



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 23, 2016
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

- Present** Commissioner D. Renwick – Chair
Commissioner J. Lamb – Vice-Chair
Commissioner R. Turcasso
Commissioner L. Payeur
Commissioner D. Bauer
- Regrets** Manager of Visitor Services, Campgrounds and Cabins – K. Ridley
- Staff** Director of Park Operations/CAO – B. Bryant
Manager of Finance – M. Veenbaas
Manager of Community Services – T. Davis
Acting Executive Assistant to the Director of Park Operations / CAO – R. Litchfield

(1) **CALL TO ORDER**

The Chair called the meeting to order at 6:31 pm.

(2) **RESOLUTION TO PROCEED TO CLOSED MEETING**

3693-16 Moved by: Commissioner Turcasso 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 property of the municipality; and
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.

(3) **RECONVENE**

The meeting reconvened at 7:00 pm.

(4) **APPROVAL OF AGENDA**

3694-16 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Agenda for the Regular Meeting of the Cultus Lake Park Board for Regular Meeting of the Cultus Lake Park Board for November 23, 2016 be amended by replacing Bylaws, Section 6(a), Public Hearing Report pages 1-118 with Public Hearing Reports pages 1-121; and

Inserting Section 6(b) Memorandum from Fraser Valley Regional District regarding Consideration of Public Hearing Results & Next Steps Cultus Lake Park Plan Bylaw No. 1080, 2016; and

THAT *the agenda be approved as amended; and*

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

CARRIED

(5) **ADOPTION OF MINUTES**

3695-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

- (a) **THAT** *the minutes for the Regular Meeting held on October 19, 2016 by the Cultus Lake Park Board be adopted; and*

THAT *the minutes for the Regular Meeting held on November 9, 2016 by the Cultus Lake Park Board be adopted.*

CARRIED

(6) **BYLAWS**

- (a) Public Hearing Report dated November 15, 2016 from Fraser Valley Regional District. *(Pages 1-7 of the Public Hearing Report are included in the agenda package distribution. Pages 8-118, Appendix "A", written submissions received prior to the Public Hearing are available for viewing on our website at www.cultuslake.bc.ca and will be available for viewing at the Park office).*
- (ai) Memorandum from Fraser Valley Regional District regarding Consideration of Public Hearing Results & Next Steps Cultus Lake Park Plan Bylaw No. 1080, 2016.
- (a ii) Bylaw No. 1080, 2016.

3696-16 Moved by: Commissioner Lamb Seconded by: Commissioner Turcasso

THAT *the Cultus Lake Park Board receive the Public Hearing Report respecting Cultus Lake Park Plan Bylaw No. 1080, 2016; and*

THAT *the Cultus Lake Park Board choose Option 2 and Refer Cultus Lake Park Plan Bylaw No. 1080 to staff for minor amendments before considering 2nd and 3rd readings of the amended bylaw.*

CARRIED

3697-16 Moved by: Commissioner Payeur Seconded by: Commissioner Lamb

THAT *the Cultus Lake Park Board rezone the Infill Lots to Public Space.*

DEFEATED

Commissioner Bauer, Turcasso and Chair Renwick voted in opposition.

The Board directed Staff to prepare a policy for a public consultation process which includes the requirement for a public hearing prior to any disposition or change in use of unleased infill lots.

3698-16 Moved by: Commissioner Lamb Seconded by: Commissioner Turcasso

THAT the Mixed Use (Commercial & Public) designation be referred back to staff for clarification to be consistent with the 1997 Plan; and

THAT the Cultus Lake Marina lease lot be designated Commercial and that the parking lot be designated as Public.

CARRIED

3699-16 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT further additions for more detail regarding the public consultation processes for future amendments to the plan; and, correction of various errors be referred back to staff.

CARRIED

A revised plan will be will be brought back to the Board for consideration at a future meeting.

2017-2021 Cultus Lake Park DRAFT Financial Plan

Report dated November 23, 2016 from Mike Veenbaas, Manager of Finance including 2017 – 2021 Financial Planning Worksheet and Schedules.

- Bylaw No. 1081, 2016
- 1. 2017 – 2021 Financial Plan – New Operational Initiatives
- 2. 2017 – 2021 Financial Plan – New Capital Initiatives
- 3. 2017 – 2021 Financial Plan – Summary of Reserves
- 4. 2017 – 2021 Financial Plan - Business Unit Detail

3700-16 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give 1st Reading to Cultus Lake Park 2017 - 2021 Financial Plan Bylaw No. 1081, 2016.

