



CULTUS LAKE PARK BOARD MINUTES

WEDNESDAY, NOVEMBER 12, 2014
PARK OFFICE BOARDROOM
Regular Meeting

Present Commissioner C. Hall
Commissioner L. Payeur
Commissioner S. Peter – Chair
Commissioner M. Shanks
Commissioner C. Toews – Vice Chair
Commissioner D. Renwick
Commissioner O. Skonberg

Staff Manager of Community Services – D. Stelmack (*Acting CAO*)
Building Inspector | Bylaw Enforcement Officer – J. Miller
Manager of Financial Services – M. Phelan
Volunteer Fire Chief – W. Mazuren
Deputy Director of Business Units – M. Shattock-Lütz
Sunnyside Campground Administrator – A. Levesque
Executive Assistant | Corporate Clerk – C. Woodward

Regrets Chief Administrative Officer | Corporate Officer – R. Campbell

CALL TO ORDER

Chair Peter called the meeting to order at 5:30 pm.

RESOLUTION TO PROCEED IN CAMERA

3379-14 MOVED by Commissioner Hall / Seconded by Commissioner Payeur
Closed

*THAT the meeting be closed to the public, except for the Chief Administrative Officer and Corporate Clerk, to consider matters pursuant to the following Section of the **Community Charter**:*

90(1)(d) the security of the property of the municipality.

CARRIED

RECONVENE

The meeting reconvened at 7:03 pm.

PUBLIC CONSULTATION for 2015 BUDGET and 5 Year Financial Plan

Chair opened the session and invited the CFO to speak.

Manager of Financial Services Phelan: Budget Overview and Q & A:

- New budget format
- Of 14 lots, 13 were sold and one closing end of year
- Proposed percentage increases for business units, i.e. 1.5% for seasonal sites and 10% overnights

- 48% of park revenue comes from Sunnyside.
- 5% proposed for VRC, 10% for overnight
- Cabins 2.5% proposed increase
- Residential leases 2% general increase on operating levy, and 1% on services
- Volunteer Fire Department reserves increase of \$26K in 2015 for pumper truck, to replace it in 2031. Works out to about \$33 for each residential leaseholder.
- Hydro, Telus, Fortis and fuel increases in the budget

Chair Peter reviewed correspondence and provided comment with staff input:

- 11.04.14 Letter from S. Marks, Cultus Lake Marina and Rentals
 - \$10K is maintenance on the existing launch.
 - Proposed second launch and paddle sport facility consideration deferred to the new Board.
- 11.04.14 Email from C. Parrish, LR446
 - Municipalities use a levy based on assessed values for property (tax) rates; Cultus Lake Park does not, and in 2013 the Board passed a lease rate bylaw which prompted some property reclassifications.
 - Residential/Security suites, \$1650 rate for 12 month occupancy
 - Calculation of residential property can be questioned directly of Building Inspector
- 11.06.14 Email from E & J Vance, LR619
 - Questions were answered by CFO in reply email to leaseholder
- A letter received after agenda deadline from CLASS about proposed cap on milfoil reserve will be considered.

Chair Peter invited questions and comments from the public:

R. Williamson RE: staff wages increasing 6.4%

A: Overall a little increase in public works to account for increase in hours for custodian and a half time addition to regular staffing and holiday relief for receptionist. Negotiations are underway with CUPE

M. Isaak RE: park patrol and fire department, process in budget

A: Manager of Community Services and Fire Chief bring budgets forward; vehicle in budget is from Community Wildfire Protection Plan

L. Kirkness RE: bylaw enforcement/park patrol radios \$12,150

A: Cell phone charges, chargers, batteries, speakers and miscellaneous, and upgrade to truck radio in pickup included in that cost

J. Lamb RE: what direction by Board to staff to balance budget and increase reserves, as the current plan shows reserve depletion

A: Decision would be made today. Board has accumulated vast reserves over 3 or 4 years, surplus picture. Reserve allocations and expenses are almost even, shown in the summary.

B. McCrea RE: management salaries

A: In that category are CAO, CFO, Manager of Community Service, Manager of Business Units, and Executive Assistant, used to include former Manager of Campgrounds.

P. Carpenter RE: letter from CLASS

A: the letter is received and will be considered with milfoil matter.

