



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JANUARY 18, 2023  
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 – Via Zoom  
Commissioner E. Jartved  
Commissioner T. Moul

**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 4:04 pm.

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

5102-23 Moved by: Commissioner Moul 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), (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and*

*Section 90 (1), (d) security of the property of the municipality; and*

*Section 90 (1), (g) litigation or potential litigation affecting the municipality; and*

*Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 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 7:04 pm.

**(4) APPROVAL OF AGENDA**

5103-23 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

- (a) **THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of January 18, 2023, by adding under Section 10 – Reports by Commissioners, Item 10, (a) Appointments to Standing and Select Committees; 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**

- (a) **Cultus Lake Sailing Club Storage Proposal – Commodore Darren Douglas**

- Attachment 1; Email submission dated December 30, 2022, from Darren Douglas Commodore regarding a Shed and Boat Storage Proposal
- Attachment 2; Storage Site Layout

The delegation began at 7:06 pm.

Darren Douglas, Commodore of the Cultus Lake Sailing Club presented a proposal with respect to erecting a storage shed in the license area.

The Board inquired into the current membership and if the residents in the area have been consulted with respect to sightlines. The Board added that it would be beneficial to have further information with respect to a storage shed and its proposed location. The Board noted that the Sailing Club has a positive impact on the community.

Darren Douglas, Commodore noted that there have been some conversations surrounding the proposed shed location to the south of the washrooms, adding that sightlines would be improved compared to current structure. He noted that one of his goals as Commodore is to make sailing more accessible for the community. He stated that there are currently 70 members of the Sailing Club, and it is continuing to grow.

Staff noted that the current licence does not allow for this structure to be built and the public has not been consulted with respect to sightlines. The licence would need to be updated and in addition staff suggested consideration to consulting the residents on Park Drive, Oak Street and other residents that may be affected by sightlines prior to providing direction. Staff noted that the current structure has received bylaw related complaints with respect to the current structure.

5104-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

**THAT** the Cultus Lake Park Board direct staff to provide a recommendation to the Board regarding the proposed storage for the Cultus Lake Sailing Club.

**CARRIED**

**(6) ADOPTION OF MINUTES**

5105-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held December 14, 2022.***

**CARRIED**

5106-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

- (b) ***THAT the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held December 19, 2022.***

**CARRIED**

**(7) CORRESPONDENCE**

- (a) **Ombudsperson File No. 20-0185175 Investigation**

- Letter dated January 4, 2023, from Ombudsperson, British Columbia regarding Cultus Lake Park Annual Moorage Registration

The Board noted that it is positive to see this type of engagement from the community and highlighted that inquiries such as these do require a lot of work from staff to support the investigation.

- (b) **Fraser Valley Mountain Bikers Association Request**

- Letter dated December 21, 2022, from Michael Woods, President, FVMBA regarding building a multi-use trail on Cultus Lake Park property

5107-23 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board receive the letter dated December 21, 2022, from Michael Woods, President, FVMBA regarding building a multi-use trail on Cultus Lake Park property; and***

***THAT the Cultus Lake Park Board instruct the Chief Administrative Officer to complete the due diligence and give authorization to approve the trail once insurance is provided.***

**CARRIED**

Staff noted that FVMBA plan to build a training facility for modified bikes on the trails across from Parking Lot A, which will be brought to the Board in the future. Staff added that these are multi-use trails and are not exclusive to only their members.

(c) **Cultus Lake Zoning Review**

- Email dated December 28, 2022, from resident, Bill Towler regarding an opinion of Cultus Lake Park Zoning Review

5108-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board receive the email dated December 28, 2022, from Bill Towler regarding an opinion of Cultus Lake Park Zoning Review.*

**CARRIED**

Staff has provided a response to the letter, and this will be revisited once staff receive the changes to the Cultus Lake Zoning Bylaw from the Fraser Valley Regional District.

The Board noted that there will be further community engagement sessions in February with respect to the Cultus Lake Zoning Bylaw.

(8) **BYLAWS**

(a) **Sunnyside Campground Bylaw No. 1222, 2023**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Sunnyside Campground Bylaw No. 1222, 2023
- Attachment 2; Sunnyside Campground Bylaw No. 1222, 2023, redline version

5109-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

*THAT the Cultus Lake Park Board give First, Second, and Third Readings to Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.*

**CARRIED**

Staff noted that there are some operational changes that will need to be made following these amendments and added that seasonal campers will be required to register dogs upon arrival to assist with enforcement and management. Staff noted that changes to Bylaws are a collaborative process to ensure that the enforcement of the changes are manageable.

