



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, APRIL 20, 2016
PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

Staff Director of Park Operations – B. Bryant
Director of Community Services – I. Crane
Manager of Finance – M. Veenbaas
Deputy Manager of Community Services/Director of Business Units – M. Shattock
Executive Assistant – K. Ridley
Recording Secretary – R. Litchfield

Regrets Commissioner D. Renwick – Chair
Commissioner R. Turcasso

(1) **CALL TO ORDER**

The Chair called the meeting to order at 5:59 pm.

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

3655-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

*THAT the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:*
90(1) (c) labour relations or other employee relations;
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;
90(1) (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;]

CARRIED

(3) **RECONVENE**

The meeting reconvened at 7:00 pm.

(4) **APPROVAL OF AGENDA**

3656-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Agenda for the Regular Meeting of the Cultus Lake Park Board for April 20, 2016 agenda be amended by adding under Section 10 (b) Commissioners Reports – update on the “Policy and Bylaw Review Committee”;

THAT the agenda be approved as amended; and

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

CARRIED

(5) **DELEGATION**

(a) Sean Reid, KPMG regarding the 2015 Audit Findings Report.

The Manager of Finance introduced Sean Reid and Steve Fehlauer from KMPG LLP, Chartered Professional Accountants, to present the 2015 Audit Findings Report.

The Board received the delegation from KPMG, LLP.

(6) **ADOPTION OF BOARD MINUTES**

(a) **April 6, 2016 Cultus Lake Park Board Meeting**

3657-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the minutes of the Regular meeting of the Cultus Lake Park Board held on April 6, 2016 be adopted.

CARRIED

(7) **FINANCE**

(a) **2015 Draft Financial Statements**

- Report dated April 20, 2016 from Mike Veenbaas, Manager of Finance
 - 2015 Draft Financial Statements
 - 2015 Audit Findings Report

The Manager of Finance presented the 2015 Draft Financial Statements and the 2015 Audit Findings Report. He noted that there were additional costs due to staffing changes and additional expenses for the Landfill Closure Assessment.

3658-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the report from the Manager of Finance regarding the 2015 DRAFT Financial Statements be received;

***AND THAT** the 2015 Financial Statements be approved based on Bylaw 1032-12 being repealed, allowing surplus funds to be reported as an Operating Fund*

balance.

CARRIED

(b) **2016 1st Quarter Financial Report**

- Report dated April 20, 2016 from Mike Veenbaas, Manager of Finance

The Manager of Finance presented the 2016 1st Quarter Financial Report.

The Board noted that in the past they were provided with Quarterly Reports and expressed appreciation to see them presented once again. They congratulated staff for being open and transparent and for the level of detail to the Board and Public.

3660-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the report from the Manager of Finance providing an update to the Board on the 2016 1st quarter financial results be received.

CARRIED

(8) **CORRESPONDENCE**

- (a) Email from T. Woodrow dated April 11, 2016 and April 15, 2016 regarding Public Sept 30, 2015 Agenda Package Improperly Removed from CLPB Website and email response from Bonny Bryant, Director of Park Operations/Chief Administrative Officer dated April 14, 2016

The email correspondence from T. Woodrow dated April 11, 2016 and April 15, 2016 be received.

(9) **REPORTS BY STAFF**

- (a) **Special Event Application – Cultus Lake Watersports Festival**

- Report dated April 20, 2016 from Ian Crane, Manager of Community Services

The Manager of Community Services provided a brief description of the requests from the Watersports Festival Committee.

3661-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the parking fees be waived in Lot B (Main Beach) for the duration of the Cultus Lake Watersports Festival Special Event Application, June 3 to June 5, 2016; and

THAT the requirement for the \$1,000.00 security deposit be reduced to \$500.00; and

THAT the Cultus Lake Watersport Festival organization be permitted to collect parking fees at Lot B (Main Beach) for profit for the duration of the event June 3 to June 5, 2016.

