <p>Vice-Chair: No date provided for a vice-chair position.</p>
Acting mayor/chair allowance, please describe.	No information provided.	No information provided.
Annual Adjustments		
What was your adjustment for 2026 as a per cent (%) or benchmark (e.g., CPI)	1.7 per cent	<p>Eight local governments indicated they provided an adjustment to the base salaries for elected officials in 2026. The range of adjustments was from 1.7 to 7.2 per cent for both positions.</p> <p>One local government indicated the adjustment for the mayor / chair was two times the adjustment for the councillor / commissioner (5.0 vs 2.4 per cent).</p> <p>The median and average adjustments for the mayor / chair position are 2.2 and 3.2 per cent respectively.</p> <p>The median and average adjustments for the councillor / commissioner position are 2.2 and 2.9 per cent respectively.</p> <p>The local government that made an adjustment of 7.2 per cent indicated the adjustment reflects CPI plus five (5) per cent.</p> <p>One local government indicated no adjustment for 2026.</p> <p>One local government indicated it did not make a “regular” general increase in 2026 since it implemented the results of its compensation review (resulted in an increase of 12 per cent and additional \$1,000 annual health spending account).</p>

Question	Cultus Lake Practice	Market Practices of the Responding Local Governments
<p>If you have not adjusted for 2026 yet, when did you last adjust base salaries? And what was the value of the adjustment (%)?</p>	<p>n/a</p>	<p>The one local government that did not adjust base salaries in 2026 indicated it adjusted salaries by 3.1 per cent in 2025.</p>
<p>What is the basis of your annual adjustment for elected officials? (e.g., mirror staff adjustments, CPI)</p>	<p>BC CPI</p>	<p>Six local governments indicated they adjust annually by CPI. One local government indicated it sets out adjustments for the term: 3.0 per cent for 2026 and 2027 and then 1.0 per cent for 2028 and 2029. One local government indicated it will adjust by 5.0 per cent in 2026 and 2027 and then by CPI after 2027. One local government indicated it will adjust by 5.0 per cent for the years 2025 through 2028. One local government made a 12.0 per cent adjustment based on a review and will make future adjustments based on CPI.</p>

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.
- 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) and the P60 and P65.
- 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.

ATTACHMENT 2 – CONSULTANT PROFILES

Julie M. Case

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.

Over the course of her career, Julie has gained considerable compensation expertise in the public and private sectors. She specializes in defining strategic compensation philosophies that align to the business goals of the organization. Julie handles compensation projects from the strategic planning stage through to the collection and analysis of compensation data and finally to the recommendations and implementation stages. Julie has designed job evaluation plans for use in exempt and union environments. She has facilitated many job evaluation committees in their goal of creating and recommending new or revised job worth hierarchies.

Julie has considerable experience working with municipalities in British Columbia. She has worked with the largest cities in the province. Once upon a time, Julie worked for a municipal government: she spent four years working in the chief administrative officer’s office at the city of Maple Ridge, BC. This role included facilitating business planning sessions, defining corporate performance measures, and leading performance improvement reviews.

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 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 with her Golden Retrievers Louie and Molly. 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. Louie is a registered therapy pet. And when Molly reaches one year old, she will apply to be registered as a therapy pet too.

John Leeburn

John established his consulting practice in the summer of 2018 after 31 years in municipal government. In 2021, John incorporated his consulting business with his partner Julie Case and formed Drive Organizational Development.

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.

John has a BCOM from UBC, specializing in industrial relations, and an MBA from SFU where he wrote his provocatively titled thesis "Does Size Matter: An Analysis of the Rationale for Municipal Amalgamation in Canada." He is a contributing author to the book, The Role of Canadian City Managers in Their Own Words (University of Toronto Press 2023).

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



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 0110
SUBMITTED BY: Rachel Litchfield, Manager of Corporate Services / Corporate Officer
SUBJECT: Internal Compliance Policy

PURPOSE:

The purpose of this report is to seek Board approval of the proposed Internal Compliance Policy to establish a clear and consistent administrative framework for internal compliance monitoring, documentation, administrative accountability, transparency, public accountability, and corrective action.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Internal Compliance Policy.

DISCUSSION:

As internal administrative and operational requirements continue to increase, Cultus Lake Park would benefit from a clear and defensible policy to guide internal compliance expectations. The proposed Internal Compliance Policy is intended to support consistency, accountability, and sound administrative practice across the organization.

The policy establishes a structured approach to identifying, tracking, and addressing internal compliance obligations across departments. It outlines expectations for timely completion of assigned actions, proper recordkeeping, adherence to approved procedures, and reporting where issues arise, while also supporting early identification of risks and appropriate corrective action.

Approval of the policy would help standardize expectations, strengthen internal communication, and provide a documented basis for follow-up, administrative accountability, transparency, and public accountability. It would also support fair and consistent administration by providing staff with clear guidance regarding responsibilities and the process for addressing compliance concerns.

POLICY IMPLICATIONS:

The proposed Internal Compliance Policy provides an administrative framework to support consistent internal practices and clarify expectations for staff across the organization. The policy aligns with existing bylaws, policies, procedures, records management requirements, and applicable legislative obligations.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications associated with approval of this policy. Implementation may require limited staff time for training, monitoring, and administrative tracking; however, these impacts are expected to be minimal and manageable within existing operational resources.

LEGAL OR POLICY CONSIDERATIONS:

An Internal Compliance Policy would provide Cultus Lake Park with a clear and consistent framework for internal compliance monitoring, documentation, administrative accountability, transparency, public accountability, and corrective action. Bringing forward a formal policy for consideration would support sound governance and strengthen administrative practices across the organization.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

No statutory public notice is required as a result of this report. Should the Board approve the Internal Compliance Policy, the policy would be posted on the Park's website for public reference. Internal communication and staff awareness measures may also be undertaken to support consistent application of the policy across the organization. No additional external stakeholder notification is anticipated at this time.

ATTACHMENTS:

- Attachment 1, Internal Compliance Policy.

STRATEGIC PLAN:

This report supports the Cultus Lake Park Board Strategic Plan by promoting sound governance, organizational accountability, and consistent administrative practices.

Approval of the proposed Internal Compliance Policy would strengthen internal oversight and support transparent, consistent, and accountable administrative processes across the organization.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

		INTERNAL COMPLIANCE TIMELINE	
Category: <input type="radio"/> Policy <input type="radio"/> Procedure	Number:	Internal Compliance Timeline Policy	
Type: <input type="radio"/> Policy <input type="radio"/> Procedure	Authority: <input type="radio"/> Cultus Lake Park Board <input type="radio"/> Administrative	Approved by: <input type="radio"/> Cultus Lake Park Board <input type="radio"/> Chief Administrative Officer	
Office of Primary Responsibility: Manager of Corporate Services / Corporate Officer			
Date Adopted:	Council Resolution No.	Date to be Reviewed:	
Manner Issued:			

1. PURPOSE:

The purpose of this policy is to establish a consistent, fair, and defensible approach to addressing bylaw infractions within Cultus Lake Park, including the removal of property and enforcement of compliance requirements.

2. AUTHORITY:

This policy is enacted pursuant to:

- The **Cultus Lake Park Act**
- All applicable Cultus Lake Park bylaws, including but not limited to:
 - Boating and Foreshore Bylaw
 - Parking and Traffic Regulation Bylaw
 - Property Maintenance Bylaw
 - Noise Regulation Bylaw
- **Bylaw Notice Enforcement Bylaw No. 1140, 2019**, as amended

Where a person is in contravention of a bylaw, the Park may impose fines, require corrective action, and, where applicable, remove or remedy the contravention at the **owner's risk and expense**.

3. SCOPE

This policy applies to all bylaw infractions occurring within Cultus Lake Park, including:

- Unauthorized placement or storage of property (boats, trailers, structures, materials)
- Parking and traffic violations

- Property maintenance issues
- Obstructions on Park lands
- Contraventions affecting public safety, access, or environmental protection

4. POLICY STATEMENT

The Cultus Lake Park Board is committed to enforcing bylaws in a manner that is:

- Fair, reasonable, and procedurally transparent
- Consistent across similar circumstances
- Proportionate to the severity of the infraction
- Supportive of voluntary compliance where appropriate
- Focused on public safety, environmental protection, and operational integrity

5. COMPLIANCE TIMEFRAMES

The following timeframes shall guide enforcement actions for all bylaw infractions:

5.1 Immediate Action (0–24 Hours)

Immediate compliance or removal may be required where:

- There is a **risk to public safety or emergency access**
- There is an **environmental hazard**
- There is **significant obstruction of public space or infrastructure**
- The condition poses an urgent operational concern

Where feasible, notice will be provided at the time of action.

