



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 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 E. Jartved  
Commissioner T. Moul  
Commissioner D. Bauer - Via Zoom

**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 5:21 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

5259-23 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; and  
Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

### (3) RECONVENE

The meeting reconvened at 7:03 pm.

### (4) APPROVAL OF AGENDA

5260-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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

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

**CARRIED**

**(5) ADOPTION OF MINUTES**

5261-23 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

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

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

5262-23 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 September 28, 2023.*

**CARRIED**

5263-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

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

**CARRIED**

5264-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

- (c) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from November 3, 2023.*

**CARRIED**

**(7) ELECTION OF CHAIR**

Nomination forms for the position of Chair were distributed to the Board members. Rachel Litchfield, Manager of Corporate Services / Corporate Officer, collected the nomination forms and Joe Lamb, Chief Administrative Officer read aloud the results. Five (5) nomination forms were received in favour of Commissioner Dzaman. Commissioner Dzaman accepted nomination for the position of Cultus Lake Park Board Chair.

Joe Lamb, Chief Administrative Officer, closed the nominations and declared that there will not be an election and confirmed that Commissioner Dzaman has been elected and will assume the position as the Chair of the Cultus Lake Park Board.

**(8) ELECTION OF VICE CHAIR**

Nomination forms for the position of Vice Chair were distributed to the Board members. Rachel Litchfield, Manager of Corporate Services / Corporate Officer, collected the nomination forms and Joe Lamb, Chief Administrative Officer, read aloud the results. Five (5) nomination forms were received in favour of Commissioner Beesley. Commissioner Beesley accepted the nomination for the position of Cultus Lake Park Board Vice Chair.

Joe Lamb, Chief Administrative Officer, closed the nominations and declared that there will not be an election and confirmed that Commissioner Beesley will assume the position of Vice Chair of the Cultus Lake Park Board.

**(9) CORRESPONDENCE**

**(a) RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2023**

- Seasonal Policing 2023 Report by Staff Sargeant Grant Floris

**5265-23** Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2023 for information.*

**CARRIED**

**(10) FINANCE**

**(a) 2024-2028 Cultus Lake Park DRAFT Financial Plan**

- Report dated November 15, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1: Cultus Lake Park 2024-2028 DRAFT Financial Plan Bylaw No. 1231, 2023
- Attachment 2; Schedule A – 2024 Financial Plan Summary
- Attachment 3; Schedule B – 2024-2028 Five-Year Summary
- Attachment 4; 2024 Budget Highlights
- Attachment 5; Budget Changes Document
- Attachment 6; Business Unit Details
- Attachment 7; Schedule of Reserves

**5266-23** Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023.*

**CARRIED**

Erica Lee, Chief Financial Officer, noted that the agenda package includes the 2024 Financial Plan summary, 2024-2028 Five-Year summary, 2024 Budget highlights, a document which outlines the changes to the budget, business unit details and a schedule of reserves.

She noted that the largest revenue generating business unit is Sunnyside Campground, representing 52.6% of the total revenue earned. Parking and Public Area revenue represents 13.1%, and Commercial and Residential lease revenue represents 9% and 6.9%, respectively.

She provided an overview of the new budgeted spending as primarily focused on safety and security measures, environmental sustainability and addressing infrastructure needs.

Chair Dzaman inquired into whether Wi-Fi would remain accessible in Sunnyside Campground and when the initial phases of the asset management plan are planned to be completed. He reviewed the purpose and benefits of the asset management plan for the park.

Staff noted that Wi-Fi would be accessible to campers at no charge to begin the next camping season. Staff noted that the asset management plan initial phases should be completed this time next year and added that this would create a base line of information that should be reviewed every three (3) years.

Vice Chair Beesley inquired into whether the \$1375 per Short-term Rental application will cover the cost of a Short-term Rental Bylaw Enforcement Officer.

Staff confirmed that it would cover the cost.

(b) **Public Consultation on the 2024-2028 Cultus Lake Park DRAFT Financial Plan**

B. Shirley, resident, commended staff on the budget documents and inquired into the interest allocated in reserves. He noted his opposition to the fees associated with the Short-term Rental Bylaw Enforcement Officer and the title as it relates to the job duties of this position. He inquired into whether the park would require consultation to complete the asset management plan and if this would require going out to tender.

Staff noted that any contract in excess of \$50,000 would require an RFP.