CARRIED

Public Comments:

Q: Brent Shirley - 544 Park Drive - Going forward with PlanCultus, how will this be reflected in future years? I don't see a lot of money for the expansion of Sunnyside Campground in the budget. If we take that big area and make it part of Sunnyside, I am sure there will be some cost to this. Has this been addressed? Will the water reserve, be given to FVRD?

- A: Mike Veenbaas, Manager of Finance - The current plan, the way it exists is not addressed because there are different options, different partners will need to be in place. Sunnyside Campground has several hundred thousand dollars in a reserve and funding exists to do capital expansions. The plan will have to be approved before we go forward. The Cultus Lake Park currently has a water reserve until the Board decides in the future where it will be allocated. This has not been reflected in terms of the budget document. It is not an operational impact to the actual financial plan.
- Q: Bob McCrea - 34 Lakeshore Drive – Would like to thank Mr. Veenbaas for the report. 35 – 40 years ago when doing reports for large insurance companies they insisted that they lay out the budget with line items and I had pressed our last CAO to lay them out that way. This is fantastic to see, congratulations to staff. I noticed the rates at Sunnyside have barely gone up and my question is, have the rates of other campgrounds been reviewed?
- A: Bonny Bryant, Director of Park Operations/CAO – Unfortunately Ms. Ridley is not able to be here this evening to provide that information. However, in the past, rates were reviewed and comparable to other campgrounds. We will continue to look at the rates to ensure we are competitive.
- Q: Rick Williamson -145 First Ave. Looking at the General Administration, it looks like you are hoping to get a 15% pay raise and it is my understanding that the City of Chilliwack that would have to pass a bylaw to approve that.
- A: Chair Renwick – That is correct.
- Q: Ernie Vance - 622 Mountain View Road – I see that there is \$10,000 in the budget for digitizing leases. Is that part of the lease software project from last year? Marketing and events coordinator, is there a job description with this position?
- A: Mike Veenbaas – The budget included \$20,000 for software and we only needed \$8,000 to \$9,000 for the modules for the financial system which allows it to track lease ownership and digitizing the paper records and this also allows for backing up information.
- Q: Ernie Vance - 622 Mountain View Road - On the financial document, under Public Areas there is \$16,000 for General Maintenance and I'm wonder if there is any money set aside for trail signage or upgrades?
- A: Mike Veenbaas, Manager of Finance – In terms of the \$16,000, one of the new operational item initiatives that have been added to the plan and will be built into the budget to address those options in the future.
- Q: Ernie Vance - 622 Mountain View Road – On the Marketing and Events Coordinator position for \$30,000, is there a job description assigned to it to support having the position in place? Perhaps a residential survey could be used to determine satisfaction levels, needs, and what the area should look like. Setting up all the events for all of the people is wonderful but I am wondering how that money will be spent.
- A: Commissioner Turcasso – As you know, there have been some pretty great events held here in the last two years. The reason for that is that we have had many dedicated volunteers helping achieve this. Though our volunteers are getting fatigued. The events that we have had here has not given us the opportunity to create a lot of revenue as most of the events have been free. In order to maintain the events here we need to look at having

someone to organize so it takes the burden away from the seven of us. Someone that can oversee our events and all of the events that occur here. There have been some events that have taken place that I was not aware of to get involved in. We are working with Management to organize going forward.

Q: Mr. Vance stated that he enjoys the events, especially if they are free and I understand the burnout as having worked for nonprofit organizations. This usually means you need to take a step back and look at whether you should be doing this, setting priorities perhaps sending out a leaseholder survey to indicate where it is to help you with the part time/full time position.

A: Commissioner Turcasso – Outlined that the people's expectations are wanting more community events such as the Merry Little Christmas that will be held at the community hall, the Golf Course Christmas party and the December Christmas lights events which may be the biggest events of the year.

A: Commissioner Lamb – You have very good questions and your comment about the survey is warranted. I think the proposal that was brought to the Board and staff, this is a self-funding position and I think that the proposal is that in the future this could be funded by activities and certain funds that could be raised. Where we are at and maybe what you are suggesting is that we need to weigh cost benefits to the individual residents to see how many are utilizing the events. We do not know if we have maximized the true potential of that. This position will be funded as a joint partnership and at the end of the year what you are suggesting would go hand in hand with a survey. Revenue stream is unknown yet.

