



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 18, 2023  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present** 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 Park Operations – J. Almeida  
Manager of Sunnyside Campground & Accommodations – C. Volk  
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

**Regrets** Commissioner K. Dzaman – Chair

### (1) CALL TO ORDER

The Vice Chair called the meeting to order at 6:30 pm and acknowledged that we are gathered here today on the traditional, ancestral and unceded territory of the Th'ewa':li First Nations. We are grateful for the hospitality to live, work and play on these lands.

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

5238-23 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

***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 their preliminary stages, and 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**

5239-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 18, 2023; and

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

**CARRIED**

**(5) DELEGATION**

- (a) **Cultus Lake Park Green Shores® Project**

- Presentation by Andrea McDonald, Project Manager, Green Shores® Cultus Lake Park GSSD Project

5240-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

**THAT** the Cultus Lake Park Board receive the Cultus Lake Park Green Shores® Project presentation for information.

**CARRIED**

The presentation began at 7:02 pm.

Andrea McDonald, Project Manager, Green Shores® Cultus Lake Park GSSD Project, provided an overview of the Green Shores initiative across British Columbia and the specific project site at Cultus Lake Park. The project is in the initial stages, with the demonstration site located on the westside of the lake along the foreshore. The purpose of the project is to promote, improve and restore riparian and aquatic ecosystem health. The project will provide opportunities for the public to participate in training and educational components.

The Board thanked Andrea McDonald, Project Manager, Green Shores® Cultus Lake Park GSSD Project for the presentation and participation in the project at Cultus Lake Park.

The presentation ended at 7:17 pm.

**(6) ADOPTION OF MINUTES**

5241-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held September 13, 2023.

**CARRIED**

5242-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

- (b) **THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held September 29, 2023.

**CARRIED**

**(7) ADOPTION OF COMMITTEE MINUTES**

5243-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) **THAT** the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from May 2, 2023.

**CARRIED**

5244-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (b) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from July 13, 2023.

**CARRIED**

5245-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (c) **THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from August 10, 2023.

**CARRIED**

5246-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (d) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from September 6, 2023.

**CARRIED**

5247-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (e) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from September 22, 2023.

**CARRIED**

**(8) CORRESPONDENCE**

**(a) Cultus Lake Park Village Center Market Assessment**

- Cultus Lake Park Village Center Market Assessment from Urban Systems Ltd. dated February 9, 2023

5248-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the Cultus Lake Park Village Center Market Assessment from Urban Systems Ltd. for information.*

**CARRIED**

**(b) Cultus Lake Park Village Center Plan Draft Guiding Principles**

- Cultus Lake Park Village Center Plan Draft Guiding Principles from Urban Systems Ltd.

5249-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the Cultus Lake Park Village Center Plan Draft Guiding Principles for information.*

**CARRIED**

**(9) BYLAWS**

**(10) REPORTS BY STAFF**

**(a) 2023 Bylaw Enforcement Summer Season Update Short-term Rental Management**

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

5250-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board support staff to amend the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect a maximum advertised occupancy of eight (8) guests per operation.*

**CARRIED**

5251-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board support amending the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect that advertising of rentals require bookings of no less than three (3) nights.*

**CARRIED**

5252-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board support amending the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect changes to Section 4, of the Policy – “Revoking, Cancelation or Refusal of Permit” in order to regulate the Short-term Rental Operations.*

**CARRIED**

5253-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board request that staff review options to restrict parking allotment for each Short-term Rental Operation.*

**CARRIED**

5254-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board request that staff provide draft changes of the Cultus Lake Park Short-term Rental Bylaw and Short-term Rental Administrative Policy along with options to manage parking allocations.*

**CARRIED**

(b) **Remembrance Day Wreaths**

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

5255-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board designate two Board members to attend to lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2023; and*

***THAT** the Cultus Lake Park Board authorizes the purchase of three (3) #20 wreaths.*

**CARRIED**

Commissioner Jartved and Vice Chair Beesley volunteered to participate in laying the Remembrance Day wreaths.

(c) **Cultus Lake Triathlon Special Event**

- Report dated October 18, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Letter to the Board
- Attachment 3; Swim Course Maps
- Attachment 4; Bike Course Maps
- Attachment 5; Running Course Maps
- Attachment 6; Traffic Management Plan 2023
- Attachment 7; Transition Area Map

5256-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the Cultus Lake Triathlon special event from September 12 to 16, 2024, subject to staff's review and approval of an updated Traffic Management Plan;*

**CARRIED**

Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board permit ten (10) operational and equipment storage trailers to park overnight for the duration of the event in Parking Lot B;*

***THAT** the Cultus Lake Park Board permit one (1) vehicle to park overnight in the lower access roadway at Main Beach for security purposes for the duration of the event;*

***THAT** the Cultus Lake Park Board approve waiving parking fees for fifteen (15) volunteers, ten (10) storage trailers and one (1) security vehicle for the duration of the event; and*

