



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 13, 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
Acting Executive Assistant to the Chief Administrative Officer – R. Litchfield

Regrets Executive Assistant to the Chief Administrative Officer – K. Ridley

(1) **CALL TO ORDER**

The Chair called the meeting to order at 4:59 pm.

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

4139-17 Moved by: Commissioner Turcasso 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) (g) litigation or potential litigation affecting 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. (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 annual municipal report.*

(3) **RECONVENE**

The meeting reconvened at 7:01 pm.

(4) **APPROVAL OF AGENDA**

4140-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Lamb

THAT the Agenda for the Regular Meeting of the Cultus Lake Park Board for December 13, 2017 be amended by replacing under Section 11 – Reports by Staff (c) 2018 – 2022 Financial Plan Bylaw No. 1088 Report from Erica Lee, Manager of Finance; and

THAT the amended Agenda be approved; and

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

CARRIED

(5) **ADOPTION OF BOARD MINUTES**

4141-17 Moved by: Commissioner Lamb Seconded by: Commissioner Bauer

THAT the minutes for the Regular Meeting held on November 15, 2017 by the Cultus Lake Park Board be adopted; and

THAT the minutes for the Special Regular Meeting held on November 21, 2017 by the Cultus Lake Park Board be adopted.

CARRIED

(6) **ADOPTION OF COMMITTEE MINUTES**

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

4142-17 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the minutes for the Bylaw Policy and Review Committee held on October 27, 2017 be received for information.

CARRIED

(7) **ELECTION OF THE CHAIR**

Chair Renwick presented the Election process of the Chair for 2018 as per the Committee Procedure Bylaw No. 001, 2004, Section 1.2.1.

Bonny Bryant, Chief Administrative Officer announced the Election process of both the Chair and Vice Chair nominations. Nomination forms were distributed to all members of the Board by Rachel Litchfield, Acting Executive Assistant to the Chief Administrative Officer.

Chair Renwick thanked the Board for their cooperation over the last three years and noted that every organization needs to have rejuvenation accordingly.

Chair Renwick nominated Commissioner Lamb as the new Chair. He further noted that next year is an election year and feels that the community should have an opportunity to assess Commissioner Lamb's abilities. Commissioner Bauer seconded the nomination.

Commissioner Lamb accepted the nomination. No further nominations were made. Nominations were closed.

Commissioner Lamb wins by Acclamation.

(8) **ELECTION OF THE VICE CHAIR**

Bonny Bryant, Chief Administrative Officer asked the Chair to direct staff to facilitate the election of the Vice Chair.

Nomination forms were distributed to all members of the Board by Rachel Litchfield, Acting Executive Assistant to the Chief Administrative Officer and then collected and read by Bonny Bryant, Chief Administrative Officer. Commissioner Turcasso received two nominations and Commissioner Bauer received three nominations both of which accepted the nominations.

An election for the position of Vice Chair was held. Ballots forms were distributed to all members of the Board by Rachel Litchfield, Acting Executive Assistant to the Chief Administrative Officer and the ballots were placed in the election box. The results were read by Bonny Bryant, Chief Administrative Officer. Three votes were counted for Commissioner Bauer and two votes counted for Commissioner Turcasso. Commissioner Bauer was elected to hold the position of Vice Chair.

(9) **CORRESPONDENCE**

Letter dated December 1, 2017 from Brendan Curson, Head Coach & Sport Development Director, Chilliwack Centre of Excellence

Mr. Curson addressed the Board with respect to his request. The Board instructed Mr. Curson to continue to work with the Chief Administrative Officer and provide more details and pictures for the Chief Administrative Officer to return to the Board with a staff report.

4143-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board received the letter from Chilliwack Centre of Excellence for information.

CARRIED

(10) **BYLAWS**

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

- Report dated December 13, 2017 from Erica Lee, Manager of Finance
- Bylaw No.1096, 2017 - 2021 Financial Plan Amendment

4144-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2017 - 2021 Financial Plan Amendment Bylaw No. 1096, 2017.

