



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

TUESDAY NOVEMBER 23, 2021

9:00 AM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

1. CALL TO ORDER

Meeting called to order by the Chair at -

2. ADOPTION OF AGENDA

Moved by:

Seconded by:

Carried - Yes or No

3. DELEGATIONS – VIA ZOOM

- **9:00 am** – Field & Martens Staff
- **9:30 am** – Urban Systems Staff

4. ADOPTION OF THE MINUTES

Moved by:

Seconded by:

Carried - Yes or No

5. OPEN DISCUSSION

6. PUBLIC QUESTION PERIOD

7. NEXT MEETING

8. ADJOURNMENT

Moved by:

Seconded by:

Carried - Yes or No



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

FRIDAY, OCTOBER 15, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner K. Dzaman – Chair
Commissioner D. Bauer – Vice-Chair

**Committee
Members**

C. Elstak
E. Vance – Via Zoom
P. Vander Helm – Via Zoom
B. Shirley – Via Zoom
G. Senft – Via Zoom
C. Rogozinski – Via Zoom
B. Vandenbrink – Via Zoom

Staff Chief Administrative Officer – J. Lamb
Lease Administrator – K. Craig
Communications, Media and Events Coordinator – A. Nadeau

**Member of
the Public**

Regrets

(1) CALL TO ORDER

The Chair called the meeting to order at 9:04 am.

(2) APPROVAL OF AGENDA

Moved by: D. Bauer Seconded by: B. Shirley

***THAT** the agenda for the October 15, 2021 Village Center Planning and Development Committee be approved as amended by adding item 4. K. Renwick's resignation.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: D. Bauer Seconded by: C. Rogozinski

***THAT** the minutes of the August 20, 2021 Village Center Planning and Development Committee were approved via email on September 2, 2021*

CARRIED

(4) ADDITION TO THE AGENDA

The chair announced that K. Renwick resigned from the committee as of Oct 3, 2021

(5) CONSULTANT DETAILS

Two-phase approach:

- Phase 1 – Firm up land use decisions
- Phase 2 – Prepare technical and supporting studies based on the proposed land use.

2 Phases may provide the opportunity to break up the cost over capital budget years. Below is a potential outline of tasks and timeline for each. Approximately a total of 12 months.

Phase 1: Land Use Plan

Task 1: Start Up and Information Gathering (1 month)

Project Start-up Meeting
Site Visit
Review Background Information
Prepare Base Mapping
Prepare Communications & Engagement Strategy

Task 2: Technical Assessment (1 – 2 months)

Market Assessment
Land Use Assessment

Task 3: Community Engagement Round 1 (1 - 2 months)

Community Survey
Community Open House
Staff Workshop
Stakeholder Consultation (FVRD, Chilliwack, Soowahlie First Nation, Aitchelitz First Nation)
Prepare Engagement Summary

Task 4: Prepare Preliminary Land Use Plan (1 month)

Initial Land Use Plan
Draft Policy Direction
Client Review10

Task 5: Draft Village Centre Plan (1- 2 months)

Prepare First Full Draft
Client Review
Community Engagement Event to Review Plan

Task 6: Finalize Plan (1 month)

Finalize Plan
Board Presentation

Phase 1 (6 to 9 months)

Phase 2: Technical Assessments / Supporting Studies

Water and Sewer
Roads and Transportation
Rainwater Management
Environmental Assessment

Phase 2 Total Estimate: 3 months

The committee discussed the above details regarding what a reasonable timeline is for a project like this.

- Committee member questioned the reality of the proposed timeline and suggested that it would take much longer.
- Staff to ask the planners if the timeline must stay in this exact order.
- E. Vance updated the committee regarding the information he gathered from a local developer.
- A discussion was had regarding the length of a residential lease (21 years).

(6) EXPRESSION OF INTEREST / RFP DOCUMENT

- Moving to start this document, the chair feels we are not quite ready to move forward with this.
- Using a consultant will be helpful with determining when to move forward with this document.

(7) OPEN DISCUSSION

- The chair discussed that the committee will be dissolved December 1, 2021 and hopes the committee will be reinstated in 2022.
- CAO updated the committee regarding the sewer situation.
- CAO updated the committee on the budget process and that there is money proposed in the 2022 budget to work with a consultant.

(8) PUBLIC QUESTION PERIOD

No public at this meeting

(9) NEXT MEETING DATE AND TIME

November 23, 2021 at 9:00 am – Update on urban systems meeting and the budget

(10) ADJOURNMENT

Moved by: D. Bauer Seconded by: E. Vance

***THAT** the Village Center Planning and Development Committee meeting held on October 15, 2021 be adjourned at 9:38 am.*

CARRIED