



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, OCTOBER 16, 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) the security of the property of the municipality;

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

(3) RECONVENE

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(4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 16, 2019; and*

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

(5) ADOPTION OF MINUTES

Page 7

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

(6) ADOPTION OF COMMITTEE MINUTES

Page 15

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

Page 17

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

Page 19

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

Page 21

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

Page 25 (e) ***THAT the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on October 10, 2019.***

Page 29 (f) ***THAT the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on July 2, 2019.***

Page 31 (g) ***THAT the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on September 25, 2019.***

(7) CORRESPONDENCE

Page 33 (a) **Golf Cart Zone**

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

(8) BYLAWS

Page 35 (a) **Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1160, 2019**
Page 37

- Email dated October 16, 2019 from Tom Moul, resident, regarding the Cultus Lake Community Association

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

Page 39 (b) **2019-2023 Financial Plan Amendment Bylaw 1161, 2019**
Page 43

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

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

(9) STAFF REPORTS

Page 51 (a) **Release of Closed Meeting Resolutions Cultus Lake Golf Course, New Entrance**

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

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

IC 3747-17

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

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

IC 3874-18

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

IC 3921-18

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

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

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

IC 3937-18

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

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

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

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

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

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

IC 4034-19

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

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

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

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

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

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

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

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

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

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

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

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(f) **Remembrance Day Wreaths**

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

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

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

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(g) **2020 Board Meeting Dates**

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

THAT the Board endorse the following dates as the 2020 Board Meeting Dates:

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

(10) REPORTS BY COMMISSIONERS

(a) Recommendation from the Community Events and Engagement Committee

Page 77

- Report dated August 21, 2019 from Joe Lamb, Chair, Community Events and Engagement Committee

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

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

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

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

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

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

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

Page 79

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

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

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

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

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

(13) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on October 16, 2019 be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, SEPTEMBER 18, 2019
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

(1) **CALL TO ORDER**

The Chair called the meeting to order at 6:00 pm.

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

4450-19 ***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:
Section 90 (1), (d) the security of the property of the municipality.*

(3) **RECONVENE**

The meeting reconvened at 7:02 pm.

(4) **APPROVAL OF AGENDA**

4451-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

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

4452-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 21, 2019.*

CARRIED

(6) **ADOPTION OF COMMITTEE MINUTES**

4453-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board receive the minutes of the Environmental and Public Areas Committee held on August 23, 2019.*

CARRIED

(7) **BYLAWS**

- (a) **Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019**

4454-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final Reading to the Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019.*

CARRIED

- (b) **Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019**

4455-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board give Final Reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019.*

CARRIED

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

- Report dated September 18, 2019 from Bonny Bryant, Chief Administrative Officer

4456-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 be amended by adding Cultus Lake Community Association after Reports by Commissioners in Section 13.1; and*

***THAT** the Cultus Lake Park Board give First, Second and Third Reading of the Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1160, 2019.*

CARRIED

(8) **STAFF REPORTS**

(a) **Cultus Golf Park Entrance Proposal**

- Report dated September 18, 2019 from Bonny Bryant, Chief Administrative Officer
- Email dated August 16, 2019 from Jeff Bahnman, Owner/Operator, General Manager, Cultus Golf Park

4457-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the relocation of the Cultus Golf Park entrance and direct the Chief Administrative Officer to enter into negotiations with the Cultus Golf Park for an agreement on the land being used.*

CARRIED

(b) **Request to host a Flu Clinic – Cultus Lake Community Hall**

- Report dated September 18, 2019 from Rachel Litchfield, Executive Assistant to the Chief Administrative Officer

4458-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve the request from the Pharmacy of Save On Foods in Sardis to allow them to use the Community Hall, free of charge on Saturday, October 26th from approximately 9:00 am to 1:00 pm to host a “Pop –up” Flu Clinic to administer vaccinations free of charge to all community members, staff and the Board; and*

