



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, FEBRUARY 15, 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  
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 Park Operations – J. Almeida  
Manager of Sunnyside Campground & Accommodations – C. Volk  
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

### (1) CALL TO ORDER

The Chair called the meeting to order at 5:02 pm.

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

5117-23 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 7:00 pm.

### (4) APPROVAL OF AGENDA

5118-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of February 15, 2023; and

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

**CARRIED**

**(5) DELEGATION**

**(a) Fraser Valley Mountain Bikers Association – Mike Woods, Past President**

- Attachment 1; Cultus Lake Skills Park Proposal
- Attachment 2; Preliminary Site Layout
- Attachment 3; Additional Map View of Area

The delegation began at 7:02 pm.

Mike Woods, Past President of the Fraser Valley Mountain Bikers Association presented to the Board the proposal regarding a Cultus Lake Skills Park on a parcel of land located across from Parking Lot A, with Lakeshore Drive to the South and Parmenter Road to the North. He noted that no trees would be removed, and some ground cover would be disrupted to build varied wood structures and dirt banks. He noted that the trails existing are currently maintained by people supported by the FVMBA. He noted that these would continue to be multi-use trails, with intent to have trails rerouted where necessary to outer perimeter of the proposed skills park to avoid conflict.

The delegation ended at 7:32 pm.

5119-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board direct staff to communicate with the Fraser Valley Mountain Bikers Association on next steps, consult with the Fraser Valley Regional District with respect to zoning, assess environmental impact, and complete next steps on consultation with the public and First Nations regarding the skills park proposal.*

**CARRIED**

**(6) ADOPTION OF MINUTES**

5120-23 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held January 18, 2023.*

**CARRIED**

**(7) CORRESPONDENCE**

**(a) Pickleball Court Schedule and Signage Request**

- Email dated October 12, 2022, from Rose Turcasso, resident regarding the request to organize a Cultus Lake Community Pickleball schedule and permanent signage.

5121-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board refer back to staff to investigate signage in other parks appropriate for this location and bring back findings to the Board.*

**CARRIED**

The Board noted that staff do not have the capacity to facilitate scheduling of pickleball at this time and noted that the courts are not solely for the purpose of pickleball.

(b) **Senior's Program Restrictions**

- Email dated January 26, 2023, from Bill Towler, resident regarding a request to lobby the Provincial Government with respect to senior's program restrictions.

5122-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board receive the email from Bill Towler, resident regarding a request to lobby the Provincial Government with respect to senior's program restrictions.*

**CARRIED**

(c) **Cultus Lake Sailing Club Proposed Structure – Community Feedback**

- Email dated January 25, 2023, from Steve and Marsha Bede, resident regarding the Sailing Club's request to build a boat storage structure
- Email dated January 26, 2023, from Marsha Bede, resident regarding the Sailing Club's request to build a boat storage structure

5123-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board receive the community feedback from Steve and Marsha Bede regarding the proposed Cultus Lake Sailing Club boat storage structure.*

**CARRIED**

(d) **What We Heard Community Meeting Engagement Summary**

- Report dated January 2023, Urban Systems regarding community feedback at the December 13, 2022, Urban Systems' Virtual Kick-off Meeting

5124-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board receive the What We Heard Community Meeting Engagement Summary report from Urban Systems.*

**CARRIED**

The Board discussed other community engagement tactics and opportunities that are accessible to all residents to encourage more participation.

(e) **Seasonal Policing 2022 Cultus Lake Report**

- Report from Staff Sergeant, Grant Floris of the Royal Canadian Mounted Police Upper Fraser Valley Regional Detachment

5125-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board receive the report from Staff Sergeant, Grant Floris of the Royal Canadian Mounted Police Upper Fraser Valley Regional Detachment.*

**CARRIED**

**(8) BYLAWS**

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

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Sunnyside Campground Bylaw No. 1222, 2023
- Attachment 2; Sunnyside Campground Administrative Policy

5126-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Sunnyside Campground Bylaw No. 1222, 2023.*

*THAT the Cultus Lake Park Board approve the Sunnyside Campground Administrative Policy attached to and forming part of the February 15, 2023, Regular Board Meeting Agenda.*

**CARRIED**

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

- Attachment 1; The Cabins at Cultus Lake Park Bylaw No. 1208, 2022, Amendment Bylaw No. 1223, 2023

5127-23 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board give Final Reading of the 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**

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

5128-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1224, 2023.*

**CARRIED**

**(d) Administrative Fees Bylaw No. 1225, 2023**

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Administrative Fees Bylaw No. 1225, 2023

5129-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Administrative Fees Bylaw No. 1225, 2023.*

**CARRIED**

(e) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1226, 2023**

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019, Amendment Bylaw No. 1226, 2023

5130-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board give First, Second, and Third Readings of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1226, 2023.*

**CARRIED**

(f) **Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1227, 2023**

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019, Amendment Bylaw No. 1227, 2023

5131-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

*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. 1227, 2023.*

**CARRIED**

**(9) CONSENT AGENDA**

(a) **2022 Fourth Quarter Reports**

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

5132-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

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

**CARRIED**

**(10) REPORTS BY STAFF**

(a) **Sailing Club Proposal**

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

- Attachment 1; Cultus Lake Sailing Club Proposed Storage Shed Drawings and Images (3 pages)
- Attachment 2; Images of Proposed Storage Racks
- Attachment 3; Draft Letter to Residents regarding Cultus Lake Sailing Club Storage Proposal

5133-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board receive the report regarding the Cultus Lake Sailing Club Proposal;*

***THAT** the Cultus Lake Park Board request that staff circulate the draft letter to noted resident addresses of Park Drive, Mountain View, Willow St, Oak St, and First Ave; and*

***THAT** the Cultus Lake Park Board request that staff provide the Board with the resident's feedback at the March 15, 2023, Regular Board Meeting.*

**CARRIED**

(b) **Annual Short-Term Rental Review**

- Report dated February 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Short-term Rental Survey Draft

5134-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the Short-Term Rental Review report for information; and*

***THAT** the Cultus Lake Park Board request that staff circulate the Short-Term Rental Survey to the community and to provide the Board with the survey results once complete.*

**CARRIED**

(c) **Conquer the Vedder Race Event**

- Report dated February 15, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Conquer the Vedder Event Application
- Attachment 2; Conquer the Vedder Race Day Details

5135-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board receive the Conquer the Vedder Race Event report for information.*

**CARRIED**

(d) **Polar Plunge for Special Olympics BC Special Event**

- Report dated February 15, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Polar Plunge Special Event Application
- Attachment 2; Polar Plunge Special Event Letter to the Board

5136-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board approve the Polar Plunge Special Event to be held on Thursday, March 2, 2023, from 10:00 am to 12:00 pm;*

*THAT the Cultus Lake Park Board approve waiving the standard special event fees for the Polar Plunge Special Event; and*

*THAT the Cultus Lake Park Board approve waiving of parking fees for forty participants and volunteers in Parking Lot A for the duration of the Polar Plunge Special Event.*

**CARRIED**

**(11) REPORTS BY COMMISSIONERS**

**Verbal Report from Chair Dzaman**

Chair Dzaman expressed his appreciation for the invitation he received from MLA Kelli Paddon to attend the "Speech of the Throne" and highlighted the potential for a positive step forward with the Province.

**(12) COMMUNITY ASSOCIATION**

R. LeBlanc, resident requested clarification regarding the total unlicensed Short-term Rentals in 2019. She inquired if they are able to continue operations without a licence, and inquired if a cap on rentals was possible.

Staff noted that online research of advertised Short-term Rentals identified 74 unlicensed rentals within the Park at that time. Staff noted that a \$500 fee would be issued should an unlicensed rental be discovered in the Park. The Board is currently reviewing all possibilities with respect to Short-term Rentals, noting that the survey will quantify the issues and provide data to support any decisions.

**(13) PUBLIC QUESTION PERIOD**

D. Clyne, resident, requested clarity surrounding the conservation area noted in discussion regarding the FVMBA Skills Park proposal. He inquired into who monitors these trails after hours and who would be responsible for paying the environmental assessment.

Staff noted that the preliminary review with FVRD noted that it is low impact recreational, and it likely fits within the current zoning, however FVRD has not reviewed the detailed plan.

The Board noted that the monitoring after hours and cost of environmental impact is referred back to staff for review at this time.

R. Williamson, resident, inquired if the main benefit to park residents regarding the Skills Park proposal would be parking fees.

The Board noted that the Skills Park would be accessible for their members and the community and added that currently the only benefit is parking fees and commercial use of the surrounding park amenities.

L. Shears, resident inquired into the next steps for the renewal process for residents currently in lease version one (1).

Staff noted that all impacted leaseholders but two (2) have submitted their renewals. The documents are all signed and sealed, and an executed copy is expected to be mailed to leaseholders by March 15<sup>th</sup>.

R. Williamson, resident, inquired into the one billion dollar infrastructure announcement from the Province.

Staff noted that the Park is receiving the sewer grant, and noted that the *Cultus Lake Park Act* does not consider us a municipality currently.

**(14) ADJOURNMENT**

5137-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT*** the Regular Meeting of the Cultus Lake Park Board held on February 15, 2023, be adjourned at 8:49 pm.

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held February 15, 2023.



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Kirk Dzaman  
Chair



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Joe Lamb  
Chief Administrative Officer