



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 19, 2025  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

<b>Present</b>	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair Commissioner E. Jartved – Via Zoom Commissioner T. Moul – Via Zoom Commissioner D. Bauer – Via Zoom
<b>Staff</b>	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 Clerk, Communications & Events Coordinator – C. Baker

### **(1) CALL TO ORDER**

The Chair called the meeting to order at 4:16 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 (4:17 pm)**

5673-25 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

*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; (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; (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 (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**

### **(4) APPROVAL OF AGENDA**

5674-25 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

(a) ***THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of November 19, 2025 by removing and replacing Item 11, Consent Agenda, 2025 Third Quarter Parking Waiver Report;***

***THAT the Cultus Lake Park Board approve the Agenda as amended; and***

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

**CARRIED**

**(5) DELEGATION**

**(6) ADOPTION OF MINUTES**

**5675-25** Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

(a) ***THAT the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held October 15, 2025.***

**CARRIED**

**(7) ADOPTION OF COMMITTEE MINUTES**

**5676-25** Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

(a) ***THAT the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Minutes from August 25, 2025 and***

(b) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from October 2, 2025.***

**CARRIED**

**(8) CORRESPONDENCE**

(a) **2025 RCMP Upper Fraser Valley Regional Detachment Seasonal Policing After Action Report**

- 2025 RCMP UFVRD Seasonal Policing After Action report prepared by Constable Kurtis Oates

**5677-25** Moved by: Commissioner Jartved Seconded by Commissioner Bauer

***THAT the Cultus Lake Park Board receive the 2025 RCMP Upper Fraser Valley Regional Detachment Seasonal Policing After Action report for information.***

**CARRIED**

**(9) FINANCE**

(a) **2026 - 2030 Cultus Lake Park DRAFT Five - Year Financial Plan**

- Report dated November 19, 2025, from Erica Lee, Chief Financial Officer

- Attachment 1; Cultus Lake Park 2026 - 2030 DRAFT Five - Year Financial Plan Bylaw No. 1258, 2025
- Attachment 2; Schedule A – 2026 Financial Plan Summary
- Attachment 3; Schedule B – 2026 - 2030 Five-Year Summary
- Attachment 4; 2026 Budget Highlights
- Attachment 5; Budget Changes Document
- Attachment 6; Business Unit Details
- Attachment 7; Schedule of Reserves

**5678-25** Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2026 - 2030 Five - Year Financial Plan Bylaw. No. 1258, 2025.***

**CARRIED**

Erica Lee, Chief Financial Officer, provided the Board with an overview of the different business units and a 2026 Budget Summary:

**Revenue Highlights**

\*\*Sunnyside Campground: Largest revenue source, budgeted at nearly \$4.7 million for 2026.  
\*\*Parking and Public Area Revenue: Expected to exceed \$1.18 million.  
\*\*Commercial and Residential Lease Revenue: About \$772K and \$630K, respectively.  
\*\*Total Budgeted Revenue: Just under \$8.9 million for 2026.

**Residential Fees & Levies - Revenue**

\*\*Operating Levy: Proposed average household increase of just under \$50, bringing the annual base lease and operating levy per residence to \$1,251.  
\*\*Other Residential Fee Increases:

- \* Protective services: +\$19.89
- \* Volunteer Fire Department (inflation): +\$10.40
- \* Insurance: +\$1.03
- \* Foreshore and residential area reserves: +\$0.94 and +\$0.36
- \* Milfoil Reserve fee: +\$15.00 (first increase since 2012)

  
\*\*Total residential fee increases: \$47.62 for 2026

**Short-Term Rentals - Revenue**

\*\*Short- Term Rental Permitting: Rate increases from \$1,375 to \$1,440 to offset protective services costs.

**Parking - Revenue**

\*\*Parking Rates:

- \* Hourly rates increase by \$0.20/year (weekend: \$6.40/hr, weekday: \$5.40/hr for 2026)
- \* \$2.00 transaction fee continues, supporting infrastructure reserves.
- \* Long-term parking passes: Proposed 20% increase

**Bylaw Fine - Revenue**

\*\*Increase in the budget in 2026 from \$185,000 to \$195,000 due to fine rate changes in 2025.