***THAT** the Cultus Lake Park Board direct staff to post this information on the Parks website offering a signup sheet available at the Park office for all those interested in having vaccinations.*

CARRIED

(c) **Short Term Vacation Rentals, Bed & Breakfast Homes, Secondary Suites and Home Based Business Survey**

- Report dated September 18, 2019 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Short Term Vacation Rentals, Bed & Breakfast Homes, Secondary Suites and Home Based Business Survey

4459-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board approve the circulation of the Short Term Vacation Rentals, Bed and Breakfast, Secondary Suites and Home Based Businesses within the Park to request input from the Cultus Lake residents.*

CARRIED

(9) **REPORTS BY COMMISSIONERS**

Recommendations from the Environmental and Public Areas Planning Committee

- Report dated August 21, 2019 from Darcy Bauer, Chair, Environmental and Public Areas Planning Committee

4460-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the committee be allowed to create, build and place a sign on Main Beach explaining the Pilot Project and request donations.*

CARRIED

4461-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the committee be given permission to utilize AHA Creative Strategies Inc. and staff resources to create, build and place a donation sign on Main Beach.*

CARRIED

4462-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board to direct the Chief Administrative Officer to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Schedule A-2 Cultus Lake Park Animal Control and Regulations to include a fine for contravention 3.7 No person will feed any animals; including geese, with respect to the BC Wildlife Act., other than a domesticated pet, from the Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019.*

CARRIED

4463-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board to consider having Goose Management Landscaping incorporated into the Foreshore Erosion design when it goes forward.*

CARRIED

4464-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board to direct the Chief Administrative Officer to amend the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019 to add a comparable value replacement cost-for the removal or damage of a tree without permission or after a denied application.*

CARRIED

4465-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board to consider a Goose Management Plan.

CARRIED

(10) COMMUNITY ASSOCIATION

Q: Colleen Rogozinski from the Community Association provided an update with respect to the month's progress. They have been gathering leaseholder emails in preparation of sending out their first survey to the community. They were able to gather over 180 emails which is now at a level which will give them statistically valid results. Their first survey was sent out on the weekend and they are in the process of gathering and correlating the results of this survey. These results will be made public once they have been tallied.

The Community Association has set improved communication between leaseholders and the Board as one of its goals. To improve the flow of information they are intending on asking the Board a question of general interest to leaseholders at the Board meetings. The Board will be provided with the question in advance. The question and answer will be posted on their web page. Colleen Rogozinski asked if the Board could provide additional information with regards to the purchase of 4169 Columbia Valley Highway, commonly known as Twin Alders. The Association is interested in knowing if any plans for this property have been developed and if so, when will they will be implemented. Additionally, she asked what the cost of these plans are and the possible revenue projection.

A: Bonny Bryant, Chief Administrative Officer noted that the Board will be requesting quotes in regard to Twin Alders and the two suites in the Plaza barn. She further noted that this will be an item for discussion during the budget process and the resolution from the in camera meeting will be released at the October 16, 2019 Regular Board meeting.

(11) PUBLIC QUESTION PERIOD

Q: Colleen Rogozinski, Community Association, asked what the three quotes are for with respect to Twin Alders and the Plaza barn.

A: Bonny Bryant, Chief Administrative Officer noted that the quotes would be required for renovations in order to introduce long terms rentals for the suites and short term for Twin Alders like the cabin rentals through the visitor service office.

A: Joe Lamb, Chair, noted that the state of the yellow barn and suites were not in great repair. The Board considered different uses for the building and Twin Alders and it appears that we will be converting the unit into a cabin rental.

A: Darcy Bauer, Vice Chair, noted that the Board has received a proposal with respect to the buildings and to see what our return on investment may be and this will be forthcoming.

Q: Colleen Rogozinski, Community Association further inquired if these will be available for the 2020 season.

A: Bonny Bryant, Chief Administrative Officer, noted that this will be considered through the budget process and if approved then yes we will move forward to start the work in the early spring.

Q: Rick Williamson, First Avenue, noted that with the approved food collection in the community for the Salvation Army he noted that residents may be concerned that the collection bags are left at the door step inviting theft issues to those that don't reside here year round or here every week.

A: Joe Lamb, Chair, recommended that staff contact to the coordinator as assure that the bags are removed from each residence after September 21, 2019 collection date.

Q: Ken Dosen, Park Drive, inquired about unfinished homes with respect to building permits. How long or what is the restriction on how long they are allowed to leave the home unfinished. There is one on Mountain View and Park Drive which is unsightly to both the resident's property but also the boulevard area. One home has taken five years to complete. He noted that he does not want to see this appearance continue throughout the park. He also inquired on the volume of visitors coming into the lake. He addressed concerns with respect to revenue as there are more demands on the park and increased costs that the park may not be able to support. Could we implement a park user fee?

A: Joe Lamb, Chair, advised that staff will follow up with the Fraser Valley Regional District. He believes they have one year to start but there are no restrictions on completion timelines. Currently parking is a user fee and the Board is looking at options by reaching out to the Provincial Government. The Board will be addressing issues through meetings with Ministries at the upcoming UBCM Convention.

Q: Laurel Shears, Lakeshore Drive, inquired on the status of the sewer system.

A: Joe Lamb, Chair, commented that the \$2.3 million dollar grant was refused and the Board is waiting for information on the \$1.7 million dollar second grant while working with the Fraser Valley Regional District with respect to timelines and completion. The Board is also in discussion around land that was utilized that the Park did not approve or know about. A projected completion date is April of 2020.

(12) **ADJOURNMENT**

4466-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

THAT the Regular Meeting of the Cultus Lake Park Board held on September 18, 2019 be adjourned 7:53 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held September 18, 2019.

Joe Lamb
Chair

Bonny Bryant
Chief Administrative Officer



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

May 21, 2019

Meeting Minutes

Present:

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Shane Taylor	Public Appointee
Erika Jartved	Public Appointee
Shannon Lamb	Public Appointee
Ken Hendsbee	Public Appointee
Gail Smit	Public Appointee
Paul Holman	AHA/Special Event Coordinator CLP
Katrina Craig	Cultus Lake Park Staff

Absent:

Bonny Bryant	CAO-Cultus Lake Park
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The meeting was called to order by the Chair at 5:28 pm on May 21, 2019.

ADOPTION OF AGENDA

Moved by: Gail Smit

Seconded by: Shannon Lamb

THAT the Agenda for the May 21, 2019 Community Events and Engagement Committee meeting be approved.

CARRIED

ADOPTION OF COMMITTEE MINUTES from May 9, 2019

Moved by: Erika Jartved

Seconded by: Paddy McEwan

THAT the minutes from the May 9, 2019 Community Events and Engagement Committee be approved.

CARRIED

CULTUS LAKE DAY

- Parade is going great.
- Waivers to be signed by a representative of the float, group or band.
- Rotary train to be delivered on the Friday prior and will need to be locked up overnight. Arrangements to be made with Public Works.
- Committee members to connect with Erica Lee regarding payments and deposits.

- Fire hall/Fireworks – Volunteers are covered.
- Tent concerns to be resolved. Back up tents to be on reserve if necessary.
- Volunteers/Kids area – all equipment is booked.
- Beer Garden – volunteers are scheduled and in place. Everything is good to go.
- Paul Holman to check with Public Works re: using the stage.
- Paul Holman – checking on vests for volunteers and radios.
- Sponsorships are going great, just working on follow ups now.
- Prizes are being worked on.
- Chilliwack Museum to do a history of Cultus booth, with prizes.
- Poster #2 with sponsors coming soon.

MOVIE NIGHTS

- Movie dates have been chosen. Katrina to look into movie options and send the information to the committee.

MARKET

- The market needs an actual name, as per Malcolm.

NEXT MEETING DATE

- TBA

ADJOURNMENT OF THE MEETING

Moved by: Shannon Lamb
Seconded by: Paddy McEwan

***THAT** the May 21, 2019 Community Events and Engagement Committee meeting be adjourned.*

CARRIED

Meeting Adjourned at 6:55 pm



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

June 18, 2019

Meeting Minutes

Present:

Paddy McEwan	Public Appointee/Committee Vice-Chair
Erika Jartved	Public Appointee
Shannon Lamb	Public Appointee
Ken Hendsbee	Public Appointee
Gail Smit	Public Appointee
Paul Holman	AHA/Special Event Coordinator CLP
Katrina Craig	Cultus Lake Park Staff

Absent:

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Shane Taylor	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park

The meeting was called to order by the Vice-Chair at 5:34 pm on June 18, 2019.

ADOPTION OF AGENDA

Moved by: Gail Smit

Seconded by: Erika Jartved

***THAT** the Agenda for the June 18, 2019 Community Events and Engagement Committee meeting be approved.*

CARRIED

ADOPTION OF COMMITTEE MINUTES from May 21, 2019

Moved by: Shannon Lamb

Seconded by: Ken Hendsbee

***THAT** the minutes from the May 21, 2019 Community Events and Engagement Committee be approved.*

CARRIED

CULTUS LAKE DAY

- Parade:
 - Good on volunteers
 - 6-8 safety vest are coming
 - A stop sign is needed for traffic control

- T-shirt distribution on Friday for volunteers
- Paul Holman:
 - 1st aid station near the fire truck
 - There will be security throughout Friday and Saturday nights
 - Suckers to be distributed to the kids that participate in the parade
 - Market should have over 42 booths
 - Confirmed the time line of the day, including arrival times of the volunteers, food trucks and market vendors
 - Volunteer schedule is set and organized
- Beer garden:
 - Stage and tent are confirmed and will be set up
 - Entertainment, sound systems and generators are set
 - Custom made ID stamp was made

MOVIE NIGHTS

- Everything is on track for movie nights. Paul Holman (AHA) to advertise locally.

NEXT MEETING DATE

- TBA

ADJOURNMENT OF THE MEETING

Moved by: Shannon Lamb
 Seconded by: Paddy McEwan

***THAT** the June 21, 2019 Community Events and Engagement Committee meeting be adjourned.*

CARRIED

Meeting Adjourned at 7:47 pm



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

August 1, 2019

Meeting Minutes

Present:

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Erika Jartved	Public Appointee
Shannon Lamb	Public Appointee
Paul Holman	AHA/Special Event Coordinator CLP
Katrina Craig	Cultus Lake Park Staff

Absent:

Ken Hendsbee	Public Appointee
Gail Smit	Public Appointee
Shane Taylor	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park

The meeting was called to order by the Vice-Chair at 6:00 pm on August 1, 2019

ADOPTION OF AGENDA

Moved by: Shannon Lamb

Seconded by: Paddy McEwan

***THAT** the Agenda for the August 1, 2019 Community Events and Engagement Committee meeting be approved.*

CARRIED

ADOPTION OF COMMITTEE MINUTES from June 18, 2019

Moved by: Shannon Lamb

Seconded by: Paddy McEwan

***THAT** the minutes from the June 18, 2019 Community Events and Engagement Committee be approved.*

CARRIED

CULTUS LAKE DAY

- Cultus Lake Day debrief meeting notes – June 26, 2019 – See attached

ELVIS IN THE PLAZA

- Paul Holman went over the timeline/itinerary for the day, also confirming which committee members and Public Works staff to be on site for the event.
- A contingency plan was made regarding rain and tents.
- Advertisements – website, posters and blog.
- Request for 1 or 2 1st Aiders to volunteer for the event.

MISCELLANEOUS

- Committee to have a pizza party for the Public Works staff as a thank you for all their work/help with Cultus Lake Day.
- Farmers Market – averaging 5 + vendors. 13 vendors on July 27th.
- Blanc on the Beach – cancelled.

