



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 16, 2020
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

(1) CALL TO ORDER

The Chair called the meeting to order at 5:00 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) the security of the property of the municipality.*

(3) RECONVENE

The meeting reconvened at 4:31 pm.

(4) APPROVAL OF AGENDA

4705-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 16, 2020; and*

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

CARRIED

(5) ADOPTION OF MINUTES

4706-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 18, 2020 as amended.

CARRIED

(6) COMMITTEE MINUTES

4707-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) **THAT** the Cultus Lake Park Board receive the September 18, 2020 Environmental and Public Areas Planning Committee minutes.

CARRIED

4708-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board receive the November 20, 2020 Environmental and Public Areas Planning Committee minutes.

CARRIED

4709-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board receive the November 12, 2020 Operational and Financial Core Review Committee.

CARRIED

Vice Chair Bauer thanked the Committees and staff for their participation and hard work this past year and he looks forward to the Environmental Committee continuing their work next year.

(7) ELECTION OF THE CHAIR

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

Nomination forms for the position of Chair were distributed to the Board members. The Executive Assistant collected the nomination forms and the Chief Administrative Officer read aloud the results. Five (5) nomination forms were received in favor of Commissioner Renwick. Commissioner Renwick accepted the nomination for the position of Cultus Lake Park Board Chair. The Chief Administrative Officer closed the nominations and declared that there will not be an election and confirmed that Chair Renwick has been elected and will assume the position as the Chair of the Cultus Lake Park Board.

(8) ELECTION OF THE VICE CHAIR

Chair Renwick asked that Joe Lamb, Chief Administrative Officer continue with the election for the position of Cultus Lake Park Board Vice Chair.

Nomination forms for the position of Chair were distributed to the Board members to fill in. The Executive Assistant collected the nomination forms and the Chief Administrative Officer read aloud the results. Four (4) nomination forms were received in favor for Commissioner Bauer. One (1) nomination form was received in favor of Commissioner Smit. Commissioner Smit accepted the nomination for Vice Chair.

Staff proceeded with the election for Vice Chair and ballots were distributed to the Board. Ballots were conducted by secret ballot for Commissioner Bauer or Commissioner Smit.

Ballots were collected and five (5) ballots were read out loud and in favor of Commissioner Bauer.

Commissioner Bauer accepted the nomination for the position of Cultus Lake Park Board Vice Chair and confirmed that Commissioner Bauer has been elected and will assume the position as the Vice Chair of the Cultus Lake Park Board.

(9) BYLAWS

(a) **2021 - 2025 Cultus Lake Park DRAFT Financial Plan**

- 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020

4710-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give Third reading to the Cultus Lake Park Board 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020.

CARRIED

(b) **Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020**

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020

4711-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second and Third Reading to Levying of Rates Bylaw No. 118, 2020.

CARRIED

(c) **Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020**

- Report dated December 16, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations, and Bylaw Enforcement
- Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020

4712-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board give First, Second and Third reading as amended to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020.

CARRIED

(d) **Cultus Lake Park Board Infrastructure Reserve Bylaw No. 1184, 2020**
Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Infrastructure Reserve Bylaw No. 1184, 2020
- Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020

4713-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Capital Infrastructure Reserve Fund Bylaw No. 1184, 2020.

CARRIED

4714-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second and Third reading to the Residential Areas Capital Reserve Fund Bylaw No. 1185, 2020.

CARRIED

(e) **Cultus Lake Park Board 2020-2024 Financial Amendment Bylaw No.1186, 2020**

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- 2020-2024 Financial Amendment Bylaw No.1186, 2020

4715-20 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake 2020-2024 Financial Amendment Bylaw No.1186, 2020.

CARRIED

(10) STAFF REPORTS

(a) **Parking Lot B Layout Plan Revisions**

- Report dated December 16, 2020 from Dave Driediger, Manager of Park Operations

4716-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board direct staff to move forward with Parking Lot B reconfiguration as illustrated in the attached Parking Lot B Layout Plan.