A: Commissioner Turcasso – The City of Chilliwack places aside \$60,000 for this type of position plus benefits, plus there is another budget so neighbors can get to know each other and that is an extreme.

Q: Commissioner Lamb – Mr. Vance, are you for or against the \$30,000 position?

A: Mr. Vance – I am against.

Q: Rick Williamson – 145 First Ave. – It does not look like we are changing eliminating winter camping as per the projections per prior years. License and Permits, is the new lease with the Provincial Government? For three years it was under \$2,000 and it has jumped to \$31,000.

A: Chair Renwick - Yes.

A: Mike Veenbaas, Manager of Finance – We did an analysis of the campground month by month and looking at the analysis it came clear that as nice as it is, winter camping was costing the park money. It was hidden by the fact that the campground still made money but over a couple years brought down our revenue sources one to two hundred thousand dollars. The proposal from the Province is for the lease fee to go up to \$30,000. This was an error, the park should have been paying \$10,000 but the contract was written to pay \$1,000 per year.

Q: Ernie Vance - 622 Mountain View - Is there anything in the bylaws in regards to a threshold in the budgeting? I know that certain municipalities have to take it back to the residents for approval. In the budget overall?

A: Mike Veenbaas, Manager of Finance – The budget sets the key for what can be purchased. Staff cannot purchase things that are not in the budget. There is no need for a referendum per say but it is a public process for amendments.

A: Commissioner Lamb – There is no residential lease increase in this budget so what we are spending is within the current budget we are being more efficient in how we are spending. Some of the new projects to current lease rates you can see current lease rates, current revenue, current business revenue and that we are increasing efficiency.

Q: Bob McCrea 34 Lakeshore Drive – Page 61 talks about legal costs in which I am concerned about. The legal costs in this budget are higher than they have ever been, but certainly not high enough to pay for another arbitration, which could be in the area of \$200,000. I have learned that arbitration in 2017 is becoming a possibility. Let's learn from 2016 when \$117,000 was spent on arbitration and avoid doing it again. I am aware many of the details of the negotiations with both tenants and I am confident that arbitration with Cultus Lake Marina would involve many more hours for the lawyers and the arbitrator than the one with Funland. In arbitration the Landlord loses their power over costs, process and outcome. Think about that, if you choose arbitration you have chosen to give up all your power, but if you negotiate you may give up something but not everything and you will save thousands of dollars. Why give away that power? Arbitration is considered a failure in the leasing profession, a failure by the parties to negotiate, especially for the Landlord who can say yes or no to many of the tenant's requests. My entire career has been in Commercial Real Estate, leasing and managing several million square feet of real estate. At Colliers, I was General Manager of the 2nd largest management company in Vancouver and worked with some of the top leasing agents in the city. Prior to that I trained and worked for fourteen years with an incredible leasing agent who leased Cottonwood Mall when it was new and handled all the renewals five years later. Presently, I work with a company that manages and leases over three million square feet in 130 buildings with 500 commercial tenants. I have never known any of these leasing experts to resort to arbitration to settle a lease and I have never heard a tenant complain about any of these Real Estate professionals after the deal was done because these professionals worked with the tenant, not against the tenant, to get the deal done. In 2015, the Park Board's legal costs were \$47,000. By comparison in 2016 total legal costs are \$52,000 for regular legal issues for ten months and \$117,000 for the arbitration. In 2017, the budget is for \$100,000 for regular legal costs. If there is an arbitration it could cost more than \$200,000 and it is not in the budget. So do you add more to the budget to accommodate arbitration, or do you vote not to go to arbitration? You have the power to negotiate or arbitrate. You have the power to save money or waste money. You have the power to battle with your tenant or come along side your tenant and work out a mutually beneficial result in a give and take process. The answer is obvious to me.

A: Yes, thank you. That should be the last resort when you have no other option.

3701-16 Moved by: Commissioner Payeur Seconded by: Commissioner Lamb

THAT the board consider a (10%) ten percent increase over 2016 which is equal to \$33,000 for 2017 fire budget and to work with FVRD for future increases.

