



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, APRIL 20, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

Regrets Commissioner C. Smit

(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) security of the property 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 5:00 pm

(4) APPROVAL OF AGENDA

4952-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of April 20th, 2022; and*

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

CARRIED

(5) DELEGATION

Craig and Nancy Philbrook, Regarding Fire Lane Designation

- Letter dated April 10, 2022 from Craig and Nancy Philbrook, 139 First Avenue

Craig and Nancy Philbrook, residents, presented to the Board that they have done work for the access road that has been designated as a fire lane and they wish to continue parking in this area. Photos were distributed at the meeting of the lane itself when construction began years ago and of vehicles parked in that area. They were under the understanding that they were given permission to park there. They addressed the concern that the fire lane designation now inhibits them from parking in this area.

Last September, staff was directed to conduct a study. The Board directed Staff to create additional guest and residential parking and be consistent with fire lanes being zero (0) to nine (9) where there were no fire lanes. Fourteen (14) were created on First and Second Avenue, including the area near 139. The purpose is to access water from the lake in case of emergency. Between lots 145 and 146, there is a breezeway that is a designated area for parking.

4953-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the letter and direct staff with the decision on the fire lane designation.

CARRIED

(6) ADOPTION OF MINUTES

4954-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 16, 2022.*

CARRIED

(7) ADOPTION OF COMMITTEE MINUTES

4955-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from February 15, 2022.

THAT the Cultus Lake Park Board approve the Village Center Planning Committee Minutes from February 16, 2022.

THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from February 23, 2022; and.

THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from March 17, 2022.

CARRIED

(8) CORRESPONDENCE

Gravel Fines Flow into Cultus/Sweltzer Salmon Spawning Grounds

- (a) • Letter dated March 29, 2022, from Dave Clyne, Chair of the Cultus Lake Stewardship Society regarding Kirkness Holdings Gravel Pit
- (b) • Letter dated May 13, 2016, from Cultus Lake Aquatic Stewardship Strategy regarding Hatchery debris

4956-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Letter from Dave Clyne, Chair of the Cultus Lake Stewardship Society regarding Kirkness Holdings Gravel Pit's silt.

4957-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the letter from the Cultus Lake Aquatic Stewardship Strategy regarding gravel debris in Sweltzer Creek.

CARRIED

4958-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct staff to draft a letter addressing the gravel pit silt flowing into the creek to the respective parties.

CARRIED

(9) BYLAWS

- (a) **Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022**
 - Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022

4959-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022.

CARRIED

- (b) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022**
 - Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022

4960-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022.

CARRIED

(c) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022**

- Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022

4961-22 Moved by: Commissioner Bauer Seconded By: Commissioner Dzaman

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022.

CARRIED

(d) **General Local Government Elections Bylaw No. 1213, 2022 Mail Ballot Authorization and Procedure Bylaw 1214, 2022**

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services and Corporate Officer
- General Local Government Election Bylaw No. 1213, 2022
- Mail Ballot Authorization Bylaw No.1214, 2022

4962-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022; and

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022.

CARRIED

(e) **Election Signage and Canvassing Bylaw No. 1215, 2022**

- Report dated April 20, 2022 from Rachel Litchfield, Manager of Corporate Services and Corporate Officer
- Election Signage and Canvassing Bylaw No. 1215, 2022.

4963-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board give First, Second and Third Readings of the Election Signage and Canvassing Bylaw No. 1215, 2022.

CARRIED

(f) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022**

- Report dated April, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022

4964-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No.1216, 2022.

CARRIED

(g) **Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022**

- Report dated April 20, 2022, from Erica Lee, Chief Financial Officer
- Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022

4965-22 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1217, 2022.

CARRIED

(10) STAFF REPORTS

(a) **Cultus Lake Dock Status Update**

- Report dated April 20, 2022 from Joe Lamb, Chief Administrative Officer
- Dock Repair Scope- March 31 2022

4966-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receives the Cultus Lake Dock status report and the Ellis Don repair scope document for information.

CARRIED

(b) **Request to Subdivide – 441 Oak Street**

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4967-22 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board receive the letter from Gerald and Susan Lim of 441 Oak Street requesting consideration to subdivide Lot 441 Oak Street;

CARRIED

4968-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board request that staff amend the Subdivision and Land Development Bylaw to include under "Schedule A" Lot 441 as qualifying subdividable property; and

CARRIED

Commissioner Payeur voted in opposition.