NEXT MEETING DATE

- September 3, 2019 at 6:00 pm – Park office

ADJOURNMENT OF THE MEETING

Moved by: Erika Jartved
Seconded by: Paddy McEwan

***THAT** the August 1, 2019 Community Events and Engagement Committee meeting be adjourned.*

CARRIED

Meeting Adjourned at 6:52 pm



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

September 17, 2019

Meeting Minutes

Present:

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Erika Jartved	Public Appointee
Shannon Lamb	Public Appointee
Gail Smit	Public Appointee
Shane Taylor	Public Appointee
Dave Driediger	Manager of Park Operations
Katrina Craig	Cultus Lake Park Staff

Absent:

Ken Hendsbee	Public Appointee
Paul Holman	AHA/Special Event Coordinator CLP
Bonny Bryant	CAO-Cultus Lake Park

The meeting was called to order by the Vice-Chair at 6:02 pm on September 17, 2019

ADOPTION OF AGENDA

Moved by: Paddy McEwan
Seconded by: Shane Taylor

***THAT** the Agenda for the September 17, 2019 Community Events and Engagement Committee meeting be approved.*

CARRIED

ADOPTION OF COMMITTEE MINUTES from August 1, 2019

Moved by: Shannon Lamb
Seconded by: Paddy McEwan

***THAT** the minutes from the August 1, 2019 Community Events and Engagement Committee be approved.*

CARRIED

CULTUS LAKE CHRISTMAS LIGHTS AND MARKET

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

Moved by: Shannon Lamb
Seconded by: Paddy McEwan
Carried

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

Moved by: Shannon Lamb
Seconded by: Paddy McEwan
Carried

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

Moved by: Paddy McEwan
Seconded by: Erika Jartved
Carried

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

Moved by: Shannon Lamb
Seconded by: Paddy McEwan
Carried

- Committee to look into recycling burnt out lights.
- Manager of Park Operations to find out how many lights/strands been to be replaced of the current lights/strands we have.
- We had 1100 strings of lights last year; the goal is to have 1400 this year.
- Shane Taylor to looking pricing for more of the LED lights we currently have. He will find out batch pricing, ex: 100, 200, and 300.
- Manager of Park Operations to figure out staffing in regards to the installation and removal of the lights.
- A location for food donations was suggested.
- The committee designated members to organize a specific area of the event:
 - **Market/Vendors - Shannon Lamb and Paddy McEwan**
 - Need more space
 - Heat in the market area
 - Park has 2 20x20 tents
 - Shane Taylor to look into inflatable, heated and lighted tents
 - Option for price of a table could be \$100 and if you show up for both nights you would get \$50 back
 - **Hot chocolate/Food - Gail Smit and Ken Hendsbee**
 - Large amounts of hot chocolate are needed
 - Hot water was an issue last year

- Gail to speak to Main Beach Boat Rentals so see if they would be willing to open for those evenings to sell food
- Another option is a food truck, with kid friendly food, ex: mac and cheese or hot dogs
- **Santa – Erika Jartved**
 - Main issue last year was how long the line was for pictures with Santa, as well as how slow it moved with parents taking their own pictures
 - Staff to reach out and see about having a photographer take pictures and how that would work
- **Fires - Shane Taylor**
 - Fires and marshmallows, same as last year

NEXT MEETING DATE

- October 3, 2019 at 5:30 pm – Park office

ADJOURNMENT OF THE MEETING

Moved by: Gail Smit

Seconded by: Shannon Lamb

***THAT** the September 17, 2019 Community Events and Engagement Committee meeting be adjourned.*

CARRIED

Meeting Adjourned at 7:02 pm



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

October 10, 2019

Meeting Minutes

Present:

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Erika Jartved	Public Appointee
Shannon Lamb	Public Appointee
Gail Smit	Public Appointee
Shane Taylor	Public Appointee
Paul Holman	AHA/Special Event Coordinator CLP
Katrina Craig	Cultus Lake Park Staff

