



## CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

WEDNESDAY, SEPTEMBER 16, 2020

5:00 PM

CULTUS LAKE COMMUNITY HALL  
4220 Columbia Valley Highway, Cultus Lake, BC

Time Change Notice - Cultus Lake Park Board Regular Meeting will be held at 5:00 pm on September 16, 2020 instead of 7:00 pm.

Location Change – The Regular Board Meeting will be held at the Cultus Lake Community Hall, 4220 Columbia Valley Highway.

Due to COVID 19 the Cultus Lake Park Board Regular Meeting will be allowing up to 20 members of the public by registration. Should you wish to attend, please email your name and contact information to [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) by 4:00 pm Tuesday, September 15, 2020.

Those attending will be required to wear a mask and to respect the 6 ft requirement for social distancing.

Questions for the Public Question Period may be submitted prior to 4:00 pm on Tuesday, September 15, 2020 to [Rachel.litchfield@cultuslake.bc.ca](mailto:Rachel.litchfield@cultuslake.bc.ca)

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/](http://www.cultuslake.bc.ca/board-meeting-videos/)



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

Wednesday, September 16, 2020

5:00 pm

Cultus Lake Community Hall  
4220 Columbia Valley Highway, Cultus Lake, BC

### (1) CALL TO ORDER

### (2) RESOLUTION TO PROCEED TO CLOSED MEETING (4:30 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;

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

- (a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of September 16, 2020; and

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

### (5) ADOPTION OF MINUTES

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 19, 2020.

### (6) ADOPTION OF COMMITTEE MINUTES

- (a) ***THAT*** the Cultus Lake Park Board approve the August 12, 2020 Operational and Financial Core Review Committee Minutes.

### (7) CORRESPONDENCE

#### (a) Parking Lot C

- Email dated August 17, 2020 from resident, Patti Carpenter

***THAT*** the Cultus Lake Park Board receive the email regarding Lot C for information.

**(8) STAFF REPORTS**

**(a) Main Beach Dock System**

- Page 21  
Page 23
- Report dated September 16, 2020 from Joe Lamb, Chief Administrative Officer
  - Schedule A

***THAT** the Cultus Lake Park Board direct staff to remove the large 16-foot portions of the Main Beach dock ends prior to the start of the 2021 visitor season (as shown on schedule "A" attached).*

**(b) Main Beach Christmas Light Display**

- Page 25
- Report dated September 16, 2020 from Joe Lamb, Chief Administrative Officer

***THAT** the Cultus Lake Park Board suspend the Christmas light display for the 2020 season due to Covid 19's restrictions on large group gatherings and the significant unfunded cost of this project.*

**(c) Foreshore Report**

- Page 27
- Report dated September 16, 2020 from Dave Driediger, Manager of Park Operations

***THAT** the Cultus Lake Park Board direct staff to work with moorage registration holders to relocate, prior to the 2021 May long weekend, buoys and boat lifts between docks along the First Avenue foreshore to locations within safe distance of dock ends; and*

***THAT** the Cultus Lake Park Board direct staff to ensure that the responsibility and cost to relocate such buoys and lifts be shouldered by the moorage registration holders; and*

***THAT** the Cultus Lake Park Board direct staff to place swim lines between each dock from dock 9 to 18 in a way that continues to allow for safe navigation of boats; and*

***THAT** the Cultus Lake Park Board direct staff to increase the annual moorage registration fee from \$150 to \$500 with \$300 being allocated to the Foreshore Area Reserve; and*

***THAT** the Cultus Lake Park Board direct staff to bring back amendments to Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 for the Board's consideration.*

**(9) REPORTS BY COMMISSIONERS**

**(a) Recommendations from the Operational and Financial Core Review Committee**

- Page 35
- Report dated September 16, 2020 from David Renwick, Chair, Operational and Financial Core Review Committee

***THAT** the Cultus Lake Park Board approve the Operational and Financial Core Review Committee to review landlord and tenant responsibilities and to ensure adequate insurance coverage in the Commercial Leases, that are up for renewal in 2020/2021.*

***THAT** the Cultus Lake Park Board approve that Staff report back to the Operational and Financial Core Review Committee on which Commercial Leases are due between 2022-2024*

*and allow for the review landlord and tenant responsibilities and to ensure adequate insurance coverage.*

**(10) COMMUNITY ASSOCIATION**

**(11) PUBLIC QUESTION PERIOD**

**(12) ADJOURNMENT**

***THAT*** the Regular Meeting of the Cultus Lake Park Board held on September 16, 2020 be adjourned.







## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, AUGUST 19, 2020

Cultus Lake Community Hall

4220 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner D. Renwick – Chair  
Commissioner D. Bauer  
Commissioner L. Payeur  
Commissioner C. Smit

**Staff** Chief Administrative Officer - J. Lamb  
Manager of Finance – E. Lee  
Manager of Park Operations – D. Driediger  
Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer  
Executive Assistant – R. Litchfield

**Regrets**

### (1) CALL TO ORDER

The Chair called the meeting to order at 2:32 pm.

### (2) RESOLUTION TO PROCEED TO CLOSED MEETING

***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;

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

### (3) RECONVENE

The meeting reconvened at 3:59 pm.

### (4) APPROVAL OF AGENDA

**4661-20** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT*** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of August 19, 2020 by adding under Section 9, Correspondence, (b), Email dated August 14, 2020 from Brenda Senft regarding Vegetation Buffer between Campsites and Trail; and

By removing and replacing under Section 11, Staff Reports, (b), Moorage Report; and

By adding under Section 11, Staff Reports item, (e), Letter of Support for Golf Cart usage;

***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) DELEGATION**

**(a) Declarations and Oaths of Office**

- The Honourable Judge Ormiston, Provincial Court of British Columbia, to administer the Oath of Office to the Cultus Lake Park Board Bylaw and Compliance Officer, Michael Pickett
- The Honourable Judge Ormiston, Provincial Court of British Columbia, to administer the Oath of Office to the Cultus Lake Park Board Commissioner, Kirk Dzaman

Honourable Judge Ormiston from the Provincial Court of British Columbia administered the Oath of Office for Cultus Lake Park Board Bylaw and Compliance Officer, Michael Pickett and Commissioner, Kirk Dzaman.

Chair Renwick thanked Judge Ormiston for administering the Declarations and Oath of Office.

**(b) Parmenter Road Mountain Bike Development**

- Hamish, Co – Director, Fraser Valley Mountain Bikers Association
- Email dated July 3, 2020
- Parmenter Road Skills Park brochure

Hamish Berring, Co – Director of Fraser Valley Mountain Bikers Association appeared before the Board to request to use the area on Parmenter Road for bike trails. Volunteers of FMBA in the Fraser Valley would like to provide areas and opportunities for beginner youth mountain bikers in addition to the existing trails to allow those that wish to develop their skills in a safe manner and location. The Vedder Mountain trail sections are very popular to locals and visitors from all areas of the Fraser Valley. He noted that the location is on the proposed area is on the corner Parmenter Road and Columbia Valley Highway with parking in Lot A. He further noted that this would increase spending of those that come to the area and increase accommodations. They are proposing this in two phases. The area is in Crown land and parking is currently located off of Parmenter Road. He also noted that there is no risk and a clause to waive land owners from any liability.

**(6) ELECTION OF VICE CHAIR**

Chief Administrative Officer Joe Lamb proceeded with the process for electing the Cultus Lake Park Board Vice Chair.

Nomination forms for the position were distributed to the Board members. Nomination were collected and the Chief Administrative Officer read aloud the results. Four nominations were in favor of Commissioner Bauer. Commissioner Bauer accepted the nomination as Vice Chair. One Nomination was in favor of Commissioner Payeur. Commissioner Payeur did not accept the position of Vice Chair. Nomination were closed and therefore Commissioner Bauer assumes the position of Vice Chair.

**(7) ADOPTION OF BOARD MINUTES**

4662-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held June 17, 2020.*

**(8) ADOPTION OF COMMITTEE MINUTES**

4663-20 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board approve the May 21 ,2020 Environmental and Public Areas Planning Committee Minutes.*
- (b) ***THAT** the Cultus Lake Park Board approve the July 22,2020 Environmental and Public Areas Planning Committee Minutes.*

**CARRIED**

**(9) CORRESPONDENCE**

(a) **Security Concern – Request for Security Gate**

- Letter dated June 16, 2020 from resident, Scott and Paddy Carpenter, request for security gate
- Quote from Safe & Secure Gate Ltd. DBA Gates Your Way

4664-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the security gate request for consideration.*

**CARRIED**

(b) **Lakeside Trail**

- Email dated June 15, 2020 from Ernie Vance Lakeside Trail Society, regarding Lakeside Trail along Sunnyside Campground
- Supporting documents, Lakeside Trail, Sunnyside Campground to Jade Bay Report from David Urban, Manager of Outdoor Recreation Planning
- Email dated August 14, 2020 from Brenda Senft regarding Vegetation Buffer between Campsites and Trail

4665-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the email and progress report for information.*

**CARRIED**

(c) **TELUS Request to Canvass**

- Email requests from Eric Nordgren, Telus Field Support Manger

4666-20 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT*** the Cultus Lake Park Board receive the emails for information and that due to COVID – 19 the Board deny the requests to canvass to ensure the safety of the community is first priority

**CARRIED**

(d) **Development Variance Permit Notification– 29 Lakeshore Drive**

- Development Variance Permit # 2020-03, 29 Lakeshore Drive

4667-20 Moved by: Commissioner Smit Seconded by: Commissioner b

***THAT*** the Cultus Lake Park Board receive the Development Variance Permit for 29 Lakeshore Drive for information.

**CARRIED**

(e) **Development Variance Outcome– 29 Lakeshore Drive**

- Results for Development Variance Permit # 2020-03, 29 Lakeshore Drive

4668-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT*** the Cultus Lake Park Board receive the Development Variance Permit results for 29 Lakeshore Drive for information.