R. Williamson RE: VRC is leased from Province, where is the lease, how much is payment and when does the lease expire?

A: Expires in 2016, budget includes it under licenses and permits \$2100 in 2015, long range is \$42,000 starting in 2016, as new lease is on portion of assessment. BC Assessment is reviewing boundary lines and may reassess.

L. Kirkness RE: public works includes public relations line item for \$1020

A: A work in progress, payment for deductible if a window or vehicle damage takes place, single claim in 2014 to date

J. Lamb RE: SSC increases

A: Proposed increases will be coming to the board in bylaw form, amounts will be shown per charge. Rates fluctuate in the campground per classification and numbers err on the side of conservatism, as 2014 weather was extraordinary

B. McCrea RE: milfoil reserves, commented with no question

S. Mowat RE: 178 cedar trees near Sunnyside boat launch, new gravel and rock façade

A: funds were budgeted in 2014 foreshore budget

R. Williamson RE: residential lease revenue is 6.5% increase compared to 3% noted increase

A: residential services are also included

B. McCrea RE: Board expenses going up \$12K

A: New Board training, governance, UBCM new board orientation, strategic business planning sessions

B. McCrea RE: contract services increases

A: \$134 Sunnyside Kinetics, also \$57K Vedder, \$32 public areas

B. McCrea RE: legal cost increases

A: collective bargaining negotiations

B. McCrea RE: COGS?

A: COGS is the acronym for Cost of Goods and Services, i.e. firewood, ice, Tshirts

B. McCrea RE: other records and management \$5,000

A: Community Wildlife Protection Plan was assigned there, used to be classified under contract

P. Carpenter RE: does Kinetics work 24/7 in summer

A: Yes. April 1 to end of season – Sunnyside is targeted at any time, no rhyme or reason, shift logs confirm activity, bylaw infractions warrant coverage in family campground as a cost of service

J. Lamb RE: how does Board come to decision on residential lease base increase of 2%

A: The 2% is equivalent to COLA increase.

R. Williamson RE: excluding amortization, does doing so offer false sense of security

A: PSAB standards require amortization, Park audited financial statements do include it.

With no further questions from the public, the Chair closed the session at 8:05 pm

APPROVAL OF AGENDA

**3380-14
Agenda**

MOVED by Commissioner Toews / Seconded by Commissioner Hall

THAT the Agenda for the Regular Meeting of the Cultus Lake Park Board for Nov. 12, 2014 be approved; AND THAT all delegations, reports, correspondence and other information set to the agenda be received for information.

CARRIED

ADOPTION OF MINUTES

**3381-14
10.22.14 Minutes**

MOVED by Commissioner Toews / Seconded by Commissioner Renwick

THAT the minutes of the Regular meeting of the Cultus Lake Park Board held on October 22, 2014 be adopted.

CARRIED

**3382-14
10.29 SP Minutes**

MOVED by Commissioner Hall / Seconded by Commissioner Toews

THAT the minutes of the Special meeting of the Cultus Lake Park Board held on October 29, 2014 be adopted.

CARRIED

BUSINESS ARISING FROM BOARD MINUTES

**3383-14
Milfoil Reserve**

Commissioner Skonberg declared a conflict of interest as a member of CLASS and withdrew from the meeting at 8:08 pm before the matter was considered.

MOVED by Commissioner Hall / Seconded by Commissioner Toews

THAT the letter from the Cultus Lake Aquatic Stewardship Strategy, handed out at the November 12, 2014 Board meeting, regarding the Milfoil Reserve allocation be received.

CARRIED

Commissioner Skonberg returned to the meeting a 8:14 pm.

CORRESPONDENCE

**3384-14
CL Christmas**

Commissioner Renwick declared a conflict of interest as his wife sits on the organizing committee for the event, and he withdrew from the meeting at 8:14 pm.

MOVED by Commissioner Hall / Seconded by Commissioner Toews

THAT the request from D. Bullock & Associates regarding the 2014 Cultus Lake Christmas be approved as follows:

- *Waiver of the fees for the event application (\$50) and gazebo rentals (\$360); and*
- *Waiver of the parking fees for parking lot B(Main Beach); AND FURTHER*

THAT Cultus Lake Park Board becomes an event sponsor by purchasing a \$1000 tree

with funds from the Main Beach Event and Fundraising Committee budget.