5.2 Short Compliance Period (24–72 Hours)

A **24-to-72-hour** compliance period may be provided where:

- Prompt resolution is required
 - The infraction occurs in a high-traffic or sensitive area
 - There is a history of repeated non-compliance
-

5.3 Standard Compliance Period (7 Days)

A **minimum of 7 days' notice** shall be provided in typical circumstances where:

- No immediate safety risk exists
 - The responsible party is identifiable
 - The infraction is administrative or non-urgent
-

This is the **default enforcement timeframe**.

5.4 Extended Compliance Period (Up to 14 Days or More)

Extended timelines may be considered where:

- The infraction is minor in nature
 - Mitigating circumstances exist
 - The responsible party is actively working toward compliance
-

6. NOTICE REQUIREMENTS

Where notice is provided, it shall include:

- Description of the infraction
 - Location of the contravention
 - Applicable bylaw reference (where appropriate)
 - Required corrective action
 - Compliance deadline
 - Statement of potential enforcement actions, including removal or remedial work at the **owner's expense**
 - Contact information for Cultus Lake Park
-

7. ENFORCEMENT AND ESCALATION

Where compliance is not achieved within the specified timeframe, the Park may:

1. Issue a follow-up notice or attempt contact
 2. Issue a **Bylaw Notice (ticket)** pursuant to Bylaw Notice Enforcement Bylaw No. 1140, 2019
 3. Undertake corrective action, including:
 - Removal of property
 - Remediation of the site
 - Securing of unsafe conditions
 4. Recover all associated costs from the responsible party
-

8. REMOVAL AND REMEDIAL ACTION

Where the Park undertakes removal or corrective work:

- Actions may be completed by Park staff or authorized contractors
 - Property may be stored, disposed of, or otherwise managed as required
 - Release of stored property (where applicable) requires:
 - Proof of ownership
 - Payment of all applicable fines, fees, and costs
-

9. RECORDS AND DOCUMENTATION

Staff shall:

- Maintain records of all enforcement actions
 - Retain copies of notices and correspondence
 - Document timelines, decisions, and rationale
 - Record attempts to contact responsible parties
-

10. ADMINISTRATIVE DISCRETION

The Chief Administrative Officer or designate may:

- Adjust compliance timelines based on circumstances
- Determine appropriate enforcement actions
- Prioritize operations, safety, and public interest
- Apply enforcement measures proportionately

*** END OF POLICY ***

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>

CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

Title: Internal Compliance Policy

Meeting: Regular Meeting

Report Date: [Insert Date]

Submitted by: Manager of Corporate Services / Corporate Officer

RECOMMENDATION

THAT the Cultus Lake Park Board receive the staff report titled "Internal Compliance Policy" for information; and THAT the Cultus Lake Park Board direct staff to finalize and bring forward the Internal Compliance Policy for consideration at a future meeting.

PURPOSE

The purpose of this report is to present an Internal Compliance Policy framework for Board consideration and to support the establishment of a consistent internal approach to compliance monitoring, documentation, accountability, and corrective action.

BACKGROUND

As internal administrative and operational requirements continue to increase, it is important that Cultus Lake Park maintain a clear and defensible framework for internal compliance. An Internal Compliance Policy would provide guidance to staff regarding responsibilities, reporting expectations, timelines, documentation standards, and escalation processes where internal requirements are not met. Establishing a policy of this nature supports transparency, consistency, accountability, and sound administrative practice.

DISCUSSION

The proposed Internal Compliance Policy is intended to create a structured approach to identifying, tracking, and addressing internal compliance obligations across departments. The policy would outline key expectations for staff, including timely completion of assigned actions, proper maintenance of records, adherence to approved procedures, and consistent reporting to leadership where issues arise. It would also support early identification of non-compliance risks and establish a process for corrective action before issues escalate into operational, legal, or reputational concerns. Implementation of an Internal Compliance Policy would assist the organization in standardizing expectations, improving internal communication, and providing a documented basis for follow-up and accountability. The policy may include provisions related to roles and responsibilities, compliance review intervals, reporting requirements, documentation retention, and administrative discretion in responding to minor or significant compliance issues. A formal policy would also help ensure that internal processes are managed fairly and consistently and that staff have clear guidance regarding their obligations.

POLICY IMPLICATIONS

The proposed Internal Compliance Policy would provide an administrative framework to support consistent internal practices and clarify expectations for staff across the organization. Once finalized, the policy should align with existing bylaws, policies, procedures, records management requirements, and any applicable legislative obligations.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with receipt of this report. Future implementation of the policy may require limited staff time for training, monitoring, and administrative tracking; however, these impacts are expected to be minimal and manageable within existing operational resources.

OPTIONS

1. Receive the report for information and direct staff to proceed with final policy development.
2. Receive the report for information and provide further direction regarding the scope or content of the proposed policy.
3. Defer consideration of the matter pending additional internal review.

CONCLUSION

An Internal Compliance Policy would provide Cultus Lake Park with a clear and consistent framework for internal accountability, documentation, and corrective action. Bringing forward a formal policy for consideration would support sound governance and strengthen administrative practices across the organization.

Joe Lamb
Chief Administrative Officer

DRAFT



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 0550
SUBMITTED BY: Rachel Litchfield, Manager of Corporate Services / Corporate Officer
SUBJECT: 2024 - 2026 Cultus Lake Park Strategic Plan

PURPOSE:

The purpose of this report is to present the near-final 2024–2026 Cultus Lake Park Board Strategic Plan to the Board for consideration and approval.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the 2024–2026 Cultus Lake Park Strategic Plan.

DISCUSSION:

The 2024–2026 Cultus Lake Park Board Strategic Plan provides a coordinated framework to guide Board priorities, support informed decision-making, and align strategic direction with operational planning and service delivery.

The Strategic Plan process was initiated through a two-day facilitation session held on February 10 and 11, 2023 at the Harrison Beach Hotel, Harrison Hot Springs, BC. The facilitation was led by Erin Cooper and Sarah Dickinson, who provided the foundational material used to support development of the Strategic Plan.

Although completion of the Strategic Plan was initially anticipated during the 2024–2025 period, additional review and refinement were undertaken to ensure the document accurately reflects the Board's priorities and organizational direction. During this time, a number of the original priorities have also advanced or been completed.

The Strategic Plan identifies the following key priorities:

1. Environmental Resilience

The Strategic Plan prioritizes environmental stewardship through integrated foreshore management, Green Shores restoration practices, implementation of a Nutrient Management Plan, and continued FireSmart and wildfire mitigation initiatives. These actions are intended to protect ecological health, improve shoreline resilience, and support community preparedness.

2. Financial Sustainability

The Strategic Plan recognizes the importance of disciplined financial management and long-range planning. Key actions include modernizing landfill infrastructure, addressing asset management priorities and unfunded liabilities, and exploring strategic development and investment opportunities that support long-term operational and financial sustainability.

3. Vibrant Hub and Community

The Strategic Plan supports the advancement of the Village Centre Plan and mixed-use development to encourage coordinated growth, placemaking, and economic vitality. It also emphasizes the expansion of year-round amenities, services, and community events that strengthen livability, tourism, and shared use of public spaces.

4. Customer Service and Visitor Experience

The Strategic Plan identifies communication, accessibility, and service excellence as essential components of a positive visitor and resident experience. Priorities include improving access to information and services, enhancing consistency across communication platforms, and maintaining responsive operations that meet the needs of residents, leaseholders, and visitors.

5. Stakeholder Engagement

The Strategic Plan reinforces the importance of meaningful engagement, transparency, and accountability. Proposed actions include town halls and other engagement opportunities, strengthened communication with leaseholders and stakeholders, and collaborative partnerships that support shared priorities and long-term community benefit.

6. Guiding Principles

The Strategic Plan is grounded in community-centred decision-making, environmental and financial sustainability, and a commitment to transparency and accountability.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with approval of the 2024–2026 Cultus Lake Park Strategic Plan. Any future initiatives identified within the Strategic Plan that require funding will be brought forward to the Board for consideration through the annual budget process or separate reports, as applicable.

LEGAL OR POLICY CONSIDERATIONS:

There are no direct legal implications associated with approval of the 2024–2026 Cultus Lake Park Strategic Plan. The Strategic Plan is a guiding document intended to support Board direction and organizational planning and does not amend any existing bylaws or policies. Any future actions arising from the Strategic Plan that require bylaw amendments, policy changes, or legal review will be brought forward to the Board in separate reports, as applicable.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Following Board approval, the 2024–2026 Cultus Lake Park Strategic Plan will be posted on the Cultus Lake Park website for public access and reference. No formal statutory public notice is required as a result of this report; however, the approved Plan may be communicated through the Park's regular communication channels, as appropriate.

ATTACHMENTS:

Attachment 1: 2024–2026 Cultus Lake Park Strategic Plan.

