



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, February 20, 2019
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

Staff Chief Administrative Officer – B. Bryant
Manager of Park Operations – D. Driediger
Chief Financial Manager – E. Lee
Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer
Executive Assistant – R. Litchfield

Absent Commissioner D. Renwick

(1) **CALL TO ORDER**

The Chair called the meeting to order at 7:01 pm.

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

4298-19 Moved by: Commissioner Smit 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) (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 6:58 pm.

(4) **APPROVAL OF AGENDA**

4299-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

- (a) ***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of February 20, 2019 by adding under Section 8, Correspondence, 8 (c), Letter dated December 5, 2018 from Chris Steunenber, Cutlus Lake Business Association (CLBA) Chair; and by replacing schedules under Section 9, Bylaws, Item 9 (a), Cultus Lake Park 2019 – 2023 Financial Plan Bylaw No. 1137, Amendment Bylaw No. 1131, 2018; and by removing page 117 from the Agenda; 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.*

(5) **ADOPTION OF BOARD MINUTES**

4300-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held January 16, 2019.*

CARRIED

(6) **ADOPTION OF COMMITTEE MINUTES**

4301-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the minutes of the Environmental and Public Areas Planning Committee held on January 25, 2019.*

CARRIED

(7) **DELEGATIONS**

(a) **Cultus Lake Farmers Market**

- Presentation from Malcolm Weatherston, Farmers Market Coordinator regarding the 2019 Farmers Market

Malcolm Weatherston Farmers Market Coordinator proposed to the Board to hold this year's Farmers Market from June 22, 2019 to August 31, 2019 from 9:00 am – 3:00 pm. He proposed to market fresh local produce as well as local artisan products to attract residents and visitors.

Chair Lamb suggested that the request from Malcolm Weatherston, Farmers Market Coordinator be referred to the Community Events and Engagement Committee to provide recommendations to the Board.

(a) **Spirit Abreast Dragon Boat Society**

- Letter dated January 22, 2019 from Susan Grant, Chair, Spirit Abreast Dragon Boat Team regarding parking passes for paddle teams

4302-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve to extend the 2019 parking pass for paddlers to include Saturday morning before 10:00 am, valid in Lot A in addition to approval of parking being valid from April 1 – Sept 30, for Lots A, B & C, one license plate per pass and sold at the Park Office. The passes are not valid Sundays and Statutory holidays and parking is on a first come first serve basis and passes do not guarantee availability.

CARRIED

(b) **Neighborhood Golf Carts**

- Letters dated January 22, 2019 from Owen Skonberg regarding consideration of neighborhood golf carts

Chair Lamb noted that Board will be discussing the use of golf carts in the neighborhood at the Strategic Planning Session in April of this year.

(c) **Cultus Lake Business Association (CLBA)**

- Letter dated January 16, 2019 from Chris Steunenberg, CLBA Chair and Jeff Bahnman, CLBA Vice Chair
- Letter dated December 5, 2018 from Chris Steunenberg, CLBA Chair

Chair Lamb announced that the Business Association has appointed Bob McCrea as their Administrator.

(8) **BYLAWS**

(a) **Cultus Lake Park 2019 - 2023 Financial Plan Bylaw No. 1137, Amendment Bylaw No. 1131, 2018**

- Report dated February 20, 2019 from Erica Lee, Chief Financial Officer

4304-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2019 - 2023 Financial Plan Amendment Bylaw No. 1137, 2019.

CARRIED

(9) **CONSENT AGENDA**

2018 Fourth Quarter Reports

- Reports dated February 20, 2019 for:
 - Strategic Priorities
 - Finance

- Public Works
- Lions Parking
- Campground and Cabins
- Bylaw Enforcement
- Fire Department
- Lease Assignment

4305-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the 2018 Fourth Quarter reports for information.*

CARRIED

(10) **STAFF REPORTS**

(a) **Municipal Affairs and Housing Statutes Amendment Act, 2019**

- Verbal report dated February 20, 2019 from Bonny Bryant, Chief Administrative Officer
- Bill 3 – 2019 Municipal Affairs and Housing Statutes Amendment Act,

Bonny Bryant, Chief Administrative Officer provided the public with an update on the Amendments to the *Cultus Lake Park Act*.

