



## CULTUS LAKE PARK BOARD AGENDA

WEDNESDAY, OCTOBER 14, 2015  
PARK OFFICE BOARDROOM  
7:00 PM Regular Meeting

(1) **CALL TO ORDER**

(2) **RESOLUTION TO PROCEED IN CAMERA (4:00)**

*THAT the meeting be closed to the public, except for the Director of Park Operations, Manager of Community Services, Deputy Manager of Community Services, to consider matters pursuant to the following sections of the **Community Charter**:*

*90(1)(c) labour relations or other employee relations; 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;*

(3) **APPROVAL OF AGENDA**

- (a) *THAT the Agenda for the Regular Meeting of the Cultus Lake Park Board for October 14, 2015 be approved; AND THAT all delegations, reports, correspondence and other information set to the agenda be received for information.*

(4) **DELEGATIONS (no submission)**

(5) **ADOPTION OF MINUTES**

- (a) September 30, 2015 CLPB Meeting

*THAT the minutes of the Regular meeting of the Cultus Lake Park Board held on September 30, 2015 be adopted.*

(6) **DECLASSIFICATION (no submission)**

(7) **BUSINESS ARISING FROM BOARD MINUTES**

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(a) Christmas Lights

- Report by Meghan Shattock-Lutz dated October 14, 2015

*THAT up to \$5,000 be allocated from the 2015 General and Administration budget for the Christmas festival, including the installation of the Christmas light display at Main Beach, utilizing the services of Northern Lights and Public Works staff, the Cultus Lake Park lift, and rented lift;*

*AND THAT parking fees be waived after 4:00 pm for the duration of the light display between December 1, 2015 and January 1, 2016;*

*AND FURTHER THAT the Board allocate \$5,000 in funding to the Community Activities and Events Committee for the Christmas festival each year for the next five years, to be considered during the 2016 budget deliberations.*

(8) **COMMITTEE MINUTES** (no submission)

(9) **BUSINESS ARISING FROM COMMITTEES** (no submission)

(10) **FINANCE**

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(a) Banking Signing Authority

- Report by Mike Veenbaas, Chief Financial Officer dated October 14, 2015

*THAT the Chair, Vice-Chair, Director of Park Operations and the Chief Financial Officer be authorized signatories of Cultus Lake Park, with any two of the above to sign cheques and related financial documents pertaining to Cultus Lake Park, with the proviso that one of the signatures be that of an elected official.*

(11) **CORRESPONDENCE**

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(a) Changes to Cultus Lake Park Act

- Email dated September 24, 2015 from Tanya Rowlands
- Email response from Chair Renwick dated October 8, 2015

(12) **BYLAWS** (no submission)

(13) **NEW BUSINESS**

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(a) Remembrance Day 2015

- Letter from Royal Canadian Legion Branch #280

*THAT Board members, as designated, be authorized to attend to lay the wreaths at the Sardis and Chilliwack cenotaphs on Remembrance Day, November 11, 2015;*

*AND THAT the purchase of two (2) #20 wreaths be authorized.*

- (14) **REPORTS BY STAFF** *(no submission)*
- (15) **REPORTS BY COMMISSIONERS**
- (16) **CULTUS LAKE COMMUNITY ASSOCIATION**
- (17) **PUBLIC QUESTION PERIOD**
- (18) **ADJOURNMENT**

*THAT the Regular meeting of the Cultus Lake Park Board held Wednesday, October 14, 2015 be adjourned.*

**NEXT MEETING: NOVEMBER 12, 2015**



**CULTUS LAKE PARK BOARD  
MINUTES - DRAFT**

WEDNESDAY, SEPTEMBER 30, 2015  
PARK OFFICE BOARDROOM  
Regular Meeting

**Present** Commissioner D. Bauer  
Commissioner J. Lamb – Vice-Chair  
Commissioner L. Payeur  
Commissioner R. Turcasso

**Regrets** Commissioner Renwick – Chair

**Staff** Director of Park Operations – B. Bryant  
Director of Business Units – M. Shattock-Lutz  
Executive Assistant – J. Schween

**CALL TO ORDER**

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

**RESOLUTION TO PROCEED IN CAMERA**

**3548-15 Closed** MOVED by Commissioner Turcasso / Seconded by Commissioner Payeur

*THAT the meeting be closed to the public, except for the Director of Park Operations and the Executive Assistant, to consider matters pursuant to the following sections of the **Community Charter**:*

*90(1)(c) labour relations or other employee relations; and  
90(1)(d) security of the property of the municipality.*

CARRIED

**RECONVENE**

The meeting was reconvened at 7:01 pm. Commissioner Lamb introduced Bonny Bryant, Director of Park Operations.

**APPROVAL OF AGENDA**

**3549-15 Agenda** MOVED by Commissioner Turcasso / Seconded by Commissioner Payeur

*THAT the Agenda for the Regular Meeting of the Cultus Lake Park Board for September 30, 2015 be approved;*

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

CARRIED

**ADOPTION OF MINUTES**

3550-15  
09.09.15 CLPB

MOVED by Commissioner Bauer / Seconded by Commissioner Turcasso

*THAT the minutes of the Regular meeting of the Cultus Lake Park Board held on September 9, 2015 be adopted.*

CARRIED

**DECLASSIFICATION**

3551-15  
DECLASSIFY

MOVED by Commissioner Bauer / Seconded by Commissioner Turcasso

*THAT the Cultus Lake Park Board approval of the agreement between the Cultus Lake Park and the Fraser Valley Regional District for the operation and maintenance of the Cultus Lake Water Utility be declassified from confidential to non-confidential.*

CARRIED

**BUSINESS ARISING FROM BOARD MINUTES**

Trees

Mr. Stelmack's report dated September 30, 2015 was provided for information.

Traffic issues in Residential Areas

Mr. Stelmack's report dated September 30, 2015 was provided for information.

Traffic flows, drainage dips and swales

Mr. Stelmack's report dated September 30, 2015 was provided for information.

**COMMITTEE MINUTES**

Committee minutes of the Community Events and Activities Committee for the meeting of September 10, 2015 were received for information.

**BUSINESS ARISING FROM COMMITTEES**

Commissioner Turcasso provided an update regarding the Community Events and Activities Committee.

3552-15  
Christmas Lights

MOVED by Commissioner Turcasso / Seconded by Commissioner Bauer

*THAT the Cultus Lake Park Board direct staff to prepare a report back to the October 14, 2015 Board meeting outlining options of the cost and/or labour of hanging Christmas Lights at Main Beach and waterfront pathway.*

CARRIED

3553-15  
FPAC  
Appointments

MOVED by Commissioner Payeur / Seconded by Commissioner Turcasso

*THAT Jeff Booth and Maxwell Newhouse be appointed as members on the Future Plan Advisory Committee.*

CARRIED

**CORRESPONDENCE**

Request for Minor Park Improvements

Email dated September 4, 2015 from B. and D. Bate

3554-15  
Lease lot 220  
encroachment

MOVED by Commissioner Bauer / Seconded by Commissioner Payer

*THAT the matter of planting of boxwood hedges in front of lease lot 220 be referred back to staff to confirm that the proper way to proceed is by application for encroachment.*

Munroe Access Easement and 224 Lakeshore Drive Variances

Letter dated September 21, 2015 from T. Woodrow

Report dated September 9, 2015 from Jesse Miller

Letter dated July 30, 2015 from A. Woodrow

3555-15  
Munroe Access –  
Rescind motion

MOVED by Commissioner Bauer / Seconded by Commissioner Payeur

*THAT Motion No. 3545-15 carried on September 9, 2015, as set out below, be rescinded.*

*THAT an extension of Munroe Avenue or an Extension or continuation of the existing easement south of Munroe Avenue for the purpose of providing vehicle access to properties located south of 222 Lakeshore Drive be denied;*

*THAT the side yard stairs constructed on lease lot 224W authorized under Building Permit 507 be considered existing non-conforming and grandfathered to remain in place;*

*AND FURTHER THAT if the survey certificate of building location of lease lot 224W identifies the stairs constructed under Building Permit 507 to not be entirely contained within lot 224W, an encroachment agreement be filed against both properties or removal of the encroaching structure be completed prior to approval of lease assignment.*

CARRIED

3556-15  
Munroe Access –  
further  
information

MOVED by Commissioner Turcasso / Seconded by Commissioner Bauer

*THAT the matter of the Munroe Access Easement and 224 Lakeshore Drive Variances be referred back to staff;*

*AND THAT staff contact the Woodrows to see if there is further information they require.*

Changes to Cultus Lake Park Act  
Email dated September 24, 2015 from Tanya Rowlands

Commissioner Lamb noted that this email will be brought to Chair Renwick's attention.

**NEW BUSINESS**

Appointment of Corporate Officer, FOI Head and Chief Election Officer

3557-15  
Appointment of  
Corporate  
Officer/FOI  
Head/CEO

MOVED by Commissioner Payeur / Seconded by Commissioner Turcasso

*THAT the Director of Park Operations, Bonny Bryant be appointed as Corporate Officer, FOI Head and Chief Election Officer;*

*AND THAT the Director of Park Operations shall have the same powers, duties and responsibilities as the Chief Administrative Officer and Corporate Officer as set out in Bylaw 2007-13 and amendments thereto.*

CARRIED

3558-15  
Around the Lake  
Give R' Take 30

Special Event – Around the Lake Give R' Take 30

MOVED by Commissioner Turcasso / Seconded by Commissioner Payeur

*THAT parking fees for race volunteers be waived on October 17, 2015 for the Around the Lake Give R' Take 30 special event*

CARRIED

**REPORTS BY COMMISSIONERS**

Commissioner Lamb provided an update on Plan Cultus and noted that 579 responses were received; 289 of which were submitted by residents of Cultus Lake. The Fraser Valley Regional District has been asked to move onto a third draft. The next meeting of the Future Plan Advisory Committee will take place on October 1 at 6pm.

Commissioner Lamb provided an update on the UBCM Convention, noting that it was an opportunity for the Board to interact with Ministry staff and other levels of government.

Commissioner Lamb provided a statement advising that David Stelmack is no longer an employee of Cultus Lake Park and that Michael Phelan is no longer an employee of Cultus Lake Park.

Commissioner Lamb went on to note that with respect to financial service delivery, the Board will contract the provisions of financial services to the Fraser Valley Regional District, resulting in significant savings for the Park. Commissioner Lamb noted that the oversight and management will always remain with the Cultus Lake Park Board.

3559-15  
CFO  
DECLASSIFY

MOVED by Commissioner Turcasso / Seconded by Commissioner Bauer

*THAT the appointment of Mike Veenbaas as Chief Financial Officer be declassified from confidential to non-confidential.*

CARRIED

### CULTUS LAKE COMMUNITY ASSOCIATION

L. Griffeth spoke on behalf of the Cultus Lake Community Association and reported that there will be a meeting will take place on October 17, 2015 at 10:30am at the Cultus Lake Elementary School.

Time 7:35 pm

#### PUBLIC QUESTION PERIOD

- R. Williamson** Q: Is there any impact of the Cultus Lake Park Board not being able to approve an Official Community Plan?  
A: The Cultus Lake Park Board cannot enter into an Official Community Plan, but will prepare a Park Plan which will be part of the Official Community Plan for the Fraser Valley Regional District, Electoral Area "H".
- B. McRae** Q: The Cultus Lake Park Board is not mandated to follow the *Local Government Act*, so why are you following the rules around public hearings and bylaw readings?  
A: The Board will take this comment under advisement.
- D. Clyne** Q: Is the Community Events and Activities Committee doing a questionnaire?  
A: No.  
  
Q: What is happening with Market in the Park?  
A: The Community Events and Activities Committee is looking at bringing in someone with a marketing degree to review the current market format and turn it into an artisan/farmers market.
- R. Williamson** Q: What is the date of effect of the Fraser Valley Regional District taking over the water system?  
A: September 1, 2015.  
  
Q: Will the Chief Financial Officer be located at Cultus Lake Park offices?  
A: The contract is with the Fraser Valley Regional District, not a specific person. However, Mike Veenbaas has been appointed as the Chief Financial Officer and he will be in our Park Board offices from time to time.
- B. McRae** Q: How do you spell Mike Veenbaas?  
A: Mike V-e-e-n-b-a-a-s  
  
Q: Can I get a copy of the water agreement with the FVRD?  
A: Yes
- L. Griffeth** Q: Why is a Chief Election Officer being appointed?  
A: This appointment is for the Cultus Lake Park Board elections only.
- T. Woodrow** Q: Will budget meetings be public?  
A: Yes



Time 7:51 pm      **ADJOURNMENT**

3547-15 Adjourn      MOVED by Commissioner Payeur / Seconded by Commissioner Turcasso

*THAT the Regular meeting of the Cultus Lake Park Board held Wednesday, September 30, 2015 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 September 30, 2015.

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Corporate Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** October 14, 2015

**FILE:** 8100-20

**SUBMITTED BY:** Meghan Shattock-Lutz, Deputy Manager of Community Services

**SUBJECT:** Christmas Light Display at Main Beach

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#### **PURPOSE:**

For the Board to consider the costs and logistics pertaining to the Christmas festival and the set-up and removal of the Christmas Light display at Main Beach, and for the Board to consider potential funding of the project in future years.