**CARRIED**

(f) **Traffic Concerns and Sunnyside Blvd.**

- Email dated August 10, 2020 from residents Terry and Debbie Beck regarding traffic concerns

4669-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT*** the Cultus Lake Park Board receive the email with respect to traffic safety.

**CARRIED**

(10) **CONSENT AGENDA**

2020 Second Quarter Reports

- Finance
- Lions Parking
- Public Works
- Campground and Cabins
- Bylaw Compliance and Enforcement

- Fire Department
- Lease Assignment.

4670-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board receive the 2020 Second Quarter reports for information*

**CARRIED**

**(11) STAFF REPORTS**

(a) **Recruitment of Chief Administrative Officer**

- Report dated August 19, 2020 from Erica Lee, Chief Financial Officer

4671-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer providing an overview of the recruitment process followed to fill the vacant Chief Administrative Officer position.*

**CARRIED**

(b) **Moorage Report**

- Report dated August 19, 2020 from Dave Driediger, Manager of Park Operations

4672-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board direct staff to implement changes to moorage administration set out in bullets on page four below.*

1. *Prepare and mail out registration forms and invoices to all current registered moorage holders by January 28, in line with the residential lease invoices.*
2. *Payment and completed registration form must be received by March 15. An additional \$150 late payment fee will be charged to individuals who submit applications following the March 15 deadline and no payment will be accepted after April 15.*
3. *Non-registered or non-paid buoys will be removed from the foreshore following April 15.*
4. *Vacant buoy locations will be mapped and assessed for distribution to the waitlist and the requested location change list.*
5. *June 15 - Staff will notify and post notice of intent flyers of upcoming moorage compliance checks.*
6. *July 1 - All registered buoys must comply with Cultus Lake Park bylaws and Canada Shipping Act Private Buoy Regulations.*

**CARRIED**

(c) **Parking Lot B Reconfiguration**

- Report dated August 19, 2020 from Dave Driediger, Manager of Park Operations
- Parking plan #1
- Parking plan # 2

4673-20 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board direct staff to bring Option 2 implementation costs, including tree replacement, back to Board during 2021 budget deliberations; and*

***THAT** the Cultus Lake Park Board direct staff to replace trees removed from Parking Lot B at a ratio of 2:1.*

**CARRIED**

(d) **Lakeshore Dr. / First Ave. Survey Report**

- Report dated August 19, 2020 from Dave Driediger, Manager of Park Operations

4674-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board receive this report for information and provide staff with direction.*

***THAT** the Cultus Lake Park Board receive direct staff to come back to the board with distance on pins*

**CARRIED**

(e) **Golf Cart Usage in Cultus Lake Park**

- Report dated August 19, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Letters of Support

4675-20 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board direct staff to proceed with the development of a golf cart Bylaw.*

**CARRIED**

(f) **2021 Cultus Lake Triathlon**

- Report dated August 19, 2020 from Paul Holman, Special Events Coordinator

4676-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 16 – 20, 2021, with September 16, 17 and 18 as set-up days, September 19 as race day, and September 20 as a clean-up day.*

***THAT** the Cultus Lake Park Board approve reducing one rental fee day from \$500 to \$100 on Saturday, September 18, 2021.*

***THAT*** the Cultus Lake Park Board approve waiving parking fees in Parking Lot A for 20 volunteers on Sunday, September 19, 2021.

**CARRIED**

**(10) REPORTS BY COMMISSIONERS**

**Environmental and Public Areas Planning Committee**

- Report dated August 19, 2020 from Darcy Bauer, Chair Environmental and Public Areas Planning Committee

**4677-20** Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT*** the Cultus Lake Park Board approves that the Environmental and Public Areas Planning Committee focus for the remainder of 2020 be to prioritize the protection of the at risk, old growth trees on Main Beach.

**CARRIED**

**(11) COMMUNITY ASSOCIATION**

Cultus Lake leaseholders pay property taxes to the Fraser Valley Regional District (FVRD) and they pay a lease fee to the Cultus Lake Park Board (CLPB). Both are paid annually by Cultus Lake lease holders.

We understand that the taxes paid to the FVRD are for the provision of a variety of general services based on assessed value which we think may overlap with services in our leaseholder invoice provided by the Cultus Lake Park Board.

**Question:**

It appears that there are a few overlapping services provided to the Cultus Lake leaseholders which our members find confusing. In general, we would like to know what services the FVRD and what services the CLPB provide to the Cultus Lake leaseholders and what are the cost of these services. And if the CLPB can negotiate with FVRD to reduce or eliminate these redundant services.