Chair Lamb noted that staff have been working with the Province for many years to request changes needed in the Act. The Board believes this is step two in the process and step three is next in addressing business licenses and many other things needed in order to support Cultus Lake Park.

(b) **IT Services and Insurance Requirements**

- Report dated February 20, 2019 from Bonny Bryant, Chief Administrative Officer
- Attachment # 1 - IT Consultant Agreement
- Attachment # 2 – Myriad Expenses, 2018

4306-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to renew the contract with Myriad Information Technology Solutions Inc. for the additional 5 year term as indicated in the current contract.*

CARRIED

4307-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to issue a Request for Proposal (RFP) for the Insurance requirements of Cultus Lake Park.*

CARRIED

(c) **Cultus Lake Park Corporate Policy: Purchasing, Consulting & Publicly Tendered Contracts – Preferred Supplier List**

- Report dated February 20, 2019 from Erica Lee, Chief Financial Officer
- Attachment 1 – Resolution 4245-18

4308-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to incorporate the following changes into the Cultus Lake Park Corporate Policy: Purchasing, Consulting & Publicly Tendered Contracts:

1. Addition to table in Section 3 – Purchasing Authority Levels

Estimated Value of	Procedure to use.....	Approval Required
<i>Recurring Purchases of Goods or Services Expected to exceed \$20,000 in aggregate.</i>	<i>Use the Preferred Supplier List process.</i>	<i>CAO approves and signs preferred supplier list upon recommendation of Manager(s).</i>

2. Addition as Section 4.A.4. – Administrative Procedure – Preferred Supplier Lists

Preferred Supplier Lists

Description: For the reoccurring purchase of the same type of goods or services expected to exceed \$20,000 a review of available suppliers should be done to establish a preferred supplier list.

The process steps are:

- A list of suppliers for the goods or service in question should be compiled.
- Suppliers should be contacted to request the relevant information in order to be considered and evaluated as a preferred supplier.
- Suppliers should be notified that any purchases over \$5,000 will still require staff to obtain quotes or use the tender process as applicable.
- Manager should evaluate the supplier based on relevant criteria such as payment terms, delivery times and rates, rebates, discounts available, etc.
- Managers should request that suppliers added to the preferred supplier list be able to provide an annual summary of cost savings, when possible.
- The preferred supplier list and the evaluation process for each type of good or services expected to exceed \$20,000 should be approved by the CAO.
- A list of the preferred suppliers for each good or service type should be distributed to each staff member that is authorized to make purchases.
- Annually, if any additional goods or services are expected to exceed \$20,000, a preferred supplier should be establishment and the preferred supplier list should be updated.
- The preferred supplier list should be reviewed and re-established once every three years.

3. Addition to Section 4.D.2. – Administrative Procedures – Annual Supply Contracts

Where it is expected that a department or multiple departments will require the same type of goods or service on a recurring basis (i.e. building supplies, gravel, shop supplies, janitorial supplies, office supplies, etc.) and the value of the goods or services is expected to exceed \$20,000 a list of preferred suppliers should be established and maintained at a minimum once every three year.

CARRIED

(d) **Residential Parking Permit Cost**

- Report dated February 20, 2019 from Dave Driediger, Manager of Park Operations

4309-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

Option #2

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to charge \$200 per residential parking permit; and

THAT the Cultus Lake Park Board authorize the purchase of residential parking permits, to a maximum of six (6) (including the four (4) free permits), be valid for the two year term (permits to be pro-rated) after April 2019.

CARRIED

Commissioner Smit voted in opposition.

(e) **Cultus Golf Course Entrance Proposal**

- Report dated February 20, 2019 from Dave Driediger, Manager of Park Operations
- Attachment #1
- Attachment #2
- Attachment #3

4310-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve the Cultus Golf Park revised entrance/exit proposal.