#### **RECOMMENDATION:**

*THAT up to \$5,000 be allocated from the 2015 General and Administration budget for the Christmas festival, including the installation of the Christmas light display at Main Beach, utilizing the services of Northern Lights and Public Works staff, the Cultus Lake Park lift, and rented lift;*

*AND THAT parking fees be waived after 4:00 pm for the duration of the light display between December 1, 2015 and January 1, 2016;*

*AND FURTHER THAT the Board allocate \$5,000 in funding to the Community Activities and Events Committee for the Christmas festival each year for the next five years, to be considered during the 2016 budget deliberations.*

#### **ANALYSIS:**

##### **A. Rationale:**

The Christmas light display at Main Beach has been an exciting success in recent years, gaining the attention of not only the Cultus Lake Park and Columbia Valley communities, but Chilliwack, Abbotsford, and beyond. The lights create a destination for residents and visitors to enjoy, and provides a beautiful backdrop for any future events located at Main Beach during the holiday season. The Board has previously waived parking fees for visitors of the light display.

Northern Lights, a company that specializes in holiday lighting design, have set up the lights at Main Beach in recent years. The cost of two Northern Lights staff for the two week set-up, in addition to one lift rental for a full two weeks will cost approximately \$5,400. This does not include the cost of additional lighting to grow the display, or a Northern Lights staff member to help disassemble the display in January. The full two weeks of set-up provides a maximum guideline, and may not be required in entirety.

In an effort to reduce the total expense of the light set-up, grow the display and event, and utilize the resources currently on-hand at the Park, a hybrid of services has been considered as follows:

ITEM	COST
Two (2) Northern Lights staff for a full week + one (1) staff for one (1) day for disassembly	\$1,925
Two (2) Public Works staff for a full week	2015 Operating Budget
One (1) 45 foot boom lift rental for one week (including delivery, both ways)	\$950
One (1) 60 foot boom lift to be used from the Cultus Lake Park fleet	2015 Operating Budget
Additional lighting, display, and event items	\$2,125

The cost of the hybrid project is approximately \$5,000 in invoicing (a savings of \$400), while the cost of the Park lift and staff time are inclusive of the 2015 Park operating budget. The advantages of the hybrid method is having the work completed in a shorter amount of time by doubling-up with two teams, funding additions to the display, and having Park staff trained on the lighting installation methods which can be useful in other areas of the Park as well as potential expanded use in the future.

The installation of the lights, moving forward with the hybrid project, is tentatively scheduled for the week following Remembrance Day in November, and may be subject to change. The lights will be scheduled for removal on or around January 4, 2016, subject to weather and ground conditions. One Northern Lights staff, Public Works staff, and community volunteers will disassemble the display.

That funding of \$5,000 for Christmas festival activities has been identified within the General and Administration 2015 operating budget. It is recommended that \$5,000 be allocated to the Community Activities and Events Committee each year, for the next five years, which will be forwarded for consideration during the 2016 budget deliberations.

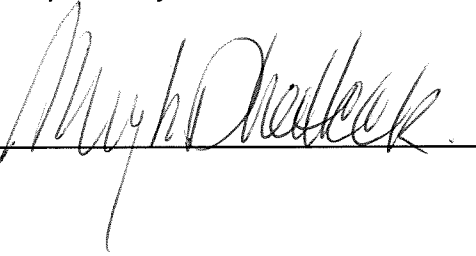
### **ALTERNATIVES & IMPLICATIONS:**


Use Northern Lights exclusively for the set-up of the Christmas lights, renting one boom lift for two weeks for an approximate cost of \$6,150 (with no additions to the display). Public Works, Northern Lights, and community volunteers to remove the lights on or around January 4, subject to weather and ground conditions.

Use only Public Works staff time and the Cultus Lake Park lift to set up and take down the lights, although Public Works staff has not been trained on installing a light display. This may result in the three-year warranty on the lights already in our possession becoming void, as the owner of Northern Lights possesses the warranty through his operation. Public Works and community volunteers to remove the lights on or around January 4, subject to weather and ground conditions.

Prepared by:

Approved for submission to Board:

AK 

  
Director of Park Operations



CULTUS LAKE PARK

**REPORT/RECOMMENDATION TO BOARD**

**DATE:** October 14, 2015  
**SUBMITTED BY:** Mike Veenbaas, Chief Financial Officer  
**SUBJECT:** Banking Signing Authority

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**PURPOSE:**

To seek the Board's support on updating the signing authorities for Cultus Lake Park.