CARRIED

- (b) **2016 1st Quarter Public Works Report**

- Report dated April 20, 2016 from Ian Crane, Manager of Community Services

The Manager of Community Services presented a summary of the 1st Quarter Public Works report of January to March 2016. Future quarterly reports separate the Public Works projects from Capital Projects.

The Board thanked staff for providing 1st Quarterly Public Works Report. They were very pleased that the public has been given the opportunity to review what projects are underway and what has been completed to date. The Board thanked the Public Works Department and commented that the Park is looking very nice.

3662-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Board receive for information the Public Works 1st Quarter Report of 2016.

CARRIED

(c) **Lakeshore Drive Parking**

- Report dated April 20, 2016 from Ian Crane, Manager of Community Services

The Manager of Community Services provided details of the Lakeshore Drive Parking Report dated April 20, 2016. He recommended the construction of additional parking at the intersection of Lakeshore Drive and Munroe Avenue, noting that plans will accommodate 10 new parking stalls.

The Board recommended canvassing Lakeshore Drive and Munroe Avenue residents regarding the addition of the 10 new parking stalls.

3663-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Board receive for information the conceptual drawing of the proposed Lakeshore Drive residential parking proposal; and

THAT the Board direct staff to proceed with construction.

MOTION DEFEATED Commissioners Lamb and Bauer requested this matter be referred to staff for consultation with the neighborhood.

(d) **Waiver of Fee Request from Cultus Lake Community School**

- Report dated April 20, 2016 from Ian Crane, Manager of Community Services

The Manager of Community Services provided details regarding the waiver of fee request received from the Cultus Lake Community School.

3664-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Board agree to waive all fees associated with the installation of a Cultus Lake Community School sign on Sunnyside Boulevard.

CARRIED

(e) **School District #33 - Cross Country Run**

- Report dated April 20, 2016 from Ian Crane, Manager of Community Services

The Manager of Community Services provided clarification of details regarding the cross country run being organized by School District #33.

3665-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

CARRIED

(f) **Special Event Application – Cultus Lake Pike Minnow Fishing Contest**

- Report dated April 20, 2016 from Ian Crane, Manager of Community Services

The Manager of Community Services provided details regarding the Cultus Lake Pike Minnow Fishing Contest.

3666-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Board waive parking fees for Lot A (Lakeshore Drive) prior to 9:00 am on June 18, 2016 in order to accommodate the Cultus Lake Pike Minnow Fishing Contest participants and;*

***THAT** the Board grant permission for the event organizers to supply their own garbage removal.*

CARRIED

(g) **2016 1st Quarter Campgrounds and Cabins Report**

- Report dated April 20, 2016 from Meghan Shattock-Lutz, Deputy Manager of Community Services/Director of Business Units

The Deputy Manager of Community Services/Director of Business Units discussed the 1st Quarter Campgrounds and Cabins Report, advising of details in preparation for opening.

3667-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

In response to Commissioner Bauer's inquiry, it was noted that there are currently 103 people on the campground seasonal waitlist.

***THAT** the report dated April 20, 2016 from the Deputy Manager of Community Services/Director of Business Units providing an update to the Board on the 2016 1st Quarter Campgrounds and Cabins operations be received.*

CARRIED

(h) **2016 1st Quarter Fire Department Report**

- Report dated April 20, 2016 from Warren Mazuren, Fire Chief

Bonny Bryant, Director of Park Operations/Chief Administrative Officer, spoke on behalf of Warren Mazuren and presented the 1st Quarter Fire Department Report to the Board. She provided details of the new paybook training and new equipment, as well as the number of calls received to date.

3668-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the report dated April 20, 2016 from Fire Chief Mazuren regarding the Quarterly Report - January 1, 2016 to March 31, 2016 be received for information.

CARRIED

(i) **Release of Closed Meeting Resolutions**

- Report dated April 20, 2016 from Kelly Ridley, Executive Assistant to the Director of Park Operations/Chief Administrative Officer

Kelly Ridley, Executive Assistant to the Director of Park Operations/Chief Administrative Officer, advised of the following resolutions released from the closed meeting for review by the Board.

