



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 20, 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
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 (6:30 PM)

5494-24 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

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), (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

5495-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

(a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 20, 2024; and

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

CARRIED

(5) ADOPTION OF MINUTES

5496-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 16, 2024.

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5497-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from September 4, 2024.

CARRIED

5498-24 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 October 15, 2024.

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) **Village Centre Plan Report**

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

5499-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

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

CARRIED

(b) **RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2024**

- Seasonal Policing 2024 Report from Constable Ed Dewijn

5500-24 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Upper Fraser Valley Regional Detachment Seasonal Policing Report 2024 for information.

CARRIED

(10) FINANCE

(a) **2025-2029 Cultus Lake Park DRAFT Five-Year Financial Plan**

- Report dated November 20, 2024, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2025-2029 DRAFT Five-Year Financial Plan Bylaw No. 1244, 2024
- Attachment 2; Schedule A – 2025 Financial Plan Summary
- Attachment 3; Schedule B – 2025-2029 Five-Year Summary
- Attachment 4; 2025 Budget Highlights
- Attachment 5; Budget Changes Document
- Attachment 6; Business Unit Details
- Attachment 7; Schedule of Reserves

5501-24 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board First and Second readings to Cultus Lake Park 2025-2029 Five-Year Financial Plan Bylaw No. 1244, 2024.

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 52.7% of the total revenue earned. Parking and Public Area revenue represents 13.6%, and Commercial and Residential lease revenue represents 8.9% and 7.1%, respectively.

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

Commissioner Moul inquired about the potential rate increase for Short-term Rental operations.

Erica Lee, Chief Financial Officer noted that the fee needs to cover the cost for staff administration, and the current fee is sufficient to cover costs.

Joe Lamb, Chief Administrative Officer confirmed that there are approximately 14 names on the waitlist currently. The fee is reflective of the total amount of licenses allowable, and as per the *Local Government Act*, the rates cannot be increased to generate revenue.

Staff noted that research may be done if needed to identify how many approved Short-term Rental license holders are actively operating a Short-term Rental dwelling.

(b) **Public Consultation on the 2025-2029 Cultus Lake Park DRAFT Five-Year Financial Plan**

L. Shears, resident, inquired if the public parking fees were done in two separate transactions, would the infrastructure fee be charged both times.

Staff confirmed that this is correct, however, payments through the app could mitigate that if the individual selected to extend their parking rights.

K. Dosen, resident, inquired if the Board was considering increasing the total allowable Short-term Rental licenses beyond the current limit of 65, and noted he was against an increase. He also added that in his opinion, Short-term Rental licenses should not be transferrable upon the sale of a home, but rather should go to the next person on the waitlist instead. He also inquired about the estimated date for installation of fibre optic internet services coming to Sunnyside Campground, and if that would also include installation throughout the residential areas.

The Board confirmed that there is currently no intent to increase the limit beyond 65 Short-term Rental licenses. The Board added that when the process was done to decide the total number allowable, they based their evaluations on a wide scope of impacts, including the opinions of their legal counsel.

Staff noted currently the work to install fibre optic internet services within the residential areas has not been confirmed but will continue discussions with the company that is completing the installation in Sunnyside Campground. The date for installation in Sunnyside Campground is still undetermined at this time.

(11) **BYLAWS**

(a) **Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024**

- Report dated November 20, 2024, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024
- Attachment 2; Schedule A – 2024 Financial Plan
- Attachment 3; Schedule B – 2024-2028 Financial Plan
- Attachment 4; Schedule C – Summary of Changes

5502-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024.

CARRIED

(b) **Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024

5503-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024.

CARRIED

(c) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024

5504-24 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. 1247, 2024.

CARRIED

(12) CONSENT AGENDA

(a) **2024 Third Quarter Reports**

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

5505-24 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board receive the 2024 Third Quarter reports for information.

CARRIED

(13) REPORTS BY STAFF

(a) **2025 Cultus Lake Park Board Regular Meeting Dates**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2025 Board Meeting Dates Calendar

5506-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board endorses the following dates as the 2025 Board Meeting dates:

<i>January 15</i>	<i>February 19</i>
<i>March 19</i>	<i>April 16</i>
<i>May 21</i>	<i>June 18</i>
<i>July 16</i>	<i>August 20</i>
<i>September 17</i>	<i>October 15</i>
<i>November 19</i>	<i>December 10</i>
<i>December 17 (Special Regular Meeting)</i>	

THAT the Cultus Lake Park Board approve the 2025 Cultus Lake Park Board Meeting dates.

