



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 15, 2017
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

Staff Chief Administrative Officer – B. Bryant
Manager of Finance – E. Lee
Manager of Park Operations – D. Driediger
Manager of Visitor Services, Campgrounds and Cabins – M. Shattock
Executive Assistant to the Chief Administrative Officer – K. Ridley

(1) **CALL TO ORDER**

The Chair called the meeting to order at 5:55 pm.

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

4118-17 Moved by: Commissioner Lamb Seconded by: Commissioner Payeur

***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

Section 90 (2) (c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 (Ombudsperson to notify authority) of that Act.

(3) **RECONVENE**

The meeting reconvened at 7:02 pm.

(4) **APPROVAL OF AGENDA**

4119-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 15, 2017; and

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

CARRIED

(5) **DELEGATIONS**

(a) **Tourism Chilliwack**

- 2017 Cultus Lake Park Board Presentation

Alison Colthorp, Executive Director of Tourism Chilliwack provided a brief description on the joint partnership between their organization and Cultus Lake Park. She noted that this was the first time they have given a presentation to the Board. The partnership started approximately eight years ago. In the last year they have developed their website with a section dedicated to Cultus Lake Park, they publish the Experience Guide with information on Cultus Lake Park and provide directional signage. She noted that they leverage and match the funding received from the Park. Vanessa Oddy provided the Board with information on the publications they provide such as hiking maps and maps of the Cultus Lake Park area. They host a program for front line staff to make them aware of what communities have to offer for visitors and have a video series that shows the different activities that are taking place within the communities such as paddle boarding on Cultus Lake. She noted that they would be hosting the hockey RBC Cup in 2018.

4120-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the information presented by Tourism Chilliwack.

CARRIED

(6) **ADOPTION OF BOARD MINUTES**

(a) **October 18, 2017 Cultus Lake Park Board Meeting**

4121-17 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held on October 18, 2017.

CARRIED

(7) **ADOPTION OF COMMITTEE AND COMMISSION MINUTES**

(a) **Bylaw and Policy Review Committee**

- Minutes from July 12, 2017 and September 13, 2017

4122-17 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the minutes of the Bylaw and Policy Review Committee held on July 12, 2017 and September 13, 2017 for information.

CARRIED

(b) **Operational and Financial Core Review Committee**

- Minutes from June 28, 2017 and July 26, 2017

4123-17 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on June 28, 2017 and July 26, 2017 for information.

CARRIED

(8) **CORRESPONDENCE**

(a) **Letter to Minister of Environment regarding BC Parks septic system**

- Letter dated July 18, 2017 from Laurie Throness, MLA Chilliwack-Kent requesting that BC Parks be included in Cultus Lake septic system upgrade
- Letter dated October 4, 2017 from George Heyman, Minister of Environment and Climate Change Strategy in response

(b) **Request for inclusion into Septic System Upgrade on Mountain View**

- Letter dated November 5, 2017 from Steve and Dori Whiteside

4124-17 Moved by: Commissioner Bauer Seconded by: Commissioner Lamb

THAT the Cultus Lake Park Board receive the letters dated July 18, 2017 from Laurie Throness, MLA Chilliwack-Kent, the letter dated October 4, 2017 from George Heyman, Minister of Environment and Climate Change Strategy, and the letter dated November 5, 2017 from Steve and Dori Whiteside for information.

CARRIED

(9) **BYLAWS**

(a) **Cultus Lake Park 2017 – 2021 Financial Plan Amendment Bylaw No. 1096, 2017**

- Report dated November 15, 2017 from Erica Lee, Manager of Finance regarding amending the 2017 - 2021 Financial Plan
- Cultus Lake Park 2017 – 2021 Financial Plan Amendment Bylaw No. 1096, 2017

4125-17 Moved by: Commissioner Bauer Seconded by: Commissioner Lamb

THAT the Cultus Lake Park Board rescind Third reading to Cultus Lake Park 2017 - 2021 Financial Plan Amendment Bylaw No. 1096, 2017;

THAT the Bylaw be amended by funding the installation of the septic holding tanks at Sunnyside Campground from the Sunnyside Campground Reserve Fund (Bylaw 1028-12) instead of the Land Sale Reserve (Bylaw 1036-13); and

THAT the Cultus Lake Park Board give Third Reading to the Cultus Lake Park 2017 - 2021 Financial Plan Amendment Bylaw No. 1096, 2017 as amended.

