



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, MAY 15, 2019

7:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (4:00 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), (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and

Section 90 (1) (g) (litigation or potential litigation affecting the municipality) of the Community Charter. Should the Board wish to further pursue collection of the lease fee payable, it is anticipated that this may require some level of legal representation.

(3) RECONVENE

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(4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of May 15, 2019; and*

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

(5) DELEGATION

Sean Reid, KPMG regarding the 2018 Audit Findings Report.

(6) ADOPTION OF MINUTES

Page 7

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held April 17, 2019.*

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- (b) ***THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Electronic Meeting held on April 25, 2019.*

(7) ADOPTION OF COMMITTEE MINUTES

- Page 21 (a) ***THAT the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on March 27, 2019.***
- Page 23 (b) ***THAT the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on April 30, 2019.***

(8) FINANCE

- Page 25 (a) **2018 Draft Financial Statements**
- Report dated May 15, 2019 from Erica Lee, Chief Financial Officer
- THAT the report from the Manager of Finance regarding the 2018 DRAFT Financial Statements be received; and***
- THAT the 2018 Financial Statements be approved.***

(9) CORRESPONDENCE

- Page 47 (a) **Cultus Lake Business Association**
- Letter dated April 25, 2019 from Bob McCrea, Administrative Officer, Cultus Lake Business Association regarding Changes to the *Cultus Lake Park Act*
- Page 49 (b) **Cultus Lake Business Association**
- Letter dated April 25, 2019 from Bob McCrea, Administrative Officer, Cultus Lake Business Association regarding Parmenter Sign
- Page 53 (c) **Cultus Lake Aquatic Stewardship Strategy**
- Email dated April from Christina Toth, Fraser Basin Council, Assistant Regional Manager, Fraser Valley, Cultus Lake Aquatic Stewardship Strategy
- Page 55 (d) **Fraser Valley Regional District – Area H OCP Amendment**
- Area H OCP Information Sheet and Open House Banner Ad
- Page 59 (e) **Fraser Valley Regional District – Wood Stove Exchange**
- Wood Stove Exchange Program Brochure

(10) CONSENT AGENDA

- Page 61-97 **First Quarter Reports**
- Finance
 - Lions Parking
 - Public Works
 - Campground and Cabins

- Bylaw Compliance and Enforcement
- Fire Department
- Lease Assignment

THAT the Cultus Lake Park Board receive the 2019 First Quarter reports for information.

(11) STAFF REPORTS

Page 99

(a) Paddling Parking Pass Report

- Report dated May 15, 2019 from Dave Driediger, Manager of Park Operations

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to extend provisions of paddling parking passes to allow for additional parking prior to 10:00 am on weekends and statutory holidays.

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(b) Cultus Lake Community School Grade 4/5 Event

- Report dated May 15, 2019 from Paul Holman, Special Events Coordinator

THAT the event NOT be considered a "Special Event" and the organizer NOT be required to submit a Special Event Application;

This means:

- **THAT** the Special Event Application Fee of \$100 is not applicable;
- **THAT** the Rental Fee for 0-100 people of \$100 is not applicable; and
- **THAT** the Refundable Security Deposit of \$1,000 is not applicable.

THAT parking fees for Parking Lot A and Lot B be waived for up to 15 parent volunteer vehicles from 8 a.m. - 2:30 p.m. on June 6, 2019.

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(c) Lions Cultus Lake Pike Minnow Derby

- Report dated May 15, 2019 from Paul Holman, Special Events Coordinator

THAT the Cultus Lake Park Board waive the parking fees for Parking Lot A for any Lions Cultus Lake Pike Minnow Derby participant for the entire day if they park in the lot prior to 9:00 a.m. on June 15, 2019;

THAT the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9 p.m. on June 14, 2019 to 5 a.m. on June 15, 2019 for security purposes;

THAT the Cultus Lake Park Board permits the Lions Cultus Lake Pike Minnow Derby to operate a concession stand/area at Main Beach on June 15, 2019.

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(d) **Cultus Lake Community School's Beach Day**

- Report dated May 15, 2019 from Paul Holman, Special Events Coordinator

THAT the event NOT be considered a "Special Event" and the organizer NOT be required to submit a Special Event Application;

This means:

- ***THAT*** the Special Event Application Fee of \$100 is not applicable;
- ***THAT*** the Rental Fee for 200+ people of \$500 is not applicable; and

THAT the Refundable Security Deposit of \$1,000 is not applicable.

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(e) **Cultus Lake Day**

- Report dated May 15, 2019 from Paul Holman, Special Events Coordinator

THAT the Cultus Lake Park Board approve a pancake breakfast at the Cultus Lake Fire Hall from 8:30 a.m. to 10 a.m. on June 22, 2019, as approved in previous years;

THAT the Cultus Lake Park Board approve the need to register license plates for free parking for parade floats and parade vehicles in the Plaza Parking Lot, near the barn, from 9:30 a.m. to 11:15 a.m. on June 22, 2019.

THAT the Cultus Lake Park Board approve a parade from 11 a.m. to 12 p.m. on June 22, 2019, beginning from Sunnyside Boulevard (at Lakeside Beach Club), to 1st Avenue, and ending at Main Beach.

THAT the Cultus Lake Park Board approve free parking in Lot D for up to 100 parade participants from 9 a.m. to 11 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve free parking in Lot B for event vendors from 9 a.m. to 11 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve Cultus Lake Park Commercial Leaseholder food vendors and non-leaseholder food vendors to serve the public at the Main Beach grassy area from 11:30 a.m. to 9:30 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area from 11:30 a.m. to 9:30 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve a children's fun area at the Main Beach grassy area from 11:30 a.m. to 4:30 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve pony rides at the Main Beach area from 1 p.m. to 5 p.m. on June 22, 2019; and

THAT the Cultus Lake Park Board approve fireworks at Main Beach for approximately 15 to 30 minutes between 10 p.m. and 11 p.m. on June 22, 2019.

(12) REPORTS BY COMMISSIONERS

(a) Recommendations from the Operational and Financial Core Review Committee

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- Report dated May 15, 2019 from David Renwick, Chair, Operational and Financial Core Review Committee

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to refer the Commercial Leases of Main Beach Boat Rentals, Cultus Lake Marina and Rentals, Frostys and Ministry of Forests for a legal opinion on Landlord responsibilities regarding building and infrastructure maintenance.*

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to compile an inventory of the Plaza building and infrastructure based on the Commercial Leases references to Landlord responsibilities.*

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to investigate the cost to hire a Commercial Inspector to assess the condition and maintenance requirements of the compiled inventory of the Plaza building and infrastructure.*

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to confirm that the New York Corned Beef Connection installed a ventilation system for their commercial oven, as per their lease.*

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on May 15, 2019 be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, April 17, 2019
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

Absent Commissioner L. Payeur

(1) **CALL TO ORDER**

The Chair called the meeting to order at 5:31 pm.

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

4335-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

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

Section 90(1), (d) security of the property of the municipality; and

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

(3) **RECONVENE**

The meeting reconvened at 7:00 pm.

(4) APPROVAL OF AGENDA

4336-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of April 17, 2019 by replacing under Section 9, Staff Reports; 9 (g), Ride for Water Special Event; 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.*

CARRIED

(5) ADOPTION OF BOARD MINUTES

4337-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 20, 2019.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

4338-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on February 27, 2019.*

CARRIED

4339-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on March 13, 2019 and March 14, 2019.*

CARRIED

4340-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the minutes of the Commercial Leaseholder Committee held on March 13, 2019.*

CARRIED

4341-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board receive the minutes of the Commercial Leaseholder Committee held on March 27, 2019.*

CARRIED

(7) **CORRESPONDENCE**

(a) **Cultus Lake Business Association**

- Letter dated March 16, 2019 from Bob McCrea, Administrative Officer, Cultus Lake Business Association regarding Electric Highway Traffic Signs

(8) **BYLAWS**

(a) **Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017, Amendment Bylaw No. 1138, 2019**

4342-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1099, 2017, Amendment Bylaw No. 1138, 2019.*

CARRIED

(b) **Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1118, 2018, Amendment Bylaw No. 1139, 2019**

4343-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1118, 2018, Amendment Bylaw No. 1139, 2019.*

CARRIED

(9) **STAFF REPORTS**

(a) **Approval of March 20, 2018 Special Regular Electronic Minutes**

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer
- March 20, 2018 Special Regular Electronic Minutes

4344-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board approve the March 20, 2018 Special Regular Electronic Minutes.*

CARRIED

(b) **Star Nation Canoe Club Canoe Storage**

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer
- Site location picture
- Email dated March 31, 2019 from Theresa Warbus

4345-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board refer the Star Nation Canoe Club report back to the Chief Administrative Officer for more information.*

CARRIED

(c) **Budget Increase for Promotion/Communications re: Parking/Weekdays at Cultus Lake & Community Policing Event**

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer

4346-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board approve a budget increase of \$3,000 for advertising and promotion in order to increase weekday visits and parking revenue at Cultus Lake Park and to hold a public event to launch Community Policing at Cultus Lake Park.*

CARRIED

(d) **Enrollment in the Local Government Bylaw Notice Enforcement Act**

- Report dated April 17, 2019 from Bonny Bryant, Chief Administrative Officer

4347-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board approve that the Chief Administrative Officer write the Ministry of Attorney General requesting that Cultus Lake Park be enrolled in the Bylaw Notice Enforcement Regulation, under the Local Government Bylaw Notice Enforcement Act in order to practice bylaw adjudication.*

CARRIED

(e) **Charitable Donations Policy and Procedures**

- Report dated April 17, 2019 from Erica Lee, Chief Financial Officer
- Charitable Donation Policy
- Revenue Canada requirements

4348-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board review and approve the Charitable Donation Policy.*

CARRIED

(f) **Paddling Parking Pass**

- Report dated April 17, 2019 from Dave Driediger, Manager of Park Operations

4349-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to continue to exclude the Sunnyside Blvd. residential overflow parking area from both \$100 annual passes for Chilliwack and Electoral Area H residents and \$200 annual passes for non-residents as well as \$50 seasonal paddling parking passes.*

CARRIED

4350-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct the Chief Administrative Officer to continue to issue \$50 seasonal paddling parking passes as set out in Option 3: Extend provisions of paddling passes to allow for additional parking prior to 10:00 am weekends and statutory holidays; and

THAT the Cultus Lake Park Board refer this back to the Chief Administrative Officer to bring this back to the next Board meeting with more details and to relax the enforcement on weekends prior to 10:00 am.

CARRIED

Commissioner Renwick voted in opposition.

(g) **Ride for Water Bike Race – Special Event**

- Report dated April 17, 2019 from Paul Holman, Special Events Coordinator
- Attached maps of bike course and routes

4351-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Special Event Application for Ride for Water held on May 4, 2019, provided the Special Occasion License to operate a Beverage Garden be granted by the BC Liquor and Cannabis Regulation Branch and that all bike use within the Park is restricted to non-grassed roadway areas.

CARRIED

4352-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the use of Helm's Kitchen as the May 4, 2019 Ride for Water food vendor.

DEFEATED

Chair Lamb, Commissioner Bauer and Smit voted in opposition.

4353-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT parking fees for 10 spots in Parking Lot B on May 4, 2019 be waived for Ride for Water organizers.

CARRIED

4354-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

THAT the Cultus Lake Park Board allow the food vendor at the event provided that the commercial leaseholders (Lakeside Beach Club and Main Beach Boat Rentals & Concession) be consulted and advise them that they are not interested in providing the event participants with food .

CARRIED

(h) **Chilliwack School District Cross Country Run- Special Event**

- Report dated April 17, 2019 from Paul Holman, Special Events Coordinator

4355-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the event NOT be considered a “Special Event” and the organizer NOT be required to submit a Special Event Application;

This means:

- ***THAT*** the Special Event Application Fee of \$100 is not applicable (as in previous years);
- ***THAT*** the Rental Fee for 200+ people of \$500 is not applicable (as in previous years);
- ***THAT*** the Refundable Security Deposit of \$1,000 is not applicable (as in previous years); and
- ***THAT*** the Comprehensive General Liability Insurance of \$5,000,000 is not applicable (as in previous years).

CARRIED

4356-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT parking fees for Parking Lot A and Lot B be waived for volunteers and parents attending the Chilliwack School District Cross Country Run from 2:00 p.m. - 5:30 p.m. on May 8, 2019.

CARRIED

4357-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board request that the Chilliwack School Board provide a copy of their Comprehensive General Liability Insurance in the amount of \$5,000,000 for the Chilliwack School District Cross Country Run.

CARRIED

(i) **Cultus Lake Water Sports Festival - Special Event**

- Report dated April 17, 2019 from Paul Holman, Special Events Coordinator
- Letter dated March 14, 2019 from Cecilia Lockerby

4358-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the parking fees in Lot B for the duration of the 2019 Cultus Lake Water Sports Festival Special Event, May 31 to June 2, 2019, be waived.

CARRIED

Commissioner Smit voted in opposition.

4359-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot B (to offset expenses) for the duration of the event from May 31 to June 2, 2019.

CARRIED

Commissioner Smit voted in opposition.

4360-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the requirement for the \$1,000 security deposit for the 2019 Cultus Lake Water Sports Festival be reduced to \$500.

CARRIED

4361-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Special Event Application fee of \$100 for the 2019 Cultus Lake Water Sports Festival be waived.

CARRIED

Commissioner Smit voted in opposition.

4362-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Special Event Rental Fees of \$1,500 for the 2019 Cultus Lake Water Sports Festival be waived.

CARRIED

4363-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Swim Line Removal and Replacement fee of \$500 for the 2019 Cultus Lake Water Sports Festival be waived and the main swim lines be put out after the event.

CARRIED

4364-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT the Garbage Bin and Admin fees for the 2019 Cultus Lake Water Sports Festival be waived.

CARRIED

Commissioner Smit voted in opposition.

4365-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

THAT food vendors be permitted at the 2019 Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event) as long as they do not park on tree roots.

CARRIED

Commissioner Smit voted in opposition.

4366-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** food vendor fees of \$100 per vendor per day for the 2019 Cultus Lake Water Sports Festival be waived.*

CARRIED

Commissioner Smit voted in opposition.

4367-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** participants of the 2019 Water Sports Festival be permitted to camp at Main Beach as in past years.*

CARRIED

4368-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** portable toilets be required at the 2019 Water Sports Festival and the fees for the portable toilets be waived.*

CARRIED

Commissioner Smit voted in opposition

4369-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot B from May 31 to June 2, 2019 (to offset expenses).*

CARRIED

(10) **REPORTS BY COMMISSIONERS**

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

- Report dated April 17, 2019 from Joe Lamb, Chair, Community Events and Engagement Committee

4370-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve moving the Farmers Market to the barn at the old Funland site.*

CARRIED

4371-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board to explore the cost to bring the barn at the old Funland site up to market usability.*

CARRIED

(b) **Recommendations from the Commercial Leaseholder Committee**

- Report dated April 17, 2019 from Casey Smit, Chair, Commercial Leaseholder Committee

4372-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Commercial Leaseholder Committee requests the Cultus Lake Park Board to contact the Fraser Valley Regional District for the removal of the Electoral Area H sign currently located along Columbia Valley Highway.*

DEFEATED

Chair Lamb, Commissioners Renwick and Bauer voted in opposition.
Commissioner Smit voted in favor.

4373-19 Moved by: Commissioner Smit Seconded by: Commissioner

***THAT** the Commercial Leaseholder Committee requests the Cultus Lake Park Board work together with the Cultus Lake Business Association to design and build a new "Welcome to Cultus Lake Park" sign.*

LOST FOR WANT OF A SECONDER

4374-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Commercial Leaseholder Committee requests the Cultus Lake Park Board to have a discussion with the Fraser Valley Regional District and let them know that the Cultus Lake Business Association is not in support of the dynamic signage placement in the high season.*

DEFEATED

Chair Lamb, Commissioner Renwick and Bauer voted in opposition.

(c) **Recommendations from the Commercial Leaseholder Committee**

- Report dated April 17, 2019 from Casey Smit, Chair, Commercial Leaseholder Committee

4375-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Commercial Leaseholder Committee requests that there be no pay parking in the Plaza parking lot and that there be a 2 (two) hour maximum until 6:00 pm.*

DEFEATED

Chair Lamb, Commissioner Renwick and Bauer voted in opposition.
Commissioner Smit voted in favor.

(12) PUBLIC QUESTION PERIOD

- Q: Len Martson, Park Drive, expressed his concerns with respect to the proposed canoe storage area in Sunnyside Campground. He noted that the new location is directly across from their property and expressed concerns with obstructed views of the lake as well as congestion in the area. He noted that the canoes are currently encroaching into one of the group sites. With respect to their annual event he suggested that perhaps the Main Beach area would be a suitable location. He questioned why local residents and campers were not consulted. He asked for clarification on whether this is a gift to the group or will it be a rental space. He suggests that the Board continue to store the canoes for this year and recommended that an alternate space be considered for next year.
- A: Chair Lamb noted that the Board has referred this item back to staff for further consideration with respect to year round storage use.
- Q: Rick Williamson, First Ave. asked if consideration was given to the impact on parking at the plaza with reconsideration to relocating the market.
- A: Chair Lamb noted that consideration was given to parking by bringing more traffic and business to the local vendors however, may require further consultation with the tenants.
- Q: Bob McCrea, Representative for the Business Association noted that they had contacted the Mayor of Chilliwack and the Fraser Valley Regional District (FVRD) to request that their input be considered with respect to emergency situations and location of the signs.
- A: Chair Lamb clarified that the City of Chilliwack is not involved with respect to the signage that is placed and noted that the FVRD and Ministry of Transportation use this for emergency situations and to curb traffic volume to the lake.
- Q: Rick Williamson, First Ave, requested clarification on the occupancy for Sunnyside Campground with the approval of the bylaw rate increase this evening.
- A: Chair Lamb noted that there are sixteen sites vacant on the seasonal side, just over one hundred and seventy people on the waitlist. Staff feel confident that the sites will be booked.
- Q: Andrew Steuneberg, Cultus Lake Waterpark, wished to thank the Board for the constructive feedback regarding processes and recommendations. He asked for clarity on procedures with respect to policies on concessions and food vendors. He also asked for clarification on the level of participation that the Board has when other authorities such as FVRD and the Ministry of Transportation suggested input on the wording for signage. He requested the Board take into consideration the options for parking for the Farmers Market with respect to the parks parking availability and capacity.
- A: Chair Lamb, noted that the Board may wish to address this at the next commercial leaseholder meeting and will consult with the businesses on events such as Cultus Lake Day and our Christmas event. He clarified that the Board is consulted and notified on the signage wording however they are not the decision maker with regards to deployment. He clarified that the market is to help support the local businesses by attracting visitors to the area and the Board is considering options for parking.

(13) **ADJOURNMENT**

4376-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the Regular Meeting of the Cultus Lake Park Board held on April 17, 2019 be adjourned 8:53 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held April 17, 2019.

Joe Lamb
Chair

Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK BOARD SPECIAL REGULAR ELECTRONIC MEETING MINUTES

THURSDAY, APRIL 25, 2019
PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

SPECIAL VOTE BY TELEPHONE POLL

Section 5 of the Cultus Lake Park Board Procedure Bylaw allows for a Special Vote by Telephone Poll in urgent situations.

SPECIAL VOTE BY TELEPHONE OR ELECTRONIC TRANSMISSION

4377-19

Moved by: Commissioner Bauer Seconded by: Commissioner Smit

Cultus Lake Park Board passed the following resolution at the April 25, 2019 Special Regular Electronic Meeting:

THAT the Cultus Lake Park Board pre approve the request from leaseholder of 38 Lakeshore Drive to allow the transfer of the registered boat lift to the purchaser(s) of the leased property; and

THAT the Cultus Lake Park Board require the new leaseholder(s) to complete the applicable registration form for the boat lift within 30 days of the completion of sale.

CARRIED

I hereby certify the preceding to be a true and correct account of the Special Electronic meeting of the Cultus Lake Park Board held April 25, 2019.