**Overlapping Services**

- Invasive Weed Control
- Animal Control – Area D, E, G & H
- Bylaw Enforcement
- Mosquito Control
- Search and Rescue

Our FVRD Area H charge include:

Grants In Aid Area “H”  
Feasibilities Study Area “H”  
Community Parks Area “H”



In the last three years has Cultus Lake received any money/services from the three above line items?

**Answer:**

The list of “overlapping services” the Community Association provided includes a list of similar in nature services, however many of the services are complementary rather than redundant. For example with Bylaw Enforcement Cultus Lake Park Board Staff are providing on the ground enforcement to commonly monitor residents and visitors of the Park. FVRD on the other hand typically monitor building and land use bylaw enforcement.

Cultus Lake Park Board provides a large number of services for the residents of the Park that include but are not limited to:

Garbage pick-up, road maintenance, streetlights, maintenance of infrastructure (power and telephone poles/pathways/wharfs/retaining walls/parking lots/bridges/community hall/washrooms etc.), foreshore maintenance and management, fire protection, bylaw enforcement and policing. In addition, the Park has staff that maintains the forest, grounds as well as the outbuildings that visitors and residents use alike.

FVRD’s provides region wide services that benefit the residents in the area as a whole – mosquito control is a great example of this. While the areas treated to reduce mosquitos may not be specifically in a particular community the benefit of reducing the number of nuisance mosquito’s in the area is positively felt by all surrounding areas.

FVRD has provided Cultus Lake Park with Grant Funding annually for things like community events and beach clean-up.

FVRD grants used in Area H as a whole improve the area for all residents of Area H – For example they contributed to the roundabout at Vedder Mountain Road and Columbia Valley Highway.

Overall, Cultus Lake Park Board has been starting discussions with the Province and the Regional District to appeal for funding assistance and we will continue to have these conversations.

**(12) PUBLIC QUESTION PERIOD**

Q: Patty Carpenter, resident - Inquired on the letter she submitted with respect to the security gate request. She noted that there has been a rise in criminal activity at the lake and feels that if a security gate was installed, this would lessen that activity if it were to be installed and closed at 11 pm and reopened at 5 am. Residents could utilize the gate by the use of a FOB. She noted that the current signage in the park says that the lots are closed dusk to dawn and noted that they have seen them open after 11 pm and feels this is not protecting the residents.

A: Chief Administrative Officer, Joe Lamb noted that the Board changed the bylaw three years ago to reflect 11 pm however, the signage has not been updated.

Q: Steve McEwan, resident – Inquired as to whether the Board has the right to restrict the number of Air B & B’s and length of stay?

- A: Chair Renwick noted that the Board does have the right to restrict as the bylaw was written however a number has not been affixed as to how many the Board would allow.
- A: Chief Administrative Officer, Joe Lamb stated that the bylaw may come back for amendment based on the request for amendment but could restrict the number. He noted that this season, was gathering information on how many there are in the Park. He further noted that many have registered however, many have not, and staff are trying to find the ones that are not registered. In addition, he encourages people to contact the office to let us know if they know of any that are operating. The length of stay is very difficult to manage if there were restrictions in place. He also noted that many property rentals are now following the rules since the bylaw has been in place.
- Q: Patty Carpenter, resident – Thanked the Board for having the signs taken down with reference to Lot C parking availability. She noted that there are two large Ministry of Transportation signs directing to Lot C about 10 feet apart pointing to Lot C, why are these placed there?
- A: Chief Administrative Officer, Joe Lamb noted that the signs are temporary and will be removed. The Ministry, City of Chilliwack and the Board wanted to solve some the traffic issues. He noted that a traffic review of Sunnyside Blvd. will be done as residents have addressed some concerns. He also noted that signage has been ordered and placed that will identify that Lot C is full to see if we can better manage the traffic.
- Q: Colleen Rogozinski, resident – Inquired if there will be any efforts to move boats around from ends of the dock areas that have become very congested. She noted that she thought the bylaw specifies that boats should be 30 ft away from each other. She also noted that there are boats right at the ends of the docks.
- A: Chief Administrative Officer, Joe Lamb – Commented that we currently do not have the ability to enforce the bylaw however, we do need to free up the congestion around the docks and this does need to change. We do have the ability to not renew their buoy registration if it is not in the proper location or will have to have the owners move it. If someone is willing to move their boats we can work with them. He noted that Transport Canada will be here at the lake over the next weekend or two.

### **(13) ADJOURNMENT**

**4678-20** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT the Regular Meeting of the Cultus Lake Park Board held on August 19, 2020 be adjourned 4:51 pm.***

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held August 19, 2020.