CARRIED

(b) **Vedder River Campground Improvement Reserve Fund Bylaw No. 1029 - 12, Repeal Bylaw No. 1097, 2017**

- Report dated December 13, 2017 from Erica Lee, Manager of Finance
- Bylaw No. 1029 – 12, Repeal Bylaw No. 1097, Vedder River Campground Reserve Fund
- Bylaw No. 1029 - 12, Repeal Bylaw No. 1097

4145-17 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board rescind Third reading to Vedder River Campground Improvement Reserve Fund Bylaw 1029-12, Repeal Bylaw No. 1097, 2017.

CARRIED

4146-17 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Vedder River Campground Improvement Reserve Fund Bylaw 1029-12, Repeal Bylaw No. 1097, 2017 be amended to also include the transfer of the balance of funds from the Vedder River Campground Improvement Reserve Fund (Bylaw 1029-12) to the Sunnyside Campground Improvement Reserve Fund (Bylaw 1028-12) along with the repeal of Vedder River Campground Improvement Reserve Fund Bylaw 1029-12.

CARRIED

4147-17 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the name of the Bylaw be amended from Vedder River Campground Improvement Reserve Fund Bylaw 1029-12, Repeal Bylaw No. 1097, 2017 to Vedder River Campground Improvement Reserve Fund Bylaw 1029-12, Transfer and Repeal Bylaw No. 1097, 2017.

CARRIED

4148-17 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

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

CARRIED

(c) **2018 – 2022 Financial Plan Bylaw No. 1098**

- Report dated December 13, 2017 from Erica Lee, Manager of Finance
- Bylaw No. 1098, 2017, Five Year Financial Plan Bylaw

4149-17 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board give Third reading to Cultus Lake Park 2018 -2022 Financial Plan Bylaw No. 1098, 2017.

CARRIED

(d) **Sunnyside Campground Bylaw No. 1099, 2017**

- Report dated December 13, 2017 from Meghan Shattock, Manager of Visitor Services, Campgrounds and Cabins
- Bylaw No. 1099, 2017, Sunnyside Campground

Staff requested that the following changes be made to the bylaw prior to readings being given.

Addition and Change to the proposed Sunnyside Campground Bylaw:

The following definition was added to address section 8.7, which prohibits the use of human transporters within the campground.

"Human Transporter" means any battery powered or motorized equipment such as a Segway. The following start time to the noise restriction has been changed from 9:00 pm to 7:00 pm to provide for additional quiet and enjoyment for campers.

4.6 Specific Prohibitions

Without limiting the generality of subsection 4.2 herein:

d) No person may operate, or cause, suffer or permit the operation of, any motorized lawn-grooming or garden equipment in the campground between the hours of 7:00 pm and 9:00 am, with the exception of campground and Park staff.

Recommended motion:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Sunnyside Campground Bylaw No. 1099, 2017, including the addition of the Human Transporter definition and changing the noise prohibition from 9:00 pm to 9:00 am, to 7:00 pm to 9:00 am in section 4.6 (d).*

4150-17 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Sunnyside Campground Bylaw No. 1099, 2017 as amended.*

CARRIED

(e) **Repeal of Vedder River Campground Bylaw No. 1067, 2015, Repeal Bylaw No. 1101-2017**

- Report dated December 13, 2017 from Meghan Shattock, Manager of Visitor Services, Campgrounds and Cabins
- Vedder River Campground Bylaw No. 1067, 2015, Repeal Bylaw No. 1101-2017

4151-17 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Vedder River Campground Bylaw No. 1067, 2015 Repeal Bylaw No. 1101, 2017.*

CARRIED

(f) **2018 Levying of Fees Bylaw No.1102**

- Report dated December 13, 2017 from Erica Lee, Manager of Finance
- Bylaw No. 1102, 2017, Levying of Rates Bylaw

4152-17 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Bylaw No. 1102, 2017 cited as the 2018 Levying of Rates Bylaw.*

CARRIED

(11) **STAFF REPORTS**

Development Variance Permit – 35 Lakeshore Drive

- (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 – 35 Lakeshore Drive**

- Report dated December 13, 2017 from Katelyn Hipwell, Planner 1, FVRD

Graham Danaluz, Deputy Planner, Fraser Valley Regional District presented the development variance application. The proposed construction is for the closure of an existing deck for the purpose of providing an additional bedroom.

