



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, November 24, 2021  
Cultus Lake Park Office Boardroom  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner D. Renwick – Chair, Via Zoom  
Commissioner D. Bauer – Vice Chair, Via Zoom  
Commissioner L. Payeur  
Commissioner C. Smit  
Commissioner K. Dzaman

**Staff** Chief Administrative Officer – J. Lamb  
Manager of Finance – E. Lee  
Manager of Corporate Services / Corporate Officer – R. Litchfield  
Manager of Park Operations – D. Driediger  
Manager of Sunnyside Campground & Accommodations – C. Volk  
Communications, Media and Event Coordinator – A. Nadeau

### (1) CALL TO ORDER

The Chair called the meeting to order at 4:01 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), (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; and*

*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 5:01 pm.

### (4) APPROVAL OF AGENDA

4867-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of November 24, 2021, by removing and replacing under Section 10 - Staff Reports, Item 10,(b) Flu Vaccination Clinic;*

***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) ADOPTION OF MINUTES**

4868-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 20, 2021.*

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

4869-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

*THAT the Cultus Lake Park Board adopt the July 12, 2021, Cultus Lake Park Foreshore Fundraising and Improvement Committee Minutes.*

**CARRIED**

4870-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

*THAT the Cultus Lake Park Board adopt the September 8, 2021, Cultus Lake Park Commercial Leaseholder Committee Minutes.*

**CARRIED**

4871-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

*THAT the Cultus Lake Park Board adopt the October 1, 2021, Cultus Lake Park Environmental and Public Areas Planning Committee Minutes*

**CARRIED**

**(7) FINANCE**

**(a) Cultus Lake Park 2022 – 2026 DRAFT Financial Plan**

- Report dated November 24, 2021, from Erica Lee, Chief Financial Officer
- Cultus Lake Park 2022-2026 Five Year Financial Plan Bylaw No. 1199, 2021
- Schedule A, 2022 Financial Plan
- Schedule B, 2022-2026 Financial Plan
- Business Unit Detail
- Schedule of Reserves
- Financial Planning Worksheet, Budget Changes
- Revenue
- Expenses
- Reserves
- Capital Projects

- 2022 Budget Highlights

Chair Renwick explained the process and noted that staff will provide a presentation to the Board and public. He noted that following this, members of the public may bring forward questions once the presentation is complete.

Erica Lee, Chief Financial Officer explained the structure of the presentation and reviewed highlights of the budget. She noted the 2022 expenditures.

She noted that included in the agenda package are the schedules that outline the summary of the Financial Plan for individual Business Units, Summary of the plan for 2022 – 2026 and a detailed five year plan for the Business Units. She further noted that the package also includes reserve schedules along with changes to revenues, expenses and capital projects.

She addressed the fact that it has been talked about for many years the many constraints and limitations.

She noted that the budget focuses on four major areas, infrastructure needs, safety and security of the park, environmental stability for the park and cleanliness of the park.

She outlined that the area of security by explaining the need for enhancement with respect to security, bylaw enforcement and RCMP services and recommended changes.

She noted the need for infrastructure updates, docks, building improvements, plaza redevelopment, Sunnyside Campround upgrades, washroom renovations, as well as upgrades to the sewer system.

She noted that the environmental and cleanliness of the park with irrigation installation, tree and root enhancement along with lakeshore erosion. With respect to cleanliness it is proposed to have additional staffing in public works, increased garbage service frequency, and a purchase of a mini garbage truck to become more efficient.

She noted all of the business units the park budgets for as well as the revenue generating units. She reviewed the parks revenue sources and noted that Sunnyside Campround is our main revenue source, following that, parking and public areas revenue being the second highest with revenue expected to reach around \$7 million dollars.

She reviewed and noted all areas of revenue, residential, licensing, parking projections and changes and infrastructure enhancements. She noted the biggest change for parking relates to higher demands to offer hourly parking.

She noted a small increase for Sunnyside Seasonal Campers, and small increases to overnight camper fees. In addition, implementing infrastructure and foreshore charges.

She noted that the 2022 moorage fees would remain the same with funds being allocated to the foreshore reserve.

She reviewed the protective services with increases for an additional bylaw enforcement officer, and a bylaw clerk.

It is proposed to hire a second public works supervisor and equipment to support their needs.

She noted proposed changes for the administrative area, along with Sunnyside management/visitor service area and to hire a seasonal accounting clerk and corporate clerk as well as software and a charging station.

She noted recommended changes to the Fire Department highlighting partnership agreements, storage containers, training, and grounds upgrades and improved compensation for key positions.

She noted for Sunnyside Campground, complete renovations, sewer connections carry forwards, gatehouse and kiosk upgrades, irrigation and landscaping, boat launch improvements along with a license plate reader.

She noted changes for the plaza as well as the community hall, visitor services for a refresh program with irrigation installation.

She highlighted some of the new initiatives for public areas highlighting, full washroom renovations at Main beach, parking meter upgrades and extension of the irrigation system.

Lastly, she noted proposals for the foreshore area, replacement of the boat launch, and carry forwards with dock issues and foreshore erosion along with continuing with milfoil control.

4872-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021.*

**CARRIED**

(b) **Public Consultation on the 2022 - 2026 Cultus Lake Park DRAFT Financial Plan**

Colleen Rogozinski inquired if the additional Bylaw Enforcement Officer and the Bylaw Clerk would be seasonal or full time?

Erica Lee, Chief Financial Officer noted that they are budgeted as two full time positions.

Chief Administrative Officer, Joe Lamb noted for clarity, that currently some of the services that the bylaw clerk role would undertake are being supported by City of Chilliwack staff through the adjudication society, and we are hoping to amalgamate these positions and make some required changes to the administrative team to better manage the areas required.

**(8) BYLAWS**

(a) **Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021 and Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021**

- Report dated November 24, 2021, from Erica Lee, Chief Financial Officer
- Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021
- Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021

4873-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

*THAT the Cultus Lake Park Board give First and Second readings to the Cultus Lake to the Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021.*

***THAT** the Cultus Lake Park Board give First and Second readings to the Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021.*

**CARRIED**

- (b) **Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021**
- Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198,

4874-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.*

**CARRIED**

- (c) **Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021**
- Report dated November 24, 2021, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
  - Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021
  - Cultus Lake Park Short-term Rental Administrative Policy
  - Cultus Lake Park Short-term Rental Guide and Application

4875-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Short-term Rental Bylaw No.1202; 2021;*

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Short-term Rental Administrative Policy; and*

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Short-term Rental Guide and Application.*

- (d) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2021 Amendment Bylaw No. 1203, 2021**
- Report dated November 24, 2021, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
  - Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021

4876-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021.*

**CARRIED**

**(9) CONSENT AGENDA**

**(a) Third Quarter Reports**

- Finance
- Parking
- Public Works
- Campground and Cabins
- Bylaw Compliance and Enforcement
- Fire Department
- Lease Assignment

4877-21 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

*THAT the Cultus Lake Park Board receive the 2021 Third Quarter reports for information.*

**CARRIED**

**(10) STAFF REPORTS**

**(a) 2022 Cultus Lake Park Board Regular Board Meeting Dates**

- Report dated November 24, 2021, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4878-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

*THAT the Cultus Lake Park Board endorse the following dates for the 2022 calendar year for the Cultus Lake Park Board Regular Board Meeting dates:*

<i>January 19, 2022</i>	<i>February 16, 2022</i>
<i>March 16, 2022</i>	<i>April 20, 2022</i>
<i>May 18, 2022</i>	<i>June 15, 2022</i>
<i>July 20, 2022</i>	<i>August 17, 2022</i>
<i>September 21, 2022</i>	<i>October 19, 2022</i>
<i>November 16, 2022</i>	<i>December 14, 2022</i>