### **Moorage - Revenue**

\*\*Increase in the budget in 2026 for moorage related to an increase in the number of units due to a new foreshore area.

### **Cabin & Reservation Fees - Revenue**

\*\*Cabin Nightly Rates: 4% increase (Approximate \$8/night increase).

\*\*New Fees: Milfoil (\$2.50/reservation) and Cultus Lake Infrastructure (\$6.00/reservation) added to cabin bookings.

### **Sunnyside & Reservation Fees - Revenue**

\*\*Seasonal, overnights and misc. fees for 2026: 4% increase

\*\*Seasonal increase between \$242 to \$283

\*\*Overnights approximate \$2-5/night increase.

\*\*Milfoil

-overnights increase from \$0.25 per night to \$2.50/reservation

-seasonals increase from \$4 per season to \$8 per season

### **Operating Expense and Capital Expenses by Business Unit**

#### **~Sunnyside**

**Operating Expenses** – Insurance decrease to budget for Sunnyside and other departments.

Sewer - both a change for the operating and capital portion of the fees.

For the operating costs for Sunnyside, large rate increases have caused a need to increase the sewer operating budget from \$123,200 to \$242,000, an increase of \$118,800.

Conversely, the capital costs for Sunnyside, due to lower than expected borrowing costs by FVRD, have allowed us to decrease the funds for the capital portion of the sewer costs from \$316,641 to \$218,100, a decrease of \$98,541. (overall increase of \$20,200)

A similar adjustment has been made in the rest of the budget for departments that are responsible for sewer charges from FVRD.

**Other Expenses** - In the expense section for Sunnyside, a review was also done of the rest of the line items to determine areas that could see budget reductions and areas that required increases.

Decreases were also made in addition to insurance for the following expense items – Ground Maintenance, Special Programs, Hydro and Water to better reflect actual spending needs.

Increases were also made in addition to the sewer operating expenses in the area of membership dues – for new security camera fees, POS service charges – to reflect increase in sales and costs, store cost of sales – to reflect an increase to budgeted sales.

Telephone and Internet services- to reflect increase in costs and anticipated upgrades services to fibre, and store related wages and benefits – to reflect a small increase negotiated with the union for the store supervisor position.

### **Capital Expenses**

- 1) First staff are looking to reduce two capital items, - sewer capital costs of (\$95,541) and golf cart replacement amount of \$25,000 in the budget.
- 2) Carry-forward the \$50,000 from 2025 for WIFI upgrades.
- 3) \$10,000 to construct/install a covered charging station behind the store.
- 4) \$7,000 to renumber and resign the campground sites – to assist first responders in emergency situations.
- 5) Staff is looking for \$5,000 to install 3 dishwashing stations in the tenting section
- 6) \$40,000 for 2026 and then funds for the next 4 years to update the washrooms in the same order the original major renovations were done.
- 7) Funds to upgrade all the playground equipment in the campground. We are looking for \$120,000 in 2026, then \$65,000, \$70,000 and \$75,000 for the next 3 years.
- 8) \$20,000 to upgrade the generator.
- 9) Staff are looking for \$10,000 to create 1 additional full hookup site and 1 double tenting site.
- 10) \$40,000 to reconfigure the space and relocate the bathroom.
- 11) \$11,000 for computer upgrades.

Sunnyside budget also still contains funds to continue with ongoing improvements to paving, fencing, picnic table replacements, electrical needs and tree maintenance.

### **~Protective Services**

- \*\*Contract Services Security and Police Contract: \$36,000 budget increase due to RCMP wage hikes.
- \*\*Data Processing: Slight increase for software and ticketing licenses.
- \*\* Decrease to wages and insurance costs
- \*\*Capital Requests: \$2,000 for a second electric bike for bylaw/parking staff.

### **~Visitor Services**

- \*\*Decrease for insurance and sewer operating costs (adjustment for # units on the sewer system)
- \*\* Increase for POS service charges, telephone and cable services and water.
- \*\*Capital - Continue to allocate funds to freshen up the staff are also looking for funds to replace the furnace in the Lakeview cabin.

