



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, June 16, 2021  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

- Present** Commissioner D. Renwick – Chair  
Commissioner D. Bauer – Vice Chair  
Commissioner L. Payeur – Via Zoom  
Commissioner C. Smit  
Commissioner K. Dzaman
- Staff** Chief Administrative Officer – J. Lamb  
Manager of Finance – E. Lee  
Manager of Park Operations – D. Driediger  
Communications, Media and Event Coordinator – A. Nadeau
- Regrets** Manager of Corporate Services / Corporate Officer – R. Litchfield  
Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer

### (1) CALL TO ORDER

The Chair called the meeting to order at 4:30 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;*  
*Section 90 (1), (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the Municipality;*  
*Section 90 (1), (g) litigation or potential litigation affecting the Municipality; and*  
*Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

### (3) RECONVENE

The meeting reconvened at 5:02 pm.

### (4) APPROVAL OF AGENDA

4801-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of June 16, 2021 by adding under Section 6 (b), Special Regular Electronic Meeting Minutes; and*

***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) Community Garden / Amphitheatre**

- Email dated May 18, 2021 from Glenn Charles, resident, regarding Vegetable Plots and Amphitheatre

Glenn Charles, resident provided an overview on the proposed vegetable plots and Amphitheatre. He proposed to have the vegetable plots on the smaller lots located on Lakeshore and Munroe Ave. and to involve community members. He noted that the residents that are interested would be responsible and feel this would be a great benefit to the community. He also noted that some members have offered to donation of wood and soil to bring this project together. He also noted the location behind the dog park area as an option for the east side residents. This area could be equipped with irrigation and fencing similar to the area located in Abbotsford.

4802-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board request that staff review possible locations for placement of vegetable plots and request information with respect to the proposed Amphitheatre associated costs and location; and*

***THAT** the Cultus Lake Park Board receive the correspondence for information.*

**CARRIED**

Commissioner Bauer voted in opposition.

**(6) ADOPTION OF MINUTES**

4803-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held May 19, 2021.*

**CARRIED**

4804-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (b) ***THAT** the Cultus Lake Park Board adopt the Special Regular Electronic Meeting Minutes held May 31, 2021.*

**CARRIED**

**(7) ADOPTION OF COMMITTEE MINUTES**

4805-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

- (a) ***THAT** the Cultus Lake Park Board receive the April 23, 2021 Village Center Planning and Development Committee Minutes.*

**CARRIED**

4806-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (b) **THAT** the Cultus Lake Park Board receive the May 4, 2021 Commercial Leaseholder Committee Minutes.

**CARRIED**

4807-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (c) **THAT** the Cultus Lake Park Board receive the May 11, 2021 Foreshore Fundraising and Improvement Committee Minutes

**CARRIED**

**(8) FINANCE**

(a) **2020 Statement of Financial Information**

- Report dated June 16, 2021 from Erica Lee, Chief Financial Officer
- Statement of Financial Information

4808-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

**THAT** the report dated June 16, 2021 from the Chief Administrative Officer regarding the 2020 Statement of Financial Information be approved and that the report be placed on the Cultus Lake Park website.

**CARRIED**

**(9) CORRESPONDENCE**

(a) **Proposed Motorized Watercraft Speed Restriction on Vedder River / Vedder Canal**

- Letter dated June 7, 2021 from Ken Popove, Mayor, City of Chilliwack

4809-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

**THAT** the Cultus Lake Park Board receive the letter regarding Proposed Motorized Watercraft Speed Restriction on Vedder River / Vedder Canal Relations Committee letter for information; and

**THAT** the Cultus Lake Park Board request that staff prepare a letter from Chair Renwick addressed to City of Chilliwack, Mayor, Ken Popove in support of the Motorized Speed Restriction on Vedder River / Vedder Canal.

**CARRIED**

(b) **Munroe Ave. Access April 21, 2021 Variance Application Decision**

- Letter date May 12, 2021 from Jonathan Willcocks, Lakeshore Drive

4810-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board receive the letter regarding Munroe Ave. Access April 21, 2021 Variance Application decision for information.*

**CARRIED**

(c) **Munroe Ave. access April 21, 2021 Variance Application Decision**

- Letter date May 12, 2021 from Devonne and Rise Friesen, Lakeshore Drive

4811-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board receive the letter regarding Munroe Ave. access April 21, 2021 Variance Application decision for information*

**CARRIED**

(d) **Extension of Approval Request – Temporary Patio, Lakeside Beach Club**

- Letter dated May 27, 2021 from Chris & Christy Ovens, Owners, Lakeside Beach Club

4812-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board approve the request for the extension for the temporary license for the BC Liquor & Cannabis Board valid until October 31, 2021; and*

*THAT the Cultus Lake Park Board allow picnic tables, patio umbrellas and décor in addition to temporary fencing in the licensed picnic area; and*

*THAT the Cultus Lake Park Board request that Lakeside Beach Club will comply with all Provincial Health Orders and remain in compliance with all applicable Provincial and local government laws, bylaws and regulations.*

