



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 23, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present** Commissioner K. Dzaman - Chair  
Commissioner J. Beesley – Vice Chair  
Commissioner E. Jartved  
Commissioner T. Moul  
Commissioner D. Bauer – via Zoom

**Staff** Chief Administrative Officer – J. Lamb  
Manager of Corporate Services / Corporate Officer – R. Litchfield  
Chief Financial Officer – E. Lee  
Manager of Sunnyside Campground & Accommodations – C. Volk  
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

**Regrets** Manager of Park Operations – J. Almeida

### (1) CALL TO ORDER

The Chair called the meeting to order at 3:01 pm.

### (2) RESOLUTION TO PROCEED TO CLOSED MEETING

5074-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***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), (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act; 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.*

**CARRIED**

### (3) RECONVENE

The meeting reconvened at 5:00 pm.

**(4) APPROVAL OF AGENDA**

5075-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 23, 2022; and*

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

**CARRIED**

**(5) ADOPTION OF MINUTES**

5076-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

(a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Inaugural Meeting held November 8, 2022.*

**CARRIED**

5077-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

(b) ***THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held November 9, 2022.*

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

5078-22 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

(a) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Minutes from September 27, 2022.*

**CARRIED**

5079-22 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

(b) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from September 27, 2022.*

**CARRIED**

5080-22 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

(c) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from October 12, 2022.*

**CARRIED**

**(7) CORRESPONDENCE**

**(a) Cultus Lake Memorial Church – Christmas Concert**

- Email dated November 14, 2022, from Glenn Charles

5081-22 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board support the use of a horse and buggy to allow free rides along the waterfront section and through Main Beach pathways;*

***THAT** the Cultus Lake Park Board support the use of a trailer to be parked at the Lease Lot of the Church to serve hot drinks provided that the office receives a letter of approval from the leaseholder and that the required permits are obtained;*

***THAT** the Cultus Lake Park Board supports members of the Cultus Lake Fire Department to participate by having two fire trucks on site offering free public education; and*

***THAT** the Cultus Lake Park Board support the event by allowing those that wish to attend to park in lot B for free for the duration of the Christmas Concert.*

**CARRIED**

Chair Dzaman noted that the Board is already in receipt of a letter from the leaseholder with respect to approval for the event, adding that the beverages being served would be nonalcoholic.

**(8) BYLAWS**

**(a) 2022-2026 Financial Plan Amendment**

- Report dated November 23, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; 2022-2026 Five-Year Financial Plan Bylaw No. 1199, 2021 Amendment Bylaw No. 1219, 2022
- Attachment 2; Schedule A, 2022 Financial Plan
- Attachment 3; Schedule B, 2022-2026 Financial Plan
- Attachment 4; Schedule C, 2022 Financial Plan Summary of Changes

5082-22 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give Final reading to Cultus Lake Park 2022-2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1219, 2022.*

**CARRIED**

**(9) CONSENT AGENDA**

**(a) 2022 Third Quarter Reports**

- Finance
- Parking
- Public Works
- Bylaw Compliance and Enforcement
- Campground and Accommodations
- Fire Department
- Lease Assignments

5083-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

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

**CARRIED**

**(10) FINANCE**

(a) **2023-2027 Cultus Lake Park DRAFT Financial Plan**

- Report dated November 23, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park Board 2023-2027 DRAFT Financial Plan Bylaw No. 1220, 2022
- Attachment 2; Schedule A – 2023 Financial Plan Summary
- Attachment 3; Schedule B – 2023-2027 Five Year Summary
- Attachment 4; Business Unit Details
- Attachment 5; Changes Document
- Attachment 6; Schedule of Reserves
- Attachment 7; 2023 Budget Highlights

5084-22 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022.*

**CARRIED**

Vice Chair Beesley inquired as to the last time the Park has put into place an Asset Management Plan.

Chief Administrative Officer, J. Lamb noted that the park did not have an Asset Management Plan in the past, however, Manager of Park Operations, J. Almeida will be reviewing this process moving forward.

Vice Chair Beesley inquired on the renovations in the kiosk at Sunnyside Campground with respect to the reasoning being mold in the building.