Joe Lamb
Chair

Bonny Bryant
Chief Administrative Officer



OPERATIONAL AND FINANCIAL CORE REVIEW COMMITTEE

Meeting Minutes

March 27, 2019

Present:

| | |
|------------------|--|
| David Renwick | Committee Chair/Cultus Lake Park Commissioner |
| Casey Smit | Committee Vice-Chair/Cultus Lake Park Commissioner |
| Ernie Vance | Public Appointee |
| Peter VanderHelm | Public Appointee |
| Bonny Bryant | CAO-Cultus Lake Park |
| Katrina Craig | Cultus Lake Park Staff |

Absent:

| | |
|--------------------|------------------|
| Brian Dyck | Public Appointee |
| Colleen Rogozinski | Public Appointee |

The meeting was called to order by the Chair at 3:15 pm

ADOPTION OF AGENDA

Moved by: Casey Smit

Seconded by: Ernie Vance

THAT the agenda for the March 27, 2019 Operational and Financial Core Review Committee be approved.

REVIEW OF THE TERMS OF REFERENCE

- The Terms of Reference for the 2019 Operational and Financial Core Review Committee were reviewed by the committee.

REVIEW OF PROCEDURES – FROM COMMITTEE TO BOARD

- A discussion was had regarding the process of taking recommendation from the Committee to the Board and the timelines that are involved.

POTENTIAL ITEMS FOR THE 2019 OPERATIONAL AND FINANCIAL CORE COMMITTEE

- A discussion was had regarding what the Operational and Financial Core Review Committee would like to focus on for 2019.
- The items have been prioritized:
 1. Review the Commercial Leases to see what capital items are the Park's responsibilities.
 - Who is responsible for what in each Commercial Lease?

- Establish an inventory of Board responsibilities.
 - Create a maintenance schedule.
 - Committee to look at the section of each Commercial Lease relating to buildings and infrastructure.
2. Review of Audit RFP and Insurance RFP
 - One (1) year left with KPMG. Review previous RFP's for Auditors.
 - What are our insurance needs?
 - What do we have in place now and what are the costs? Deductibles? Coverage? Renewal times?
 - The Chief Administrative Officer to check into the current insurance contract.
 3. Review of Purchasing Policy and the introduction of EFT payments and bill payment options for residents/seasonal campers (may reduce credit card service charges).
 - Protocol for online payments. A policy will be required.
 4. Review how the Public Areas (Main Beach) costs should be distributed - look into how much each user group should be contributing (Commercial Leases/Residential Leases/Park Visitors) and Review of the CLPB accounting structure and how it's organized.
 - The committee to evaluate how costs are currently allocated to different departments and put forward recommendation to the Board on how the committee thinks this could be improved.
 5. Salary Review/Market Comparison for Exempt Staff
 - What are the current positions, job descriptions and salaries?
 - Comparison to Hope and Harrison Hot Springs (similar communities).
 - Copy of the Cultus Lake Park Organizational Chart.
 6. Parking Revenue and Expenses and how that contributes to the operational costs.
 - Not necessary.

NEXT MEETING DATE

- May 1, 2019 at 8:30 am

ADJOURNMENT OF THE MEETING

Moved by: Ernie Vance

Seconded by: Casey Smit

***THAT** the March 27, 2019 meeting of the Operational and Financial Core Review Committee be adjourned*

Meeting Adjourned at 4:05 pm



OPERATIONAL AND FINANCIAL CORE REVIEW COMMITTEE

Meeting Minutes

April 30, 2019

Present:

| | |
|--------------------|--|
| David Renwick | Committee Chair/Cultus Lake Park Commissioner |
| Casey Smit | Committee Vice-Chair/Cultus Lake Park Commissioner |
| Ernie Vance | Public Appointee |
| Peter VanderHelm | Public Appointee |
| Colleen Rogozinski | Public Appointee |
| Bonny Bryant | CAO-Cultus Lake Park |
| Dave Driediger | Manager of Park Operations |
| Katrina Craig | Cultus Lake Park Staff |

Absent:

| | |
|------------|------------------|
| Brian Dyck | Public Appointee |
|------------|------------------|

The meeting was called to order by the Chair at 8:31 am.

ADOPTION OF AGENDA

Moved by: Casey Smit

Seconded by: Ernie Vance

***THAT** the agenda for the April 30, 2019 Operational and Financial Core Review Committee be approved.*

ADOPTION OF COMMITTEE MINUTES from March 27, 2019

Moved by: Casey Smit

Seconded by: Ernie Vance

***THAT** the minutes from the March 27, 2019 Operational and Financial Core Committee Meeting be approved.*

COMMERCIAL LEASES – Landlord vs. Tenant Responsibilities

- Due to the concerns with the HVAC system at the Lakeside Beach Club, the Operational and Financial Core Review Committee decided to look at the Commercial Leases and determine who is responsible for what. The goal is to establish an inventory of Board responsibilities as the Landlord and creating a maintenance schedule and budget.
- All Commercial Leases with Landlord responsibilities regarding buildings and infrastructure were discussed. From this discussion the Operational and Financial Core Review Committee are putting forward the following recommendations to the Cultus Lake Park Board:

***Approved via email on May 2, 2019**

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to refer the Commercial Leases of Main Beach Boat Rentals, Cultus Lake Marina and Rentals, Frostys and Ministry of Forests for a legal opinion on Landlord responsibilities regarding building and infrastructure maintenance.

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to compile an inventory of the Plaza building and infrastructure based on the Commercial Leases references to Landlord responsibilities.

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to investigate the cost to hire a Commercial Inspector to assess the condition and maintenance requirements of the compiled inventory of the Plaza building and infrastructure.

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to confirm that the New York Corned Beef Connection installed a ventilation system for their commercial oven, as per their lease.

Moved by: Ernie Vance
Seconded by: Casey Smit

CARRIED

NEXT MEETING DATE

- May 28, 2019 at 8:30 am

ADJOURNMENT OF THE MEETING

THAT the April 30, 2019 meeting of the Operational and Financial Core Review Committee be adjourned

Moved by: Ernie Vance
Seconded by: Colleen Rogozinski

Meeting Adjourned at 9:52 am



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 3900

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: 2018 DRAFT Financial Statements

PURPOSE:

To provide the Board with the 2018 DRAFT Financial Statements for review and approval.

RECOMMENDATION:

***THAT** the report from the Manager of Finance regarding the 2018 DRAFT Financial Statements be received; and*

***THAT** the 2018 Financial Statements be approved.*

DISCUSSION:

The financial statements for the Cultus Lake Park Board (CLPB) have been audited by KPMG, the CLPB's auditor. Representatives from KPMG, along with Staff, are in attendance to present the 2018 DRAFT Financial Statements to the Board. The Audit Findings Report states that the financial statements accurately reflect the financial position of the Park at December 31, 2018.

Highlights from the 2018 Financial Statements and Audit Findings Report include:

1. Financial Statements:

The financial position of the CLPB increased over 2017 as a result of the \$394,647 annual surplus. This surplus provided for an increase in CLPB's Investments and Cash holdings by approximately \$75,000 as well as an increase in Tangible Capital Assets of approximately \$270,000. Overall CLPB's liabilities at December 31st were comparable to the liabilities at December 31st 2017.

Operationally, 2018 was another solid year for CLPB. Sunnyside campground revenues achieved budgeted levels. Interest Income was up approximately \$61,000 over 2017 and higher than budgeted for 2018. Sale of services income was lower than expected as approximately \$37,000 in income budgeted from Fire Agreements for capital purchases was carried forward to 2019 along with the accompanying capital purchases.

On the expenditure side, Sunnyside Campground saw significant savings of approximately \$59,000 for Sewer Pumping Costs compared to 2017 and \$143,000 lower than budget for 2018. Sunnyside also spent \$39,000 less on Security than expected for 2018. Security costs were also lower than expected for Public Areas by approximately \$30,000.

2. Significant Audit, Accounting and Reporting Matters:

a) Landfill Closure Liability

Background: As a result of the landfill closure costing update completed in 2015, the financial liability for this closure needed to be increased, resulting in an extraordinary expense of \$369,500 in 2015.

The amount recorded was discounted to recognize the closure will occur in the future, and, that going forward an amount of approximately \$25,000 would be recorded annually to increase the liability.

In 2018, \$26,464 was recorded to increase the liability.

b) Segmented Reporting

Background: In 2015, The Statement of Operations and Accumulated Surplus was reformatted to reflect expenditures reported by object, providing the reader with better financial information at the business unit level. With this change a segmented reporting note (#12) was added that further breaks down the expenditures in each business unit by type.

This format is continued in 2018.

The approval of the 2018 DRAFT Financial Statements concludes the annual financial audit process.

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

Financial Statements of

CULTUS LAKE PARK BOARD

Year ended December 31, 2018

Draft

INDEPENDENT AUDITORS' REPORT

To the Members of Council of Cultus Lake Park Board

Opinion

We have audited the financial statements of Cultus Lake Park Board (the "Park Board") which comprise:

- the statement of financial position as at December 31, 2018
- the statements of operations and accumulated surplus, for the year then ended
- the statement of change in net financial assets for the year then ended
- the statements of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Cultus Lake Park Board as at December 31, 2018 and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Park Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Park Board's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Park Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Park Board's financial reporting process.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Auditors' Responsibilities for the Audit of the Financial Statements'

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Park Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Park Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Park Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DRAFT

Chartered Professional Accountants
May 15, 2019
Chilliwack, Canada

CULTUS LAKE PARK BOARD

Statement of Financial Position

DRAFT

December 31, 2018, with comparative information for 2017

| | 2018 | 2017 |
|---|---------------------|---------------------|
| Financial assets: | | |
| Cash | \$ 7,381 | \$ 694,273 |
| Investments (note 2) | 7,317,457 | 6,555,988 |
| Accounts receivable (note 3) | 88,818 | 90,374 |
| | <u>7,413,656</u> | <u>7,340,635</u> |
| Liabilities: | | |
| Accounts payable and deposits | 314,312 | 457,498 |
| Deferred revenue | 384,187 | 309,071 |
| Landfill closure liability (note 4) | 908,610 | 882,146 |
| Obligations under capital leases (note 5) | 46,741 | - |
| | <u>1,653,850</u> | <u>1,648,715</u> |
| Net financial assets | 5,759,806 | 5,691,920 |
| Non-financial assets: | | |
| Tangible capital assets (note 6) | 2,390,507 | 2,120,343 |
| Prepaid expenses | 133,004 | 76,407 |
| | <u>2,523,511</u> | <u>2,196,750</u> |
| Commitments (note 7) | | |
| Accumulated surplus (note 8) | <u>\$ 8,283,317</u> | <u>\$ 7,888,670</u> |

See accompanying notes to financial statements.

On behalf of the Cultus Lake Park Board:

Manager of Finance

Commissioner Chair

CULTUS LAKE PARK BOARD

Statement of Operations and Accumulated Surplus

DRAFT

Year ended December 31, 2018, with comparative information for 2017

| | 2018 Budget | 2018 Actual | 2017 Actual |
|---|---------------------|---------------------|---------------------|
| Revenues: | | | |
| Sunnyside Campground | \$ 2,352,630 | \$ 2,412,403 | \$ 2,152,669 |
| Residential leases | 900,110 | 851,866 | 741,640 |
| Commercial leases | 602,535 | 627,729 | 619,253 |
| Pay parking | 574,000 | 548,693 | 553,574 |
| Cabin rentals | 184,200 | 164,918 | 163,172 |
| Sales of services | 157,110 | 126,405 | 117,966 |
| Interest income | 40,000 | 113,592 | 52,803 |
| Other | 229,400 | 264,181 | 340,702 |
| Vedder River Campground | - | - | 37,139 |
| Gain on sale of Vedder River Campground | - | - | 583,523 |
| | <u>5,039,985</u> | <u>5,109,787</u> | <u>5,362,441</u> |
| Expenses: | | | |
| General government | 962,930 | 936,708 | 890,007 |
| Public works | 1,069,650 | 1,065,793 | 1,370,262 |
| Campground and visitor services | 1,625,915 | 1,350,038 | 1,218,012 |
| Public safety | 397,190 | 335,802 | 328,234 |
| Lease services | 245,930 | 214,732 | 164,712 |
| Public open space | 352,510 | 276,694 | 249,573 |
| | <u>4,654,125</u> | <u>4,179,767</u> | <u>4,220,800</u> |
| Surplus before amortization | 385,860 | 930,020 | 1,141,641 |
| Amortization | - | (535,373) | (486,384) |
| Annual surplus | 385,860 | 394,647 | 655,257 |
| Accumulated surplus, beginning of year | 7,888,670 | 7,888,670 | 7,233,413 |
| Accumulated surplus, end of year | <u>\$ 8,274,530</u> | <u>\$ 8,283,317</u> | <u>\$ 7,888,670</u> |

See accompanying notes to financial statements.

CULTUS LAKE PARK BOARD

Statement of Change in Net Financial Assets

DRAFT

Year ended December 31, 2018, with comparative information for 2017

| | 2018 Budget | 2018 Actual | 2017 Actual |
|---|----------------|----------------|----------------|
| Annual surplus | \$ 385,860 | \$ 394,647 | \$ 655,257 |
| Acquisition of tangible capital assets | (1,374,200) | (808,787) | (727,761) |
| Amortization of tangible capital assets | - | 535,373 | 486,384 |
| Disposition of tangible capital assets | - | 3,251 | 66,479 |
| | (988,340) | 124,484 | 480,359 |
| Change in prepaid expenses | - | (56,598) | (1,991) |
| Change in net financial assets | (988,340) | 67,886 | 478,368 |
| Net financial assets, beginning of year | 5,691,921 | 5,691,920 | 5,213,552 |
| Net financial assets, end of year | \$ 4,703,581 | \$ 5,759,806 | \$ 5,691,920 |

See accompanying notes to financial statements.

CULTUS LAKE PARK BOARD

Statement of Cash Flows

DRAFT

Year ended December 31, 2018, with comparative information for 2017

| | 2018 | 2017 |
|--|------------------|-------------------|
| Cash provided by (used in): | | |
| Operating activities: | | |
| Annual surplus | \$ 394,647 | \$ 655,257 |
| Items not involving cash: | | |
| Amortization of tangible capital assets | 535,373 | 486,384 |
| Change in non-cash operating assets and liabilities: | | |
| Accounts receivable | 1,556 | (38,700) |
| Prepaid expenses | (56,598) | (1,990) |
| Accounts payable and deposits | (143,186) | 8,942 |
| Deferred revenue | 75,116 | (40,411) |
| Landfill closure liability | 26,464 | 25,694 |
| | <u>833,372</u> | <u>1,095,176</u> |
| Capital activities: | | |
| Proceeds from sale of tangible capital assets | 3,251 | 66,478 |
| Acquisition of tangible capital assets | (808,787) | (727,761) |
| | <u>(805,536)</u> | <u>(661,283)</u> |
| Investing activities: | | |
| Decrease (increase) in investments | (761,469) | 64,322 |
| Financing activities: | | |
| Increase in obligations under capital lease, net | 46,741 | - |
| | <u>(686,892)</u> | <u>498,215</u> |
| Increase (decrease) in cash | | |
| Cash, beginning of year | 694,273 | 196,058 |
| Cash, end of year | <u>\$ 7,381</u> | <u>\$ 694,273</u> |

See accompanying notes to financial statements.

CULTUS LAKE PARK BOARD

Notes to Financial Statements

DRAFT

Year ended December 31, 2018

General:

The Cultus Lake Park Board (the "Park Board") was formed in 1932 under the Cultus Lake Park Act enacted by the Province of British Columbia. The Park Board is constituted with the regulation, management, maintenance and improvement of Cultus Lake Park.

1. Significant accounting policies:

The Park Board's financial statements have been prepared in accordance with the accounting standards of the Public Sector Accounting Board.

(a) Financial instruments:

Financial instruments are classified into two categories: fair value and cost.

Investments are carried at cost, with the exception of Municipal Finance Authority Pooled investments which are carried at market value.

The carrying amount of other financial instruments such as cash, accounts receivable, accounts payable and accrued liabilities and deposits approximate their fair value due to their short-term maturities.

The Board does not have any financial instruments required or elected to be subsequently recorded at fair value.

(b) Tangible capital assets and amortization:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, are amortized on a straight line basis over their estimated useful lives as follows:

| Asset | Useful life - years |
|----------------------------------|---------------------|
| Land | Indefinite |
| Buildings | 5 - 10 |
| Fire truck and equipment | 10 |
| Office and general equipment | 3 - 20 |
| Park equipment | 5 - 10 |
| Plaza building and equipment | 10 |
| Property improvements and roads | 5 |
| Sunnyside property and equipment | 5 - 10 |
| Water system | 5 |
| Waterfront equipment | 10 |

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

1. Significant accounting policies (continued):

(c) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased capital assets. All other leases are accounted for as operating leases and related payments are charged to expenses as incurred.

(d) Long-lived assets:

Long lived assets consist of tangible capital assets with finite useful lives. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies. When the Park Board determines that a long-lived asset no longer has any long-term service potential to the Park Board, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations. Write-downs are not reversed.

(e) Landfill closure liability:

Landfill closure costs are accrued based on the most recent engineering estimates available and management's intended timeline for closure.

(f) Revenue recognition:

The Park Board records all revenues in the period in which they are earned. Payments and deposits for campsite fees received in advance for the following year are recorded as deferred revenue.

(g) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the reporting period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, landfill closure liability and the estimated useful lives of tangible capital assets. Actual results could differ from those estimates.

(h) Budget figures:

The budget figures presented in these financial statements are based on the 2018 five-year financial plan approved by the Commissioners on December 18, 2017.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

2. Investments:

The Park Board has restrictions on the term deposits and cash available for operational use as follows:

| | 2018 | 2017 |
|-----------------------------|--------------|--------------|
| Investments: | | |
| Term deposits | \$ 3,394,120 | \$ 2,696,325 |
| Municipal Finance Authority | 3,923,337 | 3,859,663 |
| | 7,317,457 | 6,555,988 |
| Less restricted for: | | |
| Reserve funds | (5,040,490) | (4,761,353) |
| Available for general use | \$ 2,276,967 | \$ 1,794,635 |

As at December 31, 2018, investments consist of term deposits, earning interest from 0.60% to 2.15% per annum, with maturity dates ranging from April 2019 to December 2019. In addition, the Park Board has invested in the Municipal Finance Authority Money Market fund.

3. Accounts receivable:

| | 2018 | 2017 |
|----------------|-----------|-----------|
| Trade accounts | \$ 88,031 | \$ 90,091 |
| GST | 787 | 283 |
| | \$ 88,818 | \$ 90,374 |

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

4. Landfill closure liability:

In 2001, the Ministry of Water, Land and Air Protection (the "Ministry") required the Park Board to complete a closure plan for its landfill. A preliminary closure plan was completed in April, 2002, and was forwarded to the Ministry for approval and was updated further in 2015.

In 2015, the Park Board reassessed the closure costs required to close the landfill in accordance with the expected minimum standards imposed by the Province of British Columbia. The report estimated the total capital cost of the landfill closure to be \$1,151,000 measured in 2015 dollars. The Park Board does not expect to close the landfill site until 2025 and, accordingly, the liability is discounted based upon the estimated date that the landfill will be closed. In the event the Ministry requires a modification of the chosen option any incremental costs will be recorded on a prospective basis once determined.

The Park Board also has responsibilities for post-closure environmental monitoring costs relating to the landfill. The preliminary closure plan completed in 2002 presents a semi-annual monitoring schedule of existing wells, surface water, up and down gradients, run-off and gas samples. The cost of these post-closure costs cannot be determined at this time and, as a result have not been provided for in the financial statements.

