



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JUNE 19, 2024  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present** Commissioner K. Dzaman – Chair  
Commissioner E. Jartved  
Commissioner T. Moul – Via Zoom  
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 – T. McKay  
Manager of Sunnyside Campground & Accommodations – C. Volk  
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

**Regrets** Commissioner J. Beesley – Vice Chair

### (1) CALL TO ORDER

The Chair called the meeting to order at 6:01 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

**5412-24** 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 municipality; and*

*Section 90 (1), (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

**CARRIED**

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

**5413-24** Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of June 19, 2024; and

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

**CARRIED**

**(5) DELEGATION**

**(a) 2023 DRAFT Financial Statements**

- Report dated June 19, 2024, from Erica Lee, Chief Financial Officer
- Attachment 1; 2023 DRAFT Financial Statements
- Sean Reid, KPMG, regarding the 2023 Audit Financial Statements

**5414-24** Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2023 DRAFT Financial Statements; and*

***THAT** the Cultus Lake Park Board approve the 2023 Financial Statements.*

**CARRIED**

The delegation began at 7:00 pm.

S. Reid, KPMG, reviewed the 2023 Financial Statements.

The Board thanked S. Reid, KPMG, for his presentation and staff for their work on the annual audit.

**(6) ADOPTION OF MINUTES**

**5415-24** Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a)** ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held May 15, 2024.*

**CARRIED**

**(7) ADOPTION OF COMMITTEE MINUTES**

**5416-24** Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (a)** ***THAT** the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from April 3, 2024.*

**CARRIED**

**5417-24** Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (b)** ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from May 1, 2024.*

**CARRIED**

5418-24 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (c) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from May 16, 2024.

**CARRIED**

5419-24 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (d) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from May 29, 2024.

**CARRIED**

**(8) CORRESPONDENCE**

**(9) BYLAWS**

**(10) REPORTS BY STAFF**

(a) **2023 Statement of Financial Information**

- Report dated June 19, 2024, from Erica Lee, Chief Financial Officer
- Statement of Financial Information 2023

5420-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

**THAT** the Cultus Lake Park Board approve the report dated June 19, 2024, from the Chief Financial Officer regarding the 2023 Statement of Financial Information; and

**THAT** the Cultus Lake Park Board request staff to place the report on the Cultus Lake Park website.

**CARRIED**

(b) **Appointment of Bylaw Enforcement Officers**

- Report dated June 19, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5421-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

**THAT** the Cultus Lake Park Board appoint Carly Volk, Lisa Bisschop, Katrina Craig, Jorge Bartomeu, Andrew McGrath, Harman Singh, Rachel Litchfield, and contracted Frontline Integrated Security members as Bylaw Enforcement Officers for Cultus Lake Park.

**CARRIED**

(c) **Cultus Lake Park – Plant a Tree Tribute**

- Report dated June 19, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Examples of Plaques

5422-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park “Plant a Tree Tribute”;  
and*

***THAT** the Cultus Lake Park Board request that staff prepare a communication with respect to the new “Plant a Tree Tribute” implementation.*

**CARRIED**

(d) **Around the Lake Give ‘R Take 30 Special Event**

- Report dated June 19, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

5423-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board receive the Around the Lake Give ‘R Take 30 Special Event report for information.*

**CARRIED**

(e) **Community Horseshoe Tournament Special Event**

- Report dated June 19, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

5424-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board receive the Community Horseshoe Tournament Special Event report for information.*

**CARRIED**

(f) **Food Truck Request for Community Hall Rental**

- Report dated June 19, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

5425-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve one food truck to park at the Cultus Lake Community Hall on September 14, 2024, from 4:00 pm to 10:00 pm to provide food for attendees of the private special event.*

**CARRIED**

(g) **ILWU Local 502 Pensioner's Picnic Special Event**

- Report dated June 19, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

5426-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board receive the ILWU Local 502 Pensioner's Picnic Special Event report for information.*

**CARRIED**

**(11) REPORTS BY COMMISSIONERS**

**(12) COMMUNITY ASSOCIATION**

There were no Community Association questions at this meeting.

**(13) PUBLIC QUESTION PERIOD**

L. Shears, resident, inquired about the service that AON Reed provides for the park as noted on the financial statements. She inquired if the surplus of funds is allocated to reserve funds.

Staff noted that AON Reed is the park's insurance provider. Staff noted that any surplus generated from interest would be allocated back to the reserve funds that the interest was accumulated. Further surplus would be placed in Accumulated Reserve Funds.

**(14) ADJOURNMENT**

5427-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

*THAT the Regular Meeting of the Cultus Lake Park Board held on June 19, 2024, be adjourned at 7:23 pm.*

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held June 19, 2024.



Kirk Dzaman  
Chair



Joe Lamb  
Chief Administrative Officer