Chief Administrative Officer, J. Lamb noted that water had infiltrated the building causing mold. He noted that staff will address this in 2023 so it is in a workable and safe condition.

Chair Dzaman thanked staff for the budget presentation and forward-thinking plan. He added that the financials are focused on capital improvements and revenue generating business units as well as building the park assets which will then allow residential leases to remain lower.

(b) **Public Consultation on the 2023-2027 Cultus Lake Park DRAFT Financial Plan**

L. Shears noted a recommendation to address the westside footbridge in the budget. She noted that the foundational cross beams appear to be decaying and are currently on creosote posts and that there is erosion on the surrounding banks.

Chief Administrative Officer, J. Lamb noted that this is an issue that staff are looking to address through the asset management review. The funds for foreshore improvement collected through parking meter transactions will aid in the replacement project.

**(11) STAFF REPORTS**

(a) **Green Shores Demonstration Project at Cultus Lake Park, BC**

- Report dated November 23, 2022, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Letter of support dated November 10, 2022, from Chair Dzaman

5085-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the letter of support for the Stewardship Centre of BC application to the British Columbia Salmon Restoration and Innovation Fund and the report for information.*

**CARRIED**

Vice Chair Beesley inquired into the process for staff to become aware of potential grants such as these.

Chief Administrative Officer, J. Lamb noted that the BC Stewardship Society will apply on behalf of the Cultus Lake Park Board in conjunction with CLASS. Staff do a monthly review of grants to determine if we qualify for application.

(b) **Cultus Lake Park Board Meeting Calendar 2023**

- Report dated November 23, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2023 Board Meeting Calendar

5086-22 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board endorses the following dates as the 2023 Board Meeting Dates:*

|                     |                    |
|---------------------|--------------------|
| <i>January 18</i>   | <i>February 15</i> |
| <i>March 15</i>     | <i>April 19</i>    |
| <i>May 17</i>       | <i>June 21</i>     |
| <i>July 19</i>      | <i>August 16</i>   |
| <i>September 13</i> | <i>October 18</i>  |
| <i>November 15</i>  | <i>December 13</i> |

***THAT** the Cultus Lake Park Board continue to hold Regular Board meetings at a changed time of 7:00 pm going forward.*

**CARRIED**

Chair Dzaman noted that there was prior discussion amongst the Board to move the meetings later to encourage more community engagement adding that this could be amended should community engagement not increase.

R. Burrows, resident noted that she believes it would encourage more attendance.

Chief Administrative Officer, J. Lamb noted the reason for Board meetings time change with respect to the pandemic and added that staff support any change to meeting times.

The Board discussed amending September's date to accommodate for the Board to attend the UBCM conference.

Chief Administrative Officer, J. Lamb noted that the Board is not recognized as a member, so participation is limited currently.

(c) **DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway**

- Report dated November 23, 2022, from Joe Almeida, Manager of Park Operations
- Attachment 1; Letter of Request for Land Use Authorization

5087-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board receive the DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway;***

***THAT the Cultus Lake Park Board confirms its approval for the City of Chilliwack to grant the Department of Fisheries (“DFO”), a temporary licence for construction over the City of Chilliwack’s property having its Parcel Identifier Number 000-823-198 in order to facilitate the construction of the new sanitary sewer main by DFO and support the continued discussions and coordination with the DFO, FVRD, MOTI and City of Chilliwack to finalize the Land Tenure agreements required for the final completion and tie-ins of the sanitary sewer upgrade; and***

***THAT the Cultus Lake Park Board approve the Chief Administrative Officer or designate to draft a letter of approval and support for the “temporary licence for construction” and continued coordination with the DFO and associated regulatory bodies.***

**CARRIED**

Commissioners inquired into the start date of the project, if the Department of Fisheries is a federal entity and if this would assist with moving the sewer project ahead. Commissioners noted there is not currently connection to the system for the community hall and that this would be a great benefit to the Park for DFO to complete this project.

Chief Administrative Officer, J. Lamb confirmed that DFO is a federal entity, adding that this is a long-term project that could not hurt to move the sewer project ahead. He noted that this infrastructure is approximately \$1.1 million dollars, and if not already tied into another component, this cost would be the Park’s responsibility and is of great benefit to the Park. He noted that the start date is potentially spring/fall of 2023 and is largely dependent on the waste treatment system location.

(d) **Flu Vaccination Clinic**

- Report dated November 23, 2022, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

5088-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods at the Cultus Lake Park Boardroom on Saturday, December 3, 2022, from 10:00 am to 2:00 pm to administer vaccinations free of charge to community members.***

**CARRIED**

(e) **Commissioner Appointments to Collect Parking by Donation**

- Report dated November 23, 2022, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

5089-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board request appointments of Board Commissioners to accept donations for parking at the Cultus Lake Christmas Special Event on November 26, 2022, from 4:00 pm to 9:00 pm.*

**CARRIED**

(12) **REPORTS BY COMMISSIONERS**

(a) **810 Iverson Road – Business Waste**

- Attachment 1; Letter of support dated November 14, 2022, from Chair Dzaman
- Attachment 2; Letter of support dated November 9, 2022, from Don Myrol, President CVRA

5090-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board approve and support sending the letter from Chair Dzaman on behalf of the Board to the Regional Director of the Ministry of Environment.*

*THAT the Cultus Lake Park Board receive the letter of support from Don Myrol, President CVRA.*

**CARRIED**

The Board discussed that the material was classified as business waste adding that updates are provided intermittently. Commissioners added that the key is pushing the level of governments to fix process to increase timelines on issues such as these.

(b) **Cultus Lake Park Village Center Plan Updates**

- Report dated November 23, 2022, from Chair Dzaman
- Attachment 1; Urban Systems' Cultus Lake Park Village Center Plan Project – Community Engagement Launch

5091-22 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board receive the report for information on the status of the Cultus Lake Park Village Center Plan.*

**CARRIED**

Commissioners noted that public engagement is very important, requesting the public to participate as the Board wants feedback from the community on this project. Commissioners added that this project has the potential to solidify great things for the future of the Park, including monetary aspects. They noted that PlanCultus, will be the document providing the framework for the project and that this project has the potential to define the area. The Board inquired into next steps noted in the document following the December 13<sup>th</sup> kick-off event, that there is a discrepancy in the committee minutes with respect to the timelines of the project.

Chief Administrative Officer, J. Lamb noted that the Kick-Off Meeting will be held on December 13, 2022, at 7:00 pm virtually to encourage all local and remote residents to participate. The meeting will begin with an introduction of the project and move to break out rooms/sessions to encourage groups to discuss their vision and direction of the project. He noted that original timelines distributed at the committee meeting were later slowed down as the new Board integrated and the timing of the dissolution and striking of the Village Center Planning and Development committee. The new plan was adjusted, however, the market analysis is being completed currently. He added that this timeline is more favourable for public engagement.

**(13) COMMUNITY ASSOCIATION**

S. Henderson, resident on behalf of the Community Association noted that there are no questions from the Community Association. She added that the Community Association is sponsoring the Jingle Mingle this year to be held at the Cultus Lake Golf Club on December 19, 2022, at 6:00 pm. Dinner will start at 7:00 pm featuring a Christmas buffet, \$43.00 per person, with tickets being sold at Legends Bistro and the Cultus Lake Park office. She added that there will be no reservations to encourage mingling amongst the tables. Minimum attendance of 50 and maximum of 90. Donations for door prizes and entertainment are welcome.

**(14) PUBLIC QUESTION PERIOD**

M. Isaac, resident noted that the Board might consider putting into place structure and framework to ensure that the Board acts as a whole, rather than an operational process that has high asymmetry of power.

Chair Dzaman noted that the Chair of the Board does not operate separately from the Board. He added that any change in Board Commissioners will result in a change of the dynamics and how they make decisions, and that decisions are made by way of voting as a whole.

**(15) ADJOURNMENT**

5092-22 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Regular Meeting of the Cultus Lake Park Board held November 23, 2022, be adjourned at 6:26 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 23, 2022.



Kirk Dzaman  
Chair



Joe Lamb  
Chief Administrative Officer