Emails in support for this application were received from Nancy Johnson and Heather Cehak, Bob and Norma Dean McCrea, and Richard Bosnell and Jane Monesmith.

The Board questioned whether or not there is an unauthorized suite in the home which was confirmed.

Rick Vanderbuilt, contractor, spoke on behalf of the applicant, Sherilyn Allen. The purpose of the application for clarification; on the existing building footprint the wall was previously approved in 1977 and has not been added on and there is no encroachment beyond the original pouring of the concrete. There was a previous carpenter ant issue which required some structural repairs and it was thought that we could close in the deck area. We did not intentionally build it without authorization and it was just that the project got away from us and became bigger than we intended.

Bob McCrea of 34 Lakeshore Drive commented that he is a neighbor to the applicant and wanted to provide his support of the application. Mr. McCrea confirmed that there were no obstructing views with the proposed variance application.

The Public input was then closed for further comments.

The Board discussed the application and reviewed the submissions and no recommendations were made on this application.

(b) **Parking Review Next Steps – Residential Parking**

- Report dated December 13, 2017 from Dave Driediger, Manager of Park Operations

4153-17 Moved by: Commissioner Turcasso Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board direct staff to issue each registered lease lot, two free resident colour-coded residential parking passes and three free colour-coded guest parking passes valid for a period of two years.

Commissioner Turcasso noted her support of this resolution.

Commissioner Payeur stated his support for distribution of new passes.

Commissioner Bauer noted his support of a one year trial period to give staff time to source hologram type passes similar to that being issued in Vancouver and he prefers two free guest passes as opposed to three.

Commissioner Renwick also supported two of each passes to be issued. He further noted that this should be reviewed within the year with an established parking review committee that will come back to the Board with further recommendations.

Chair Lamb stated he supported two free residential passes with different colors and two free visitor passes to reduce the overall number of passes issued for next year. He would like to implement a Parking Review Committee and have them come back to the Board with recommendations.

Commissioner Turcasso requested the motion be amended to read as follows:

The Cultus Lake Park Board direct staff to issue each registered lease lot, two free resident colour-coded residential parking passes and two free colour-coded guest parking passes valid for a period of one year.

4154-17 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct staff to issue each registered lease lot, two free resident colour-coded residential parking passes and two free colour-coded guest parking passes valid for a period of one year.*

CARRIED

4155-17 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct staff to issue additional residential parking passes (to a maximum of four), additional residential guest parking passes (to a maximum of five), and replacement parking passes for a fee of \$50 each.*

DEFEATED

Commissioner Payeur and Commissioner Turcasso voted in opposition.

Chair Lamb asked the Board members if anyone would like to make a motion to amend the recommendation to read; the Cultus Lake Park Board direct staff to issue additional two residential parking passes (to a maximum of four), and replacement fee is \$100.

4156-17 Moved by: Commissioner Renwick Seconded by: Commissioner Turcasso

***THAT** the Cultus Lake Park Board direct staff to issue to a maximum of six parking passes or stickers per residence with a maximum of four residential parking sticker passes or a maximum of four guest parking passes; and*

***THAT** should a leaseholder require the additional two passes either residential or guest parking passes be charged a fee of \$100 each.*

CARRIED

4157-17 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct staff to establish 10 residential overflow parking stalls in the southwest corner of Parking Lot A; and

THAT the Cultus Lake Park Board establish a Parking Review Committee to monitor results of changes to parking and make recommendations to the Board in the fall of 2018.

CARRIED

(c) **Extension of Valley Tank and Container Services Ltd. Agreement**

- Report dated December 13, 2017 from Dave Driediger, Manager of Park Operations

4158-17 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve extending the current agreement with Valley Tank and Container Services Ltd. with no changes to cost, terms, or conditions, from January 1, 2018 to March 31, 2018.

CARRIED

(12) **REPORTS BY COMMISSIONERS**

(13) **COMMUNITY ASSOCIATION**

Lorna Griffeth – We would like to thank the Board for the Christmas lights at Main Beach and pathway. Many people came from Chilliwack area to see the light display and comments were very well received.

There is a concern regarding the trees and shrubs planted near the boat launch. Could an irrigation system be installed to help them survive as we had trees planted in the past that did not survive.

Dave Driediger, Manager of Park Operations, commented that there was a system in place and there was an electrical issue which caused the trees to not be watered. The system will be reinstalled so the new trees will be watered in the future.

(14) **PUBLIC QUESTION PERIOD**

Q: Mark Issac, 242 First Ave. – A comment on the one year period for parking, as there may be consequences based on past experience with the same situation of restricted parking in an area that is very seasonal. The operational processes required two years to stabilize. There had been no stability which caused problems with operations. He noted that he felt a one year process is not long enough.

A: Chair Lamb thanked Mr. Issac for his comments and these concerns will be referred to the parking review committee once it is created.

Q: Rick Williamson, 145 First Ave. – I would like to comment and then question, on the parking. The documentation that I have with my existing parking pass state very clearly that it never expires. I think the plan would be to continue with stickers and I suggest or request to change all of the passes to the hanging passes. My personal example, I currently have six resident

passes that don't expire, assigned to my cabin because my wife, myself and our two children each have their own vehicle and sometimes are not sure which vehicle they will be taking. At any given time there are at least three cars but if you have a sticker it is stuck on there as opposed to the hanging pass. I request that you consider that.

- A: Commissioner Renwick – You could get four guest passes that you could use. Four guest passes and two resident passes with a cost associated.
- A: Chair Lamb asked Mr. Williamson to provide the documentation regarding passes for staff to review.
- Q: Rick Williamson, 145 First Ave. – Regarding the Levying of Rates Bylaw, I noticed that there is a column for six month leaseholders and I am curious as to how many six month leaseholders there are?
- A: Bonny Bryant, Chief Administrative Officer, answered that we currently have twenty - two six month leaseholders.
- Q: Bob McCrea, 34 Lakeshore Dr. – It was requested by a resident the last time when the stickers were made not put Cultus Lake on the sticker passes for security reasons. Someone in town could see my car and like my car, see that it has a Cultus Lake sticker on it could drive out to the lake and a lot of cars are sitting outside all night long. Or they could follow my wife or someone else. It is a security concern. The second part, which came up and a comment was that every car in front of a house should have a sticker on it. I don't agree with having them, it is cumbersome to the homeowner and it means you have to worry about having a sticker or pass displayed in front of your own home. The homeowner is the one to be responsible for their parking in front of their property. It will be more work for the office and Commissionaires.
- A: Chair Lamb commented that this year our plan is to continue to manage it as we have and we will wait for the parking review committee to bring forward suggestions. I do support your comment regarding security and will look into that and perhaps research a combination of passes to be issued.
- Q: Bob McCrea, 34 Lakeshore Dr. – Stated that he did not believe that Commissionaires or Park Patrol patrolled the parking in front of the houses for years and was totally relaxed and he has asked Park Patrol in the past I needed a sticker displayed to park in front of my home and was told "no", so he believes there is a lot of people that think it is not the way it has been done. It needs to be clarified whether or not you need a sticker or.
- Q: Rick Williamson, 145 First Ave. – The original parking passes or stickers that came out were easily removable like the ones issued after an oil change. The ones currently, need a razor to remove them. If the windshield stickers are the preferred way to go, removable stickers would resolve the issue.
- Q: Steve Mowat, 443 Oak St. – Asked if the gatehouse going to be manned this year at all? He asks this because he thinks it provides a noticeable help with security and is a way of controlling traffic coming in off hours or at least until eleven o'clock at night. This has been going on like dodge ball for the last two years and he would like to get an answer on this.
- A: Meghan Shattock, Manager of Manager of Visitor Services, Campgrounds and Cabins noted that it is included in the budget for high season, Friday and Saturday nights to staff the kiosk on Sunnyside Blvd starting around 9:30 pm. The idea is that we do not want to interfere with any kind of visual deterrents with customers going down to the marina and we would be in

place for the 11:00 pm park closure and would remain there until the park quiets down as well as when vehicles go down Sunnyside Blvd. They are easily identifiable and if there is not a pass displayed on the vehicle, they can be stopped and questioned before proceeding.

Q: Roger Burrows, 226 First Ave. – He noted he agreed with Mr. McCrea's comments regarding the passes on the cars. He is hopeful that we do not get into an enforcement problem with cars in front of houses that may or may not be visible. In the parking report there is a parking enforcement paragraph (d), page 192. He asked if we really need something like that. It will cost a lot, if we cover sixteen hours per day with two people. I would imagine a cost of fifty thousand per year or for the partial year. People that lease the houses will know that the vehicles in front should be there or not if and if not, they can call and complain to have it booted or removed. The residents will know if there is a violator and they can call Lions Parking or the Commissionaires.

A: Chair Lamb, commented that particular comment came from the public feedback where the public provided the information to the Board that they would like to see further enforcement.

Q: Roger Burrows, 226 First Ave. – Asked how are the Commissionaires going to enforce this? If he has a car in front of his house and maybe they do not have a sticker. Could he go out and put a hang tag on it? It seems they are enforcing something that is not a problem and we are paying them to do it. If someone has a convertible, the tag could go missing.

A: Chair Lamb replied that there are a number of people in the area that you live that feel there is a problem and those are the people that wrote in so we need to find a solution and these are things that the committee can address.

A: Meghan Shattock, Manager of Visitor Services, Campgrounds and Cabins noted that with respect to having any permit on a vehicle parked on any property, currently unless something changes procedurally, it is just a tool that staff is using. For example, there are times that a resident or a guest parks impeding traffic or parks in front of another residence and staff receive a complaint call. Generally, we do not move or pull from a residence unless it is complaint driven, staff would investigate to rectify the issue. With respect to the enforcement, it is one shift per day for five days a week throughout high season, not the full year. The intent is to monitor the parking along residential streets and those parked on the east side of Sunnyside Blvd. in the overflow area during busy times when parking availability is limited.

Q: Ken Dosen, Park Drive – Thanked the Board for the installation of the speed bumps on Mountain View and Park Drive. Secondly, last year the resident next to me came home from work and a vehicle was parked on her driveway and they called security and they came down. Coincidentally, the owners of the vehicle and her had words. The park staff dealt with it and the car was on hook. The resident was threatened because she had called. This is something to consider and a concern of the ramifications of reporting a vehicle parked illegally.

Q: Lorna Griffeth – Noted that the church had written a letter to the Park Board asking for assistance with the parking on both the north end and west side of the church. They have asked for signage to be placed. They would like to avoid people receiving parking tickets while attending a function at the church.

A: Chair Lamb responded that staff would contact her to discuss options.

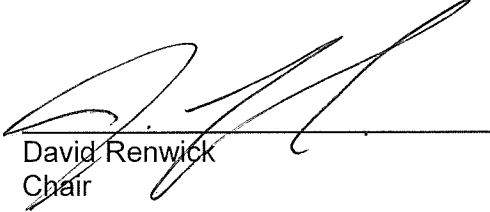
(15) **ADJOURNMENT**

4159-17 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Regular Meeting of the Cultus Lake Park Board held on December 13, 2017 be adjourned at 8:55 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held December 13, 2017.



David Renwick
Chair



Bonny Bryant
Chief Administrative Officer
Corporate Officer