CARRIED

(7) **STAFF REPORTS**

(a) **2017 Board Meeting Dates**

- Report dated November 23, 2016 from Kelly Ridley, Manager of Visitor Services, Campgrounds and Cabins

3702-16 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Board endorse the following dates as the 2017 Board Meeting Dates by including the third Wednesday in August:

January 18	February 15
March 15	April 19
May 24	June 21
July 19	September 20
October 18	November 15
December 13	August 16, 2016

CARRIED

(b) **Cultus Lake Community School Association – Request for Funding for Summer Program at Sunnyside Campground**

- Report dated November 23, 2016 from Kelly Ridley, Manager of Visitor Services, Campgrounds and Cabins.

3703-16 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Board authorize staff to provide free use of the Recreational Hall and other public areas at Sunnyside Campground to the Cultus Lake Community School Association for them to run a summer program for children.

CARRIED

(c) **2017 Cultus Lake Fire Department Budget**

- Report dated November 23, 2016 from Warren Mazuren, Fire Chief.

3704-16 Moved by: Commissioner Turcasso Seconded by: Commissioner Payeur

THAT the Board receive the report for information.

CARRIED

(d) **Exemption to Good Neighbor Bylaw**

Email dated November 10, 2016 from Commissioner Turcasso regarding a request to seek exemption to the Good Neighbor Bylaw.

3705-16 Moved by: Commissioner Turcasso Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the exemption to permit public access to the pathway and parking lots between December 1st, 2016 and January 3rd, 2017 between the hours of 3 pm to 11 pm.

(8) **REPORTS BY COMMISSIONERS**

Commissioner Turcasso noted that the minutes of October 19, 2016 be amended to correct the location of the Merry Little Christmas Event and that the event will be held at the Cultus Lake Community Hall.

Commissioner Turcasso reminded the Board and public about Cultus Lake Christmas and thanked Rick Williamson for sharing all of the December festivities. The lights are almost complete down at Main Beach and the pathway and the new LED lights have been installed. Cultus Lake Market will be held December 2, 3, 4. Food trucks will be at Main Beach, Farm Fordo will be here from Yarrow, 13 vendors, Cory Pickering will be playing Christmas tunes, Santa will be here, the Cultus Lake Fire Department will be on site with wood burning fires and marshmallows and Panago has been a Sponsor donating over 600 free pizzas for the children. Donations will be greatly accepted.

December 14th will be the Merry Little Christmas, starting at 7 pm with local talent. Tickets are still available at the Cultus Lake Golf Club and the Cultus Lake Park Board office for a cost of \$15.

December 19th will be the Community Christmas party which will be held at the Cultus Lake Golf Course. Cory Pickering will be there playing music. There will be door prizes and a little bit of something for everyone!

(9) **COMMUNITY ASSOCIATION**

(10) **PUBLIC QUESTION PERIOD**

Q: Rick Williamson – 145 First Ave. On PlanCultus, the first item voted on was to change the designation of the infill lots to public which was defeated. Chair Renwick and the Commissioners talked about if it stays as public there should be a process in place that requires a lot of public input should that designation change in the future. I was anticipating that there would be some sort of motion to have that clause in PlanCultus.

A: Chair Renwick - There is a process in place.

Q: Bob McCrea – 34 Lakeshore Drive – On the discussion of PlanCultus where you talked about the parking lot at the Cultus Lake Marina Boat Rentals. Was it determined if it was going to be left as public/commercial.

A: Chair Renwick commented that it is the same provision as in the 1997 Park Plan.

Q: Ernie Vance - 622 Mountain View Road - Request that financial reports be provided to the public sooner than four or five days so that the documents can be reviewed in order to prepare comments.

A: Chair Renwick – Will ask staff to provide this earlier next year.