M. Moris, resident, noted her opposition to the fees associated with the Short-term Rental Bylaw Enforcement Officer and recommended that staff increase enforcement of Short-term Rentals that do not comply with regulations.

The Board noted the intent to hire the Short-term Rental Bylaw Enforcement Officer is to provide additional support required in order to strengthen enforcement and continue to gather data regarding these operations as a proactive approach to management.

(11) **BYLAWS**

(a) **Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023**

- Report dated November 15, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023
- Attachment 2; Schedule A – 2023 Financial Plan
- Attachment 3; Schedule B – 2023-2027 Financial Plan
- Attachment 4; Schedule C – Summary of Changes

5267-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023.*

**CARRIED**

(b) **Cultus Lake Park Board Procedures Bylaw No. 1233, 2023**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Board DRAFT Procedures Bylaw No. 1233, 2023
- Attachment 2; Cultus Lake Park Board Procedures Bylaw No. 1233, 2023, redline version

5268-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023;*

*THAT a notice of intention to adopt the bylaw be published in the newspaper on November 17, 2023, and November 24, 2023; and*

*THAT the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023, be brought forward for Final reading on December 13, 2023.*

**CARRIED**

**(12) CONSENT AGENDA**

(a) **2023 Third Quarter Reports**

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

5269-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board receive the 2023 Third Quarter reports for information.*

**CARRIED**

**(13) REPORTS BY STAFF**

(a) **2024 Cultus Lake Park Board Regular Meeting Dates**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2024 Board Meeting Dates Calendar

5270-23 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board endorse the following dates as the 2024 Board Meeting dates:*

<i>January 17</i>	<i>February 21</i>
<i>March 20</i>	<i>April 17</i>
<i>May 15</i>	<i>June 19</i>
<i>July 17</i>	<i>August 21</i>
<i>September 25</i>	<i>October 16</i>
<i>November 20</i>	<i>December 11</i>

***THAT** the Cultus Lake Park Board approve the 2024 Cultus Lake Park Board Meeting dates.*

**CARRIED**

(b) **Cultus Lake Park Board Committee Systems Policy**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Board DRAFT Committee Systems Policy
- Attachment 2; Cultus Lake Park Board Committee Systems Policy, redline version

5271-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board adopt the Cultus Lake Park Board Committee Systems Policy as amended.*

**CARRIED**

(c) **Cultus Lake Park Short-term Rental Policy**

- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Current Short-term Rental Operations Spreadsheet
- Attachment 2; Cultus Lake Park DRAFT Short-term Rental Policy
- Attachment 3; Cultus Lake Park Short-term Rental Policy, redline version

5272-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board approve the Short-term Rental Policy as amended; and*

*THAT the Cultus Lake Park Board request staff to amend the Short-term Rental Bylaw No. 1202, 2021, reflective of the approved amendments in the Short-term Rental Policy, for Board review at the next Regular Board meeting.*

**CARRIED**

Staff noted the recommendation to further amend the Short-term Rental (STR) Policy to include under Section 1.5 (b) the requirement to submit a STR application within 30 days of a lease transfer completion.

(d) **Paddle Expo 2024 Special Event**

- Report dated November 15, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Event Site Map

5273-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board approve the Paddle Expo 2024 from 7:00 am to 5:00 pm on Sunday, April 28, 2024.*

*THAT the Cultus Lake Park Board approve one (1) food vendor to operate at Main Beach as part of Paddle Expo 2024 from 7:00 am to 5:00 pm.*

*THAT the Cultus Lake Park Board approve the use of five (5) propane fire pits at Main Beach for the duration of the event.*

**CARRIED**

5274-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board approve the waiver of parking fees for 15 volunteer and support vehicles at Main Beach and Parking Lot B from 7:00 am to 5:00 pm.*

**CARRIED**

(e) **Cultus Lake Community School Events 2024**

- Report dated November 15, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Applications

5275-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant, staff, and spectator vehicles in Parking Lot B on December 2, 2023, for the Craft Fair special event from 9:00 am to 4:00 pm.*

**CARRIED**

5276-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 40 parent and volunteer vehicles in Parking Lot B on April 25, 2024, for the Volunteer Tea special event from 9:00 am to 11:00 am.*

**CARRIED**

5277-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot B on May 2, 2024, for the School District Cross Country Run special event from 1:30 pm to 5:30 pm.*