STRATEGIC PLAN:

This report supports the Cultus Lake Park Board Strategic Plan by presenting the 2024–2026 Strategic Plan for Board approval and implementation. The report aligns with the Board's commitment to organizational accountability, transparency, and long-range planning, and supports the identified strategic priorities set out in the Plan.

Prepared by:



Rachel Litchfield
Manager of Corporate Services / Corporate
Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park Board Strategic Plan

Message from the Board

The Cultus Lake Park Board is committed to exercising responsible governance, advancing long-term sustainability, and fostering a vibrant, resilient community. This Strategic Plan establishes the Board's priority areas to guide decision-making, inform resource allocation, and support coordinated action in alignment with the Board's mandate under the Cultus Lake Park Act.

As Cultus Lake Park continues to evolve, the Board recognizes the need to respond proactively to increasing environmental pressures, infrastructure demands, and community expectations. This requires a balanced and forward-looking approach that protects the Park's natural assets, supports livability for residents and leaseholders, and enhances the experience of visitors.

This Plan identifies strategic priorities and practical actions that will strengthen organizational resilience, support sustainable growth, and reinforce Cultus Lake Park as a connected and thriving community for current and future generations.

1. Environmental Resilience

- Implement integrated foreshore management strategies to protect shoreline conditions and support long-term environmental stewardship.
- Advance Green Shores restoration practices to strengthen ecological health and shoreline resilience.
- Develop and implement a Nutrient Management Plan to support water quality protection and informed environmental management.
- Strengthen FireSmart and wildfire mitigation initiatives to reduce risk and improve community preparedness.

2. Financial Sustainability

- Modernize landfill infrastructure and establish long-term service planning to support operational sustainability.
- Address asset management priorities and unfunded liabilities through disciplined long-range financial planning.
- Enhance revenue opportunities through strategic development and responsible investment in community-serving initiatives.

3. Vibrant Hub and Community

- Advance the Village Centre Plan as a catalyst for coordinated growth, placemaking, and economic vitality.
- Support mixed-use development that contributes to a vibrant, accessible, and sustainable community core.
- Expand year-round amenities and services to enhance livability, support tourism, and strengthen community appeal.
- Encourage community events and gathering opportunities that build connection, identity, and shared use of public spaces.

4. Customer Service and Visitor Experience

- Strengthen communication across all platforms to ensure timely, clear, and accessible information.
- Improve access to information and services to better meet the needs of residents, leaseholders, and visitors.
- Promote a consistent and high-quality visitor experience through service excellence and responsive operations.

5. Stakeholder Engagement

- Facilitate town halls and engagement opportunities that support informed dialogue and community participation.
- Enhance transparency and communication to strengthen public confidence and organizational accountability.
- Engage stakeholders and leaseholders through meaningful consultation and ongoing relationship management.
- Strengthen partnerships that support shared priorities, collaborative problem-solving, and long-term community benefit.

Guiding Principles

- Community-centred decision-making
- Environmental and financial sustainability
- Transparency and accountability

Strategic Outlook

The Board's strategic outlook is focused on building a sustainable and resilient community, investing in critical infrastructure, strengthening relationships, and achieving a balanced approach that supports both tourism and quality of life for residents and leaseholders.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 0550
SUBMITTED BY: Rachel Litchfield, Manager of Corporate Services /
Corporate Officer
SUBJECT: Appointment of Bylaw Enforcement Officers

PURPOSE:

The purpose of the report is to provide the Board with information regarding bylaw enforcement officers for Cultus Lake Park and to recommend appointments of those bylaw officers.

RECOMMENDATION:

THAT the Cultus Lake Park Board appoint Carly Volk, Lisa Bisschop, Katrina Craig, Tarun Dogra, Harman Singh, Indervir Singh, Rachel Litchfield, and contracted Frontline Integrated Security members as Bylaw Enforcement Officers for Cultus Lake Park.

DISCUSSION:

The "Cultus Lake Park Act" provides the Board with legislative authority to enact bylaws for the use, regulation, protection, and management of Cultus Lake Park. Bylaw Enforcement Officers are responsible for enforcing park bylaws as well as providing education to seek compliance and to ensure the protection and safety of both park residents and visitors.

Select members of park staff are also required to enforce bylaws throughout the course of their work. These park staff are responsible for writing offence tickets corresponding with park bylaws and as such are required to be appointed as Bylaw Enforcement Officers by the Cultus Lake Park Board.

The Bylaw Enforcement Officers are as follows:

Carly Volk
Lisa Bisschop
Katrina Craig
Tarun Dogra
Harman Singh
Indervir Singh
Rachel Litchfield and
Contracted Frontline Integrated Security members

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with the appointment of Bylaw Enforcement Officers outlined in this report. Any related enforcement activities will be managed within the existing approved operating budget.

LEGAL OR POLICY CONSIDERATIONS:

The appointment of Bylaw Enforcement Officers must be authorized by the Cultus Lake Park Board in accordance with the *Cultus Lake Park Act* and applicable Cultus Lake Park bylaws. Appointed officers must act within the scope of their delegated authority and in accordance with applicable enforcement procedures, policies, and legislative requirements. The Board's resolution provides the necessary authority for staff and contracted security personnel to undertake bylaw enforcement duties on behalf of the Park.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

No formal public notice is required as a result of this report. Internal communication may be required to advise appointed staff and contracted security personnel of their authority and responsibilities as Bylaw Enforcement Officers. No additional signage, website updates, or stakeholder notification is anticipated at this time.

ATTACHMENTS:

NA

STRATEGIC PLAN:

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

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 FILE: 8100
SUBMITTEDBY: Carmen Baker, Administrative Assistant, Communications & Events Coordinator
SUBJECT: ILWU Local 502 Pensioners' Picnic Event Request

PURPOSE:

The purpose of this report is to request Board approval for the ILWU Local 502 Pensioners' Picnic to be held on Wednesday, August 12, 2026, from 10:00 am to 6:00 pm at Main Beach, including Gazebos B and C. Board consideration is requested to enable staff and the event organizer to confirm the booking and complete the required planning and coordination.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the ILWU Local 502 Pensioners' Picnic event to be held on Wednesday, August 12, 2026, from 10:00 am to 6:00 pm at Main Beach, including Gazebos B and C.

THAT the Cultus Lake Park Board authorize the waiver of parking fees for five (5) event staff vehicles to park at Main Beach on the sand for the duration of the event.

DISCUSSION:

ILWU Local 502 has requested approval to hold its annual Pensioners' Picnic at Main Beach on Wednesday, August 12, 2026, from 10:00 am to 6:00 pm. The event is expected to host approximately 555 attendees and will use the Main Beach area, including Gazebos B and C, for a family-oriented gathering featuring music, activities, and a barbecue picnic.

The matter before the Board is whether to approve the event request and the associated waiver of parking fees for five (5) event staff vehicles to park on the sand at Main Beach for the duration of the event. Board approval is required to confirm the booking, allow staff to finalize logistics with the organizer, and ensure the event can proceed in accordance with park operational requirements.

In considering the request, the Board may approve the event as submitted, approve it with conditions related to site use and parking, or decline the request. Approval would support a longstanding community-based gathering and provide certainty to the organizer, while any parking fee waiver would represent a modest operational accommodation to support event delivery. Staff can coordinate site access, event setup, and applicable requirements should approval be granted.

The event organizer will be required to provide Comprehensive General Liability Insurance for not less than \$5,000,000, naming Cultus Lake Park as an Additional Insured, and pay the following fees (per the Notice of Fees in the Event Bylaw No. 1255, 2025):

- Non-Refundable Application Fee: \$120
• Rental Fee for 200+ People: \$600

• Gazebo B + C Rental (\$30/hr)	\$480
• Refundable Security Deposit:	\$1000
Total Event Fees:	\$2200.00

FINANCIAL IMPLICATIONS:

There are minor operating financial implications associated with the requested waiver of parking fees for five (5) event staff vehicles, representing foregone revenue in the amount of \$226.00. This impact would be absorbed within parking revenue operations; no external funding source or separate capital budget line is required or identified in this report.

LEGAL OR POLICY CONSIDERATIONS:

This matter is subject to Event Bylaw No. 1255, 2025, which governs event approvals, park use requirements, and applicable fees within Cultus Lake Park. No additional policies, agreements, or legal requirements have been identified as applying to this request in this report.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Yes. If the event is approved, communications will be required to advise the public and affected stakeholders of event timing, traffic and parking impacts, and any temporary site use restrictions. This may include website and social media updates, event signage, and direct notification to relevant operational partners and internal departments. No statutory public notice is required. Park staff, in coordination with the event organizer, would be responsible for preparing and distributing communications and ensuring required event signage is in place.