3669-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

November 12, 2015

IC 3155-15

THAT the Cultus Lake Park Board instruct staff to include \$4,000 towards an LED streetlight replacement pilot project in the 2016 budget deliberations; and

THAT staff work with BC Hydro representatives to provide the Board will a full assessment of streetlights in the Park.

IC 3157-15

THAT the Cultus Lake Park Board direct staff to secure a date of the Board and Staff Christmas Party at a the Lakeside Beach Club; and

THAT a budget of up to \$2,000 be allocated to the Board and Staff Christmas Party.

November 17, 2015

SP IC26-15

THAT the Sunnyside Campground General Store be operated by Cultus Lake Park for the 2016 fiscal year.

SP IC27-15

THAT the Campground Seasonal Rate Comparisons, Increase and Rate Applications – 2016 report be received for information; and

THAT the Board approve a 5% increase in seasonal site fees for Vedder River campground.

November 25, 2015

IC 3166-15

***THAT** staff be authorized to submit the license renewal application for the Crown Lands held by the Ministry of Forests, Lands and Natural Resource Operations for the continued operation of community camping at Vedder River Campground, for a license period of two (2) to five (5) years.*

February 3, 2016

IC 3184-16

***THAT** the Director of Park Operations be directed to organize and develop a process for a 1.5 day Strategic Planning session in March 2016 at an offsite location.*

IC 3185-16

***THAT** the Board approve changing of the position title referred in Bylaw No 2007-13 as Chief Administrative Officer to Director of Park Operations/Chief Administrative Officer and delete the Approving Officer position.*

IC 3188-16

***THAT** the Board direct staff to issue a Request for Proposals for the provision of pay parking enforcement services within Cultus Lake Park, and;*

***THAT** the Board direct staff to prepare an analysis of the cost to provide pay parking services via internal Cultus Lake Park staff.*

CARRIED

Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

That the motion regarding 426 Willow Street presented at the April 6, 2016 Board meeting be rescinded.

CARRIED

(j) **Development Variance Permit for 426 Willow Street – Request to Rescind Resolution #3650-16 -**

- Report dated April 20, 2016 from Kelly Ridley, Executive Assistant to the Director of Park Operations/Chief Administrative Officer

3670-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Board rescind resolution #3650-16 and direct staff to send out another notification letter to the neighboring residents of 426 Willow Street who live within a 30 meter radius advising them of a second public input meeting to be held on Wednesday, May 18, 2016.*

CARRIED

(k) **April 28, 2016 National Day of Mourning**

- Report dated April 20, 2016 from Kelly Ridley, Executive Assistant to the Director of Park Operations/Chief Administrative Officer

3671-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT April 28, 2016 be recognized as the National Day of Mourning in Cultus Lake Park, and

THAT the flags be lowered to half-mast in recognition of this day.

CARRIED

(l) **2016 1st Quarter Lease Assignment Report**

- Report dated April 20, 2016 from Rachel Litchfield, Lease Administration

3672-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the report dated April 20, 2016 regarding the Lease Assignments for the 1st quarter of 2016 be received for information.

CARRIED

(m) **1st Quarter Park Patrol Statistics Report**

- Report dated April 20, 2016 from Jordin Hiemstra, Park Patrol Supervisor

The 1st Quarter Park Patrol Statistics Report was presented by Bonny Bryant, Director of Park Operations/Chief Administrative Officer on behalf of the Park Patrol Supervisor.

3673-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the report from Park Patrol regarding 1st Quarter Statistics be received for information.

CARRIED

(10) REPORTS BY COMMISSIONERS

Additions

(a) Traffic Calming

Traffic calming regarding Park Drive and Mountain View Road be referred to staff to have a consultant conduct testing near the marina and Park Drive area. The Director of Park Operations/Chief Administrative Officer will provide an update to the Board with options once a report has been received.