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David Renwick, Chair

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Joe Lamb, Chief Administrative Officer



# OPERATIONAL AND FINANCIAL CORE REVIEW COMMITTEE

## Meeting Minutes

August 12, 2020

### **Present:**

|                    |  |
|--------------------|--|
| David Renwick      | Committee Chair/Cultus Lake Park Commissioner      |
| Casey Smit         | Committee Vice-Chair/Cultus Lake Park Commissioner |
| Ernie Vance        | Public Appointee                                   |
| Peter Vanderhelm   | Public Appointee                                   |
| Brett Payne        | Public Appointee                                   |
| Colleen Rogozinski | Public Appointee                                   |
| Carlo Elstak       | Public Appointee                                   |
| Ernie Vance        | Public Appointee                                   |
| Joe Lamb           | CAO – Cultus Lake Park                             |
| Erica Lee          | Manager of Finance – Cultus Lake Park              |
| Katrina Craig      | Cultus Lake Park Staff                             |

### **Absent:**

**Member of the public:** N/A

The meeting was called to order by the Chair at 8:30 am.

### **ADOPTION OF AGENDA**

Moved by: Commissioner Smit

Seconded by: Commissioner Smit

***THAT** the agenda for the August 12, 2020 Operational and Financial Core Review Committee be approved.*

### **REVIEW OF OFC TERMS OF REFERENCE**

- The committee reviewed the Terms of Reference for the 2020 operational and Financial Core Review Committee.

### **REVIEW OF PROCEDURES – FROM COMMITTEE TO BOARD**

- The committee reviewed the process from committee to Board procedures.

### **POTENTIAL ITEMS FOR THE 2020 YEAR**

#### **Suggestion from 2019 Committee**

1. That the 2019 Operational and Financial Core Review Committee recommend the 2020 Operational and Financial Core Review Committee review the commercial leases that

are up to renewal in 2020 or 2021 to review landlord and tenant responsibilities and to ensure adequate insurance coverage:

- A discussion was had regarding Commercial leases; landlord responsibilities, insurance coverage and infrastructure.
- Priorities:
  - Plaza leases and Infrastructure
  - Plaza development
  - Staff to determine which leases need to be reviewed and brought back to the next meeting
  - Staff update the committee at the next meeting on the inventory/infrastructure list that was compiled in 2019

***THAT the Cultus Lake Park Board approve the Operational and Financial Core Review Committee to review landlord and tenant responsibilities and to ensure adequate insurance coverage in the Commercial Leases, that are up for renewal in 2020/2021.***

Moved by: Commissioner Smit

Seconded by: Colleen Rogozinski

Carried

***THAT the Cultus Lake Park Board approve that Staff report back to the Operational and Financial Core Review Committee on which Commercial Leases are due between 2022-2024 and allow for the review landlord and tenant responsibilities and to ensure adequate insurance coverage.***

Moved by: Commissioner Smit

Seconded by: Colleen Rogozinski

Carried

### **Suggestions from the Chair**

1. Parking Management
  - Ramifications of parking, parking lots and parking revenue within the Park.
  - Areas of parking control, possible expansion?
  - Are the parking spots in the right areas?
  - Parking revenue – is it being maximized? Ex: convenience and access.
2. Digital Customer Experience – to see what items the committee thinks are important to focus on looking at improving digital accessibility
  - Strategic plan item:
    - Increase digital usage with residents and visitors.
    - Staff – digital usage, maximize for efficiency.
3. Asset Retirement Obligations – New Financial Standard for 2021 – Scope out project/Develop Strategy/ Legal Obligations for Retirement a tangible capital asset when the asset is removed from service (sale/abandonment/disposal)
  - A discussion should be had regarding future planning for retirement obligations re:
    - Landfill
    - Tanks – underground. Over-ground
    - Old Buildings – Asbestos



- Contaminated Sites
- Septic Tanks/ Wastewater or sewer treatment facilities/lagoons

#### **MISCELLANEOUS**

- Chair Renwick suggested that the committee think about the items discussed at the meeting and prioritize for the rest of 2020 and to email him and he will compile a list for now and the future.
- Joe Lamb, Chief Administrative Officer – if committee members have questions or suggestions to talk to him and then it will be discussed if it will be brought to the committee for discussion.

#### **NEXT MEETING DATE**

- September 22, 2020 – 8:30 am

#### **ADJOURNMENT OF THE MEETING**

***THAT** the August 12, 2020 meeting of the Operational and Financial Core Review Committee be adjourned.*

Moved by: Commissioner Smit

Seconded by: Carlo Elstak

Meeting Adjourned at 9:20 am



## Rachel Litchfield

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**From:** Joe Lamb  
**Sent:** August 17, 2020 8:10 AM  
**To:** Rachel Litchfield  
**Subject:** FW: Parking Lot C

On 2020-08-15, 10:41 AM, "Patti Carpenter"

Good morning Joe. Just to inform you that at 10:00 Lot C is now FULL! Thank you for taking the Lot C sign down from the sandwich board. Hopefully that will alleviate some of the safety concerns that arise from the masses driving down Sunnyside Blvd.