DEFEATED

Chair Lamb and Commissioner Bauer voted in opposition.

Jeff Bahnman was invited to answer questions regarding the proposal. Chair Lamb noted that if FVRD request the assessment then we will comply with their direction.

4311-19 Moved by: Commissioner Bauer Seconded by: Commissioner Lamb

THAT Mr. Bahnman be requested to perform an archaeological impact assessment and that Board be provided with the receipt of letter in opposition of the entrance proposal.

CARRIED

Commissioner Smit voted in opposition.

(f) **Star Nation Canoe Club (Stó:lō Nation) Canoe Storage**

- Report dated February 20, 2019 from Dave Driediger, Manager of Park Operations
- Attachment #1 – Site location 1
- Attachment #2- Site location 2
- Attachment #3- Site location 3

Chair Lamb deferred the report back to staff to invite the Commissioners to undertake a walk a bout to discuss the pros and cons for each proposed site and that a report be prepared for the next meeting.

(g) **Special Event – Western Canoeing & Kayaking 3rd Annual Event: Paddle Expo**

- Report dated February 20, 2019 from Paul Holman, Special Events Coordinator

4312-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the request from the Western Canoeing and Kayaking to have Lakeside Beach Club provide burgers and wraps for sale to event participants and the public; and*

***THAT** the Cultus Lake Park Board approve the request from the Western Canoeing and Kayaking to use propane fire pits on Main Beach; and*

***THAT** staff be directed to contact Mr. Kosub, owner of Main Beach Boat Rentals to inform him of the event and to report back to the Board any concerns at the March 20, 2019 meeting providing comments from Mr. Kosub, owner of Main Beach Boat Rentals.*

CARRIED

(11) **REPORTS BY COMMISSIONERS**

(a) **Memorandum of Understanding – RCMP Services**

- Verbal report by Chair Lamb

Chair Lamb announced that Cultus Lake Park is entering into a joint agreement with the Royal Canadian Mounted Police to establish Community Policing office in Cultus Lake Park.

(b) **Recommendations from the 2019 Environmental and Public Areas Committee**

- Report dated February 20, 2019 from Darcy Bauer, Chair, Environmental and Public Areas Committee

4313-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** section 5.3 of the Environmental and Public Areas Planning Committee Terms of Reference be amended from: A member of a Committee will have one (1) vote only, to: All voting members of a committee will have one (1) vote only.*

CARRIED

(c) **Recommendations from the 2019 Environmental and Public Areas Committee Volunteer Recognition**

- Report dated February 20, 2019 from Darcy Bauer, Chair, Environmental and Public Areas Committee
- Attachment #1
- Attachment #2
- Attachment #3

4314-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Environmental and Public Areas Planning Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to proceed with the Main Beach Critical Root Zone Enhancement Project; and*

***THAT** the Environmental and Public Areas Planning Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to proceed with the proposed landscaping in front of Main Beach Rentals; and*

***THAT** the Environmental and Public Areas Planning Committee request that the Cultus Lake Park Board approve the plans for Fir Lane restoration of green space drawing; and*

***THAT** the Environmental and Public Areas Planning Committee request that the Cultus Lake Park Board approve the removal of invasive species in designated areas; and*

***THAT** the Environmental and Public Areas Planning Committee request that the Cultus Lake Park Board approve volunteers to help with the implementation of both the Fir Lane restoration of green space plan, removal of invasive species and Main Beach Critical Root Zone Enhancement project as outlined by the Committee; and*

***THAT** the Environmental and Public Areas Planning Committee request that the Cultus Lake Park Board direct the Chief Administrative Officer to consult with the neighborhood for potential parking in this area.*

CARRIED

(12) **PUBLIC QUESTION PERIOD**

Q: Brent Shirley, Park Drive, observed financial information on the Agenda with respect to parking revenue. He noted that there were losses in revenue throughout the low season. He suggested that if the Park did not charge for parking in the winter, that more people may visit during that time. He also observed in the 2018 budget information, operating expenses vs. actuals and had further questions regarding these allocations.