5. Obligations under capital leases:

| | 2018 |
|--|-----------|
| Net minimum lease payments | \$ 57,915 |
| Less amount representing interest at rates ranging from 5.5% to 6.6% | (11,174) |
| Present value of net minimum lease payments | \$ 46,741 |

Interest of \$4,688 (2017 - NIL) relating to capital lease obligations has been included in the statement of operations and accumulated surplus.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

6. Tangible capital assets:

Cost

| | Balance at December 31, 2017 | Additions | Disposals and write-downs | Balance at December 31, 2018 |
|-------------------------------------|------------------------------------|-------------------|---------------------------------|------------------------------------|
| Land | \$ 89,265 | \$ - | \$ - | \$ 89,265 |
| Buildings | 1,781,430 | 126,063 | - | 1,907,493 |
| Fire truck and equipment | 638,897 | 69,753 | - | 708,650 |
| Office and general equipment | 381,914 | 20,447 | - | 402,361 |
| Parks equipment | 1,827,652 | 267,516 | (71,153) | 2,024,015 |
| Plaza building and equipment | 521,521 | 41,376 | - | 562,897 |
| Property improvement and roads | 1,501,109 | 158,678 | - | 1,659,787 |
| Sunnyside property and equipment | 1,623,547 | 115,589 | - | 1,739,136 |
| Water system | 874,046 | - | - | 874,046 |
| Waterfront equipment | 344,854 | 9,365 | - | 354,219 |
| Total | \$ 9,584,235 | \$ 808,787 | \$ (71,153) | \$ 10,321,869 |

Accumulated amortization

| | Balance at December 31, 2017 | Amortization | Disposals and write-downs | Balance at December 31, 2018 |
|-------------------------------------|------------------------------------|-------------------|---------------------------------|------------------------------------|
| Land | \$ - | \$ - | \$ - | \$ - |
| Buildings | 1,499,257 | 87,657 | - | 1,586,914 |
| Fire truck and equipment | 550,136 | 21,594 | - | 571,730 |
| Office and general equipment | 353,621 | 13,865 | - | 367,486 |
| Parks equipment | 1,413,905 | 108,564 | (67,902) | 1,454,567 |
| Plaza building and equipment | 398,618 | 28,354 | - | 426,972 |
| Property improvement and roads | 1,019,190 | 114,496 | - | 1,133,686 |
| Sunnyside property and equipment | 1,180,957 | 131,938 | - | 1,312,895 |
| Water system | 868,333 | 5,714 | - | 874,047 |
| Waterfront equipment | 179,875 | 23,191 | - | 203,066 |
| Total | \$ 7,463,892 | \$ 535,373 | \$ (67,902) | \$ 7,931,363 |

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

6. Tangible capital assets (continued):

Net book value of tangible capital assets

| | Net book value December 31, | Net book value December 31, | 2018 |
|----------------------------------|--------------------------------|--------------------------------|------|
| 2017 | | | |
| Land | \$ 89,265 | \$ 89,265 | |
| Buildings | 320,577 | 282,171 | |
| Fire truck and equipment | 136,920 | 88,760 | |
| Office and general equipment | 34,874 | 28,293 | |
| Parks equipment | 569,449 | 413,747 | |
| Plaza building and equipment | 135,924 | 122,903 | |
| Property improvement and roads | 526,102 | 481,920 | |
| Sunnyside property and equipment | 426,241 | 442,589 | |
| Water system | - | 5,714 | |
| Waterfront equipment | 151,155 | 164,981 | |
| Total | \$ 2,390,507 | \$ 2,120,343 | |

7. Commitments:

The Park Board has entered into various equipment lease agreements with estimated minimum annual payment as follows:

| | |
|------|-----------|
| 2019 | \$ 7,317 |
| 2020 | 7,317 |
| 2021 | 7,317 |
| 2022 | 6,359 |
| 2023 | 3,900 |
| | \$ 32,210 |

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

8. Accumulated surplus:

At December 31, 2018, the balance consists of:

| | 2018 | 2017 |
|-----------------------------------|---------------------|---------------------|
| Operating funds | \$ 899,061 | \$ 1,006,974 |
| Reserve funds | 5,040,490 | 4,761,353 |
| Equity in tangible capital assets | 2,343,766 | 2,120,343 |
| | \$ 8,283,317 | \$ 7,888,670 |

Reserve funds are as follows:

| | 2018 | 2017 |
|--------------------|---------------------|---------------------|
| Cabins | \$ 21,137 | \$ 11,774 |
| Community event | 20,152 | - |
| Community hall | 37,151 | 28,515 |
| Community services | 208,795 | 154,123 |
| Fire department | 184,340 | 166,581 |
| Foreshore area | 9,236 | 24,617 |
| Land sales | 2,227,391 | 2,215,377 |
| Landfill closure | 52,318 | 27,545 |
| Main beach | 46,606 | 58,755 |
| Milfoil | 112,104 | 102,652 |
| Park office | 130,249 | 83,625 |
| Park patrol | 44,364 | 47,847 |
| Plaza | 201,631 | 148,939 |
| Sewer | 12,293 | 9,482 |
| Sunnyside capital | 1,522,842 | 1,480,911 |
| Tree | 8,707 | 3,295 |
| Water | 201,174 | 197,315 |
| | \$ 5,040,490 | \$ 4,761,353 |

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

9. Contractual rights:

The Park Board has entered into contracts for various residential and commercial property leases and cost share agreements, and is scheduled to receive the following amounts under those contracts:

| | | |
|------------|----|-----------|
| 2019 | \$ | 808,158 |
| 2020 | | 724,862 |
| 2021 | | 683,937 |
| 2022 | | 673,037 |
| 2023 | | 392,812 |
| Thereafter | | 1,400,362 |
| | \$ | 4,683,168 |

The amounts Cultus Lake Park Board is scheduled to receive beyond 2023 substantially relate to residential property leases that have varying expiry dates between 2033 and 2040.

10. Financial instruments:

The Park Board as part of its operation carries a number of financial instruments. It is management's opinion the Park Board is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed.

The carrying values of cash, investments, accounts receivable, and accounts payable approximate their fair value due to the relatively short periods of maturity of the financial instruments.

The fair value of the landfill closure liability is not practicable to determine as this instrument has no fixed date of payment.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

11. Pension plan:

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Park Board paid \$109,754 (2017 - \$81,912) for employer contributions to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2018

12. Segmented information:

Segmented information has been identified based upon lines of service provided by the Park Board. Park Board services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service that have been separately disclosed in the segmented information, along with the services they provide are as follows:

(a) General government:

General government includes services and activities responsible for the overall direction and monitoring of Park Board initiatives. These include, but are not limited to legislative services, Park Board operations, financial services, human resource services and overall organizational administration.

(b) Public works:

Public works includes general park operations and maintenance not included amongst the other business units.

(c) Campground and visitor services:

Campground and visitor services includes the operations, maintenance and renewal of Sunnyside Campground, along with the Cultus cabin rentals.

(d) Public safety:

Public safety includes those services that provide protection to Cultus Lake including the Cultus Lake Volunteer Fire Department and Cultus Lake Park Patrol (Bylaw Enforcement).

(e) Lease services:

Lease services includes the management and provision of services to the residential and commercial lease areas.

(f) Public open spaces:

Public open spaces is the maintenance and renewal of all public green space including the foreshore area and Cultus Lake Community Hall.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2018

12. Segmented information (continued):

| | General Government | Public Works | Campground and Visitor Services | Public Safety | Lease Services | Public Open Space | 2018 | 2017 |
|---|-----------------------|-----------------|---------------------------------------|------------------|-------------------|----------------------|--------------|--------------|
| Revenues: | | | | | | | | |
| Sunnyside Campground | \$ - | \$ - | \$ 2,412,403 | \$ - | \$ - | \$ - | \$ 2,412,403 | \$ 2,152,669 |
| Residential leases | - | - | - | 163,137 | 688,729 | - | 851,866 | 741,640 |
| Commercial leases | - | - | - | 36,581 | 591,148 | - | 627,729 | 619,253 |
| Pay parking | - | - | - | - | - | 548,693 | 548,693 | 553,574 |
| Cabin rentals | - | - | 164,918 | - | - | - | 164,918 | 163,172 |
| Sales of services | 440 | - | 8,163 | 56,235 | - | 61,567 | 126,405 | 117,966 |
| Interest income | 113,592 | - | - | - | - | - | 113,592 | 52,803 |
| Other | 15,564 | 14,934 | 157,556 | 10,508 | 110 | 65,509 | 264,181 | 340,702 |
| Vedder River Campground | - | - | - | - | - | - | - | 37,139 |
| Gain on sale of tangible capital assets | - | - | - | - | - | - | - | 583,523 |
| | 129,596 | 14,934 | 2,743,040 | 266,461 | 1,279,987 | 675,769 | 5,109,787 | 5,362,441 |
| Expenses: | | | | | | | | |
| Salaries and benefits | 565,037 | 927,996 | 416,051 | 53,832 | - | - | 1,962,916 | 1,817,798 |
| Commissioner's expenses | 73,914 | - | - | - | - | - | 73,914 | 67,006 |
| Bank & POS charges | 16,083 | 49 | 62,146 | - | - | 15,441 | 93,719 | 83,075 |
| Government Transfers | - | - | - | - | - | - | - | 335,000 |
| Insurance | 13,563 | 30,105 | 26,481 | 17,753 | 28,974 | 32,095 | 148,971 | 120,759 |
| Office, telephone and sundry | 74,897 | 6,169 | 62,158 | 10,303 | - | 14,704 | 168,231 | 162,232 |
| Professional fees | 75,712 | - | - | - | 9,063 | - | 84,775 | 123,418 |
| Program support | 110,388 | 27,571 | 333,567 | 204,241 | 5,638 | 125,209 | 806,614 | 809,905 |
| Retail cost of goods sold | - | - | 57,488 | - | - | - | 57,488 | 62,859 |
| Roads, parking and grounds maintenance | - | 19,124 | 60,562 | 552 | 1,343 | 68,135 | 149,716 | 107,173 |
| Utilities | 5,278 | 8,865 | 249,866 | 6,191 | 39,772 | 8,022 | 317,994 | 234,378 |
| Vehicle, building and equipment | 1,836 | 38,543 | 28,221 | 42,930 | 5,528 | 5,785 | 122,845 | 146,117 |
| Waste disposal | - | 7,371 | 53,498 | - | 124,414 | 7,303 | 192,584 | 151,080 |
| | 936,708 | 1,065,793 | 1,350,038 | 335,802 | 214,732 | 276,694 | 4,179,767 | 4,220,800 |
| Amortization | 44,415 | 228,773 | 189,045 | 21,594 | 28,353 | 23,191 | 535,373 | 486,384 |
| Recoveries from other business units | (952,027) | (1,184,044) | 523,766 | (155,440) | 827,224 | 940,521 | - | - |
| Annual surplus (deficit) | \$ 100,500 | \$ (95,588) | \$ 680,192 | \$ 64,505 | \$ 209,678 | \$ (564,637) | \$ 394,647 | \$ 655,257 |

April 25, 2019

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

Attention: Bonny Bryant, CAO

Dear Bonny:

Re: Changes to the Park Act

In the March 20th Board Meeting the Chair, in reference to Section 19, Clause 4, of the Act, stated that "we (the CLPB Board) will seek input from the businesses before moving forward with any changes." We appreciate this promise, however, we would ask that we be given the opportunity to review and comment on all the changes to the Act that the Park would be recommending, before they are submitted to the Province.

Yours truly



Bob McCrea
Administrative Officer
604-219-3200
bobmccrea@shaw.ca

April 25, 2019

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

Attention: Bonny Bryant, CAO

Re: Parmenter Sign

Dear Bonny :

Large numbers of people are going up onto Vedder Mountain year round to use the trails, which are not making use of the retailers in Cultus Lake Park. We feel some signage might help to draw their attention to some of the services that the Park can offer.

The **Cultus Lake Business Association** requests that the Park Board permit us to install a sign on the east side of Parmenter about 30 feet south of the driveway into the Forestry building.

The sign would be sixteen feet wide and twelve feet high and would be attached to two posts about eighteen feet tall.

We plan to use it to promote the businesses in the Park only, of course.

Yours truly,



Bob McCrea
Administrative Officer
604-219-3200
bobmccrea@shaw.ca



Parmenter Rd

Apr 15, 2019

Hello everyone,

The Cultus Stewards group made some corrections to the Phase 1 of the Cultus Lake valuation study we commissioned last, which the board helped to fund in part last year. The revision was required because the writer had used data from the *previous 2014* water quality study that was incomplete, which made it look like all the septic nutrients were coming from Lindell – the north end of the lake had inadvertently been left out of the original nutrient totals. We noticed the error, got an updated nutrient table, and made revisions accordingly.

We CLASS wanted to ensure the CLP board members had a correct copy. The literature review section is interesting as it shows what other communities found out and did in similar 'natural goods and services' valuations of their lakes.

We are seeking funds for Phase II, which is going to be the actual survey carried out over two years. We hope the Cultus Lake Board will be able to contribute to a portion of that fund. Estimated budget is about \$120K.

We will bring you a more detailed proposal in the coming weeks.

Let me know if you have any questions.

Best regards, on behalf of the Cultus Lake Aquatic Stewards,

Christina Toth

--

Christina Toth

Fraser Basin Council

Assistant Regional Manager, Fraser Valley

Cultus Lake Aquatic Stewardship Strategy – CLASS (Cultus Lake Stewards)

E: ctoth@fraserbasin.bc.ca

W: www.fraserbasin.bc.ca

AREA H OCP AMENDMENT

INFORMATION SHEET

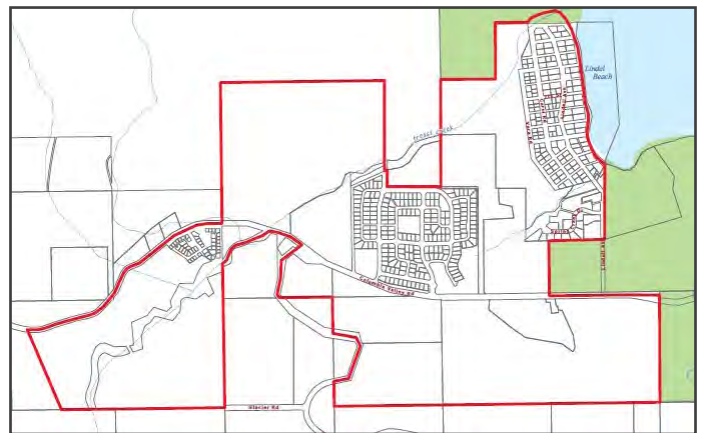
Spring/Summer, 2019



About the Official Community Plan

An Official Community Plan (OCP) is a statement of objectives and policies to guide local government decisions on planning and land use management within the area covered by the Plan. In this case, the Fraser Valley Regional District is amending the existing OCP for the Cultus Lake south area to address outstanding zoning, form and character land use within Area H previously identified by the community.

Boundary Map of Cultus Lake South Neighbourhood



What's Being Amended in Area H and Why

The focus of this OCP amendment process is to address outstanding land use concerns within Area H boundaries previously raised in the south Cultus area. Area H land use is still governed within the current Area E OCP and thus consolidating the name of the OCP into Areas E and H are appropriate.

Changes to the Cultus Lake South Neighbourhood Plan may also be made so that Area H amendments meet the needs of stakeholders and the public while satisfying the legislative requirements that include:

- » Area E and H title update to accurately reflect both areas within the current OCP (housekeeping amendment);
- » Community Water provision (Section 7.8.5 housekeeping amendment);
- » Area H limitations to multi-family zoning (Cultus Lake South Neighbourhood Plan);

- » Commercial zoning – existing or contemplated designation (Cultus Lake South Neighbourhood Plan);
- » Review and revise available area to be used for density calculations;
- » Review Form and Character controls and tools; and
- » Any other relevant Area H OCP questions or concerns.

These amendments are intended to identify community and collective values, provide developers and residents with a degree of certainty regarding future land use and growth patterns and set development conditions in Area H. It is important to note that this OCP amendment process does not affect area E.

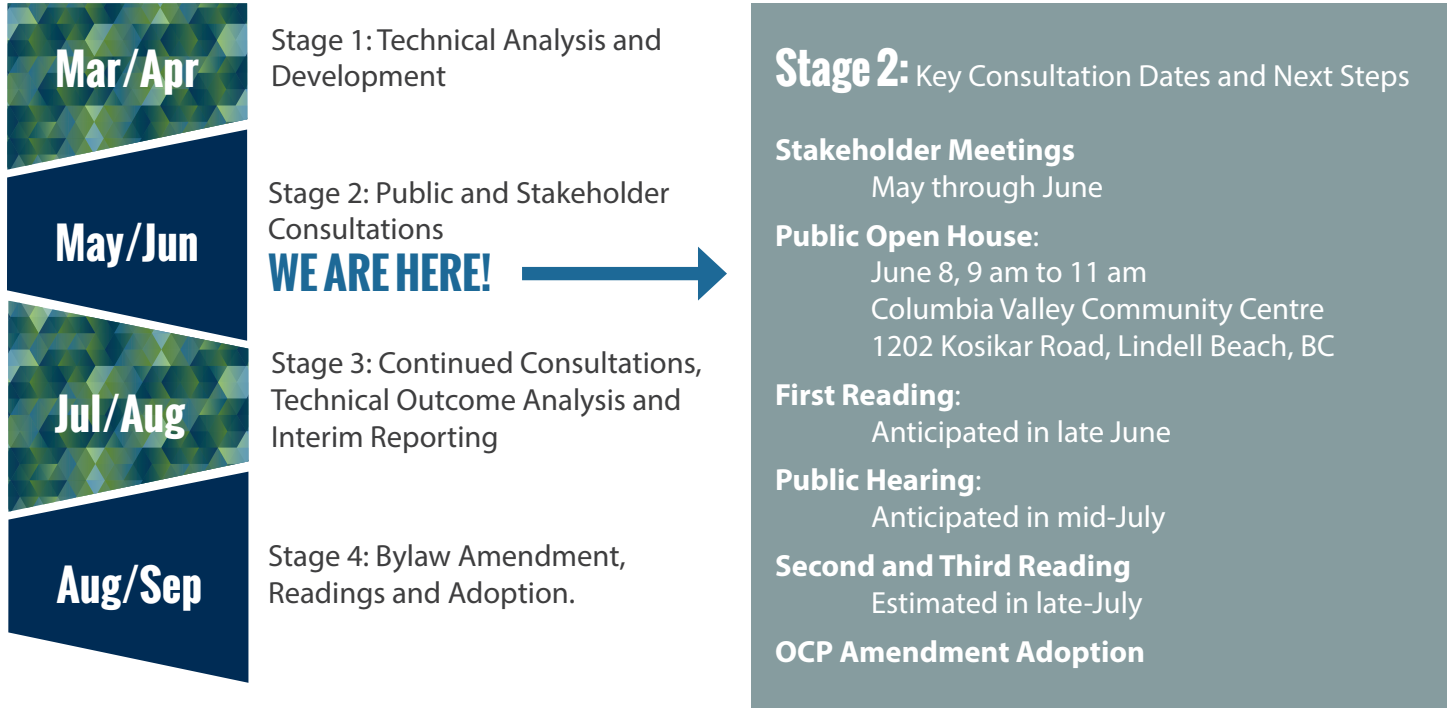
AREA H OCP AMENDMENT

INFORMATION SHEET

Page 2



Timeline



Your Opinion Matters

Stay connected with us and provide your comments as we move forward together.



Visit us online at www.fvrd.ca



Attend our Public Open House
June 8, 9 am to 11 am at the
Columbia Valley Community Centre



Email us at planning@fvrd.ca



Call us at (604)702-5000



Follow us on social media:
www.facebook.com/MyFVRD



@FVRD1

Open House

June 8 from 9 am - 11 am
Columbia Valley Community Centre
1202 Kosikar Road

**Complete our
comment form**

www.fvrd.ca
Closes July 15, 2019

AREA H OCP AMENDMENT

CULTUS LAKE SOUTH

The existing OCP for the Cultus Lake south area is being amended to address outstanding zoning, form and character land use within the Area H boundary previously identified by the community.

Visit us online and at our Open House to learn more and share your thoughts. Comments can be submitted using our form online or in person at the Open House.

Your Opinion Matters!



Contact

planning@fvrd.ca
604-702-5000



BURN SMART

- Use clean, seasoned firewood that is split to the right size for your appliance.
- Use small pieces of wood kindling and newspaper to start your fire.
- Burn small, hot, bright fires.
- Open the damper to increase air circulation and improve burning. When you see smoke, it's a sign that your fire needs more air and/or drier wood.
- Do not damp or hold your fire overnight. This creates excessive emissions and promotes the formation of creosote build-up in your chimney.
- Have your wood burning appliance, chimney and vents inspected and cleaned at least once a year by a certified technician.
- Empty ashes from your wood stove and fireplace frequently.

CONTACT INFORMATION

Micha Gutmanis
Wood Stove Exchange Coordinator
604-702-5496 (Local)
1-800-528-0061 (Toll Free)
mgutmanis@fvrd.ca

A current list of participating retailers can be found by visiting www.fvrd.ca/WSE

PROGRAM PARTNERS



45950 Cheam Avenue, Chilliwack, BC
604-702-5496 | environment@fvrd.ca | www.fvrd.ca/WSE

WOOD STOVE EXCHANGE PROGRAM

Rebate up to \$400





WHAT IS THE WOOD STOVE EXCHANGE PROGRAM?

The Wood Stove Exchange Program is designed to encourage residents to replace old, inefficient wood-burning stoves with new, cleaner-burning appliances. Woodstoves can create significant local air pollution. The goal of the program is to improve air quality by removing wood smoke from the environment.

Eligible residents can receive a rebate of:

- \$250 for changing to a cleaner-burning wood stove.
- \$400 for changing to a qualifying electric heat pump, gas or propane stove, or pellet-fueled stove.

Please note that rebate funding is limited and rebates will be issued to qualifying residents on a first come, first served basis.

HOW DOES THE PROGRAM WORK?

1

Find out if you qualify

Contact the Program Coordinator to determine your eligibility.

Micha Gutmanis
604-702-5496
mgutmanis@fvrd.ca

2

Shop

Visit a participating retailer to choose your new appliance and obtain an application form. A list of participating retailers can be found on our website at www.fvrd.ca/WSE.

3

Disable and recycle your old appliance

Your old stove must be destroyed and taken to a disposal location to be recycled. Photos need to be taken through all stages of old stove removal. Please visit our website at www.fvrd.ca/WSE and download the DIY kit for detailed instructions.

4

Purchase and install new appliance

Ensure your stove is installed or inspected by a WETT-certified technician and that it meets building code requirements. Please visit our website at www.fvrd.ca/WSE and download the DIY kit for detailed instructions.

5

Submit application form

Submit completed paperwork to the Program Coordinator to receive your rebate.

WHAT CAN YOU EXCHANGE?

Typically, appliances manufactured prior to 1994 qualify. Appliances manufactured after this year are usually EPA certified and, therefore, do not qualify. Visit our website at www.fvrd.ca/WSE for a full list of appliances that can be exchanged through this program.

Did you know?

New wood-burning appliances are proven to burn 1/3 less wood, reduce emissions by up to 70%, and significantly reduce the risk of chimney fires.



WHAT QUALIFIES AS A CERTIFIED REPLACEMENT?

- An EPA certified wood, pellet, or high-efficiency gas stove or insert.
- An EPA certified factory-built fireplace – may only be accepted if it is replacing a non-EPA certified wood stove or non-EPA certified wood insert (not an existing factory-built fireplace).
- A heat pump system as approved by the Program Coordinator.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:**

SUBMITTED BY: Erica Lee, Manager of Finance

SUBJECT: 2019 First Quarter Financial Report

PURPOSE

To provide the Board with an update on the financial results for the First Quarter of 2019.

RECOMMENDATION:

***THAT** the report from the Manager of Finance providing an update to the Board on the 2019 First Quarter financial results be received and approved.*

DISCUSSION:

The financial results for the First Quarter of 2019 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 along with Income Statements for each business unit. As the First Quarter typically has limited financial transactions, resulting in many variances, information is being provided only for items where variances are significantly higher than expected at this time in the fiscal year.

Sunnyside Campground

With the campground opening late March, limited revenues have been realized in the First Quarter. During quarter one Staff focus their attention on completing a number of capital and maintenance projects as part of the campground opening.

Volunteer Fire Department

Recoveries from FVRD and Soowahlie will be invoiced during the Second Quarter now that assessment information is available (FVRD agreement).

Commercial Leases

The majority of revenues from Commercial Leases will begin to be recorded in April due to the seasonal payment structure of most leases.

Residential Leases

All residential lease revenue has been invoiced in the First Quarter for 2019.

With the close of the First Quarter, Cultus Lake Park is currently in an overall surplus position of \$143,636. Quarter one typically sees a high allotment of expenses for maintenance and capital expenses in order for the Park to get ready for the summer season. Additionally, transfers for capital expenses from reserves to offset the cost of the capital costs have not been completed. Revenue from campground operations will be realized as sites are used, allowing for a significant revenue source to offset Cultus Lake Park operations and planned capital improvement projects.

Prepared by:



Erica Lee, CPA, CA
Manager of Finance

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer

CULTUS LAKE PARK
2019 Financial Report
For the TWELVE Months Ending March 31, 2019

CONSOLIDATED INCOME STATEMENT

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|---|---------------------|-----------------------|-----------------------|---------------|-------------------------------------|
| REVENUE | | | | | |
| Sunnyside Campground | \$ 9,439 | \$ 2,919,480 | \$ (2,910,041) | -99.7% | |
| Park Patrol (Bylaw Enforcement) | - | 3,500 | (3,500) | -100.0% | |
| Visitor Services (Cabins) | 13,358 | 190,087 | (176,729) | -93.0% | |
| Volunteer Fire Department | 173,865 | 305,620 | (131,755) | -43.1% | |
| Public Works | - | - | - | 0.0% | |
| Commercial Leases | 58,499 | 596,010 | (537,511) | -90.2% | |
| Residential Leases | 704,561 | 728,025 | (23,464) | -3.2% | |
| General Administration | 21,207 | 42,500 | (21,293) | -50.1% | |
| Community Hall | 2,060 | 11,790 | (9,730) | -82.5% | |
| Foreshore lease | 35,460 | 48,300 | (12,840) | -26.6% | |
| Public Areas | 22,537 | 692,500 | (669,963) | -96.7% | |
| Community Events Committee | 27,102 | 51,050 | (23,948) | -46.9% | |
| | <u>\$ 1,068,088</u> | <u>\$ 5,588,862</u> | <u>\$ (4,520,774)</u> | | |
| EXPENDITURES | | | | | |
| Advertising and Promotion | \$ 13,235 | \$ 73,770 | \$ 60,535 | 82.1% | |
| Bank, Credit Card and Interest Charges | 13,518 | 77,550 | 64,032 | 82.6% | |
| Commissioners Indemnities | 14,078 | 54,680 | 40,602 | 74.3% | |
| Community Policing | - | 10,000 | 10,000 | 100.0% | |
| Grounds Maintenance | 14,711 | 138,500 | 123,789 | 89.4% | |
| Information Systems | 12,224 | 43,900 | 31,676 | 72.2% | |
| Inspections, Permits and Fees | 7,124 | 11,750 | 4,626 | 39.4% | |
| Insurance | 41,923 | 164,650 | 122,727 | 74.5% | |
| Janitorial | 4,197 | 37,700 | 33,503 | 88.9% | |
| Office, Telephone and Sundry | 37,053 | 246,300 | 209,247 | 85.0% | |
| Professional Fees | 72,689 | 821,400 | 748,711 | 91.2% | Legal, Accounting, Contact Services |
| Repairs and Maintenance | 51,439 | 253,265 | 201,826 | 79.7% | |
| Roads and Parking | 38 | 43,300 | 43,262 | 99.9% | |
| Security | 1,510 | 4,700 | 3,190 | 67.9% | |
| Septic and Water Systems | 2,297 | 128,880 | 126,583 | 98.2% | Sewer and Water Fees - FVRD |
| Travel and Conferences | 8,030 | 39,930 | 31,900 | 79.9% | |
| Utilities | 21,803 | 383,095 | 361,292 | 94.3% | |
| Waste Disposal | 40,239 | 181,715 | 141,476 | 77.9% | |
| Waterfront Maintenance | - | 15,000 | 15,000 | 100.0% | |
| Wages and Benefits | 379,817 | 2,028,179 | 1,648,362 | 81.3% | |
| TOTAL OPERATING & WAGES AND BENEFITS | <u>\$ 735,925</u> | <u>\$ 4,758,264</u> | <u>\$ 4,022,339</u> | | |
| Capital Purchases | 188,527 | 1,630,785 | 1,442,258 | 88.4% | |
| Transfer from Reserve for Capital Purchases | - | (1,502,305) | (1,502,305) | 100.0% | |
| Transfer from Accumulated Surplus | - | (217,151) | (217,151) | 100.0% | |
| Transfer to Reserves | - | 894,515 | 894,515 | 100.0% | |
| | <u>\$ 924,452</u> | <u>\$ 5,564,108</u> | <u>\$ 4,639,656</u> | | |
| NET CONTRIBUTION TO PARK | <u>\$ 143,636</u> | <u>\$ 24,754</u> | <u>\$ 118,882</u> | | |

CULTUS LAKE PARK
2019 Financial Report
For the TWELVE Months Ending March 31, 2019

SUNNYSIDE CAMPGROUND

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|----------------|-----------------------|----------------|---------------|--|
| REVENUE | | | | | |
| 1011004000 SS Seasonal Waterfront Lots | \$ - | \$ 506,800 | \$ (506,800) | -100.0% | Sunnyside Campground opens in late March, therefore limited revenues have been realized in the 1st quarter |
| 1011004001 SS Seasonal View Lots | - | 180,550 | (180,550) | -100.0% | |
| 1011004002 SS Seasonal Regular Lots | - | 977,400 | (977,400) | -100.0% | |
| 1011004003 SS Overnight Full Hook Up | 2,382 | 440,600 | (438,218) | -99.5% | |
| 1011004004 SS Overnight No Hook Up | 403 | 182,050 | (181,647) | -99.8% | |
| 1011004005 SS Overnight View Lots | 59 | 75,400 | (75,341) | -99.9% | |
| 1011004006 SS Overnight Waterfront Lots | 730 | 98,080 | (97,350) | -99.3% | |
| 1011004011 SS Group Area A & B | - | 28,000 | (28,000) | -100.0% | |
| 1011004015 SS Pay Parking | 143 | 77,000 | (76,857) | -99.8% | |
| 1011004900 Miscellaneous Revenue | - | 5,600 | (5,600) | -100.0% | |
| 1011004016 SS Milfoil Revenue | 9 | 2,500 | (2,491) | -99.6% | |
| 1011004017 SS WIFI | - | 135,000 | (135,000) | -100.0% | |
| 1011004050 Sunnyside Store Sales | 5,553 | 204,000 | (198,447) | -97.3% | |
| 1011004910 SS Laundromat | - | 4,500 | (4,500) | -100.0% | |
| 1011004950 Promotional Items Sales | 160 | 2,000 | (1,840) | -92.0% | |
| | \$ 9,439 | \$ 2,919,480 | \$ (2,910,041) | | |
| EXPENDITURES | | | | | |
| 1021005000 Advertising | \$ 775 | \$ 13,450 | \$ 12,675 | 94.2% | |
| 1021005300 Building Maintenance/Materials | 990 | 22,500 | 21,510 | 95.6% | |
| 1021005375 Contract Services | - | 189,000 | 189,000 | 100.0% | |
| 1021005400 Conferences/Meetings | - | 3,330 | 3,330 | 100.0% | |
| 1021005500 Data Processing | 2,593 | 22,400 | 19,807 | 88.4% | IT Services and Rez Expert Software Charges |
| 1021005700 Education & Training | - | 4,500 | 4,500 | 100.0% | |
| 1021005800 Equipment Maintenance | 2,286 | 5,500 | 3,214 | 58.4% | |
| 1021005820 Equipment Fuel | - | 450 | 450 | 100.0% | |
| 1021005900 Garbage Collection & Recycling | 13,799 | 53,500 | 39,701 | 74.2% | |
| 1021006000 Ground Maintenance Materials | 14,763 | 50,000 | 35,237 | 70.5% | |
| 1021006100 Commercial Insurance | 5,834 | 23,300 | 17,466 | 75.0% | |
| 1021006300 Janitorial Contracts/Supplies | 1,203 | 18,000 | 16,797 | 93.3% | |
| 1021006450 Professional Fees | - | 150 | 150 | 100.0% | |
| 1021006500 Licences & Permits | 142 | 1,550 | 1,408 | 90.8% | |
| 1021006600 Membership Dues & Subscriptions | 180 | - | (180) | 0.0% | |
| 1021006800 Office Supplies & Expenses | 685 | 4,400 | 3,715 | 84.4% | |
| 1021006810 Bank Charges/ Cash Short (Over) | 1 | 900 | 899 | 99.9% | |
| 1021006812 Point of Sales Fees | 11,120 | 52,000 | 40,881 | 78.6% | |
| 1021006817 Retail Cost of Goods Sold | - | 67,500 | 67,500 | 100.0% | |
| 1021006822 Office Furniture | - | 500 | 500 | 100.0% | |
| 1021007000 Printing Expense | 2,225 | 5,000 | 2,775 | 55.5% | |
| 1021007100 Public Relations | - | 3,840 | 3,840 | 100.0% | |
| 1021007200 Roads & Parking Maintenance | - | 8,000 | 8,000 | 100.0% | |
| 1021007300 Vandalism Repairs | - | 2,000 | 2,000 | 100.0% | |
| 1021007400 Security Systems & Supplies | 470 | 2,000 | 1,530 | 76.5% | |
| 1021007500 Sewer & Septic System Maintenance | - | 107,300 | 107,300 | 100.0% | |
| 1021007625 Shop Supplies | 625 | 2,500 | 1,875 | 75.0% | |
| 1021007700 Special Events | 230 | 12,080 | 11,850 | 98.1% | |
| 1021007800 Telephone | 3,517 | 12,500 | 8,983 | 71.9% | |
| 1021007900 Travel Expense | - | 1,200 | 1,200 | 100.0% | |
| 1021008000 Propane & Natural Gas | 2,272 | 12,250 | 9,978 | 81.5% | |
| 1021008005 Hydro Consumption | 1,483 | 97,000 | 95,517 | 98.5% | |
| 1021008020 Water | - | 167,900 | 167,900 | 100.0% | |
| 1021008201 Signage | - | 500 | 500 | 100.0% | |
| 1021008300 Water System Maintenance | 2,297 | 3,000 | 703 | 23.4% | |
| 1021008600 Management Salaries | 13,440 | 68,850 | 55,410 | 80.5% | |
| 1021008700 Staff Wages - Gatehouse | 20,367 | 175,400 | 155,033 | 88.4% | |
| 1021008701 Staff Wages - Custodian | 1,206 | 86,700 | 85,494 | 98.6% | |
| 1021008705 Staff Wages - Ground Maintenance | 4,267 | 85,975 | 81,708 | 95.0% | |
| 1021008710 Staff Wages - Store | - | 28,375 | 28,375 | 100.0% | |

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|----------------|-----------------------|----------------|---------------|-------------------|
| 1021008800 Employee Benefits | 6,506 | 71,770 | 65,264 | 90.9% | |
| 1021008825 Uniforms & Clothing Allowance | 165 | 1,300 | 1,135 | 87.3% | |
| 1021009000 Capital Purchases | 68,482 | 717,480 | 648,998 | 90.5% | |
| 1021009800 Transfer to Reserves | - | 380,930 | 380,930 | 100.0% | |
| 1021009805 Transfer from Reserve Capital Purchases | - | (717,480) | (717,480) | 100.0% | |
| 1021009810 Transfer from Accumulated Surplus | - | (12,500) | (12,500) | 100.0% | |
| 1021009998 Overhead Expenses | 69,049 | 276,200 | 207,151 | 75.0% | |
| 1021009999 Allocated Services | 37,051 | 148,219 | 111,168 | 75.0% | |
| | \$ 288,025 | \$ 2,281,219 | \$ 1,993,194 | | |
| NET CONTRIBUTION TO (FROM) | \$ (278,587) | \$ 638,261 | \$ (916,848) | | |

CULTUS LAKE PARK
2019 Financial Report
For the TWELVE Months Ending March 31, 2019

PARK PATROL-BYLAW ENFORCEMENT

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|--------------------|-----------------------|-------------------|---------------|-----------------------------|
| REVENUE | | | | | |
| 1011254675 Bylaw Enforcement Fines | \$ - | \$ 3,500 | \$ (3,500) | -100.0% | |
| 1011254676 Vehicle Booting Fee | - | - | - | 0.0% | |
| 1011254900 Miscellaneous Revenue | - | - | - | 0.0% | |
| | <u>\$ -</u> | <u>\$ 3,500</u> | <u>\$ (3,500)</u> | | |
| EXPENDITURES | | | | | |
| 1021255300 Building Maintenance Materials | \$ 200 | \$ 1,000 | \$ 800 | 80.0% | Bylaw and Polcing Contracts |
| 1021255375 Contract Services | 2,800 | 231,750 | 228,950 | 98.8% | |
| 1021255500 Data Processing | - | 1,000 | 1,000 | 100.0% | |
| 1021255700 Education & Training | - | 500 | 500 | 100.0% | |
| 1021255800 Equipment Maintenance | - | 2,850 | 2,850 | 100.0% | |
| 1021256100 Commercial Insurance | 1,675 | 6,800 | 5,125 | 75.4% | |
| 1021256500 Licences & Permits | 352 | 400 | 48 | 12.0% | |
| 1021256800 Office Supplies & Expenses | - | 1,200 | 1,200 | 100.0% | |
| 1021257000 Printing Expense | - | 750 | 750 | 100.0% | |
| 1021257100 Public Relations | - | 500 | 500 | 100.0% | |
| 1021257400 Security Systems & Supplies | - | 500 | 500 | 100.0% | |
| 1021257800 Telephone | 96 | 9,500 | 9,404 | 99.0% | |
| 1021258000 Propane & Natural Gas | 348 | 825 | 477 | 57.9% | |
| 1021259000 Capital Purchases | - | 15,000 | 15,000 | 100.0% | |
| 1021259800 Transfer to Reserves | - | 2,000 | 2,000 | 100.0% | |
| 1021259805 Transfer from Reserve Capital Purchases | - | (15,000) | (15,000) | 100.0% | |
| 1021259810 Transfer from Accumulated Surplus | - | (1,850) | (1,850) | 100.0% | |
| 1021259998 Overhead Expenses | (74,439) | (297,755) | (223,316) | 75.0% | |
| 1021259999 Allocated Services | 10,883 | 43,530 | 32,647 | 75.0% | |
| | <u>\$ (58,085)</u> | <u>\$ 3,500</u> | <u>\$ 61,585</u> | | |
| NET CONTRIBUTION TO (FROM) | <u>\$ 58,085</u> | <u>\$ -</u> | <u>\$ 58,085</u> | | |

CULTUS LAKE PARK
2019 Financial Report
For the TWELVE Months Ending March 31, 2019