**CARRIED**

**(b) Flu Vaccination Clinic – Cultus Lake Park Community Hall**

- Report dated November 24, 2021, from Amanda Nadeau, Communications, Media and Events Coordinator

4879-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

*THAT the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods on Saturday, November 27, 2021, from 10:00 am to 3:00 pm to administer vaccinations free of charge to all community members; and*

***THAT** the Cultus Lake Park Board approve relocating the Flu Vaccination Clinic from the Cultus Lake Community Hall to the Cultus Lake Park Boardroom due to the recent flooding.*

**CARRIED**

**(11) COMMISSIONERS REPORTS**

**(a) Christmas Tree Donation to Cultus Lake Elementary Community School**

- Report dated November 24, 2021, from Commissioner Dzaman

**4880-21** Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the donation of \$250 for the purchase of miniature Christmas trees for the students at the Cultus Lake Elementary Community School in partnership with the Parent Advisory Committee.*

**CARRIED**

**(12) COMMUNITY ASSOCIATION**

Question:

Colleen Rogozinski wished to thank the Board and staff that they witnessed working tirelessly through the natural disaster and noted that on behalf of the association wanted to share their appreciation for all of their hard work.

Chair Renwick noted that staff will wait to see what arises with the next few storms systems and noted that our staff have done an exceptional job getting the park back up and running to be functioning again. He noted that this was done through their hard efforts and community around us, Fraser Valley Regional District, the City of Chilliwack. Things are looking to be a bit brighter. He noted that we have had ongoing discussion with the park's insurers with respect to the damage that has occurred and until their review and expect that staff should be able to provide an overview of the damages and suggestions to move forward. We continue to monitor what is going on around Sweltzer Creek with staff removing debris however, our weather patterns are uncertain at this time, and we may expect more damages to report.

Chief Administrative Officer, Joe Lamb noted that staff have been posting updates daily on the website and we will be working on a go forward plan in collaboration with the insurers as information comes. We are hoping to have more information on what will be covered as we are notified by the park's insurers. He noted that barring any further issues, he will be preparing a report to the Board for the December meeting.

Colleen Rogozinski noted that there appears to be a lot of anxiety in the community and noted that communication is important and was not aware that there was daily updates available and noted that the information gets out to the community.

Chief Administrative Officer, Joe Lamb recognized that there is a lot of anxiety however, noted that the park will rebuild and that they expect to have more information in the next 30 – 45 days.

**(13) PUBLIC QUESTION PERIOD**

- Q: Ken Dosen, Park Drive – Inquired with respect to the docks, he is hoping with if the boat launches are to be replaced that they are replaced with floating docks like the ones at Jade Bay which are very durable.
- A: Chief Administrative Officer, Joe Lamb noted that they will be able to assess the state of the docks and having an engineer assessment. As for a rebuild of the docks, we may be able to supplement the costs based on the insurance review.
- Q: Colleen Rogozinski, Community Association noted for clarification on the Flu Clinic, she did not notice anything about pre-registration.
- A: Amanda Nadeau, Communications, Media and Event Coordinator noted that pre-registration is required by calling the park office or emailing reception. This information is posted on the website and Facebook.
- Q: Rick Williamson, First Avenue -Inquired if Light up Cultus is still going ahead?
- A: Chief Administrative Officer, Joe Lamb noted that Light up Cultus was cancelled as an official event, but the trees are being finished and a number of them are ready to go if anyone wants to come down and look at them. He noted that staffs plan is have everything in place December 1<sup>st</sup> and to have Main Beach cleaned up, so it is in a safe state for those to walk around.

**(14) ADJOURNMENT**

4881-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

**THAT** the Regular Meeting of the Cultus Lake Park Board held on November 24, 2021, be adjourned at 5:48 pm.

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held November 24, 2021.



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David Renwick  
Chair



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Joe Lamb  
Chief Administrative Officer