



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 16, 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 – Via Zoom
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

(1) CALL TO ORDER

The Chair called the meeting to order at 5:34 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 (5:30 PM)

5479-24 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), (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

Section 90 (1), (c) labour relations or other employee relations;

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; and

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipality 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

(4) APPROVAL OF AGENDA

5480-24 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

- (a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 16, 2024; and

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

CARRIED

(5) DELEGATION

- (a) **Asset Management Program**

- Asset Management Plan Executive Summary presentation dated August 29, 2024, from Devon Kraan, BCom, Strategy Consultant, Urban Systems Ltd.

The delegation began at 7:00 pm.

Devon Kraan, BCom, Strategy Consultant, Urban Systems Ltd. presented an overview of the PowerPoint presentation which outlines the Cultus Lake Park Asset Management program.

- Asset inventory has been created and will be updated by staff as a living document moving forward.
- Over a 10-year funding period, the park requires \$40.4 million to take care of what we have, what we need to grow and meet our responsibilities.
- A chart was provided to highlight asset inventory summary, a total replacement value of \$45.8 million.
- It was noted that typically in other municipalities, most of the values are associated with linear assets, rather than how the park's inventory is mainly non-linear assets.
- High level 20-year overview was provided to support future decision making (this is not a capital plan).
- Information to support the values for buildings was provided through insurance review and site visits previously.
- **Average annual life cycle investment (AALCI)** – sustainable level investments, indicates that funds will be available to replace the asset.
- **Growing where we need to** – \$16.45 million cost projected – westside retaining wall, stormwater management (westside area only), Sunnyside electrical, transportation network.
- **Meeting our responsibilities** - \$4.7 million – landfill, dismantle reservoir and septic field remediation.
- Noncapital funding needs of \$1.2 million - community wildfire PP, FireSmart Management.
- **Financial Sustainability Review** – contribution looking forward 2024-2028 is currently projected at 72%, noting that communities do not typically aim to contribute 100% as they look to external funding.
- Three levers to review: 1. Acceptance of risk, 2. Cost funding, 3. Service providing.
- On average, the assets within the portfolio have 40% of life remaining.
- **Total Reserves and estimated growth** – 10-year funding deficit of \$29.4 million.
- **Recommendations** – clarify who will be responsible for maintaining the inventory, and ensure the inventory is maintained. Continue to contribute to reserves and renew/replace assets as needed, consider detailed condition assessments to develop a 10-year capital plan, and consider feasibility studies to enhance understanding of funding needs.

The Board thanked Devon Kraan, BCom, Strategy Consultant, Urban Systems Ltd. for the presentation.

The delegation ended at 7:23 pm.

(6) ADOPTION OF MINUTES

5481-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held September 25, 2024.***

CARRIED

5482-24 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (b) ***THAT the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held September 27, 2024.***

CARRIED

(7) ADOPTION OF COMMITTEE MINUTES

5483-24 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

- (a) ***THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from July 26, 2024.***

CARRIED

(8) CORRESPONDENCE

- (a) **Village Centre Plan Frequently Asked Questions Report**

- Village Centre Plan FAQs dated October 3, 2024, from Urban Systems Ltd.

5484-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the Village Centre Plan Frequently Asked Questions Report for information.

CARRIED

- (b) **Cultus Lake Community School Association Report on Utilization of Grant Funds**

- Report on Utilization of Grant Funds for CLCSA dated October 10, 2024, from Cultus Lake Community School Association

5485-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the Cultus Lake Community School Association Report on Utilization of Grant Funds for information.

CARRIED

(9) BYLAWS

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

- Attachment 1; Cultus Lake Park Management of Public Areas Bylaw No.1146, 2019 Amendment Bylaw No. 1243, 2024

5486-24 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***THAT** the Cultus Lake Park Board give Final Reading to Cultus Lake Park Management of Public Areas Bylaw No.1146, 2019 Amendment Bylaw No. 1243, 2024.*

CARRIED

(10) REPORTS BY STAFF

(a) **Asset Management Program**

- Report dated October 16, 2024, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Asset Management Program dated October 3, 2024, from Urban Systems Ltd.

5487-24 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Asset Management Program.*

CARRIED

(b) **Lifejacket Loaner Station Program (PFD Loaner Station) – Season Summary**

- Report dated October 16, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5488-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board receive the Lifejacket Loaner Station Program (PFD Loaner Station) – Season Summary for information;*

***THAT** the Cultus Lake Park Board request that staff continue to work with the RCMP and sponsors to implement the Lifejacket Loaner Station Program (PFD Loaner Station) for the 2025 season; and*

***THAT** the Cultus Lake Park Board support staff implementing a secondary Lifejacket Loaner Station (PFD Loaner Station) within the Park's jurisdiction based on future sponsorship support and funding availability.*

CARRIED

(c) **Remembrance Day Wreaths**

- Report dated October 16, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Letter from the Legion Branch 295 Chilliwack – Vedder, regarding wreaths
- Attachment 2; Wreath Price List

5489-24 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

***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, 2024; and*

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

CARRIED

Commissioner Moul will lay the wreath at the Sardis Cenotaph and Chair Dzaman will lay the wreath at the Downtown Chilliwack Cenotaph.

(d) **Polar Bear Plunge Special Event 2025**

- Report dated October 16, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application

5490-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the Polar Bear Plunge special event to be held on Wednesday, January 1, 2025, from 2:00 pm to 3:00 pm.*

CARRIED

5491-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the waiver of the \$250 rental fee for the Polar Bear Plunge on January 1, 2025.*

CARRIED

(e) **Cultus Lake Water Sports Festival Special Event**

- Report dated October 16, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Parking Fee Waiver Application

5492-24 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, June 6 to Sunday, June 8, 2025;*

***THAT** the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday June 6 to Sunday, June 8, 2025, 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, June 6 to Sunday, June 8, 2025;*

***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 Festival be waived;

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

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

THAT 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 toilet 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 the meters in Parking Lot A and B from Friday, June 6 to Sunday, June 8, 2025 (to offset expenses).

CARRIED

(11) REPORTS BY COMMISSIONERS

(12) COMMUNITY ASSOCIATION

No questions were raised at the meeting.

(13) PUBLIC QUESTION PERIOD

P. Guenther, resident, commended the Board and staff on the Asset Management Program. In May 2024, he submitted photos of beetles that were identified on his property and inquired if any information was received. He noted that based on his research they are similar to a Bark or Pine Beetle.

Staff noted that the Park's arborist identified that the species was a Spruce Bark Beetle, which is a common insect typically found on older trees in the park and is a natural part of the tree lifecycle.

(14) ADJOURNMENT

5493-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held on October 16, 2024, be adjourned at 7:54 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 16, 2024.



Kirk Dzaman
Chair



Joe Lamb
Chief Administrative Officer