**CARRIED**

**(10) BYLAWS**

(a) **2021-2025 Five-Year Financial Plan Amendment Bylaw No. 1193, 2021**

- Reported dated May 19, 2021 from Erica Lee, Chief Financial Officer
- 2015 - 2025 Financial Amendment Bylaw No. 1193, 2021
- Schedule A
- Schedule B
- Schedule C

4813-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

*THAT the Cultus Lake Park Board give Final Reading to Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1193, 2021.*

**CARRIED**

**(11) REPORTS BY STAFF**

**(a) 2021 Day Use Parking in Lot D**

- Report dated June 16, 2021 from Erica Lee, Chief Financial Officer

4814-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board allow Day Use Parking in Lot D for the 2021 Summer Season at a rate of \$25 per day on weekends and \$20 per day on weekdays.*

**CARRIED**

**(12) COMMISSIONERS REPORTS**

**(13) COMMUNITY ASSOCIATION**

Question:

Ernie Vance inquired as to why was this system implemented. And how did it compare to other online systems? He noted that some residents have had difficulties navigating the parking portal. He did note that Park staff have been very helpful in sorting out the system.

Answer:

Chief Administrative Officer, Joe Lamb noted that the system chosen was implemented as part of the process to look for software that could connect with bylaw and parking enforcement. This system was able to implement both visitor and residential parking. There was no additional cost for the Park to implement in the residential areas. This was the leading edge for the management of all residential parking areas and enforcement.

Question:

What are the benefits over the sticker system?

Answer:

Chief Administrative Officer, Joe Lamb noted that there was a significant amount of fraud with the old system. He noted that there were many passes that were duplicated. He also noted that staff had a difficult time managing the registration information manually and the enforcement was quite costly to the Park.

Question:

How much is the new electronic permit system costing leaseholders?

Answer:

Chief Administrative Officer, Joe Lamb noted that there are no costs to the leaseholders for the parking program.

Question:

What will happen to those residents who are unable to use the new system?

Answer:

Chief Administrative Officer, Joe Lamb noted that Park staff have been contacting those that have not registered, approximately fifteen calls or more a day to assist those that have not registered or require help to get set up. He also noted from the enforcement perspective

nothing has changed. He noted that permits have been required if parking is outside the property pins. Enforcement will be complaint based and staff will not be scanning plate numbers of vehicles on residential lease lots. Parking lot attendants are currently placing reminders on vehicles to advise of the June 30<sup>th</sup> deadline date to register. 70% of residents had registered by June 16, 2021. We will have the ability to see who the vehicle is registered to and then attempt to locate them before ticketing. He noted that as we run into issues and infractions we will be working with the residents and are willing to work with everyone in the community. He noted that this will be a good way to manage who is in the Park. He further noted that this is an LPR system and there was a call to action on manning the gatehouse to determine who is coming to the lake and whether or not they belong there. If there is compliance with the new system we may have the ability to manage the gatehouse with LPR cameras which can identify who is in the park and at what time, and would add a new layer of enforcement bringing future benefits to the park. He also noted that changing to electronic from the manual passes may seem difficult however, staff are here to assist the best we can through this transition.

#### **(14) PUBLIC QUESTION PERIOD**

Question:

Can the Cultus Lake Park Board's policies that are not in bylaws be released to the community association so we can better understand the procedures?

Answer:

Chief Administrative Officer, Joe Lamb that Board policies are not in a central repository and that we are working towards organizing and publishing them in the fall. He noted that with the new parking system and taking over from Lions Parking, this has taken resources away from other administrative tasks. He noted that he hopes that we can provide a manual of policies that can be accessible on our website. In the meantime, he noted that himself or Rachel Litchfield can provide the policies upon request.

He noted that with respect to the Agenda Policy, items to be placed on the agenda are required to be submitted to staff by the 5th of the month in order for the items to be discussed at the meetings on the 3rd Wednesday of the month. Commissioners receive an agenda copy 5 days before their meeting and agendas are posted for public viewing on the Friday prior to the meetings. Late submissions have been accepted on a case-by-case basis.

#### **Purchasing Policy**

Chief Administrative Officer, Joe Lamb noted that purchases Between \$5,001 and \$50,000 Require 3 quotes (when available) and can be approved at the Manager level if the purchase are included in the Budget. When three quotes are not available or the expense is over and above the budget the expense comes to the Board for Approval.

Between \$50,000 to \$100,000 – Use a tender call or three written quotes – Managers can approve the lowest bid, approval of Board required for selection of other than the lowest tender/quote.

Greater than \$100,000 – Use a tender call – Administration approves and signs contract upon recommendation from Managers. Approval of Board required for selection of other than low tender.

**(15) PUBLIC QUESTION PERIOD**

**(16) ADJOURNMENT**

4815-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Regular Meeting of the Cultus Lake Park Board held on June 16, 2021 be adjourned at 5:39 pm.*

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held June 16, 2021.

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David Renwick  
Chair

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Joe Lamb  
Chief Administrative Officer