



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, October 20, 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
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 Via Zoom
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 4:27 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; 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 5:01 pm.

(4) APPROVAL OF AGENDA

4856-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 20, 2021; and*

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

CARRIED

(5) ADOPTION OF MINUTES

4857-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held September 15, 2021.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

4858-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the September 20, 2021 Community Events and Engagement Committee Minutes.

CARRIED

(7) CORRESPONDENCE

- (a) **Short-term Rental CLCA Survey**

- Short-term Rental CLCA Survey dated October 10, 2021 provided by the Cultus Lake Community Association

4859-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Short-term Rental CLCA Survey for information.

CARRIED

(8) BYLAWS

- (a) **Draft Short-term Rental Bylaw No. XXXX**

- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Draft Short-term Rental Bylaw No. XXXX, 2021

Staff provided the Board with an update on the Short-term Rentals in the Park. To date there is a total of forty (40) approved rental operations. It was noted that there was a decline in complaints from previous years. Staff aim to reduce problems related to Short-term Rentals by implementing a higher level of operational standards with enforcement. Staff noted the recommended change of separating procedural information from the Short-term Rental Bylaw into a policy. Staff were provided with a legal opinion with respect to placing a cap on the Short-term Rentals within the Park and based on the opinion do not recommend the Board proceed with placing a limit. The Park Board acts as both manager and landlord potentially creating liability should the Park Board place limits to total Short-term Rentals.

Chief Administrative Officer, Joe Lamb noted that the annual renewal process of Short-term Rental Permits, highlighting the introduction of annual meetings to be held by the Chief Administrative Officer or designate with the respective Short-term Rental operators to review previous years bylaw infractions and issues prior to renewal.

In addition, the Board requested an amendment to the Short-term Rental Policy presented to include an annual review of Short-term Rental Bylaw, Policy and statistics with the Board each November.

Commissioner Payeur noted the three-strike rule applicable to Short-term Rental operators which outlines potential to revoke a Short-term Rental permit due to an excess of three bylaw infractions directly related to the Short-term Rental property.

Chief Administrative Officer discussed the current statistics with respect to bylaw complaints and infractions related to Short-term Rentals. He noted the upcoming MyCivic App that is being developed for the park with respect to the ability to anonymously report issues such as Short-Term Rental complaints.

Commissioner Dzaman highlighted the importance of improving current bylaws to ensure they are enforceable and discussed that complaints should be made directly to the park office to provide collectable data to measure Short-term Rental complaints and issues.

4860-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the draft version of the Short-term Rental Bylaw No. XXXX;

THAT the Cultus Lake Park Board approve the draft version of the Short-term Rental Policy;

THAT the Cultus Lake Park Board request that staff bring back the Short-term Rental Bylaw No. XXXX and Short-term Rental Policy to the Board at the November 17, 2021 Board Meeting for First, Second, and Third Readings; and

THAT the Cultus Lake Park Board approve staff's recommendation to not pursue placing a cap on the Short-term Rentals.

CARRIED

- (b) **Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021**
- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
 - Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021

4861-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second and Third readings Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

CARRIED

(9) REPORTS BY STAFF

- (a) **Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP**
- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4862-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP report for information.

CARRIED

(10) COMMISSIONERS REPORTS

(a) Recommendation from the Community Events and Engagement Committee

- Report dated October 20, 2021 from Kirk Dzaman, Chair, Community Events and Engagement Committee

Commissioner Bauer inquired whether vaccination passports will be required to participate in the event.

Commissioner Dzaman noted that all current Public Health Order protocols will be followed at the time of the event.

4863-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Community Events and Engagement Committee is seeking Board approval for a Covid friendly, "Light up Cultus" event, on Saturday, November 27, 2021 from 5:30 pm – 8:30 pm. The event will kick off the light display at Main Beach and is planned to include hot chocolate, fire pits and the potential for a house decorating competition to promote community engagement during the holiday season.

CARRIED

(11) COMMUNITY ASSOCIATION

Question:

Colleen Rogozinski inquired on how the Board will ensure that the community is not overrun with Short-term Rentals causing it to lose its community identity.

Answer:

Chair Renwick commented that the Board will not be placing a cap on Short-term Rentals. The focus is to monitor, control and enforce the bylaw. Complaints should be coming from the community to the park office to ensure it is included in the enforcement process and statistics. Staff will be able to monitor and better serve the community.

(12) PUBLIC QUESTION PERIOD

- Q: Colleen Rogozinski requested clarity pertaining to the Stats on Fire Department, Bylaw Compliance and Bylaw Enforcement and RCMP Report with respect to what whether the parking section was strictly Parking Tickets? She also inquired on the parking tickets stats referenced and inquired on whether or not they were issued by Security or by the people hired by the Park? She also asked if out of all of the 2738 tickets noted in the report, what percentage of those have been paid?

A: Chief Administrative Officer, Joe Lamb noted that Griffin Security and the Park do not have ability to issue fine to a moving vehicle. All of these fines would be coming from parking lots or residential areas.

Chief Administrative Officer, Joe Lamb also explained that the first graph is provided by Griffin Security, following this is the Park fines and the third graph is information provided by the RCMP.

Chief Financial Officer, Erica Lee noted approximately fifty (50) percent have been paid.

(13) ADJOURNMENT

4864-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Regular Meeting of the Cultus Lake Park Board held on October 20, 2021 be adjourned at 5:25 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held October 20, 2021.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer