



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 21, 2018
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

- Present** Commissioner J. Lamb – Chair
Commissioner D. Bauer – Vice-Chair
Commissioner C. Smit
Commissioner L. Payeur
- Staff** Chief Administrative Officer – B. Bryant
Manager of Finance – E. Lee
Manager of Park Operations – D. Driediger
Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer
Deputy Corporate Officer – K. Ridley
Executive Assistant– R. Litchfield

Regrets Commissioner D. Renwick

(1) **CALL TO ORDER**

The Chair called the meeting to order at 5:32 pm.

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

4297-18 Moved by: Commissioner Bauer 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(1) (g) litigation or potential litigation affecting the municipality; and

Section 90(1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and

Section 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**

4298-18 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of November 21, 2018 by adding under Section 8, Bylaws; Items 8 (d), Board Highlights and under Section 8 Bylaws; Item (e), Public Consultation on the 2019-2023 Cultus Lake Park DRAFT Financial Plan; and

THAT the Cultus Lake Park Board approve the agenda as amended; and

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

CARRIED

(5) **ADOPTION OF MINUTES**

4299-18 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board adopt the minutes of the Regular Board Meeting held October 17, 2018.

CARRIED

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

4230-18 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the minutes of the Operational & Financial Core Review Committee held on October 17, 2018.

CARRIED

(7) **CORRESPONDENCE**

(a) **Chilliwack Alliance Church**

- Letter dated September 24, 2018 from Teresa Stirling, Executive Administrator, Chilliwack Alliance Church regarding the donation of the playground

4231-18 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the letter dated September 14, 2018 from Teresa Stirling, Executive Administrator, Chilliwack Alliance Church regarding the donation of the playground for information.

CARRIED

(b) **Save – On- Foods Pharmacy**

- Email dated October 29, 2018 from Racquel N. Alteza, B. Sc.(Pharm), R. Ph, Pharmacy Manager regarding the Pop up Flu Clinic

4232-18 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board receive the email dated October 29, 2018 from Racquel N. Alteza, B. Sc. (Pharm), R. Ph, Pharmacy Manager regarding the Pop up Flu Clinic for information.

CARRIED

(8) **BYLAWS**

(a) **Cultus Lake Park 2018-2022 Financial Plan Bylaw No. 1098, 2017
Amendment Bylaw No. 1128, 2018**

4233-18 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2018 - 2022 Financial Plan Bylaw No. 1098, 2017, Amendment Bylaw No. 1128, 2018.

CARRIED

(b) **The Cultus Lake Park Main Beach Reserve Fund Bylaw No. 1022-12 Amendment
Bylaw No. 1129, 2018**

4234-18 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board give Final reading to The Cultus Lake Park Main Beach Reserve Fund Bylaw No. 1022-12, Amendment Bylaw No. 1129, 2018.

CARRIED

(c) **Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12, Amendment
Bylaw No. 1130, 2018**

4235-18 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board give Final reading to "Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12, Amendment Bylaw No. 1130, 2018".

CARRIED

(d) **2019 - 2023 Cultus Lake Park DRAFT Financial Plan**

- Report dated November 21, 2018 from Erica Lee, Manager of Finance
- 2019 - 2023 Five Year Financial Plan Bylaw No. 1131, 2018
- Schedule A & B
- Business Unit Detail
- Schedule of Capital Reserves
- New Operational Initiatives
- Unavoidable Capital Costs
- Unavoidable Operating Costs
- New Capital Initiatives
- Board Highlights

The Manager of Finance presented the 2019 – 2023 Draft Financial Plan.

Staff then presented their department's budget.

4236-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2019 - 2023 Financial Plan Bylaw No. 1131, 2018.*

CARRIED

(e) **Public Consultation on the 2019- 2023 Draft Financial Plan**

Q: Doug Parks, Sunnyside seasonal camper asked for clarification on why it an average of one thousand dollars and why is it not a straight across increase per site for sewer? Are you voting on the sewer improvement?

A: Erica Lee, Manager of Finance clarified that when determining the rates, it was an estimated cost of approximately one thousand dollars per site but the location of the site was also taken into effect and what value you were getting per site and location and based.

A: Chair Lamb clarified the Fraser Valley Regional District held a referendum for the sewer treatment system and it is not within control of the Park Board.

Q: Bruce Duff, Sunnyside seasonal camper noted that the increase is too high for families to continue to camp, if the increase goes into effect, the Park will be sitting with empty sites like five years ago and that was a smaller increase. He noted that there is 1.5 million in capital reserves. And did not feel this was a plausible plan.

A: Chair Lamb noted that over the past thirty years funds should have been placed in a reserve fund by previous administration. The current situation of pumping the sewer tanks which is very costly and a nuisance to campers. Everyone in the park is seeing an increase to their taxes being paid to the FVRD. The average cost for the seasonal site is now \$22 dollars per night.

Q: Pat Warnock, Sunnyside seasonal camper asked if the tanks that were installed last year could be sold to use the money towards the sewer system?

A: Chair Lamb clarified that the tanks will still be used as part of the system.

Q: Darlene Erickson, Sunnyside seasonal camper questioned that the Park says we are building a community however, this increase of one thousand dollars will hurt the Park financially as families will not be able to afford the increase unless this could be spread out over the next few years.

A: Chair Lamb clarified that the increase of one thousand dollars is an annual charge moving forward.

Q: Chris Steunenberg, Cultus Lake Adventure Park, addressed his concerns with parking rate increases and that local businesses have been feeling the effects of the increase. He encouraged the Board to look into other areas other than increasing their parking rates and that many businesses had to close their doors in White Rock due to the rate increase. He noted that notice boards on highways and the messages are discouraging visitors to come to Cultus Lake. He asked that the Board reach out to the business community for input.

A: Chair Lamb noted that the Board may not be making any changes to the parking fees this evening but that they will meet with the commercial leaseholders before third reading and hopefully sit together to come up with ideas to fund all of the infrastructure needs.

Q: Rick Williamson, First Avenue – Addressed that the property taxes residents pay for the park are to the province and come back to the park. Are there options to bring this forward to discuss this with the province to have revenue come back to the park?

A: Chair Lamb – The Board has discussed this in a planning session and unfortunately, there are two phases that the Board has, one is to have the 2019 Financial Plan completed and the second is enter into discussions with the Fraser Valley Regional District and Victoria. This is a valid point and something the Board will be exploring over the next year.

Q: Steve Fetterly, Sunnyside seasonal camper and resident of Chilliwack noted that it was stated that the rates will increase by two dollars a day however, we calculated an average of thirty five dollars a day currently to go to forty three dollars a day. The increase is too high.

A: Chair Lamb noted that based on the number of days the sites are booked for the seasonal duration the costs per day for a regular seasonal site are \$24.24 and the waterfront seasonal sites are \$28.56 per day. The challenge for the Board is that many areas in the park are in need of upgrades and require funding to do so. Grant applications have been applied for to help offset the total costs.

Q: Scott Allinott, resident and Sunnyside seasonal camper addressed his concerns that he feels like the Board is financing the overnighting campers like they are residential leaseholders.

A: Chair Lamb replied that the funding increase is proportionate.

Q: Bruce Erickson, Sunnyside seasonal camper inquired what techniques we are using to dispose of the sewage?

A: Chair Lamb noted that we are building a Class A Treatment System located near the golf course.

4237-18 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board direct the Chief Administrative Officer that when the final billing from Fraser Valley Regional District is received for the Sewer Treatment Plant and the cost is lower than projected in the budget presentation, that 100% of the reduction be passed onto Sunnyside Seasonal campers to reduce in their annual fee within the next twelve months.

CARRIED

4238-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to approve request for refunds on deposits to those Sunnyside seasonal campers that do not wish to return for hardship purposes or not choose to renew.

CARRIED

(9) **CONSENT AGENDA**

Third Quarter Reports

- Reports dated November 21, 2018 for:
 - Strategic Priorities
 - Finance
 - Public Works
 - Lions Parking
 - Campground and Cabins
 - Bylaw Enforcement
 - Fire Department
 - Lease Assignment

4239-18 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the Third Quarter staff reports for information.

CARRIED

(10) **STAFF REPORTS**

(a) **Appointment of Chief Financial Officer**

- Report dated November 21, 2018 from Bonny Bryant, Chief Administrative Officer

4240-18 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve the appointment of Erica Lee as the Chief Financial Officer effective immediately.

CARRIED

(b) **530 Park Drive Encroachment**

- Report dated November 21, 2018 from Dave Driediger, Manager of Park Operations

4241-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board review the information provided regarding the noted encroachment at 530 Park Drive and recommend Option #4 to defer action until such time as encroachments are considered in concert park-wide.

DEFEATED

Commissioner Payeur voted in favor and Commissioner Bauer, Smit and Lamb in opposition.

4242-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board review the information provided regarding the noted encroachment at 530 Park Drive and recommend Option # 3 to charge the registered leaseholder of 530 Park Drive the fees set out in Schedule A of Encroachment Bylaw No. 2006-01.

CARRIED

(c) **Cultus Lake Christmas Lights and Market**

- Verbal report from Bonny Bryant, Chief Administrative Officer

The Chief Administrative Officer provided an update on the upcoming Cultus Lake Christmas Lights and Market November 30th and December 1st. The lighting will be completed by November 29th. The volunteer committee is expecting over 750 people to attend. Volunteers will be decorating the Main Beach area towards the end of the week. We have a number of sponsors including Envision Financial, Electoral Area H, Fraser Valley Regional District and Investors Group who has provided a Santa Claus and candy donations. There will be door prizes and hot chocolate and apple cider served. We are expecting ten to twelve market vendors and the Volunteer Fire Department will be on site hosting bon fires and roasting marshmallows and to provide safety. We are also expecting a singer to provide Christmas music. Local radio stations will be providing announcements on the event in addition to information on our website. Parking will be free for the two nights.

(11) **REPORTS BY COMMISSIONERS**

(a) **Recommendations from the 2018 Operational and Financial Core Committee**

- Report dated November 21, 2018 from David Renwick, Chair, Operational and Financial Core Review Committee

4243-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

1. *THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board direct the Chief Administrative Officer to review the priorities identified in the Community Wildfire Protection Plan and report back to the Board at the Strategic Planning Session in the Spring of 2019.*

CARRIED

4244-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

2. *THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to provide an estimate of the costs to implement actions toward the priorities during the Strategic Planning Session in the Spring of 2019.*

CARRIED

4245-18 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

3. *THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board direct the Chief Administrative Officer to incorporate changes as described in the report into the Cultus Lake Park Corporate Policy: Purchasing, Consulting & Publicly Tendered Contracts.*

DEFEATED

Chair Lamb and Vice Chair Bauer voted in favor.
Commissioners Payeur and Smit voted in opposition.

4246-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

4. *THAT the Cultus Lake Park Board Committee request the Cultus Lake Park Board direct the Chief Administrative Officer to report back to the Board regarding changes as described in the report into the Cultus Lake Park Corporate Policy: Purchasing, Consulting & Publicly Tendered Contracts.*

CARRIED

4247-18 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

5. *THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board direct the Chief Administrative Officer to replace Administrator with Chief Administrative Officer in the Cultus Lake Park Corporate Policy: Purchasing, Consulting & Publicly Tendered Contracts.*

CARRIED

(12) **PUBLIC QUESTION PERIOD**

Q: Gail Smit, First Ave – Expressed to the public that the Board's best interest in the Park are 100% and they are looking for solutions to protect the Park. She asked that the public speak with their neighbors and pass along that this Board is here to create a good caring and safe community and that they have the best interests in mind even though they are faced with very difficult decisions.

Q: Bruce Duff, Sunnyside seasonal camper requested that the Board provided letters or notices to the seasonal campers advising them of the cost changes so they are able to save in advance.

A: Chair Lamb agreed to communicate to the seasonal campers regarding the proposed changes to the camping fees.

Q: Rick Williamson, First Ave, inquired if the Power Point presentation will be posted on website? If the grant comes through for the funding of the sewer and reduces the cost per hook up, 100% of the savings will be passed on the seasonal campers. Will the bill from the FVRD for residents also go down?

A: Chair Lamb noted that everything will be proportionally adjusted.

Q: Pat Warnock, Sunnyside seasonal camper asked if the deposit due dates in February and final payment by March, could this be adjusted to provide the full refund?

A: Chair Lamb noted that we what the cost are where we are but will ensure that staff issue deposits upon request.

Q: Bob McCrea, Lakeshore Drive wished to compliment staff on the budget and hard work. Has the Financial Core Review Committee in the past commented on parking rates?

A: Chair Lamb commented that the agendas are available to the public and the committee has discussed and reviewed the parking fees. We can direct the new committee to review this further.

Q: Rick Williamson, First Ave, noted that when there was a high increase in seasonal fees, and extension on the increase. The seasonal campers had to pay on the normal due dates but then offer to pay the balance over the next three months.

(13) **ADJOURNMENT**

4248-18 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Regular Meeting of the Cultus Lake Park Board held on November 21, 2018 be adjourned at 8:57 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 21, 2018.



Joe Lamb
Chair

Bonny Bryant
Chief Administrative Officer