VISITOR SERVICES & CABINS

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|-------------------|-----------------------|---------------------|---------------|--|
| REVENUE | | | | | |
| 1011504400 Cabin Rentals | \$ 13,172 | \$ 185,087 | \$ (171,915) | -92.9% | Cabins are rented in the off season at lower monthly rates, therefore limited revenues have been realized in the 1st quarter |
| 1011504900 Miscellaneous Revenue | 186 | 5,000 | (4,814) | -96.3% | |
| 1011504950 Promotional Items Sales | - | - | - | 0.0% | |
| | <u>\$ 13,358</u> | <u>\$ 190,087</u> | <u>\$ (176,729)</u> | | |
| EXPENDITURES | | | | | |
| 1021505000 Advertising | \$ 130 | \$ 1,400 | \$ 1,270 | 90.7% | |
| 1021505300 Building Maintenance Materials | 120 | 4,975 | 4,855 | 97.6% | |
| 1021505500 Data Processing | 64 | 1,500 | 1,436 | 95.7% | |
| 1021505700 Education & Training | - | 400 | 400 | 100.0% | |
| 1021505800 Equip & Material Replacement | 200 | 7,900 | 7,700 | 97.5% | |
| 1021506000 Grounds Maintenance Materials | 72 | 3,170 | 3,098 | 97.7% | |
| 1021506100 Commercial Insurance | 2,100 | 8,400 | 6,300 | 75.0% | |
| 1021506300 Janitorial Contracts/Supplies | - | 3,200 | 3,200 | 100.0% | |
| 1021506301 Linens | - | 3,000 | 3,000 | 100.0% | |
| 1021506800 Office Supplies & Expenses | 122 | 650 | 528 | 81.2% | |
| 1021506810 | | | | | |
| 1021506812 Bank Charges/Point of Sales Fees | 229 | 5,100 | 4,871 | 95.5% | |
| 1021506817 Retail Cost of Goods Sold | - | 800 | 800 | 100.0% | |
| 1021507000 Printing Expense | - | 250 | 250 | 100.0% | |
| 1021507100 Public Relations | - | 500 | 500 | 100.0% | |
| 1021507200 Roads & Parking Maintenance | - | 300 | 300 | 100.0% | |
| 1021507500 Sewer & Septic System Maintenance | - | 4,860 | 4,860 | 100.0% | |
| 1021507800 Telephone/Cable | 992 | 3,700 | 2,708 | 73.2% | |
| 1021508000 Propane & Natural Gas | 607 | 1,850 | 1,243 | 67.2% | |
| 1021508005 Hydro Consumption | 2,292 | 7,800 | 5,508 | 70.6% | |
| 1021508020 Water | - | 5,120 | 5,120 | 100.0% | |
| 1021508700 Staff Wages - Visitor Services | 2,874 | 24,735 | 21,861 | 88.4% | |
| 1021508702 Staff Wages - Housekeeping | 73 | 25,234 | 25,161 | 99.7% | |
| 1021508800 Employee Benefits | 215 | 6,050 | 5,835 | 96.4% | |
| 1021509000 Capital Purchases | 1,124 | 35,835 | 34,711 | 96.9% | |
| 1021509800 Transfer to Reserves | - | 19,650 | 19,650 | 100.0% | |
| 1021509805 Transfer from Reserve Capital Purchases | - | (35,835) | (35,835) | 100.0% | |
| 1021509810 Transfer from Accumulated Surplus | - | (6,025) | (6,025) | 100.0% | |
| 1021509999 Allocated Services | 9,848 | 39,390 | 29,542 | 75.0% | |
| | <u>\$ 21,062</u> | <u>\$ 173,909</u> | <u>\$ 152,847</u> | | |
| NET CONTRIBUTION TO (FROM) | <u>\$ (7,704)</u> | <u>\$ 16,178</u> | <u>\$ (23,882)</u> | | |

CULTUS LAKE PARK
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For the TWELVE Months Ending March 31, 2019

VOLUNTEER FIRE DEPARTMENT

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|----------------|-----------------------|----------------|---------------|---|
| REVENUE | | | | | |
| 1013004600 Local Services Revenue VFD CL | \$ 5,614 | \$ 38,490 | \$ (32,876) | -85.4% | Recoveries will be invoiced to FVRD and Soowahlie during Q2 |
| 1013004601 Fire Protection Agreements | - | 98,880 | (98,880) | -100.0% | |
| 1013004605 Residential Lease Revenue VFD | 168,251 | 168,250 | 1 | 0.0% | |
| | \$ 173,865 | \$ 305,620 | \$ (131,755) | | |
| EXPENDITURES | | | | | |
| 1023005000 Advertising | \$ - | \$ 500 | \$ 500 | 100.0% | |
| 1023005300 Building Maintenance Materials | 1,757 | 4,320 | 2,564 | 59.3% | |
| 1023005500 Data Processing | - | 2,000 | 2,000 | 100.0% | |
| 1023005700 Education & Training | 4,693 | 35,000 | 30,307 | 86.6% | |
| 1023005800 Firefighting Equipment Fuel & Maintenance | 6,040 | 26,800 | 20,760 | 77.5% | |
| 1023005850 Fire Protection Equip Annual Testing | 1,458 | 10,000 | 8,542 | 85.4% | |
| 1023006000 Grounds Maintenance Materials | - | 500 | 500 | 100.0% | |
| 1023006100 Commercial Insurance | 2,350 | 6,000 | 3,650 | 60.8% | |
| 1023006200 Vehicle Insurance | 965 | 3,850 | 2,885 | 74.9% | |
| 1023006300 Janitorial Contracts/Supplies | - | 1,000 | 1,000 | 100.0% | |
| 1023006600 Membership Dues & Subscriptions | 913 | 700 | (213) | -30.4% | |
| 1023006800 Office Supplies & Expenses | 517 | 1,200 | 683 | 56.9% | |
| 1023007100 Public Relations | - | 500 | 500 | 100.0% | |
| 1023007400 Security Systems & Supplies | 128 | 450 | 322 | 71.5% | |
| 1023007500 Sewer & Septic System Maintenance | - | 540 | 540 | 100.0% | |
| 1023007600 Shop Supplies | - | 1,000 | 1,000 | 100.0% | |
| 1023007625 Small Tools | - | 1,000 | 1,000 | 100.0% | |
| 1023007655 Medical Supplies | 466 | 3,700 | 3,234 | 87.4% | |
| 1023007800 Telephone | 760 | 8,250 | 7,490 | 90.8% | |
| 1023008000 Propane & Natural Gas | 769 | 1,800 | 1,031 | 57.3% | |
| 1023008005 Hydro Consumption | 1,151 | 3,500 | 2,349 | 67.1% | |
| 1023008010 Cable | - | 1,300 | 1,300 | 100.0% | |
| 1023008020 Water | - | 570 | 570 | 100.0% | |
| 1023008100 Vehicle Maintenance | 5,555 | 10,000 | 4,445 | 44.5% | |
| 1023008130 Vehicle Fuel | 199 | 2,000 | 1,801 | 90.1% | |
| 1023008600 Mgmt. Salaries - Fire Chief | 1,125 | 5,600 | 4,475 | 79.9% | |
| 1023008700 Staff Wages - VFD | 7,468 | 57,220 | 49,752 | 86.9% | |
| 1023008760 WCB Expense | 301 | 3,140 | 2,839 | 90.4% | |
| 1023008825 Uniforms & Clothing Allowance | 784 | 2,000 | 1,216 | 60.8% | |
| 1023009000 Capital Purchases | 37,863 | 251,170 | 213,307 | 84.9% | |
| 1023009800 Transfer to Reserves | - | 53,400 | 53,400 | 100.0% | |
| 1023009805 Transfer from Reserve Capital Purchases | - | (202,690) | (202,690) | 100.0% | |
| 1023009999 Allocated Services | 2,325 | 9,300 | 6,975 | 75.0% | |
| | \$ 77,587 | \$ 305,620 | \$ 228,033 | | |
| NET CONTRIBUTION TO (FROM) | \$ 96,278 | \$ - | \$ 96,278 | | |

CULTUS LAKE PARK
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PUBLIC WORKS

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|----------------|-----------------------|----------------|---------------|---|
| EXPENDITURES | | | | | |
| 1024005300 Building Maintenance Materials | \$ 3,226 | \$ 6,000 | \$ 2,774 | 46.2% | WorkSafeBC Requirement - OH&S program. |
| 1024005375 Contract Services | 360 | 5,000 | 4,640 | 92.8% | |
| 1024005400 Conferences/Meetings | 67 | 2,400 | 2,333 | 97.2% | |
| 1024005500 Data Processing | - | 1,000 | 1,000 | 100.0% | |
| 1024005700 Education & Training | 231 | 2,000 | 1,769 | 88.5% | |
| 1024005800 Equipment Maintenance | 1,233 | 11,100 | 9,867 | 88.9% | |
| 1024005820 Equipment Fuel | 288 | 3,570 | 3,282 | 91.9% | |
| 1024005900 Garbage Collection & Recycling | 1,562 | 7,000 | 5,439 | 77.7% | |
| 1024006000 Grounds Maintenance Materials | - | 3,030 | 3,030 | 100.0% | |
| 1024006100 Commercial Insurance | 2,825 | 11,400 | 8,575 | 75.2% | |
| 1024006200 Vehicle Insurance | 4,936 | 19,900 | 14,964 | 75.2% | Dust Control |
| 1024006300 Janitorial Contracts | 1,203 | - | (1,203) | 0.0% | |
| 1024006500 Licences & Permits | - | 450 | 450 | 100.0% | |
| 1024006600 Membership Dues & Subscriptions | - | 750 | 750 | 100.0% | |
| 1024006800 Office Supplies & Expenses | 527 | 1,500 | 973 | 64.9% | |
| 1024007200 Roads & Parking Maintenance | - | 23,000 | 23,000 | 100.0% | |
| 1024007400 Security Systems & Supplies | 642 | 750 | 108 | 14.4% | |
| 1024007500 Sewer & Septic System Maintenance | - | 540 | 540 | 100.0% | |
| 1024007600 Shop Supplies | 3,243 | 10,200 | 6,957 | 68.2% | |
| 1024007625 Small Tools | 894 | 3,500 | 2,606 | 74.5% | |
| 1024007650 Safety Supplies | 524 | 3,500 | 2,976 | 85.0% | One time annual allowance High allotment of budget spent to prepare for high season. |
| 1024007800 Telephone | 1,652 | 3,800 | 2,148 | 56.5% | |
| 1024008000 Propane & Natural Gas | 3,142 | 5,950 | 2,808 | 47.2% | |
| 1024008005 Hydro Consumption | 627 | 4,080 | 3,453 | 84.6% | |
| 1024008020 Water | - | 570 | 570 | 100.0% | |
| 1024008100 Vehicle Maintenance | 3,976 | 25,500 | 21,524 | 84.4% | |
| 1024008130 Vehicle Fuel | 3,402 | 19,000 | 15,598 | 82.1% | |
| 1024008600 Management Salaries | 21,588 | 84,000 | 62,412 | 74.3% | |
| 1024008700 Staff Wages - Supervisor | 15,908 | 64,040 | 48,132 | 75.2% | |
| 1024008701 Staff Wages - Custodian | 10,408 | 86,410 | 76,002 | 88.0% | |
| 1024008710 Staff Wages - Public Works | 110,407 | 451,480 | 341,073 | 75.5% | |
| 1024008800 Employee Benefits | 41,538 | 182,400 | 140,862 | 77.2% | |
| 1024008825 Uniforms & Clothing Allowance | 1,440 | 1,600 | 160 | 10.0% | |
| 1024009000 Capital Purchases | 55,776 | 94,070 | 38,294 | 40.7% | One time annual allowance High allotment of budget spent to prepare for high season. |
| 1024009800 Transfer to Reserves | - | 115,000 | 115,000 | 100.0% | |
| 1024009805 Transfer from Reserve Capital Purchases | - | (94,070) | (94,070) | 100.0% | |
| 1024009810 Transfer from Accumulated Surplus | - | (9,600) | (9,600) | 100.0% | |
| 1024009998 Overhead Expenses | (78,663) | (314,650) | (235,987) | 75.0% | |
| 1024009999 Allocated Services | (209,042) | (836,170) | (627,128) | 75.0% | |
| | \$ 3,919 | \$ - | \$ (3,919) | | |
| NET CONTRIBUTION TO (FROM) | \$ (3,919) | \$ - | \$ (3,919) | | |

CULTUS LAKE PARK
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COMMERCIAL LEASES

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|--------------------|-----------------------|---------------------|---------------|-------------------|
| REVENUE | | | | | |
| 1015004200 Commercial Leases | \$ 52,893 | \$ 558,110 | \$ (505,217) | -90.5% | |
| 1015004201 CL- Public Works | 1,281 | 8,300 | (7,019) | -84.6% | |
| 1015004202 CL- Bylaw Enforcement | 4,325 | 29,600 | (25,275) | -85.4% | |
| | <u>\$ 58,499</u> | <u>\$ 596,010</u> | <u>\$ (537,511)</u> | | |
| EXPENDITURES | | | | | |
| 1025005300 Building Maintenance Materials | \$ 5,049 | \$ 6,500 | \$ 1,451 | 22.3% | |
| 1025005300 Deductible for Restoration | \$ 5,000 | \$ - | \$ (5,000) | 0.0% | |
| 1025005900 Garbage Collection & Recycling | 2,568 | 13,680 | 11,112 | 81.2% | |
| 1025006000 Grounds Maintenance Materials | 296 | 2,800 | 2,504 | 89.4% | |
| 1025006100 Commercial Insurance | 6,750 | 27,000 | 20,250 | 75.0% | |
| 1025007500 Sewer & Septic System Maintenance | - | 12,100 | 12,100 | 100.0% | |
| 1025008000 Propane & Natural Gas | 284 | 500 | 216 | 43.1% | |
| 1025008005 Hydro Consumption | 908 | 5,120 | 4,212 | 82.3% | |
| 1025008020 Water | - | 12,790 | 12,790 | 100.0% | |
| 1025008201 Signage | - | 1,200 | 1,200 | 100.0% | |
| 1025009000 Capital Purchases | - | 169,200 | 169,200 | 100.0% | |
| 1025009800 Transfer to Reserves | - | 164,605 | 164,605 | 100.0% | |
| 1025009805 Transfer from Reserve Capital Purchases | - | (169,200) | (169,200) | 100.0% | |
| 1025009998 Overhead Expenses | 50,773 | 203,090 | 152,317 | 75.0% | |
| 1025009999 Allocated Services | 18,788 | 75,150 | 56,362 | 75.0% | |
| | <u>\$ 90,416</u> | <u>\$ 524,535</u> | <u>\$ 434,119</u> | | |
| NET CONTRIBUTION TO (FROM) | <u>\$ (31,916)</u> | <u>\$ 71,475</u> | <u>\$ 103,391</u> | | |

CULTUS LAKE PARK
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RESIDENTIAL LEASES

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|---|-------------------|-----------------------|--------------------|---------------|---------------------------------------|
| REVENUE | | | | | |
| 1016004100 Residential Leases | \$ 614,660 | \$ 614,655 | \$ 5 | 0.0% | |
| 1016004101 RL - Bylaw Enforcement | 85,073 | 85,070 | 3 | 0.0% | |
| 1016004110 Delinquent Fees | - | 5,300 | (5,300) | -100.0% | Delinquent Fees Charged April 1, 2019 |
| 1016004700 Lease Services | 4,825 | 23,000 | (18,175) | -79.0% | |
| 1016004900 Miscellaneous Revenue | 3 | - | 3 | 0.0% | |
| | <u>\$ 704,561</u> | <u>\$ 728,025</u> | <u>\$ (23,464)</u> | | |
| EXPENDITURES | | | | | |
| 1026005900 Garbage Collection & Recycling | \$ 18,878 | \$ 100,535 | \$ 81,657 | 81.2% | |
| 1026006100 Commercial Insurance | 1,450 | 5,800 | 4,350 | 75.0% | |
| 1026008005 Hydro Consumption | 3,977 | 35,900 | 31,923 | 88.9% | |
| 1026009800 Transfer to Reserves | - | 7,230 | 7,230 | 100.0% | Milfoil |
| 1026009998 Overhead Expenses | 77,143 | 308,570 | 231,427 | 75.0% | |
| 1026009999 Allocated Services | 70,823 | 283,290 | 212,467 | 75.0% | |
| | <u>\$ 172,271</u> | <u>\$ 741,325</u> | <u>\$ 569,054</u> | | |
| NET CONTRIBUTION TO (FROM) | <u>\$ 532,289</u> | <u>\$ (13,300)</u> | <u>\$ 545,589</u> | | |

CULTUS LAKE PARK

2019 Financial Report

For the TWELVE Months Ending March 31, 2019

GENERAL ADMINISTRATION

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|---|------------------|-----------------------|--------------------|---------------|-------------------|
| REVENUE | | | | | |
| 1017004800 Interest Earned | \$ 20,862 | \$ 40,000 | \$ (19,138) | -47.8% | |
| 1017004900 Miscellaneous Revenue/Encroachment | 85 | 2,000 | (1,915) | -95.8% | |
| 1017004915 Dog Licenses | 260 | 500 | (240) | -48.0% | |
| | <u>\$ 21,207</u> | <u>\$ 42,500</u> | <u>\$ (21,293)</u> | | |
| EXPENDITURES | | | | | |
| 1027005000 Advertising | \$ - | \$ 1,500 | \$ 1,500 | 100.0% | |
| 1027005100 Accounting & Auditing Fees | (16,500) | 17,825 | 34,325 | 192.6% | |
| 1027005175 Board Level Expenses | 867 | 17,000 | 16,133 | 94.9% | |
| 1027005300 Building Maintenance Materials | 1,829 | 3,000 | 1,171 | 39.0% | |
| 1027005375 Contract Services | 27,725 | 78,575 | 50,851 | 64.7% | |
| 1027005400 Conferences/Meetings | 7,500 | 31,000 | 23,500 | 75.8% | |
| 1027005500 Data Processing | 9,567 | 16,000 | 6,433 | 40.2% | |
| 1027005700 Education & Training | 1,120 | 5,000 | 3,880 | 77.6% | |
| 1027005750 Election Expenses | - | - | - | 0.0% | |
| 1027005800 Equipment Maintenance | 200 | 1,000 | 800 | 80.0% | |
| 1027006100 Commercial Insurance | 2,877 | 13,200 | 10,323 | 78.2% | |
| 1027006200 Vehicle Insurance | 512 | 2,000 | 1,488 | 74.4% | |
| 1027006400 Legal Fees | 41,107 | 149,000 | 107,893 | 72.4% | |
| 1027006450 Professional Fees | 10,824 | 49,500 | 38,676 | 78.1% | |
| 1027006600 Membership Dues & Subscriptions | 197 | 3,700 | 3,503 | 94.7% | |
| 1027006800 Office Supplies & Expenses | 2,189 | 17,000 | 14,811 | 87.1% | |
| 1027006812 Bank Charges/Point of Sale Fees | 1,916 | 13,000 | 11,084 | 85.3% | |
| 1027006815 Postage & Courier | 1,678 | 4,000 | 2,322 | 58.1% | |
| 1027006820 Equipment Leases | 3,948 | 15,000 | 11,052 | 73.7% | |
| 1027006822 Office Furniture | - | 4,000 | 4,000 | 100.0% | |
| 1027006900 Recruitment Expenses | 425 | - | (425) | 0.0% | |
| 1027007000 Printing Expense | 237 | 1,000 | 763 | 76.3% | |
| 1027007100 Public Relations | - | 4,000 | 4,000 | 100.0% | |
| 1027007400 Security Systems & Supplies | 269 | 1,000 | 731 | 73.1% | |
| 1027007500 Sewer & Septic System Maintenance | - | 540 | 540 | 100.0% | |
| 1027007700 Special Events - CWFPP | - | 5,000 | 5,000 | 100.0% | |
| 1027007800 Telephone | 3,244 | 8,000 | 4,756 | 59.5% | |
| 1027007900 Travel Expense | 463 | 2,000 | 1,537 | 76.9% | |
| 1027008000 Propane & Natural Gas | 517 | 1,700 | 1,183 | 69.6% | |
| 1027008005 Hydro Consumption | 864 | 3,500 | 2,636 | 75.3% | |
| 1027008020 Water | - | 570 | 570 | 100.0% | |
| 1027008100 Vehicle Maintenance | 71 | 800 | 729 | 91.1% | |
| 1027008130 Vehicle Fuel | 87 | - | (87) | 0.0% | |
| 1027008500 Commissioners Indemnity | 14,078 | 54,680 | 40,602 | 74.3% | |
| 1027008600 Management Salaries | 26,697 | 116,500 | 89,803 | 77.1% | |
| 1027008601 Finance Salaries | 30,902 | 135,430 | 104,528 | 77.2% | |
| 1027008710 Staff Wages - DPO | 14,301 | 61,200 | 46,899 | 76.6% | |

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|----------------|-----------------------|----------------|---------------|-------------------|
| 1027008715 Staff Wages - Admin / CSR | 22,366 | 109,150 | 86,784 | 79.5% | |
| 1027008800 Employee Benefits | 25,470 | 93,620 | 68,150 | 72.8% | |
| 1027009000 Capital Purchases | 3,370 | 3,870 | 500 | 12.9% | |
| 1027009800 Transfer to Reserves | - | 65,000 | 65,000 | 100.0% | |
| 1027009805 Transfer from Reserve Capital | - | (3,870) | (3,870) | 100.0% | |
| 1027009810 Transfer from Accumulated Surplus | - | (119,175) | (119,175) | 100.0% | |
| 1027009998 Overhead Expenses | (206,486) | (825,945) | (619,459) | 75.0% | |
| 1027009999 Allocated Services | (29,342) | (117,370) | (88,028) | 75.0% | |
| | \$ 5,087 | \$ 42,500 | \$ 37,413 | | |
| NET CONTRIBUTION TO (FROM) | \$ 16,120 | \$ - | \$ 16,120 | | |

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COMMUNITY HALL

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|--------------------|-----------------------|------------------|---------------|-------------------|
| REVENUE | | | | | |
| 1018004920 Community Hall Rentals | \$ 2,060 | \$ 11,790 | \$ (9,730) | -82.5% | |
| EXPENDITURES | | | | | |
| 1028005300 Building Maintenance Materials | \$ - | \$ 3,500 | \$ 3,500 | 100.0% | |
| 1028006000 Grounds Maintenance Materials | - | 2,000 | 2,000 | 100.0% | |
| 1028006100 Commercial Insurance | 1,850 | 7,400 | 5,550 | 75.0% | |
| 1028007800 Telephone | 58 | 200 | 142 | 71.2% | |
| 1028008000 Propane & Natural Gas | 680 | 1,700 | 1,020 | 60.0% | |
| 1028008005 Hydro Consumption | 244 | 1,500 | 1,256 | 83.7% | |
| 1028009000 Capital Purchases | - | 25,000 | 25,000 | 100.0% | |
| 1028009800 Transfer to Reserves | - | 10,000 | 10,000 | 100.0% | |
| 1028009805 Transfer from Reserve Capital Purchases | - | (25,000) | (25,000) | 100.0% | |
| 1028009810 Transfer from Accumulated Surplus | - | (1,000) | (1,000) | 100.0% | |
| 1028009998 Overhead Expenses | 7,113 | 28,450 | 21,337 | 75.0% | |
| 1028009999 Allocated Services | 5,065 | 20,260 | 15,195 | 75.0% | |
| | <u>\$ 15,010</u> | <u>\$ 74,010</u> | <u>\$ 59,000</u> | | |
| NET CONTRIBUTION TO (FROM) | <u>\$ (12,950)</u> | <u>\$ (62,220)</u> | <u>\$ 49,270</u> | | |

CULTUS LAKE PARK
2019 Financial Report
For the TWELVE Months Ending March 31, 2019

FORESHORE LEASE

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|--------------------|-----------------------|--------------------|---------------|-------------------|
| REVENUE | | | | | |
| 1018504900 Miscellaneous Revenue | \$ 510 | \$ - | \$ 510 | 0.0% | |
| 1018504930 Foreshore Lease Agreement | - | 3,100 | (3,100) | -100.0% | |
| 1018504936 Boat Mooring - Public Areas/VS | 34,950 | 45,200 | (10,250) | -22.7% | |
| | <u>\$ 35,460</u> | <u>\$ 48,300</u> | <u>\$ (12,840)</u> | | |
| EXPENDITURES | | | | | |
| 1028505375 Contract Services | \$ - | \$ - | \$ - | 0.0% | |
| 1028505800 Equipment Maintenance | - | 1,500 | 1,500 | 100.0% | |
| 1028505820 Equipment Fuel | - | 800 | 800 | 100.0% | |
| 1028505850 Floats & Buoys | - | 10,000 | 10,000 | 100.0% | |
| 1028506000 Grounds Maintenance Materials | - | 42,000 | 42,000 | 100.0% | |
| 1028506100 Commercial Insurance | 3,550 | 14,200 | 10,650 | 75.0% | |
| 1028506200 Vehicle Insurance | 26 | 100 | 74 | 74.0% | |
| 1028506500 Licences & Permits | 5,340 | 4,200 | (1,140) | -27.1% | |
| 1028507000 Printing Expense | - | 150 | 150 | 100.0% | |
| 1028508100 Vehicle Maintenance | - | 200 | 200 | 100.0% | |
| 1028508200 Foreshore Maintenance (Wharfs) | - | 15,000 | 15,000 | 100.0% | |
| 1028508201 Signage | - | 1,000 | 1,000 | 100.0% | |
| 1028509000 Capital Purchases | 4,840 | 9,610 | 4,770 | 49.6% | |
| 1028509800 Transfer to Reserves | - | 5,000 | 5,000 | 100.0% | |
| 1028509805 Transfer from Reserve Capital Purchases | - | (9,610) | (9,610) | 100.0% | |
| 1028509810 Transfer from Accumulated Surplus | - | (32,000) | (32,000) | 100.0% | |
| 1028509998 Overhead Expenses | 51,770 | 207,080 | 155,310 | 75.0% | |
| 1028509999 Allocated Services | 20,778 | 83,110 | 62,332 | 75.0% | |
| | <u>\$ 86,304</u> | <u>\$ 352,340</u> | <u>\$ 266,036</u> | | |
| | <u>\$ (50,844)</u> | <u>\$ (304,040)</u> | <u>\$ 253,196</u> | | |

CULTUS LAKE PARK

2019 Financial Report

For the TWELVE Months Ending March 31, 2019

PUBLIC AREAS

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|---------------------|-----------------------|---------------------|---------------|------------------------------|
| REVENUE | | | | | |
| 1019004700 Tree Removal Fees | \$ - | \$ 1,500 | \$ (1,500) | -100.0% | |
| 1019004900 Miscellaneous Revenue | 806 | 15,000 | (14,194) | -94.6% | |
| 1019004910 Pay Parking - Lions & Waterpark | 21,731 | 676,000 | (654,269) | -96.8% | |
| | <u>\$ 22,537</u> | <u>\$ 692,500</u> | <u>\$ (669,963)</u> | | |
| EXPENDITURES | | | | | |
| 1029005300 Building Maintenance Materials | \$ 139 | \$ 6,000 | \$ 5,861 | 97.7% | |
| 1029005350 Community Policing | - | 10,000 | 10,000 | 100.0% | |
| 1029005355 Main Beach Events Grant | 12,000 | 12,000 | - | 0.0% | Annual Grant to CEAC |
| 1029005360 Commemorative Benches | - | 1,900 | 1,900 | 100.0% | |
| 1029005375 Contract Services | 2,286 | 70,600 | 68,314 | 96.8% | Lions Parking/Sign Inventory |
| 1029005800 Equipment Maintenance | - | 1,000 | 1,000 | 100.0% | |
| 1029005900 Garbage Collection & Recycling | 3,432 | 7,000 | 3,568 | 51.0% | |
| 1029006000 Grounds Maintenance Materials | 294 | 35,000 | 34,706 | 99.2% | |
| 1029006010 General Maintenance | 1,491 | 16,000 | 14,509 | 90.7% | |
| 1029006100 Commercial Insurance | 3,825 | 15,300 | 11,475 | 75.0% | |
| 1029006300 Janitorial Contracts/Supplies | 1,791 | 12,500 | 10,709 | 85.7% | |
| 1029006810 Bank Charges | 57 | 450 | 393 | 87.3% | |
| 1029006812 Point of Sale Fees | 197 | 7,000 | 6,803 | 97.2% | |
| 1029006820 Equipment Leases | 7,269 | 10,200 | 2,931 | 28.7% | Lions Parking Meter Lease |
| 1029007000 Printing Expense | - | 500 | 500 | 100.0% | |
| 1029007200 Roads & Parking Maintenance | 38 | 12,000 | 11,962 | 99.7% | Lot Grading/Dust Control |
| 1029007300 Vandalism Repairs | 399 | 2,500 | 2,101 | 84.1% | |
| 1029008005 Hydro Consumption | 1,638 | 7,900 | 6,262 | 79.3% | |
| 1029008201 Signage | 177 | 5,000 | 4,823 | 96.5% | |
| 1029009000 Capital Purchases | 17,072 | 309,550 | 292,478 | 94.5% | |
| 1029009800 Transfer to Reserves | - | 70,000 | 70,000 | 100.0% | |
| 1029009805 Transfer from Reserve Capital Purchases | - | (229,550) | (229,550) | 100.0% | |
| 1029009810 Transfer from Accumulated Surplus | - | (35,000) | (35,000) | 100.0% | |
| 1029009998 Overhead Expenses | 103,740 | 414,960 | 311,220 | 75.0% | |
| 1029009999 Allocated Services | 62,823 | 251,290 | 188,467 | 75.0% | |
| | <u>\$ 218,667</u> | <u>\$ 1,014,100</u> | <u>\$ 795,433</u> | | |
| NET CONTRIBUTION TO (FROM) | <u>\$ (196,129)</u> | <u>\$ (321,600)</u> | <u>\$ 125,471</u> | | |

CULTUS LAKE PARK
2019 Financial Report
For the TWELVE Months Ending March 31, 2019

Community Events Committee

| | 2019 Actual | 2019 Annual Budget | Variance \$ | Variance % | Variance Comments |
|--|------------------|-----------------------|--------------------|---------------|-------------------|
| <u>REVENUE</u> | | | | | |
| 1018504900 Miscellaneous Revenue | \$ 102 | \$ 5,250 | -\$ 5,148 | -98.1% | |
| 1018504901 CEAC-Sponsorship - CEAC | \$ - | \$ 4,800 | -\$ 4,800 | -100.0% | |
| 1018504902 Public Areas - Contribution | \$ 12,000 | \$ 12,000 | \$ - | 0.0% | |
| 1018504903 General Admin - Contribution | 15,000 | 15,000 | - | 0.0% | |
| 1018504996 Grants from other Agency's | - | 14,000 | (14,000) | -100.0% | |
| | <u>\$ 27,102</u> | <u>\$ 51,050</u> | <u>\$ (23,948)</u> | | |
| <u>EXPENDITURES</u> | | | | | |
| 1028505375 Contract Services | \$ 4,088 | \$ 30,000 | \$ 25,913 | 86.4% | |
| 1028506800 Office Supplies & Misc Expenses | - | 850 | 850 | 100.0% | |
| 1028507700 Special Events CEAC | 101 | 18,500 | 18,399 | 99.5% | |
| 1028509800 Transfer to Reserves | - | 1,700 | 1,700 | 100.0% | |
| | <u>\$ 4,188</u> | <u>\$ 51,050</u> | <u>\$ 46,862</u> | | |
| | <u>\$ 22,913</u> | <u>\$ -</u> | <u>\$ 22,913</u> | | |



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550-70
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: 2019 Lions Parking First Quarter Report

PURPOSE:

To provide the Board with an overview of parking revenue for the first quarter of 2019.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2019 Lions Parking First Quarter Report for information.*

DISCUSSION:

As expected, 2019 First Quarter parking revenue was modest. However, the total net revenue of \$11,798.21 was a considerable increase over previous years. The tables below show First Quarter gross revenue (A), expenses (B) and net revenue (C).

STRATEGIC PLAN:

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

Prepared by:

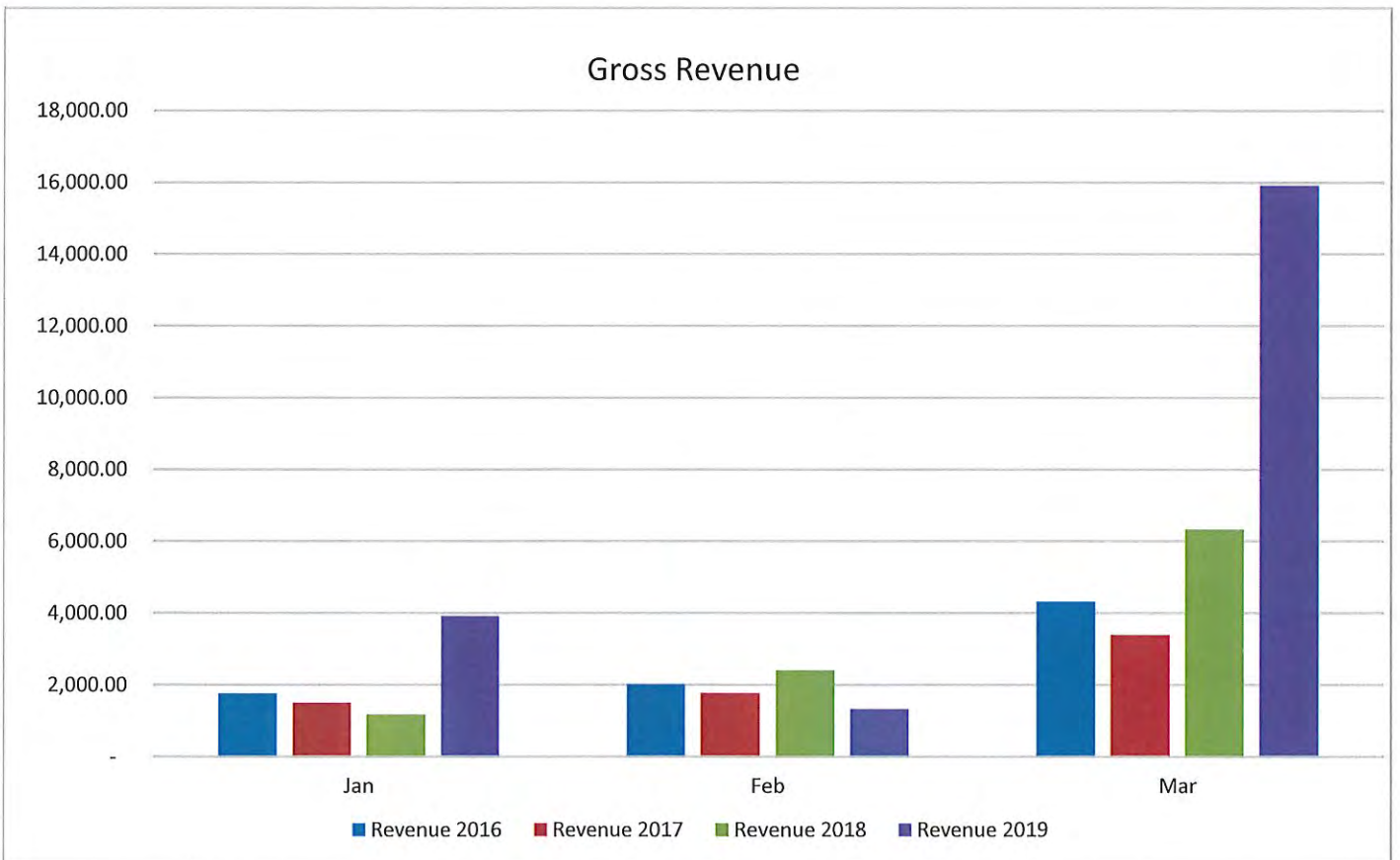
Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:

Bonny Bryant
Chief Administrative Officer

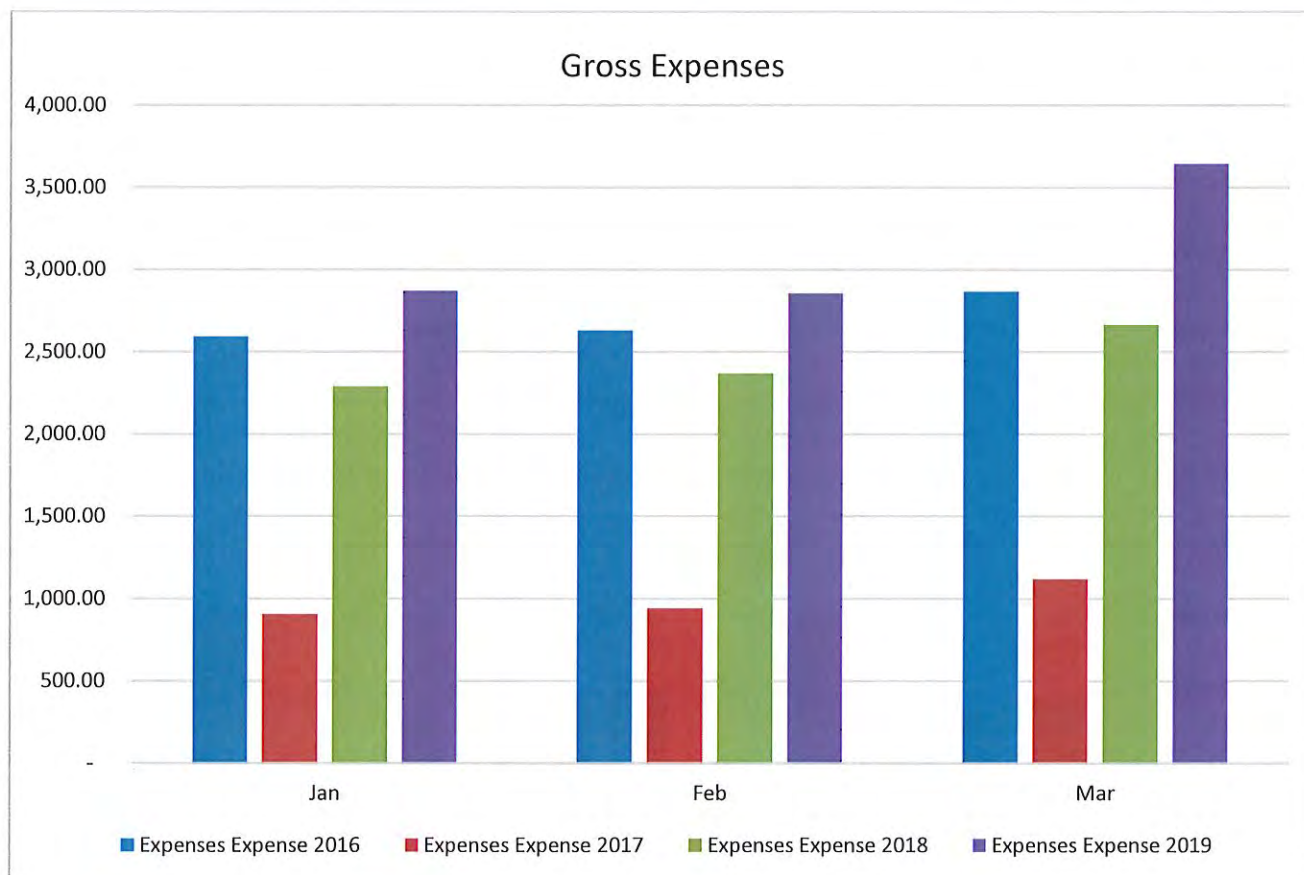
A - Revenues

| Mth | Revenue 2012 | Revenue 2013 | Revenue 2014 | Revenue 2015 | Revenue 2016 | Revenue 2017 | Revenue 2018 | Revenue 2019 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Jan | 90.25 | 260.35 | 1,516.30 | 1,509.34 | 1,762.80 | 1,489.00 | 1,166.50 | 3,918.55 |
| Feb | 350.05 | 426.05 | 450.30 | 3,006.75 | 2,020.05 | 1,770.30 | 2,411.25 | 1,332.80 |
| Mar | 597.15 | 2,313.35 | 2,212.45 | 4,091.15 | 4,318.85 | 3,390.30 | 6,327.80 | 15,916.20 |
| Apr | 1,601.15 | 1,654.35 | 5,466.90 | 6,938.95 | 13,041.15 | 9,140.45 | 13,879.00 | |
| May | 7,035.90 | 9,523.30 | 12,358.50 | 23,075.65 | 22,309.45 | 51,080.85 | 46,410.05 | |
| Jun | 5,883.10 | 22,691.80 | 25,974.95 | 58,514.40 | 36,773.60 | 58,267.90 | 59,045.15 | |
| Jul | 39,709.60 | 74,766.95 | 83,087.40 | 80,558.25 | 126,468.55 | 189,066.40 | 212,401.10 | |
| Aug | 44,937.55 | 41,068.65 | 80,697.25 | 83,659.65 | 169,123.20 | 187,968.95 | 148,324.05 | |
| Sep | 9,868.60 | 12,130.05 | 24,618.10 | 19,902.40 | 28,815.70 | 64,541.25 | 35,045.35 | |
| Oct | 1,449.90 | 3,473.90 | 2,822.35 | 3,445.15 | 5,904.00 | 6,446.95 | 6,052.80 | |
| Nov | 162.95 | 599.20 | 1,151.15 | 786.20 | 1,036.65 | 663.05 | 2,379.90 | |
| Dec | 107.10 | 387.50 | 862.75 | 694.05 | 525.25 | 1,095.55 | 1,791.00 | |
| Total | 111,793.30 | 169,295.45 | 241,218.40 | 286,181.94 | 412,099.25 | 574,920.95 | 535,233.95 | 21,167.55 |



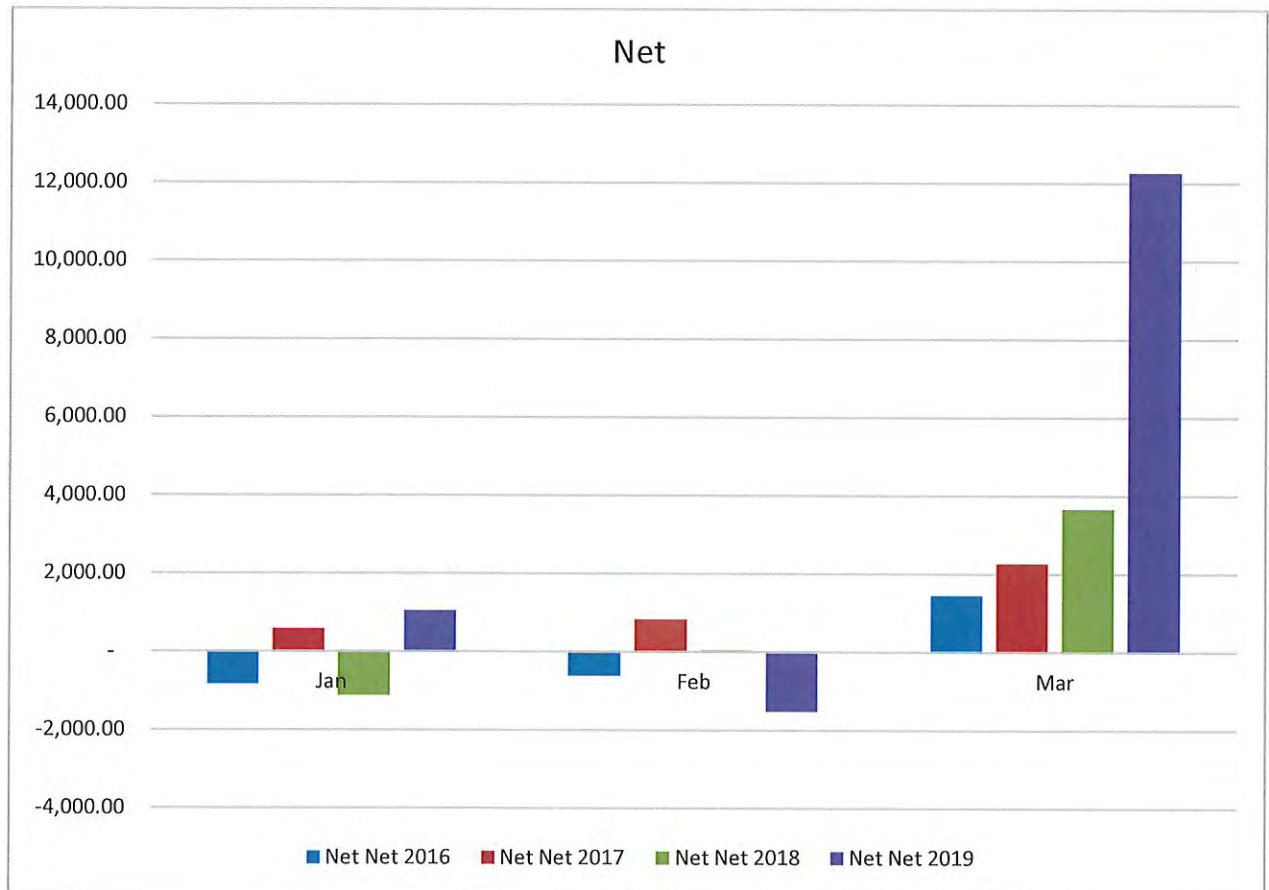
B - Expenses

| Mth | Expense 2012 | Expense 2013 | Expense 2014 | Expense 2015 | Expense 2016 | Expense 2017 | Expense 2018 | Expense 2019 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Jan | 2,106.56 | 1,574.78 | 2,442.99 | 2,568.48 | 2,593.55 | 904.17 | 2,290.07 | 2,871.72 |
| Feb | 2,106.77 | 1,591.53 | 1,964.64 | 2,731.99 | 2,630.86 | 941.07 | 2,369.52 | 2,853.60 |
| Mar | 2,111.09 | 1,780.48 | 2,139.92 | 2,857.34 | 2,867.56 | 1,118.62 | 2,663.48 | 3,644.02 |
| Apr | 2,108.92 | 1,815.17 | 2,976.40 | 3,177.56 | 5,565.25 | 1,722.73 | 3,640.50 | |
| May | 2,543.83 | 2,806.17 | 4,236.65 | 6,727.68 | 4,871.93 | 6,264.79 | 5,393.68 | |
| Jun | 2,298.49 | 4,370.31 | 7,118.91 | 9,778.97 | 4,878.78 | 6,733.90 | 6,977.74 | |
| Jul | 5,721.64 | 9,825.34 | 13,137.00 | 13,082.18 | 18,925.36 | 16,018.94 | 21,125.57 | |
| Aug | 6,803.44 | 8,864.26 | 13,960.42 | 14,037.87 | 20,759.76 | 25,042.07 | 19,095.63 | |
| Sep | 3,388.28 | 3,900.67 | 6,870.67 | 6,892.82 | 7,892.87 | 15,182.08 | 9,070.22 | |
| Oct | 1,886.26 | 2,589.65 | 3,318.57 | 3,230.28 | 2,056.23 | 4,505.68 | 4,304.80 | |
| Nov | 1,582.42 | 2,025.75 | 2,583.90 | 2,552.14 | 976.66 | 2,436.78 | 2,937.25 | |
| Dec | 1,559.35 | 1,957.88 | 2,504.30 | 2,486.91 | 809.39 | 2,273.67 | 2,749.02 | |
| Total | 34,217.05 | 43,101.96 | 63,254.34 | 70,124.19 | 74,828.19 | 83,144.49 | 82,617.48 | 9,369.34 |



C - Net Revenue

| Mth | Net 2012 | Net 2013 | Net 2014 | Net 2015 | Net 2016 | Net 2017 | Net 2018 | Net 2019 |
|-------|------------|------------|------------|------------|------------|------------|------------|------------|
| Jan | - 2,016.31 | - 1,314.43 | - 926.69 | - 1,059.14 | - 830.75 | 584.83 | - 1,123.57 | 1,046.83 |
| Feb | - 1,756.72 | - 1,165.48 | - 1,514.34 | 274.76 | - 610.81 | 829.23 | 41.73 | - 1,520.80 |
| Mar | - 1,513.94 | 532.88 | 72.53 | 1,233.82 | 1,451.29 | 2,271.68 | 3,664.32 | 12,272.18 |
| Apr | - 507.77 | - 160.82 | 2,490.50 | 3,761.40 | 7,475.90 | 7,417.72 | 10,238.50 | - |
| May | 4,492.07 | 6,717.13 | 8,121.85 | 16,347.97 | 17,437.53 | 44,816.06 | 41,016.37 | - |
| Jun | 3,584.61 | 18,321.49 | 18,856.05 | 48,735.43 | 31,894.82 | 51,534.00 | 52,067.41 | - |
| Jul | 33,987.96 | 64,941.62 | 69,950.40 | 67,476.07 | 107,543.20 | 173,047.46 | 191,275.53 | - |
| Aug | 38,134.11 | 32,204.39 | 66,736.84 | 69,621.78 | 148,363.44 | 162,926.88 | 129,228.42 | - |
| Sep | 6,480.32 | 8,229.39 | 17,747.43 | 13,009.58 | 20,922.83 | 49,359.17 | 25,975.13 | - |
| Oct | - 436.36 | 884.25 | - 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 | - 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 | 452,616.47 | 11,798.21 |





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger,
Manager of Park Operations

SUBJECT: 2019 Public Works First Quarter Report

PURPOSE:

To provide the Board with an update on Public Works projects and tasks completed during the First Quarter of 2019.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2019 Public Works First Quarter Report for information.*

DISCUSSION:

The following list summarizes various tasks and projects completed by Public Works staff over the First Quarter of 2019.

Commercial Leases:

- Daily garbage pickup - 8 days labour
- Janitorial service - 17.5 days labour
- Buildings/grounds/parking lot maintenance - 9 days labour
- Vandalism repairs - 1 day labour
- Snow removal - 2.5 days labour

Community Hall:

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

Foreshore:

- Wharf/weir maintenance - 1.5 days labour

Park Office:

- Building maintenance - 1.5 days 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
- Janitorial service - 45 days labour
- Tree work/stump removal -10.5 days labour
- Roads/parking lots/signage/lighting maintenance - 11.5 days labour
- Snow removal - 2 days labour
- Main Beach drainage work - 5 days labour
- Grounds/tree care/lawn care maintenance debris clean-up - 22 days labour
- Float beach - 1.5 days
- Building maintenance - 5 days labour
- Christmas lights event -19.5 days labour
- Munroe/Lakeshore guardrail replacement - 49 days labour

Public Works:

- Vehicle/equipment maintenance - 16 days labour
- Yard/building/janitorial maintenance - 23.5 days labour
- Administration/purchasing/safety/staff meetings - 31 days labour

Fire Hall:

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

Residential Leases:

- Grounds/tree maintenance/debris cleanup - 10 days labour
- Roads/street sweeping/snow removal/grading - 20 days labour

Sunnyside Campground:

- Septic repairs/maintenance - 3.5 days labour
- Janitorial service - 4 days labour
- Roads/parking - 5 days labour
- Building/vandalism maintenance - 22 days labour
- Water system start up/line replacement/repairs - 31 days labour
- Lawn/tree maintenance - 6.5 days labour
- Site maintenance/debris clean-up/surfacing/vandalism - 61 days labour
- Additional maintenance work orders - 9 days labour

Visitor Services/Cabins:

- Cabin work orders - 3 days labour
- Building maintenance - 9 days labour
- By-weekly garbage pickup - 1.5 days labour
- Janitorial service - 4 days labour
- Lawn care -1 day labour

STRATEGIC PLAN:

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

Prepared by:



Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550

SUBMITTED BY: Jacquie Spencer,
Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement

SUBJECT: 2019 Campgrounds and Cabins First Quarter Report

PURPOSE:

To provide the Board with an update on the Campgrounds and Cabins operations for the First Quarter of 2019.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2019 Campground and Cabins First Quarter report for information.*

DISCUSSION:

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the first quarter of 2019.

Sunnyside Campground

Continuing with annual trends, reservation request volume increased significantly immediately following the start of the New Year. During this time staff processed the seasonal non-refundable prepayment, organized a site exchange and worked on the site distribution. Following the seasonal non-refundable prepayment deadline in February, 51 seasonal sites were turned over for the season. Reasons for letting the sites go included: rate increase; retirement/other travel; divorce/change in family dynamics; loss of job; and personal mobility issues.

The Campground cleanup got off to a late start due to the weather in March, however, staff did meet the timeline and the Campground opened on March 29, 2019.

Griffin Security has been contracted to provide security and bylaw services at Sunnyside this season and commenced on March 29, opening day.

Staff have been hired in the areas of Site Maintenance, Gatehouse, Custodial and the Sunnyside Store and are working hard to prepare for the season. Additional staff will commence as the season gets busier.

Upgrades to the WIFI system commenced during the first quarter. Myriad continues to work on a few areas throughout the seasonal sites.

Cabins

The Cabins were rented on a month to month basis again this year, however, staff ended up terminating four of the 8 cabin guests due to noise and late payment issues. A decision was made for the low season this Fall/Winter, the Cabins will be rented out on a daily or weekly basis only and no longer than a three week stay.

Quotes were received to replace the Cabinets in the eight Cabins and Floors in the Four-plex. Four Cabins will be completed in April and the other four in early May. All Cabins are booked for the May long weekend.

STRATEGIC PLAN:

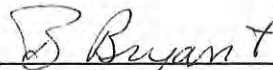
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Jacquie Spencer,
Acting Manager of Visitor Services,
Accommodations and Bylaw Enforcement

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550

SUBMITTED BY: Jacquie Spencer,
Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement

SUBJECT: 2019 Bylaw Compliance and Enforcement First Quarter Report

PURPOSE:

To provide the Board with an update on Bylaw Compliance and Enforcement Operations for the First Quarter of 2019.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2019 Bylaw Compliance and Enforcement First Quarter report for information.*

DISCUSSION:

On December 15, 2018 the Cultus Lake Park Board cancelled the Contract with Corps of BC Commissionaires due to the inability of meeting the Parks requirements regarding security and bylaw enforcement.

A letter was sent out to all Leaseholders informing them of this change and providing a protocol, addressing security and bylaw enforcement in the Park over the winter months. Staff completed a review of the security and bylaw enforcement and developed a new plan for the Park.

In January a Request of Proposal was prepared and advertised for Security/Bylaw Enforcement for Sunnyside Campground. Griffin Security was awarded the Contract in early March 2019.

Cultus Lake Park Board and Administration worked with the City of Chilliwack and entered into a Memorandum of Understanding (MOU) for Community Policing for Cultus Lake Park commencing this season from May 13 to September 2, 2019. The Memorandum of Understanding (MOU) will be in effect from May 2019 through to September 2022.

Renovations have been underway at the Visitor Services Building developing Office space for the RCMP, Bylaw Compliance and Enforcement Staff and the Visitor Services Staff.

Three Bylaw Compliance and Enforcement Officers have been hired. One Officer commenced employment on May 1 and will work until September 15, 2019. The second Officer will join us on May 15 until December 31, 2019. The third Officer will work on a casual basis, Saturdays and Sundays throughout the summer until the September long weekend.

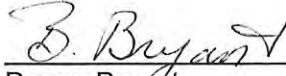
A review of all areas will be completed prior to the end of the year.

Prepared by:



Jacquie Spencer
Acting Manager of Visitor Services,
Accommodations and Bylaw Enforcement

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550

SUBMITTED BY: Warren Mazuren
Fire Chief

SUBJECT: 2019 Fire Department First Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of January, February and March of 2019.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2019 Fire Department First Quarter report for information.*

BACKGROUND:

The First Quarter of 2019 was about average in call volume to last year's 14 calls in the final quarter.

The transition for FVRD dispatch to E-Comm is now completed.

Engine 1 and Engine 1-2 had their annual MVI's completed.

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

24 CLVFD attended and completed the HCP-C training provided by Worksafet Solutions.

13 CLVFD Attended and completed an IAFF sponsored Hazmat awareness and operations course with Instructors Joel Lamaire and Brent Cowx at Mission Fire Hall #1. Had this training not be sponsored by the IAFF the cost per student would have been approximately \$1,200.00, resulting in a savings of over \$15,000!

The CLVFD is updating its Operational Guidelines for 2019 and adding any additional OG's as required.

The CLVFD purchased five new MSA G1 SCBA's bringing our totals to 17 serviceable SCBA's total.

The CLVFD has added Firehall.net to our existing training programs which allows online tracking of practices and calls and will allow us to inventory equipment as we get more familiar with the program.

The CLVFD updated the over 1400 BCAS codes in the system to better reflect the ones we respond to.

The CLVFD is still awaiting the purchase and install of a Mobile CAD unit for Engine 1.

The CLVFD welcomed Pivot Point Family Growth Centre Inc. for a tour of the fire hall in early March!

The CLVFD had no fires of note this quarter.

A very dry spring this season has resulted in a dry forest around Cultus Lake, please do your part to ensure campfires are completely extinguished before!

STRATEGIC PLAN:

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

Prepared by:



Warren Mazuren
Fire Chief

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0870
SUBMITTED BY: Katrina Craig, Lease Administration
SUBJECT: Lease Assignments | First Quarter 2019

PURPOSE:

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

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2019 Lease Assignments First Quarter report for information.*

DISCUSSION:

During the first quarter of 2019, the Park processed the following: (1) family assignment and (4) residential assignments: lease transfers totaling (5) for the quarter; and

(31) 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

(6) Mortgage Refinances; and (11) Mortgage Discharges.

STRATEGIC PLAN:

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

DATE OF ASSIGNMENT: JANUARY 2, 2019
PROPERTY: 532 PARK DRIVE, CULTUS LAKE BC V2R 4Z8
SALE PRICE: \$850,000

DATE OF ASSIGNMENT: **JANUARY 31, 2019**
PROPERTY: **407 BIRCH STREET, CULTUS LAKE, BC, V2R 4Z3**
SALE PRICE: **\$450,000**

DATE OF ASSIGNMENT: **FEBRUARY 26, 2019**
PROPERTY: **212 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**
SALE PRICE: **\$1,140,000**

DATE OF ASSIGNMENT: **FEBRUARY 26, 2019**
PROPERTY: **348 PINE STREET, CULTUS LAKE BC V2R 4Y9**
SALE PRICE: **N/A - FAMILY TRANSFER**

DATE OF ASSIGNMENT: **MARCH 15, 2019**
PROPERTY: **504 PARK DRIVE, CULTUS LAKE, BC V2R 4Z5**
SALE PRICE: **\$945,000**

STRATEGIC PLAN:

