



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 14, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

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

Staff Chief Administrative Officer – J. Lamb
Chief Financial Officer – E. Lee
Manager of Park Operations – J. Almeida
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

Regrets Manager of Corporate Services / Corporate Officer – R. Litchfield

(1) CALL TO ORDER

The Chair called the meeting to order at 6:04 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5093-22 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

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 the 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 7:01 pm.

(4) APPROVAL OF AGENDA

5094-22 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 14, 2022; and

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

CARRIED

(5) ADOPTION OF MINUTES

5095-22 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 23, 2022.*

CARRIED

(6) CORRESPONDENCE

(7) BYLAWS

(a) **2023 Levying of Rates Bylaw**

- Report dated December 14, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; 2023 Levying of Rates Bylaw No. 1221, 2022

5096-22 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board give First, Second, and Third readings to Bylaw No. 1221, 2022, cited as the 2023 Levying of Rates Bylaw.

CARRIED

(8) FINANCE

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

- 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

5097-22 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give Third reading to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022.

CARRIED

(9) STAFF REPORTS

(a) **December 1, 2022, Sewer Grant Announcement**

- Report dated December 14, 2022, from Joe Lamb, Chief Administrative Officer

5098-22 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receives the Sewer Grant Announcement report for information.

CARRIED

(b) **Draft Media Policy**

- Report dated December 14, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Draft Media Policy

5099-22 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board adopt the Draft Media Policy attached to and forming part of the December 14, 2022, Regular Meeting Agenda.

CARRIED

(10) REPORTS BY COMMISSIONERS

(a) **Appointments of Chair and Vice Chair to Standing and Select Committees**

- Report dated December 14, 2022, from Chair, Kirk Dzaman
- Attachment 1; Board Committee System Policy
- Attachment 2; Committee Application
- Attachment 3; TOR Community Events and Engagement Committee
- Attachment 4; TOR Village Center Planning and Development Committee
- Attachment 5; TOR Environmental and Public Area's Planning Committee
- Attachment 6; TOR Commercial Leaseholder Committee as amended

5100-22 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:

Community Events and Engagement Committee (Select)

Chair – Commissioner Jartved

Vice Chair – Community member (to be appointed)

Village Center Planning and Development Committee (Select)

Chair – Commissioner Dzaman

Vice Chair – Commissioner Beesley

Environmental and Public Area's Planning Committee (Standing)

Chair – Commissioner Bauer

Vice Chair – Commissioner Jartved

Commercial Leaseholder Committee as amended (Standing)

Chair – Commissioner Moul

Vice Chair – Commissioner Bauer

Cultus Lake Aquatic Stewardship Strategy (CLASS) (External)

Commissioner Bauer

Tourism Chilliwack (External)

Vice Chair John Beesley

Cultus Lake Community School Association (External)
Commissioner Moul

THAT the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 18, 2023.

CARRIED

Commissioner Jartved thanked the volunteer community members who participated in each of the committee's initiatives this past year.

(11) COMMUNITY ASSOCIATION

C. Rogozinski requested that Chief Financial Officer, E. Lee prepare an executive summary of the budget documents for the public in future years to further clarify the information.

Chief Financial Officer, E. Lee noted that the PowerPoint outlining the budget could be placed on the website and added that there is a highlight sheet which notes the key areas of the budget.

Chief Administrative Officer, J. Lamb added that members of the public are encouraged to attend the budget meeting in November each year to raise questions.

C. Rogozinski inquired into the process for elevating short-term rental related complaints/issues, what complaints constitutes a fine, and how the public would know whether a short-term rental received a fine. She noted a recent complaint made on the My Civic App and inquired into staff follow up practices.

Chief Administrative Officer, J. Lamb noted that a strike is a fine and added that staff will be reviewing the short-term rental policy with respect to the definition of a strike and if they carry over annually. He noted that any fines issued to a short-term rental would not be made public and are issued in alignment with BC Adjudication practices. He reviewed the annual interview process that staff conduct with any short-term rental applicant prior to issuing the licence which includes review of any complaints, fines, and bylaws. Staff will review the specific complaint noted by C. Rogozinski.

Chair Dzaman noted that short-term rental related data is required to make decisions.

The Board discussed the process with respect to issuing fines to short-term rentals.

(12) PUBLIC QUESTION PERIOD

G. Campbell, resident inquired into whether any budget shortfalls with respect to the sewer system would affect Cultus Lake Park residents.

Chief Administrative Officer, J. Lamb noted that it would likely affect residents.

R. Burrows, resident inquired into what is a complaint with respect to a short-term rental and what is required of the complainant for staff to respond accordingly.

Chief Administrative Officer, J. Lamb noted that any video or audio can be utilized to issue a fine. He added that any off-season complaints made overnight should be made directly to RCMP. He noted that peak season overnight complaints should be made directly to security and added that detailed notes of the complaint are provided to staff from the RCMP throughout the year.

L. Shears, resident inquired about if a resident were to file a complaint through the RCMP, if they should also be filing it through the My Civic App.

Chief Administrative Officer, J. Lamb noted that it is important to also report in the app, in the case that the complaint is not fully captured in the RCMP report.

G. Campbell, resident inquired into whether the Board has had discussions to limit the number of short-term rentals and voiced concerns on the long-term effects of the community.

The Board noted that short-term rentals are being discussed, however there is also liability that needs to be considered. Commissioners added that reporting is important to assist in management of short-term rentals.

Chief Administrative Officer, J. Lamb reviewed that the Cultus Lake Park Board is a government body and also the landlord creating unique challenges in the management of short-term rentals.

(13) ADJOURNMENT

5101-22 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

THAT the Regular Meeting of the Cultus Lake Park Board held on December 14, 2022, be adjourned at 7:55 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held December 14, 2022.



Kirk Dzaman
Chair



Joe Lamb
Chief Administrative Officer