(b) **The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023

5110-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023.*

**CARRIED**

(c) **Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

- Attachment 1; Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023

5111-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

*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. 1224, 2023.*

**CARRIED**

**(9) REPORTS BY STAFF**

**(a) Appointment of Officer to Cultus Lake Fire Department**

- Report dated January 18, 2023, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Fire Department Bylaw No. 2008-20

5112-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board receive the Appointment of Officer report for information; and*

*THAT the Cultus Lake Park Board appoint Warren Mazuren as Fire Chief for the Cultus Lake Fire Department.*

**CARRIED**

**(b) Bylaw Enforcement Complaint Policy & Process**

- Report dated January 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Bylaw Complaint Administrative Policy

5113-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board adopt the Draft Bylaw Enforcement Complaint Policy & Process attached to and forming part of the January 18, 2023, Regular Meeting Agenda.*

**CARRIED**

Staff reviewed the process with respect to receiving a complaint from a member of the community anonymously compared to when an individual identifies themselves either publicly or privately. Staff added that there are some limitations and challenges when reports are made anonymously to write a Bylaw Enforcement infraction ticket and added that staff continue to respond to complaints regardless of if they are received anonymously. Staff noted that Bylaw infraction tickets can be written following the complaint time stamp.

The Board noted that data is required in order to make decisions pertaining to Bylaws and impact changes with respect to enforcement.

**(c) Cultus Lake Park Board Building Site Lease – Lease Renewals**

- Report dated October 19, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5114-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

**THAT** the Cultus Lake Park Board receive the Cultus Lake Park Board Building Site Lease – Lease Renewals for information; and

**THAT** the Cultus Lake Park Board request that staff provide an update at the March 15, 2023, Regular Board Meeting with respect to the number of residents that are outstanding with submitting their renewal application.

**CARRIED**

Staff noted that the remaining leases requiring renewal are based on various logistics and communication has been made with the lessee with the intent to renew.

**(10) REPORTS BY COMMISSIONERS**

(a) **Appointments to Standing and Select Committees**

- Report dated January 18, 2023, from Chair, Kirk Dzaman

5115-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

**THAT** the Cultus Lake Park Board approve the following members of the public be appointed to the following committees:

**STANDING COMMITTEE**

**Environmental and Public Area's Planning Committee**

Two (2) members of the public and four (4) non-voting members of the public, appointed by the Board

1. Joanne Hartung – non-voting
2. Rita LeBlanc – non-voting
3. Gail Smit - voting
4. Kathie Vander Helm – non-voting
5. Brenda Senft - voting

**Commercial Leaseholder Committee**

Two (2) members of the Commercial Leaseholders and two (2) non-voting members of the Commercial Leaseholders, appointed by the Board

1. Kent Dodds - voting
2. Chris Steunenber - voting
3. Steve Marks – non-voting

**SELECT COMMITTEE**

**Community Events and Engagement Committee**

Five (5) members of the public appointed by the Board  
Vice Chair – Community member (to be appointed)

1. Rita LeBlanc
2. Laurel Shears
3. Lori Klassen
4. Tracie Seeley
5. Marla McMullen

**Village Center Planning and Development Committee**

*Two (2) or more (up to eight) additional members of the public appointed by the Board*

1. *Kevin Kirsten*
2. *Gord Campbell*
3. *Colleen Rogozinski*
4. *Brad Shears*
5. *Ernie Vance*
6. *Kelly Mendonca*
7. *Peter Vander Helm*
8. *Bruce van den Brink*

**CARRIED**

The Board thanked all community members for their application and added that the community is encouraged to join each meeting as they are made public. Members of the public are welcome to participate in the committees during the Public Question Period. The Board added that this is the most engagement the Board has seen in many years with respect to committee applications.

**(11) COMMUNITY ASSOCIATION**

C. Rogozinski, resident inquired into any plans to put the black rubber bumper currently at the Boat Rental dock on the other docks in the residential areas.

Staff noted that all the residential docks will have the boat bumpers along the side and front of the docks.

C. Rogozinski, resident noted that residents have recently received their land assessments, taxed at freehold rates and invoiced for lease, as it appears the community is charged twice. Residents have inquired into BC Assessment for clarification without an accurate response.

Staff noted that BC Assessment stated that the land is assessed by the land and not by lease payments. Staff added that this question should continue to be addressed directly to BC Assessment. Staff added that comparisons have been made the last few years with respect to what an average home in Chilliwack and Cultus Lake would pay, and they are not vastly different.

C. Rogozinski inquired into the status of the sewer RFP.

Staff noted that FVRD has received six (6) qualified contenders, shortlisting to three (3). The tender process was based on experience, the project will be re-priced with the successful proponent. There will be more information to the community in March/April with respect to the award and process for project completion. Staff added that the current budget is \$13 million and will have more information with respect to cost in March/April.

Kevin Kirsten, resident inquired into any legalities for recording individuals in their homes with respect to a bylaw complaint.

Staff noted that this will need to be reviewed following the meeting and added that it is common for Bylaw Adjudication to review camera footage.

**(12) PUBLIC QUESTION PERIOD**

No public questions.

**(13) ADJOURNMENT**

5116-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Regular Meeting of the Cultus Lake Park Board held on January 18, 2023, be adjourned at 8:23 pm.*

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held January 18, 2023.



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Kirk Dzaman  
Chair



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Joe Lamb  
Chief Administrative Officer