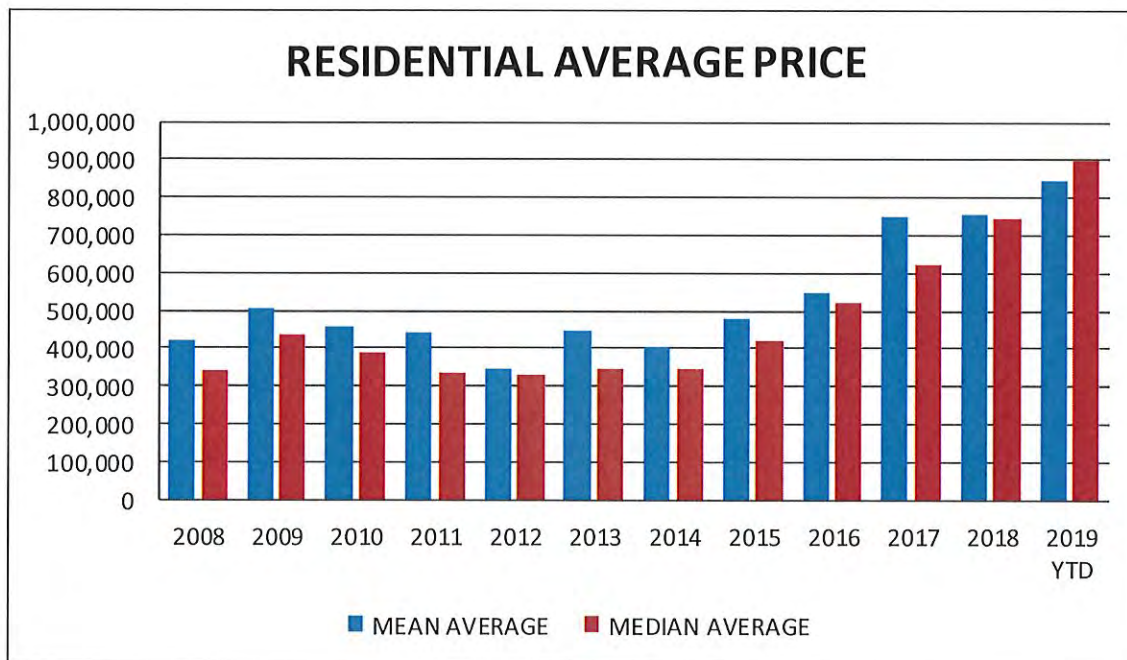
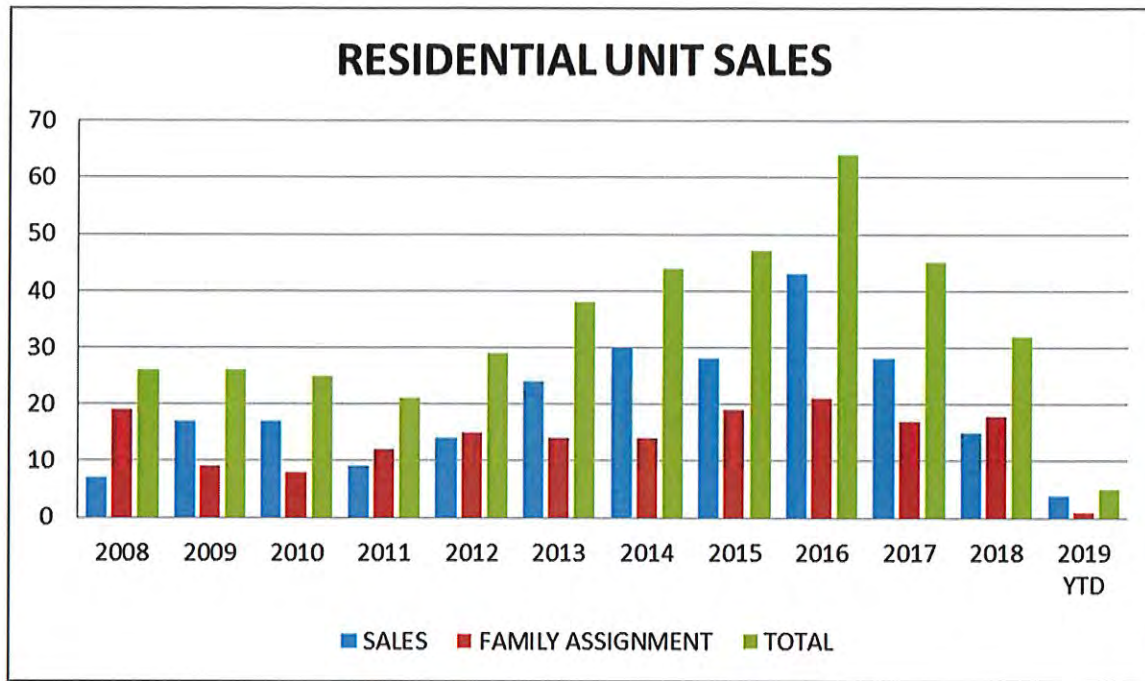
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:


Katrina Craig
Lease Administration

Approved for submission to the Board:


Bonny Bryant
Chief Administrative Officer





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger
Manager of Park Operations

SUBJECT: Paddling Parking Pass Report

PURPOSE:

The purpose of this report is to provide the Board with information and options surrounding seasonal paddling parking passes and parking lot use.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to extend provisions of paddling parking passes to allow for additional parking prior to 10:00 am on weekends and statutory holidays.*

BACKGROUND:

This past winter the Board considered changes to paddling parking passes and settled on electronic registration valid at Parking Lots A, B and C at a cost of \$50 per licence plate. Passes are non-transferable and in effect Monday through Friday from April 1 until September 30.

Since the Board's initial consideration of paddling passes, paddling clubs have presented a number of requests for extensions of pass terms. The most pertinent request for weekend coverage calls for allowance for parking prior to 10:00 am on Saturdays and Sundays.

DISCUSSION:

At the April 17, 2019 Board meeting, staff was directed to provide the Board with a better understanding of parking lot use on weekends prior to 10:00 am. Tables 1 and 2 below provide a summary of the daily parking lot pay station transactions during the period between May and September last year. As expected, Lot B shows the highest level of use and revenue. Contrarily, Lot D statistics are unavailable given its external management in 2018.

Table 3 shows the associated revenue for the same period of time. It should be noted that Parking Lot B contains approximately 350 parking stalls. During the busiest month of July, Parking Lot B saw a daily average of 42 pay station transactions prior to 10:00 am.

Table 1. 2018 Average daily pay station transaction count prior to 10:00 am

| | May | Jun | Jul | Aug | Sept | Total |
|-------|-----|-----|-----|-----|------|------------|
| Lot A | 17 | 7 | 25 | 11 | 26 | 76 |
| Lot B | 34 | 14 | 42 | 23 | 44 | 157 |
| Lot C | 4 | 4 | 11 | 4 | 3 | 36 |
| Lot D | | | | | | |
| Total | 55 | 25 | 78 | 38 | 73 | 269 |

Table 2. 2018 Pay station transaction count prior to 10:00 am

| | May | Jun | Jul | Aug | Sept | Total |
|-------|-----|-----|-----|-----|------|--------------|
| Lot A | 134 | 53 | 200 | 85 | 207 | 687 |
| Lot B | 273 | 115 | 338 | 186 | 354 | 1,266 |
| Lot C | 35 | 32 | 87 | 30 | 25 | 209 |
| Lot D | | | | | | |
| Total | 442 | 200 | 625 | 301 | 586 | 2,154 |

Table 3. 2018 parking lot revenue prior to 10:00 am

| | May | Jun | Jul | Aug | Sept | Total |
|-------|---------|------------|---------|------------|------------|---------------|
| Lot A | \$1,420 | \$538 | \$2,094 | \$858 | \$2,254 | \$7,164 |
| Lot B | \$3,199 | \$1,065 | \$3,574 | \$2,022.15 | \$4,052 | 13,912 |
| Lot C | \$259 | \$226.05 | \$806 | \$237 | \$154 | \$1,682.15 |
| Lot D | | | | | | |
| Total | \$4,878 | \$1,829.05 | \$6,474 | \$3,117.15 | \$6,460.10 | 22,758 |

The Board may wish to consider the following paddling pass options:

Option 1

Continue to issue paddling passes valid on week days only.

Option 2

Extend provisions of paddling passes to allow for parking seven days a week including statutory holidays.

Option 3

Extend provisions of paddling passes to allow for additional parking prior to 10:00 am on weekends and statutory holidays.

STRATEGIC PLAN:

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

Prepared by:



Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019

FILE: 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Cultus Lake Community School Grade 4/5 Event

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Cultus Lake Community School Grade 4/5 Event on June 6, 2019.

RECOMMENDATION:

THAT the event NOT be considered a "Special Event" and the organizer NOT be required to submit a Special Event Application;

This means:

- ***THAT*** the Special Event Application Fee of \$100 is not applicable;
- ***THAT*** the Rental Fee for 0-100 people of \$100 is not applicable; and
- ***THAT*** the Refundable Security Deposit of \$1,000 is not applicable.

THAT parking fees for Parking Lot A and Lot B be waived for up to 15 parent volunteer vehicles from 8 a.m. - 2:30 p.m. on June 6, 2019.

DISCUSSION:

The Cultus Lake Community School is organizing a year-end event for 59 grade 4 and 5 students.

Events hosted by the Cultus Lake Community School, in previous years have NOT been required to submit the Special Event Application, pay the \$100 application fee, pay the rental fees or pay the \$1,000 security fee.

The school has already submitted their Comprehensive General Liability Insurance of \$5,000,000.

Volunteers will be setting up beginning at 8 a.m.

They may have one tent set up on Main Beach, if it's raining.

Parent volunteers may prepare the lunch or Cultus Café may provide the lunch. (The owners of the restaurant are parents of a student.)

Students will be at the lake from 9 a.m. – 1:30 p.m. around Main Beach – building a cardboard fort for a water fight, geocaching and swimming. They will eat lunch in Gazebo A and have free time for an hour.

The event may have a demonstration by the Garrison Archery Club.

The school is safety conscious and will have lifeguards and first aid certified adults supervising.

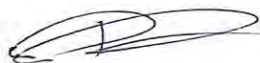
One half-hour has been allocated for student cleanup. Once the students have left, the volunteers will continue cleaning up from 1:30 p.m. to 2:30 p.m. They will ensure the space used is cleaned up and all garbage and recycling is taken to the school.

Staff recommends that this event be approved for 2019.

STRATEGIC PLAN:

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

Prepared by:



Paul Holman
Special Events Coordinator

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019

FILE: 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Lions Cultus Lake Pike Minnow Derby

PURPOSE:

This purpose of the report is to provide the Board with information pertaining to the upcoming annual Lions Cultus Lake Pike Minnow Derby Special Event application on June 15, 2019.

RECOMMENDATION:

THAT the Cultus Lake Park Board waive the parking fees for Parking Lot A for any Lions Cultus Lake Pike Minnow Derby participant for the entire day if they park in the lot prior to 9:00 a.m. on June 15, 2019;

THAT the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9 p.m. on June 14, 2019 to 5 a.m. on June 15, 2019 for security purposes;

THAT the Cultus Lake Park Board permits the Lions Cultus Lake Pike Minnow Derby to operate a concession stand/area at Main Beach on June 15, 2019.

DISCUSSION:

The Lions Cultus Lake Pike Minnow Derby Special Event organizers are applying for Special Event approval for June 15, 2019. This is an annual fishing derby at Cultus Lake that removes pike minnows from the lake. The estimated number of participants is 400 with approximately 25 volunteers.

As the Lions Club is a not-for-profit organization and, according to the event organizer, this fishing derby helps the sockeye salmon population (by reducing the pike minnow population), they are requesting that parking fees for participants arriving before 9 a.m. and staying for the day be waived – as in previous years. According to the organizer, the Province waives all fishing licenses on Father's Day weekend (the weekend of this event). This event allows people the opportunity to come to Cultus Lake Park and try fishing without it costing them for a license or parking and perhaps get them "hooked" on fishing at Cultus Lake in the future.

The event organizers have been permitted to park one vehicle at Main Beach for security purposes in previous years. Organizers are asking for approval for this again this year as they will start to set up their event on Friday, June 14, 2019 at noon with five 20' x 20' tents and would like to have their own security to ensure no damage is caused to them.

The event organizers have requested approval to set up their own concession stand/area to serve lunch as they have done in past years. They have BBQs donated for use. The owner of Main Beach Boat Rentals & Concession has been consulted by Special Event Coordinator Paul Holman and is in support of this concession stand/area. The Lions are a non-profit organization and the funds from the concession stand/area will go towards the Cultus Lake Aquatic Stewardship Strategy booklet that provides knowledge on Cultus Lake and best practices at the lake. The plans for the concession stand/area are to sell coffee, hot dogs and potentially hamburgers. Event participants and the public will be able to purchase from this concession.

The organizers are required to pay the application fee of \$100, rental fees of \$500, rental fee of \$100 for the early set up of their tents, a \$100 food vendor fee, and a \$1,000 security deposit.

The organizers must provide comprehensive general liability insurance of not less than \$5,000,000 at least five days prior to the event.

The organizers are required to provide a permit from Fraser Health for their concession.

During the event, the Park provides access to all three gazebos and washroom maintenance. The event organizers are committed to first aid services and will be taking care of their own garbage removal. There will be no road closures or beverage garden planned for this event.

Staff recommends that this event be approved for 2019.

STRATEGIC PLAN:

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

Prepared by:



Paul Holman
Special Events Coordinator

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Cultus Lake Community School's Beach Day

PURPOSE:

To provide the Board with information pertaining to the upcoming annual Cultus Lake Community School's Beach Day on June 24, 2019.

RECOMMENDATION:

THAT the event NOT be considered a "Special Event" and the organizer NOT be required to submit a Special Event Application;

This means:

- ***THAT*** the Special Event Application Fee of \$100 is not applicable;
- ***THAT*** the Rental Fee for 200+ people of \$500 is not applicable; and
- ***THAT*** the Refundable Security Deposit of \$1,000 is not applicable.

DISCUSSION:

The Cultus Lake Community School is organizing a year-end event for 200 students ages 5 – 11.

Events hosted by the Cultus Lake Community School in previous years have NOT been required to submit the Special Event Application, pay the \$100 application fee, pay the rental fees or pay the \$1,000 security deposit fee.

The school has submitted their Comprehensive General Liability Insurance of \$5,000,000.

The organizer expects approximately 50 adults supervising the students.

They may have one tent set up on Main Beach, if it's raining.

Pizzas will be ordered for the children or a cold lunch will be prepared off site by the school's Parent Advisory Council.

Students will be at Main Beach from approximately 8:30 a.m. to 1:30 p.m. – at the playground, swimming and having a picnic. They will eat lunch in Gazebos A, B and C.

The school is safety conscious and will have three lifeguards and six first aid certified adults on hand.

Once the students have left, the adult volunteers will clean up the area. They will ensure all garbage and recycling is taken to the school.

Staff recommends that this event be approved for 2019.

STRATEGIC PLAN:

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

Prepared by:



Paul Holman
Special Events Coordinator

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0550

SUBMITTED BY: Paul Holman
Special Events Coordinator

SUBJECT: Cultus Lake Day

PURPOSE:

To provide the Board with information relating to the Cultus Lake Park's Community Events and Engagement Committee's (CEEC) Cultus Lake Day, proposed to take place on June 22, 2019.

RECOMMENDATIONS:

THAT the Cultus Lake Park Board approve a pancake breakfast at the Cultus Lake Fire Hall from 8:30 a.m. to 10 a.m. on June 22, 2019, as approved in previous years;

THAT the Cultus Lake Park Board approve the need to register license plates for free parking for parade floats and parade vehicles in the Plaza Parking Lot, near the barn, from 9:30 a.m. to 11:15 a.m. on June 22, 2019.

THAT the Cultus Lake Park Board approve a parade from 11 a.m. to 12 p.m. on June 22, 2019, beginning from Sunnyside Boulevard (at Lakeside Beach Club), to 1st Avenue, and ending at Main Beach.

THAT the Cultus Lake Park Board approve free parking in Lot D for up to 100 parade participants from 9 a.m. to 11 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve free parking in Lot B for event vendors from 9 a.m. to 11 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve Cultus Lake Park Commercial Leaseholder food vendors and non-leaseholder food vendors to serve the public at the Main Beach grassy area from 11:30 a.m. to 9:30 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area from 11:30 a.m. to 9:30 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve a children's fun area at the Main Beach grassy area from 11:30 a.m. to 4:30 p.m. on June 22, 2019;

THAT the Cultus Lake Park Board approve pony rides at the Main Beach area from 1 p.m. to 5 p.m. on June 22, 2019; and

THAT the Cultus Lake Park Board approve fireworks at Main Beach for approximately 15 to 30 minutes between 10 p.m. and 11 p.m. on June 22, 2019.

DISCUSSION:

Cultus Lake Day is a popular family-friendly event that is put on by Cultus Lake Park. It will be held on Saturday, June 22, 2019 from 8:30 a.m. – 11 p.m.

With an estimated 2,000 visitors throughout the day, last year's Cultus Lake Day was a huge success. Even more people are expected this year.

As Cultus Lake Day is a Cultus Lake Park event, there would be no application fee, early set up fee, late take down fee, beverage garden fee, food vendor fees, Park rental fee, or security deposit.

Pancake Breakfast

The pancake breakfast for Cultus Lake Day has been approved in previous years.

The Cultus Lake Volunteer Fire Department will have volunteers on hand to cook pancakes and sausages for community members.

Parade Registration Parking

In previous years, the parade registration was held at the Cultus Lake Community School. As the parade has grown over the years, and the CEEC is putting a larger emphasis on it this year, the organizers require more space for people and floats. The Plaza Parking Lot near the barn provides this.

If approved, Commercial Leaseholders will be advised of the times they can expect parade participants in the Plaza Parking Lot.

Parade

A parade for Cultus Lake Day has been approved in previous years.

Sunnyside Boulevard and 1st Avenue will be barricaded from approximately 10:45 a.m. to 12 p.m.

Volunteers will move barricades for any emergency vehicles and community members that need to use the roads.

Parade Parking

Free parking for parade participants for Cultus Lake Day has been approved in previous years.

The CEEC is anticipating that many visitors from Chilliwack, Area H and the Lower Mainland will be participating – or dropping off people – to be in the parade. To help keep Parking Lots A, B and C open to paying visitors to the event, they have suggested to have parade participants park in Lot D.

Enabling parade participants to park from 9 a.m. to 11 p.m. will help keep more people in the Park and enjoying the whole day's activities and building community.

If approved, parking passes to be displayed on the vehicle dashboard will be developed. Lions Parking would also be advised.

Vendor Parking

Free parking for vendors at Cultus Lake Day has been approved in previous years.

Vendors for the Farmers' & Artisan Market, food vendors and CEEC invited vendors may need to go back and forth to their vehicles for supplies. CEEC invited vendors and sponsors are requesting reserved space against the fence to showcase a vehicle from the parade with their booth.

If approved, parking passes to be displayed on the vehicle dashboard will be developed. Lions Parking would also be advised. The CEEC would place cones to secure the parking spots for designated vendors.

Food Vendors

The ability to have food vendors at Cultus Lake Day has been approved in previous years.

CEEC Board Chair Lamb is inviting Commercial Leaseholder restaurants to be a part of Cultus Lake Day and sell food at Main Beach. With more than 2,000 people expected at the event, the CEEC is requesting the ability to bring in additional food vendors.

Beverage Garden

A beverage garden at Cultus Lake Day has been approved in previous years.

The beverage garden area will be fenced. The CEEC will have the Special Event Permit in place and all servers will have a Serving it Right certificate. IDs will be checked for anyone wishing to purchase an alcoholic beverage and security will be on hand.

Non-alcoholic beverages will also be sold.

Children's Fun Area

A children's fun area has been approved in previous years.

The CEEC is currently working on finalizing details on the area. It may include, but is not limited to: face painting, bouncy castle, obstacle course, etc.

Pony Rides

The CEEC is currently working on finalizing details surrounding bringing in ponies for children to ride. The cost will be \$5 per ride. The ponies will be in a quieter area of Main Beach with pony handlers to ensure the safety of the children and the animals.

Any mess from this event will be cleaned up by 7 p.m. on June 22, 2019.

Fireworks

Fireworks at Cultus Lake Day have been approved in previous years.

The Cultus Lake Volunteer Fire Department will be on hand in case of any issues. The fireworks will be completed by 11 p.m. to ensure the quiet hours are observed.

Miscellaneous

Event organizers and volunteers will be responsible for garbage removal during and after the event.

STRATEGIC PLAN:

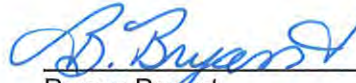
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Paul Holman
Special Events Coordinator

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 15, 2019 **FILE:** 0360

SUBMITTED BY: David Renwick,
Chair, Operational and Financial Core Review Committee

SUBJECT: Recommendations from the Operational and Financial Core Review Committee

PURPOSE:

The purpose of this report is to provide the recommendations from the April 30, 2019 meeting of the Operational and Financial Core Review Committee.

RECOMMENDATIONS:

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to refer the Commercial Leases of Main Beach Boat Rentals, Cultus Lake Marina and Rentals, Frostys and Ministry of Forests for a legal opinion on Landlord responsibilities regarding building and infrastructure maintenance.

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to compile an inventory of the Plaza building and infrastructure based on the Commercial Leases references to Landlord responsibilities.

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to investigate the cost to hire a Commercial Inspector to access the condition and maintenance requirements of the compiled inventory of the Plaza building and infrastructure.

THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to confirm that the New York Corned Beef Connection installed a ventilation system for their commercial oven, as per their lease.

DISCUSSION:

At the April 30, 2019 meeting of the Operational and Financial Core Review Committee a discussion was had regarding Commercial Leases and determines who is responsible for what. The goal is to establish an inventory of Board responsibilities as the Landlord and creating a maintenance schedule and budget.

Prepared by:

David Renwick,
Chair, Operational and Financial Core
Review Committee

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer