



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, SEPTEMBER 25, 2024
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 D. Bauer
Commissioner T. Moul

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

Regrets Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

(1) CALL TO ORDER

The Chair called the meeting to order at 4:31 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 (4:30 PM)

5458-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

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;

Section 90 (1), (g) litigation or potential litigation affecting the municipality; and

Section 90 (1), (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

(3) RECONVENE

(4) APPROVAL OF AGENDA

5459-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of September 25, 2024; and

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

CARRIED

(5) ADOPTION OF MINUTES

5460-24 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

(a) *THAT the Cultus Lake Park Board rescind the motion #5430-24:*

THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held June 19, 2024.

THAT the Cultus Lake Park Board adopt the amended minutes of the Regular Meeting held June 19, 2024.

CARRIED

5461-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

(b) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 21, 2024.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5462-24 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 May 29, 2024.*

CARRIED

5463-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

(b) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from July 3, 2024.*

CARRIED

(7) CORRESPONDENCE

(8) BYLAWS

(a) **Cultus Lake Park Management of Public Areas Bylaw No.1146, 2019 Amendment Bylaw No. 1243, 2024**

- Report dated September 25, 2024, from Rachel Litchfield, Manager of Corporate Services/ Corporate Officer
- Cultus Lake Park Management of Public Areas Bylaw No.1146, 2019 Amendment Bylaw No. 1243, 2024

5464-24 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Management of Public Areas Bylaw No.1146, 2019 Amendment Bylaw No. 1243, 2024.

CARRIED

Staff are recommending that the bylaw also include under section 2.1 the definition of Private Use to mean that the land within the park defined in the bylaw as public areas that have been designed as private for a specific date and time duration that does not exceed seven (7) days.

(9) REPORTS BY STAFF

(a) Flu Vaccination Clinic

- Report dated September 25, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

5465-24 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board request staff to work with Save on Foods to select an appropriate date for the Flu Vaccination Clinic;

THAT the Cultus Lake Park Board approve the waiver of community hall fees to host the Flu Vaccination Clinic; 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 the Flu Vaccination Clinic.

CARRIED

(b) Cultus Lake Community School Association Special Event

- Report dated September 25, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Cultus Lake Community School Association Parking Fee Waiver Application

5466-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 50 participant vehicles in Parking Lot B on December 7, 2024, for the Winter Craft Fair special event from 9:00 am to 4:00 pm.

CARRIED

(c) Cultus Lake Sw'ilhcha Community School Special Events

- Report dated September 25, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Cultus Lake Sw'ilhcha Community School Parking Fee Waiver Application, Hallowe'en Party
- Attachment 2; Cultus Lake Sw'ilhcha Community School Parking Fee Waiver Application, Winter Concert

5467-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 200 participant vehicles in Parking Lot B on October 24, 2024, for the Hallowe'en Party special event from 4:30 pm to 7:30 pm.*

CARRIED

5468-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 300 participant vehicles in Parking Lot B on December 11, 2024, for the Winter Concert special event from 11:30 am to 2:00 pm.*

CARRIED

5469-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 300 participant vehicles in Parking Lot B on December 12, 2024, for the Winter Concert special event from 11:30 am to 2:00 pm.*

CARRIED

5470-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 300 participant vehicles in Parking Lot B on December 12, 2024, for the Winter Concert special event from 6:00 pm to 8:00 pm.*

CARRIED

(10) REPORTS BY COMMISSIONER

(a) **Recommendations from the Cultus Lake Park Board Community Events and Engagement Committee - Cultus Lake Day 2025**

- Report dated September 25, 2024, from Commissioner Erika Jartved, Community Events and Engagement Committee Chair

5471-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Cultus Lake Day event to be held on Saturday, June 21, 2025, at Main Beach.*

CARRIED

5472-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve that parking fees be waived for volunteers, parade participants, vendors, and support staff in Parking Lot D for the duration of the event.*

CARRIED

5473-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve a licensed beverage garden at the Main Beach grassy area for Cultus Lake Day on June 21, 2025.

