



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 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 - 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

### (1) CALL TO ORDER

The Chair called the meeting to order at 6:32 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

5284-23 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), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their 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

5285-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 13, 2023; and

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

**CARRIED**

**(5) ADOPTION OF MINUTES**

5286-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 15, 2023.*

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

5287-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) ***THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Meeting Minutes from March 17, 2023.*

**CARRIED**

5288-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (b) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from September 8, 2023.*

**CARRIED**

5289-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (c) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from October 25, 2023.*

**CARRIED**

5290-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (d) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from November 8, 2023.*

**CARRIED**

5291-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (e) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from November 17, 2023.*

**CARRIED**

5292-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (f) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from November 21, 2023.***

**CARRIED**

5293-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (g) ***THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from December 1, 2023.***

**CARRIED**

**(7) CORRESPONDENCE**

(a) **Improvements to Kirkness Pacific Gravel Property**

- Letter dated November 20, 2023, from Dave Clyne, Chair, Cultus Lake Stewardship Society (CLASS)

5294-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board receive the Improvements to Kirkness Pacific Gravel Property letter from Dave Clyne, Chair, Cultus Lake Stewardship Society for information.***

**CARRIED**

(b) **Cultus Lake Park Village Center Plan Conceptual Designs**

5295-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board receive the Cultus Lake Park Village Center Plan Conceptual Designs for information.***

**CARRIED**

**(8) FINANCE**

(a) **2024-2028 Cultus Lake Park DRAFT Financial Plan Bylaw No. 1231, 2023**

- 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

5296-23 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board give Third reading to Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023.***

**CARRIED**

**(9) BYLAWS**

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

- 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

5297-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give Final reading 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**

- Attachment 1; Cultus Lake Park Board Procedures Bylaw No. 1233, 2023

5298-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023.*

**CARRIED**

(c) **Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023**

- Report dated December 13, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023

5299-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2024 Levying of Rates Bylaw No. 1234, 2023.*

**CARRIED**

(d) **Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, and Administrative Policy**

- Report dated December 13, 2023, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023
- Attachment 2; Cultus Lake Park DRAFT Tree and Plant Administrative Policy

5300-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023.*

**CARRIED**

(e) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023**

- Report dated December 13, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023

5301-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1236, 2023.*

**CARRIED**

(f) **Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023**

- Report dated December 13, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023
- Attachment 2; Short-term Rental Operator's Guide
- Attachment 3; Short-term Rental Application Form
- Attachment 4; Short-term Rental Renewal Form

5302-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, Amendment Bylaw No. 1237, 2023; and*

*THAT the Cultus Lake Park Board approve the DRAFT Cultus Lake Park Short-term Rental Operator's Guide, Application form and Renewal form.*

**CARRIED**

(g) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023**

- Report dated December 13, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023

5303-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

*THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1238, 2023.*

**CARRIED**

**(10) REPORTS BY STAFF**

(a) **2024 Cultus Lake Park Board Townhall Meeting**

- Report dated December 13, 2023, from Joe Lamb, Chief Administrative Officer

5304-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the 2024 Cultus Lake Park Board Townhall Meeting to be held on Wednesday, January 31, 2024, from 6:00 pm to 8:00 pm at the Cultus Lake Community School.*

**CARRIED**

5305-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board request staff to advertise the 2024 Cultus Lake Park Board Townhall Meeting on the Cultus Lake Park website, social platforms, and community bulletin boards.*

**CARRIED**

(b) **Cultus Lake Community School Event Correction**

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

5306-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board rescind the motion #5281-23:*

*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**

5307-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot D on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.*

**CARRIED**

(c) **2024 Polar Plunge Special Event**

- Report dated December 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Letter to the Board
- Attachment 3; Participant Stickers
- Attachment 4; Event Signage

5308-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the 2024 Polar Plunge special event to be held on Monday, January 1, 2024, from 2:00 pm to 3:00 pm.*

**CARRIED**

5309-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of the \$250 rental fee for the 2024 Polar Plunge.*

**CARRIED**

(d) **Cultus Lake Water Sports Festival**

- Report dated December 13, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Letter to the Board
- Attachment 3; Event Site Map

5310-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, May 31 to Sunday, June 2, 2024;*

***THAT** the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, May 31 to Sunday, June 2, 2024, be waived;*

***THAT** the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, May 31 to Sunday, June 2, 2024;*

***THAT** the requirement for the \$1,000 security deposit for the Cultus Lake Water Sports Festival be reduced to \$500;*

***THAT** the Special Event Application fee of \$100 for the Cultus Lake Water Sports Festival be waived;*

***THAT** the Special Event Rental Fees of \$1,500 for the Cultus Lake Water Sports Festival be waived;*

***THAT the Swim Line Removal and Replacement fee of \$500 for the Cultus Lake Water Sports be waived;***

***THAT the Garbage Bin and Admin fees for the Cultus Lake Water Sports Festival be waived;***

***THAT the food vendors be permitted at the Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event);***

***THAT the food vendor fees of \$100 per vendor per day for the Cultus Lake Water Sports Festival be waived;***

***THAT participants of the Water Sports Festival be permitted to camp at Main Beach for the duration of the event;***

***THAT the portable toilets fees for the Cultus Lake Water Sports Festival be waived; and***

***THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, May 31 to Sunday, June 2, 2024 (to offset expenses).***

**CARRIED**

**(11) REPORTS BY COMMISSIONERS**

**(a) Appointments of Chair and Vice Chair to Standing and Select Committees**

- Report dated December 13, 2023, from Kirk Dzaman, Chair, Cultus Lake Park Board
- Attachment 1; Cultus Lake Park Board Committee System Policy
- Attachment 2; Committee Application Form
- Attachment 3; TOR Community Events and Engagement Committee as amended
- Attachment 4; TOR Village Center Planning and Development Committee as amended
- Attachment 5; TOR Environmental and Public Area's Planning Committee as amended

5311-23 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

***THAT the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:***

***Community Events and Engagement Committee (Select) as amended***

*Chair – Commissioner Jartved*

*Vice Chair – Community member (to be appointed)*

***Village Center Planning and Development Committee (Select) as amended***

*Chair – Commissioner Dzaman*

*Vice Chair – Commissioner Beesley*

***Environmental and Public Area's Planning Committee (Standing) as amended***

*Chair – Commissioner Jartved*

*Vice Chair – Commissioner Bauer*

***Water Safety Committee (External)***

*Commissioner Moul*



***Cultus Lake Stewardship Society (CLASS) (External)***  
*Commissioner Bauer*

***Tourism Chilliwack (External)***  
*Vice Chair Beesley*

***Cultus Lake Community School (External)***  
*Commissioner Moul*

**CARRIED**

5312-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT*** the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 17, 2024.

**CARRIED**

The Board noted that they intend to create opportunities in the new year to host engagement sessions for all Cultus Lake Park Commercial Leaseholders; one (1) before the summer season and one (1) following. For this reason, they did not restrike the Commercial Leaseholder Committee for the new year.

(b) **Cultus Lake Park Board Committee and Volunteer Appreciation Event**

- Report dated December 13, 2023, from Erika Jartved, Cultus Lake Park Board Commissioner

5313-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***THAT*** the Cultus Lake Park Board approve the Cultus Lake Park Board Committee and Volunteer Appreciation Event to be held on Friday, January 26, 2024, from 6:00 pm to 8:00 pm at the Legends Bistro.

**CARRIED**

5314-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***THAT*** the Cultus Lake Park Board request staff to advertise the Cultus Lake Park Board Committee and Volunteer Appreciation Event on the Cultus Lake Park website, social platforms, and community bulletin boards.

**CARRIED**

(c) **Cultus Lake Park Community Trail**

- Report dated December 13, 2023, from John Beesley, Vice Chair, Cultus Lake Park Board

5315-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board request the Chief Administrative Officer to contact Dave Urban, Manager of Integrated Planning and Engagement, Fraser Valley Regional District, in support of reviewing options and costs associated with the intent to continue the trail connections along Columbia Valley Highway from the Cultus Lake Park Plaza to Sunnyside Campground.*

**CARRIED**

**(12) COMMUNITY ASSOCIATION**

C. Rogozinski, representative of the Community Association, inquired into how the Board established the cap of 65 Short-term Rentals in the park. She inquired whether the cap includes operators who utilize their Short-term Rental as their primary residence. She noted that in previous years the Board communicated that a cap was not permissible due to legal reasons and inquired into what had changed to permit it currently. She inquired into the process of selling a leasehold property with a current Short-term Rental permit.

The Board noted that selecting the number 65 for the cap on Short-term Rentals was reflective of the current number of permits at that time, while allowing room for leaseholders to make application before reaching the maximum number of Short-term Rentals within the park. The Board noted that in previous years it was communicated that additional data was required, along with further legal advice regarding Short-term Rentals to ensure that the best decisions were made regarding restrictions and caps prior to initiating a change in policy or bylaw. The Board clarified that the current process would allow for a current Short-term Rental permit holder to sell their permit with their leasehold property to provide the new leaseholder(s) with the opportunity to continue with the permit if they choose.

**(13) PUBLIC QUESTION PERIOD**

K. Dosen, resident, noted his support of the cap of 65 Short-term Rentals within Cultus Lake Park and noted his recommendation to increase annual fees for permit holders. He requested clarity on the process for tree management within the park.

The Board noted that residents making application for building and construction should connect directly with park staff prior to drafting drawings of the new construction to identify trees that must be retained.

B. Senft, resident, commended staff on the updates to the tree bylaw and policy to retain tree canopy throughout the park. She noted potential challenges of requiring a resident of a small, leased lot to plant a tree within the lot and maintain its health.

J. Lamb, Chief Administrative Officer, noted that the Fraser Valley Regional District Zoning Bylaw notes the requirement for parking of two (2) vehicles within the property pins, which will aid in creating space for trees throughout the lot. Staff will work with the leaseholder to identify a reasonable solution for planting of trees within the requirements of the bylaw and policy.

**(14) ADJOURNMENT**

5316-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Regular Meeting of the Cultus Lake Park Board held on December 13, 2023, be adjourned at 8:26 pm.*

**CARRIED**

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



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Kirk Dzaman  
Chair



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Joe Lamb  
Chief Administrative Officer