***THAT** the Cultus Lake Park Board permit use of two (2) generators from 7:30 am to 6:00 pm on Sunday, September 15, 2024, for the purpose of operating equipment at the Main Beach docks and the finish line of the race at Main Beach.*

**CARRIED**

## **(11) REPORTS BY COMMISSIONERS**

### **(a) Commissioner Appointments to Collect Parking by Donation**

- Report dated October 18, 2023, from Erika Jartved, Chair, Community Events and Engagement Committee

5257-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board request appointments of Board Commissioners to accept donations for parking at the Cultus Lake Park Christmas Special Event on November 25, 2023, from 4:00 pm to 8:00 pm.*

**CARRIED**

Commissioner Moul and Vice Chair Beesley volunteered to collect parking by donation at the Cultus Lake Park Christmas Special Event on November 25, 2023.

## **(12) COMMUNITY ASSOCIATION**

C. Rogozinski, representative from the Community Association, noted that recently the Association conducted a community survey regarding short-term rental operations in the park which was provided to the Board and staff. She noted that the recent legislative changes announced by the Provincial Government may leave the community vulnerable as the park is currently exempt from the proposed regulations. She reviewed some of the statistics from the survey results and noted that no limitations may lead to saturation of short-term rentals and loss of the sense of community. She requested that the Board consider ways to protect the community from the influx of short-term rentals.

The Board noted that all these factors will be reviewed following staff's recommendations at a future Board meeting. They thanked the Community Association for conducting the survey and providing the Board with the results.

**(13) PUBLIC QUESTION PERIOD**

C. Smit, resident, noted that there is a continued concern about the growing number of short-term rentals in the park and shared their opinion on the staff recommendations presented at the meeting. They noted that there is a potential risk in not providing a limit to how many short-term rentals can be owned by one (1) operator. They noted that when the process to review short-term rentals began years prior, the park had approximately thirty-six (36) operators at that time.

The Board noted that they would take the comments under advisement.

C. Kamachi, resident, inquired into how many residential properties and residents are in the park. They inquired if the Board has intention to align with the potential legislative changes related to short-term rentals.

The Board noted that Commissioners and staff require additional time to review all the components and are not in a position to provide direction at this time.

W. Heltman, resident, noted that they own two (2) short-term rentals with no issues reported to date, as they restrict renters from having parties and provide access to ample parking. They recommended that the Board fine the owners that create issues related to their short-term rental operations. They inquired if the Provincial Government legislation will affect the community and if there would be a referendum and/or future meeting prior to any bylaw amendments related to short-term rentals.

The Board noted that they are not currently in a position to fully understand or provide direction on the impact of the legislative changes. The Board noted that the current motions are to support staff in providing amendments to the bylaw based on input at this meeting. Bylaw amendments will be presented to the Board at a future public meeting for the Board to review and vote on.

C. Lussier, resident, noted that they have been a short-term rental host for multiple years with no issues to date. They noted that the park currently has bylaws to address all of the issues discussed, and requested clarity on why additional amendments are required and how does the data presented warrant any changes. They inquired if all residents will be restricted to inviting a maximum of eight (8) guests.

The Board noted that the intention of hiring a designated Bylaw Enforcement Officer was to gather more information about short-term rentals. The Board noted that these statistics do not necessarily warrant changes in the noise bylaw, however they may warrant a change to the short-term rental related bylaws and policies to further strengthen staff's ability to regulate short-term rentals. The intent is not to have this affect all residents and noted that there is a different impact when there is a primary resident at the property compared to when someone does not reside in the park to manage the issues that may arise. These motions are outlined to forward to staff to further look at recommended changes and are not actual bylaw changes.

G. Smit, resident, noted their appreciation for both sides of the topic, and noted that the focus should not solely be on proper management of current short-term rentals, it should also be the number of short-term rentals in the park that impacts the sense of community.

The Board noted that these conversations bring up potential concerns that the community has and the concerns of the community who those that operate short-term rental. The Board noted their appreciation for everyone's participation in the conversation on this topic.

K. Hawkins, resident, noted that they were a property manager for over ten (10) years and recommended that the Board deal with operators who do not run short-term rentals in alignment with the bylaws. They recommended taking a tiered approach to begin with small changes instead of large changes that might negatively affect a large group of individuals.

The Board noted that they will have careful consideration of the big picture before proceeding with any motions related to bylaw related changes.

B. Shirley, resident, inquired into the potential of having weekly garbage pickup for the short-term rental operators and residents. They noted that limiting short-term rentals will increase the value of the current permit holders and those that cannot receive a permit will also be impacted.

Joe Almeida, Manager of Park Operations, noted that changing to weekly garbage pickup would result in an increase of approximately \$50,000 to \$60,000 annually. They noted that staff are reviewing the purchase of a garbage truck with potential to have a pay per service next year for those that may require it.

