



# CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, MAY 18, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner D. Renwick – Chair  
Commissioner D. Bauer  
Commissioner L. Payeur  
Commissioner C. Smit

**Staff** Chief Administrative Officer – J. Lamb  
Manager of Finance – E. Lee  
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 K. Dzaman – Vice Chair  
Manager of Park Operations – D. Driediger

## (1) CALL TO ORDER

The Chair called the meeting to order at 4:00 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

**4979-22** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT*** the Cultus Lake Park Board approve the amending Agenda for the Regular Meeting of May 18, 2022 by adding under Section 7 Adoption of Committee Minutes, Item 7, (e) Adoption of Commercial Leaseholders Committee Minutes; and by adding under Section 13, Commissioner Reports, Item 13, (a) Verbal Report from Commissioner Smit, Chair of the Commercial Leaseholder Committee; 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) DELEGATION**

**2022 Draft Financial Statements**

- Report dated May 18, 2022 from Erica Lee, Chief Financial Officer
- Sean Reid, KPMG regarding the 2021 Audit Findings Report.

**4980-22** Moved by: Commissioner Smit Seconded By: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2021 DRAFT Financial Statements; and*

***THAT** the 2021 Financial Statements be approved.*

**CARRIED**

**(6) ADOPTION OF MINUTES**

**4981-22** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held April 20, 2022.*

**CARRIED**

**(7) ADOPTION OF COMMITTEE MINUTES**

**4982-22** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from March 15, 2022.*

**CARRIED**

**4983-22** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (b) ***THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from April 12, 2022.*

**CARRIED**

**4984-22** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (c) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from April 4, 2022.*

4985-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (d) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from April 19, 2022.

**CARRIED**

4986-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (e) **THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from May 17, 2022.

**CARRIED**

**(8) CORRESPONDENCE**

**Balsam Street Dock Management**

- (a) • Letter dated April 11, 2022 from Colleen Rogozinski, resident, regarding managing Balsam Street Dock during the summer season

4987-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

**THAT** the Cultus Lake Park Board receive the Letter from Colleen Rogozinski regarding the Balsam Dock management during the summer season.

**CARRIED**

**(9) FINANCE**

**2021 Statement of Financial Information**

- Report dated May 18, 2022 from Erica Lee, Chief Financial Officer
- Statement of Financial Information

4988-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

**THAT** the Cultus Lake Park Board approve the report dated May 18, 2022 from the Chief Financial Officer regarding the 2021 Statement of Financial Information and that the report be placed on the Cultus Lake Park website.

**CARRIED**

**(10) BYLAWS**

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

4989-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022.***

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022.***

**CARRIED**

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

4990-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board give Final Reading of the Election Signage and Canvassing Bylaw No. 1215, 2022.***

**CARRIED**

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

4991-22 Moved by: Commissioner Smit 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. 1216, 2022.***

**CARRIED**

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

4992-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board give Final Reading to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1217, 2022.***

**CARRIED**

- (e) **Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022**
- Report dated May 18, 2022 by Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4993-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board give First, Second and Third Reading to Cultus Lake Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022***

**CARRIED**

**(11) CONSENT AGENDA**

- (a) 2022 First Quarter Reports
- Finance
  - Parking
  - Public Works
  - Campground and Accommodations
  - Bylaw Compliance and Enforcement
  - Fire Department
  - Lease Assignment

4994-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board receive the 2022 First Quarter reports for information.*

**CARRIED**

**(12) STAFF REPORTS**

- (a) **Cultus Lake Park Dock Repair and Replacement Status Update**
- Report dated May 9, 2022 from Chief Administrative Officer, Joe Lamb
  - Attachment 1, Ellis Don Dock Repair Scope
  - Attachment 2, Dock Specifications
  - Attachment 3, Quotation from Queensboro Dock & Marine

4995-22 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

*THAT the Cultus Lake Park Board receive the Dock Status Repair and Replacement Status Update Report for information.*

**CARRIED**

- (b) **Cultus Lake Community School Kinder Fair Special Event**
- Report dated May 18, 2022 by Amanda Nadeau, Communication, Media, and Events Coordinator

4996-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board approve the waiver of parking fees for thirty parent vehicles in Parking Lot B on June 15, 2022, from 12:00 pm to 2:00 pm.*

**CARRIED**

- (c) **Relocation of the Totem Pole Project**
- Report dated May 18, 2022, by Amanda Nadeau, Communications Media and Events Coordinator

4997-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

*THAT the Cultus Lake Park Board approve the relocation of the Cultus Lake Park Totem Pole dedicated to Chief, Richard Malloway.*

**CARRIED**

**(13) COMMISSIONERS REPORTS**

**(a) Parmenter Road Signage**

- Verbal Report from Commissioner Smit, Chair of the Commercial Leaseholder Committee

4998-22

Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee, under conditional approval for the proposed sign from the Cultus Lake Business Association, approve a 12 ft x 8 ft sign funded by participating Cultus Lake Park Commercial Leaseholders, to be placed at Parmenter Road with a minimum of thirty feet from the center line of the roadway subject to the Chief Administrative Officers final design approval.*

**MOTION DEFEATED**

Chair Renwick and Commissioner Bauer voted in opposition

**(14) COMMUNITY ASSOCIATION**

- Q: E. Vance, Community Association, inquired about where the funding for the new docks will be sourced.
- A: Chief Administrative Officer Joe Lamb noted that 100% of the funding for docks will be covered by insurance.
- Q: E. Vance, Community Association, commended staff for continued improved communication to residents and inquired about staff's plan to communicate the status of docks to local press to support informing visitors.
- A: Chief Administrative Officer, Joe Lamb highlighted that staff wanted to provide sufficient notice to residents initially with respect to removal and replacement of docks. Now that the Board has been informed of the plan, staff will connect with local news outlets for support in communication.
- Q: E. Vance, Community Association, requested an update with respect to the parking permit portal issues for residential parking.
- A: Chief Administrative Officer Joe Lamb noted that the issue has not be resolved at this time, however staff are hopeful that there will be a resolution prior to the long weekend. Staff will notify residents once the issue has been fixed. Additionally, highlighted the upcoming release of the Cultus Lake Park App which will further improve communications.

**(15) PUBLIC QUESTION PERIOD**

- Q: R. Williamson, resident, requested confirmation that the dock removal starting next week would in fact include the west side docks.
- A: Chief Administrative Officer Joe Lamb confirmed that the west side docks would be included in the scope of work.

**(16) ADJOURNMENT**

4999-22 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

*THAT the Regular Meeting of the Cultus Lake Park Board held on May 18, 2022 be adjourned at 5:30 pm.*

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held May 18, 2022.



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David Renwick  
Chair



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Joe Lamb  
Chief Administrative Officer