



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 12, 2015
PARK OFFICE BOARDROOM

Present Commissioner D. Renwick – Chair
Commissioner J. Lamb – Vice-Chair
Commissioner D. Bauer
Commissioner L. Payeur

Regrets Commissioner R. Turcasso

Staff Director of Park Operations – B. Bryant
Manager of Community Services – I. Crane
Manager of Finance – M. Veenbaas
Deputy Mgr of Community Services & Director of Business Units – M. Shattock
Executive Assistant – K. Ridley

CALL TO ORDER

The Chair called the meeting to order at 4:03 pm.

(2) **RESOLUTION TO PROCEED IN CAMERA**

3568-15 Moved by: Commissioner Lamb Seconded by: Commissioner Payeur

***THAT** the meeting be closed to the public, except for the Director of Park Operations, Manager of Finance, Manager of Community Services and Executive Assistant, to consider matters pursuant to the following sections of the Community Charter:*

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

90(1)(d) security of the property of the municipality;

90(1)(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

RECONVENE

The meeting reconvened at 7:00 pm.

3(a) **APPROVAL OF AGENDA**

3569-15 Moved by: Commissioner Lamb Seconded by: Commissioner Payeur

THAT the Agenda for the Regular Meeting of the Cultus Lake Park Board for November 12, 2015 be approved; and

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

CARRIED

4 **DELEGATIONS** *(no submission)*

5(a) **ADOPTION OF MINUTES**

3563-15 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the minutes of the Regular meeting of the Cultus Lake Park Board held on October 14, 2015, 2015 be adopted.

CARRIED

6 **DECLASSIFICATION** *(no submission)*

7 **BUSINESS ARISING FROM BOARD MINUTES** *(no submission)*

8 **COMMITTEE MINUTES**

8(a) **Minutes Cultus Community Events and Activities Committee – (received)**

The Chair on behalf of the Cultus Community Events and Activities Committee gave a brief description of the activities being planned by the Committee in December such as the Christmas Festival on December 4, 5 and 6th, and a community Christmas Party on December 21 at Legends Bistro.

9 **BUSINESS ARISING FROM COMMITTEES** *(no submission)*

10 **FINANCE**

10(a) **Cultus Lake Park Financial Activities Report as of October 31, 2015**

- Report dated November 12, 2015 from Mike Veenbaas, Chief Financial Officer

3563-15 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the “Cultus Lake Park Financial Activities Report as at October 31, 2015” and direct staff to update the Cultus Lake Park website with the report.

CARRIED

- 10(b) **Update on 2016 – 2012 Financial Plan Timeline**
- Report dated November 12, 2015 from Mike Veenbaas, Chief Financial Officer

- 10(c) **Proposed Changes to Accounts Payable Process**
- Report dated November 12, 2015 from Mike Veenbaas, Chief Financial Officer

3564-15 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct staff to draft a policy incorporating the changes to Accounts Payable processes supported by the Board and that the policy be presented at a future Board meeting for final discussion.

CARRIED

11 **CORRESPONDENCE**

- 11(a) **Cultus Lake Park Market in the Park**
- Letter dated October 20, 2015 from the Cultus Lake Community Association

- 11(b) **Citizens on Patrol**
- Letter dated October 27, 2015 from Lewis Kirkness

- 11(c) **Newsletter**
- Email dated November 3, 2015 from Delia Cooper

12 **BYLAWS** (no submissions)

13 **NEW BUSINESS**

- 13(a) **Cultus Lake Marketing Partnership: A Year in Review**
- Report by Tourism Chilliwack
 - Report dated November 12, 2015 by Meghan Shattock-Lutz

3566-15 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT Commissioner Payeur be authorized to attend the Sardis cenotaph, and that another Commissioner to be designated to attend the Chilliwack cenotaph, to lay the wreaths on Remembrance Day, November 11, 2015; and

THAT the purchase of two (2) #20 wreaths be authorized.

CARRIED

- 13(b) **Lease Assignments – Third Quarter**
- Report by Rachel Litchfield

14 **REPORTS BY STAFF** *(no submissions)*

15 **REPORTS BY COMMISSIONERS**

Commission Lamb reported that the FPAC meeting had been rescheduled to November 24 2015 and that the Committee was waiting to review the third draft of the report.

CULTUS LAKE COMMUNITY ASSOCIATION

L Griffeth advised that the issue with an email going out has been resolved.

Time 7:16 pm **PUBLIC QUESTION PERIOD**

Rick Williamson Q: Delighted to see financial reports presented to the Board, very much appreciated and the Lease report for openness. Asked if Budget Meeting for the Financial Plan will be advertised?

A: The meeting is planned for December 9, 2015.

B. McRae Q: In the 2016 Financial Report - Page 17 of the agenda has Cabin rental budgeted at \$154,000 and so far we only took in \$122,000, why are we \$32,000 short in the budget.

A: The revenue is still catching up. There is \$140,000 net so far and the Cabins are still open. Fifty percent are monthly rentals and we are projecting to come in within the budgeted amount.

Q: Page 19 - Miscellaneous revenue is \$23,000 short.

A: Staff reported that the October revenue for storage and the fishing derby revenue is still coming in. There should be no drop in revenue.

Q: Page 25 – What are allocated costs?

A: This is for budgeting purposes so that costs associated with running the facility are charged back to the facility.

Q: Page 29 – Under expenditures – Commercial Leases –\$39,000 for building maintenance, commercial plaza.

A: Boilers at the Plaza needed to be repaired.

Jeff Bohnman Wanted to respond to letter that was on the Agenda. He advised that some false information has circulated through the community and he felt he was targeted in the letter. He asked that people come to speak to him rather than circulating this kind of letter.

He advised that he was holding an open house for the next two weeks and invited the public to come and speak with him.

Mr. McRae Q: Clearing of brush – What happened with the fire smart activities on Sunnyside and where it is at?

A: Staff advised that with the fire activity in the Province they had to move their crews to other areas to fight fires.

Time 7:27pm **ADJOURNMENT**

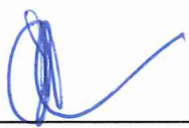
3567-15

Moved by: Commissioner Bauer Seconded by: Commissioner Lamb

***THAT** the Regular meeting of the Cultus Lake Park Board held Thursday, November 12, 2015 be adjourned at 7:27 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Cultus Lake Park Board held November 12, 2015.



Chair



Director of Park Operations
Corporate Officer