P. Guenther, resident, noted their concern about the level of due diligence of the Board on various topics on the agenda including potential lack of supporting data on some of the short-term rental motions. They noted legislative change that may affect the park regarding not being able to restrict laneway and coach houses.

The Board noted that they are intentional in their actions to gather further clarity before changing bylaws specifically related to short-term rentals. They noted that the park is a unique entity that is not easily compared to other municipalities for guidance in shaping policy changes.

Joe Lamb, Chief Administrative Officer, noted that based on research the park has a leading short-term rental management program. They noted that 13% of homes in the park are short-term rentals in the community and noted that the uniqueness of our community is a factor that the Board needs to consider. Staff will take all the input online and in person to form recommendations for bylaw amendments.

J. Ma, resident, noted that they operate a short-term rental with no issues to date. They noted that the motions seemed biased against short-term rental operators. They noted that in their opinion individuals are simply against short-term rentals and are looking for an exclusive community. They added that Cultus Lake is a recreation destination and that short-term rental operators provide access for guests that may be less fortunate to live at the lake.

Vice Chair Beesley noted that they are personally not looking to live in an exclusive community and believes that short-term rentals should be part of that future.

Andrea McDonald, representative from BC Stewardship Centre, noted that the learning as we go comment was in reference to the training that is being provided through the Green Shores program. They noted that a large part of the first stage of the project is collecting ecological and local data.

Joe Almeida, Manager of Park Operations, noted that staff will review an affordable housing initiative in the park and inquired if decisions made with respect to short-term rentals could be retracted.



The Board noted they will be reviewing the decisions related to short-term rentals and will include review of future planning and not simply short-term planning.

L. Shears, resident on behalf of the Cultus Lake Park Board Community Events and Engagement Committee, noted that the Christmas Special Event on November 25, 2023, will kick-off lighting of the park. They noted that the committee has announced a challenge to the community to sponsor a family tree in addition to inviting residents to light their own homes on the evening of the event. Information on the event can be found on the Cultus Lake Park website, Facebook page, Committee Facebook page and the Cultus Lake Community Association Facebook page.

Commissioner Jartved noted that the committee is also currently looking for community volunteers for the Christmas event.

The following community questions posed via Zoom on the online chat have been compiled as part of the minutes for staff to provide follow up to those residents whose questions were not answered during the meeting.

C. Lussier, resident, inquired about the number of noise complaints from other residents not operating short-term rentals. They inquired if all residents would be restricted from inviting a maximum of eight (8) overnight guests. They noted that the lake does not only belong to the full-time residents and should be shared with vacationers. They noted that in their opinion the motions seem biased and not supported by the data.

Jason, resident, noted that two (2) families each having three (3) children are greater than eight (8). They noted that a minimum of three (3) nights' staff in the summer is not feasible due to standard work schedules. They inquired if the Board would renew the permits for offending short-term rental operators.

J. Ma, resident, inquired into restricting the number of guests rather than nights of stay for short-term rentals and inquired into who regulates the noise from local residents. They inquired into if the park differentiates between corporate owned and privately owned short-term rentals. They noted that putting a three (3) day minimum stay just promotes poor renters to stay longer. They questioned how the park defines a short-term rental business and a single homeowner with an occasional renter. They noted that every community has long and short-term rentals.

Staff noted that there isn't any corporate owned short-term rentals in the park currently.

E. Sims, resident, inquired if the Bylaw Enforcement Officer that was hired for the summer season, was strictly for short-term rentals or as a benefit for the entire community. They inquired if there is a restriction of parking for short-term rental operators and if that would be imposed on leasehold residents as well. They noted that there is no difference in length of stay if the guest's intent is to party and added that those who create issues should be fined. They noted that three (3) day minimum stays make it challenging for individuals to rent based on standard work week schedules. They noted that the renters support small businesses in the area. They asked that staff confer with short-term rental operators on proposed changes to the bylaw and process. They noted that they believe there used to be a restriction on owning more than one leasehold property in the past.

B. Kroeker, resident, noted that three (3) night stays likely would not attract loud parties due to cost.

B. Gunn, resident, noted that short-term rental operators with no issues should not be penalized and added that residents who visit their home on weekends could also be contributing to larger groups creating noise into the late evening.

K. Simmons, resident, noted that the Bylaw Enforcement Officer for short-term rentals should be for the benefit of the whole community.

Michelle and Sheldon, resident, noted that short-term rental operators work hard to preserve the community and recommended that the Board focus on the minority that cause issues instead of making changes that affect all operators.

**(14) ADJOURNMENT**

5258-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

*THAT the Regular Meeting of the Cultus Lake Park Board held on October 18, 2023, be adjourned at 9:07 pm.*

**CARRIED**

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



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John Beesley  
Vice Chair



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Joe Lamb  
Chief Administrative Officer