Absent:

Ken Hendsbee	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park

The meeting was called to order by the Chair at 5:33 pm on October 10, 2019

ADOPTION OF AGENDA

Moved by: Shannon Lamb
Seconded by: Shane Taylor

***THAT** the Agenda for the October 10, 2019 Community Events and Engagement Committee meeting be approved.*

CARRIED

ADOPTION OF COMMITTEE MINUTES from September 17, 2019

Moved by: Gail Smit
Seconded by: Paddy McEwan

The minutes from the September 17, 2019 Community Events and Engagement Committee were approved via email on October 4, 2019.

CARRIED

CULTUS LAKE CHRISTMAS LIGHTS AND MARKET

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

Moved by: Shane Taylor
Seconded by: Paddy McEwan
Carried

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

Moved by: Gail Smit
Seconded by: Erika Jartved
Carried

Lights:

- Rona has 300 strands available for purchase. \$9 a strand.
- Shane Taylor to place order, staff to pick up.

Tents:

- There is space for a tent or tents approx. 70" X 25" before hitting trees.
- Committee members to meet on the weekend and measure and plan the space.

Santa area:

- Volunteers to take pictures, keep line moving. Signs to be placed to inform people of the process.

Market:

- 6 vendors confirmed, 14 vendors will be the maximum.

Food/Hot chocolate:

- Main Beach Boat Rentals will be available to be used for hot chocolate and heating up water, but not food.
- Gail to present a budget with/without the purchase of hot beverage dispensers.

Sponsors:

- Investors group to provide Santa.

Miscellaneous:

- Erika Jartved to look into trees for decorating and to use as a path way to lead to Santa.
- Ken Hendsbee to create a poster re: Light up a tree – by donation, for the bulletin boards to inform the residents and for social media.

NEXT MEETING DATE

- TBD

ADJOURNMENT OF THE MEETING

Moved by: Paddy McEwan
Seconded by: Shane Taylor

***THAT** the October 10, 2019 Community Events and Engagement Committee meeting be adjourned.*

CARRIED

Meeting Adjourned at 7:08 pm



OPERATIONAL AND FINANCIAL CORE REVIEW COMMITTEE

Meeting Minutes

July 2, 2019

Present:

David Renwick	Committee Chair/Cultus Lake Park Commissioner
Casey Smit	Committee Vice-Chair/Cultus Lake Park Commissioner
Ernie Vance	Public Appointee
Brian Dyck	Public Appointee
Colleen Rogozinski	Public Appointee
Peter Vanderhelm	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park
Erica Lee	Manager of Finance – Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

Absent: N/A

The meeting was called to order by the Chair at 8:28 am.

ADOPTION OF AGENDA

Moved by: Casey Smit

Seconded by: Colleen Rogozinski

***THAT** the agenda for the July 2, 2019 Operational and Financial Core Review Committee be approved.*

ADOPTION OF COMMITTEE MINUTES from May 28, 2019

Moved by: Casey Smit

Seconded by: Colleen Rogozinski

***THAT** the minutes from the May 28, 2019 Operational and Financial Core Committee Meeting be approved.*

REVIEW OF THE PREVIOUS RFP FOR AUDIT SERVICES

- Erica Lee, Manager of Finance, gave an overview of the Audit process. How it works, what the Auditors are looking for and what the requirements are for them to sign off for the year.
- The committee went through the previous RFP for Financial Audit Services. Updates to be made prior to releasing it for bids.
- Erica Lee to update the RFP.