4970-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the Application for Subdivision from Gerald and Susan Lim of 441 Oak Street and request that staff prepare a letter of approval with respect to the bylaw change.*

CARRIED

4971-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board further consider adding Lot 443 Oak Street to "Schedule A" of the Subdivision and Land Development Bylaw.*

MOTION DEFEATED

(c) **Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby Special Event**

- Report dated April 20, 2022 from Amanda Nadeau, Communications, Media and Events Coordinator

4972-22 Moved by: Commissioner Dzaman Seconded By: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby to be held on Saturday, June 18, 2022;*

***THAT** the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 30 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 18, 2022; and*

***THAT** the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 17, 2022, to 5:00 am on June 18, 2022, for security purposes.*

CARRIED

(d) **Cultus Lake Water Sport Festival Special Event**

- Report dated April 20, 2022 from Amanda Nadeau, Communications, Media, and Events Coordinator

4973-22 Moved by: Commissioner Dzaman Seconded By: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 3 to Sunday, June 5, 2022;*

***THAT** the participant and volunteer parking fees in Lot B for the duration of the Cultus Lake Water Sports Festival Special Event on Friday, June 3 to Sunday, June 5, 2022, be waived;*

***THAT** the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot B (to offset expenses) for the duration of the event from Friday, June 3 to Sunday, June 5, 2022,*

***THAT** the requirement for the \$1,000 security deposit for the Cultus Lake Water Sports Festival be reduced to \$500:*

THAT the Special Event Application fee of \$100 for the Cultus Lake Water Sports Festival be waived;

THAT the Special Event Rental Fees of \$1,500 for the Cultus Lake Water Sports Festival be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the Cultus Lake Water Sports Festival be waived;

THAT the Garbage Bin and Admin fees for the Cultus Lake Water Sports Festival be waived;

THAT food vendors be permitted at the Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event);

THAT food vendor fees of \$100 per vendor per day for the Cultus Lake Water Sports Festival be waived;

THAT participants of the Water Sports Festival be permitted to camp at Main Beach for the duration of the event;

THAT the portable toilets fees for the Cultus Lake Water Sports Festival be waived; and

THAT Cultus Lake Park Board provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot B from Friday, June 3 to Sunday, June 5, 2022 (to offset expenses).

CARRIED

4974-22 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT Cultus Lake Park Board provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A from Friday, June 3 to Sunday, June 5, 2022 (to offset expenses);

THAT the participant and volunteer parking fees in Lot A for the duration of the Cultus Lake Water Sports Festival Special Event on Friday, June 3 to Sunday, June 5, 2022, be waived; and

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A (to offset expenses) for the duration of the event from Friday, June 3 to Sunday, June 5, 2022.

CARRIED

(e) **Cultus Lake Showcase Event**

- Report dated April 20, 2022 from Amanda Nadeau, Communications, Media and Events Coordinator

4975-22 Moved by: Commissioner Dzaman Seconded By: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Cultus Lake Showcase Special Event to be held on Saturday, August 6, 2022, from 10:00 am to 4:00 pm; and

***THAT** the Cultus Lake Park Board approve to waive parking fees for ten volunteers in Parking Lot B for the duration of the event.*

CARRIED

(f) **Cultus Lake Days Special Event**

- Report dated April 20, 2022, from Amanda Nadeau, Communications, Media and Events Coordinator

4976-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the Cultus Lake Days Special Event to be held on Saturday, June 25, 2022;*

***THAT** the Cultus Lake Park Board approve free parking in Lot D for up to 150 vendors and volunteers for the duration of the event on June 25, 2022; and*

***THAT** the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area from 11:30 am to 9:30 pm on June 25, 2022.*

CARRIED

(11) COMMISSIONERS REPORTS

(a) **Community Events and Engagement Committee Membership Appointment**

- Report from Vice Chair Kirk Dzaman, Committee Chair dated April 20, 2022.

4977-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the resignation notice from Drew McTaggart.*

***THAT** the Cultus Lake Park Board receive the application from Shannon Lamb for the membership of the Community Events and Engagement Committee; and*

***THAT** the Cultus Lake Park Board appoint Shannon Lamb as a member of the Community Events and Engagement Committee.*

CARRIED

(12) COMMUNITY ASSOCIATION

Q: Rita Leblanc, Community Association, inquired if there were any updates on the sewer system project?

A: Chair Renwick noted that he understood the communities concern and interest in the matter, and the Board and staff are working with Fraser Valley Regional District to create means for resolution. There is no current timeline, as the Board and staff seek a solution that works for the community and that is affordable.

(13) PUBLIC QUESTION PERIOD

Q: R. Williamson, Resident, requested clarity with respect to the approval of both Parking Lots A and B for the Water Sports Special Event request.

A: Chair Renwick confirmed that the motion was approved for the use of both lots of this event.

D. Ehlert, resident, inquired into the previous request to subdivide this lot approximately ten years ago and it's denial by the Board of that time.

A: Chief Administrative Officer J. Lamb noted that this lot does meet the required frontage for subdivision according to the Bylaw.

Q: G. Lister noted that he requested subdivision in 2003, 2005 and 2009 and was denied approval due to the frontage dimensions of his lot. He inquired as to why the Board would approve the lot in question today. He also noted that his lot was not two separate lots historically.

A: The Board inquired whether G. Lister's lot was ever two separate lots.

Chief Administrative Officer J. Lamb highlighted that the Bylaw states that a lot must have 70ft frontage to be eligible for subdivision and that G. Lister's lot was deemed ineligible due to frontage falling short of this requirement.

(14) ADJOURNMENT

4978-22

Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Regular Meeting of the Cultus Lake Park Board held on April 20, 2022 be adjourned at 6:28 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held April 20, 2022.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer