

CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, FEBRUARY 20, 2019
7:00PM
PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

- (1) CALL TO ORDER
- (2) RESOLUTION TO PROCEED TO CLOSED MEETING (5:30 PM)

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
- Page 1 (4) APPROVAL OF AGENDA
 - (a) **THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of February 20; 2019 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

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 MINUTES
- Page 7 (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held January 16, 2019.
 - (6) ADOPTION OF COMMITTEE MINUTES
- Page 15 (a) Environmental and Public Areas Planning Committee

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

(7) DELEGATION

(a) Cultus Lake Farmers Market

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

(8) CORRESPONDENCE

(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

(b) Neighborhood Golf Carts

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

(c) Cultus Lake Business Association

Letter dated January 16, 2019 from Chris Steunenberg, CLBA Chair and Jeff Bahnman, CLBA Vice Chair

(9) BYLAWS

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Page 37 (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

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.

(10) 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

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

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(11) STAFF REPORTS

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

- Verbal report dated February 20, 2019 from Bonny Bryant, Chief Administrative Officer
- Attachment #1

(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

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.

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.

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

- Report dated February 20, 2019 from Erica Lee, Chief Financial Officer
- Attachment 1

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
Recurring Purchases	Use the Preferred Supplier	CAO approves and signs
of Goods or Services	List process.	preferred supplier list
Expected to exceed		upon recommendation of
\$20,000 in aggregate.		Manager(s).

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.

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- 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.

(d) Residential Parking Permit Cost

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

Option #1

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to continue charging \$100 per residential parking permits as in 2018; 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 (permit will not be pro-rated).

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 (permit to be pro-rated).

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(e) Cultus Golf Course Entrance Proposal

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

Option 1

THAT the Cultus Golf Park revised entrance/exit proposal be approved.

Option 2

THAT Mr. Bahnman be requested to perform an environmental assessment.

Option 3

THAT Mr. Bahnman be requested to perform an archaeological impact assessment.

Option 4

THAT the new entrance not be approved.

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

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

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to present next steps for Star Nation Canoe Club (Stó: lō Nation) canoe storage to the Cultus Lake Park Board at the March 20, 2019 Board meeting.

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

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

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;

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

(12) REPORTS BY COMMISSIONERS

(a) Memorandum of Understanding – RCMP Services

Verbal report by Chair Lamb

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

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

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.

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

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

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;

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.

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on February 20, 2019 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, January 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 L. Payeur Commissioner C. Smit

Staff Chief Administrative Officer – B. Bryant

Manager of Park Operations - D. Driediger

Manager of Finance - E. Lee

Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement - J. Spencer

Deputy Corporate Officer – K. Ridley Executive Assistant – R. Litchfield

Regrets Commissioner D. Renwick

Deputy Corporate Officer - K. Ridley

(1) CALL TO ORDER

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

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

4283-19 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), (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

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 7:02 pm.

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(4) APPROVAL OF AGENDA

4284-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve Amending the Agenda for the Regular Meeting of January 16, 2019 by adding under Section 8 – Commissioner Reports, Item 8, (c) Appointments to Standing and Select Committees; and

THAT the agenda be approved as amended; and

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

CARRIED

(5) ADOPTION OF BOARD MINUTES

4285-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held December 12, 2018; and

THAT the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held December 19, 2018.

CARRIED

(6) **DELEGATION**

(a) Lakeside Trail

 Presentation from David Urban, Manager of Outdoor Recreation Planning, Fraser Valley Regional District

David Urban, Manager of Outdoor Recreation Planning, Fraser Valley Regional District on behalf of the Lakeside Trail Society presented a Power Point presentation with proposed trail section from Jade Bay to Sunnyside Campground along Columbia Valley Highway. Lakeside Trail Society is in partnership with the Ministry of Transportation and Infrastructure, FVRD and Cultus Lake Park.

In PlanCultus it was recognized to pursue high-quality pedestrian and cycling connections between the Village Centre and the lake and throughout Cultus Lake Park to connect the North and South ends of the lake, as well as to provide a connection to the City of Chilliwack.

It is proposed to connect the trail system from the south end of the campground along the shoulder area of the highway, with a minor reduction to the footprint of a few identified campsites which then includes 450 feet of meandering gravel trails through mature trees, and including vegetation with the trail to the entrance at Park Drive.

4286-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the presentation from David Urban, Manager of Outdoor Recreation Planning, Fraser Valley Regional District regarding the Lakeside Trail for information; and

THAT the Cultus Lake Park Board receive a survey of the area outlined in the report.

CARRIED

(8) STAFF REPORTS

(a) Public Parking Rates

Report dated January 16, 2019 from Erica Lee, Chief Financial Officer

4287-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve Option 3

Update Public Parking Rates to:

Summer Rates:

(May long weekend to September long weekend)

- \$5 per hour (max. 2 hours) or \$15 per day Friday through Sunday plus Holidays and,
- \$3 per hour (max. 2 hours) or \$10 per day and Monday through Thursday.

Winter Rates:

(Following the September long weekend through to the May long weekend)

\$3 per hour (max. 2 hours) or \$10 per day Weekdays, Weekends and Holidays.

CARRIED

(b) 2018 Parking Task Force Committee Chair Recommendations – Residential Parking

• Report dated January 16, 2019 from Dave Driediger, Manager of Park Operations

4288-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to continue issuing residential parking permits as in 2018 but with counterfeit deterrence measures and a validation period of two years rather than one; and

THAT the 2019 residential parking permits distributed are identified with an expiration date.

CARRIED

(c) 2018 Parking Task Force Committee Chair Recommendations - Visitor Parking

Report dated January 16, 2019 from Dave Driediger, Manager of Park Operations

4289-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to pursue Option #3 below: to hire two Parking Lot Attendants to staff parking lots on weekends and statutory holidays from June 15th through Labour Day.

CARRIED

Commissioner Payeur voted in opposition.

Chair Lamb noted that in addition to the duties of the parking lot attendants they will also be offering visitor information with a focus of providing customer service to those coming to the Park.

4290-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to pursue Option #7 below: procure sketches of improved layouts, starting this year with Parking Lot B (Main Beach).

CARRIED

Chair Lamb noted that through the design of the parking lots care and attention will be given to with respect to the health of the trees.

(d) Annual Paddling and Parking Passes

- Report dated January 16, 2019 from Dave Driediger, Manager of Park Operations
- Attachment 1 Background regarding Seasonal parking Passes

4291-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve Option 1; \$100 Annual Parking Pass, available to residents of the City of Chilliwack and Electoral H area (proof of BC vehicle registration required). Valid for Lots A & B, one license plate per pass. Sold from the Park Office. Valid for 1 year from date of purchase. Parking is on a first come first serve bases, passes do not guarantee availability.

CARRIED

4292-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve Option 2: \$200 Annual Parking Pass, available for purchase at the parking meters by registering their plate #. Valid for 1 year from date of purchase. Valid for Lots A & B. Parking is on a first come first serve bases, passes do not guarantee availability.

CARRIED

4293-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve Option 4: \$50 Paddling Parking Pass, available to members of paddling groups. Valid from April 1 — Sept 30, for Lots A, B & C, one license per pass. Sold at the Park Office. Not valid for Saturdays, Sundays and Statutory holidays. Parking is on a first come first serve bases, passes do not guarantee availability.

CARRIED

Commissioner Smit voted in opposition.

(e) Multiple Leaseholder Report

- Report dated January 16, 2019 from Rachel Litchfield, Executive Assistant
- Attachment 1 2002- 2023 Cultus Lake Park Building Site Lease
- Attachment 2 Cultus Lake Park Building Site Lease (Newest Version)

4294-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve the allowance of Multiple Leaseholder Ownership if a leaseholder enters into the New Building Site Lease.

DEFEATED -- UNANIMOUSLY

(f) Special Event: Vedder Mountain Bike Festival

- Report dated January 16, 2019 from Paul Holman, Special Events Coordinator
- Letter dated October 26, 2018 from Meghan Jackson, Event Coordinator

4295-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Special Event Application for the Vedder Mountain Bike Festival held from May 11 and 12, 2019 provided the Special Occasion License to operate a beverage garden be granted by the BC Liquor Control and Licensing Branch.

CARRIED

(9) REPORTS BY COMMISSIONERS

(a) Milfoil Update - Further Benthic Matting

Verbal Report from Commissioner Bauer

Commissioner Bauer recommended that the Board offer further funding for benthic mats in consultation with Catherine Tarasoff, P.Ag. and the Fraser Valley Regional District to work together to expand the test plots and program this year.

(b) Volunteer Recognition

Verbal Presentation by Chair Lamb

Chair Lamb recognized the volunteers that donated their time organizing this year's Cultus Lake Christmas on such short notice. Chair Lamb encouraged the community to be involved in future events and he thanked those who participated in making this year's event so successful.

Vice Chair Bauer presented Max Newhouse's replicas to the volunteers in the gallery, Paddy McEwan and Brenda Senft and recognized Shannon Lamb, Gail Smit and Kathy Renwick.

(c) Appointments to Standing and Select Committees

Report dated January 16, 2019 from Chair Lamb

4296-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the following members of the public be appointed to the following committees:

Commercial Leaseholder - Standing

Two appointed members of the commercial leaseholders:

- 1. Jeff Bahnman
- 2. Andrew Steunenberg

Community Events and Engagement Committee - Select

- 1. Erika Jartved
- 2. Shane Taylor
- 3. Shannon Lamb
- 4. Gail Smit
- Paddy McEwan

Operations and Financial Core Review Committee-Select

- 1. Brian Dvck
- 2. Peter VanderHelm
- 3. Colleen Rogozinski
- 4. Ernie Vance

Environmental and Public Area's Planning Committee -Standing

- 1. Brenda Senft Voting Members
- 2. Brenda Cosgrove- Voting Members
- Paul Gough
- Steve Arnold

CARRIED

(10) PUBLIC QUESTION PERIOD

- Q: Rick Williamson, First Ave. asked for clarification on residential parking passes with the new plan, whether the guest passes would be \$100 each for the two years. He also inquired if they still have the option to exchange the passes from either the sticker or hanging passes.
- A: Chair Lamb noted that the residential parking passes will be \$100 each valid for the two year validation time and they can be selected the same as last year.
- Q: Ernie Vance, Mountain View inquired if the \$200 annual parking passes can be purchased at the parking meters. He asked whether Lions Parking had some input on the reprograming the meters and you have to go through the steps to locate the rates. He also suggested to purchase a larger vehicle immobilization device for the larger vehicles.
- A: Chair Lamb suggested that staff arrange to purchase a larger vehicle immobilization device.
- Q: Bob McCrea, Lakeshore Drive asked for clarification on where the beer garden be located for the Vedder Mountain Bike Festival? Will the Board be marketing or advertising for the availability for the \$100 annual parking passes?

- A: Chair Lamb confirmed that the Board will be doing a press release and the information will be announced on the website.
- Q: Ernie Vance, Mountain View asked for clarification on the parking for the Market in the Park with respect to the new plans for improve Main Beach parking lot?
- A: Chair Lamb noted that there will be some very exciting announcements and news coming up with respect to the Market in the Park.
- Q: Andrew Steunenburg, Cultus Lake Waterpark and Adventure Park thanked the Board and staff for the appointment to the Commercial Lease Committee and for the Board taking the time to meet with the business representatives discussing the parking concerns and for revisiting those issues. He also addressed that they would like to support the comments regarding the parking attendant's roles and duties as they are providing customer service, helping fill the lots and improve the flow of traffic. He noted that they support the upcoming improvements to Main Beach parking lot and that they also support the new annual parking pass implementation.
- A: Chair Lamb noted they are hoping to fill the parking lots Monday to Thursday with the lower mid-week rates and fill the traffic in the lots on those days. With our advertising and the availability of annual parking passes now available to Chilliwack and Electoral Area H we are hoping to accommodate residents to enjoy the lake.
- Q: Roger Burrows, First Ave. with respect to visitor purchasing annual parking permits at the meter, what would happen if they change a vehicle or it gets damaged and requires a new one?
- A: Chair Lamb clarified that procedures will be put in place for these types of incidents.
- Q: Ken Dosen, Park Drive inquired on the status of the Traffic Calming along Park Drive at the marina and traffic circle island that signage was to be placed in that area. When the marina has a lot of traffic, people speed out of the lot up Park Drive and then return back down the street as it is a dead end. Directional signage was to be posted at the stop sign to indicate a dead end. Mr. Dosen was also notified that reverse mortgages are not available to Cultus Lake Park.
- A: Chair Lamb indicated that staff will ensure that the signage is placed in the area of concern. He spoke of the potential availability of Version 5 Lease and part of this process will include communication with those financial institutes that provide services for leased properties in the park.
- Q: Ernie Vance, Mountain View Road, inquired about a signage plan that was mentioned in 2016.
- A: Dave Driediger, Manager of Park Operations noted that a sign inventory was completed and staff have an index of every sign located in the park which has been forwarded to an insurance company for review of a liability risk assessment and following that it will be forwarded to our Communications person to ensure information to the public is clear.
- Q: Ernie Vance, Mountain View Road further noted that signage in the walking trails would be a nice addition to the park.

Q: Ken Dosen, Park Drive noted that there is a report for traffic calming and signage is on file at the office which outlines the preferred distances between the speed bumps.

(11) ADJOURNMENT

4297-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Regular Meeting of the Cultus Lake Park Board held on January 16, 2019 be adjourned 8:43 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held January 16, 2019.			
Joe Lamb Chair	Bonny Bryant Chief Administrative Officer		

Corporate Officer



ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE

January 25, 2019

Meeting Minutes

Present:

Darcy Bauer	Committee Chair/Cultus Lake Park Commissioner	
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner	
Steve Arnold	Public Appointee	
Brenda Senft	Public Appointee	
Bonny Bryant	CAO-Cultus Lake Park	
Dave Driediger	Manager of Park Operations	
Katrina Craig	Cultus Lake Park Staff	

Absent:

Brenda Cosgrove	Public Appointee
Paul Gough	Public Appointee

The meeting was called to order by the Chair at 9:02 am

ADOPTION OF AGENDA

Moved by: Larry Payeur Seconded by: Brenda Senft

THAT the Agenda for the January 25, 2019 Environmental and Public Areas Planning Committee meeting be approved.

CARRIED

INTRODUCTION OF COMMITTEE MEMBERS

Committee members were introduced.

TERMS OF REFERENCE

- The Terms of Reference for the Environmental and Public Areas Planning Committee were reviewed by the committee.
- During the review, one amendment was recommended. That section 5.3 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.

COMMITTEE OBJECTIVES

- As per the Environmental and Public Areas Planning Committee's Terms of Reference section 1.1 – This Standing Committee is to review and assist in developing the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.
- Shoreline Erosion.
- Protecting the mature trees within the Park.
- Protecting the trees on Main Beach from heavy foot traffic.

TREE ASSESSMENT REPORT

- A discussion was had regarding the 2016 Main Beach and Park Office Hazard Tree Risk Assessment / Arborist Report.
- Focus on the highest priority hazard trees. The next step would be going beyond a
 visual assessment and possibly coring the trees flagged as high hazard trees to
 determine what the next steps would be.
- Brenda Senft presented a plan to address the protection of the roots of the larger fir
 trees on Main Beach. This plan included the use of "island" landscaping to deter heavy
 foot traffic that can cause damage to the roots of trees.
- The drainage near Main Beach is being addressed and is ongoing.
- Irrigation on Main Beach: working on recouping "brown areas" and bringing in more grass vs. gravel areas.
- Incorporating Goose Management Landscaping at Main Beach, starting near the creek, would help with goose control.

RECOMMENDATIONS:

THAT the Environmental and Public Areas Planning Committee request the Cultus Lake Park Board to direct the CAO to proceed with the Main Beach Critical Root Zone Enhancement Project.

ENGINEERING AND REPORTS FROM DESIGN CONSULTANTS

- A discussion was had regarding the January 11, 2019 Proposal for Shoreline Erosion Assessment from Golder.
- Cultus Lake Park will continue to work with Golder following their proposed scope of work.

GENERAL DISCUSSION

Invasives:

 The newly planted area near the 2nd foot bridge at the creek has become inundated with blackberries. Volunteers are willing to help with this issue, keeping them trimmed back until the fall.

Fir lane green space:

- The green space in the land behind the houses on Fir St needs some TLC. Residents in the area are willing to tidy and care for this area. Brenda Senft to connect with the residents to offer support and come up with a plan. This design will be forwarded to the Chief Administrative Officer for Board approval. In the meantime, general cleanup ie: removal of blackberry bushes may proceed.
- Placing mulch at the base of the maple trees across from the Park office would help them thrive.
- Having the community help with the watering of trees within the Park during the high heat season may be beneficial.
- Could the Fire Department help with watering during their Monday night practices?

AGENDA ITEMS FOR THE NEXT MEETING

- Forest Conservation
- Bonny Bryant to report back on recommendation on types and costs for larger trees.
- Brenda Senft to report back on volunteers.

NEXT MEETING DATE

March 8, 2019 from 9:00 am – 11:00 am

ADJOURNMENT OF THE MEETING

Moved by: Larry Payeur Seconded by: Brenda Senft

THAT the January 25, 2019 Environmental and Public Areas Planning Committee meeting be adjourned.

CARRIED

Meeting Adjourned at 11:00 am

Spirit Abreast Dragon Boat Society % 34658 Dann Ave. Mission, BC V2V 6P6



January 22, 2019

Cultus Lake Park Board Commissioners 4165 Columbia Valley Highway Cultus Lake, B.C. V2R 5B5

Dear Commissioners.

The Spirit Abreast Dragon Boat team would like to express our concerns with the decision made by the Cultus Lake Board at the recent Board meeting on January 16, 2019 concerning parking passes for paddling teams.

We fully appreciate that the Cultus Lake Board must explore options to generate revenue through parking fees in order to maintain the services and facilities offered to visitors at Cultus Lake. We also acknowledge the effort to streamline parking passes for the various types of paddling teams (i.e., First Nations, registered charities like Spirit Abreast, and recreational groups) that practice on Cultus Lake. The impact on our team, however, will be significant in terms of parking costs and overall accessibility.

With the 2019 paddling parking pass, the Spirit Abreast Dragon Boat team will be looking at parking fees that will increase from \$600 in 2018 (based on the purchase of 12 passes @ \$50 each) to an estimated minimum of \$1,230 in 2019, to maintain a twice-weekly practice schedule similar to last season. This more than doubles the parking fees paid by the team in 2018.

The increase results from the need to pay metered rates in Lot A for Saturday early morning practices (before 10 a.m.). Each Saturday practice will cost an estimated \$70 per practice (based on 7 vehicles @ \$10 for 2 hours). In the 2018 paddling season, we held 9 Saturday practices covered under the pass; so the estimated cost increase in 2019 would be \$630 (9 X \$70). The amount we may be required to pay in parking fees could escalate from this level if additional Saturday practices are necessary to accommodate our coach's schedule. In addition, total parking costs will also increase as each pass will be registered to only one vehicle licence plate (a change from 2018 where up to four vehicles could share a pass). The team will be required to purchase many more passes to make carpooling a viable option. These parking fee increases would be a significant hardship to our team.

The Spirit Abreast Dragon Boat team is a registered charity and non-profit society. We are a group of women breast cancer survivors and supporters who dragon boat for fitness, healthy, active living, and to raise awareness for breast cancer issues. We were the first Fraser Valley dragon boat team, established in 2002, and have paddled on Cultus Lake for many seasons. Our team is also well-regarded and supported by the residents of Cultus Lake. We are a positive presence in the Cultus Lake community and highly recognizable on the water in our pink dragon boat and team uniform. We also give back to the Cultus Lake community through participation in the annual summer parade.

We make every effort to keep our membership fees affordable so that there are no financial barriers for any breast cancer survivor or supporter who would like to join our team. We actively engage in annual community fundraising and pursue grants from government and charitable sponsors to keep membership fees affordable. The increase in parking fees will have a significant negative impact on these efforts.

In order to keep parking at Cultus Lake affordable, we would like to request consideration of the following options by the Cultus Lake Board for paddling parking passes:

Option 1 - Status Quo for Spirit Abreast:

- Extend the 2019 parking pass for paddlers to include Saturday morning (up to 10 a.m.) for parking Lot
 A. As this parking lot is not in high use at this time of the day, Spirit Abreast team vehicles would not
 impact on parking meter revenue from other visitors; and
- Keep the parking pass at \$50, but allow each parking pass to register up to 4 vehicle licence plates as
 was done in 2018. This would reduce the number of passes our team would be required to purchase,
 and support team carpooling.

Option 2 - Reduced Rate Pass:

- Extend the 2019 parking pass for paddlers to include Saturday morning (up to 10 a.m.) for parking Lot
 A. As this parking lot is not in high use at this time of the day, Spirit Abreast team vehicles would not
 impact on parking meter revenue from other visitors; and
- Reduce the seasonal parking passes to \$25 per vehicle for paddling teams. This was the rate proposed by staff in their background package to the Board, later amended to \$50 by the Board. This would benefit all paddling teams in an equitable way. For the Spirit Abreast team, this rate would allow us to purchase the additional passes needed to support carpooling and help to make our 2019 season affordable for our members.

Thank you for your consideration of our request.

Sincerely,

Susan Grant, Chair Spirit Abreast Dragon Boat Team January 24, 2019

Ms Bonny Bryant, CAO Cultus Lake Park Board

Dear Ms Bryant,

Just over a year ago I wrote to the Park Board requesting that Cultus Lake Park consider allowing neighbourhood golf carts on the community roads. At that time I was told that the Board had received my request and suggested that I re-apply when the Ministry of Transportations' pilot projects in Qualicum Beach and the Village of Chase were completed. I have kept in communication with the Ministry and have confirmed that the pilot projects are completed with the Village of Chase continuing with the neighbourhood golf cart project permanently. I have also discussed this with Ms Joni Heinrich, CAO of the Village of Chase who feels that Cultus would be a perfect fit for Neighbourhood Golf Carts. I am including in this package:

- a letter to the Park Board,
- the Ministry of Transportation's neighbourhood golf cart requirements,
- the Village Chase's Bylaw No. 838, 2017,
- Schedule 3, Road Use Permit to Operate Golf Carts, and
- a letter of support from Jeff Bahnman, General Manager, Cultus Lake Golf Course.

Could you please pass the letter and additional information to the Board Members for the next scheduled Park Board meeting.

Thank you,

Owen Skonberg

Cultus Lake

January 24, 2019

Chair Joe Lamb and Board Members Cultus Lake Park Board

Dear Chair Lamb and Board Members,

Please consider this request for Cultus Lake Park to be classified as a Neighbourhood Golf Cart Zone. The pilot projects in Qualicum Beach and the Village of Chase are complete with the Village of Chase making the program permanent.

Cultus Lake is well recognized as a recreational community which happens to be home to many seniors, people with disabilities and golfers. Alternate modes of transportation can now be easier, quieter, cleaner and safer than traditional combustion vehicles. Other unlicensed electric modes of transportation, such as: scooters, bikes and trikes are currently used regularly and accepted within the Park.

The maximum speed of a golf cart is already appropriate to the speed limit throughout Cultus Lake Park. As well, Cultus Lake Park's roadways have very limited access from major arterial routes.

The vehicle requirements outlined in the included document provides a clear and concise overview of the type of golf carts allowed and the legal requirements needed to be able to operate a neighbourhood golf cart on the roads of Cultus Lake Park.

Thank you for your consideration. Respectfully,

Owen Skonberg

Cultus Lake



Neighbourhood Golf Carts

Overview

Effective September 2016, the Ministry of Transportation and Infrastructure has authorized a pilot project to allow golf carts to operate on certain approved local roads in the Town of Qualicum Beach and the Village of Chase. The golf carts must meet certain <u>operating</u> and <u>vehicle</u> requirements to be considered a neighbourhood golf cart.

This pilot is part of the ministry's commitment to work with ICBC to explore opportunities to allow drivers more choices to use slow-moving vehicles in smaller communities as outlined in B.C. on the Move, A 10-Year Transportation Plan. Even as our population ages, there is still the expectation that people can move about freely. In smaller communities, people are interested in utilizing new vehicle technologies to make short trips on low volume roads while not being constrained to driving an automobile.

This pilot project will allow us to make sure that the conditions work and that we can accommodate neighbourhood golf carts safely. We will assess the project for up to two years. This will give us time to work with municipalities and to obtain feedback from the community to determine whether the project can be expanded to other locations.

Operating Requirements

Neighbourhood golf carts must

 Only be driven on municipal roads that are authorized, signed and designated for neighbourhood golf carts with maximum speed limits of 30km/h



- Be insured through ICBC
- Have a permit issued by the municipality
- Be operated by a licensed driver
- Not carry passengers under 9 years of age
- Only be operated during daylight hours and when the roads are free of ice, snow and slush

Insurance and Licensing

ICBC basic insurance will be required and will be available through Autoplan Brokers. We do not know the exact premiums at this time. ICBC will be applying to the <u>British Columbia Utilities Commission</u> (<u>BCUC</u>) for the premium. A decision is anticipated in September.

Vehicle Requirements

Neighbourhood golf carts must have

- 2 4 seats
- A steering wheel
- Service brakes
- Parking or emergency brakes
- A rear-view mirror
- A horn
- Good quality tires
- Day time running lights
- Turn signals
- Brake lights
- Reflectors
- Seatbelts
- Not exceed a maximum 32 km/h speed rating

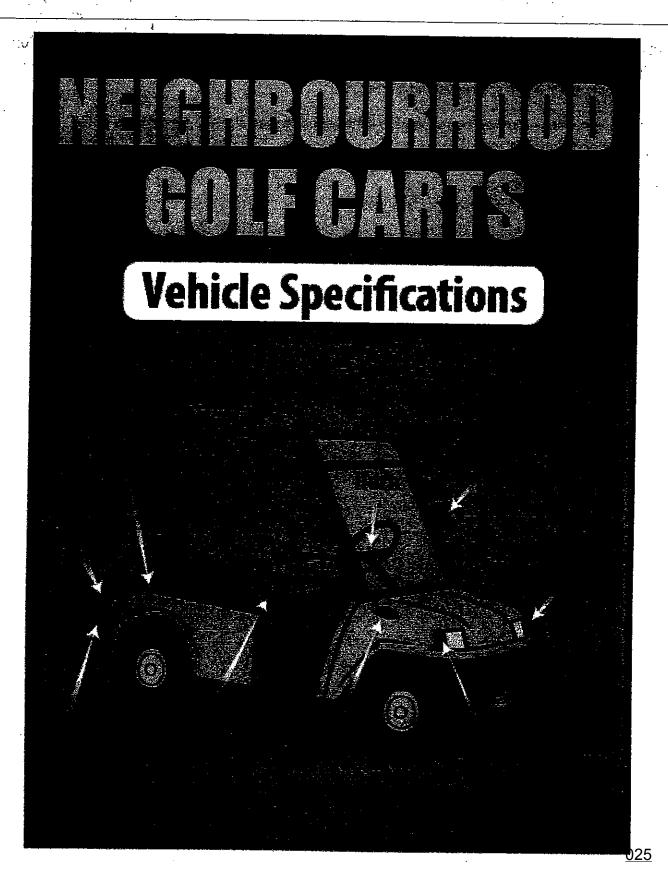
Retro-fitting a golf cart

 Parts needed to retro-fit a golf cart can be purchased from various golf cart retailers and service providers.

Rules and Penalites

Neighbourhood golf carts in approved areas are considered motor vehicles and their operators/drivers are subject to the same <u>rules and regulations</u> as with other vehicles. Outside of approved areas, golf carts are not permitted on roadways and highways.

Participating municipalities will be required to install specific road signs to alert drivers of the Neighbourhood Golf Cart zone.



VILLAGE OF CHASE BYLAW NO. 838, 2017

NEIGHBOURHOOD GOLF CART BYLAW

A Bylaw to Regulate Neighbourhood Golf Carts

WHEREAS on September 6, 2016 the Province of British Columbia has added to Division 24 of the Motor Vehicle Act Regulations, B.C. Reg. 26/58 to add PART 3.1 – NEIGHBOURHOOD GOLF CARTS with amendments effective March 20, 2017;

AND WHEREAS and whereas the Regulation has designated the Village of Chase to allow Neighbourhood Golf Carts on the Village's highways;

AND WHEREAS the Council of the Village of Chase is empowered and authorized pursuant to the Community Charter to regulate, prohibit and impose requirements respecting public places including highways within the Village of Chase;

NOW THEREFORE the Council of the Village of Chase, in the Province of British Columbia, hereby ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited for all purposes as the "Village of Chase Neighbourhood Golf Cart Bylaw No. 838, 2017".

2. NGC HIGHWAYS

Neighbourhood Golf Cart Highways are as shown in Schedule "1" of this bylaw, with neighbourhood golf carts allowed on highways marked in "green" and prohibited on highways marked in "red".

3. **NGC REGULATIONS**

Neighbourhood Golf Cart Regulations are as shown in Schedule "2" of this bylaw, as outlined in "Motor Vehicle Act Regulations, B. C. 26/58 – PART 3.1 – NEIGHBOURHOOD GOLF CARTS".

4. ROAD USE PERMIT FOR NCGs

The authority to issue a road use permit for neighbourhood golf carts is through the Village of Chase. Persons may apply for a permit (shown in "Schedule "3" of this bylaw) by:

- (a) demonstrating compliance with Section 24.215 Equipment Requirements for Neighbourhood Golf Carts as outlined in Schedule "2" of this bylaw,
- (b) providing a copy of ICBC insurance for the NGC,
- (c) providing a copy of a current Class 5 BC Driver's license, and
- (d) paying a \$25.00 permit fee.

The NGC permit expires on November 15th of each year.

In accordance with the Order of the Lieutenant Governor in Council No. 160, March 20, 2017, the effective date of this bylaw shall be June 5, 2017.

READ A FIRST TIME this 2^{nd} day of May, 2017.

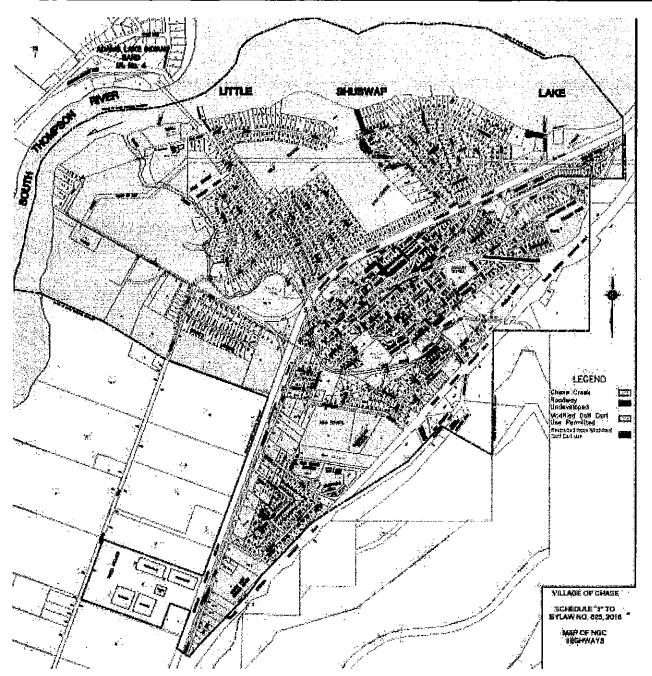
READ A SECOND TIME this 2nd day of May, 2017.

READ A THIRD TIME this 2nd day of May, 2017.

ADOPTED THIS 9th day of May, 2017.

Original Signed
Rick Berrigan, Mayor

Original Signed
Sean O'Flaherty, Corporate Officer



SCHEDULE "2" TO BYLAW NO. 838, 2017 COPY OF NGC LEGISLATION

PROVINCE OF BRITISH COLUMBIA ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 606, Approved and Ordered August 11, 2016. Order in Council No. 160, Approved and Ordered March 20, 2017.

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective September 6, 2016, the Motor Vehicle Act Regulations, B.C. Reg. 26/58, are amended as set out in the attached Schedule.

Original Order signed by the Minister of Transportation and Infrastructure and the Presiding Member of the Executive Council

Authority under which Order is made: Motor Vehicle Act, R.S.B.C. 1996, c.318, ss. 209 (2) and 210 Other: OIC 1004/58 – June 16, 2016, March 20, 2017

SCHEDULE

The following Part is added to Division 24 of the Motor Vehicle Act Regulations, B.C. Reg. 26/58:

PART 3.1 - NEIGHBOURHOOD GOLF CARTS

Definitions 24.211

In this Part:

"designated municipality" means either of the following municipalities:

- (a) Village of Chase:
- (b) Town of Qualicum Beach;

"municipal highway" means a municipal highway as defined in the Transportation Act;

"neighbourhood golf cart" means a golf cart that

- (a) has 2 axles and 4 wheels,
- (b) has a minimum seating capacity for 2 persons and a maximum seating capacity for 4 persons,
- (c) has a motor that is not capable of propelling the golf cart faster than 32 km/hr on a paved level surface, and
- (d) meets the equipment requirements of section 24.215 (1) and (2);

"NGC highway" means the following located in a designated municipality:

- (a.1) a municipal highway that
 - (i) has a maximum speed limit of over 30 km/hr but no more than 50 km/hr,
 - (ii) is designated, by bylaw of the council of the designated municipality, for use by neighbourhood golf carts, and
 - (iii) has signs erected by the designated municipality indicating that the operation of neighbourhood golf carts is allowed, and
 - (iii) has Maximum Speed When Approaching or Passing Neighbourhood Golf Carts (regulatory) signs, as set out in Schedule 1 of Division 23, erected by the designated municipality;, and

- (b) a private place or passageway
 - (i) to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited, and
 - (ii) that is immediately adjacent to a municipal highway referred to in paragraph (a) or (a.1);

"NGC permit" means a neighbourhood golf cart permit issued under section 24.216.

Application

- 24.212
- (1) Despite Parts 2 and 3 of this Division, this Part authorizes the use of neighbourhood golf carts
 - (a) on NGC highways in the circumstances described in section 24.213, and
 - (b) to cross a municipal highway that is not an NGC highway in the circumstances described in section 24.214.
- (2) Despite sections 24.213 and 24.214, this Part does not affect the use of a golf cart on a highway when the use is authorized under section 3.1 of the Act or Parts 2 and 3 of this Division.

Use of neighbourhood golf carts on NGC highways 24.213

A person must not use a neighbourhood golf cart on an NGC highway unless.

- (a) the designated municipality in which the golf cart is being used has issued an NGC permit for the golf cart, the permit is valid and subsisting and the permit is kept with the golf cart,
- (b) the use occurs during the period beginning 1/2 hour before sunrise and ending 1/2 hour after sunset,
- (c) the daytime running lamps on the golf cart are illuminated,
- (d) every person in the golf cart is at least 9 years of age, and
- (e) the roadway is clear of snow, ice and slush.

Intersections

24.214

A person must not use a neighbourhood golf cart that is on an NGC highway to cross another highway that is not an NGC highway unless the other highway is

- (a) a municipal highway that has a maximum speed limit that is 30 km/hr or less.
- (b) a municipal highway that has a maximum speed limit that is greater than 30 km/hr and the intersection is controlled by a traffic control signal,
- (c) a municipal highway that has a maximum speed limit that is greater than 30 km/hr and the intersection is controlled by only stop signs or only yield signs, or
- (d) a municipal highway that has a maximum speed limit that is greater than 30 km/hr and there are signs erected by the designated municipality indicating that neighbourhood golf carts may cross at the intersection.

Equipment requirements for neighbourhood golf carts 24.215

- (1) A neighbourhood golf cart must have the following equipment:
 - (a) a steering wheel:
 - (b) service brakes;
 - (c) a parking or emergency brake that, when applied, will alone stop and hold stationary the golf cart;
 - (d) a rear view mirror;
 - (e) a horn;

- (f) tires that do not have any of the following defects:
 - (i) a cord break or air leak;
 - (ii) cracks, cuts or snags on the tread or sidewall of the tires that exceed 2.5 cm in length and expose the ply cords;
- (g) daytime running lamps mounted on the front of the golf cart;
- (h) a lamp type turn signal system consisting of
 - (i) 2 lamps mounted on the front of the golf cart that are capable of displaying flashes of white or amber light that are visible to the front, and
 - (ii) 2 lamps mounted on the rear of the golf cart that are capable of displaying flashes of red or amber light that are visible to the rear;
- (i) 2 red stop lamps that arc
 - (i) illuminated exclusively on application of the service brakes, and
 - (ii) mounted on the rear of the golf cart near the sides of the golf cart;
- (j)) 2 amber reflectors mounted on the side of the golf cart near the front and 2 red reflectors mounted on the rear of the golf cart;
- (k) a seat belt assembly, as defined in section 220 (1) of the Act, for each seat in the golf cart.
- (2) The equipment referred to in subsection (1) must be in good working order.
- (3) Divisions 4 [Lamps/, 5 [Brakes/, 7 [Other Equipment/ and 7B [Slow moving vehicles and equipment/ do not apply to a neighbourhood golf cart.

NGC permit 24.216

- (I) A designated municipality may issue a neighbourhood golf cart permit to an owner of a motor vehicle if the municipality is satisfied that
 - (a) the motor vehicle is a neighbourhood golf cart, and
 - (b) the owner knows the provisions in this Part respecting the use of neighbourhood golf carts.
- (2) An NGC permit expires on the earliest of the following:
 - (a) the expiry date specified in the permit;
 - (b) the transfer of ownership of the neighbourhood golf cart;
 - (c) the date that is 2 years after the date the permit is issued.
- (3) A designated municipality that issues an NGC permit for a motor vehicle may cancel the permit if
 - (a) the municipality becomes aware that the motor vehicle does not meet the requirements for a neighbourhood golf cart, or
 - (b) the municipality becomes aware that the owner or a person operating the owner's neighbourhood golf cart has contravened section 24.213 or 24.214 and the municipality is satisfied that the contravention presents a safety risk.
- (4) An NGC permit issued by a designated municipality is automatically cancelled on the day that the bylaw designating municipal highways in the designated municipality for use by neighbourhood golf carts is repealed.

Presentation of NGC permit

24.217

A person operating a neighbourhood golf cart on a highway in a designated municipality must, on request of a peace officer, present the NGC permit for the golf cart.

VILLAGE OF CHASE SCHEDULE "3" TO BYLAW NO. 838, 2017

ROAD USE PERMIT TO OPERATE GOLF CARTS

This permit is issued under Division 24 of the Motor Vehicle Act Regulations, B.C. Reg. 26/58

THE PERMIT HOLDER HEREBY ACKNOWLEDGES AND AGREES:

- That the neighbourhood golf cart noted in this permit has been modified in accordance with the Part of Division 24 of the *Motor Vehicle Act Regulations*, B. C. Reg. 26/58 (as outlined in Schedule 1 of Bylaw No. 838, 2017), and
- 2. That the neighbourhood golf cart noted in this permit is considered a motor vehicle and that I agree that the operators/drivers of this neighbourhood golf cart are subject to the same rules and regulations as with other vehicles (including a driver's license copy attached), and
- 3. That the neighbourhood golf cart noted in this permit is required to be insured by ICBC (copy of insurance attached), and
- 4. That, as the owner of the neighbourhood golf cart noted in this permit, I have made myself familiar with the regulations contained in Part of Division 24 of the *Motor Vehicle Act Regulations*, B.C. Reg. 26/58 which governs neighbourhood golf carts, and that I agree to abide by these regulations in the operation of the neighbourhood golf cart noted in this permit.

I have read the above-noted and hereby acknowledge that I fully understand the conditions of this permit.

Signature of Permit Holder Fee Paid Date

Permit issued to:

Name

Address

Telephone

Vehicle Registration Number

Permit issued by:
Signature

Print Name

Village Title

Date (yyyy/mm/dd)

Attachments:

Copy of current BC Driver's License

Copy of current ICBC insurance document

Permit expires on November 15th each year.

This permit is to be kept with the golf cart.

Good afternoon Bonny,

RE: Golf carts being permitted on designated roads and pathways in Cultus Lake Park.

I was approached this week by a local resident, Owen Skonberg, and asked to review his letter and information package as you consider his request to permit golf carts on the roads of Cultus Lake.

As a resident and business operator in Cultus Lake, I support the use of golf carts as it is a slow moving and quiet form of transportation that is environmentally friendly for our park. Additionally, parking limitations in the residential area has always been a concern, golf carts take up less space as residents travel safely around the community socializing. This form of transportation to and from the commercial plaza also reduces the parking lot congestion while supporting our local businesses. The golf course could also benefit from visitors using the trail that connects the plaza and the golf course parking lot, we would encourage the path to be upgraded and improved for easy golf cart access to our facility.

The guidelines and requirements provided by the provincial government prove that it works for some communities and Cultus Lake Park is another perfect example of why golf carts should be permitted as a welcome addition to our community. This idea is long overdue for consideration and we are requesting you recommend this be approved by our Cultus Lake Park Board with the understanding that some areas may need to be restricted in the park.

Thank-you for your consideration.

Sincerely,

Jeff Bahnman

GENERAL MANAGER 604-858-9902 | 1-877-858-3673 http://www.golfcultus.com/



Cultus Lake Business Association

"Promoting business in Cultus Lake"



January 16, 2019

Re: CLBA Administrative Officer

To the Cultus Lake Park Board and Staff,

The Cultus Lake Business Association (CLBA) was formed by ten Cultus Lake businesses in November 2019 for the purpose of promoting business in Cultus Lake. Since that time, the CLBA has grown to 15 member businesses and continues to flourish.

We are pleased to inform you that the CLBA Membership has unanimously accepted Bob McCrea to act in the capacity of CLBA Administrative Officer. Mr. McCrea is a respected long-term resident of the Cultus Lake Community. He brings with him, a wealth of knowledge and experience to the CLBA as both a Commercial Property Manager and former Cultus Lake Park Board Chair and Commissioner.

As CLBA Administrative Officer, Mr. McCrea will assist Commercial Leaseholders in being informed of matters going on and impacting the Cultus Lake business community. He will assist in the various initiatives of the CLBA; such as, the marketing and promoting of Cultus Lake businesses as a welcoming and inviting place to visit. And he will support and act on behalf of the CLBA Board as the spokesperson on matters of mutual concern to all member businesses.

Mr. McCrea has at times made himself available as a consultant and advisor to various Cultus Lake Commercial Leaseholders. While the CLBA endorses him to its Members as a valued contributor in this regard, Mr. McCrea's services and participation, in respect to individual leaseholder agreements, is a private practice and falls outside of the mandate of the CLBA, and therefore, his involvement in such matters will continue to remain outside the scope of his role as CLBA Administrative Officer.

We commend Mr. McCrea to you as a valued officer of the CLBA and look forward to constructive and positive relations with the Cultus Lake Park Board and Staff.

Sincerely

Chris Steunenberg

CLBA Chair

Owner, Cultus Lake Waterpark and Adventure Park

Jeff Bahnman

CLBA Vice-Chair

Owner, Cultus Lake Golf Club & Legends Bistro



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE**: 3900

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2019 - 2023 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering the 2019-2023 Financial Plan Amendment Bylaw 1137, 2019.

RECOMMENDATION:

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.

DISCUSSION:

The 2019 - 2023 Five Year Financial Plan Bylaw No. 1131, 2018 was adopted on December 19, 2018. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time.

As we work through the financial year-end process staff are in a good position to confirm actual vs. budgeted spending on specific items and the level of carryforward budget funds that exist. In order to see these projects either continue or start in 2019, staff have put forth a financial plan amendment bylaw for the Board's consideration. The amendments proposed include:

Sunnyside Campground

Operations

1. Building Maintenance (GL5300)

Request: \$6,500

Approximately \$6,500 (\$24,500 total budget) of funding remains unused from 2018. Staff request to transfer these unused funds to 2019 to be used to replace counters and sinks in Washroom 1.

2. Grounds Maintenance (GL6000)

Request: \$6,000

Approximately \$6,000 (\$63,000 total budget) of funding remains unused from 2018. Staff request to transfer these unused funds to 2019 to be used for ground cover throughout the campground.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2019 totaling \$12,500 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

Sunnyside Campground Continued

Capital Projects

3. Washroom Repairs (GL9000 – Project# 37)

Request: \$3,150

Approximately \$3,150 (\$85,000 total budget) remains in the washroom repairs budget for Sunnyside Campground. If approved, funds will be used to continue to improve washroom countertops and sinks.

Therefore, the amendment reflects a total increase of \$3,150 in the capital project budget being funded from the Sunnyside Campground Reserve Fund as a carryforward balance.

Bylaw Enforcement

Operations

4. Equipment Maintenance (GL5300) and Office Supplies (GL6800)

Request: \$1,850

Approximately \$1,850 (\$2,150 total budget) remains in the equipment maintenance and office supplies budget for Visitor Services, and Campground. If approved, funds will be used to upgrade the office furniture in the bylaw enforcement office.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2019 totaling \$1,850 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

Capital Projects

5. Body Cameras (GL9000 – Project# 105)

Request: \$15,000

The full funding of \$15,000 remains unused. If approved for transfer, the funds will be used to purchase body cameras to provide additional security measures for the security in Sunnyside Campground.

Therefore, the amendment reflects a total increase of \$15,000 in the capital project budget being funded from the Park Patrol Reserve Fund as a carryforward balance.

Cabins (Visitor Services)

Operations

6. Building Maintenance Materials (GL5300)

Request: \$975

Approximately \$975 (\$4,000 total budget) remains unused. If approved for transfer the funds will be used to paint and fix up the deck on the Forestview Cabin.

7. Equipment & Material Replacement (GL5800)

Reguest: \$3,500

Approximately \$3,500 (\$6,000 total budget) remains unused. If approved for transfer the funds will be used to replace microwave, TV stands and window coverings in a number of the Cabins.

Cabins (Visitor Services) Continued

8. Grounds Maintenance Materials (GL6000)

Request: \$1,550

Approximately \$1,550 (\$1,600 total budget) remains unused. If approved for transfer the funds will be used to repair the concreate walkway in front of the Lakeview Cabin.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2019 totaling \$6,025 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

Capital Projects

9. Cabin Refresh (GL9000 – Project# 106)

Request: \$3,500

Approximately \$3,500 (\$8,500 total budget) remains unused. If approved for transfer the funds will be used to replace kitchen cabinets in the Cabins

10. Kitchen & Bath Various (GL9000 – Project# 78)

Request: \$3,650

Approximately \$3,650 (\$4,000 total budget) remains unused. If approved for transfer the funds will be used to replace kitchen cabinets in the Cabins.

Therefore, the amendment reflects an increase of \$7,150 in the capital project budget being funded from the Cabins Reserve Fund as a carryforward balance.

Community Hall

Operations

11. Grounds Maintenance (GL6000)

Request: \$1,000

The full funding of \$1,000 remains unused. Staff is requesting the full balance be carried forward to 2019 to allow for additional tree maintenance.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2019 totaling \$1,000 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

Capital Projects

12. Parking Lot Expansion (GL9000 – Project# 90)

Request: \$25,000

The full funding of \$25,000 remains unused as Staff wait for Provincial approvals to go ahead with the parking lot expansion. If approved for transfer, the funds will be used to complete the parking lot expansion in order to provide a more adequate number of parking stalls at the Community Hall.

Therefore, the amendment reflects an increase of \$25,000 in the capital project budget being funded from the Community Hall Reserve Fund as a carryforward balance.

Public Works

Operations

13. Grounds Maintenance Materials (GL6000)

Request: \$1,500

The full funding of \$1,500 remains unused. Staff is requesting the full balance be carried forward to 2019 to allow for Public Works yard maintenance and clean-up.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2019 totaling \$1,500 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

Public Areas

Operations

14. Grounds Maintenance (GL6000)

Request: \$5,000

Approximately \$5,275 (\$40,000 total budget) of funding remains unused from 2018. Staff are requesting to carry forward \$5,000 of this unused operation budget to continue with Main Beach enhancement projects planned in 2019.

Therefore, the amendment reflects an increase of \$5,000 in operating costs budgeted for 2018 being funded from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

Capital Projects

15. Lakeshore/Munroe – Guardrail Replacement (GL9000 – Project# 123)

Request: \$51,300

The 2018 Lakeshore/Munroe – Guardrail Replacement was included as a capital project in the 2018-2022 Financial Plan with a budget of \$60,000 which was funded through the Land Sales Reserve. During 2018 approximately \$8,700 was spent on the guardrail replacement. Staff is requesting the balance of \$51,300 be carried forward to 2019 to allow for the project to be completed.

Therefore, the amendment reflects a total increase of \$51,300 in the capital project budget being funded from the Land Sales Reserve Fund as a carryforward balance.

Foreshore

Operations

16. Grounds Maintenance Materials (GL6000)

Request: \$32,000

The full funding of \$32,000 remains unused. Staff is requesting the full balance be carried forward to 2019 to address Foreshore Erosion and Dock assessments and maintenance.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2019 totaling \$32,000 from the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

Foreshore Continued

Capital Projects

17. Lakeshore Erosion Project (GL9000 – Project# 92)

Request: \$7,500

The full funding of \$7,500 remains unused. Staff is requesting the full balance be carried forward to 2019 to continue to address the Foreshore Erosion project.

General Administration

Operations

18. Contract Services (GL5375)

Request: \$22,275

Approximately \$23,500 (\$103,500 total budget) of funding remains unused from 2018. Staff are requesting to carry forward this balance to fund the following projects that were not completed in 2018:

- \$16,000 Asset Management
- \$4,775 Website
- \$1,500 Brand refresh
- 19. Professional Fees (GL6450)

Request: \$22,500

Approximately \$22,500 (\$27,000 total budget) of funding remains unused from 2018. Staff are requesting to carry forward this balance to fund additional contract office administration support to staff various necessary projects occurring in 2019.

20. Legal Fees (GL6400)

Request: \$49,000

Approximately \$49,000 (\$100,000 total budget) of funding remains unused from 2018. Staff are requesting to carry forward this balance to fund potential legal claims expected for 2019.

Therefore, the amendment reflects an increase of \$93,775 in operating costs budgeted for 2018 being funded through the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2018.

FINANCIAL PLAN IMPLICATION:

The requests above will have no direct impact to the budgeted surplus as the requests will be funded from Reserves or the Operating Surplus Fund. Therefore, there is no impact to residential or commercial lease rates.

Refer to Schedule "A" for the final draft amended 2019 Financial Plan and Schedule "B" for the final draft amended 2019-2023 Financial Plan. The summary of changes to the 2019 Financial Plan bylaw are identified in Schedule "C".

STRATEGIC PLAN:

This report does not impact the Board's Strategic Plan Initiative.

Prepared by:

Erica Lee, CPA, CA Chief Financial Officer Approved for submission to the Board:

Bonny Bryant

Chief Administrative Officer



Cultus Lake Park

2019-2023 Five-Year Financial Plan Amendment Bylaw No. 1137, 2019

A Bylaw to amend The Cultus Lake Park Board 2019-2023 Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as "Cultus Lake Park 2019-2023 Financial Plan Bylaw No. 1131, 2018".

The Board for Cultus Lake Park deems it advisable to amend said bylaw;

The Board for Cultus Lake Park, in open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as "The Cultus Lake Park 2019-2023 Financial Plan Bylaw No. 1131, 2018, Amendment Bylaw No. 1137, 2019"

2. AMENDMENTS

Schedule "A" titled 2019 Financial Plan and Schedule "B" titled 2019-2023 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2019-2023 Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

Joe Lamb, Chair	Bonny Bryant
Cultus Lake Park Board	Chief Administrative Officer

	2018 FINANC PLAN	CIAL	FINA	2019 ANCIAL LAN	S	2019 SUNNY- SIDE	2019 COMM LEASE	2019 RESID LEASE	CC	2019 OMM. HALL	VISITO SERVICE		2019 PUBLIC AREAS	FC	2019 DRESHORE LEASE	VO	2019 LUNTEER RE DEPT		2019 PUBLIC WORKS	2019 PARK PATROL	G	2019 ENERAL ADMIN	2019 CEAC
REVENUES																							
Sunnyside Campground	\$ 2,556			919,480	\$ 2	2,919,480	\$ 	\$ 260	\$	12	\$ -	\$	10	\$	1 2 1	\$		\$	-	\$ 0.7	\$	11,2	\$ ı.
Commercial Leases		,265		596,010			596,010			-	-		- 4		1.21		- 2	9	~	-		-	8
Residential Leases		,210		728,025		-	100 m	728,025			-		-		- 6		4		3-	-		-	1.6
Community Hall		,630		11,790		-	-	~		11,790	-		9.7		13		100		9.0	-		+	~
Cabin Rentals/Visitor Services		,600		190,087		-	1,2.1	16		-	190,0	37	-		-		-		-	-		-	-
Parking/Public Area Revenue		,500	(692,500		-	- 4	-		3	-		692,500				-		-	4.0		- 2	-
Foreshore Lease		,300		48,300		(9)	2.1	-		-	-		-		48,300		-		1				-
Volunteer Fire Department		,250	3	305,620		-	-	-			~		-				305,620		-	7.57		- 1	-
Park Patrol		,000		3,500			-	-		-			~		1.0		-		-	3,500		1.00	-
General Administration	42	,500		42,500		-	-	10					-		-		18		4	121		42,500	- 5
CEAC	-	-		51,050																			51,05
TOTAL REVENUES	\$ 4,991	,885	\$ 5,5	588,862	\$ 2	2,919,480	\$ 596,010	\$ 728,025	\$	11,790	\$ 190,0	7 \$	692,500	\$	48,300	\$	305,620	\$	1.5	\$ 3,500	\$	42,500	\$ 51,05
EXPENDITURES		north.																					
Advertising		,150	\$	16,850	\$	13,450	\$ -	\$ -	\$	- 4	\$ 1,40	0 \$	-	\$	-	\$	500	\$	-	\$. =	\$	1,500	\$ -
Audit/Accounting		,150		17,825		-	-	-		-					~		-			-		17,825	.51
Board Level Expenses		,000		17,000				-		2	5		5		1.2		- 5					17,000	149
Building Maintenance/Materials		,500		57,795		22,500	6,500			3,500	4,97	5	6,000		1.4		4,320		6,000	1,000		3,000	-
Community Policing		,000		10,000		1 =	-	I P		7	- 5		10,000		10.6		-		•	-		-	
Commemorative Benches		,900		1,900		5.7	-	-		*	4		1,900		1.8		-			18.0			rés
Conferences		,730		36,730		3,330	-			8			75.7		-				2,400	-		31,000	
Contract Services		,300		504,925		189,000	•	9		+			70,600		-				5,000	231,750		78,575	30,00
Data Processing		,300		43,900		22,400	=	-		-60	1,50		2		-		2,000		1,000	1,000		16,000	- 20
Education & Training	100.00	,400		47,400		4,500	2	3		-	4(0	7.1		-		35,000		2,000	500		5,000	
Election Expenses		,000		-		1.310	*	-		-	- 3	A Sec	1.7		0.30		-		-	2.2		-	-
quipment Maintenance		,200		67,650		5,500	-	-			7,90	0	1,000		1,500		36,800		11,100	2,850		1,000	-
equipment Fuel		675		4,820		450	12 002			-			TV		800		(*		3,570	-		77.0	9
Garbage Collection/Recycle	170,			181,715		53,500	13,680	100,535		-	-		7,000		-				7,000	-			- 19
General Maintenance		.000		16,000		-		-		25.5		2.0	16,000		-					4		-	-
Grounds Maintenance/Materials	144,			38,500		50,000	2,800			2,000	3,17		35,000		42,000		500		3,030	-		45.35	75
nsurance - Business	102,			38,800		23,300	27,000	5,800		7,400	8,40	0	15,300		14,200		6,000		11,400	6,800		13,200	-
nsurance - Vehicles		310		25,850		40.000	-	-		3	45.	_	34 334		100		3,850		19,900	8		2,000	-
anitorial Supplies		500		37,700		18,000	-	_		- 5	6,20	0	12,500		9.1		1,000		-	*			-
egal/Professional Fees	127,		1	98,500		4 550	-	-		21	-		-				-		15.00			198,500	1,0
licences/Permits/Taxes		600		6,600		1,550	-	-5		7	-		-		4,200		700		450	400		25.5	-
Memberships/Dues/Subscriptions Office Supplies		300		5,300		150	- 2	-		3-0	cr	0			~		700		750			3,700	-
nterest and Bank Charges		850		26,800		4,400		-			65	Ú	200		**		1,200		1,500	1,200		17,000	85
POS Charges		250 400		5,350 73,100		900 52,000	-					0	450		17		10		-	-		4,000	7
Retail Sales (COGS)		500		68,300		67,500	7			7	5,10		7,000		-		-		6	-		9,000	-
Office Furniture		500		4,500		500	-	5		7	80	Ü	15		- 2				-	2			-
ostage & Courier		000		4,000		500	-	-		-	-		-		7		7		-	-		4,000	-
quipment Rentals						-	-				- 5		10 200		100		19		-	-		4,000	-
Community Wildfire Protection Plan		200 000		25,200 5,000				4.5		17			10,200		3		10		1	-		15,000	7
rinting		150		7,650		5,000	12	-		-	25	0	-		150		3		-	750		5,000	0.0
Public Relations/Promotion		840		9,340		3,840	- 3	-		7			500		150		F00		2	750		1,000	-
Roads & Parking		300		43,300		8,000	-			-	50		12 000		-		500		22.000	500		4,000	-
ecurity Systems/Supplies		700		43,300			17				30	U	12,000				450		23,000	-		-	1.5
eptic System Maintenance	288,			4,700		2,000				- 5	- 5				-		450		750	500		1,000	17
imall Tools/Shop & Safety		000				2 500		-					-		1.0				47.000			0	-
Special Events		650		25,400		2,500		1			4		42.000				5,700		17,200	-		-	
relecommunications				42,580		12,080	-	10		200	2.70	d'	12,000		-				2.2	141400			18,500
CICCOTHITIUIIICALIONS	49,	030		47,250		12,500	-			200	3,70	U	-		-		9,550		3,800	9,500		8,000	-

CULTUS LAKE PARK 2019 FINANCIAL PLAN

	2018 FINANCIAL PLAN	2019 FINANCIAL PLAN	2019 SUNNY- SIDE	2019 COMM LEASE	2019 RESID LEASE	2019 COMM. HALL	2019 VISITOR SERVICES	2019 PUBLIC AREAS	2019 FORESHORE LEASE	2019 VOLUNTEER FIRE DEPT	2019 PUBLIC WORKS	2019 PARK PATROL	2019 GENERAL & ADMIN	2019 CEAC
i.v.m.			07.00		54442		4000	7,000	200	6,410	11 140	825	6,310	
Utilities	357,310	506,275	384,450	30,510	35,900	3,200	19,630	7,900 2,500	3	6,410	11,140	025	0,510	
Vandalism	4,500	4,500	2,000	1		-	->	2,500	7	-			2,000	
Travel & Vehicle Allowance	3,200	3,200	1,200	7.7	18)	-	-		200	10,000	25,500		2,000	
Vehicle Maintenance	35,200	35,700		~	-	-		75		2,000	19,000		800	
Vehicle/Boat Fuel	27,300	21,800	7			-	ā.		15,000	2,000	19,000		800	- 5
Wharfs & Foreshore Materials	15,000	15,000	-	4 200	-		200	r 000			3	-	-	
Signage	10,700	7,700	500	1,200	-	-	-	5,000	1,000		15		-	
Floats & Buoys	10,000	10,000	14/272	8	-	~	-		10,000		1,5	1.5		
Water System Maintenance/Parts	4,000	3,000	3,000	-	7-1	~	-	-	-	4	4 475 400	A APR PRE	A 450 440	A 40 5
SUBTOTAL	\$ 2,677,575	\$ 2,675,405	\$ 970,000 \$	81,690	\$ 142,235	\$ 16,300	\$ 64,875	\$ 232,850	\$ 89,150	\$ 126,480	\$ 175,490	\$ 257,575	\$ 469,410	\$ 49,3
WAGES & BENEFITS:									0.00		q.		4 00.00	-
Commissioners Indemnities	\$ 54,140	\$ 54,680	\$ - \$	N. P.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$
Management Salaries	259,370	274,950	68,850	-		-	8	10.2	4	5,600	84,000	19	116,500	
Staff Wages	1,341,750	1,391,349	376,450	1 8 1	-	-	49,969	-	-	57,220	601,930		305,780	
Employee Benefits	318,290	361,880	73,070		-	-	6,050			5,140	184,000	7	93,620	9-3
TOTAL PAYROLL	\$ 1,973,550	\$ 2,082,859	\$ 518,370 \$		\$ -	\$ -	\$ 56,019	\$ -	\$ -	\$ 67,960	\$ 869,930	\$ -	\$ 570,580	\$
TOTAL OPERATING EXPENSES	\$ 4,651,125	\$ 4,758,264	\$ 1,488,370 \$	81,690	\$ 142,235	\$ 16,300	\$ 120,894	\$ 232,850	\$ 89,150	\$ 194,440	\$ 1,045,420	\$ 257,575	\$1,039,990	\$ 49,3
Reserve Allocations	676,125	894,515	380,930	164,605	7,230	10,000	19,650	70,000	5,000	53,400	115,000	2,000	65,000	1,7
Capital Projects	1,509,400	1,630,785	717,480	169,200	- 6	25,000	35,835	309,550	9,610	251,170	94,070	15,000	3,870	
Internal Wage Allocations	-	-	148,219	75,150	283,290	20,260	39,390	251,290	83,110	9,300	(836,170)	43,530	(117,370)	
Overhead Expense Allocations	-	~	277,100	203,990	309,420	28,490		415,860	207,980	-	(314,650)	(297,755)	(830,435)	
TOTAL EXPENDITURES	\$ 6,836,650	\$ 7,283,564	\$ 3,012,099 \$	694,635	\$ 742,175	\$ 100,050	\$ 215,769	\$ 1,279,550	\$ 394,850	\$ 508,310	\$ 103,670	\$ 20,350	\$ 161,055	\$ 51,0
SURPLUS/(DEFICIT)	(1,844,765)	(1,694,702)	(92,619)	(98,625)	(14,150)	(88,260)	(25,682)	(587,050)	(346,550)	(202,690)	(103,670)	(16,850)	(118,555)	
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	1,850,890	1,714,955	729,980	169,200		26,000	41,860	264,550	41,610	202,690	103,670	16,850	118,545	
UNAPPROPRIATED SURPLUS	\$ 6,125	5 20,253	S 637,361 S	70,575	5 (14,150)	S (62,260)	\$ 16,178	S (322,500)	\$ (304,940)	5 -	S -	S -	5 -	5

CULTUS LAKE PARK 2018 - 2022 FINANCIAL PLAN

CULTUS LAKE PARK 2019-2023 Financial Plan Summary

		TOTAL 2019 BUDGET	TOTAL 2020 BUDGET		TOTAL 2021 BUDGET		TOTAL 2022 BUDGET	TOTAL 2023 BUDGET
REVENUES								
Sunnyside Campground Commercial Leases Residential Leases Community Hall	\$	2,919,480 596,010 728,025 11,790	\$ 2,985,030 602,435 740,740 11,950	\$	3,052,930 608,915 757,356 11,950	\$	3,099,530 615,595 767,971 11,950	\$ 3,134,830 622,375 778,687 11,950
Cabin Rentals/Visitor Services Parking/Public Area Revenue Foreshore Lease Volunteer Fire Department Park Patrol		190,087 692,500 48,300 305,620 3,500	183,700 692,500 48,300 267,600 3,500		183,700 692,500 48,300 281,120 3,500		183,700 712,780 48,300 283,655 3,500	183,700 712,780 48,300 287,345 3,500
General Administration CEAC	_	42,500 51,050	42,500 51,555		42,500 52,562		42,500 53,071	42,500 54,083
TOTAL REVENUES	\$	5,588,862	\$ 5,629,810	\$	5,735,333	\$	5,822,552	\$ 5,880,049
EXPENDITURES	2			.4.				
Advertising Audit/Accounting Board Level Expenses	\$	16,850 17,825 17,000	\$ 16,850 17,825 17,000	\$	16,900 17,825 17,000	\$	16,900 17,825 17,000	\$ 16,950 17,825 17,000
Building Maintenance/Materials Community Policing Commemorative Benches		57,795 10,000 1,900	50,550 10,000 1,900		51,300 10,000 1,900		51,975 10,000	52,775 10,000
Conferences Contract Services		36,730 604,925	16,780 593,000		16,830 603,400		1,900 16,880 614,000	1,900 16,930 624,700
Data Processing Education & Training Election Expenses		43,900 47,400	43,900 49,450 -		44,400 51,500		44,400 53,550 18,000	45,400 55,600 -
Equipment Maintenance Equipment Fuel Garbage Collection/Recycle		67,650 4,820 181,715	64,800 4,915 181,815		67,300 5,010 187,915		69,800 5,105 188,015	72,300 5,210 188,115
General Maintenance Grounds Maintenance/Materials Insurance - Business		16,000 138,500	16,000 85,500		16,000 85,530		16,000 85,560	16,000 85,610
Insurance - Vehicles Janitorial Supplies		138,800 25,850 37,700	139,800 26,090 39,200		140,800 26,431 39,250		141,800 26,672 39,250	142,800 27,015 39,800
Legal/Professional Fees Licences/Permits/Taxes Memberships/Dues/Subscriptions		198,500 6,600 5,300	127,000 6,600 5,300		127,000 6,600 5,300		127,000 6,600 5,300	127,000 6,600 5,300
Office Supplies Interest and Bank Charges POS Charges		26,800 5,350 73,100	26,830 5,400 75,300		27,085 5,450 77,300	× -	27,115 5,450 79,300	27,670 5,500 81,500
Retail Sales (COGS) Office Furniture		68,300 4,500	69,800 4,500		71,325 4,500		71,325 4,500	71,350 4,500
Postage & Courier Equipment Rentals Community Wildfire Protection Plan		4,000 25,200 5,000	4,000 25,200 5,000		4,000 25,500 5,000		4,000 25,800 5,000	4,000 26,100 5,000
Printing Public Relations/Promotion Roads & Parking		7,650 9,340 43,300	7,650 9,340 43,300		7,650 9,340 43,300		7,650 9,340 43,300	7,650 9,340 43,300
Security Systems/Supplies Small Tools/Shop & Safety		4,700 25,400	4,750 25,800		4,750 26,210		4,750 26,620	4,750 27,040

CULTUS LAKE PARK 2018 - 2022 FINANCIAL PLAN

Schedule "B"

	TOTAL 2019 BUDGET	TOTAL 2020 BUDGET		TOTAL 2021 BUDGET	TOTAL 2022 BUDGET		TOTAL 2023 BUDGET
Special Events	42,580	42,940		43,310	43,680		44,050
Telecommunications	47,250	48,470		49,370	50,570		51,470
Utilities	506,275	516,820		528,455	539,770		552,045
Vandalism	4,500	4,500		4,500	4,500		4,500
Travel & Vehicle Allowance	3,200	3,200		3,200	3,200		3,200
Vehicle Maintenance	35,700	36,210		36,730	37,260		37,800
Vehicle/Boat Fuel	21,800	22,000		22,200	22,400		22,600
Wharfs & Foreshore Materials	15,000	15,000		15,000	15,000		15,000
Signage	7,700	7,700		7,700	7,700		7,700
Floats & Buoys	10,000	10,000		10,000	10,000		10,000
Water System Maintenance/Parts	3,000	3,000		3,000	3,000		3,000
SUBTOTAL	\$ 2,675,405	\$ 2,530,985	\$	2,573,066	\$ 2,624,762	\$	2,643,895
WAGES & BENEFITS:							
Commissioners Indemnities	\$ 54,680	\$ 55,230	\$	55,780	\$ 56,340	\$	56,900
Management Salaries	274,950	279,660		284,460	289,340		294,310
Staff Wages	1,391,349	1,417,770		1,442,720	1,468,120		1,493,960
Employee Benefits	361,880	368,840		375,180	381,930		388,490
TOTAL PAYROLL	\$ 2,082,859	\$ 2,121,500	\$	2,158,140	\$ 2,195,730	\$	2,233,660
TOTAL OPERATING EXPENSES	\$ 4,758,264	\$ 4,652,485	\$	4,731,206	\$ 4,820,492	\$	4,877,555
Reserve Allocations	894,515	898,525		916,317	922,766		929,483
Capital Projects	1,630,785	541,415		488,025	577,425		475,925
Allocated Wages	*	-		-			(lev
Allocated Overhead Expenses	147	-		-	-		247
TOTAL EXPENDITURES	\$ 7,283,564	\$ 6,092,425	\$	6,135,548	\$ 6,320,684	\$	6,282,963
SURPLUS/(DEFICIT)	(1,694,702)	(462,615)		(400,215)	(498,131)		(402,913)
APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)	(1,714,955)	(477,835)		(428,555)	(522,485)		(424,845
UNAPPROPRIATED SURPLUS	\$ 20,253	\$ 15,220	Ş	28,340	\$ 24,354	Ş	21,932

CULTUS LAKE PARK SUMMARY OF CHANGES 2019 FINANCIAL PLAN

CULTUS LAKE PARK

2019 Financial Plan Summary

	2019 FINANCIAL PLAN		2019 SUNNY- SIDE		2019 PARK PATROL	(2019 COMM LEASE	1007	2019 RESID LEASE		2019 VISITOR SERVICES		2019 COMM. HALL		2019 PUBLIC WORKS		2019 PUBLIC AREAS	,	2019 FORESHORE LEASE	2019 OLUNTEEF IRE DEPT	1	2019 GENERAL & ADMIN	201 CEA
ENUES																							
yside Campground	\$ -	\$		\$		\$		\$		\$	0.	\$			\$ -	\$		\$		\$ -		\$ -	\$
mercial Leases	1.0						-		-				-				1.4		-			4	
lential Leases				2.1			-		-	0	4.5	11 11	-		14		1.4		r è	-		1-1	
munity Hall	-			(-			1										-	
Rentals/Visitor Services					4.1		- 2		-		-	10	-				1.40		-				
g/Public Area Revenue			1-	2					-		-	41	-		4.		-		_	2		- 1	
hore Lease				70	4.		-		-		-		-		-		114		-	-		-	
teer Fire Department	1.00			1.1			-		-						-		1.0		-				
atrol					- 1		-		-		-	. 5	-		40		-			-			
al Administration	1		0.2	2	.6.		-		-				_	A.m.	-		- 42		2	1021			
							-		-				4				- 4		2	- 2			
TAL REVENUES	\$ -	\$		\$	-	\$	*	\$	- 4	\$	-	\$	•	10.00	\$ -	\$	-	\$	•	\$ -	Description 1	\$ -	\$
DITURES	V																						
tising	\$ -	\$		\$	3	\$	-	\$	0.50	\$		\$	4		\$ -	\$		\$	-	\$		\$ -	Ś
Accounting	P 0,000		9		2.		+		-				520				3 ·		-				
Level Expenses	7.4			V			-		-				-	/	(4.)		1.5		-			-	
g Maintenance/Materials	(7,475)	[1]	(6,500)		-		-		-	[6]	(975)		-				4		4			-	
unity Policing	100			5			-		-				-	10. 1	-				-	-		-	
emorative Benches			4	X 0			-						-		-		-		32.1				
ences	100		1.0		-		-										3.50		0.4			-	
ct Services	(22,275)		-				-	(5.11)	-				14	0.	-		-		-	-	[18]	(22,275)	
ocessing	100		1.5	7	1.00				-		1/2		-	K			-		-	-			
on & Training			-		-		-				1,2			4	-		.5.			1.5			
Expenses							-		-		197		-		-		(*)		-	12	0	-	
ent Maintenance	(5,350)		-	[4]	(1,850)		2.0	10	***	[7]	(3,500)		1.4	0			141		(4)			0	
ent Fuel	100								4.1	0.0	-		12		2.5		-					2.1	
e Collection/Recycle	- 2		-		-		- 4				-				-		-		-	-			
l Maintenance					- 1		-							200			6.5		-				
s Maintenance/Materials ce - Business	(47,050)	[2]	(6,000)	- 5	1				0.00	[8]	(1,550)	[11]	(1,000)	[13]	(1,500)	[14]	(5,000)	[16]	(32,000)		1000	-	
nce - Vehicles	-		-		2 1						2		20	1 0	1.0		0.1		-			-	
ial Supplies	200						- 2		-		(4)									-			
rofessional Fees	(71,500)		-	9					-						- 2						[19/20]	(71,500)	
es/Permits/Taxes				U	2.1		- 2		2		1.0		-		-		-		1	- 4	(Tal Fol	(71,300)	
erships/Dues/Subscriptions	2		12						(4)		- 0						100			330			
Supplies			-		2		2		-		4		-		1.6				2.5	- 2			
t and Bank Charges	-		4		2		-		-		7.7								-	1.2		100	
arges			-						-											-			
iales (COGS)					-		-				2		2		2				1	-		(2)	
Furniture			2	7	2.1		-				2.1								1				
& Courier					2		-				20									-			
ent Rentals	4				4		2		-				-	1					-	-			
inity Wildfire Protection Plan	2.1								-		5.0		- 2		2		5					-50	
3					-										122				3)		
telations/Promotion	4		201				-								1120								
k Parking	2		-	1			-		2				12.						2 1				
Systems/Supplies			2		1.5									1								3	
ystem Maintenance	-		2				-								- 2		0.1						
ools/Shop & Safety	3.11		101										1		2				0.1	-			
Events	1		1.3		0.1				0				1		0.1					- 5	1/		
munications					1.0												5		- 1				
iniunications	1.0				1.2								-		1.2				1			-	
sm											2		- 2						- 1			-	
Vehicle Allowance													1						- 1			-	
Maintenance											201								15			-	
/Boat Fuel							1.5	1 3	- 1						3.1							-	
& Foreshore Materials					2						- 1						- 1		-	1		-	
e Poresilore Materials			(5.4)		1								-		-		2 1		-	-		-	
k Buoys	7 (2)		- 1		2				-		- 5		-				3		-	-		-	
c buoys									-		7		-		-				-	-	7	-	
System Maintenance/Parts																							