Also on another note, regarding ACCESSIBILITY to the Lake, I spoke with MLA Laurie Throness with regards to this issue. Cultus Lake can basically be 99% accessible to the public by removing the pathway on the Lake front from the public. MLA Throness mentioned that the Board has the ability and the right to make a bylaw that would restrict the public from the Residential area. That restriction would amount to approximately .7 of a kilometre. I really don't see how that would impact the public and then the residents would be safe from the rowdy's and disrespectful visitors. Main Beach provides everything that the public requires. From BBQs washrooms, picnic tables, and space. I would definitely like this proposal brought to the board.

Thank you again and let's hope that we have an uneventful weekend.  
Patti Carpenter

Sent from my iPhone







## REPORT/RECOMMENDATION TO BOARD

**DATE:** September 16, 2020 **FILE:** 6330  
**SUBMITTED BY:** Joe Lamb - Chief Administrative Officer  
**SUBJECT:** Main Beach Dock System

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### PURPOSE:

To provide the board with information and a recommendation regarding the Main Beach dock system for 2021 regarding the safety and security for all users.

### RECOMMENDATION:

***THAT** the Cultus Lake Park Board direct staff to remove the large 16-foot portions of the Main Beach dock ends prior to the start of the 2021 visitor season (as shown on schedule "A" attached).*

### DISCUSSION:

In late July 2020, the CAO made a decision to close the two ends of the Main Beach docks primarily due to overcrowding and the risk of Covid 19 transmission, however the result of these closures was a much greater positive outcome. The area at the end of these docks is much wider than other docks within the park. The walking area leading up to the end is eight feet wide. The width of the dock then transitions to 16 feet. This 16-foot area allows for larger groups of young adults and youth to congregate and socialize often leading to an unmanageable area that Bylaw, Security and the RCMP find great difficulty enforcing any bylaws due to the distance needed to travel to deal with drinking or undesirable behavior. In the six weeks leading up to the closure, at least one major security issue was reported each week.

After consulting with a number of long-term residents, this overcrowding and behavior has been an issue for many years and in consultation with the RCMP the ability to manage the entire Main Beach area greatly improved once the ends of the docks were closed.

Staff is proposing to the Board to remove the 16-foot sections from each dock and reconfigure the eight foot areas to accommodate a swim ladder. This change would also accommodate repositioning of the swim lines around the main beach area allowing for greater safety for swimmers and non-motorized pleasure craft users.

It is staff's belief, based on the parking revenue numbers for August 2020 that the primary users of these extended areas on the docks are not contributing in any significant way to the financial well-being of the Park and in fact detract from the enjoyable use of Main Beach area for visitors.

**STRATEGIC PLAN:**

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

Prepared by: Joe Lamb



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Joe Lamb  
Chief Administrative Officer



# SCHEDULE A









## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** September 16, 2020 **FILE:** 0550

**SUBMITTED BY:** Joe Lamb  
Chief Administrative Officer

**SUBJECT:** Main Beach Christmas Light Display

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#### PURPOSE:

The purpose of this report is to provide the Board with information on the cost and staffing requirements to hang Christmas lights at Main Beach and receive direction regarding the 2020 display.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board suspend the Christmas light display for the 2020 season due to Covid 19's restrictions on large group gatherings and the significant unfunded cost of this project.

#### BACKGROUND:

For the past nine years, trees along a portion of the foreshore between Main Beach and Balsam Street are decorated with Christmas lights annually.

#### DISCUSSION:

Initially the project was funded outside the Park's budget and the work was completed by Northern Lights. Once the Community Events and Activities Committee was formed this committee took over the responsibility of funding a large portion of this project through the Christmas Market and through sponsorship funding. In 2020, with Covid 19 restricting all large events and group gatherings over 50 people the Committee will not be meeting or holding the Christmas Market this year.

In 2019 staff spent 570 hours or \$21,700 installing the Christmas lights.

In addition to set up, ongoing maintenance and vandalism repairs were necessary throughout the course of the display. In the January of 2020, light removal accounted for 130 hours or \$5050 in labor of staff time placing the total cost of the Cultus Christmas Festival at \$26,750. The cost to outsource installation and removal of the lights is estimated at \$35,000.

For the year 2020, staff are recommending the Board consider the resolution for the Christmas light display

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Prepared and approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer.



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** September 16, 2020

**FILE:** 0550 - 70

**SUBMITTED BY:** Dave Driediger,  
Manager of Park Operations

**SUBJECT:** Foreshore Report

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#### PURPOSE:

To provide the Board with options to improve safety and moorage opportunities on the foreshore.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board direct staff to work with moorage registration holders to relocate, prior to the 2021 May long weekend, buoys and boat lifts between docks along the First Avenue foreshore to locations within safe distance of dock ends; and

**THAT** the Cultus Lake Park Board direct staff to ensure that the responsibility and cost to relocate such buoys and lifts be shouldered by the moorage registration holders; and

**THAT** the Cultus Lake Park Board direct staff to place swim lines between each dock from dock 9 to 18 in a way that continues to allow for safe navigation of boats; and

**THAT** the Cultus Lake Park Board direct staff to increase the annual moorage registration fee from \$150 to \$500 with \$300 being allocated to the Foreshore Area Reserve; and

**THAT** the Cultus Lake Park Board direct staff to bring back amendments to Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 for the Board's consideration.

