



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 16, 2019
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present

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

Staff

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

(1) CALL TO ORDER

The Chair called the meeting to order at 4:33 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

4466-19 **THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:

Section 90 (1), (d) the security of the property of the municipality;
Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

(3) RECONVENE

The meeting reconvened at 7:02 pm.

(4) APPROVAL OF AGENDA

4467-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of September 18, 2019 by replacing under Section 8, Item 8b, Flu Clinic Report; and by replacing under Section 8, Item 8c, Short Term Vacation Rentals, Bed & Breakfast Homes, Secondary Suites and Home Based Business Survey;

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 16, 2019; and

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

CARRIED

(5) ADOPTION OF MINUTES

4468-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held September 18, 2019.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

4469-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on May 21, 2019.*

CARRIED

4470-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on June 18, 2019.*

CARRIED

4471-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on August 1, 2019.*

CARRIED

4472-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on September 17, 2019.*

CARRIED

4473-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on October 10, 2019.*

CARRIED

4474-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on July 2, 2019.*

CARRIED

4475-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on September 25, 2019.*

CARRIED

(7) **CORRESPONDENCE**

(a) **Golf Cart Zone**

- Email request dated October 7, 2019 from Owen Skonberg, resident

4476-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to review and prepare a report on the use of golf carts at Cultus Lake.*

CARRIED

Commissioner Renwick voted in opposition.

(8) **BYLAWS**

(a) **Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1160, 2019**

4477-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final Reading to the Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1160, 2019..*

CARRIED

(b) **2019-2023 Financial Plan Amendment Bylaw 1161, 2019**

- Report dated October 16, 2019 from Erica Lee, Chief Financial Officer
- Schedule A
- Schedule B
- Schedule C

4478-19 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2019 - 2023 Financial Plan Amendment Bylaw No. 1161, 2019.

CARRIED

(9) **STAFF REPORTS**

(a) **Release of Closed Meeting Resolutions Cultus Lake Golf Course, New Entrance**

- Report dated October 16, 2019 from Bonny Bryant, Chief Administrative Officer

4479-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the following Closed Meeting Resolutions be released at the October 16, 2019 Regular Board meeting:

IC 3747-17

THAT the Cultus Lake Park Board grant Mr. Bahnman permission to do a survey to determine the exact area required for a new entrance into the Cultus Lake Golf Course; and

THAT the Cultus Lake Park Board grant Mr. Bahnman permission to hire an arborist using an arborist selected by Cultus Lake Park to do an assessment of the area.

IC 3874-18

THAT the Cultus Lake Park Board approve, in principle, the Cultus Lake Golf Course leaseholder's proposal of moving the main entrance into the golf course westward from its current location for safety reasons; and subject to the Board approving engineered drawings showing the proposed entrance location, and approving the number of trees being removed prior to the work taking place.

IC 3921-18

THAT the Cultus Lake Park Board refer the proposed entrance drawing back to staff to meet with Cultus Lake Golf Club to discuss the following concerns regarding the proposal:

- Road width being too wide and the preferred size for the entrance width be 8 metres wide in total with both lanes being consolidated into one; and
- To clarify the purpose of the island in the middle of the two way road

THAT the Cultus Lake Park Board request that staff ask Cultus Lake Golf Club to prepare an overlay showing where the road runs in relation to the trees for their review; and once the Board is satisfied with the proposal, that the Cultus Lake Golf Club hold a public information meeting which advises the public that the proposal is due to traffic safety concerns being raised about the current entrance location prior to final approval being given by the Board.

IC 3937-18

THAT the Cultus Lake Park Board support the proposed entrance/exit to Cultus Golf Park as shown in Attachments 1 and 2, subject to a Public Information Meeting;

THAT staff consult with the Fraser Valley Regional District to determine if the proposal can be completed based on the current zoning; and

THAT a Public Information Meeting be held prior to final approval be given.