CARRIED

(b) **Appointment to the Tourism Ch'illiwack Board**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Tourism Strategic Plan 2022-2027

5507-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board announce the appointment of Commissioner John Beesley to the Tourism Ch'illiwack Board.

IC 5114-24

THAT the Cultus Lake Park Board informs the Chief Administrative Officer of the selection of member to the Appointment to Tourism Ch'illiwack Board; and

THAT the appointment name be brought forward to the November 20, 2024, Regular Meeting Agenda for approval.

CARRIED

(c) **Sunnyside Boulevard & First Avenue Traffic Calming Plan**

- Report dated November 20, 2024, from Todd McKay, Manager of Park Operations
- Attachment 1; Traffic Calming Report dated October 9, 2024, from Bunt & Associates

5508-24 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

***THAT** the Cultus Lake Park Board receive the Sunnyside Boulevard & First Avenue Traffic Calming Plan report for information; and*

***THAT** the Cultus Lake Park Board approves staff to implement the Traffic Calming & Control Measure recommendations for future planning as outlined in the report.*

CARRIED

(d) **Cultus Lake Swilhcha Community School Special Events**

- Report dated November 20, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Parking Fee Waiver Application

5509-24 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 300 participant vehicles in Parking Lot B on May 1, 2025, from 2:00 pm to 5:30 pm for the Cross Country Run.*

CARRIED

(e) **Goodride Gravel Special Event**

- Report dated November 20, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Special Event Route Maps

5510-24 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the Goodride Gravel Special Event report for information.*

CARRIED

(14) REPORTS BY COMMISSIONERS

Cultus Lake Christmas Special Event

- Verbal reported dated November 20, 2024, from Commissioner Jartved

Commissioner Jartved reminded the community that the Community Events and Engagement Committee's annual Cultus Lake Christmas event is this Saturday, November 23, 2024, from 4:00 pm – 8:00 pm. The event will include photos with Santa, a vendor's market, holiday music, caroling, hot chocolate, fire pits and a marshmallow roast with the Cultus Lake Fire Department, and a fireworks finale. She noted that the committee is still looking for volunteers for either

Friday set up, Saturday during the event, or Sunday clean up. Contact the Park Office or approach a committee member to discuss participation.

(15) COMMUNITY ASSOCIATION

No questions were raised at the meeting.

(16) PUBLIC QUESTION PERIOD

K. Dosen, resident, noted he will be volunteering for the Christmas event. He then spoke of his concerns with ongoing traffic issues within the Park, specifically speeding, and requested a speed hump to be installed in front of his residence. He also noted that a raised crosswalk for the school is paramount.

B. Shears, resident inquired that if a tree or shrub is on their own property do they have the right to prune it without a permit. He noted that he has witnessed some removal and replacement of dead shrubs without a permit. He also inquired if there is any thought to review the traffic issues on Lakeshore Drive as there are ongoing issues of vehicles being driven above the posted speed limits and that he thought the addition of speed humps and painted speed limits on the road would help.

Staff confirmed that all plants are the Park's property and if a plant is larger than 10 cm in diameter at breast height, a permit is required. They also noted that a lot of due diligence is given prior to approving a permit and a report from a licensed arborist is required. Staff noted the Traffic Calming report looked at two specific locations, and what was returned was the best practices overall which can be implemented throughout the Park. Once repair of the water line is complete along Lakeshore Drive, staff will review implementing these recommendations in that area.

L. Shears, resident, inquired if the disposal of the replaced garbage receptacles would be accepted on Monday at the Public Works yard.

Staff confirmed they will accept the old receptacles at the Public Works yard on Monday, November 25, 2024.

K. Dosen, resident, noted that two light bulbs were burnt out in the stations on the path from the west side to the Boardroom entrance at the Park Office.

Staff noted this and will repair these lights.

(17) ADJOURNMENT

5511-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held on November 20, 2024, be adjourned at 8:58 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 20, 2024.



Kirk Dzaman
Chair



Joe Lamb
Chief Administrative Officer