CULTUS LAKE PARK SUMMARY OF CHANGES 2019 FINANCIAL PLAN

	2019 FINANCIAL PLAN		2019 SUNNY- SIDE		2019 PARK PATROL	C	OMM EASE	RI	D19 ESID EASE		VISITOR SERVICES		COMM. HALL	- 1	2019 PUBLIC WORKS		2019 PUBLIC AREAS	1	2019 FORESHORE LEASE	VOL	019 UNTEER E DEPT	G	2019 ENERAL ADMIN	2019 CEAC
WAGES & BENEFITS: Commissioners Indemnities	13				-								-						1		4		81	91
Management Salaries Staff Wages	12		- 3	1	10		3						12.1								2		-	-
Employee Benefits	-3.		- 3		- 1										_		2.		-		2		2	
TOTAL PAYROLL	\$ -	\$		\$		\$	4	\$	-			\$	-	\$		\$	-	\$		\$	-	\$	-	\$ Ψ.
	\$ (153,650)	\$	(12,500)	\$	(1,850)	\$	- 1	\$			(6,025)	\$	(1,000)	\$	(1,500)	\$	(5,000)	\$	(32,000)	\$	- 12	\$	(93,775)	\$
Reserve Allocations					4-		- /-				- 4				-		-		1		19		27	
Capital Projects	(109,100)	[3]	(3,150)	[5]	(15,000)		3		-	[9/10]	(7,150)	[12]	(25,000)			[15]	(51,300)	[17]	(7,500)		(4)		60	4
nternal Wage Allocations	- 44				10.0						1.2		-		Y				15		~		74	-
Overhead Expense Allocations	71.4		(900)		12.1		(900)		(850)		- 2		(40)		-		(900)		(900)		*		4,490	-
TOTAL EXPENDITURES	\$ (262,750)	\$	(16,550)	\$	(16,850)	\$	(900)	\$	(850)	- 1	(13,175)	\$	(26,040)	\$	(1,500)	\$	(57,200)	\$	(40,400)	\$	-	\$	(89,285)	\$
SURPLUS/(DEFICIT)	262,750		16,550	1	16,850		900		850		13,175		26,040		1,500		57,200		40,400				89,285	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	(258,250)		(15,650)		(16,850)		7				(13,175)		(26,000)		(1,500)		(56,300)		(39,500)		~		(89,275)	
UNAPPROPRIATED SURPLUS	\$ 4,500	\$	900	\$	- 4	\$	900	\$	850			\$	40	\$	-15	\$	900	\$	900	\$	- 1	\$	10	\$ -
		Capit (3) Wash Repa			<u>tal Projects</u> y Cameras					[9] C	apital Projects abin Refresh tchen & Bath	[12] Pa	pital Projects rking Lot pansion			[15] Gua	ital Projects rdrail lacement	[17] Lak	pital Projects keshore osion Project					



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE**: 0550

SUBMITTED BY: Bonny Bryant

Chief Administrative Officer

SUBJECT: 2018 Strategic Priorities Fourth Quarter Report

PURPOSE:

To provide the Board with an update on the Strategic Priorities for the Fourth Quarter of 2018.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2018 Strategic Priorities Fourth Quarter report for information.

DISCUSSION:

This report provides information to the Board on the status of the Strategic Priorities projects for the Fourth Quarter of 2018.

Background

In the fall of 2016 the Board approved a list of Strategic Priorities. It is recognized that this strategic report is from the prior Board and the new Board will be holding discussions this spring about their priorities for the next four years. This report however, will give you an overview of the items that have been worked on for the past two years and outlines what has been completed and what is currently underway and the items that have not yet been undertaken. A table is attached which provides the status on each of the projects.

- Phase 2 of the New Residential Lease work is ongoing.
- Commercial Parking The Parking Task Force has reported to the Board and staff have reviewed these recommendations and reports were presented to Board at the January 16, 2019 meeting on implementation.
- The Docks Project is ongoing and is part of the move toward looking at a Commercial Foreshore lease with the Province.
- Phase 2 of the Buoys Reorganization is ongoing.
- The Erosion project the Board approved the funds for Erosion in the 2019 budget. The new Environmental and Public Areas Planning Committee have review the proposal from Golder for shoreline erosion and assessment and approved that this work move forward.
- The project charter was provided to the Board at the March 2018 meeting on the Tree Management Plan. The new Environmental and Public Areas Planning Committee will now use that document and begin work on it.
- The consultant's report on Short Term Rentals was provided to the Board in May 2018 to discuss next steps. This report was put on hold until the new Board was elected.

- Staff have been working with the FVRD on the Weir, and they have agreed to provide and fund a digital readout of the lake levels for which was installed in the summer of 2018.
- At the direction of the Board the Plaza Redevelopment visioning exercise has been delayed until a new Board is elected.
- The development of an Asset Management Plan is an ongoing project.
- Under the Events strategic priority the Sustainability Plan for volunteers and the Development of a Strategic Plan to attract volunteers, this work was not completed by the Events Committee before they dissolved.
- AHA Communications have been contracted to provide support to the Park for Communications and Event Planning and completed the Media Policy which was presented to the Board at the April 2018 meeting.

STRATEGIC PLAN:

This report impacts the Board's Strategic Plan Initiative.

Prepared by and approved for submission to the Board:

Bonny Bryant

B. Bryant.

Chief Administrative Officer

Strategic Priority	Tasks	Due Dates 2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
		Delayed until new												
Plaza Redevelopment	Visioning	Board is elected												
	•Inventory/Policy	Complete						9 = 1						
	Options Paper	Complete												
Short Term Rentals	Background on #'s	Complete												
	•Tree Management Plan	Ongoing												
Forestry	Project Charter	Complete												
	Development of a Asset													
Infrastructure	Management Plan	Ongoing												
	Sustainability plan for volunteers	Ongoing												
	Develop strategic plan	Ongoing												
	• Develop job description - Hire -		1											
Events	Manager Marketing & Events	Complete												

Work is progress

Work is experiencing delays

Work has stopped

CULTUS LAKE PARK BOARD STRATEGIC PRIORITIES 2016-2018 - Fourth Quarter

Strategic Priority	Tasks	Due Dates 2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
	Digitization of Leases	Complete												
	New Lease	Phase 1 - Completed												
Residental Leases	•New Lease - Phase 2	Ongoing												
	Parking Inventory	Complete												
Parking Review	Parking Consultants Report	Complete												
	•Staff report to Board on recommendations on how to proceed	Complete												
	Parking Feedback/Comments	Complete												
	Parking Report to Board on Feedback/Comments	Complete												
	•Reports to Board on recommendations	Complete												
	•Weekly email updates to Board	Complete												
	Media Policy	Complete												
	Bulletin Board renewed	Complete												
Communications	Communication Plan developed	Complete												
	• Docks	Ongoing												
	•Buoys	Complete												
	•Buoys Phase II - Reorganization	Ongoing												
	• Erosion	Ongoing												
Foreshore	•Weir	Complete												



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE**: 0550

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2018 Financial Fourth Quarter Report

PURPOSE:

To provide the Board with an update on financial results for the fourth quarter of 2018.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Financial Fourth Quarter Report for information.

DISCUSSION:

The financial results for the fourth quarter of 2018 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liability of Cultus Lake Park, a consolidated income statement and income statements for each business unit. The income statements provide some additional information for variances though it is not exhaustive. Further information regarding specific variances can easily be provided as requested by the Board or public.

As the fourth quarter results are typically not reported on until the completion of the annual audit, the information provided with this report is in a draft position. Finance staff are currently working through the audit preparations which includes ensuring all expenses and revenues for 2018 are recorded. Work has been performed to review variance and review accounts for necessary adjustments, however, it can be expected with more review these numbers will change when the final 2018 Financial Statements are presented to the Board (in April or May) for approval. Preliminary results forecast a positive financial position for 2018 and while they should be read with caution, Finance staff anticipate final results to also be in a health positive position.

STRATEGIC PLAN:

This report does not impact the Board's	Strategic Plan Initiative.
Prepared by:	Approved for submission to the Board:

Erica Lee, CPA, CA

Chief Financial Officer

Bonny Bryant

Chief Administrative Officer

CULTUS LAKE PARK

2018 Financial Report

Balance Sheet for Period Ending December 31, 2018

ASSETS		
Cash	\$	33,417
Investments		7,268,587
Accounts Receivable		69,296
Prepaid Accounts and Inventory		139,669
Capital Assets (net)		2,120,343
TOTAL ASSETS	\$	9,631,312
LIABILITIES		
Accounts Payable	\$	180,352
Payroll Liabilities		69,784
Deferred Revenue		381,818
Performance Bonds & Refundable Deposits		77,185
Landfill Closure Liability		882,146
Equity in Capital Assets		2,120,343
Operating Fund Surplus		693,534
Restricted Reserve Funds	1.	4,928,946
TOTAL LIABILITIES	\$	9,334,108
CURRENT YEAR SURPLUS	\$	297,204

CONSOLIDATED INCOME STATEMENT

	_	2018 Actual	An	2018 nual Budget		Variance \$	Variance %	Variance Comments
REVENUE								
Sunnyside Campground	\$	2,571,926	\$	2,556,630	\$	15,296	0.6%	
Park Patrol (Bylaw Enforcement)	4	10,051		2,000		8,051	402.6%	
Visitor Services (Cabins)		168,606		192,600		(23,994)	-12.5%	
Volunteer Fire Department		256,411		293,250		(36,839)	-12.6%	
Public Works		18,185		P		18,185	0.0%	
Commercial Leases		591,148		565,265		25,883	4.6%	
Residential Leases		688,838		689,210		(372)	-0.1%	
General Administration		80,726		42,500		38,226	89.9%	
Community Hall		7,842		11,630		(3,788)	-32.6%	
Foreshore lease		43,135		48,300		(5,165)	-10.7%	
Public Areas	1	573,427		590,500		(17,073)	-2.9%	
	\$	5,010,295	\$	4,991,885	\$	18,410		
XPENDITURES								
Advertising and Promotion	\$	46,516	\$	67,640	\$	21,124	31.2%	
Bank, Credit Card and Interest Charges		93,707		82,650		11,057	-13.4%	
Commissioners Indemnities		54,672		54,140		532	-1.0%	
Community Policing		10,000		10,000		-	0.0%	
Grounds Maintenance		93,623		144,900		51,277	35.4%	
Information Systems		43,534		44,300		766	1.7%	
Inspections, Permits and Fees		5,551		11,900		6,349	53.4%	
Insurance		149,290		125,510	-	23,780	-18.9%	
Janitorial		33,952		33,500		452	-1.3%	
Office, Telephone and Sundry		230,339		251,950		21,611	8.6%	
Professional Fees		537,151		743,450		206,299		Legal, Accounting, Contact Services
Repairs and Maintenance		176,962		256,975		80,013	31.1%	
Roads and Parking		38,465		42,300		3,835	9.1%	
Security		3,342		4,700		1,358	28.9%	
Septic and Water Systems		143,359		297,700		154,341	51.8%	
Travel and Conferences		9,825		19,930		10,105	50.7%	
Utilities		317,993		354,990		36,997	10.4%	
Waste Disposal		166,120		170,180		4,060	2.4%	
Waterfront Maintenance		48		15,000		14,952	99.7%	
Wages and Benefits		1,961,389		1,919,410	3 -	41,979	-2.2%	
OTAL OPERATING & WAGES AND BENEFITS	\$	4,115,838	\$	4,651,125	\$	535,287	11.5%	
Capital Purchases		743,145		1,540,400		797,255	51.8%	
Transfer from Reserve for Capital Purchases		(564,277)		(1,300,340)		(736,063)	56.6%	
Transfer from Accumulated Surplus		(313,441)		(581,550)		(268,109)	46.1%	
Transfer to Reserves		731,826		676,125	-	55,701	-8.2%	
	\$	4,713,091	\$	4,985,760	\$	272,669		
NET CONTRIBUTION TO PARK	\$	297,204	\$	6,125	\$	291,079		

SUNNYSIDE CAMPGROUND

	2018 Actual	Ar	2018 nnual Budget		Variance \$	Variance %	Variance Comments
Ś	390.685	Ś	356,400	\$	34.285	9.6%	
				*	= /		
	W. 100 March 11						
	26,093		27,000		(907)	-3.4%	
	119,000		75,000		44,000	58.7%	Revenue coding between Parking and Miscellaneous revenue was adjusted in the new Rex Expert software since the budget was
	152,704		204.000		(51.296)	-25.1%	developed.
							developed.
			3,000				
			145 000				
			4,200				
4		¢	2 556 630	ć			
Þ	2,371,520	Ż.	2,330,030	Þ	15,290	0.0%	
	1200		toaso	4	200	24.50	
\$		\$		\$			
					39,141	21.2%	
	1,745		3,330		1,585	47.6%	
	12,028		28,100		16,072	57.2%	IT Services and Rez Expert Software Charges
	2,429		4,500		2,071	46.0%	
	4,168		5,500				
	53,497		53,500		3		
	1.000						
					7.2.0.00		
					-		
	193		630		037	11.370	Increased use of automated payment
	57,762		50,000		7,762	-15.5%	methods.
	2.7		- THE R. P. LEWIS CO.				
	4.0						
							County Division Committee County Table
							Septic Pumping - Sunnyside Septic Tanks
	1000						
	81,362		93,000		11,638	12.5%	
	146,134		146,000		134	-0.1%	
	799		500	-	299	-59.8%	
	521		4,000		3,479	87.0%	
	163,802		176,750		12,948	7.3%	
	77,850		78,360		510	0.7%	
					6.830	9.2%	
	67,390 21,101		74,220 24,300		6,830 3,199	9.2% 13.2%	
	\$ \$	\$ 390,685 139,746 801,082 460,582 186,301 77,189 103,929 26,093 119,000 152,704 6,588 5,393 90,851 4,963 6,820 \$ 2,571,926 \$ 12,265 17,918 145,859 1,745 12,028 2,429 4,168 252 53,497 56,978 18,931 17,608 139 300 5,183 193 57,762 50,119 326 4,236 2,514 3,559 2,296 1,248 142,538 986 10,999 13,258 300 6,001 81,362 146,134 799 521	\$ 390,685 \$ 139,746 801,082 460,582 186,301 77,189 103,929 26,093 119,000 152,704 6,588 5,393 90,851 4,963 6,820 \$ 2,571,926 \$ 17,918 145,859 1,745 12,028 2,429 4,168 252 53,497 56,978 18,931 17,608 139 300 5,183 193 57,762 50,119 326 4,236 2,514 3,559 2,296 1,248 142,538 986 10,999 13,258 30 6,001 81,362 146,134 799 521	\$ 390,685 \$ 356,400 139,746 139,300 801,082 828,000 460,582 425,600 186,301 177,050 77,189 73,400 103,929 96,080 26,093 27,000 119,000 75,000 152,704 204,000 6,588 5,600 5,393 - 90,851 145,000 4,963 4,200 6,820 - \$ 2,571,926 \$ 2,556,630 \$ 12,265 \$ 19,750 17,918 24,500 145,859 185,000 1,745 3,330 12,028 28,100 2,429 4,500 4,168 5,500 252 425 53,497 53,500 56,978 63,000 18,931 14,100 17,608 16,500 252 425 53,497 53,500 56,978 63,000 18,931 14,100 17,608 16,500 139 1,550 300 150 5,183 4,400 193 850 57,762 50,000 50,119 71,000 326 500 4,236 4,500 2,514 5,840 3,559 10,000 2,296 2,000 1,248 2,000 142,538 288,100 986 2,500 10,999 12,650 13,258 16,350 30 1,200 6,001 12,000 6,1362 93,000 146,134 146,000 799 500 521 4,000	\$ 390,685 \$ 356,400 \$ 139,746 139,300 801,082 828,000 460,582 425,600 103,929 96,080 26,093 27,000 119,000 75,000 119,000 75,000 152,704 204,000 6,588 5,600 5,393 - 90,851 145,000 4,963 4,200 6,820 - \$ 2,571,926 \$ 2,556,630 \$ \$ \$ 1,745 3,330 12,028 28,100 2,429 4,500 4,168 5,500 2,52 425 53,497 53,500 56,978 63,000 18,931 14,100 - 17,608 16,500 139 1,550 300 150 5,183 4,400 193 850	\$ 390,685 \$ 356,400 \$ 34,285 139,746	Actual Annual Budget \$ % \$ 390,685 \$ 356,400 \$ 34,285 9.6% 139,746 139,300 446 0.3% 801,082 828,000 (26,918) -3.3% 460,582 425,600 34,982 8.2% 186,301 177,050 9,251 5.2% 77,189 73,400 3,789 5.2% 103,929 96,080 7,849 8.2% 26,093 27,000 (907) -3.4% 119,000 75,000 44,000 58.7% 152,704 204,000 (51,296) -25.1% 6,588 5,600 988 17.6% 5,393 - 5,393 -0.0% 6,820 - 6,820 0.0% 5 2,571,926 \$ 2,556,630 \$ 15,296 0.6% \$ 17,918 24,500 6,582 26.9% 145,859 185,000 39,141 21.2% 2,429 4,500 2,071 46.0%

	2018 Actual	An	2018 nnual Budget	Var	iance \$	Variance %	Variance Comments
1021008825 Uniforms & Clothing Allowance	1,157		1,300		143	11.0%	
1021009000 Capital Purchases	230,487		309,500		79,013	25.5%	
1021009800 Transfer to Reserves	215,235		208,400 -		6,835	-3.3%	
1021009805 Transfer from Reserve Capital Purchases	(195,980)		(273,500)		(77,520)	28.3%	
1021009810 Transfer from Accumulated Surplus	(235,896)		(374,550)		(138,654)	37.0%	
1021009998 Overhead Expenses	257,274		278,690		21,416	7.7%	
1021009999 Allocated Services	219,490		219,490		- 14	0.0%	
	\$ 1,732,773	\$	1,908,965 \$		176,192	9.2%	
NET CONTRIBUTION TO (FROM)	\$ 839,153	\$	647,665 \$	1 -1	191,488		

PARK PATROL-BYLAW ENFORCEMENT

	-	2018 Actual	Ar	2018 nual Budget	V	ariance \$	Variance %	Variance Comments
EVENUE								
1011254675 Bylaw Enforcement Fines	\$	1,825	\$	2,000	\$	(175)	-8.8%	
1011254676 Vehicle Booting Fee		3,476				3,476	0.0%	
1011254900 Miscellaneous Revenue		4,750				4,750	0.0%	
	\$	10,051	\$	2,000	\$	8,051	402.6%	
KPENDITURES								
1021255300 Building Maintenance Materials	\$	81	\$	1,000	\$	919	91.9%	Consideration for the
1021255375 Contract Services		161,149		189,700		28,551	15.1%	Commissionaires Security Contract
1021255500 Data Processing				1,000		1,000	100.0%	
1021255700 Education & Training		102		500		500	100.0%	
1021255800 Equipment Maintenance		2		950		950	100.0%	
1021256100 Commercial Insurance		6,183		5,500	-	683	-12.4%	
1021256500 Licences & Permits		352		400		48	12.0%	
1021256800 Office Supplies & Expenses		271		1,200		929	77.4%	
1021257000 Printing Expense		523		750		227	30.3%	
1021257100 Public Relations		28		500		472	94.4%	
1021257400 Security Systems & Supplies		304		500		196	39.2%	
1021257800 Telephone		2,251		9,000		6,749	75.0%	
1021258000 Propane & Natural Gas		878		800	-	78	-9.8%	
1021259000 Capital Purchases		6,375		26,500		20,125	75.9%	
1021259800 Transfer to Reserves		2,000		2,000		*	0.0%	
1021259805 Transfer from Reserve Capital Purchases		(6,375)		(26,500)		(20,125)	75.9%	
1021259998 Overhead Expenses		(202,879)		(250,710)		(47,831)	19.1%	
1021259999 Allocated Services		38,910		38,910		¥ =	0.0%	
	\$	10,051	\$	2,000	-\$	8,051	-402.6%	
NET CONTRIBUTION TO (FROM)	\$	-	\$	Э.	\$	- 2		

VISITOR SERVICES & CABINS

	_	2018 Actual	An	2018 nual Budget	١	/ariance \$	Variance %	Variance Comments
EVENUE								
1011504400 Cabin Rentals	\$	163,270	\$	184,200	\$	(20,930)	-11.4%	
1011504900 Miscellaneous Revenue		3,993		8,400		(4,407)	-52.5%	
1011504950 Promotional Items Sales		1,343				1,343	0.0%	
	\$	168,606	\$	192,600	-\$	23,994	3.3.0	
PENDITURES								
1021505000 Advertising	\$	1,289	\$	1,900	\$	611	32.2%	
1021505300 Building Maintenance Materials	Υ.	3,012	~	4,000	~	988	24.7%	
1021505500 Data Processing		633		3,200		2,567	80.2%	
1021505700 Education & Training		110		400		290	72.5%	
1021505800 Equip & Material Replacement		2,481		6,000		3,519	58.7%	
1021506000 Grounds Maintenance Materials		26		1,600		1,574	98.4%	
1021506100 Commercial Insurance		7,550		6,500		(1,050)	-16.2%	
1021506300 Janitorial Contracts/Supplies		1,261		4,500		3,239	72.0%	
1021506301 Linens		1,952		3,000		1,048	34.9%	
1021506800 Office Supplies & Expenses 1021506810		1,150		650		(500)	-76.9%	
1021506812 Bank Charges/Point of Sales Fees		4,306		4,900		594	12.1%	
1021506817 Retail Cost of Goods Sold		386		1,500		1,114	74.3%	
1021507000 Printing Expense		43		250		207	82.9%	
1021507100 Public Relations				500		500	100.0%	
1021507200 Roads & Parking Maintenance		-		300		300	100.0%	
1021507500 Sewer & Septic System Maintenance		-		600		600	100.0%	
1021507800 Telephone/Cable		3,898		3,700		(198)	-5.4%	
1021508000 Propane & Natural Gas		1,741		1,800		59	3.3%	
1021508005 Hydro Consumption		10,075		7,600	-	2,475	-32.6%	
1021508020 Water		4,553		4,550	_	3	-0.1%	
1021508700 Staff Wages - Visitor Services		24,642		24,050	Ç,	592	-2.5%	
1021508702 Staff Wages - Housekeeping		20,166		23,610		3,444	14.6%	
1021508800 Employee Benefits		3,931		4,770		839	17.6%	
1021508825 Uniforms & Clothing Allowance		77		200		123	61.5%	
1021509000 Capital Purchases		6,655		14,000		7,345	52.5%	
1021509800 Transfer to Reserves		16,300		16,300		+	0.0%	
1021509805 Transfer from Reserve Capital Purchases		(6,655)		(14,000)		(7,345)	52.5%	
1021509810 Transfer from Accumulated Surplus		(1,600)		(1,600)		÷	0.0%	
1021509999 Allocated Services	_	36,580		36,580		- 4	0.0%	
	\$	144,562	\$	161,360	\$	16,798	10.4%	
NET CONTRIBUTION TO (FROM)	\$	24,044	\$	31,240	\$	(7,196)		

VOLUNTEER FIRE DEPARTMENT

		2018 Actual	An	2018 nual Budget		Variance \$	Variance %	Variance Comments
REVENUE								
1013004600 Local Services Revenue VFD CL	\$	36,581	\$	37,270	\$	(689)	-1.8%	
								Revenues from FVRD less than budgeted as the
1013004601 Fire Protection Agreements		56,692		93,180		126 1001	20.20	Wildfire Vehicle expected to be purchased in
1013004605 Residential Lease Revenue VFD		163,138				(36,488)	-39.2% 0.2%	2018 won't be completed until 2019.
1013004605 Residential Lease Revenue VFD	\$	256,411	\$	162,800 293,250	\$	(36,839)	-12.6%	
EXPENDITURES								
1023005000 Advertising	\$		\$	1,000	d	1,000	100.0%	
1023005300 Advertising 1023005300 Building Maintenance Materials	Ą	3,086	4	2,000	,	(1,086)	-54.3%	
1023005500 Data Processing		1,671		2,000		329	16.5%	Computer purchase
1023005700 Education & Training		29,915		33,000		3,085	9.3%	computer parchase
1023005780 Education & Training 1023005800 Firefighting Equipment Maintenance		26,771		25,000		1,771	-7.1%	
1023005820 Equipment Fuel		89		23,000	-	(89)	0.0%	
1023005850 Fire Protection Equip Annual Testing		5,654		12,150		6,496	53.5%	
1023006000 Grounds Maintenance Materials		552		500		(52)	-10.4%	
1023006100 Commercial Insurance		7,740			-	1,840	-31.2%	
1023006200 Vehicle Insurance		3,829		3,750		79	-2.1%	
1023006300 Janitorial Contracts/Supplies		66		1,000		934	93.4%	
1023006600 Membership Dues & Subscriptions		543		700		157	22.4%	
1023006800 Office Supplies & Expenses		507		1,000		493	49.3%	
1023007100 Public Relations		168		500		332	66.4%	
1023007400 Security Systems & Supplies		612		450		(162)	-36.0%	
1023007600 Shop Supplies		1,113		1,000		113	-11.3%	
1023007625 Small Tools		1,803		1,000		(803)	-80.3%	
1023007655 Medical Supplies		1,869		3,500		1,631	46.6%	
1023007800 Telephone		4,160		5,000		840	16.8%	
1023008000 Propane & Natural Gas		1,601		1,700		99	5.8%	
1023008005 Hydro Consumption		3,204		4,900		1,696	34.6%	
1023008010 Cable		-2		1,280		1,280	100.0%	
1023008020 Water		506		510		4	0.8%	
1023008100 Vehicle Maintenance		11,348		10,000		(1,348)	-13.5%	
1023008130 Vehicle Fuel		1,556		2,000		444	22.2%	
1023008600 Mgmt. Salaries - Fire Chief		5,600		5,600		-	0.0%	
1023008700 Staff Wages - VFD		43,789		56,100		12,311	21.9%	
1023008760 WCB Expense		1,208		1,850		642	34.7%	
1023008825 Uniforms & Clothing Allowance		2,260		2,000	ê	260	-13.0%	
1023009000 Capital Purchases		69,753		262,000		192,247	73.4%	Wildfire Vehicle won't be completed until 2019.
1023009800 Transfer to Reserves		73,029		52,000		21,029	-40.4%	2013.
1023009805 Transfer from Reserve Capital Purchases		(56,291)		(214,840)		(158,549)	73.8%	
1023009999 Allocated Services		8,700		8,700		(130,343)	0.0%	
TOTOGODD S WINDOWS OF AIRCO	\$	256,411	\$	293,250	\$	36,839	12.6%	
NET CONTOUR PLOT TO (SOCIAL	-	20. 2.7%				1 A36.7 a		
NET CONTRIBUTION TO (FROM)	\$		\$	-	\$	-		

PUBLIC WORKS

		2018 Actual	Anı	2018 nual Budget	١	/ariance \$	Variance %	Variance Comments
REVENUE								
1014004900 Miscellaneous Revenue	\$	18,185	\$	1.2	\$	18,185	0.0%	Sale of Vehicles
EXPENDITURES								
1024005300 Building Maintenance Materials	\$	4,072	\$	6,000	\$	1,928	32.1%	
						123.55		WorkSafeBC Requirement - OH&S
1024005375 Contract Services		5,100		5,000		(100)	-2.0%	program.
1024005400 Conferences/Meetings		-		2,400		2,400	100.0%	
1024005500 Data Processing		1,068		1,000		(68)	-6.8%	
1024005700 Education & Training		5,634		5,000		(634)	-12.7%	
1024005800 Equipment Maintenance		1,442		11,100		9,658	87.0%	
1024005820 Equipment Fuel		3,434		3,500		66	1.9%	
1024005900 Garbage Collection & Recycling		7,371		7,000		(371)	-5.3%	
1024006000 Grounds Maintenance Materials				1,500		1,500	100.0%	
1024006100 Commercial Insurance		10,288		9,000		(1,288)	-14.3%	
1024006200 Vehicle Insurance		19,738		17,700		(2,038)	-11.5%	
1024006500 Licences & Permits		-		450		450	100.0%	
1024006600 Membership Dues & Subscriptions		4		750		750	100.0%	
1024006800 Office Supplies & Expenses		654		600		(54)	-9.0%	
1024007200 Roads & Parking Maintenance		19,124		20,000		876	4.4%	Dust Control
1024007400 Security Systems & Supplies		676		750		74	9.9%	
1024007600 Shop Supplies		9,799		10,000		201	2.0%	
1024007625 Small Tools		3,514		3,500		(14)	-0.4%	
1024007650 Safety Supplies		2,741		3,500		759	21.7%	
1024007800 Telephone		4,449		3,700		(749)	-20.2%	
1024008000 Propane & Natural Gas		4,823		5,830		1,007	17.3%	
1024008005 Hydro Consumption		3,536		4,000		464	11.6%	
1024008020 Water		506		510		4	0.8%	
1024008100 Vehicle Maintenance		10,241		25,000		14,759	59.0%	
1024008130 Vehicle Fuel		17,377		24,500		7,123	29.1%	
								Unbudgeted wage increase/ Overlap of
1024008600 Management Salaries		159,365		137,630		(21,735)	-15.8%	management position for training.
1024008700 Staff Wages - Supervisor		75,520		62,830		(12,690)	-20.2%	
1024008701 Staff Wages - Custodian / Bldg. Maint		80,148		79,170		(978)	-1.2%	Union Retro Payouts
1024008710 Staff Wages - Other		440,351		440,280		(71)	0.0%	
1024008800 Employee Benefits		170,870		175,950		5,080	2.9%	
1024008825 Uniforms & Clothing Allowance		1,440		1,500		60	4.0%	One time annual allowance
1024009000 Capital Purchases		82,027		92,000		9,973	10.8%	0011-0111-01111-011-011-011-01
1024009800 Transfer to Reserves		133,185		115,000		(18,185)	-15.8%	
1024009805 Transfer from Reserve Capital Purchases		(82,027)		(92,000)		(9,973)	10.8%	
1024009998 Overhead Expenses		(313,280)		(319,650)		(6,370)	2.0%	
1024009999 Allocated Services		(865,000)		(865,000)		(-,5,5)	0.0%	
	\$	18,185	\$	-	\$	(18,185)	0.0%	
NET CONTRIBUTION TO (FROM)	\$		\$	- 91	\$			
the continuous to proving	~		Υ.		Y			

COMMERCIAL LEASES

		2018		2018	1	Variance	Variance	
	+	Actual	An	nual Budget		\$	%	Variance Comments
EVENUE								
1015004200 Commercial Leases	\$	554,058	\$	528,180	\$	25,878	4.9%	
1015004201 CL- Public Works		8,129		8,100		29	0.4%	
1015004202 CL - Bylaw Enforcement		28,960		28,985		(25)	-0.1%	
	\$	591,147	\$	565,265	\$	25,882		
KPENDITURES								
1025005300 Building Maintenance Materials	\$	5,528	\$	6,500	\$	972	15.0%	
1025005900 Garbage Collection & Recycling		9,755		13,680		3,925	28.7%	
1025006000 Grounds Maintenance Materials		1,343		5,300		3,957	74.7%	
1025006100 Commercial Insurance		23,394		19,200		(4,194)	-21.8%	
								Market Value Appraisal -
1025006450 Professional Fees		9,063		-		(9,063)	0.0%	Commercial Lease
1025007100 Public Relations		1,590		+1		(1,590)	0.0%	Lease amendment costs Commercial Lease Amendment
1025007500 Sewer & Septic System Maintenance		300		5,000		4,700	94.0%	Costs
1025008000 Propane & Natural Gas		304		500		196	39.2%	
1025008005 Hydro Consumption		4,395		4,970		575	11.6%	
1025008020 Water		11,383		11,380		(3)	0.0%	
1025008201 Signage		1,098		1,200		102	8.5%	
1025009000 Capital Purchases		33,703		215,000		181,297	84.3%	
1025009800 Transfer to Reserves		107,212		107,210		(2)	0.0%	
1025009805 Transfer from Reserve Capital Purchases		(33,703)		(215,000)		(181,297)	84.3%	
1025009998 Overhead Expenses		191,354		204,470		13,116	6.4%	
1025009999 Allocated Services		71,350		71,350			0.0%	
	\$	438,069	\$	450,760	\$	12,691	2.8%	
NET CONTRIBUTION TO (FROM)	\$	153,078	\$	114,505	\$	(38,573)		

RESIDENTIAL LEASES

		2018 Actual		2018 ual Budget	Variance \$		Variance %	Variance Comments
<u>VENUE</u>								
1016004100 Re	sidential Leases	\$ 577,047	\$	576,110	\$	937	0.2%	
1016004101 RL	- Bylaw Enforcement	85,073		84,900		173	0.2%	
1016004110 De	linquent Fees	3,558		5,200		(1,642)	-31.6%	
1016004700 Le	ase Services	23,050		23,000		50	0.2%	
1016004900 Mi	scellaneous Revenue	110		÷		110	0.0%	
		\$ 688,838	\$	689,210	\$	(372)	-0.1%	
PENDITURES								
1026005900 Ga	rbage Collection & Recycling	\$ 88,193	\$	89,000	\$	807	0.9%	
1026006100 Co	mmercial Insurance	5,580		5,200	-	380	-7.3%	
1026008005 Hy	dro Consumption	23,690		35,900		12,210	34.0%	
1026009000 Ca	pital Purchases	26,709		27,500		791	2.9%	
1026009800 Tra	ansfer to Reserves	7,215		7,215		4	0.0%	Milfoil
1026009998 Ov	erhead Expenses	276,129		299,330		23,201	7.8%	
1026009999 All		269,330		269,330			0.0%	
		\$ 696,846	\$	733,475	\$	36,629	5.0%	
NE	T CONTRIBUTION TO (FROM)	\$ (8,008)	\$	(44,265)	\$	36,257		

CULTUS LAKE PARK 2018 Financial Report

GENERAL ADMINISTRATION

For the TWELVE Months Ending December 31, 2018

	2018 Actual	An	2018 nual Budget		Variance \$	Variance %	Variance Comments
REVENUE							
1017004800 Interest Earned	\$ 64,722	\$	40,000	\$	24,722	61.8%	
1017004900 Miscellaneous Revenue/Encroachment	15,564		2,000	1	13,564	678.2%	
1017004915 Dog Licenses	440		500		(60)	-12.0%	
Shart and the state of the state of the	\$ 80,726	\$	42,500	\$		89.9%	
<u>EXPENDITURES</u>							
1027005000 Advertising	\$ 1,280	\$	1,500	\$	220	14.7%	
							Additional Fees due to work related to the
1027005100 Accounting & Auditing Fees	20,951		17,150	-	3,801	-22.2%	sale of Vedder River Campground.
1027005175 Board Level Expenses	19,242		21,000		1,758	8.4%	
1027005300 Building Maintenance Materials	958		4,000		3,042	76.1%	
1027005375 Contract Services	80,793		103,500		22,707	21.9%	
1027005400 Conferences/Meetings	7,287		11,000		3,713	33.8%	
							Numerous unexpected upgrades necessary causing higher than expected spending. Also under budget for a number of year -
1027005500 Data Processing	28,135		9,000		(19,135)	-212.6%	addressed in 2019 Budget.
1027005700 Education & Training	3,855		5,000		1,145	22.9%	
1027005750 Election Expenses	6,195		11,000		4,805	43.7%	
1027005800 Equipment Maintenance	189		1,000		811	81.1%	
1027006100 Commercial Insurance	11,960		10,500		1,460	-13.9%	
1027006200 Vehicle Insurance	2,001		1,800		201	-11.2%	
1027006400 Legal Fees	50,570		100,000		49,430	49.4%	
1027006450 Professional Fees	4,191		27,000		22,809	84.5%	
1027006600 Membership Dues & Subscriptions	3,217		3,700		483	13.1%	
	3,2,60		4				Under budget for a number of years -
1027006800 Office Supplies & Expenses 1027006810	15,029		7,000		(8,029)	-114.7%	addressed in 2019 Budget.
1027006812 Bank Charges/Point of Sale Fees	16,086		19,500		3,414	17.5%	
1027006815 Postage & Courier	3,938		5,000		1,062	21.2%	
1027006820 Equipment Leases	11,826		12,000		174	1.5%	
1027006822 Office Furniture	1,092		4,000		2,908	72.7%	
1027007000 Printing Expense	2,768		3,000		232	7.7%	
1027007100 Public Relations	4,016		6,500		2,484	38.2%	
1027007400 Security Systems & Supplies	269		1,000		731	73.1%	
1027007700 Special Events - CWFPP	369		5,000		4,631	92.6%	
							Service overlap during conversion to a new provider. Mobile phone service review done in
1027007800 Telephone	13,354		10,000	5	3,354	-33.5%	2018 to reduce mobility costs.
1027007900 Travel Expense	462		2,000		1,538	76.9%	
1027008000 Propane & Natural Gas	1,041		1,600		559	34.9%	
1027008005 Hydro Consumption	3,731		3,500	-	231	-6.6%	
1027008020 Water	506		510		4	0.8%	
1027008100 Vehicle Maintenance	-		300		300	100.0%	
1027008130 Vehicle Fuel	689		500	4.	189	-37.8%	
1027008500 Commissioners Indemnity	54,672		54,140		532	-1.0%	
2527,00000 00,0000000000000000000000000000	- 17-11-		- 1/2- 1-				Overlap of management position for leave
1027008600 Management Salaries	132,270		116,140	-	16,130	-13.9%	support
1027008601 Finance Salaries	131,784		129,210	¥.	2,574	-2.0%	Union Retro Payouts
							Overlap of management position for training

	2018 Actual	2018 Annual Budget	Variance \$	Variance %	Variance Comments
1027008715 Staff Wages - Admin / CSR	101,338	111,790	10.452	9.3%	
1027008800 Employee Benefits	112,365	92,010 -		-22.1%	
1027009000 Capital Purchases	20,447	21,000	553	2.6%	
1027009800 Transfer to Reserves	65,000	65,000	5	0.0%	
1027009805 Transfer from Reserve Capital	 20,447	21,000 -	553	2.6%	
1027009810 Transfer from Accumulated Surplus	(11,756)	(36,000)	(24,244)	67.3%	
L027009998 Overhead Expenses	(792,531)	(844,430)	(51,899)	6.1%	
1027009999 Allocated Services	(115,000)	(115,000)		0.0%	
	\$ 80,726	\$ 42,500 -	\$ 38,226	-89.9%	
NET CONTRIBUTION TO (FROM)	\$ -	\$ -	\$ -		

COMMUNITY HALL

	 2018 Actual	Aı	2018 nnual Budget	V	ariance \$	Variance %	Variance Comments
REVENUE							
1018004920 Community Hall Rentals	\$ 7,842	\$	11,630	\$	(3,788)	-32.6%	
EXPENDITURES							
1028005300 Building Maintenance Materials	\$ 2,575	\$	3,500	\$	925	26.4%	
1028006000 Grounds Maintenance Materials			1,000		1,000	100.0%	
1028006100 Commercial Insurance	6,894		6,200	=	694	-11.2%	
1028007800 Telephone	227				(227)	0.0%	
1028008000 Propane & Natural Gas	1,286		1,600		314	19.6%	
1028008005 Hydro Consumption	1,289		1,450		161	11.1%	
1028009000 Capital Purchases			27,500		27,500	100.0%	
1028009800 Transfer to Reserves	10,000		10,000		3	0.0%	
							Parking lot upgrade - carried forward to
1028009805 Transfer from Reserve Capital Purchases	- 3		(27,500)		(27,500)	100.0%	2019
1028009998 Overhead Expenses	25,708		27,530		1,822	6.6%	
1028009999 Allocated Services	19,300		19,300			0.0%	
	\$ 67,279	\$	70,580	\$	3,301	4.7%	
NET CONTRIBUTION TO (FROM)	\$ (59,437)	\$	(58,950)	\$	(487)		

FORESHORE LEASE

		2018 Actual		2018 Annual Budget		ariance \$	Variance %	Variance Comments
<u>EVENUE</u>								
1018504900 Miscellaneous Revenue	\$	360	\$	14	\$	360	0.0%	
1018504936 Boat Mooring - Public Areas/VS		42,775		45,200		(2,425)	-5.4%	
	\$	43,135	\$	48,300	\$	(5,165)	-10.7%	
<u>XPENDITURES</u>								
1028505375 Contract Services	\$	- 0 -	\$	60,000	\$	60,000	100.0%	
1028505800 Equipment Maintenance		-		1,500		1,500	100.0%	
1028505820 Equipment Fuel		-		750		750	100.0%	
1028505850 Floats & Buoys		3,077		10,000		6,923	69.2%	
								Erosion and dock work
1028506000 Grounds Maintenance Materials				32,000		32,000	100.0%	carried forward to 2019
1028506100 Commercial Insurance		14,622		14,600		(22)	-0.2%	
1028506200 Vehicle Insurance		95		60		(35)	-58.3%	
1028506500 Licences & Permits		1,000		4,200		3,200	76.2%	
1028507000 Printing Expense		17		150		133	88.7%	
1028508100 Vehicle Maintenance		141		200		59	29.5%	
1028508200 Foreshore Maintenance (Wharfs)		48		15,000		14,952	99.7%	
1028508201 Signage				1,000		1,000	100.0%	
1028509000 Capital Purchases		33,214		68,100		34,886	51.2%	
1028509800 Transfer to Reserves		11,000		11,000		-	0.0%	
1028509805 Transfer from Reserve Capital Purchases		(33,214)		(48,100)		(14,886)	30.9%	
1028509810 Transfer from Accumulated Surplus		A		(100,000)		(100,000)	100.0%	
1028509998 Overhead Expenses		196,018		208,980		12,962	6.2%	
1028509999 Allocated Services		78,550		78,550			0.0%	
	\$	304,568	\$	357,990	\$	53,422	14.9%	
	\$	(261,433)	\$	(309,690)	\$	48,257		

PUBLIC AREAS

	2018 Actual	,	2018 Annual Budget	١	/ariance \$	Variance %	Variance Comments
EVENUE							
1019004700 Tree Removal Fees	\$ 10,950	\$	1,500	\$	9,450	630.0%	
1019004900 Miscellaneous Revenue	13,784		15,000		(1,216)	-8.1%	
1019004910 Pay Parking - Lions & Waterpark	548,693		574,000		(25,307)	-4.4%	
	\$ 573,427	\$	590,500	\$	(17,073)	-2.9%	
XPENDITURES .							
1029005300 Building Maintenance Materials	\$ 3,070	\$	6,000	\$	2,930	48.8%	
1029005350 Community Policing	10,000		10,000			0.0%	
1029005355 Main Beach Events Grant	12,000		12,000		-	0.0%	Annual Grant to CEAC
1029005360 Commemorative Benches	384		1,900		1,516	79.8%	
1029005375 Contract Services	59,474		56,100		(3,374)	-6.0%	Lions Parking/Sign Inventory
1029005800 Equipment Maintenance	-		1,000		1,000	100.0%	
1029005900 Garbage Collection & Recycling	7,303		7,000		(303)	-4.3%	
1029006000 Grounds Maintenance Materials	34,725		40,000		5,275	13.2%	
1029006010 General Maintenance	17,395		16,000		(1,395)	-8.7%	
1029006100 Commercial Insurance	10,484		5,500		(4,984)	-90.6%	
1029006300 Janitorial Contracts/Supplies	13,064		8,500		(4,564)	-53.7%	
1029006800 Office Supplies & Expenses	809		4,000		3,191	79.8%	
1029006810 Bank Charges	299		400		101	25.3%	
1029006812 Point of Sale Fees	15,124		7,000		(8,124)	-116.1%	
							Lions Parking - Meters for plaza
1029006820 Equipment Leases	22,656		3,200		(19,456)	-608.0%	updated in 2019 budget
1029007000 Printing Expense	644		500		500	100.0%	
1029007200 Roads & Parking Maintenance	15,782		12,000		(3,782)	-31.5%	Lot Grading/Dust Control
1029007300 Vandalism Repairs			2,500		2,500	100.0%	
1029008005 Hydro Consumption	5,446		7,700		2,254	29.3%	
1029008201 Signage	3,956		8,000		4,044	50.6%	
1029009000 Capital Purchases	234,717		475,000		240,283	50.6%	
1029009800 Transfer to Reserves	91,650		82,000		(9,650)	-11.8%	
1029009805 Transfer from Reserve Capital Purchases	(130,527)		(365,600)		(235,073)	64.3%	
1029009810 Transfer from Accumulated Surplus	(64,189)		(69,400)		(5,211)	7.5%	
1029009998 Overhead Expenses	362,208		395,790		33,582	8.5%	
1029009999 Allocated Services	 237,790		237,790			0.0%	
	\$ 963,620	\$	964,880	\$	1,260	0.1%	
NET CONTRIBUTION TO (FROM)	\$ (390,193)	\$	(374,380)	\$	(15,813)		



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019

FILE: 0550-70

SUBMITTED BY: Dave Driediger,

Manager of Park Operations

SUBJECT: 2018 Public Works Fourth Quarter Report

PURPOSE:

To provide the Board with an update on Public Works projects completed during the Fourth Quarter of 2018.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2018 Public Works Fourth Quarter Report for information.

DISCUSSION:

The following list summarizes various tasks and projects completed by Public Works staff over the Fourth Quarter of 2018.

Commercial Leases:

- Daily garbage pickup 8 days labour
- · Daily washroom service 13.5 days labour
- Buildings/grounds/parking lot maintenance 5 days labour
- Parking lot lighting/fence repairs 5 days labour
- · Vandalism repairs 3 days labour
- Waterline repairs 1 day labour

Community Hall:

- Janitorial service and rental set up 14 days labour
- · Building maintenance 1 day labour

Fire Hall:

- Building/janitorial/equipment maintenance 6 days labour
- Administration, emergency response and inspections 4.5 days labour

Foreshore:

- Swim line/buoy maintenance 3.5 days labour
- Wharf/weir maintenance 0.5 day labour

Park Office:

- Building maintenance 1 day labour
- · Grounds maintenance 4 days labour

Public Areas:

- Weekly garbage pickup and cleanup/inspection of playgrounds, docks, catch basins and community notice boards - 20 days labour
- Daily parking lot opening 5 days labour
- Daily litter pickup and washroom service 45 days labour
- Tree work/stump removal 2 days labour
- Waterfront grounds maintenance 12 days labour
- Roads/parking lot/signage/lighting maintenance 12 days labour
- · Main Beach drainage work 11 days labour
- Grounds/tree care/lawn care/maintenance and debris cleanup 105 days labour
- Float beach 1.5 days
- Building maintenance 10.5 days labour
- Christmas lights event 78.5 days labour
- Munroe/Lakeshore guardrail replacement 19.5 days labour

Public Works:

- Vehicle maintenance 6.5 days labour
- Equipment maintenance 5.5 days labour
- Yard/building/janitorial maintenance 22 days labour
- Administration/purchasing/safety/staff meetings 25.5 days labour

Residential Leases:

- Grounds/tree maintenance/debris cleanup 6 days labour
- Roads/street sweeping 7days labour

Sunnyside Campground:

- Septic tank maintenance 3 days labour
- Roads/parking lot line painting 5 days labour
- Building maintenance 14 days labour
- Water system shut down/line repairs 6.5 days labour
- Site maintenance 2 days labour
- Additional maintenance work orders 5 days labour

Visitor Services/Cabins:

- Cabin work orders 3 days labour
- By-weekly garbage pickup 1 day labour
- Janitorial service 4 days labour
- Lawn care 1 day labour

Weekend Work/Special Events:

Public Works staff - 2 days labour

STRATEGIC PLAN:

This report does not impact the Board's Strategic Plan Initiative.

Prepared by:

Approved for submission to the Board:

Dave Driediger

Manager of Park Operations

Bonny Bryant Acting Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE:** 0550-70

SUBMITTED BY: Erica Lee

Chief Financial Officer

SUBJECT: Lions Parking 2018 Fourth Quarter Report

PURPOSE:

To provide the Board with an overview of parking revenue for the fourth quarter of 2018.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Lions Parking Fourth Quarter report for information.

DISCUSSION:

As expected, 2018 fourth quarter parking revenue was lower than the first three quarters of the year (Table 1).

Table 3 provides a summary of the 2018 Lions Parking year end statement. Expenses decreased by \$526.91. However, the Net Revenue was down by \$39,159.94.

Table 1. Fourth quarter net revenue by year.

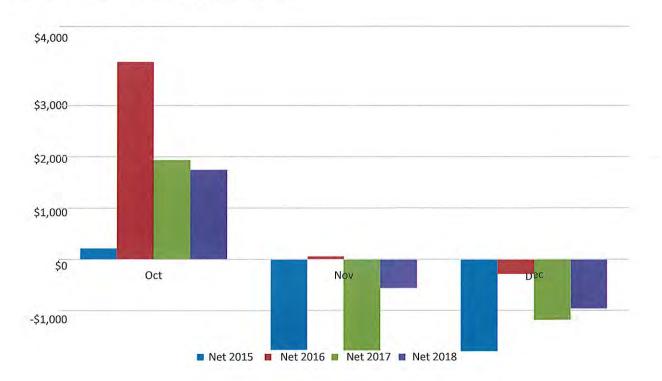


Table 2. Net parking revenue comparison.

Mth		Net 2012		Net 2013		Net 2014		Net 2015		Net 2016	J	Net 2017	Ne	t 2018
Jan	-	2,016.31	-	1,314.43	-	926.69	-	1,059.14	-	830.75		584.83	-	1,123.57
Feb	-	1,756.72	-	1,165.48	-	1,514.34		274.76	÷	610.81		829.23		41.73
Mar	7	1,513.94		532.88		72.53		1,233.82		1,451.29		2,271.68		3,664.32
Apr	-	507.77	-	160.82		2,490.50		3,761.40		7,475.90		7,417.72	1	0,238.50
May		4,492.07		6,717.13		8,121.85		16,347.97		17,437.53		44,816.06	4	11,016.37
Jun		3,584.61		18,321.49		18,856.05		48,735.43		31,894.82		51,534.00	5	2,067.41
Jul		33,987.96		64,941.62		69,950.40		67,476.07		107,543.20		173,047.46	19	1,275.53
Aug		38,134.11		32,204.39		66,736.84		69,621.78		148,363.44		162,926.88	12	9,228.42
Sep		6,480.32		8,229.39		17,747.43		13,009.58		20,922.83		49,359.17	2	25,975.13
Oct	-	436.36		884.25	4	496.22		214.88		3,847.77		1,941.27		1,748.00
Nov	-	1,419.47	-	1,426.55	÷	1,432.75	-	1,765.94		60.00	-	1,773.73	4	557.35
Dec	+	1,452.25	-	1,570.38	-	1,641.55	-	1,792.86	-	284.14	-	1,178.12	-	958.02
Total		77,576.26		126,193.49		177,964.06		216,057.75		337,271.07		491,776.46	45	2,616.47

Table 3. Lions Parking year end statement.

Revenue	Net of Tax	GST/PST	TOTAL
Coin Revenue	77,283.57	3,864.18	81,147.75
Credit Card Revenue	432,463.05	21,623.15	454,086.20
Total Revenue	509,746.62	25,487.33	535,233.95

Expenses	Net of Tax	GST/PST	TOTAL
Bank Fee's	299.30	-	299.30
CC Processing	15,162.10	<u> </u>	15,162.10
Meter Supplies	1,850.78	222.09	2,072.87
Communication	9,190.00	1,102.80	10,292.80
Meter Warranty	2,520.00	302.40	2,822.40
Meter Lease	12,704.88	1,524.59	14,229.47
Management Fee	29,845.06	1,492.25	31,337.32
Service Fee	844.90	51.10	896.00
Miscellaneous	4,917.47	587.76	5,505.23
Total Expenses	77,334.50	5,283.00	82,617.49

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Net Revenue	432,412.12	20,204.34	452,616.46	

STRATEGIC PLAN:

This report does not impact the Boar	d's Strategic Plan Initiative.
Prepared by:	Approved for submission to the Board:
Ela	B. Bryant.
Erica Lee Chief Financial Officer	Bonny Bryant Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE:** 0550

SUBMITTED BY: Jacquie Spencer

Acting Manager of Visitor Services, Accommodations & Bylaw Enforcement

SUBJECT: 2018 Campgrounds and Cabins Fourth Quarter Report

PURPOSE:

To provide the Board with an update on the Campground and Cabins operations for the Fourth Quarter of 2018.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Campground and Cabins Fourth Quarter report for information.

DISCUSSION:

This report provides a summary of the events and financial analysis of the revenue received for October, November and December 2018 compared to the same time period in 2017 for Sunnyside Campground and the Cabins at Cultus Lake Park.

Sunnyside Campground

The Fourth Quarter of 2018 generated approximately \$5,961 higher revenue compared to the same time period in 2017.

Sites including full hookups, no hookups, waterfront and view tenting increased by approximately \$5,195.

The miscellaneous revenue that is generated from site booking (reservation fee, pets, extra adults, parking etc.) increased in 2018 by approximately \$248.

WIFI revenue increased \$1,082 in 2018 compared to 2017. The increase is attributed to the increased mid-week camping.

Group Site A & B had an increase of approximately \$518 in comparison to 2017. The increase is contributed to more weekday bookings in comparison to 2017.

Overall, revenue for 2018 was \$15,296 higher than the projected revenue.

Cabins

The Cabins produced revenue for the third quarter of 2018 that was very similar to 2017. The fourth quarter of 2018 was approximately \$2,295 higher in revenue than in 2017. Although Cabin rates increased from 2017, there were fewer week day bookings in 2018 compared to 2017. Overall, the revenue for 2018 was \$23,994 lower than the projected revenue.

Prepared by:

Approved for submission to the Board:

Jacquie Spencer

Acting Manager of Visitor Services Accommodations & Bylaw Enforcement **Bonny Bryant**

Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE:** 0550

SUBMITTED BY: Jacquie Spencer

Manager of Visitor Services,

Accommodations & Bylaw Enforcement

SUBJECT: 2018 Bylaw Enforcement Fourth Quarter Report

PURPOSE:

To provide the Board with an update on Bylaw Enforcement throughout the Park for the Fourth Quarter of 2018.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Bylaw Enforcement Fourth Quarter report for information.

DISCUSSION:

The following information is a breakdown of statistics relating to Bylaw Enforcement activities for the Fourth Quarter of 2018.

The areas Park Patrol provides bylaw enforcement are broken down between four zones:

Zone 1 – Sunnyside Campground gatehouse area, full hook-up, seasonal sites and group sites

Zone 2 – Sunnyside Campground overnight tenting and Sunnyside Campground beach

Zone 3 - Residential areas, Commercial areas, Park Office, Columbia Valley Highway

s:\clpb documents\0550 board - meetings\0550-70 - reports - board meetings\2019\2019 02 20\2019 02 20 bylaw enforcement fourth quarter report.doc

Zone 4 - Main Beach, Cabins, Community Hall, Parmenter Road

2018 Statistics	Zone 1&2	Zone 3	Zone 4	<u>Total</u>
Verbal Warnings	0	22	4	26
Verbal Evictions	1	0	3	3
Written Warnings	0	0	1	1
Occurrences	0	0	1	1
Fines	0	0	0	0
Tows	0	0	0	0
Written Evictions	0	0	0	0
RCMP	0	1	1	2
Emergency Medical Services	0	0	0	0
Vehicle Immobilization	0	0	0	0

2017 Statistics	Zone 1&2	Zone 3	Zone 4	<u>Total</u>
Verbal Warnings	0	56	22	78
Verbal Evictions	2	18	47	67
Written Warnings	0	18	0	18
Occurrences	1	13	14	28
Fines	0	6	0	6
Tows	0	4	0	4
Written Evictions	0	0	0	0
RCMP	0	2	6	8
Emergency Medical Services	0	0	0	0

Statistics in the areas of Zone 3 & 4 are very low in comparison to 2017. This is attributed to inconsistent staff and lack of training provided by the Commissionaires for the bylaw staff that worked throughout the fourth quarter. Although bylaw staff were repeatedly requested to keep track of statistics, very few completed this task. Staff that were diligent about recording stats left with no notice and the information was not passed on to administration.

Moving forward to 2019, staff will work to ensure the security and bylaw enforcement team utilizes the tools available to them to gain compliance in an effective and timely manner, and ensure that the team completes statistic reports after every shift.

Prepared by:	Approved for submission to the Board:
Jacquie Spencer	Bonny Bryant
Acting Manager of Visitor Services, Accommodations & Bylaw Enforcement	Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019

FILE: 0550

SUBMITTED BY: V

Warren Mazuren

Fire Chief

SUBJECT:

2018 Fire Department Fourth Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of October, November and December of 2018.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2018 Fire Department Fourth Quarter report for information.

BACKGROUND:

The fourth quarter of 2018 was below average in call volume then last year's final quarter.

Engine 1-2 has battery issues and we had to replace the six batteries on the truck.

Training room kitchen area was completed.

The CLVFD continued with maintenance training as required by the Playbook.

The CLVFD welcomed four new members in 2019 to bring us up to a full roster of 25 members.

The CLVFD had an emergency backup generator installed at the fire hall.

The CLVFD has continued to build on its current Lesson Plans for training nights which include Operational Guidelines and Standard Operating Procedures as well as starting to include Job Performance Requirements for all lesson plan practical portions.

The CLVFD purchased a new AED as well as two trainer AEDs to allow us to practice with the most realistic device.

The CLVFD conducted a canned food drive in Early December. The event was highly successful as we raised over \$300 dollars and more than 2000 canned food items.

The CLVFD attended the Christmas at Cultus Event to roast marshmallows and attend to the Bon fires.

The CLVFD is completing the purchase of a Mobile CAD unit for the Frontline engine.

The CLVFD had one fire of note this quarter. Members attended multiple debris pile fires on the Soowahlie reserve in December. Upon arrival three large land clearing piles were found ablaze. Due to the high winds that evening the residents nearby called them in. There were no reports of civilian or Fire Department injuries.

Be sure to have your Natural Gas appliances serviced annually!

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This report does not impact the Board's Strategic Plan Initiative.

Prepared by:

Approved for submission to the Board:

Warren Mazuren Fire Chief Bonny Bryant Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE:** 0550

SUBMITTED BY: Katrina Craig, Lease Administration

SUBJECT: Lease Assignments | Fourth Quarter 2018

PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of October through December.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2018 Lease Assignments Fourth Quarter report for information.

DISCUSSION:

During the fourth quarter of 2018, the Park processed the following: (6) family assignments and (2) residential assignments: lease transfers totaling (8) for the quarter; and

- (29) Requests for Title Searches for various reasons, such as: building permits, listings of houses for sale, builders draw on mortgages and personal banking or purchases; and
- (4) Mortgage Refinances; (3) Mortgage Discharges; (1) Priority Agreement and (1) Certificate of Pending Litigation

STRATEGIC PLAN:

This report does not impact the Board's Strategic Plan Initiative.

DATE OF ASSIGNMENT: OCTOBER 9, 2018

PROPERTY: 353 PINE STREET, CULTUS LAKE BC V2R 4Y9

SALE PRICE: \$595,000

LEASING QUARTERLY REPORT COMPARISON

DATE OF ASSIGNMENT: OCTOBER 22, 2018

PROPERTY: 150 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2

SALE PRICE: N/A - ESTATE TRANSFER

DATE OF ASSIGNMENT: OCTOBER 22, 2018

PROPERTY: 150 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2

SALE PRICE: N/A - ESTATE TRANSFER (2)

DATE OF ASSIGNMENT: OCTOBER 22, 2018

PROPERTY: 137 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2

SALE PRICE: N/A - FAMILY TRANSFER

DATE OF ASSIGNMENT: OCTOBER 29, 2018

PROPERTY: 314 SPRUCE STREET, CULTUS LAKE BC V2R 4Y7

SALE PRICE: N/A - ESTATE TRANSFER

DATE OF ASSIGNMENT: OCTOBER 31, 2018

PROPERTY: 636 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z5

SALE PRICE: \$515,000

DATE OF ASSIGNMENT: NOVEMBER 30, 2018

PROPERTY: 314 SPRUCE STREET, CULTUS LAKE BC V2R 4Y7

SALE PRICE: N/A – FAMILY TRANSFER

DATE OF ASSIGNMENT: DECEMBER 3, 2018

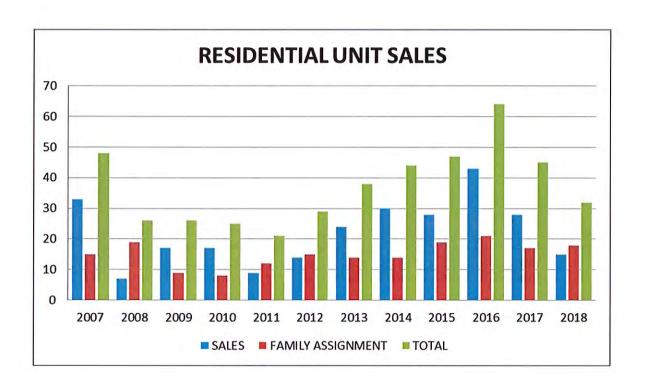
PROPERTY: 154 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2

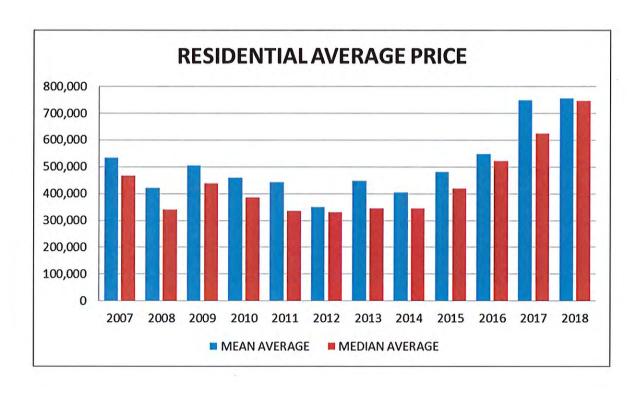
SALE PRICE: N/A – ESTATE TRANSFER

LEASING QUARTERLY REPORT COMPARISON

STRATEGIC PLAN:	
This report does not impact the Boar	d's Strategic Plan Initiative.
Prepared by:	Approved for submission to the Board:
Latrina Cicug	B. Bryant.
Katrina Craig Lease Administration	Bonny Bryant Chief Administrative Officer

LEASING QUARTERLY REPORT COMPARISON





Bill 3 – 2019: Municipal Affairs and Housing Statutes Amendment Act, 2019

HONOURABLE SELINA ROBINSON MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

Part 2 - The Cultus Lake Park Act Amendments

Explanatory Note

5 The title of An Act Respecting Cultus Lake Park, S.B.C. 1932, c. 63, is repealed and the following substituted:

THE CULTUS LAKE PARK ACT.

Explanatory Note

6 Section 1 is repealed.

Explanatory Note

7 Sections 2 to 8 are repealed and the following substituted:

Definitions

2 In this Act:

"board" means the Cultus Lake Park Board continued under section 3 (1);

"Chilliwack representative" means a member of the board described in section 3 (1) (a);

"leaseholder" means a person who holds a lease from the board for a building site for private or public use in the park for a period not exceeding 21 years;

"park" means Cultus Lake Park, comprising the following lands and premises: Fractional part of Legal Subdivisions 11, 13 and 14 of Section 25, and Legal Subdivisions 3 and 4 of Section 36, Township 22, east of the Coast meridian, New Westminster District, together with any lands that may at any time be added thereto or set apart for the purpose of being administered as part of Cultus Lake Park;

"park representative" means a member of the board described in section 3 (1) (b).

Cultus Lake Park Board continued

3 (1) The Board of Commissioners, known as the Cultus Lake Park Board, is continued as a corporation consisting of

- (a) 2 members who represent the City of Chilliwack, and
- (b) 3 members who represent the residents of the park.
- (2) The mandate of the board is the use, regulation, protection, management, maintenance and improvement of the park.

Qualifications of board members

- **4** (1) A person is qualified to be nominated as a Chilliwack representative, and to be elected and to hold office as a Chilliwack representative, if at the relevant time the person meets the qualifications to be nominated as a member of the council of a municipality under the *Local Government Act* and to be elected and to hold office as a member of the council of a municipality under the *Local Government Act*.
- (2) A person is qualified to be nominated as a park representative, and to be elected and to hold office as a park representative, if at the relevant time the person
- (a) is a leaseholder or resides in the park, and
- (b) meets the qualifications to be nominated as a member of the council of a municipality under the *Local Government Act* and to be elected and to hold office as a member of the council of a municipality under the *Local Government Act*.

Election of board

- **5** (1) Chilliwack representatives are nominated and elected at the same time and in the same manner that members of the council of a municipality are nominated and elected under the provisions of the *Local Government Act*.
- (2) Chilliwack representatives are elected by electors of the City of Chilliwack.
- (3) Park representatives are nominated and elected at the same time and in the same manner that school trustees are nominated and elected, and Divisions 4 [Electors] and 5 [Election Proceedings] of Part 4 [School Trustees] of the School Act, as they apply to a trustee election conducted by a board of school trustees, apply to the election of park representatives, except as otherwise provided.
- (4) In applying the provisions referred to in subsection (3),
- (a) a reference to a board must be read as a reference to the board as defined in this Act,
- (b) a reference to a trustee electoral area must be read as a reference to the park as defined in this Act,
- (c) a reference to the secretary treasurer of a board must be read as a reference to the officer or employee of the board who is assigned responsibility for election matters by the board, and
- (d) a reference to the minister must be read as a reference to the minister responsible for this Act.

- (5) The park representatives are elected by persons
- (a) who are leaseholders, or
- (b) who reside in the park.
- (6) Despite section 41 (4) (d) [non-resident property electors] of the School Act, for the purpose of non-resident property electors registering to vote in an election of the park representatives, a leaseholder is a registered owner of real property.

Term of office

- 6 The term of office of a member of the board
- (a) begins on the date of the first regular board meeting following an election under this Act, and
- (b) ends immediately before the date of the first regular board meeting that follows the next election under this Act,

unless the member of the board resigns or becomes disqualified.

Filling vacancies

- **7** (1) If a vacancy occurs on the board, the Council of the City of Chilliwack must, as soon as practicable, appoint a new member to the board to fill the vacancy.
- (2) The member appointed under subsection (1) holds office for the remainder of the term for which the member's predecessor was elected.

Disqualification

- **8** A member of the board is disqualified until the next election under this Act and the member's office becomes vacant in any of the following circumstances:
- (a) the board passes a resolution declaring as vacant the office of a member who is absent from the meetings of the board for 3 consecutive months without the member
- (i) obtaining leave of absence from the board, or
- (ii) providing reasons for the member's absence that are satisfactory to the board;
- (b) the member ceases to hold the qualifications required under section 4;
- (c) the member contravenes Division 6 [Conflict of Interest] of Part 4 [Public Participation and Council Accountability] of the Community Charter, as applied under section 20 of this Act.

Explanatory Note

8 Section 9 is repealed.

Explanatory Note

9 The following sections are added:

Procedures of board

- **9.1** (1) The following provisions of the *Community Charter* apply to the board in relation to the board's governance and procedures, except as otherwise provided:
- (a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability], except for section 93 (b) to (g);
- (b) Division 4 [Public Notice and Access to Records] of Part 4, except for sections 95 (3), 96 and 97 (1) (d) and (h);
- (c) Division 2 [Council Proceedings] of Part 5 [Municipal Government and Procedures], except for sections 125 (5) to (7) and 134;
- (d) Division 3 [Bylaw Procedures] of Part 5, except for sections 135 (4) and (5) and 137 (2);
- (e) Division 4 [Committees, Commissions and Other Bodies] of Part 5, except for sections 143 and 145;
- (f) Division 5 [Officers and Employees] of Part 5;
- (g) Division 6 [Delegation] of Part 5, except for sections 154 (2) (f) and 155;
- (h) Division 7 [Other Matters] of Part 5, except for sections 157 and 158.
- (2) In applying the provisions referred to in subsection (1),
- (a) a reference to "council" must be read as a reference to the board as defined in this Act,
- (b) a reference to "council committee" must be read as a reference to "board committee",
- (c) a reference to a council committee meeting must be read as a reference to a board committee meeting,
- (d) a reference to a council meeting must be read as a reference to a board meeting,
- (e) a reference to a council member must be read as a reference to a board member,
- (f) a reference to "mayor" must be read as a reference to the chair of the board,
- (g) a reference to a municipal employee must be read as a reference to a board employee,
- (h) a reference to "municipal hall" must be read as a reference to "park office",
- (i) a reference to a municipal officer must be read as a reference to a board officer,
- (j) a reference to a municipal record must be read as a reference to a board record,
- (k) a reference to "municipal service" must be read as a reference to "board service", and

- (I) a reference to "municipality" must be read as a reference to the board as defined in this Act or as a reference to the park as defined in this Act, as applicable.
- (3) In applying sections 123 (6) and 129 (1) of the *Community Charter*, "under section 118 [size of council]" must be read as "under section 3 (1) of *The Cultus Lake Park Act*".
- (4) In applying sections 124 and 125 of the *Community Charter*, a reference to "general local election" must be read as a reference to "election under *The Cultus Lake Park Act*".
- (5) In applying section 129 (2) of the *Community Charter*, the reference to "this Act" must be read as a reference to *The Cultus Lake Park Act*.
- (6) In applying section 148 (c) of the *Community Charter*, "under this Act or any other Act relating to municipalities" must be read as "under this Act, any other Act relating to municipalities or *The Cultus Lake Park Act*".

Enforcement of by-laws

- **9.2** (1) Sections 260 [enforcement powers] and 261 [payment of fines and other penalties to municipality] of the Community Charter apply to the enforcement of the by-laws of the board.
- (2) In applying the provisions referred to in subsection (1),
- (a) a reference to "bylaw", "bylaw of the municipality" or "municipal bylaw" must be read as a reference to a by-law of the board,
- (b) a reference to "council" must be read as a reference to the board as defined in this Act, and
- (c) a reference to "municipality" must be read as a reference to the board as defined in this Act or as a reference to the park as defined in this Act, as applicable.
- (3) A reference to "A bylaw under section 260 (1) [enforcement powers]" in section 265 [penalties in relation to ticket offences] of the Community Charter must be read as a reference to "A by-law of the board".
- (4) A reference to "this Act or the *Local Government Act*" in section 274 (1) (b) and (3) [actions by municipality] of the Community Charter must be read as a reference to The Cultus Lake Park Act.

Authority to enter on property

- **9.3** (1) Subject to this section, the board has the authority to enter on property, without the consent of the owner or occupier, for any of the following purposes:
- (a) to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the board, a board officer or employee, or a person authorized by the board has exercised authority under this or another Act to regulate, prohibit and impose requirements;

- (b) to take action authorized under section 23 (a) [power to perform work at expense of person in default];
- (c) to exercise the board's authority under section 9.2 (1).
- (2) The authority in subsection (1) of this section may be exercised by officers or employees of the board or by other persons authorized by the board.
- (3) Except in the case of an emergency, a person
- (a) may exercise the authority in subsection (1) only at reasonable times and in a reasonable manner, and
- (b) must take reasonable steps to advise the owner or occupier before the person enters on the property.

Explanatory Note

10 Sections 10 and 11 are repealed.

Explanatory Note

11 Section 12 is repealed and the following substituted:

By-laws

- **12** (1) The board may pass by-laws for the use, regulation, protection, management, maintenance and improvement of the park.
- (2) Section 12 (1) [authority to establish variations, terms and conditions] of the Community Charter applies to by-laws, and in applying that section, a reference to a municipal bylaw must be read as a reference to by-laws of the board.

Explanatory Note

12 Section 13 is repealed.

Explanatory Note

13 Section 14 is amended

(a) by striking out "The Board shall have the power to:—" and substituting "The board may do any of the following:",

(b) by repealing paragraph (a) and substituting the following:

(a) grant concessions and licences to a person for any purpose that the board considers advisable for the use of the park by the public for a term, including any option for renewal, that does not

- (i) exceed 5 years, except with the approval of the Council of the City of Chilliwack, or
- (ii) exceed 20 years in any event;,
- (c) by adding the following paragraph:
- (a.1) impose and collect a charge for a concession or licence described in paragraph (a);,
- (d) in paragraph (b) by striking out "To lease" and substituting "lease", by striking out "and to lease" and substituting "and lease" and by striking out ":" at the end of the paragraph and substituting ";",
- (e) by repealing paragraph (c) and substituting the following:
- (c) in relation to water services,
- (i) construct, operate and maintain in the park a waterworks system,
- (ii) dispose of a waterworks system in the park to the Fraser Valley Regional District, and
- (iii) supply water to concessionaires, licensees and lessees, and impose and collect a charge for the supply of water; ,
- (f) by repealing paragraph (d),
- (g) by repealing paragraphs (e) to (i) and substituting the following:
- (e) provide for the removal of trespassers;
- (f) construct, operate and maintain in the park any improvements, buildings, equipment, facilities, conveniences, amusements and businesses that the board considers advisable for the use of the park by the public;
- (f.1) impose and collect a charge in relation to the improvements, buildings, equipment, facilities, conveniences, amusements and businesses described in paragraph (f);
- (g) make arrangements and provide facilities that the board determines advisable for the protection of the park against fire;
- (g.1) impose and collect a charge in relation to the arrangements and facilities described in paragraph (g);
- (h) organize and operate a garbage collection system within the park;
- (h.1) impose and collect a charge for the garbage collection system described in paragraph (h);
- (i) make arrangements for, including with governmental bodies, and provide sewage disposal and treatment facilities within the park, or a portion or portions of the park, that the board determines advisable;

- (i.1) impose a charge on and collect a charge from the leaseholders benefiting from sewage disposal or treatment facilities described in paragraph (i), for the cost of the construction, maintenance, operation or replacement of the sewage disposal and treatment facilities; , *and*
- (h) in paragraph (j) by striking out "by by-law" and by striking out "District of Chilliwack" and substituting "City of Chilliwack".

Explanatory Note

14 Sections 15 to 20 are repealed and the following substituted:

Remuneration of board

- **15** (1) The board must, by by-law, authorize and set the remuneration of the chair, vice chair and other members of the board.
- (2) A by-law under subsection (1) may set a greater amount of remuneration for the chair and for the vice chair than for the other members of the board.
- (3) The chair, vice chair and other members of the board are entitled to receive actual disbursements for expenses incurred while discharging the duties of a member of the board if those disbursements are approved by the board.

Annual account audit

16 The board must have the accounts of the board audited each year.

Chair and vice chair

- **17** (1) The board must elect a chair and a vice chair by a majority vote of the members of the board present at the first regular meeting of the board each calendar year.
- (2) If a vacancy occurs in the office of chair or vice chair during the calendar year, the board may elect a new chair or vice chair, as applicable, by a majority vote of the members of the board present at a meeting.
- (3) Section 168 [reporting of council remuneration, expenses and contracts] of the Community Charter, as it applies to the council of a municipality, applies to the board.

Expenditure limited

- **18** (1) Except as provided in subsection (3), the board may authorize the expenditure of only the following moneys:
- (a) the money received from operating the park;
- (b) any amounts of money that may be granted to the board by the Council of the City of Chilliwack.

- (2) The board must, within one month of the end of each calendar year, provide the Council of the City of Chilliwack with a statement of receipts and expenditures for the preceding calendar year.
- (3) The board may, by by-law, authorize loans to the board and borrow from a person an amount of money that may be required to meet the lawful expenditures of the board under the conditions set out in subsection (4).
- (4) The conditions for the purposes of subsection (3) are as follows:
- (a) the obligation given by the board to the lender must
- (i) be in writing and be signed by the chair and a representative of the finance committee, if there is a finance committee, and the financial officer of the board,
- (ii) bear the corporate seal, and
- (iii) be for an original period not exceeding one year but may be renewed from time to time as required beyond the original period;
- (b) the board must, in the by-law described in subsection (3), specify the following:
- (i) the amount of money to be borrowed;
- (ii) the maximum rate of interest of the loan;
- (iii) the date on or by which the principal and interest are payable;
- (iv) the form of the obligation to be given as an acknowledgment of the liability;
- (c) the total of the loan incurred must not at any time exceed \$50 000 without the approval of the Council of the City of Chilliwack, which may be given in all cases where the Council of the City of Chilliwack deems it reasonable.

Business activities within park

- **19** (1) In this section, "business" includes a profession, calling, trade or occupation.
- (2) A person must not engage in any business within the park without the prior written permission of the board.
- (3) The board may do the following:
- (a) grant a permission, for a period not exceeding 5 years, to a person to engage in business within the park;
- (b) set terms and conditions for permissions granted under paragraph (a).
- (4) Despite this Act and the by-laws of the board, the board may, by unanimous vote of all the members present at any meeting, refuse in any particular case to grant a permission under subsection (3) (a).

Conflict of interest

- **20** (1) Division 6 [Conflict of Interest] of Part 4 [Public Participation and Council Accountability] of the Community Charter, as it applies to a council member, applies to members of the board, except for section 100 (1) (c) and as otherwise provided.
- (2) Division 7 [Challenge of Council Member Qualification for Office] of Part 4 of the Community Charter applies in relation to the board, except for section 110 (a) (ii) to (iv) and as otherwise provided.
- (3) In applying the provisions referred to in subsections (1) and (2),
- (a) a reference to "council" must be read as a reference to the board as defined in this Act,
- (b) a reference to "council committee" must be read as a reference to "board committee",
- (c) a reference to "member" or "council member" must be read as a reference to "board member", and
- (d) a reference to "municipality" must be read as a reference to the board as defined in this Act or as a reference to the park as defined in this Act, as applicable.
- (4) In applying section 104 (1) [exceptions from conflict restrictions] of the Community Charter, a reference to electors of the municipality must be read as a reference to electors of the park.
- (5) In applying sections 109, 111 and 113 of the *Community Charter*, a reference to electors must be read as a reference to electors of the park and electors of the City of Chilliwack.

Explanatory Note

15 The following section is added:

Confidentiality

- **20.1** (1) Section 117 (1) [duty to respect confidentiality] of the Community Charter, as it applies to a council member, applies to a member of the board.
- (2) Section 117 (2) of the Community Charter, as it applies to a municipality, applies to the board.

Explanatory Note

16 Section 21 is repealed and the following substituted:

Penalties

- **21** (1) The board may, by by-law, establish the penalties set out in this section for the contraventions set out in this section.
- (2) A person is liable, on summary conviction in any of the following circumstances, to a fine not exceeding \$2 000:

- (a) the person sits on the board while disqualified or subject to disqualification;
- (b) the person contravenes a provision of this Act;
- (c) the person contravenes a by-law.
- (3) In addition to a person being subject to a penalty under subsection (2), the person is also liable to an action brought by the board for any damages caused by the person.
- (4) No action for damages sustained as a result of a contravention described in subsection (2) (b) and (c) is suspended or affected by any prosecution or conviction under this section.
- (5) In a prosecution for an offence against a by-law or a contravention of a provision of this Act, the justice or court may impose all or part of the penalties applicable in relation to the offence, together with the costs of prosecution.

Explanatory Note

17 Section 22 is repealed.

Explanatory Note

18 Sections 23 and 24 are repealed and the following substituted:

Power to perform work at expense of person in default

- **23** The authority of the board to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the board may
- (a) fulfill the requirement at the expense of the person, and
- (b) recover, from the person, the costs incurred as a debt.

Charges imposed recoverable as debt

24 The charges imposed by the board under the authority of section 14 are a debt recoverable by action brought by the board in any court of competent jurisdiction.

Explanatory Note

19 The following section is added:

Power to make regulations

26 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) applying specified regulations, or provisions of regulations, that are made under provisions of a statute that are adopted in this Act;
- (b) in relation to applying the regulations, or provisions of regulations, under paragraph (a), modifying those regulations if the Lieutenant Governor in Council considers it necessary or advisable.



REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE:** 0550

SUBMITTED BY: Bonny Bryant

Chief Administrative Officer

SUBJECT: IT Services and Insurance Requirements

PURPOSE:

The purpose of this report is to provide the Board with information regarding IT Services and Insurance requirements of Cultus Lake Park.

RECOMMENDATION:

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.

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.

DISCUSSION:

At the June 13, 2018 Operational and Financial Core Review Committee meeting the committee requested that the Board review whether or not a Request for Proposal (RFP) should be sent out next year for our IT Services and our Insurance needs. These recommendations from the committee were missed and were not brought forward to the Board for approval. It was also noticed that the committee was not presented with all the facts.

We currently have a contract with Myriad Information Technology Solutions Inc. that expires May 31, 2019 with a five year extension of the contract if both parties agree. See attachment #1. Myriad Information Technology Solutions Inc. has verbally agreed to not raise their rates for their Labour/Service calls for the additional 5 year term renewal as indicated in the current contract.

Financial Comment:

The committee was not presented with was a break-down of the actual IT service costs. Attachment#2 breaks down the total costs incurred by the Cultus Lake Park Board in 2018 to show how much of the annual cost relates to ongoing IT services versus the costs of purchasing new data processing devices. The contracted IT services for 2018 in aggregate was just under \$20,000 with the remainder of the expenses relating to small hardware and software upgrade cost as well as two large capital projects.

The Purchasing, Consulting & Publicly Tendered Contracts Corporate Policy: Section 3. Purchasing Authority Levels – Standard Purchases states that contracts up to \$150,000 may be renewed with the approval of both the Administrator and Managers.

The policy also sets two parameters around the renewal – first it states that only one renewal, no longer than the original term, may be approved. The IT Consultant Agreement falls within this parameter.

Second the purchasing policy also restricts the maximum length of approval for the combined original contract plus one renewal term. The maximum combined length cannot exceed five (5) years. As the original contract and the renewal are each five years Staff are requesting that the Cultus Lake Park Board permit the Chief Administrative Officer to renew the contract with Myriad Information Technology Solutions Inc. for the additional five year term as allowed for in the current contract.

Staff consider Myriad's skill and operations to be sufficiently proficient to fulfill the contract for another five years, in addition the Myriad team has a solid understanding of the IT systems in all areas of the Park. Staff also believe bringing in another company would likely cost the Park a lot of staff time and resources while a new IT team learns the systems sufficiently enough to operate effectively. Park Staff also find the Myriad team to be very professional and reliable.

STRATEGIC PLAN:

This report	does	not imr	pact the	Cultus	Lake	Park	Board's	Strategic Pla	n Initiative
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Prepared and approved for submission to the Board:

Bonny Bryant

Chief Administrative Officer

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CULTUS LAKE PARK BOARD

IT CONSULTANT AGREEMENT made this 1st day of June, 2014, A.D.

BETWEEN:

CULTUS LAKE PARK

"the Park"

of 4165 Columbia Valley Highway,

Cultus Lake, British Columbia, V2R 5B5

AND:

MYRIAD INFORMATION TECHNOLOGY SOLUTIONS INC.

"the Consultant"

#202 - 8364 Young Road,

Chilliwack, British Columbia, V2P4N9

1. TERM

This agreement will commence on June 1, 2014 and, subject to provisions outlined in the attached proposal, will be renewed on May 31, 2019 subject to both parties agreement, for an additional 5-year term.

2. SERVICES

The Consultant shall provide to the Park the services described in the attached 'Technical Services' Proposal.

3. AGREEMENT FOR SERVICES

The Parties acknowledge and agree that the Consultant is an independent Consultant and that neither the Consultant, nor any of its personnel, are engaged as an employee, servant, representative or agent of the Park and the Parties further acknowledge and agree that this Agreement is not intended, nor shall it be construed, to create the relationship of either a partnership or a joint venture between them.

4. STANDARDS OF PERFORMANCE

The Consultant shall perform the services at a level which satisfies the standards and requirements of the Park, acting reasonably. The Park is entitled to review the services performed at any stage of the engagement and to make a determination as to the acceptability of such completed services. At minimum, the Consultant is expected to:

- a) Carry out services required promptly, in the time frame outlined and agreed upon by the Park.
- b) Carry out the services efficiently in accordance with standards of quality acceptable to the Park.
- c) Carry out the services in full conformity with all requirements of this Agreement; and
- d) Provide effective supervision to ensure the quality of the Services is as stated in the attached Proposal.

5. FINANCIAL

In consideration of the carrying out of the terms of this Agreement and performing to the Park's satisfaction of the Services, the Park shall pay to the Consultant the sum as determined by the contract agreement level — A or B (see attached Schedule A) excluding federal and provincial taxes, as follows:

Payments will be invoiced in semi-monthly payments unless otherwise determined by the Park and agreed upon by the Consultant.

The Consultant shall be responsible for paying any amount that is by law required to be paid by an independent Consultant under the terms of any statute (including, but not limited to, the Income Tax and the Excise Tax Acts of Canada)

The Park will pay, or reimburse the Consultant for all pre-approved reasonable expenses related to the Consultant's performance of the Services, such as costs of travel, accommodations, meals and incidentals. All such expenses are subject to the Park's policy and guidelines.

6. TERMINATION

The Park may, by notice given to the Consultant, terminate all or part of this Agreement or suspend in whole or in part the Consultant's performance of the services. Such termination or suspension shall take effect within 30 days of the date stipulated in the said notice. The Consultant is to comply with the requirements of any such notice and shall take every reasonable action to minimize the cost associated with termination or suspension.

The Consultant shall have no claim against the Park as a result of such termination or suspension other than the payment in full of reimbursement of eligible expenses incurred, and Services performed up to the date stipulated in the said notice, less sums already paid by the Park in connection with such expenses and Services.

The liability of the Park to pay the Consultant for the Services pursuant to this Agreement is limited to, and will not exceed, payment of an amount that constitutes a reasonable payment for the partial completion of the Services. The foregoing monetary obligation of the Park to the Consultant is conditional upon the expenses and Services for which payment is claimed being found satisfactory to both the Park and the Consultant in accordance with the attached Proposal. In no event will the remuneration to be paid by the Park to the Consultant exceed the amounts as stipulated in this Agreement.

7. INDEMNIFICATION

The Consultant shall indemnify and in all manner save harmless the Park and its directors, officers, employees, agents, and representatives, from and against all claims, demands, damages, losses, costs, actions, or otherwise which may be made or brought against the Park as a result of the performance of this agreement by the Consultant or by any of the Consultant's permitted assignees and sub-Consultants.

8. NOTICES

Any notice or other communication required or permitted to be given hereunder shall be in writing and shall be delivered in person, transmitted by facsimile or similar means of recorded electronic communication or sent by registered mail, addressed as follows:

a) If to the Park

Cultus Lake Park 4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5

b) If to the Consultant:

Myriad Information Technology Solutions Inc. Att: Jason Lum, Director of Business Development #202 – 8364 Young Road, Chilliwack, BC Canada, V2P4N9

9. OFFER AND ACCEPTANCE

This Agreement is being offered by the Park to the Consultant who must accept by signing and giving one copy of this Agreement to the Park, failing which the said offer shall be automatically revoked and this document shall be of no force or effect.

IN WITNESS WHEREOF this Agreement has been executed by Cultus Lake Park on this /6 day of

June, 2014

Per: Name: Ronald W. Campbell

Title: Chief Administrative Officer

I have the authority to bind the Consultant herein.

IN WITNESS WHEREOF this Agreement has been executed by Myriad Information Technology

Solutions Inc. on this 18 day of June, 2014

Per: Jason Lum

Title: Director of Business Development

Option A - Small Office Home Office

Support Services Including but not limited to -

- onsite technical support (desktop), software and hardware troubleshooting
- onsite server support, including maintenance, service packs, patches, backup monitoring
- onsite network support (switches, routers, voip, wireless)

Preventative Maintenance:

- monthly patch management/service packs (2 desktops/1 server)
- website hosting
- 4 hour guaranteed response time

Option B - Small Business Maintenance Agreement

Support Services Including but not limited to -

- onsite technical support (desktop), software and hardware troubleshooting
- onsite server support, including maintenance, service packs, patches, backup monitoring
- onsite network support (switches, routers, voip, wireless)
- website hosting

Preventative Maintenance:

- monthly patch management/service packs (up to 25 desktops, 2 servers)
- backup monitoring/offsite backup storage
- 24/hr proactive monitoring (up to 25 desktops, 2 servers)
- 2 hour guaranteed response time

Option C - Enterprise Outsourced Agreement

Support Services Including but not limited to -

- onsite technical support (desktop), software and hardware troubleshooting
- onsite server support, including maintenance, service packs, patches, backup monitoring
- onsite network support (switches, routers, voip, wireless)
- website hosting

Preventative Maintenance:

- monthly patch management/service packs (up to 50 desktops, 5 servers)
- backup monitoring/offsite backup storage
- 24/hr proactive monitoring (up to 50 desktops, 5 servers)
- Remote technical support (up to 5 hrs/month)
- Custom service desk portal (reporting, helpdesk management)
- 5 hours onsite technical support (bankable)
- 1 hour guaranteed response time



Terms:

Service contracts are renewed annually and exclude all applicable taxes. Compensation for services and maintenance is limited to labour charges, monitoring software, and web hosting software (when applicable)

MYRIAD EXPENSES 2018

Attachment # 2

	Monthly Retainer	Monthly Cloud Backup/ anti-spam /webhosting	Labour /servi calls	ice	Small Hardware /Software Costs	Description	Capit	al Projects	Description
Sunnyside			\$	þ	\$	Switches/Ipads/Internet Equipment/Powerbars	\$	þ	WIFI Upgrades
Visitor Services			\$	0	\$	Keyboard			
Fire Department			\$	o	\$	Computer Purchase			
Public works			\$	0	\$	Computer Purchase			
General Admin	(\$	\$	þ	\$	2 Computers/Windows Server/SQL Server/Printer	\$	Þ	Base Server and Software
Total	\$,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	



REPORT/RECOMMENDATION TO BOARD

DATE:

February 20, 2019

FILE: 0550

SUBMITTED BY:

Erica Lee

Chief Financial Officer

SUBJECT:

Cultus Lake Park Corporate Policy: Purchasing, Consulting & Publicly

Tendered Contracts- Preferred Supplier List.

PURPOSE:

To report back to the Board regarding the Operational and Financial Core Review Committees proposed changes to the Cultus Lake Park Corporate Purchasing Policy related to the use of Preferred Supplier List.

RECOMMENDATIONS:

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
Recurring Purchases of	Use the Preferred Supplier List	CAO approves and signs
Goods or Services	process.	preferred supplier list upon
Expected to exceed		recommendation of
\$20,000 in aggregate.		Manager(s).

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.

DISCUSSION:

At the November 21, 2018 Board meeting the Operational and Financial Core Review Committee provided several recommendations to the Board for review and approval. One of the committee's recommendations was to introduce the use of a preferred supplier list for goods and services that are purchased in high volumes. The committees goal was to help ensure due diligence is maintained for the Park's high volume recurring purchases. Motion 4245-18 (See Attachment #1) recommended by the committee to introduce the use of a preferred supplier list to the purchasing policy was defeated, however the Board made the following motion to report back about the impact the proposed changes would have on staff:

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.

Staff has considered the proposed changes outlined in Attachment #1 and believes the introduction of a preferred vendor list would be beneficial to staff and the Park. Having a policy and process to evaluate high volume vendors proactively would help ensure Staff are carefully seeking out vendors that bring the most value to the Park through better pricing, service, product availability and so on.

Staff reviewed the policy threshold of \$20,000 and believes this limit is appropriate and will not impede our ability to work efficiently. The "process steps" proposed by the committee were also reviewed and Staff believe the steps are clear and provide a good level of guidance without being too restrictive.

However, Staff believes that while a proactive process will be beneficial to the Park it will also require a considerable amount of staff time to ensure the Park gets the most value from the process as possible. Therefore, staff are requesting that the frequency of maintaining and re-establishing the preferred suppliers list be changed from "annually" to "once every three years".

Prepared by:

Approved for submission to the Board:

Erica Lee

Chief Financial Officer

Bonny Bryant

Chief Administrative Officer

Motion 4245-18

Recommendation by Operational and Financial Core Review Committee to make changes to the Cultus Lake Corporate Purchasing Policy .

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board direct staff 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
Recurring Purchases of	Use the Preferred Supplier List	CAO approves and signs
Goods or Services	process.	preferred supplier list upon
Expected to exceed		recommendation of
\$20,000 in aggregate.		Manager(s).

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

Preferred Supplier Lists

Description: For the recurring purchase of the same type of goods or services expected to exceed \$20,000 an annual 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 annually.
- 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.
- Review and establishment of the preferred supplier list should be done annually.

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 on an annual basis; and





REPORT/RECOMMENDATION TO BOARD

DATE:

February 20, 2019

FILE: 0550-70

SUBMITTED BY:

Dave Driediger,

Manager of Park Operations

SUBJECT:

Residential Parking Permit Cost

PURPOSE:

To provide the Board with information on the cost of residential parking permits.

RECOMMENDATION:

Option #1

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to continue charging \$100 per residential parking permits as in 2018; 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 (permit will not be pro-rated).

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 (permit to be pro-rated).

BACKGROUND:

At the January 16, 2019 Board meeting, a motion was carried directing staff to continue issuing residential parking permits as in 2018 but with counterfeit deterrence measures and a validation period of two years rather than one. However, the report did not address permit cost beyond reference to the 2018 trial program.

DISCUSSION:

In 2018 the Park issued four free parking permits for each registered residential lease lot; two stickers and two hangers. An additional 44 parking permits were sold to registered lease lot holders at a cost of \$100 each realizing a revenue of \$4400. Given the 2019 increased permit term, the Board may wish to double the cost of permits to \$200 each or, continue providing permits at a rate of \$100 each.

STRATEGIC PLAN:

This report does not impact the Board's Strategic Plan Initiative.	

Prepared by:

Approved for submission to the Board:

Dave Driediger

Manager of Park Operations

Bonny Bryant Chief Administrative Officer



CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE**: 0550-70

SUBMITTED BY: Dave Driediger

Manager of Park Operations

SUBJECT: Cultus Golf Park Entrance Proposal

PURPOSE:

The purpose of this report is to provide the Board with information on the Cultus Golf Park entrance proposal.

RECOMMENDATION:

Option 1

THAT the Cultus Golf Park revised entrance/exit proposal be approved.

Option 2

THAT Mr. Bahnman be requested to perform an environmental assessment.

Option 3

THAT Mr. Bahnman be requested to perform an archaeological impact assessment.

Option 4

THAT the new entrance not be approved.

BACKGROUND:

At the September 19, 2018 Closed Board Meeting the Board was provided with an overview of Mr. Bahnman's revised entrance/exit design and plan (Attachment 1). Following review, staff was directed to work with the leaseholder to hold a public information session and consult with the Fraser Valley Regional District (FVRD) to determine if the proposal was feasible given current P-2 Zoning.

DISCUSSION:

Zoning

Staff discussed Mr. Bahnman's proposal with Graham Daneluz, FVRD Deputy Director of Planning and Development and a summary of Mr. Daneluz' conclusions and recommendations is provided below.

The Cultus Lake Park Board (CLPB) may wish consider the following:

- Development of a street, road, lane or other way open to public use is permitted in the P-2 zone. The zoning bylaw doesn't specify that the road must be maintained by the public, just that it be open to public use and that it cannot be a private right of way on a privately owned lot. If the CLPB wishes to develop a new road, lane or 'way' for the use of the public, this would be permitted in the P-2 zone. In this case, careful consideration should be given to the tenure of any new street, road or lane within the P-2 zone. A challenge is that the road appears only to provide access to the golf course and not to other lands available for public use.
- Expansion of the golf course into the P-2 zone, including the development of a private access
 or driveway for the golf course, is not permitted under the zoning bylaw. Rezoning would be
 necessary to permit a private access as proposed.
- If the new access road is justified on the basis of safety deficiencies associated with the existing access road, it may be appropriate for the CLPB to require a report by a professional traffic engineer evaluating the safety of the existing access. Principles of road design and safety are set out by the BC Ministry of Transportation & Infrastructure in the BC Supplement to the Geometric Design Guide for Canadian Roads (TAC manual). Road design standards are complex and they depend on many factors. For that reason, the advice of a transportation engineer would be required to determine the safety of a road or access.
- If safety improvements are required, there may be a range of options for improving the access. For example, it may be possible to develop improvements within the Columbia Valley Highway right-of-way such as a deceleration taper for right turns into the golf course and a turning lane for left turns in and out.
- If a new access through Conservation Area lands is necessary, determining a safe access road alignment that requires the least amount of disturbance to Conservation Areas would be desirable and in keeping with zoning and Plan policies.
- An environmental assessment should be required to determine whether a road through the P-2 lands would compromise the natural characteristics and vegetated portions of the area. In my view, this is necessary for FVRD to confirm that the proposed use complies with the zoning bylaw. Section 7.2.3.4 of the zoning bylaw states that, "Nature trails, natural areas and Highways are only permitted if the Use is limited to a portion of the Lot and does not compromise the natural characteristics and vegetated portions of a Lot in this Zone." A reasonable definition of "compromise" in this context may be 'to cause to become vulnerable or function less effectively' (Oxford English Dictionary).
- Given the Plan policies and strong community interest in the protection of conservation lands within Cultus Lake Park, it would be desirable to hold a public meeting/discussion to solicit input on the proposed roadway before a decision is made on this matter.

Public Information Meeting

On January 23, 2019, Mr. Bahnman held an evening public information meeting at Cultus Lake Community Hall. The intent of the meeting was to provide the community with information on the proposal and an opportunity to raise questions and provide feedback. Approximately 35 people signed in at the door.

Following the meeting, Mr. Bahnman provided staff with relevant documentation including a:

- 1. Cover letter (Attachment 2);
- 2. Ministry of Highways, Transportation and Infrastructure permit to construct, use and maintain access to a provincial public highway (Attachment 3);
- 3. public information meeting notice; (attachment 4)
- 4. meeting attendance list;
- 5. list of 23 emails addressed to Mr. Bahnman supporting the proposal; and
- 6. petition of support including the name, address and telephone number of 51 individuals.

Archeological Impact Assessment

FVRD Policy Analyst - First Nations Relations, Jessica Morrison advised staff that consideration should be given to completing and archeological impact assessment prior to project commencement. While the assessment is not mandatory, pending changes to *Heritage Conservation Act of BC* are expected to necessitate assessments for similar developments later this year.

Prepared and approved for submission to the Board:	
Dudige	B. Bryant.
Dave Driediger Manager of Park Operations	Bonny Bryant Chief Administrative Officer







"FORE" THOUSAND COLUMBIA VALLEY HWY P.O. Box 3068 Cultus Lake, B.C. V2R 5H6

> Phone: (604) 858-9902 Fax: (604) 858-2612 Toll Free: 1-877-858-FORE Email: golfcultus@shaw.ca www.golfcultus.com

Bonny Bryant - Director of Park Operations Cultus Lake Park Board 4169 Columbia Valley Hwy Cultus Lake, BC V2R 4Z9

Re: Entrance relocation

Dear Bonny,

We initiated our Entrance Relocation project in June 2017, where we submitted an email to yourself and Kelly Ridley, requesting to move our entrance approximately 100 yards west of the existing location. The main purpose was to improve the safety of patrons entering and exiting our entrance.

As requested by the board, we have completed and finalized all requests, including:

- a) Arborist report, hazard tree risk assessment
- b) Engineered drawing of the new location
- c) Driveway modification, reducing the width of the lane and relocated closer to the existing entrance
- d) Survey and annual fee negotiated
- e) Ministry of Transportation Permit
- f) Public information meeting held on Wednesday January 23rd 2019 at the Cultus Lake Community Hall

We mailed an invitation to every Cultus Lake resident requesting their feedback. For anyone who could not attend, we recommended they visit us in the pro shop or contact us by phone or email for more details. The main focus during our public information meeting was to address our safety concerns:

- · Location of entrance High risk for accidents near the curvature/blind corner
- Increased traffic in the area and traffic speeding up along the straight stretch
- · Increase in bicyclists and pedestrians
- Guests are required to park on the highway during special events, making it difficult to see oncoming traffic while attempting to exit the facility

Open House Results

The sign-in sheet and support document from the open house are attached. We had approximately 34 Cultus Lake residents visit our open house with several others inquiring in our pro shop, emailing with feedback and calling in to ask questions and offer support. All supporting documents are also attached.

Next and final step:

We are requesting approval to be granted at the February 20, 2019 Cultus Lake Park Board meeting so this project can be initiated in March and finalized before the summer season begins. We would like to work directly with the Manager of Park Operations to ensure the project is completed to all necessary requirements.

Thank you, I look forward to your response to this letter,

Jeff Bahnman

Cultus Lake Golf Club 4000 Columbia Valley Hwy

Cultus Lake, BC V2R 5H6

Beautiful!

placesto be



Permit/File Number: 2018-06519

Office: Chilliwack Area Office

PERMIT TO CONSTRUCT, USE, AND MAINTAIN ACCESS TO A PROVINCIAL PUBLIC HIGHWAY

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE NISGA'A FINAL AGREEMENT ACT.

BETWEEN:

The Minister of Transportation and Infrastructure

Chilliwack Area Office 45890 Victoria Avenue Chilliwack, BC V2P 2T1 Canada

("The Minister")

AND:

Jeff Bahnman Cultus Lake Golf Course 4000 Columbia Valley Road Cultus Lake, British Columbia V2R 5H6 Canada

("The Permittee")

WHEREAS:

- The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;
- The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

The installation, operation, and maintenance of Revised access to Cultus Lake Golf Club 4000 Columbia Valley Road 18 hole golf course to serve for access from Columbia Valley Rd, as shown on drawing Out of the Box Sketch 2018-xxxx-01 dated 2018-07-29.

C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

- The Minister shall designate an official ("the Designated Ministry Official") who shall act as the Minister's agent in the 1. administration of this permit in the manner hereinafter set out.
- The Use shall be carried out according to the reasonable satisfaction of the Designated Ministry Official. 2.
- The Permittee shall indemnify and save harmless the Ministry, its agents and employees, from and against all claims, liabilities, 3. demands, losses, damages, costs and expenses, fines, penalties, assessments and levies made against or incurred, suffered or sustained by the Ministry, its agents and employees, or any of them at any time or times, whether before or after the expiration or termination of this permit, where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Permittee, its employees, agents or Subcontractors, in connection with the permit.
- The Permittee shall make diligent attempts to determine if there are other users of the right of way in the vicinity of the 4. Permittee's location whose use may be affected. It shall be the responsibility of the Permittee to contact any such users before exercising any of the rights granted hereunder and to attempt to reach an accommodation.
- 5. The Minister shall take reasonable care to do as little damage or interference, as possible, to any Use authorized by this permit in the carrying out of the construction, extension, alteration improvement, repair, maintenance or operation of any work adjacent thereto, but the Minister shall not be responsible for any damage regardless.



Permit/File Number: 2018-06519

Office: Chilliwack Area Office

The Minister at the absolute discretion of the Minister may, at any time, cancel this permit for any reason upon giving reasonable 6. notice; provided, however, that in the case of default by the Permittee or in the case of an emergency no notice shall be necessary. The Minister shall not be liable for any loss incurred as a result of permit cancellation.

- 7. Placing of speed arresters on the access (or accesses) or in the Permittee's property without the prior consent in writing of the Designated Ministry Official shall render the permit void.
- 8. The Permittee shall be responsible for replacing any survey monuments that may be disturbed or destroyed by the Use. Replacement must be by a British Columbia land surveyor at the Permittee's expense.
- 9. The Permittee shall remove any mud, soil, debris, or other foreign material tracked onto the highway from the access authorized herein. Such removal shall be at the Permittee's expense and shall be done at any time the material unduly inconveniences traffic and, in any event, daily.
- 10. The Permittee acknowledges that the issuance of this permit by the Minister is not a representation by the Minister that this permit is the only authority needed to carry out the Use. The Permittee shall give deference to any prior permission given for use of the right of way in the vicinity of the permit area, shall obtain any other permission required by law, and shall comply with all applicable laws regardless of their legislative origin.
- 11. At the end of the term of this permit, or when the permit is cancelled or abandoned, the Permittee shall, if so requested by the Minister, remove all installations and shall leave the site as near as reasonably possible in the condition it was in before this permit was issued or such other condition as shall reasonably be required by the Designated Ministry Official. If the Permittee refuses to comply with these obligations, the Minister may perform them as required and the Permittee shall be liable to the Minister for the costs of doing so.
- 12. The rights granted to the Permittee in this permit are not assignable without the consent of the Minister.
- 13. As a condition of this permit, the permittee unconditionally agrees with the Ministry of Transportation and Infrastructure that the permittee is the prime contractor or will appoint a qualified prime contractor, as described in Section 118 of the Workers Compensation Act, for the purposes of the work described by this permit, at the work location described in this permit, and that the permittee or designated prime contractor will observe and perform all of the duties and obligations which fall to be discharged by the prime contractor pursuant to the Workers Compensation Act and the Occupational Health and Safety Regulation.
- 14. The permittee is advised and acknowledges that the following hazards may be present at the work location and need to be considered in co-ordinating site safety: overhead hazards, particularly electrical or telecommunications lines; buried utilities, particularly electrical, telecommunication, and gas lines; traffic, danger trees, falling rocks, and sharp or infectious litter.
- Any works within the Ministry right-of-way that fall within the scope of "engineering" under the Engineers and Geoscientists Act 15. will be performed by a Professional Engineer, and shall comply with this Ministry's "Engineer of Record and Field Review Guidelines". The Guidelines can be viewed on the Ministry's website at http://www2.gov.bc.ca/assets/gov/driving-andtransportation/transportation-infrastructure/engineering-standards-and-guidelines/technical-circulars/2009/t06-09.pdf
- 16. The permittee is responsible for preventing the introduction and spread of noxious weeds on the highway right-of-way as defined by the British Columbia Weed Control Act and Weed Control Regulation.
- 17 The Use shall be carried out according to the following drawings and specifications, which are attached and shall be considered

	to be part of this permit: Out of the Box Sketch 2018-xxxx-01 dated 2018-07-29
18.	(a) The rights granted under this permit shall not be exercised before
	(b) The Construction and Installations must be completed on or before
Γhe rights g	granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.
Dated at	Chilliwack , British Columbia, this day of November, 2018

	1	
On	Behalf of the Minist	ter



OPEN HOUSE ENTRANCE RELOCATION

We would like to take this opportunity to invite you to our open house regarding the relocation of our entrance.

PURPOSE OF OPEN HOUSE

To provide information about our entrance relocation, answer questions and gather feedback.

CONCERNS / PURPOSE OF RELOCATION

- Curvature of road / blind corner near our current entrance is a high risk area for accidents
- Low visibility Guests have to park on the streets during many events, making it difficult to see oncoming traffic and pedestrians while leaving our facility -Increase of traffic and people in the area increases the risk

We look forward to hearing your feedback!

OPEN HOUSE - WHEN & WHERE

WHEN: January 23rd from 7:00pm – 9:00pm WHERE: Cultus Lake Community Hall

Unable to attend our Open House? For more information, to ask questions or provide feedback - Please contact golfcultus@shaw.ca or 604-858-9902.

Visit us in person: 4000 Columbia Valley Rd, Cultus Lake, BC

REMINDER - WE ARE OPEN DAILY!

GOLF COURSE

GOLF COURSE OFF-SEASON SPECIAL:

<u>2 Players & 1 Cart</u> \$29.50 per person 2 – 18 hole green fees & 1 power cart (This deal ends January 3st 2019)

DRIVING RANGE SPECIALS:

Buckets of Balls & Beer

1 beer & 1 small range bucket = \$8.95 2 beer & 1 large range bucket = \$15.95

Balls & Breakfast Weekdays before Ham. \$11.99



LEGENDS BISTRO

Legends Bistro is currently open for breakfast and lunch 7 days a week!



For hours and full menu: Visit www.golfcultus.com

To make reservations, please call 604-858-9902 or email legendsbistro@shaw.ca





REPORT/RECOMMENDATION TO BOARD

FILE: 0550-70

DATE: February 20, 2019

SUBMITTED BY: Dave Driediger,

Manager of Park Operations

SUBJECT: Star Nation Canoe Club (Stó:lō Nation) Canoe Storage

PURPOSE:

To provide the Board with information on Star Nation Canoe Club (Stó:lō Nation) canoe storage.

RECOMMENDATION:

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to present next steps for Star Nation Canoe Club (Stó:lō Nation) canoe storage to the Cultus Lake Park Board at the March 20, 2019 Board meeting.

BACKGROUND:

In early August, 2018 staff received a letter from Star Nation Canoe Club (Stó:lō Nation) requesting a safe place to store their traditional war canoes at Cultus Lake Park. The Club also asked to make a presentation to the Cultus Lake Park Board.

At the August 15, 2018 Cultus Lake Park Board meeting Theresa Warbus-Point, Gwen Point and Steven Point invited the Board to partner with them in seeking a canoe storage site close to Main Beach appropriate for housing their eight to twelve canoes. The following motion was passed:

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

THAT the Cultus Lake Park Board directed staff to explore and establish a relationship with the members of the Star Nation Canoe Club to find a suitable location for their canoe storage and report back to the Board.

CARRIED

DISCUSSION:

In the fall of 2018 staff met with Theresa Warbus-Point and Chelan Charlie to discuss canoe storage, the Club's needs and potential sites. Generally the Club requires space to accommodate a 20m x 6m covered, post and beam shelter enclosed with secure fencing. Since last fall, additional opportunities became available and on February 7, 2019 the Chief Administrative Officer and Staff met with Gwen Point and Chelan Charlie to view the potential sites below:

1) Main Beach – the grass area near the Sweltzer Creek (Attachment #1)

This location was requested by the Club and described to staff as their ideal location given the proximity to the water, availability of parking and playgrounds and access to the west side of the lake where paddlers frequently train. Staff understands this site's appeal but is uncomfortable:

- Building on this portion of the Park's core;
- encouraging watercraft use within designated swim only areas; and
- Anticipating conflict with the high level of recreational use at this site.
- 2) Main Beach Green space near the 2nd Avenue and south of Main Beach (Attachment #2)

This grassy location was identified by the Club as suitable and further examination of the site is required including but not limited to: tree removal, availability of room for future expansion should the Board field additional requests and consideration of proximity to residential areas.

3) A location next to the 76 Sunnyside Blvd. - previously the Sailing Club building (Attachment #3)

Staff anticipates this optimal location will:

This report does not impact the Board's Strategic Plan Initiative.

- Minimize loss of green space and disruption to residential areas;
- afford opportunity for expansion should the need arise;
- provide ease of access via Parking Lot B and Main Beach's south service road;
 and
- Align with immediately adjacent use of the Sailing Club building.

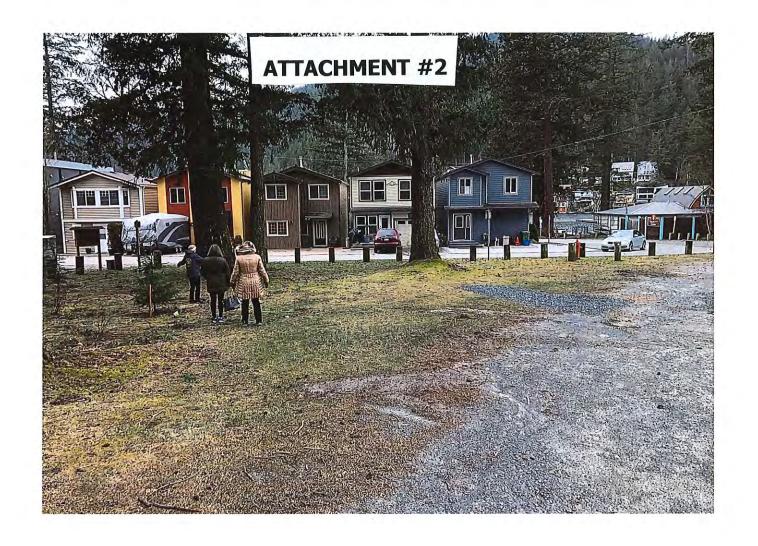
STRATEGIC PLAN:

Manager of Park Operations

Prepared by:	Approved for submission to the Board:
Dudige	B. Bryant.
Dave Driediger	Bonny Bryant

Chief Administrative Officer









REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE:** 0550

SUBMITTED BY: Paul Holman

Special Events Coordinator

SUBJECT: Special Event – Western Canoeing & Kayaking 3rd Annual Event:

Paddle Expo 2019

PURPOSE:

To provide the Board with information relating to the Special Event application for the Western Canoeing & Kayaking 3rd Annual Paddle Expo, proposed to take place on April 28, 2019.

RECOMMENDATION:

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;

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

DISCUSSION:

Western Canoeing & Kayaking's event organizer has applied for Special Event approval for their 3rd annual Paddle Expo, proposed to take place on April 28, 2019. After having successful events in 2017 and 2018, they are looking forward to this year's event.

This year, they would like to once again include food sales by Lakeside Beach Club and use propane fire pits on Main Beach for the comfort of the volunteers and participants, in case it's a cold day. They also feel that having a roving megaphone to announce when and where events are happening helps participants effectively find all activities.

The estimated number of participants, spectators and volunteers is 340. Event participants will be made aware that parking fees are in effect. Professional first aid attendants will be on site for the event duration. Event organizers and volunteers will be responsible for garbage removal during and after the event.

Event organizers are required to submit general liability insurance, naming Cultus Lake Park as an additional insured for \$5 million, at least 5 days prior to the event date.

The fee for the event for 200+ people is \$500, due at least 5 days prior to the event date.

A \$1,000 security deposit is required at least five days prior to the event date.

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The \$100 Special Event Application Fee has been paid.

An event map is required at least five days prior to the event date.

The event organizer has confirmed that the event will not go past the dock nearest to Main Beach Boat Rentals and Concession.

The event will have approximately 12 tents on Main Beach.

The event plans to have one to two vehicles on Main Beach displaying vehicle roof racks for kayaks.

The event plans to use a megaphone to announce when and where events are happening and a sound system to be used to play background music, between 10 a.m. and 3 p.m.

As there were no damages and the grounds and facilities were left in good condition from the 2017 and 2018 events, staff recommends that this event be approved by the Cultus Lake Park Board for 2019.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:

Approved for submission to the Board:

Bonny Bryant
Special Events Coordinator

Approved for submission to the Board:

Bonny Bryant
Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE:	February 20, 2019	FILE: 0550
SUBMITTED BY:	Darcy Bauer, Chair, Environmental and	d Public Areas Planning Committee
SUBJECT:	Recommendations from Committee	n the Environmental and Public Areas Planning
PURPOSE:		
	report is to provide the reco	ommendations from the January 25, 2019 meeting of Committee.
RECOMMENDATIO	ONS:	
	nember of a Committee wil	ublic Areas Planning Committee Terms of Reference be ill have one (1) vote only, to: All voting members of a
DISCUSSION:		
of Reference were r	eviewed the committee. As	d Public Areas Planning Committee meeting the Terms is this committee has two (2) voting members and two commended that Terms of Reference be amended to
See attachment #1 Reference.	for the Environmental and P	Public Areas Planning Committee's Terms of
Prepared by:		Approved for submission to the Board:
		R Barrens X
Commissioner Baue Chair, Environmenta Areas Planning Con	al and Public	Bonny Bryant Chief Administrative Officer



ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE TERMS OF REFERENCE

(Adopted on December 19, 2018)

1. Committee Purpose

1.1 This Standing Committee is to review and assist in developing the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.

2. Duties

- 2.1 This committee will provide input to Park Staff in the development and assist in the implementation of the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.
- 2.2 To consider matters referred to it by the Park Board.

3. Membership & Term

- 3.1 The committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair Commissioner Bauer
 - Vice Chair Commissioner Payeur
 - Two member(s) of the public, appointed by the Board
 - Two non-voting member(s) of the public, appointed by the Board.
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee shall dissolve on January 31, 2020 or when the appointee's successors are appointed.

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4. Operation of the Committee

Meeting Schedule

4.1 The committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meeting will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee members and the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and the Committee System Policy.
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board for authority to act.



REPORT/RECOMMENDATION TO BOARD

DATE: February 20, 2019 **FILE**: 0550

SUBMITTED BY: Darcy Bauer,

Chair, Environmental and Public Areas Planning Committee

SUBJECT: Recommendations from the Environmental and Public Areas Planning

Committee

PURPOSE:

The purpose of this report is to provide the recommendations from the January 25, 2019 meeting of the Environmental and Public Areas Planning Committee.

RECOMMENDATIONS:

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.

DISCUSSION:

During the January 25, 2019 Environmental and Public Areas Planning Committee meeting Brenda Senft presented a plan to address the protection of the roots of the larger fir trees on Main Beach. This plan included the use of "island" landscaping to deter heavy foot traffic that can cause damage to the roots of trees.

See attachment #1 for the drawing of the	Main Beach Critical Root Zone Enhancement Project.
See attachment #2 for the drawing of the	proposed landscaping in front of Main Beach Rentals.
See attachment #3 for the drawing of the	Fir Lane restoration of green space drawing.
Prepared by:	Approved for submission to the Board:
	B. Bryant.
Commissioner Bauer,	Bonny Bryant
Chair, Environmental and Public Areas Planning Committee	Chief Administrative Officer