CARRIED

(11) COMMISSIONERS REPORTS

(b) Appointments of Chair and Vice Chair to Standing and Select Committees

- Report dated December 16, 2020 from Chair Renwick
- Terms of Reference Community Events and Engagement Committee
- Terms of Reference Village Center Planning and Development Committee
- Terms of Reference Environmental and Public Area's Planning Committee
- Terms of Reference Foreshore Fundraising and Improvement Committee

4717-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the Standing Committee and the Chair and Vice Chair appointments:

Commercial Leaseholder Committee

Chair – Commissioner Smit

Vice Chair - Commissioner Payeur

2 appointed members of the Commercial Leaseholders

CARRIED

4718-20 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board approve the following Select Committee appointments:

Community Events and Engagement Committee

Chair - Commissioner Dzaman

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee

Chair - Commissioner Dzaman

Vice Chair – Commissioner Bauer

Environmental and Public Area's Planning Committee

Chair – Commissioner Bauer

Vice Chair – Commissioner Payeur

Foreshore Fundraising and Improvement Committee

Chair – Commissioner Smit

Vice Chair – Commissioner Payeur

CARRIED

4719-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the following external committee appointments:

Cultus Lake Aquatic Stewardship Strategy (CLASS)

Commissioner Bauer

Tourism Chilliwack

Commissioner Bauer

Fraser Valley Aboriginal Relations

Commissioner Renwick

Cultus Lake Community School

Commissioner Payeur

Internal Planning and Execution

Sunnyside Seasonal communication and relationship management – Commissioner Dzaman

CARRIED

4720-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to post notice that the Park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 20, 2021.

CARRIED

Chair Renwick noted that it is important to have community involvement and the Board tries to arrange to have the community members involved. He also urged those to get involved for community input. He also noted that as being on many of the committees provides the Board with direction and suggested that the community members put their names forward and get involved.

(12) COMMUNITY ASSOCIATION

Question of the Month:

Colleen Rogozinski inquired on how much did the Park receive with the sale of the logs or the trees from parking lot B? She also inquired when the work is to be scheduled in parking lot B?

Answer:

Dave Driediger, Manager of Park Operations noted that we have not yet received the funds for the trees however, we anticipate approximately \$4500.

Joe Lamb, Chief Administrative Officer noted that with respect to the construction, there is currently an RFP review at this time however, the hope to begin construction no later than the first of February with a expected completion date of April 1st.

(13) PUBLIC QUESTION PERIOD

Q: Ernie Vance, Mountain View inquired on the appointments to the committees and noted that he did not see the finance committee. He recognized that the Board has created a Village Centre Committee and asked why the finance committee was not continuing? He further inquired on the bylaws being reviewed by the committee.

- A: Chair Renwick noted that based on the role of that committee he feels the financial affairs are well managed and the items that had been discussed have been taken care of. Joe Lamb, Chief Administrative Officer noted that things that need to be reviewed will be in open discussion and will not necessarily need to go through a committee process for staff to sit down and bring things forward to the Board. He noted that the Core Review Committee role is to provide recommendations, they cannot bind the Board. He noted that with respect to the finances we can take a different approach and if staff identify issues, we will bring those to the Board. He further noted that staff only have so many hours to manage the committees.
- Q: Brent Shirley, Park Drive, noted that he understood the leases would be revised to allow home based business operate in the Park in conjunction with new bylaws and wondered if this was completed?
- A: Chair Renwick noted that the Board approved version 5 Residential Building Site Lease to allow for this usage and have set protocols to do so. He noted that if you have lease version 1 & 2, these leases do not allow for the usage. It was also clarified that version 3, 4 and/or 5 allow for the use, pending the lease the leaseholder assumed.

(14) ADJOURNMENT

4721-20 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Regular Meeting of the Cultus Lake Park Board held on December 16, 2020 be adjourned at 5:44 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held December 16, 2020.



David Renwick
Chair



Joe Lamb
Chief Administrative Officer