### **~Fire Department**

- \*\*Decrease insurance and increase for water and sewer.
- \*\*Fire Truck Replacement: \$800,000 planned for 2030.
- \*\*Equipment Upgrades: \$8,000 for new fire ecomm program equipment in 2026; increase budget SCBA replacements in 2028; \$20,000 for turn-out gear in 2027.

**~Public Works**

Increases for expenses garbage collection, vehicle insurance, office and breakroom supplies, telephone and internet and water and sewer operating costs. Capital requests include a carry forward from 2025 to 2029 and an increase \$150,600 based on new quotes received a new mower (\$30,000), a shipping container with attached roof for storage, and increase the 2027 budget for vehicles to allow purchase of a cargo van.

**~Commercial Lease**

Small changes to insurance, sewer operating and water operating costs.

**~Residential Lease**

Carryforward the \$25,000 for signage in the residential area and add \$10,000 for traffic calming measures.

**~General Administration**

Decrease insurance and equipment leases, increases for accounting services, POS service charges, postage, telephone, water and sewer operating costs.

Capital - \$19,000 to redo the walkway at the back of the office and decrease to annual sewer capital costs.

**~Community Hall**

Update budget for insurance and sewer capital decreases and operating and water increases.

**~Foreshore**

Decrease to insurance budget.

Reserves – Continue to save \$50,000 in the foreshore reserves again to self-insure the docks as decided during the insurance renewal in July. Also an increase in foreshore contributions related to increase in the number of moorage locations.

Capital - \$34,000 to install dock approaches, \$60,000 for new market and tie off buoys to mark new foreshore lease area, \$10,000 to get a survey of new foreshore area and \$27,000 to CLASS for funding for economic valuation study.

**~Public Areas**

For expenses, the insurance decrease of \$4.700.

Expenses have been increased to reflect actuals for Equipment maintenance, garbage collection cost and janitorial supplies.

**Capital –**

Small addition to the budget for parking meters. Funds to convert some of the tennis court to a pickleball court – funding of \$50,000, \$60,000 for funds to install lighting around the Main Beach sports courts and Parking Lot B, and funds for irrigation to the capital budget at \$20,000 a year to help keep things green and fire safe.

Staff are removing the Munroe Avenue retaining wall budget of \$40,000 annually.

For Public Areas - Continue the bear bin program, paving, the main beach root zone enhancement with the environmental committee, our tree work and replacements and to systematically replace our parking meters.

\*\*No Budget for Sunnyside Electrical Upgrades: Staff confirmed no current budget for electricity replacement.

(b) **Public Consultation on the 2026 - 2030 Cultus Lake Park DRAFT Five - Year Financial Plan**

Laurel Shears, resident, asked how we generate revenue from the volunteer Fire Department as from 2026 to 2030 there is a substantial increase.

Staff noted the revenue comes from different streams, Fraser Valley Regional District contributes, commercial lease holders, and residential leaseholders.

Laurel Shears inquired about the significant revenue increase from 2029 to 2030. Staff explained that this was due to the Fraser Valley Regional District covering its share of capital, boosting revenue for that year. Vice Chair Beesley asked if revenue comes from volunteer fire fighters responding outside the area; staff replied it is minimal.

Cole Philbrook questioned upcoming capital costs for equipment and whether joint purchases with other departments enhance buying power. Staff stated no such partnerships exist for fire trucks, though the Fraser Valley Regional District does buy ecomm equipment collectively. Chair Kirk Dzaman suggested exploring joint purchasing as a potential cost-saving measure.

**(10) BYLAWS**

(a) **Cultus Lake Park 2026 - 2030 Five - Year Financial Plan Bylaw No. 1244, 2024, Amendment Bylaw No. 1259, 2025**

- Report dated November 19, 2025, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2025 - 2029 Five - Year Financial Plan Bylaw No. 1244, 2024, Amendment Bylaw No. 1259, 2025
- Attachment 2; Schedule A – 2025 Financial Plan
- Attachment 3; Schedule B – 2025 - 2029
- Attachment 4; Schedule C – Summary of Changes

5679-25 Moved by Commissioner Moul Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2025 - 2029 Five-Year Plan Bylaw No. 1244, 2024 Amendment Bylaw No. 1259, 2025.***

**CARRIED**

(b) **Cultus Lake Park Milfoil Reserve Fund Bylaw No. 1260, 2025**

- Report dated October 15, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Milfoil Reserve Fund Bylaw No. 1260, 2025