CARRIED

(b) **Vedder River Campground Improvement Reserve Fund**

- Report dated November 15, 2017 from Erica Lee, Manager of Finance regarding amending the 2017-2021 Financial Plan
- Vedder River Campground Improvement Reserve Fund Bylaw No. 1029-12 Repeal Bylaw 1097, 2017

4126-17 Moved by: Commissioner Lamb Seconded by: Commissioner Turcasso

THAT the Cultus Lake Park Board direct staff to transfer the proceeds of the sale of Vedder River Campground to the Vedder River Campground Improvement Reserve Fund (1029-12);

THAT the Cultus Lake Park Board give First, Second and Third readings to Vedder River Campground Improvement Reserve Fund Bylaw 1029-12 Repeal Bylaw No. 1097, 2017; and

THAT the Cultus Lake Park Board direct staff to allocate the remaining balance in the Vedder River Campground Improvement Fund (1029-12) to the Sunnyside Campground Improvement Reserve Fund (1028-12) upon final reading of the Vedder River Campground Improvement Reserve Fund Bylaw No. 1029-12 Repeal Bylaw 1097, 2017.

CARRIED

(c) **2018-2022 Cultus Lake Park DRAFT Financial Plan**

- Report dated November 15, 2017 from Erica Lee, Manager of Finance regarding amending the 2017-2021 Financial Plan
- Cultus Lake Park 2018-2022 Financial Plan Bylaw No. 1098, 2017
- Financial Plan New Initiatives
- Financial Plan – Schedule A and B
- Financial Plan – Business Unit Detail
- Financial Plan – Reserve Schedule
- Budget Highlights

Chair Renwick gave a brief statement on the financial challenges facing Cultus Lake Park in 2018 and the new initiatives that are being proposed.

The senior staff provided brief presentations regarding each of their business units for the 2018 budget that addressed the following initiatives - increase security measures, addressing additional safety concerns, enhanced focus on environmental sustainability, improvements to parking, addressing the infrastructure, upgrades to Sunnyside Campground, and expanding communication.

4127-17 Moved by: Commissioner Bauer Seconded by: Commissioner Lamb

THAT the Cultus Lake Park Board give First, and Second readings to Cultus Lake Park 2018-2022 Financial Plan Bylaw No. 1098, 2017.

CARRIED

(d) **Public Consultation on the 2018-2022 Cultus Lake Park DRAFT Financial Plan**

Q: Mark Issak noted an increase in lighting costs. He asked if staff knew about the dark skies initiative.

A: The Chief Administrative Officer discussed the BC Hydro pilot projects taking place throughout BC and that low level lighting has been installed on the beach. The Park is waiting for BC Hydro's outcome and next steps once the pilot projects have been evaluated. The Manager of Finance advised that the increase is not for capital costs but is BC Hydro based. Commissioner Lamb advised that most of the lighting in Park is owned by BC Hydro and the Park is looking to replace it.

Q: Brent Shirley asked about the allocation of taxes for residential leases being based on lot size and location within the Park. He would like to see it changed to assessment valuation.

Q: Roger Burrows noted that last year's financial plan indicated \$481,000 from residential leases and tonight the lease rate is going up \$174 per lease and there are less than 400 leases which would indicate \$85,000 in additional lease costs to the leaseholder. But when he compares the total for 2017 which is \$481,000 for 2018 it is not \$481,000 plus \$85,000 it is \$737,000 which is a big difference.

A: The Manager of Finance noted that in prior years, the Park had taken some income from the residential leases and funneled it to Park Patrol and this year the Park is keeping all the revenue in residential and allocating the cost so we know what the cost was for each residence.

Q: Roger Burrows noted that would explain why Park Patrol is down from \$115,000 to \$2,000. He noted that there are some significant increases from 2017 to 2018. Specifically he noted contract services increasing from \$415,000 to \$589,000 and data processing increasing from \$32,000 to \$44,000, garbage collection increasing from \$149,000 to \$518,000.

- A: The Manager of Finance explained that the increase in garbage collection is due to the government mandate of having to pick up organic waste. The Chief Administrative Officer advised that the increase in data processing is due to next year being an election year, and we will have some additional costs. The contract services is increasing to manage a couple of things, contracting out our payroll system, performing a brand refresh and website upgrade, and hiring an events coordinator. The Manager of Finance also advised that the salary portion for the Commissionaires has been added into this area.
- Q: Steve Marks asked about the funding to repair the boat launch, what is the plan for the area. He asked that staff come out and view the area with him as he believes that the area needs to be dredged.
- A: The Manager of Park Operations advised that the funds were going to address the sunken ramp and establish a level launch area.
- Q: Rick Williamson asked about having to make up for the lost revenue from the sale of the Vedder River Campground. What was the net for Vedder?
- A: The Manager of Finance advised that the net revenue for Vedder was just under \$90,000 however that was after paying salaries for Public Works so it was approximately \$130,000.
- Q: Rick Williamson asked about the cost for a garbage totes costing \$100 and does this mean that the garbage cans will need to be changed as well.
- A: Commissioner Lamb noted that the totes had to be bear proof and have the ability to be picked up with an automated arm. After speaking to several other communities who have recently had to provide this service it was determined that the cost would be around \$100 and after the RFP comes back that number will be adjusted.
The Manager of Park Operations noted that in 2018 there will not be a change to the regular garbage cans.
- Q: Bob McCrea what is the net amount from the sale of Vedder River Campground?
- A: Chair Renwick said that the final number could not be determined as yet until the costs had been allocated. The Manager of Finance noted that the property sold for \$650,000 so there will be around \$60,000 for assets and a 10% management fee. She noted that it would probably be around \$600,000.
- Q: Bob McCrea noted at the top of page 90 shows what there is in the Sunnyside Capital Fund and why would the Board put another \$600,000 into that fund. Does the Board have specific plans on what kind of return we will have on that money?
- A: Commissioner Lamb noted that the largest expense will be the Park having to hook up the sewer into Sunnyside Campground. The Sunnyside Reserve fund is the most logical place to put the funds into so when the campground has to be tied into the sewer system the cost is partially covered. The Board does not believe that increases to camping fees would cover the costs.
- Q: Bob McCrea noted his concern that a motion was made this evening to put the \$600,000 into the fund and it was his understanding that you cannot move funds from different accounts that are defined as well as there being a time constraint to rescind a motion. He asked why the funds are not moved into the operating capital account and then there is more flexibility. He further requested that the Board take \$48,000 out of those funds and purchase the totes for the leaseholders then there would only be an increase of \$71.

A: Commissioner Lamb asked staff to look into the ramifications of putting the money into this the reserve fund.

Q: Rick Williamson asked for clarification on the totes, that there would be an additional cost of \$100 on top of the \$174. He noted his support for increasing the security and parking enforcement in the Park.

A: Staff advised that yes, the totes would cost an additional \$100 on top of the increase.

(10) **STAFF REPORTS**

Public Information Meeting – Development Variance Permit

- (i) Guidelines for Public Information Meeting Statement (Chair)
- (ii) Purpose of the Development Variance Permit Applications (Staff)
- (iii) Comments (Applicants)
- (iv) Questions (Board)
- (v) Call for Public Input (x3)
- (vi) Closure

(a) **Development Variance Permit – 268 Fir Street**

- Report dated November 15, 2017 from Katelyn Hipwell, Planner 1, Fraser Valley Regional District (FVRD)

Graham Daneluz, Deputy Director of Planning and Development, FVRD gave a brief presentation to the Board on the variances being requested by the applicant:

Height of Dwelling – requesting a 0.9 m or 3 feet height variance

Siting of the Dwelling – Rear lot line - variance of .46 m or 1.5 feet and exterior lot line variance of .73 m or 2.4 feet

Siting of Supporting Posts for Balcony from front lot line – variance of 0.74 m or 2.4 feet

Eave Projections from front lot line – variance of .775 m or 2.4 feet

Siting for in-ground (stairs) from interior lot line - variance of 0.15 m or .5 feet)

It was noted that an email was received dated November 11, 2017 from Kara Mahli, owner of 266 Fir Street stating her opposition to the front and rear variances and support for the height variance.

Dan Booth spoke on behalf of the owner of 268 Fir Street and noted that working within the existing bylaws was a problem and provided the Board with drawings showing the variances in more detail. He noted that other houses in the area had been granted similar variances in the past.

Lorna Griffith asked if the owners would be parking cars in front of the garage as it will affect the Churchs parking on the lane.

Mr. Booth noted that the parking will take place on the property and there was an additional parking spot beside the house.

4128-17 Moved by: Commissioner Bauer Seconded by: Commissioner Turcasso

THAT the Cultus Lake Park Board approve the variance to the maximum height of the building from 7.62 m (25 feet) to 8.53 m (28 feet) for a variance of 0.9 m (3 feet) for the single family dwelling located at 268 Fir Street.

CARRIED

Moved by: Commissioner Payeur Seconded by:

THAT the Cultus Lake Park Board approve the variance to the siting of the dwelling for the rear lot line from 1.83 m (6 feet) to 1.37 m (4.5 feet) for a variance of 0.46 m (3 feet) for the single family dwelling located at 268 Fir Street.

LOST FOR WANT OF A SECONDER

4129-17 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the variance to the siting for In-Ground Structure (Stairs) from Interior Lot Line from 0.3 m (1 foot) to 0.15 m (0.5 feet) for a variance of 0.15 m (.5 feet) for the single family dwelling located at 268 Fir Street.

DEFEATED

Chair Renwick, Commissioners Lamb and Turcasso voted in opposition.

(b) **Infill Lot Survey Results**

- Report dated November 15, 2017 from Kelly Ridley, Executive Assistant to the Chief Administrative Officer

4130-17 Moved by: Commissioner Lamb Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board forward a copy of the survey results to the Fraser Valley Regional District; and

THAT the Cultus Lake Park Board recommend to the Fraser Valley Regional District to amend the Cultus Lake Park Zoning Bylaw No. 1375, 2016 to reflect the survey results that all the infill lots as noted in the survey be designated as Park - P-1.

CARRIED

(c) **2018 Board Meeting Dates**

- Report dated November 15, 2017 from Kelly Ridley, Executive Assistant to the Chief Administrative Officer

4131-17 Moved by: Commissioner Lamb Seconded by: Commissioner Payeur

THAT the Board endorse the following dates as the 2018 Board Meeting Dates:

January 17	February 21
March 14	April 18
May 23	June 20
July 18	August 15
September 19	October 17
November 21	December 12

CARRIED

(d) **Parking Review - Response to Community Feedback**

- Report dated November 15, 2017 from Dave Driediger, Manager of Park Operations

4132-17 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the report titled Parking Review – Response to Community Feedback for information; and

THAT the information be posted on the Cultus Lake Park website.

CARRIED

(11) **REPORTS BY COMMISSIONERS**

(a) **Verbal Report from Commissioner Turcasso**

- Letter dated November 8, 2017 from Malcolm Weatherston regarding Cultus Lake Summer Farmers' Market

4133-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board instruct staff to prepare a contract between the Board and Malcolm Weatherston to operate the 2018 Cultus Lake Farmers Market at Main Beach on Saturdays from June 16 to September 3, 2018 for \$500.00 per month.

CARRIED

4134-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the exemption to the Good Neighbour Bylaw 1041, 2013 to allow the Park to remain open until 11:00 pm in order to allow the parking lots to remain open between December 1, 2017 to January 8, 2018.

4135-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Lamb

THAT the Cultus Lake Park Board waive the parking fees on Dec 1, 2 and 3, 2017 from 4:00 to 9:00 pm to allow for people to come down to the Christmas in the Park activities.

CARRIED

(12) **COMMUNITY ASSOCIATION**

(13) **PUBLIC QUESTION PERIOD**

Q: Brent Shirley asked about the letter on the Agenda from Mr. Whiteside regarding sewer hookup on Mountain View and Park. He noted his support for the letter as it doesn't make sense to exclude them and that there is no reason to delay hooking up.

Q: Ken Dosen spoke about forwarding an email to CAO Bonny Bryant, CAO Paul Gipps of the FVRD, Taryn Dixon and Vice-Chair Lamb in support of putting sewer line in the Park Drive and Mountain View area.


(14) **ADJOURNMENT**

4136-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Lamb


THAT the Regular Meeting of the Cultus Lake Park Board held on November 15, 2017 be adjourned at 9:36 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 15, 2017.



David Renwick
Chair



Bonny Bryant
Chief Administrative Officer
Corporate Officer