#### DISCUSSION:

##### Increasing Pressure

Over the past ten years, Cultus Lake has seen significant increase in visitation and watercraft use; both motorized and non-motorized. Along with the intensified boat traffic, the nature of motorized watercraft use is evolving. Boats are generally larger, more powerful and displace a greater volume of water than in the past. Also known as wake or tow boats, these watercraft generate waves up to 1.5m tall and the effects can be seen in shoreline erosion, stress and wear on foreshore structures and disruption to swimmers, paddlers and the use of other non-motorized watercraft.

In 2019 the Fraser Valley Regional District (FVRD) completed a year-long outdoor recreation economic impact analysis. The project was meant to collect data that will build a basis for the pending outdoor recreation management plan. Part and parcel to the study is the expectation that BC's Lower Mainland population will grow by nearly 50 percent over the next 20 years.



The Fraser Valley is already known colloquially as Metro Vancouver's outdoor playground and over the same period, time spent on outdoor recreation is forecast to grow by more than 100 percent.

### Safety Measures

Staff recently received a request to make changes on the foreshore along First Avenue to ensure safe use for swimmers and individuals operating non-motorized watercraft. The suggestion proposes that buoys located between docks be repositioned beyond the docks and that a continuous swim line be installed along dock ends. The Board may recall that similar requests made at the 2017 Cultus Lake Park (CLP) Community Moorage Information Session were highlighted at the August 19, 2020 Board meeting. What's more, of the suggestions received from multiple info session participants, nearly one third endorsed the relocation of buoys between docks further out into deeper water.

There are currently 25 buoys and two boat lifts set between docks in five sections void of swim lines along First Avenue. Attachment 1 below provides an aerial view of the current moorage configuration. Review will show that the foreshore can accommodate the relocation with sufficient setbacks provided buoys are placed further from the shoreline in deeper water. It may be noted that while some moorage locations appear vacant, staff is aware that buoys are frequently absent while upgrades and maintenance are completed.

Rather than reposition buoys beyond dock ends as requested, the Board may wish to place swim lines 7.6m (25 feet) shy of dock ends to allow watercraft to approach docks under variable conditions. Regardless, installation of additional swim lines is subject to the *Canadian Navigable Waters Act* and approval through Transport Canada's Navigation Protection Program. However, given the lake's non-scheduled classification, the authorization process is simplified. Online approval requires that the proposed hindrance to navigation be posted for 30 days. Any feedback received during that timeframe forms part of a public resolution procedure. If the applicant and commenter are able to resolve a potential concern within 45 days the work may proceed. However, if an agreement is not reached the commenter has 15 days to request a decision from the Navigation Protection Program. In such cases the Program will determine whether a works application is required.

Assuming the Community's response to swim line installation is favorable, staff anticipates meeting with individual moorage block groups, that is, the five segments of buoy registration holders between docks 10 and 11, 13 and 14, 15 and 16, 17 and 18 and 18 and 19. In addition, staff plans to prepare a communications strategy prior to the Spring of 2021 to simplify the transition. Finally, portions of CLP Boating and Foreshore Bylaw No. 1143, 2019 require amendments to reflect changes to language and fees.

### Moorage Opportunity

There are currently 220 moorage registration holders within (CLP's) foreshore; a slight decrease since the Board placed a moratorium on moorage in 2017. Over the past four years the moorage registration waitlist has grown to 182 applicants and there are an additional 12 names on the buoy relocation request table. Application has been made for an expanded foreshore lease and it is expected that approval will provide increased opportunity to manage both moorage and docks along the west side of the lake. While the Province reviews the application, staff believes that approximately 25 percent of registered buoy anchoring systems in the foreshore go unused year after year. Another request presented at the community info session recommended that the registration fee be increased to eliminate unused buoys.

Increasing the annual moorage registration fee from \$150 to \$500 may provide opportunity for individuals to make use of vacant buoys and buoy locations. It is estimated that the \$33,000 generated through moorage registration covers less than 50 percent of the moorage administration and foreshore management costs. Over the past four years no concession has been made for moorage and the increased fee may provide for turn over as well as financing to manage the foreshore.

#### **STRATEGIC PLAN:**

This report supports the Board's Strategic Plan Initiative of Foreshore.