(b) Update on Bylaw Review Committee

Bylaw and Policy Review Committee – next meeting Monday April 25, 2016.

(11) CULTUS LAKE COMMUNITY ASSOCIATION

Lorna Griffith thanked the Board for attending the Association's last meeting. The Association is planning a community clean-up for the weekend of April 30 – May 1. They will also be contacting the Fraser Valley Regional District to discuss the possibility of providing assistance with the waste management program.

(12) PUBLIC QUESTION PERIOD

Q: Rick Williamson referred to the typographical error regarding 426 Willow Street (shown as 425 Willow Street on the Development Variance mailing information)

A: The Board has approved an amended motion regarding the address of 426 Willow Street.

Q: Bob McCrea inquired as to whether or not Quarterly reports could be highlighted on the Park's website for public information.

A: Staff will strategically place the Quarterly reports on the website.

Q: Patty Carpenter expressed concern regarding the public being required to pay for an additional mailout for consideration of the Development Variance Permit.

A: The Park is required to follow specific notification procedures.

Q: Bob McCrea inquired about the security contract at Vedder and why Park Patrol does not patrol that area. He expressed concern for additional patrol when need Kinetics is not on here in the park.

A: The contract with Kinetics commences in May for Vedder and April for Sunnyside.

Q: Rick Williamson thanked the Board for the quarterly reports and expressed concern regarding an increase in the 2015 Financial Statement.

A: Expenditures regarding the landfill closure accounted for the increase.

Q: Ken Dosen referred to Kinetics and Park Patrol, expressing concern regarding break-ins, and concern about individuals coming and going through the gatehouse without stickers.

A: Individuals are encouraged to report all issues regarding break-ins to the RCMP. Doubling of the services provided by Kinetics was implemented last weekend, walking patrols are underway, and investigation is ongoing regarding motion detectors and camera installation at the gatehouse.

Q: Bob McCrea expressed concern regarding security on the main beach area and recommended additional funds be spent for night patrol.

A: Additional park patrol will be scheduled.

Q: Lorna Griffith, of the Cultus Lake Community School Association Board, advised that they will be holding their Annual General Meeting in May. She also stated that they would like a member of the Board to be a representative of the Association.

A: This request will be reviewed.

Q: T. Woodrow referred to the proposed increase in parking spaces from 6 to 10 in the Monroe Avenue / Lakeshore Drive area. He asked if these residence were consulted.

A: A mail out to area residence will be carried out as soon as possible.

- Q: Bob McCrea presented an inquiry regarding Fire Department wages.
- A: Human Resources staff at the Fraser Valley Regional District has been contacted and details will be provided once known.
- Q: T. Woodrow commended staff for releasing Board Closed motions on agenda and inquired as to whether the older motions could also be viewed.
- A: Resolutions were viewed back to the previous release in September. A new policy will be added to the next agenda regarding in-camera items.
- Q: Patty Carpenter referred to the proposed increase in parking spaces on Lakeshore Drive / Munroe Avenue, advising that the parking task force had proposed that Parking Lot A be allotted to Lakeshore Drive residents. She also recommended that parking be eliminated on Oak Street (reserved for visitors only) and resident parking only on Birch Street. She supported the request for security cameras at the gatehouse. Suggested eliminating to visitors and have resident parking only
- A: Residential parking signs have been posted at access to the top of Sunnyside Blvd.

(13) ADJOURNMENT

THAT the Regular meeting of the Cultus Lake Park Board held April 20, 2016 be adjourned.

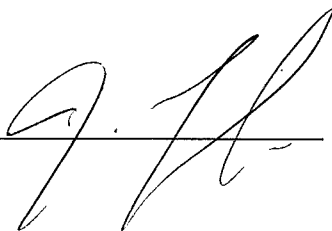
3674-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Regular meeting of the Cultus Lake Park Board held Wednesday, April 20, 2016 be adjourned at 8:33 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 April 20, 2016.

Vice Chair
Joe Lamb



Bonny Bryant
Director of Park Operations/CAO
Corporate Officer