CARRIED

(b) **Request for Commissioner Volunteer Time to Collect Parking by Donation at Cultus Lake Park Christmas Event**

- Report dated September 25, 2024, from Commissioner Erika Jartved, Community Events and Engagement Committee Chair

5474-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board Commissioners consider volunteering to collect donations for parking at the Cultus Lake Park Christmas Special Event on November 23, 2024, from 3:15 pm to 7:45 pm.

CARRIED

(11) COMMUNITY ASSOCIATION

No questions were raised at this meeting.

(12) PUBLIC QUESTION PERIOD

No public questions.

Chair Dzaman provided the following response to inquiries made by Mr. Marks, owner and operator of the Cultus Lake Marina & Rentals Ltd. at the August 21, 2024, Regular Board Meeting:

S. Mark, Cultus Lake Marina & Rentals Ltd. owner and operator, requested clarity with respect to regulations surrounding hosting special events within the park for his business and all leaseholders. He noted that on August 15th, his business was visited by both the RCMP and Cultus Lake Park Bylaw Enforcement Officers, to issue him a bylaw infraction ticket related to hosting the Marina's annual staff party on the premises, which he noted has been hosted for the last twelve years without reported issues. Mr. Marks requested clarity on why he received the ticket for a party he has hosted historically. He noted a similar situation from August 8th, involving the RCMP. He noted that in preparation for the August 15th party, his research indicated that he did not require a Special Event Permit for serving alcohol, as per the LCBO website's specific guidelines. He added that he enlisted the support of a company that provided designated drivers for those in attendance. He noted that he has not sold alcoholic beverages in the past. He quoted the definition of a special event as per the Special Event Bylaw No. 1240, 2024, and inquired if a Special Event Permit is required for any special event within the park. He noted a block party that he witnessed on Willow Street held on August 10, 2024, inclusive of a road closure, alcoholic beverages and music past 11:00 pm, that he did not note had any RCMP, Bylaw or Security personnel attend. He inquired if Lakeside Beach Club receives a Special Event Permit from the park for their weekly live music. He noted that he will be disputing the bylaw infraction ticket and inquired about who is responsible for adjudicating the ticket.

Q1 - Requested clarity with respect to regulations surrounding hosting special events within the park for his business and all leaseholders.

A1 – As per CLP Special Event Bylaw No. 1240, 2024 and Special Event Administrative Policy which outlines direction regarding special event permitting process, guidelines and general regulations: No Person, Leaseholder or Organization will operate a Special Event within Cultus Lake Park without a valid Special Event Permit issued by Cultus Lake Park. “Special Event” means an organized event, public or private, including but not limited to parades, races, walks, performances, concerts, festivals, group celebrations, receptions, weddings, and filming projects, held within the boundaries of Cultus Lake Park, including the Foreshore. For the purpose of the policy Special Events include Block Party and Community Event.

If a residential leaseholder is planning on hosting a special event with their leased lot, and anticipate that the gathering would disturb the quiet, peace, and enjoyment of their neighbors due to amplified music or other elements, they should contact the park office to obtain a permit. This will assist with notifying neighbours and provide guidelines for the host on how to host an event that does not disturb the community.

Noise Bylaw Section 3.6 (c) speaks to amplified sound from a leased lot.

If a commercial leaseholder is planning on hosting a special event within the leased lot, terms outlined within their lease agreement would take precedence.

Q2 - Mr. Marks requested clarity on why he received the ticket for a party he has hosted historically.

A2 – See A1.

Q3 – Mr. Marks quoted the definition of a special event as per the Special Event Bylaw No. 1240, 2024, and inquired if a Special Event Permit is required for any special event within the park.

A3 – Any special event hosted within public areas or on residential roadways, requires a permit, and any special event hosted within a leased lot that will have amplified sound or elements of the event that may disturb the quiet, peace, and enjoyment of their neighbors is required to receive a permit.

Q4 – Mr. Marks inquired if Lakeside Beach Club receives a Special Event Permit from the park for their weekly live music.

A4 - Terms of Commercial Lease Agreements may allow for this type of “Use” and they may not require Special Event Permits, though Cultus Lake Park Bylaws.

(13) ADJOURNMENT

5475-24 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Regular Meeting of the Cultus Lake Park Board held on September 25, 2024, be adjourned at 7:41 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 25, 2024.



Kirk Dzaman
Chair



Joe Lamb
Chief Administrative Officer