CARRIED

(b) **Release of Closed Meeting Resolutions**

- Report dated October 16, 2019 from Bonny Bryant, Chief Administrative Officer

4480-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

THAT the following Closed Meeting Resolutions be released at the October 16, 2019 Regular Board meeting:

IC 4034-19

THAT the Cultus Lake Park Board request the Chief Administrative Officer obtain three quotes on the costs of renovations for Twin Alders and the two Suites located in the Plaza Barn; and

THAT the Cultus Lake Park Board request the Chief Administrative Officer to refer this item for consideration during the 2020 budget process.

CARRIED

(c) **Award of External Audit Services**

- Report dated October 16, 2019 from Erica Lee, Chief Financial Officer

4481-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the update that KPMG LLP has been appointed as the Cultus Lake Park auditors for the year end of 2019 - 2021.

CARRIED

(d) **2019 Paddling Parking Pass Overview Report**

- Report dated October 16, 2019 from Dave Driediger, Manager of Park Operations
- Letter from Sudden Impact Paddle Group

4482-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to provide paddling club members with off-season parking passes valid October 1 – March 31 for Parking Lots A-C, all day, seven days a week for a cost of \$50 per license plate.

CARRIED

(e) **Short Term Rentals, B&Bs, Secondary Suites and Home Based Business – Survey Monkey Results**

- Report dated October 16, 2019 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Community Survey Report - Short Term Rentals, B&Bs, Secondary Suites and Home Based Business

4483-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the Survey results for information, and further that the Cultus Lake Park Board direct the Chief Administrative Officer to proceed with preparing procedures, policies and bylaws in regards to managing Short Term Vacation Rentals, Bed & Breakfast, Secondary Suites and Home Based Businesses in Cultus Lake Park.*

CARRIED

(f) **Remembrance Day Wreaths**

- Report dated October 16, 2019 from Rachel Litchfield, Executive Assistant to the Chief Administrative Officer

4484-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board designate Commissioner Payeur and Commissioner Smit to attend and lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2019; and*

***THAT** the Cultus Lake Park Board authorize the purchase of two (2) # 20 wreaths.*

CARRIED

(g) **2020 Board Meeting Dates**

- Report dated October 16, 2019 from Rachel Litchfield, Executive Assistant to the Chief Administrative Officer

4485-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

<i>January 15</i>	<i>February 19</i>
<i>March 18</i>	<i>April 15</i>
<i>May 20</i>	<i>June 17</i>
<i>July 15</i>	<i>August 19</i>
<i>September 16</i>	<i>October 21</i>
<i>November 18</i>	<i>December 16</i>

CARRIED

(10) **REPORTS BY COMMISSIONERS**

(a) **Recommendation from the Community Events and Engagement Committee**

- Report dated October 16, 2019 from Joe Lamb, Chair, Community Events and Engagement Committee

4486-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board to approve the continuation of the lights display and Christmas Market as in 2018, to be held November 29, 2019 and November 30, 2019 at Main Beach.

CARRIED

4487-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board approve Cultus Lake Park Staff to install and remove the lights.

CARRIED

4488-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board waive the parking fees and allow parking by donation on November 29, 2019 and November 30, 2019.

CARRIED

4489-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board approve the committee members to manage and organize the Market for the 2019 Christmas lights event.

CARRIED

4490-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board to approve the purchase of 300 strands of lights with the Cultus Lake Community Events and Engagement Committees budget.

CARRIED

4491-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board to approve up to two (2) outside food vendors to be at the 2019 Cultus Lake Christmas Lights and Market Event.*

CARRIED

(b) **Recommendations from the Operational and Financial Core Review Committee**

- Report dated August 21, 2019 from David Renwick, Chair, Operational and Financial Core Review Committee

4492-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Operational and Financial Core Review Committee recommend to the Cultus Lake Park Board to have the Chief Administrative Officer review the options with First Data to match pricing and move to interchange-plus pricing.*

CARRIED

4493-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Operational and Financial Core Review Committee recommend to the Cultus Lake Park Board that failure to receive comparable service fee rates with First Data, the Chief Administrative Officer will look into changing to Moneris.*

CARRIED

4494-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Operational and Financial Core Review Committee recommend to the Cultus Lake Park Board to maintain status quo and continue to receive credit card payments for Sunnyside Campground.*

CARRIED

(11) **COMMUNITY ASSOCIATION**

Colleen Rogozinski from the Community Association, noted that this month the Community Association was able to send out its first newsletter to those residents that had signed up on their email feed which was also posted on the Cultus Lake Neighborhood Facebook page which has over 3,000 followers. So far, they have had a very positive response from the Community.

The Community Association conducted its first survey asking leaseholders/long term residence to identify its top concerns within the park. They sent out 180 surveys via email and received back 95, a response rate of 53% (They believe that all but one respondent are leaseholders or long-term residents of the park).

The survey results noted that the top issues were:

Park Board Revenue & Expenses
Security, Policing & Bylaws
Vacation Rentals
Governance

Upon review of the survey the Community Association had made the decision to prioritize Vacation Rentals with a plan to set up a group of individuals to conduct their own survey with questions specific to how short rentals are affecting park residence and to gather ideas and suggestions. Their goal is to present the information to the Board during the public consultation phase regarding short term rentals.

Chair Lamb noted that the Board will be holding a Public Information meeting on the short term rentals in the future.

Question:

There appears to be a delay in having the minutes from the Park Board meetings posted to the Cultus Lake Park Board website. Could the Board please explain why it usually takes months and if there is any policy regarding having this information posted in a timelier way?

Chair Lamb noted that due to staff vacations throughout the summer, transition from the old website to new website and staff training had delayed posting of minutes and other content. He noted that Board meeting minutes are post after they are adopted at the following Board meeting. Once they are adopted, they are then signed by the Chief Administrative Officer and Board Chair. Following this, staff would then post the minutes on the website. He further noted that that a reasonable turnaround time from original date posted would be approximately six weeks. The minutes have now been updated to and including August 21, 2019.

Commissioner Renwick noted that the minutes are also available in the agenda packages when posted.

(12) PUBLIC QUESTION PERIOD

Q: Brent Shirley; Mountain View inquired if the insurance did not cover the water/heating issues at Lakeside Beach Club?

A: Chair Lamb noted that we do have boiler and mechanical coverage insurance that covered the repairs to the building. He noted that the building has had issues with the heating/cooling and the Board has spent funds in the past try to correct this.

Q: Rick Williamson, First Ave. inquired as to what happens if the Board does not approve the release of in camera meeting resolutions that are posted on the web? He also inquired if Sunnyside Campground rates going to be reduced because they were higher than 2019?

A: Chair Lamb noted that staff have a process during the closed meetings to identify whether the resolutions should be released to the public. Chair Lamb also noted that there was an agreement based on whether the sewer invoice last year, it was agreed that the amount would be a reduced rate as the sewer was not complete.

Q: Bob McCrea, Lakeshore Drive noted that the Chilliwack School District posts their meeting minutes before their next meeting.

A: Chair Lamb noted that we follow our Board Procedure Bylaw, *Local Government Act* and Community Charter. It was also noted that the minutes are approved and the following meeting and this allow for any corrections to be made prior to final approval.

Q: Rick Williamson, First Ave. noted that he heard on Global News that there is a shortage of the vaccine and inquired if that will impact the flu clinic here at the lake?

A: Chair Lamb noted that this a shipping shortage but will not impact the flu clinic.

(13) **ADJOURNMENT**

4495-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

THAT the Regular Meeting of the Cultus Lake Park Board held on October 16, 2019 be adjourned 7:45 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held October 16, 2019.



Joe Lamb
Chair



Bonny Bryant
Chief Administrative Officer