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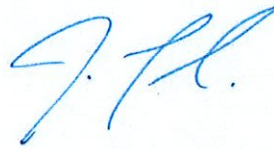
Prepared by:



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Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer











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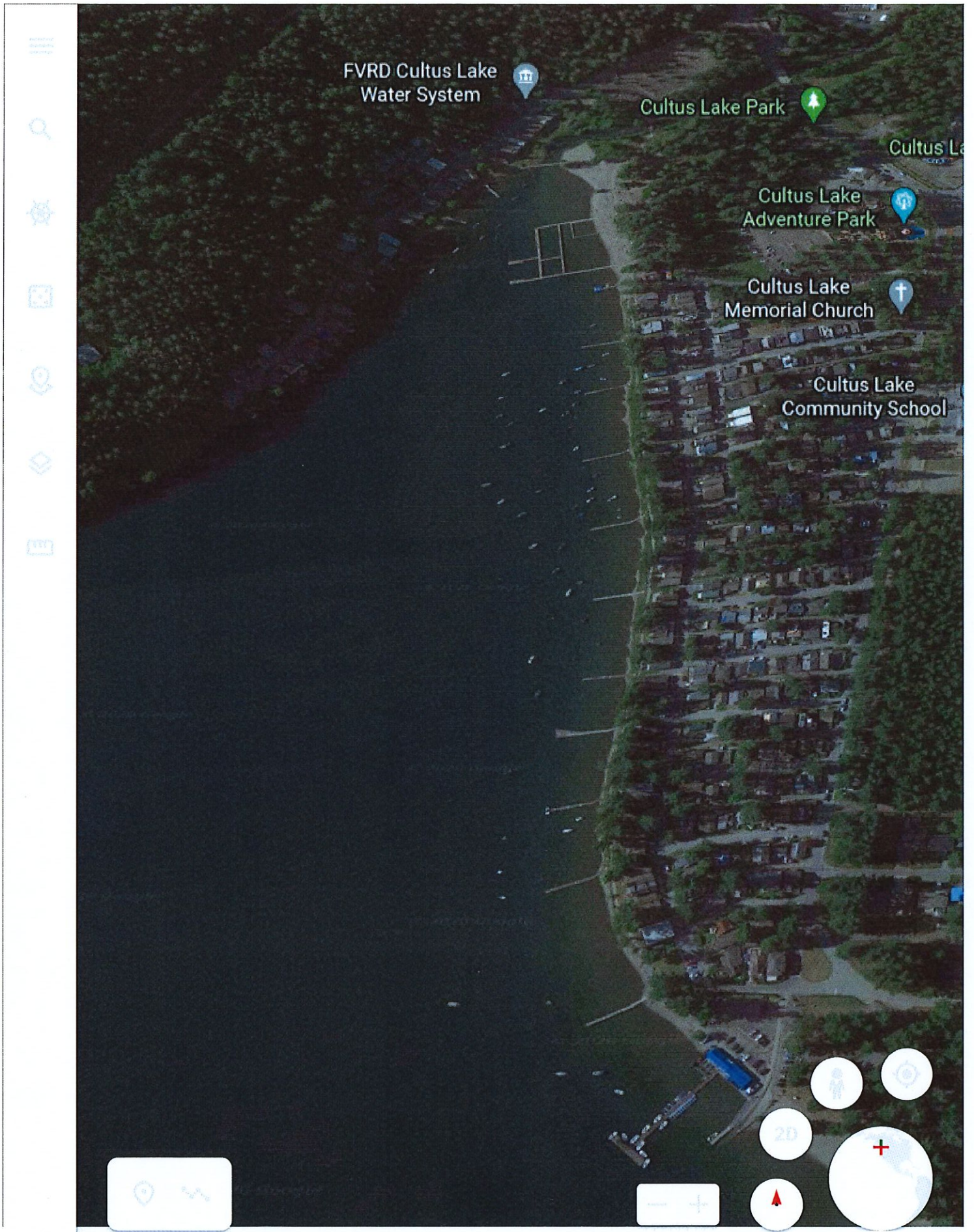
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## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** September 16, 2020 **FILE:** 0540-360

**SUBMITTED BY:** David Renwick,  
Chair, Operational and Financial Core Review Committee

**SUBJECT:** Recommendations from the Operational and Financial Core Review Committee

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#### PURPOSE:

The purpose of this report is to provide the recommendations from the August 12, 2020 meeting of the Operational and Financial Core Review Committee.

#### RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board approve the Operational and Financial Core Review Committee to review landlord and tenant responsibilities and to ensure adequate insurance coverage in the Commercial Leases, that are up for renewal in 2020/2021.*

***THAT** the Cultus Lake Park Board approve that Staff report back to the Operational and Financial Core Review Committee on which Commercial Leases are due between 2022-2024 and allow for the review landlord and tenant responsibilities and to ensure adequate insurance coverage.*

#### DISCUSSION:

August 12, 2020 meeting of the Operational and Financial Core Review Committee a discussion was had regarding the priorities of the Operational and Financial Core Review Committee and what the committee wants to accomplish prior to the end of 2020.

As a result of these discussions, the above recommendations were put forward to the Cultus Lake Park Board.

Prepared by:

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Chair Renwick,  
Chair, Operational and Financial  
Core Review Committee

Approved for submission to the Board:

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Joe Lamb  
Chief Administrative Officer