



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, SEPTEMBER 13, 2023
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

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. Warmerdam

Regrets Manager of Park Operations – J. Almeida

(1) CALL TO ORDER

The Chair called the meeting to order at 6:51 pm and acknowledged that we are gathered here on the unceded traditional territory of the Th'ewa'li First Nations.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5229-23 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), (d) security of the property of the municipality.*

CARRIED

(3) RECONVENE

The meeting reconvened at 7:00 pm.

(4) APPROVAL OF AGENDA

5230-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

(a) ***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of September 13, 2023, by removing and replacing under Section 9 – Reports by Staff, Item 9, (d) Block Party Process Review;*

***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) ADOPTION OF MINUTES

5231-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 16, 2023.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5232-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

- (a) *THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from May 12, 2023.*

CARRIED

(7) CORRESPONDENCE

(8) BYLAWS

(9) REPORTS BY STAFF

- (a) **Review of taxes, fees, and charges borne by Cultus Lake Park residents in comparison to residents in Area H and other comparable municipalities**

- Report dated September 13, 2023, from Erica Lee, Chief Financial Officer
- Addendum #1 Area H vs. Cultus Lake Park
- Addendum #2 Municipalities vs. Cultus Lake Park

5233-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the review of taxes, fees and charges borne by Cultus Lake Park residents in comparison to residents in Area H and other comparable municipalities.

CARRIED

- (b) **Cultus Lake Park Governance Study Summary**

- Report dated September 13, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5234-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the Cultus Lake Park Governance Study Summary for information.

CARRIED

(c) **Flu Vaccination Clinic**

- Report dated September 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

5235-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the request to host the Save on Foods Pharmacy at the Cultus Lake Park Community Hall on Saturday, October 21, 2023, from 10:00 am to 2:00 pm to administer vaccinations free of charge to community members; and*

***THAT** the Cultus Lake Park Board request staff to advertise the flu clinic and offer to the public to contact the office to schedule appointments for Saturday, October 21, 2023, no later than Friday, October 20, 2023.*

CARRIED

(d) **Block Party Process Review**

- Report dated September 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Overview of Surrounding Municipalities Special Event Block Party Process
- Attachment 2; Cultus Lake Park Draft Block Party Sign-Off Sheet

5236-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board approve one of the following amended options regarding Cultus Lake Park Special Event Block Party process:*

***Option 3** – **THAT** the \$100 Application fee be waived and the \$1000 Security Deposit for Special Event Applications be reimbursed for residential leaseholders and community organizations when hosting an approved Block Party in Cultus Lake Park that does not result in bylaw related issues.*

CARRIED

Commissioner Bauer voted in opposition.

Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the addition of implementing a Block Party Sign-Off sheet as part of the Cultus Lake Park Special Event application process for the purpose of approval for road closures related to block parties.*

***THAT** the Cultus Lake Park Board request staff to make amendments to the applicable bylaws reflective of the approved recommendations effective January 2024.*

CARRIED

(10) REPORTS BY COMMISSIONERS

(11) COMMUNITY ASSOCIATION

C. Rogozinski, on behalf of the Cultus Lake Community Association, inquired if the Board is considering any measures regarding wildfire protection for the community. She inquired if there is a plan to update the current wildfire protection plan and if there are any plans currently to have an assessment completed of the entire community. She inquired into the ability to utilize the Cultus Lake Park app to alert residents of potential wildfires in the area. She inquired into the use of the Cultus Lake Fire Department siren in the case of an emergency. She inquired if the park conducts fire inspections of short-term rentals.

The Board noted that there is a wildfire protection plan which was completed in 2013 on the website currently, which is reviewed by staff annually.

Staff noted that the document was drafted in alignment with FireSmart preparedness guides. Staff noted that residents may request an assessment of their home through the Fraser Valley Regional District (FVRD). Staff noted that emergency alerts would be provided by the FVRD through the Alertable app. Staff noted that they would have to review the request for use of the Cultus Lake Fire Department's siren in emergency situations. Staff noted that fire inspections are not currently conducted by staff of residential properties, however short-term rentals are required to have an evacuation plan.

(12) PUBLIC QUESTION PERIOD

B. Shirley, resident, noted that there is an insurance provider that offers special event insurance at a reasonable fee that he will forward to staff. He noted that the \$1000 security deposit for small events in his opinion should not be required and instead any bylaw infractions be charged to the organizer following the event. He noted his view of the risk of fire on the park and the recommendation to review the document from 2013.

Staff noted that no permits are required for residents hosting an event within their property pins and noted the intent of collecting the \$1000 security deposit for events hosted on park property.

The Board noted that they are reviewing the wildfire protection plan.

B. Shears, resident, inquired about the Board's definition of a block party.

Staff noted that a block party is an organized gathering with multiple residential leaseholders on park property.

(13) ADJOURNMENT

5237-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held on September 13, 2023, be adjourned at 8:08 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held September 13, 2023.



Kirk Dzaman
Chair



Joe Lamb
Chief Administrative Officer