- Q: Gord Campbell – 162 First Ave. – Maybe I misunderstood what was said, but if the PlanCultus doesn't change, then the plan contemplates public input that there is no requirement for it, and the future Board could sell the land with zero public input the way it stands now.
- A: Graham Daneluz, FVRD – The plan has very strong policies in support of public consultation. If the Board wishes, we can look at making those policies clear about what would happen with public consultation in the event that those lease sites would be sold. This was outlined earlier that staff would come back to the Board.
- Q: Brent Shirley - 544 Park Drive – Comment in the Plan on alternatives that staff prepared and # 2 of the Golf Course that said if we adopt Option 3 and now it has been adopted Option 2. The plan suggests the Golf Course is a seasonal operation. Will the plan be updated with minor corrections? The plan outlines the use of all the other businesses.
- A: Chair Renwick– Section 7, economic plan should read year round Cultus Lake Golf Park, not seasonal. Staff will make the changes to reflect the correct use.
- Q: Roger Burrows - 226 First Ave- Assuming that we get the infill lot designation rewritten by staff, it would state that a public meeting would be held before anything can be done to the infill lots. The Public Hearing meeting response was in favor of retaining them as green space. What safe guards are there if there is another meeting? If this Board or another Board decides to do what you have done.
- A: Chair Renwick – There is a process and when it comes to this the Board will be required to listen to the public.
- Q: Roger Burrows – The response from the public was to save the green space and I cannot believe that this was voted against that.
- A: Commissioner Turcasso – I look at the betterment of the park, not the benefit for me. The Board is doing due diligence for all and the issue is bigger than anything. What is business, what is manageable? Protecting the people and the Parks assets.
- Q: Roger Burrows – I understand that this Board or future Board, could be hungry for money. What you don't do is eat your arm to cure your hunger because this is not going to last. This is a onetime thing if the lots are sold or whichever. This will not improve the finances. We have a gem here with the infill lots here. They are perfect for our community, for fire breaks and such. Perhaps community gardens could be created to generate revenue. To do something like that is inconceivable.
- Q: Bob McCrea- 34 Lakeshore Drive – I had submitted a letter for PlanCultus where is said I didn't think it was right that our leases are twenty-one years leases and should be changed to twenty-one year leases with options. Was it determined that the lease wasn't worthy of discussion.
- A: Graham Daneluz, FVRD- We identified the number of errors and typo's that need correction and believe that would fall into that category.

Q: Gord Campbell – 162 First Ave. - We will have two separate processes, a process for the Golf Course which was changed from “residential” to “conservation” so that will have to go through the process and now we are singling out the infill lots for some other process that wasn’t contemplated. Why can’t we have the same process?

A: Commissioner Turcasso – They were never lots. What is on the conservation area is treed, they were never lots.

Q: Gord Campbell - The conservation area is now protected where before it was not. It could have been sold. It is now gone, the designation is changed.

A: Commissioner Turcasso – I look at it differently.

Q: Gord Campbell – I don’t know why you want to carve that, it has a less onerous process when the land is probably more valuable to the residents than to the public. It should be a more onerous process for the infill lots, not less. I trust this Board, I don’t trust future Boards, that’s what we need protection from. That is what we want. I have never seen an issue that has galvanized so many people. I was stunned when I saw the responses, it was overwhelming.

Q: Bob McCrea – 34 Lakeshore Drive – I received a call last night from Laurie Thorness, he was locked in the parking lot after looking at the lights. I suggest he called Park Patrol and offered the number. Perhaps we need to review the parking lot closure times.

A: Troy Davis, Manager of Community Services – I believe there are signs posted with closure times and contact information.

Q: Commissioner Lamb – Suggests that we post flyer notices on the vehicles with contact information if this should happen again.

Q: Commissioner Payeur – What happens when Park Patrol is not on?

A: Troy Davis – Manager of Community Services – The lots would be left open.

Q: Ernie Vance – 622 Mountain View – In regards to the traffic calming subject from two weeks ago. One of the reasons that the neighbors and I see on Mountain View Road and Park Drive is that increased traffic and speed. None of the signs on the highway indicate where Sunnyside Campground is, so I would like to request directional signage.

A: Bonny Bryant, Director of Park Operations/CAO – We will be doing a sign audit in the spring and will identify areas of concern.

Q: Brent Shirley – 544 Park Drive - I think one of the issues for the traffic problem is that GPS’s/Google continue to think that people can still go through the old access on Park Drive and it directed people down Sunnyside Blvd to Park Dr. Maybe we could contact someone regarding this. Maybe a sign in the roundabout.


A: Chair Renwick – Staff will look into that. Thank you.

(11) **ADJOURNMENT**

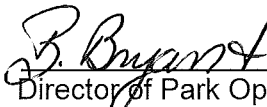
3706-16 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Regular Meeting of the Cultus Lake Park Board held on November 23, 2016 be adjourned at 9:19 pm.*

I hereby certify the preceding to be a true and correct account of the Closed meeting of the Cultus Lake Park Board held November 23, 2016.



Chair



Director of Park Operations/CAO
Corporate Officer