ATTACHMENTS:

- Event Application
- Parking Waiver Application

STRATEGIC PLAN:

This report supports the Cultus Lake Park Board Strategic Plan by advancing the Board's objective to foster community recreation and support events that enhance resident and visitor engagement in the Park.

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

604.858.3334

reception@cultuslake.bc.ca

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

APPLICANT INFORMATION

Applicant Name(s):

- 1. [Redacted]
- 2. [Redacted]

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

Name of Organization: [Redacted]

Mailing Address: [Redacted]

Telephone Number:

- 1. [Redacted]
- 2. [Redacted]

Mobile Number:

- 1. [Redacted]
- 2. [Redacted]

Email Address:

- 1. [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): August 12, 2026

Name of Event:
ILWU Local 502 Pensioner's Picnic

Location(s) of Event:
Main Beach, Cultus Lake Park

Hours of Event:
10am to 6pm

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

It is our Annual Pensioner's Picnic, which we have been holding at Cultus Lake for more than 40 years. The event's purpose is to give thanks to our pensioners that have fought for and improved working conditions in our industry in years past. This even also gives ILWU Members and their families an opportunity to socialize, share stories, history and reconnect with retired longshoremen.

Please see the attached map.

ESTIMATED ATTENDANCE

Participants: 530

Spectators:

Staff/Volunteers: 25

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 type="checkbox"/> YES	<input checked="" 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 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: 10am to 5pm	
Additional Comments:			
GENERATOR:		<input type="checkbox"/> YES	<input checked="" 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:
Washrooms Closed Late	<input type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input type="checkbox"/>	Time:
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input type="checkbox"/>	Quantity:
Garbage Bin Rental	<input checked="" type="checkbox"/>	Quantity: 3
Swim Line Installation / Removal	<input type="checkbox"/>	
Community Hall	<input type="checkbox"/>	Dates:
Gazebo(s)	<input type="checkbox"/>	Dates: August 12, 2026
<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input checked="" 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:

We are requesting room for 5 vehicles to be parked at the picnic site. We need to be able to have our U-Haul truck parked at the gazebos as it houses our freezers for ice cream. Our first aid attendant will also need to park at the gazebo with supplies. The other 3 vehicles are volunteers helping with the kid's face painting and other entertainment.

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.

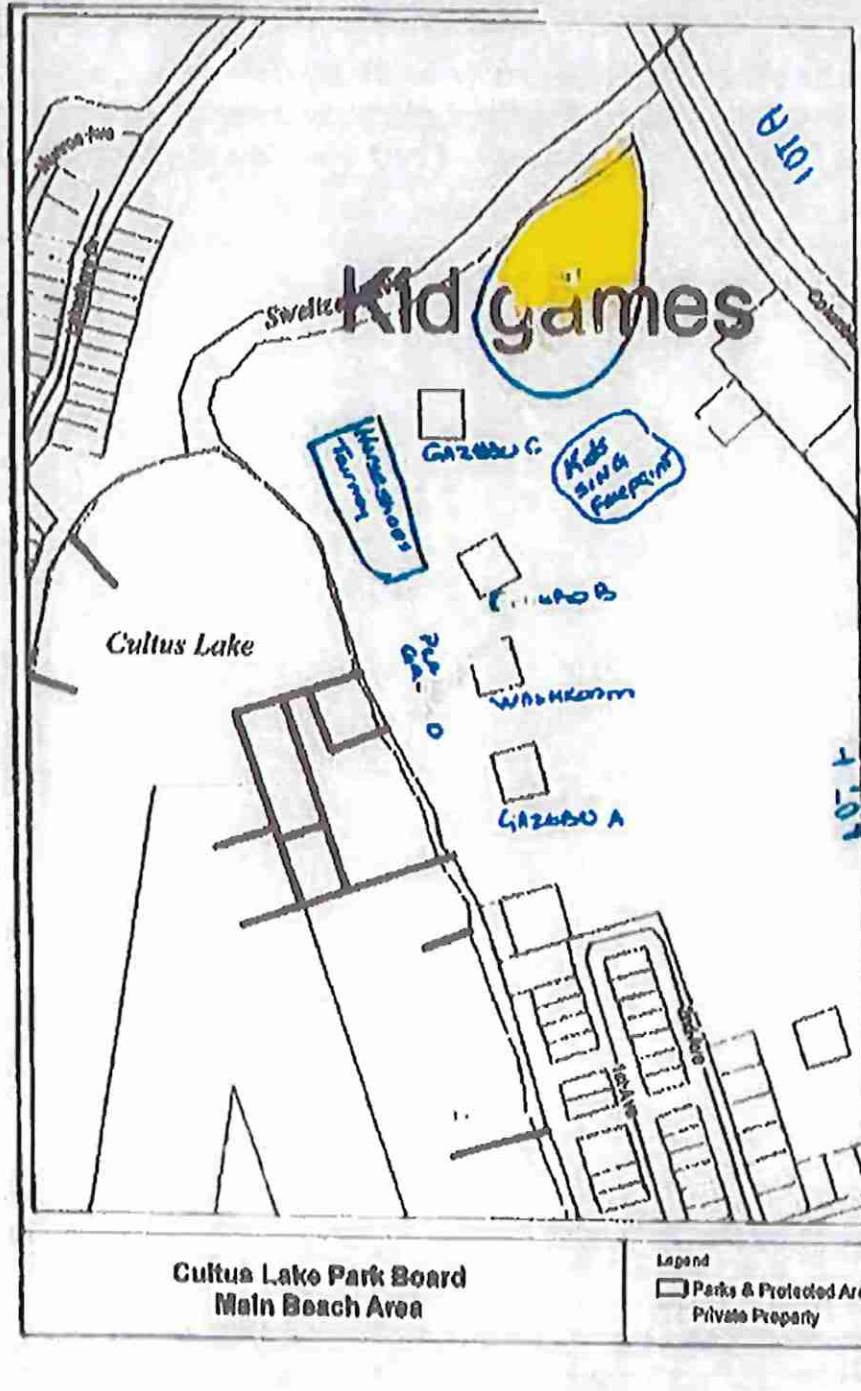
I also acknowledge that I am responsible for any and all costs for clean up, or repairs, of the Park property and infrastructure resulting from this Event per Section 5.1 (a) through (d), of the Event Bylaw No. 1255, 2025.

Applicant Signature: <i>X</i> 	Date: <i>May 14/2026</i>
Applicant Signature: <i>X</i> 	Date: <i>MAY 14, 2026</i>

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:

Attachment 2





REQUIRE THE SERVICE APPLICATION

11227 Columbia Valley Highway

PO Box 43880, BC V2K 1B2

250-957-1311

rec@parks.cottuslake.bc.ca

For Profit Not-for-Profit Registered Charity Indigenous Organization CLCS/CLCSA Other

APPLICANT INFORMATION		
Applicant Name(s): [REDACTED]		
Name of Organization (if applicable): ILWU Local 502		
Mailing Address: [REDACTED]		
Telephone: [REDACTED]	Cell: [REDACTED]	Email: [REDACTED]
SECONDARY CONTACT INFORMATION (if applicable)		
Name: [REDACTED]		
Telephone: [REDACTED]	Cell: [REDACTED]	Email: [REDACTED]
EVENT INFORMATION		
Name of Event: ILWU Local 502 Pensioner's Picnic	Event Date: August 12 2026	
Location(s) of Use: Parking Lot A <input type="checkbox"/> Parking Lot B <input type="checkbox"/> Main Beach <input checked="" type="checkbox"/>	Parking Lot B (Required Board approval) <input type="checkbox"/>	Hours of Use: 10am to 6pm
Total parking fee waivers requested: Number of vehicles: 5		
VEHICLE WAIVER—USER GROUP		
Please check all that apply		
Volunteers <input checked="" type="checkbox"/>	Support Staff <input type="checkbox"/>	Spectators <input type="checkbox"/> Participants <input type="checkbox"/>
Other (please specify):		



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 8100
SUBMITTED BY: Carmen Baker
Administrative Assistant, Communications & Events Coordinator
SUBJECT: British Motor Car Club Picnic Event

PURPOSE:

The purpose of this report is to request Board approval for the British Motor Car Club Picnic to be held on Sunday, September 13, 2026, from 9:00 am to 3:00 pm at Main Beach. Board consideration is requested to enable staff and the event organizer to confirm the booking and complete the required planning and coordination.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the British Motor Car Club Picnic event to be held on Sunday, September 13, 2026, from 9:00 am to 3:00 pm at Main Beach; and

THAT the Cultus Lake Park Board approve parking fee waivers for up to thirty participant vehicles associated with the British Motor Car Club Picnic on September 13, 2026, in Parking Lot B from 9:00 am to 3:00 pm.

DISCUSSION:

The British Motor Car Club has applied to host its annual picnic at Main Beach on Sunday, September 13, 2026, from 9:00 am to 3:00 pm. As part of the event, the organizer has requested permission to use a portion of Parking Lot B for the display of participating vintage vehicles if the lower access roadway behind the park office is unsuitable due to inclement weather, in order to protect the adjacent grassed area.

The Board's consideration is whether to approve this request as a contingency measure in the event of poor weather conditions. If approved, staff would work with the organizer to identify and designate an appropriate area within Parking Lot B for vehicle display while maintaining parking enforcement and access within the remainder of the lot. If denied, the event would proceed without access to the paved parking area, which may limit display options in wet conditions.

Approving the request would provide clarity to the organizer, support event planning, and allow staff to finalize operational and communication arrangements in advance. The request also aligns with past practice, as similar alternate parking accommodations have been approved for this event in previous years. Stakeholder impacts are expected to be limited and manageable, provided the designated area is clearly identified and standard parking controls remain in place for the balance of Lot B.

The event organizer will be required to provide Comprehensive General Liability Insurance for not less than \$5,000,000, naming Cultus Lake Park as an Additional Insured, and pay the following fees (per the Notice of Fees in the Event Bylaw No. 1255, 2025):

• Non-Refundable Application Fee:	\$120
• Rental Fee for 0-100 People:	\$120
• Refundable Security Deposit:	\$1000
Total Event Fees:	\$1240.00

FINANCIAL IMPLICATIONS:

If approved, the requested parking fee waiver would result in an estimated operating revenue reduction of approximately \$1,212.00, based on up to 30 participant vehicles parked for six hours at the applicable parking rate and infrastructure fee. As this request relates to the waiver of anticipated parking revenue, there is no separate funding source or capital budget impact; the financial effect would be reflected as a reduction in operating parking revenue.

LEGAL OR POLICY CONSIDERATIONS:

This matter is subject to Event Bylaw No. 1255, 2025, which governs event approvals, park use requirements, and applicable fees within Cultus Lake Park. No additional policies, agreements, or legal requirements have been identified as applying to this request in this report.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Yes. If the event is approved, communications will be required to advise the public and affected stakeholders of event timing, traffic and parking impacts, and any temporary site use restrictions. This may include website and social media updates, event signage, and direct notification to relevant operational partners and internal departments. No statutory public notice is required. Park staff, in coordination with the event organizer, would be responsible for preparing and distributing communications and ensuring required event signage is in place.

ATTACHMENTS:

- Event Application
- Parking Waiver Application

STRATEGIC PLAN:

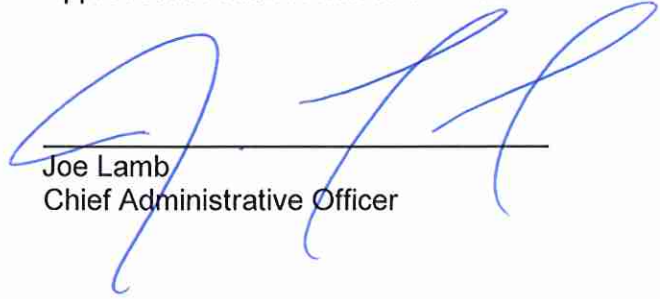
This report supports the Cultus Lake Park Board Strategic Plan by advancing the Board’s objective to foster community recreation and support events that enhance resident and visitor engagement in the Park.

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
 604.858.3934
 reception@cultuslake.bc.ca

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

APPLICANT INFORMATION

Applicant Name(s):

1. [REDACTED]
- 2.

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

Name of Organization: FRASER VALLEY BRITISH MOTOR CLUB.

Mailing Address:

Telephone Number:

1. [REDACTED]
- 2.

Mobile Number:

1. [REDACTED]
- 2.

Email Address:

1. [REDACTED]
- 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): SEPT 13, 2026

Name of Event: FVBMC CULTUS LAKE PICNIC

Location(s) of Event: MAIN BEACH

Hours of Event: 9:00AM - 3:00 PM

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

THE FRASER VALLEY BRITISH MOTOR CLUB HAS HELD OUR PICNIC ON THE SUNDAY FOLLOWING LABOUR DAY AT THE CULTUS LAKE MAIN BEACH FOR THE LAST SEVERAL YEARS. IT IS BASICALLY A SOCIAL EVENT FOR CLUB MEMBERS WHO BRING A PICNIC LUNCH AND "SHOW AND SHINE" THEIR BRITISH COLLECTOR CARS. WHILE NOT ADVERTISED TO THE GENERAL PUBLIC WE WELCOME ANYONE WHO IS INTERESTED TO VIEW OUR VEHICLES.

ESTIMATED ATTENDANCE

Participants: 20 Spectators: 40 Staff/Volunteers: /

FIRST AID ON SITE		<input type="checkbox"/> YES	<input checked="" 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 type="checkbox"/> YES	<input checked="" 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 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 Service 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:	

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: 8:00 AM
- Washrooms Closed Late Time: 3:00 PM
- Parking Lot Gates Open Early Time: 8:00 AM
- Parking Lot Gates Closed Late Time: 4:00 PM
- 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:

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 <i>Juan E. Centake</i>	Date: MAY 22 / 26
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:



PARKING FEE WAIVER APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

For Profit Not-for-Profit Registered Charity Indigenous Organization CLCS/CLCSA Other

APPLICANT INFORMATION

Applicant Name(s): [Redacted]

Name of Organization (if applicable):
FRASER VALLEY BRITISH MOTOR CLUB

Mailing Address: [Redacted]

Telephone: [Redacted] Cell: [Redacted] Email: [Redacted]

SECONDARY CONTACT INFORMATION (if applicable) [Redacted]

Name: [Redacted]

Telephone: [Redacted] Cell: [Redacted] Email: [Redacted]

EVENT INFORMATION

Name of Event: *FVBMC CULTUS LAKE PICNIC* Event Date: *SEPT 13/26*

Location(s) of Use: Parking Lot A Parking Lot B (Required Board approval)
Parking Lot D Hours of Use:
Main Beach *APPROX 30*

Total parking fee waivers requested:

VEHICLE WAIVER—USER GROUP

Please check all that apply

Volunteers Support Staff Spectators Participants

Other (please specify):

Please provide a statement outlining reasoning for the request and how fees create financial hardship for you or your organization to host the Event at Cultus Lake Park.

[Empty box for statement]

By signing below, I acknowledge responsibility for ensuring that vehicles are parked in the approved designated parking area and comply with the current Cultus Lake Park Parking and Traffic Regulations Bylaw and all Cultus Lake Park Policies regarding parking.

Applicant Signature: X <i>Ivan E. Cuntak</i>	Date: <i>MAY 22/26</i>
Applicant Signature: X	Date:

Date: _____

Approved by: _____

Approved? YES / NO

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> Approval/Denial Letter Sent
<input type="radio"/> Licence Plates Received
<input type="radio"/> Licence Plates Entered
<input type="radio"/> Gate Key Provided
<input type="radio"/> Gate Key Returned



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026, **FILE:** 8100
SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator
SUBJECT: Across The Lake Swim Event Request

PURPOSE:

The purpose of this report is to request Board approval for Across the Lake Swim event and to seek Board approval for the event to proceed at Main Beach and Foreshore on September 13, 2026. Board consideration is requested to enable staff and the event organizer to confirm the booking and complete the required planning and coordination.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve Across the Lake Swim event to be held on Sunday, September 13, 2026, from 5:00 am to 11:00 am at Main Beach; and*

***THAT** the Cultus Lake Park Board approve parking fee waivers for up to three (3) vehicles associated with the Across the Lake Swim on September 13, 2026, in Parking Lot B from 5:00 am to 11:00 am.*

DISCUSSION:

The Across the Lake Swim organizers are requesting Board approval to hold the event at Main Beach and Foreshore on Sunday, September 13, 2026, from 5:00 am to 11:00 am. The event is expected to attract approximately 200 registered participants and would include open water swims ranging from 750 m to 3 km, supported by inflatable course markers, on-water safety boats, and on-site lifeguards.

The current issue before the Board is whether to approve use of the site and associated event requests, including early-morning setup, placement of a medic truck and trailer near Gazebo C, three event tents, use of a public address system between 8:00 am and 11:00 am, and parking fee waivers for up to three event-related vehicles. The requested approvals are needed now to allow the organizer and staff to finalize logistics, site coordination, and event communications in advance of the event date.

If approved, the organizer will be required to provide Comprehensive General Liability Insurance in an amount not less than \$5,000,000 naming Cultus Lake Park as an Additional Insured, submit First Aid certifications, and pay the applicable event fees.

