

		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: June 17, 2026	Council Resolution No. 5802-26	Date to be Reviewed: June 17, 2026	
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
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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
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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
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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
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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