**RECOMMENDATION:**

**THAT** the Chair, Vice-Chair, Director of Park Operations and the Chief Financial Officer be the authorized signatories of Cultus Lake Park, with any two of the above to sign cheques and related financial documents pertaining to Cultus Lake Park, with the proviso that one of the signatures be that of an elected official.

**BACKGROUND:**

A review of the existing account signing authorities, coupled with changes in staff positions has necessitated an update to the signing authorities able to complete transactions with Cultus Lake Park financial accounts.

Current practice has two staff signatories as well as two elected official signatures. The signature of the Accounting Clerk position can now be removed and replaced with that of the Chief Financial Officer. As well, the Board should consider putting a provision in place that requires one signature on cheques and related financial documents to be that of an elected official.

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Prepared by:

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Mike Veenbaas  
Chief Financial Officer

Approved by:

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Bonny Bryant,  
Director of Park Operations

## Executive Assistant

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**From:** Tanya Rowlands <rowlan3@shaw.ca>  
**Sent:** Thursday, September 24, 2015 3:51 PM  
**To:** Darcy Bauer; Joe Lamb; Larry Payeur; David Renwick; Rose Turcasso; David Stelmack; Ronald Campbell  
**Subject:** Cultus Lake Park Act 1932

To the board and Specifically Dave Renwick

Hi

I just read the letter to Coralee Oakes from the June agenda.

I am wondering why there was no request to enable the park board to be able to borrow funds?

As a community, how can we assist in making the changes that were requested, become reality, such as the changes that were made to the elections?

Tanya Rowlands  
261 1 ave

## Executive Assistant

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**Subject:** FW: Cultus Lake Park Act 1932

-----Original Message-----

From: David Renwick  
Sent: Thursday, October 08, 2015 11:54 AM  
To: Tanya Rowlands; Darcy Bauer; Joe Lamb; Larry Payeur; Rose Turcasso  
Cc: Bonny Bryant  
Subject: RE: Cultus Lake Park Act 1932

Ms. Rowlands

I was advised that our requests to government should be kept to changes that would allow us to enforce out bylaws etc. The government does not have an appetite for changes to the lease terms (ie > 21 years) nor allowing us to borrow (ie. >\$50K). So following that advise my letter was drafted accordingly.

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From: Tanya Rowlands [rowlan3@shaw.ca]  
Sent: Thursday, September 24, 2015 3:50 PM  
To: Darcy Bauer; Joe Lamb; Larry Payeur; David Renwick; Rose Turcasso; David Stelmack; Ronald Campbell  
Subject: Cultus Lake Park Act 1932

To the board and Specifically Dave Renwick

Hi

I just read the letter to Coralee Oakes from the June agenda.  
I am wondering why there was no request to enable the park board to be able to borrow funds?  
As a community, how can we assist in making the changes that were requested, become reality, such as the changes that were made to the elections?

Tanya Rowlands  
261 1 ave

ROYAL CANADIAN LEGION BRANCH #280



5661 Vedder Rd., Vedder Crossing, B.C. V2R 3N5  
Office Hours: Monday to Friday 10:00 am – 4:00 pm  
Office Phone or fax: 604-858-0601 Email: rclegionbr280@shaw.ca

REMEMBRANCE DAY WREATHS

Dear Sir or Madam:

Listed below are the wreath prices. If you wish to lay a wreath please fill in the order form below and return it to the Branch:

WREATH # 8 _____	\$25.00	WREATH #14 _____	\$45.00
WREATH # 20 _____	\$70.00	WREATH #31(SPRAY) _____	\$35.00
WREATH # 24 _____	\$110.00	WREATH #35(CROSS) _____	\$38.00

NAME OF ORGANIZATION: .....

PERSON TO CONTACT: .....

ADDRESS: ..... CITY: .....

POSTAL CODE: ..... TELEPHONE NO: .....

WREATH # ..... PRICE: .....

NAME OF PERSON LAYING WREATH: .....

You will be assigned a section to go to at the cenotaph in order to lay your wreath.

Wreaths are kept at the Legion & brought to the cenotaph on Nov 11<sup>th</sup>.

Please make cheques payable to RCL #280 POPPY FUND.

DEADLINE FOR ORDERS IS NOVEMBER 6, 2015

OFFICE USE ONLY

PAYMENT MADE BY: CHEQUE \$ \_\_\_\_\_ CASH \$ \_\_\_\_\_ DATE \_\_\_\_\_