• Non-Refundable Application Fee:	\$120
• Rental Fee for 101 – 200 People:	\$300
• Swim Line Removal/Replacement Fee:	\$600
• Refundable Security Deposit:	\$1000
Total Event Fees:	\$2020.00

FINANCIAL IMPLICATIONS:

If the Board approves the requested parking fee waiver. The amount is \$121.20 in forgone operating revenue, to be absorbed within the parking revenue operating budget; no external funding source or capital budget is required or affected.

LEGAL OR POLICY CONSIDERATIONS:

This matter is subject to Event Bylaw No. 1255, 2025, which governs event approvals, park use requirements, and applicable fees within Cultus Lake Park. No additional policies, agreements, or legal requirements have been identified as applying to this request in this report.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Yes. If the event is approved, communications will be required to advise the public and affected stakeholders of event timing, traffic and parking impacts, and any temporary site use restrictions. This may include website and social media updates, event signage, and direct notification to relevant operational partners and internal departments. No statutory public notice is required. Park staff, in coordination with the event organizer, would be responsible for preparing and distributing communications and ensuring required event signage is in place.

ATTACHMENTS:

- Event Application
- Parking Waiver Application

STRATEGIC PLAN:

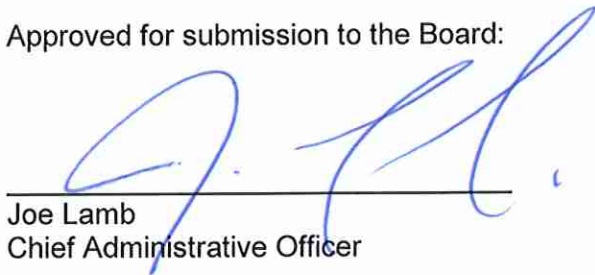
This report supports the Cultus Lake Park Board Strategic Plan by advancing the Board's objective to foster community recreation and support events that enhance resident and visitor engagement in the Park.

Prepared by:



Carmen Baker
Administrative Assistant, Communications
& Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



2026 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

Applicant Name(s): Peter Rudd

- 1.
- 2.

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

Name of Organization:

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):

Name of Event:

Sept 13, 2026 Across the Lake Swim

Location(s) of Event:

Hours of Event:

5-11am

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

The annual Across the Lake Swim Cultus Lake open water swim featuring 750m, 1.5km and 3km distances

ESTIMATED ATTENDANCE 200

Participants:

Spectators:

Staff/Volunteers:

FIRST AID ON SITE		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<i>May be required depending on the scope of the Event. Certification verification may also be required.</i>			
SPECIAL REQUESTS			
<i>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.</i>			
FOOD VENDOR		<input type="checkbox"/> YES	<input checked="" 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 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			
<i>Highway has the same meaning as in the Motor Vehicle Act (British Columbia)</i>			
<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			
<i>Please note the following additional requests are subject to approval by the CAO or Designate prior to Event.</i>			
AMPLIFIED SOUND / MUSIC:		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE:	
Additional Comments:			
GENERATOR:		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE: Inflatable arch and announcing 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:
Washrooms Closed Late	<input type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input checked="" type="checkbox"/>	Time:
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input type="checkbox"/>	Quantity:
Garbage Bin Rental	<input type="checkbox"/>	Quantity:
Swim Line Installation / Removal	<input type="checkbox"/>	
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: Peter Rudd X	Date: Oct 2, 2025
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:



2026 PARKING FEE WAIVER APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

For Profit Not-for-Profit Registered Charity Indigenous Organization CLCS/CLCSA Other

APPLICANT INFORMATION

Applicant Name(s):

Peter Rudd

Name of Organization (if applicable):

Across the Lake Swim

Mailing Address:

Telephone:

Cell:

Email:

SECONDARY CONTACT INFORMATION (if applicable)

Name:

Kari Baranieski

Telephone:

Cell:

EVENT INFORMATION

Name of Event:

Across the Lake Swim Sept 13, 2026

Event Date:

Location(s) of Use:

Parking Lot A

Parking Lot B (Required Board approval)

Parking Lot D

Main Beach

Hours of Use:

Total parking fee waivers requested:

VEHICLE WAIVER—USER GROUP

Please check all that apply

Volunteers

Support Staff

Spectators

Participants

Other (please specify):

Please provide a statement outlining reasoning for the request and how fees create financial hardship for you or your organization to host the Event at Cultus Lake Park.

Hosting community events has become significantly more expensive, with rising costs in logistics, permits, and staffing. We're requesting parking fee exemptions to help offset these growing expenses so we can continue supporting our swim program that provides free swim lessons for 3rd graders (we have sent over 18,000 kids so far!), and keep our events accessible and community focused. Every dollar saved helps us reinvest in making the event safe, inclusive, and impactful for everyone involved, and keeps kids safe in an around open water.

By signing below, I acknowledge responsibility for ensuring that vehicles are parked in the approved designated parking area and comply with the current Cultus Lake Park Parking and Traffic Regulations Bylaw and all Cultus Lake Park Policies regarding parking.

Applicant Signature: Peter Rudd X	Date: Feb 6, 2026
Applicant Signature: X	Date:

Date: _____ Approved by: _____

Approved? YES / NO

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> Approval/Denial Letter Sent
<input type="radio"/> Licence Plates Received
<input type="radio"/> Licence Plates Entered
<input type="radio"/> Gate Key Provided
<input type="radio"/> Gate Key Returned



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 8100
SUBMITTED BY: Carmen Baker, Administrative Assistant, Communications & Events Coordinator
SUBJECT: Around the Lake Give 'R Take 30 Trail Run Event Request

PURPOSE:

The purpose of this report is to present the Around the Lake Give 'R Take 30 Trail Run Event for Board consideration and to seek approval for the event, including the requested parking fee waiver. Board approval is required at this time to support event planning, public communication, and operational coordination in advance of the October 17, 2026, event.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the Around the Lake Give 'R Take 30 Trail Run event to be held on Saturday, October 17, 2026 from 6:00 am to 3:00 pm.*

***THAT** the Cultus Lake Park Board approve 30 parking fee waivers in Lot B for event staff and volunteers in support of the Around the Lake Give 'R Take 30 Trail Run event.*

DISCUSSION:

The Around the Lake Give 'R Take 30 Trail Run is an established annual event hosted by the Around the Lake Trail Race Society, a local non-profit organization. The 2026 event is proposed for October 17, 2026, from 6:00 am to 3:00 pm and would continue to use the Main Beach area, Gazebos B and C, and surrounding trail routes for race staging and operations. Organizers are expecting 430 participants and spectators as well as 50 volunteers.

The primary matter for Board consideration is whether to approve the event and the requested parking fee waiver for 30 event staff and volunteer vehicles. They're requesting approval for Lot B. Approval is needed at this time to allow the organizers to finalize traffic control, safety planning, event logistics, and participant communications in advance of the event date.

If the parking waiver is approved, the estimated forgoing parking revenue for 30 vehicles from 6:00 am to 3:00 pm would be \$1,788.00. In 2025, the Board approved 32 parking fee waivers for this event, representing \$1,849.60 in waived fees. The event organizer will still be responsible for applicable event fees, insurance requirements, first aid coverage, and any traffic management approvals required for safe participant crossings.

Approval of the event would support a long-standing community recreation activity and benefit participants, volunteers, and local visitors, while requiring operational coordination by Park staff to manage site use, traffic, and parking. The Board may choose to approve the event with the requested waiver, approve the event without the waiver, or direct alternative parking arrangements; however, prior Board direction in 2025 supported both the event and a comparable parking fee waiver.

The event organizer will be required to provide Comprehensive General Liability Insurance for not less than \$5,000,000, naming Cultus Lake Park as an Additional Insured, and pay the following fees (per the Notice of Fees in the Event Bylaw No. 1255, 2025):

- Non-Refundable Application Fee: \$120
- Rental Fee for 200+ People: \$600
- Refundable Security Deposit: \$1000

Total Event Fees: \$1720.00

FINANCIAL IMPLICATIONS:

Yes. Approval of the requested parking fee waiver would result in an estimated operating revenue impact of \$1,788.00 in foregone parking revenue. The revenue source is public parking fees, and the impact would apply to the operating budget associated with parking revenue; no capital funding or capital budget line is affected.

LEGAL OR POLICY CONSIDERATIONS:

This matter is subject to Cultus Lake Park Event Bylaw No. 1255, 2025, which governs event approvals, applicable fees, insurance, and related operational requirements for events held within the Park. In addition, the event organizer must satisfy all applicable legal and administrative requirements, including insurance, first aid coverage, and any traffic management or safety approvals required for participant crossings and event operations.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Yes. If the event is approved, communications will be required to advise the public and affected stakeholders of event timing, traffic and parking impacts, and any temporary site use restrictions. This may include website and social media updates, event signage, and direct notification to relevant operational partners and internal departments. No statutory public notice is required. Park staff, in coordination with the event organizer, would be responsible for preparing and distributing communications and ensuring required event signage is in place.

ATTACHMENTS:

- Event application
- Parking Waiver Application

STRATEGIC PLAN:

This report supports the Cultus Lake Park Board Strategic Plan by advancing the Board's objective to foster community recreation and support events that enhance resident and visitor engagement in the Park.

Prepared by:

C Baker

Carmen Baker
Administrative Assistant, Communications
& Events Coordinator

Approved for submission to the Board:

J. Lamb

Joe Lamb
Chief Administrative Officer



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

Applicant Name(s):

1. Lynda Ferris
- 2.

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

Name of Organization: Around the Lake Trail Race Society

Mailing Address: [REDACTED]

Telephone Number:

- | | | |
|----|----------------|----------------|
| 1. | Mobile Number: | Email Address: |
| 2. | 1. [REDACTED] | 1. [REDACTED] |
| | 2. | 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): Saturday October 17, 2026 Name of Event: Around the Lake Give 'R Take 30 Trail Race

Location(s) of Event: Cultus Main Beach & trails around the lake Hours of Event: 6am - 2pm

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

Around the Lake Trail Race Society – a local, non-profit organization – wishes to host our 23rd annual trail race around Cultus Lake on Saturday October 17, 2026, starting and finishing at Main Beach.

As in previous years, the race will be circumnavigating trails around the lake, starting and finishing at Main Beach. We will again be having both solo runners and two-person relay teams in the 30km event with a total maximum of 300 runners. For the last two years we have also hosted a kids 1km run and will do so again this year with registration open to 30 kids.

We trust the Board will again be supportive of our trail race with all proper parameters and safety precautions in place according to guidelines at the time. We are in the process of notifying all other agencies and landowners who may have concerns, interests, or requirements with regard to the event (along with the Cultus Lake Parks Board, this includes the Fraser Valley Regional District, Provincial Parks/Ministry of Environment, the Ministry of Transportation, RCMP, Fraser Health, Emergency & Fire Services, and private property owners.) In the coming months, we will obtain appropriate liability insurance, naming parties on the policy as required. We will ensure all requirements of our CLPB permit are in place prior to event day as outlined in the Special Event Policy.

As this is a volunteer driven organization, we wish to ask that the parking fee at Main Beach be waived for up to 30 volunteers on race day. We are sincerely grateful that it has been possible to arrange for a volunteer parking area in the past. We also wish to ask for permission to park 2 support vehicles near the start/finish area, by gazebos B & C (but not on the beach), with access through the lower gate.

Site map attached.

ESTIMATED ATTENDANCE

Participants: 330 (including kids) Spectators: 100 Staff/Volunteers: 50

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 type="checkbox"/> YES <input checked="" 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 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: n/a	
Fencing Details for Beverage Garden, if Applicable, Include Height, Type, # of entrances and Emergency Exits: n/a	
Hours of Operation of Liquor Service or Beverage Garden: n/a	
Security Company Name:	Lead Officer Contact Name:
Phone:	Email:
HIGHWAY CLOSURE Highway has the same meaning as in the Motor Vehicle Act (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	HOURS OF USE: 8.30am - 1.30pm
LOCATION OF USE: Main Beach (facing away from Lake)	
Additional Comments:	
GENERATOR: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	HOURS OF USE:
LOCATION 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 checked="" type="checkbox"/>	Time: 7:00am
Washrooms Closed Late	<input type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input checked="" type="checkbox"/>	Time: 6.00am
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input type="checkbox"/>	Quantity:
Garbage Bin Rental	<input type="checkbox"/>	Quantity:
Swim Line Installation / Removal	<input type="checkbox"/>	
Community Hall	<input type="checkbox"/>	Dates:
Gazebo(s)	<input type="checkbox"/>	Dates: October 17
<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input checked="" 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.

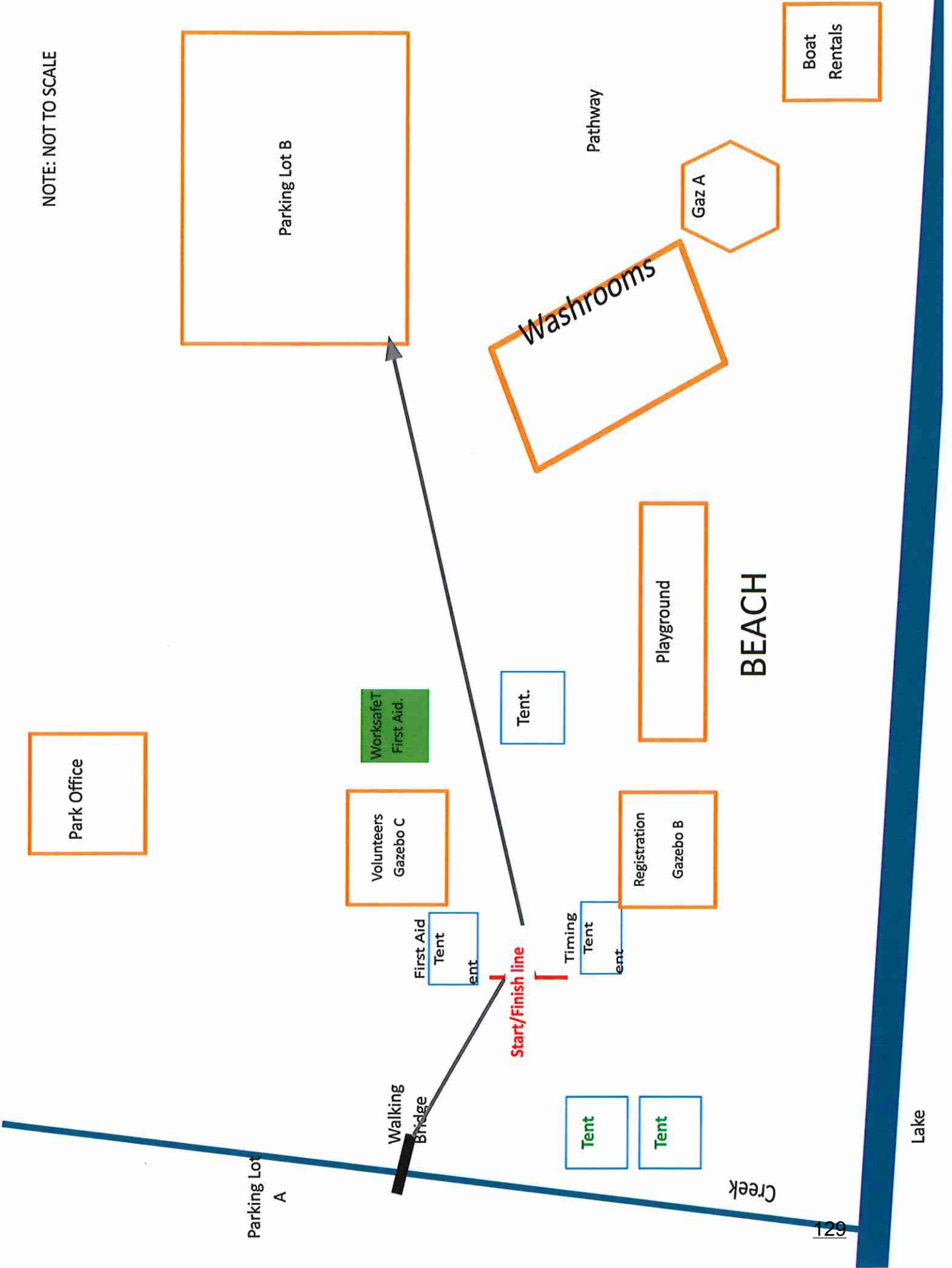
Applicant Signature: X Lynda Ferris	Date: May 13, 2026
Applicant Signature: X	Date:

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:

NOTE: NOT TO SCALE





PARKING FEE WAIVER APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

For Profit
 Not-for-Profit
 Registered Charity
 Indigenous Organization
 CLCS/CLCSA
 Other

APPLICANT INFORMATION

Applicant Name(s):

Lynda Ferris

Name of Organization (if applicable):

Around the Lake Trail Race Society

Mailing Address:

[Redacted]

Cell:

Email:

[Redacted]

[Redacted]

SECONDARY CONTACT INFORMATION (if applicable)

Name:

Sue Flom

Telephone:

Cell:

Email:

[Redacted]

[Redacted]

[Redacted]

EVENT INFORMATION

Name of Event:

Around the Lake Give 'R Take 30 Trail Run

Event Date:

Saturday October 17, 2026

Location(s) of Use:

Parking Lot A
 Parking Lot B (Required Board approval)
 Parking Lot D
 Main Beach

Hours of Use:

Total parking fee waivers requested:

Hours of use - 6am - 3pm.

Waivers requested - 30

VEHICLE WAIVER—USER GROUP

Please check all that apply


Volunteers
 Support Staff
 Spectators
 Participants

Other (please specify):

Please provide a statement outlining reasoning for the request and how fees create financial hardship for you or your organization to host the Event at Cultus Lake Park.

[Empty box for providing a statement outlining reasoning for the request and how fees create financial hardship for you or your organization to host the Event at Cultus Lake Park.]

By signing below, I acknowledge responsibility for ensuring that vehicles are parked in the approved designated parking area and comply with the current Cultus Lake Park Parking and Traffic Regulations Bylaw and all Cultus Lake Park Policies regarding parking.

Applicant Signature: X 	Date: May 26, 2026
Applicant Signature: X	Date:

Date: _____ Approved by: _____

Approved? YES / NO

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> Approval/Denial Letter Sent
<input type="radio"/> Licence Plates Received
<input type="radio"/> Licence Plates Entered
<input type="radio"/> Gate Key Provided
<input type="radio"/> Gate Key Returned



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: June 17, 2026 **FILE:** 8100
SUBMITTED BY: John Beesley, Chair, Community Events and Engagement Committee
SUBJECT: Community Events and Engagement Committee Recommendations for Party in the Plaza

PURPOSE:

To present the Community Events and Engagement Committee's recommendations for Party in the Plaza and seek Board consideration and direction on the proposed event plans.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the recommendation of the Community Events and Engagement Committee for Party in the Plaza, on August 28, 2026, from 7:00 pm to 10:00 pm.

DISCUSSION:

The Community Events and Engagement Committee discussed Party in the Plaza at its May 19, 2026, meeting and recommended that the event be held on Friday, August 28, 2026, from 7:00 pm to 10:00 pm. The event is intended to provide a free, family-friendly community gathering featuring live entertainment in the Plaza area.

Party in the Plaza was successfully held in 2025 and received positive community participation. For 2026, staff are proposing a similar format, featuring Steve Elliott performing Elvis Presley favourites. Attendees will be advised to bring their own chairs, and the stage will be located in the Plaza parking lot adjacent to Lakeside Beach Club.

The proposed event will require staff coordination related to event setup, communications, and stakeholder notification. As in previous years, staff will advise nearby commercial tenants of the event in advance and will promote the event through community boards, the Cultus Lake Park website, app, social media platforms, and posted notices throughout Sunnyside Campground.

The Committee supports proceeding with the event as proposed, as it aligns with past Board supported community programming and provides a low-cost opportunity to enhance resident and visitor engagement. No significant operational concerns have been identified, and costs associated with the event are expected to be managed within the approved 2026 Community Events and Engagement Committees operating budget.

FINANCIAL IMPLICATIONS:

Any costs associated with Party in the Plaza will be funded through the 2026 Community Events and Engagement Committees operating budget. As the event is part of the approved annual events program, any expenditures are

expected to be operating in nature and accommodated within the existing budget allocation. No capital expenditures are anticipated.

LEGAL OR POLICY CONSIDERATIONS:

The event is subject to Cultus Lake Park Event Bylaw No. 1255, 2025 and the applicable noise provisions enforced through Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, as amended. Staff will ensure all required permits, approvals, and operational requirements are addressed, including use of the Plaza area, event setup, and amplified sound.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

Stakeholder notification and event communications will be required. Staff will advise nearby commercial tenants in advance of the event and will coordinate public communications through the Cultus Lake Park website, mobile app, social media platforms, community boards, and posted notices within Sunnyside Campground. Event signage will also be arranged, as required. No statutory public notice has been identified as necessary. Responsibility for communications and stakeholder notice will rest with staff.

ATTACHMENTS:

- Event Application

STRATEGIC PLAN:

This report supports the Cultus Lake Park Board Strategic Plan by advancing community engagement and enhancing residents and visitor experience through Board-supported community programming.

Prepared by:



John Beesley
Chair, Community Events and Engagement
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

Applicant Name(s): John Beesley, CEEC Chair

1.

2.

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

Name of Organization: CLPB Community Events and Engagement Committee

Mailing Address: 4165 Columbia Valley Hwy Cultus Lake BC V2R 5B5

Telephone Number: 6048583333

1. 4

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): Friday, August 28, 2026 Name of Event: Party in the Plaza (Elvis Elite free show)

Location(s) of Event: Plaza Parking Lot Hours of Event: 7:00PM - 10 PM

Private Event Free Public Event Ticketed Public Event

EVENT DESCRIPTION

Party in the Plaza is a family-friendly, free to attend event hosted by the Community Events and Engagement Committee featuring iconic Elvis performance by local artist, Steve Elliott. The stage will be set up in the Plaza near the public washrooms. Audience area will be blocked off at 3:00 pm from Beethoven's Pizza through to meter parking area at Lakeside Beach Club - access will be available to the Plaza from Columbia Valley Rd, and to Lakeside Beach Club restaurant front parking lot via Sunnyside Blvd.

ESTIMATED ATTENDANCE

Participants: 2

Spectators: 750+

Staff/Volunteers: 5

FIRST AID ON SITE		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<i>May be required depending on the scope of the Event. Certification verification may also be required.</i>			
SPECIAL REQUESTS			
<i>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.</i>			
FOOD VENDOR		<input type="checkbox"/> YES	<input checked="" 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 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			
<i>Highway has the same meaning as in the Motor Vehicle Act (British Columbia)</i>			
<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			
<i>Please note the following additional requests are subject to approval by the CAO or Designate prior to Event.</i>			
AMPLIFIED SOUND / MUSIC:		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE:	
Additional Comments:			
GENERATOR:		<input checked="" 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:
Washrooms Closed Late	<input type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input type="checkbox"/>	Time:
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input type="checkbox"/>	Quantity:
Garbage Bin Rental	<input type="checkbox"/>	Quantity:
Swim Line Installation / Removal	<input type="checkbox"/>	
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: June 8, 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: June 17, 2026 **FILE:** 0230-20-300
SUBMITTED BY: Commissioner, Darcy Bauer
SUBJECT: Cultus Lake Aquatic Stewardship Society Update

PURPOSE:

The purpose of this report is to provide the Cultus Lake Park Board with an update regarding recent Cultus Lake Aquatic Stewardship Society activities, lake stewardship initiatives, and related matters of interest to the Park Board.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Cultus Lake Aquatic Stewardship Society update for information.

BACKGROUND:

The Cultus Lake Aquatic Stewardship Society continues to provide updates and information related to lake health, watershed stewardship, invasive species management, environmental education, and related community initiatives.

Dr. Hans Schreier, Professor Emeritus at the University of British Columbia, recently delivered a presentation on innovative green stormwater management. The presentation may be relevant for future planning considerations related to the Village Centre. A full summary is available on the Cultus Lake Aquatic Stewardship Society website. Chief Administrative Officer, Joe Lamb also submitted a summary to the Society outlining how the Cultus Lake Park Board monitors lake water levels.

DISCUSSION:

Economic Evaluation Study: The Cultus Lake Park Board has supported an economic evaluation study related to Cultus Lake and watershed health. Phase 1 of the study was completed in 2019. Phase 2, the current phase in 2026, includes a visitor survey process intended to assign a monetary value to the benefits people derive from natural ecosystems, including lake health and watershed protection.

Phase 3 is anticipated to take place in 2027 and will examine property values in relation to lake health.

Milfoil and Fish Management: Milfoil mats are currently being installed. To date, 1,800 smallmouth bass and 4,807 pumpkinseed fish have been caught as part of ongoing lake stewardship and invasive species management efforts.

Big Tree Registry Signage: Big tree signage is being prepared for submission to the Cultus Lake Park Board for approval. The trees identified include Lakeshore Grandis #1938, Sentinel #1940, and Sunny, a 47-metre-tall Douglas fir. The signage is intended to support recognition through the UBC Big Tree Registry.

Project Recognition: On June 16, Cultus Lake Aquatic Stewardship Society and Board members attended a photo session acknowledging the top Gold rating designation received for the project.

Next Meeting: The next Cultus Lake Aquatic Stewardship Society meeting is scheduled for Wednesday, June 25 at 9:30 a.m. by Zoom. Members of the public are welcome to attend.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with receiving this report for information.

LEGAL OR POLICY CONSIDERATIONS:

There are no direct legal or policy implications associated with receiving this report for information.

COMMUNICATIONS OR PUBLIC NOTICE IMPLICATIONS:

No additional communications are required at this time. Information regarding Society activities and summaries may be referenced through the Cultus Lake Aquatic Stewardship Society as appropriate.

ATTACHMENTS:

NA

STRATEGIC PLAN:

This report supports the Cultus Lake Park Board Strategic Plan by supporting the environment aspects of the park.

Prepared by:



Commissioner Bauer
Cultus Lake Park Board