CARRIED

Opposed: Chair Peter

Commissioner Renwick returned to the meeting at 8:16 pm

Westside Public Access & Stair Replacement

The 2014.09.14 email from N. Andreasen LR217 and the November 12, 2014 report from Manager of Community Services Stelmack were received as information.

Lions Parking Violation Revenue Sharing and Q & A

The 10.22.14 email from C. Rezka, Director of Lions Parking Ltd, was received as information.

BYLAWS

3385-14
Budget Bylaw
2nd reading

Bylaw 2015-01 – 2015 Budget and 5-Yr Financial Plan

MOVED by Commissioner Toews / Seconded by Commissioner Skonberg

THAT Bylaw 2015-01, cited as the 2015 Budget and 5-Year Financial Plan, be given second reading as amended.

CARRIED

Opposed: Commissioner Shanks

3386-14
Budget Bylaw
3rd Reading

MOVED by Commissioner Toews / Seconded by Commissioner Hall

THAT Bylaw 2015-01, cited as the 2015 Budget and 5-Year Financial Plan, be given third reading.

RESCINDED

CARRIED

Opposed: Commissioner Shanks
Commissioner Renwick

3387-14
Bylaw 1061-14
Levying of Rates

MOVED by Commissioner Toews / Seconded by Commissioner Skonberg

THAT Bylaw 1061-14, cited as the 2015 Levying of Rates Bylaw, be given second reading.

CARRIED

Opposed: Commissioner Shanks
Commissioner Renwick
Commissioner Payeur

3388-14
Bylaw 1061-14
Levying of Rates

MOVED by Commissioner / Seconded by Commissioner

THAT Bylaw 1061-14, cited as the 2015 Levying of Rates Bylaw, be given third reading as amended to adjust the operating levy for residential base lease rents from 2% to zero.

CARRIED

Opposed: Commissioner Payeur
Commissioner Toews
Chair Peter

3389-14 MOVED by Commissioner Hall / Seconded by Commissioner Renwick
Bylaw 2015-01

THAT third reading of Bylaw 2015-01, cited as the 2015 Budget and 5-Year Financial Plan, be rescinded.

CARRIED

3390-14
Bylaw 2015-01
3rd Reading as amended

MOVED by Commissioner Skonberg / Seconded by Commissioner Renwick

THAT Bylaw 2015-01, cited as the 2015 Budget and 5-Year Financial Plan, be given third reading as amended to adjust the residential base lease operating levy to zero percent increase.

CARRIED

REPORTS BY STAFF

Inaugural Meeting and New Board “Meet and Greet” Reception

Chief Administrative Officer Campbell’s memo was received for information.

3391-14
VRC
Improvements

MOVED by Commissioner Hall / Seconded by Commissioner Skonberg

THAT \$15,000 be allocated from 2014 operating surplus for site and drainage improvements for Vedder River Campground.

CARRIED

Opposed: Commissioner Shanks
 Commissioner Renwick
 Commissioner Payeur

CULTUS LAKE COMMUNITY ASSOCIATION

9:02 pm PUBLIC QUESTION PERIOD

N. Andreasen Q: Further to the letter in the agenda package, he commented on access to the lake from his home.

A: The matter requires systematic investigation. Agreement that it has taken a long time.

M Isaak Q: Why cedar hedging was placed instead of a fence?

A: Minter recommended those following the offer to assist with landscaping plans at Sunnyside.

R. Williamson Commented on Vedder River Campground, the increase in lease fees to the Province and the lease expiration in 2016, about impact on negotiation.

A: There are pros and cons to the operation of the campground and it is a strategic discussion for the new Board.

B. McCrea Q: Asked for the annual financial statement for Lions Parking Ltd. It was not provided.

A: Recommendation that the video is posted online with the complete presentation when Lions was a delegation and spoke in detail.

L. Griffiths Q: Asked about the memorial tree in her name.

A: It is a recognition tree and has not yet been planted.

Chair Peter called the public question period closed as there were no more questions from the gallery.

ADJOURNMENT

3392-14
Time 9:22 pm

MOVED by Commissioner Toews / Seconded by Commissioner Shanks

THAT the Regular meeting of the Cultus Lake Park Board held on November 12, 2014 be adjourned.

CARRIED

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Cultus Lake Park Board held November 12, 2014.

Chair

CAO