**CARRIED**

5278-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 225 parent and volunteer vehicles in Parking Lot B on May 10, 2024, for the Spring Fling special event from 4:00 pm to 7:00 pm.*

**CARRIED**

5279-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve up to two (2) food trucks to operate at the Cultus Lake Community School as part of the Spring Fling special event from 4:00 pm to 7:00 pm; and*

***THAT** the Cultus Lake Park Board approve the waiver of food vendor fees of \$200 for two (2) food trucks participating in the Spring Fling special event.*

**CARRIED**

5280-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 30 parent vehicles in Parking Lot B on June 12, 2024, for the Kinder Fair special event from 12:30 pm to 2:30 pm.*

**CARRIED**

5281-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 20 parent vehicles in Parking Lot B on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.*

**CARRIED**



5282-23 Moved by: Commissioner Moul Seconded by: Commissioner Jarved

*THAT the Cultus Lake Park Board approve the waiver of parking fees for four (4) faculty vehicles in Parking Lot B on June 25, 2024, for the Beach Day special event from 9:30 am to 1:30 pm.*

**CARRIED**

**(14) REPORTS BY COMMISSIONERS**

(a) **Active Transportation Network Plan Meeting Update**

- Verbal report from Vice Chair Beesley

Vice Chair Beesley noted that he attended the recent Active Transportation Network Plan meeting hosted by the Fraser Valley Regional District on Wednesday, November 8, 2023, which provided an opportunity to discuss potential introduction of additional paths and trails throughout the Regional District.

(b) **Water Safety Committee Meeting Update**

- Verbal report from Chair Dzaman

Chair Dzaman noted that he attended a Water Safety Committee Meeting which discussed water safety within Cultus Lake. He noted that reports from RCMP were generally positive with increased compliance on the water. He noted that the meeting highlighted that it is a federal offence to moor to the marker buoys in the lake. He added that staff will be coordinating additional signage with BC Parks and Transport Canada.

**(15) COMMUNITY ASSOCIATION**

The Community Association did not have any questions.

**(16) PUBLIC QUESTION PERIOD**

B. Shirley, resident, noted that the increase in Short-term Rentals over the last few years created revenue that in his opinion could be utilized to offset the cost of a STR Bylaw Enforcement Officer. He requested clarity on the definition of dwelling units and sleeping units and recommended introducing age limitation clarifications in the Short-term Rental Policy.

C. Philbrook, resident, inquired into the reason why weekly rentals have been removed from the park as part of the new Short-term Rental Policy. He recommended that the Board review this section of the policy further.

M. Moris, resident, inquired if the Board would consider striking a STR Committee to review the changes to the policy.

Chair Dzaman noted they would consider this in the future.

M. Wilson, resident, inquired into residential leaseholders' role in monitoring and reporting Short-term Rental related issues.

The Board recommended that if there is a valid issue, then it should be reported to staff.

P. Guenther, resident, inquired into the Board's liable in the case of a fire or loss of life in a Short-term Rental as the Board issues the permits to residents.

Staff noted that there is a waiver indemnifying the park of liability related to the Short-term Rental operation and reviewed the required documents such as a fire safety plan that are required under the current policy. He noted that additional inspections into Short-term Rentals would create additional liability for the Board, which is not currently being contemplated as part of the process to permit Short-term Rentals.

S. Martens, resident, inquired if it was permissible for Short-term Rental operators to host more than eight (8) guests for longer than a three (3) night minimum stay.

The Board noted that they contemplated these changes at the previous meeting however, based on community feedback, did not implement the restriction of a maximum of eight (8) guests for longer than a three (3) night minimum stay.

Staff noted that the new policy will come into effect in January and will be reviewed during the application process next year with Short-term Rental applicants.

W. Heltman, resident, inquired if the Village Center development is being considered as part of the new sewer capacity and inquired if the infrastructure in the ground would be replaced.

Chair Dzaman noted that the capacity of the new sewer system would include the requirements for the Village Center development.

Joe Lamb, Chief Administrative Officer, noted that the infrastructure related to the sewer system would remain as is, and that residents of Park Drive and Mountain View Road voted against being connected through an assent vote.

**(17) ADJOURNMENT**

5283-23 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

*THAT the Regular Meeting of the Cultus Lake Park Board held on November 15, 2023, be adjourned at 9:17 pm.*

**CARRIED**

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



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Kirk Dzaman  
Chair



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Joe Lamb  
Chief Administrative Officer