A: Chair Lamb noted that the Board would take this suggestion under advisement and suggested that Mr. Shirley may consult with Erica Lee, Chief Financial Manager.

Q: Rick Williamson, First Avenue, inquired if there will be an annual lease fee attached to the Canoe storage if a site is selected and construction begins for a canoe storage area?

- A: Bonny Bryant, Chief Administrative Officer noted that the group is prepared to pay a lease rate and at this time, staff are currently considering site locations.
- Q: Owen Skonberg, Mountain View Road asked if the Board is prepared to enter into agreements with other First Nations clubs or groups in Chilliwack and are they prepared accommodate all of them?
- A: Chair Lamb noted that they have considered other avenues and that this is part of the exploration in fostering our relationships and by doing this, consideration will be taken in determining space and areas that may be available.
- Q: Brenda Senft, First Avenue, asked if the canoes that are stored between 106 First Ave and Main Beach, will be removed or be allowed to remain there?
- A: Chair Lamb noted that the request was submitted from a different group. The new request has been submitted as they are hoping to have a secure area to reduce any damages or vandalism to their canoes and the Board would like to try to accommodate their request.
- Q: Ernie Vance, Mountain View, offered some suggestions with respect to the budget amendments and surplus management. He inquired on the allocation of IT Services. He noted that the Golf Course Open House advisement for the entrance proposal, he missed the notice as it appeared as an advertising piece. He further noted with respect to the Policing Services, he suggested the use of Block Watch again in the community and that it was a budgeted item.
- A: Chair Lamb clarified that the Block Watch Program is through the City of Chilliwack and is for the Chilliwack area itself however, he noted that it is a very valuable program and suggested that it would be great for the community.
- Q: Bob McCrea, Lakeshore Drive, inquired on the schedule for the RCMP services. He asked for clarification on the full time status of the members.
- A: Chair Lamb noted that the Memo of Understanding is to fund a full time officer and that the Park will be given the equivalent of a two full time members during that period. He noted that there are current changes happening behind the scenes with rural RCMP funding.
- Q: Chris Skonberg, Mountain View, wished to thank the Board for acknowledging the process for receiving correspondence. She expressed her concern with providing the public with the bus transit schedule information as she heard the service schedule delivers up to ten times a day. She also noted that there may be concerns with respect to the stream area as it is used for spawning if the boathouse for canoe storage were to be placed in that area. She suggested that the Board consider the option to purchase the property for sale along the highway.
- Q: Andrew Steunenberg, Cultus Lake Waterpark, inquired if there is any impact with the request for proposal for security in the park for Sunnyside Campground? He also inquired on the expansion or repaving for the Community Hall? He noted that the park is currently running a deficit with respect to the rentals.
- A: Chair Lamb noted the importance of providing a service to the community and currently the hall parking lot is at capacity and they would like to address the safety concern with respect to those parking across the street.

Q: Chris Skonberg, Mountain View Road, noted that their security cameras captured some of the footage when a home had caught on fire on their road. She thought it would be helpful in providing the information to the fire service members. She suggested that residents may wish to install cameras on their home.

Q: Ken Dosen, Park Drive, complimented the Board on their great accomplishment with the policing agreement. He inquired if this service also extends to the Park Drive and Mountain View areas. He further commented on the size of the building for the proposed canoe storage and referenced past unsightly storage areas in Sunnyside Campground and cautioned the Board.

A: Chair Lamb clarified that the only exclusion area will be in Sunnyside Campground where they will have their own security.

(13) **ADJOURNMENT**

4315-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Regular Meeting of the Cultus Lake Park Board held on February 20, 2019 be adjourned at 9:14 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held February 20, 2019.



Joe Lamb
Chair



Bonny Bryant
Chief Administrative Officer
Corporate Officer