5680-25 Moved by Commissioner Bauer Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Milfoil Reserve Fund Bylaw No. 1260, 2025.***

**CARRIED**

**(c) Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1261, 2025**

- Report dated October 15, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1261, 2025

5681-25 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1261, 2025.***

**CARRIED**

**(11) CONSENT AGENDA**

**(a) 2025 Third Quarter Reports**

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

5682-25 Moved by Commissioner Jartved Seconded by: Commissioner Moul

***THAT the Cultus Lake Park Board receive the 2025 Third Quarter reports for information.***

**CARRIED**

**(12) REPORTS BY STAFF**

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

- Report dated November 19, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2026 Board Meeting Dates Calendar

5683-25 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board endorses the following dates as the 2026 Board Meeting dates***

January 21	February 18
March 18	April 15

May 20	June 17
July 15	August 19
September 9	October 14 (Election Date, October 17)
November 18 (Inaugural Meeting)	December 9
December 16	

5684-25 Moved by Commissioner Bauer Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board approve the 2026 Cultus Lake Park Board Meeting Dates*

**CARRIED**

(b) **Cultus Lake Park Buoy Moratorium & Buoy Waitlist**

- Report dated November 19, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5685-25 Moved by Commissioner Moul Seconded by: Commissioner Jartved

*THAT the Cultus Lake Park Board requests the Chief Administrative Officer to temporarily relax the buoy moratorium to allow necessary buoy transfers as per the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020; and*

*THAT the Cultus Lake Park Board directs that no further names be added to the buoy waitlist.*

**CARRIED**

(c) **Appointment to Tourism Ch'illiwack Board**

- Report dated November 19, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Chilliwack Tourism Strategic Plan, 2022 - 2027

5686-25 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 5188-25**

THAT the Cultus Lake Park Board inform 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 19, 2025, Regular Meeting Agenda for approval.

**CARRIED**

(d) **Flu Vaccination Clinic**

- Report dated November 19, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5687-25 Moved by Commissioner Bauer Seconded by: Commissioner Jartved

***THAT the Cultus Lake Park Board approve the request to host the Vedder Pharmacy at the Cultus Lake Park Community Hall on Saturday, November 29, 2025, from 4:00 pm and 7:00 pm to administer vaccinations free of charge to community members;***

***THAT the Cultus Lake Park Board approve the waiver of community hall fees to host the Flu Vaccination Clinic on Saturday, November 29, 2025; 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 Saturday, November 29, 2025, no later than Wednesday, November 26, 2025.***

**CARRIED**

**(e) Cultus Lake Park – Administrative Service Awards Policy**

- Report dated November 19, 2025, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Service Award Policy

**5688-26 Moved by Commissioner Beesley Seconded by: Commissioner Bauer**

***THAT the Cultus Lake Park Board adopt the new Administrative Service Awards Policy.***

**CARRIED**

**(13) REPORTS BY COMMISSIONERS**

**(14) COMMUNITY ASSOCIATION**

**(15) PUBLIC QUESTION PERIOD**

Laurel Shears, resident, inquired about the timeline for dealing with the left-over impact from machinery installing the new walking bridge on Lakeshore Drive.

Staff noted that they are scheduled to start this week should be done within a week or two.

Laurel Shears asked if the cedar trees were going back in the spots they were removed from.

Staff noted they will be going back to as close as to their original spots.

Cole Philbrook, resident, spoke to the new buoy leased area. He asked what the plan is moving forward for residents to have buoys verses people who don't live at the park, or within Chilliwack. Will it be first come first serve?

Chair, Dzaman noted that we are going through exercises as to how we will move forward. Staff are doing research and homework on how to proceed with the buoys that are out there.

Chair, Dzaman also noted that at the end of the day, the Board is going to do what is fair, and best for the park.

**(16) ADJOURNMENT**

5688-25 Moved by Commissioner Bauer Seconded by: Commissioner Beesley

*THAT the Regular Meeting of the Cultus Lake Park Board held on November 19, 2025, be adjourned at 8:18 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 19, 2025.



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Kirk Dzaman  
Chair



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Joe Lamb  
Chief Administrative Officer