NEXT MEETING DATE

- Tuesday September 4, 2019 at 8:30 am

- Review of ECOMM

ADJOURNMENT OF THE MEETING

***THAT** the July 2, 2019 meeting of the Operational and Financial Core Review Committee be adjourned.*

Moved by: Casey Smit
Seconded by: Brian Dyck

Meeting Adjourned at 8:52 am



OPERATIONAL AND FINANCIAL CORE REVIEW COMMITTEE

Meeting Minutes

September 25, 2019

Present:

David Renwick	Committee Chair/Cultus Lake Park Commissioner
Ernie Vance	Public Appointee
Colleen Rogozinski	Public Appointee
Peter Vanderhelm	Public Appointee
Erica Lee	Manager of Finance – Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

Absent:

Casey Smit	Committee Vice-Chair/Cultus Lake Park Commissioner
Brian Dyck	Public Appointee
Bonny Bryant	CAO – Cultus Lake Park

The meeting was called to order by the Chair at 8:28 am.

ADOPTION OF AGENDA

Moved by: Ernie Vance

Seconded by: Colleen Rogozinski

THAT the agenda for the July 2, 2019 Operational and Financial Core Review Committee be approved.

ADOPTION OF COMMITTEE MINUTES from July 2, 2019

Moved by: Peter Vanderhelm

Seconded by: Ernie Vance

THAT the minutes from the September 25, 2019 Operational and Financial Core Committee Meeting be approved.

REVIEW OF POINT OF SALE (POS) PROVIDERS AND BILL PAYMENT OPTIONS

- Erica Lee, Manager of Finance, discussed her Point of Sale Provider report.
- The main questions were: What are we paying in service fees? And are we getting the best deal with our current provider.
- The difference between differential pricing and interchange-plus pricing was discussed.
- Our current provider, First Data, is willing to work with Park staff and go to the interchange-plus pricing. This would attain the savings and not add extra administrative work.

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

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

Moved by: Colleen Rogozinski
Seconded by: Peter Vanderhelm
Carried

- A discussion was had regarding the usage of credit cards for all Sunnyside payments.

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

Moved by: Colleen Rogozinski
Seconded by: Peter Vanderhelm
Carried

REVIEW OF ACCOUNTS RECEIVABLE PROCESS

- Erica Lee, Manager of Finance, discussed her Accounts Receivable Collection Process Report.

UPDATES

- RFP for Audit – KPMG was the only submission.
- The services and costs associated with the audit process were discussed.

MISCELLANEOUS

- Note for the 2020 Operational and Financial Core Committee – Agenda item: Refresh financial statements for easier reading and understanding.

NEXT MEETING DATE

- Tuesday November 27, 2019 at 8:30 am
- Review of previous motions put forward by the committee and their status.

ADJOURNMENT OF THE MEETING

THAT the September 25, 2019 meeting of the Operational and Financial Core Review Committee be adjourned.

Moved by: Peter Vanderhelm
Seconded by: Ernie Vance

Meeting Adjourned at 9:52 am

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

From: OWEN SKONBERG

Sent: October 7, 2019 8:33 AM

To: Bonny Bryant <Bonny.Bryant@cultuslake.bc.ca>

Subject: Golf Carts?

Hi Bonny,

Is it time to bring the issue of a Golf Cart Zone to Cultus Lake yet? I have been patiently waiting for the Board to continue the discussion. What can I do to get it on the agenda? I look forward to your reply.

Respectfully,

Owen Skonberg



Cultus Lake Park

BOARD PROCEDURES BYLAW NO. 1125, 2018

Amendment Bylaw No. 1160, 2019

A Bylaw to amend Cultus Lake Park Board Procedures Bylaw No. 1125, 2018

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the *Community Charter* apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Cultus Lake Park Board deems it advisable to amend Cultus Lake Park Board Procedures Bylaw No. 1125, 2018.

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Board Procedures Bylaw No. 1125, 2018, Amendment Bylaw 1160, 2019.”

2. AMENDMENT

Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 is amended by adding Cultus Lake Community Association after Reports by Commissioners in section 13.1.

3. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this 18 day of SEPTEMBER, 2019

READ A SECOND TIME this 18 day of SEPTEMBER, 2019

READ A THIRD TIME this 18 day of SEPTEMBER, 2019

ADOPTED this XX day of XXXXX, 2019

Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Board
Procedures Bylaw No. 1125, 2018, Amendment
Bylaw 1160, 2019

Chief Administrative Office

I am very pleased to see that the Cultus Lake Community Association will once again have a formal input to the Board. Events of recent years have pointed heavily toward a serious lack of communication between the residents and the Board. This has caused feelings of mistrust and confusion and been wasteful of everyone's time and energy. It would seem obvious that it is much more efficient for the Board to receive input on issues while they are still in the discussion stage, rather than having none, moving ahead with resolutions, only to find out after that there is a huge public outcry, as has happened a few times in recent years. Frustrating for the Board and frustrating for the residents.

In years past some of the Board members made a point of attending many of the Community Association meetings to gain an appreciation for the community feelings on many issues. The Board always welcomed a representative from the Association at the Board meetings also, to provide input and assist in communication in both directions.

Somewhere along the way this was disbanded, and I understand that even some of the funding that was provided for the Community Association through revenues from Market in the Park and others were redirected to the Main Beach Association. Although this group has done good things in developing community events and spirit, it did not have a political arm to provide the much needed communication between the community and the Board. I understand that the Community Association may have even been disbanded as a result of all of this. Has the Association been revived?

Cultus Lake Park will always be challenging to govern. Balancing the long term vision for the park and the often opposing views of the out of town visitors, the residents, the commercial leaseholders, the environmentalists, the ones who see a new and updated view for the park, and those who would like it never to change, will never be an easy task. This coupled with infrastructure and finance concerns, and I'm sure that this is often a tricky puzzle to see the correct path through.

There are some good minds within the community though and many have had a front row seat for many years if not decades and I am hopeful that the Board will draw upon this for input on all issues.

Sincerely Tom Moul



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 3900
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2019 - 2023 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering 2019-2023 Financial Plan Amendment Bylaw 1161, 2019.

RECOMMENDATION:

THAT the Cultus Lake Park Board give first, second and third readings to Cultus Lake Park 2019 - 2023 Financial Plan Amendment Bylaw No. 1161, 2019.

DISCUSSION:

The 2019-2023 Five Year Financial Plan Bylaw No. 1131, 2018 was adopted on December 19, 2018. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time. On March 20, 2019 an amendment was approved to the 2019-2023 Financial Plan Bylaw to reflect unspent remaining 2018 budgets carried forward to 2019 as well as other adjustments identified subsequent to the adoption of the original budget (Bylaw No. 1137, 2019).

Since the adoption of the first amendment, a number of other adjustments have been identified. Therefore, a second amendment is being requested to reflect additional changes to the 2019-2023 Financial Plan Bylaw.

Adjustments to the current 2019 Financial Plan bylaw are being proposed to reflect the following items:

1. Sunnyside Seasonal Revenue and Sewer Expenses

During the 2019 budget process Seasonal camping rates were increased to cover the annual costs of the upgraded sewer system, with a promise to adjust the increase if expenses were lower than expected in 2019. For 2019 the sewer expense was less than originally budgeted therefore the amendment reflects a reduction in the sewer expenses as well as the corresponding revenues.

2. Community Police Office Renovations

In February 2019 the Board authorized staff to completed renovations to the Community Policing office in the Visitor Services building. Funding of \$60,000 was approved and \$25,000 was to be funded from the Park Patrol Reserve Fund, while the remaining \$35,000 was to be funded from Accumulated Surplus.

Therefore, the amendment reflects the use of \$25,000 from the Park Patrol Reserve and \$35,000 from Accumulated Surplus to fund the renovations.

3. Commercial Lease Revenue and Sewer Expenses

In early 2019 the decision was made to have FVRD direct bill commercial leaseholders for their water and sewer costs rather than to be bill through Cultus Lake. Therefore the amendment reflects a reduction in the sewer and water expenses as well as the corresponding revenues.

4. Forced Air System – Lakeside Beach Club

In February 2019 the Lakeside Beach Club experienced a major water leak that resulted in the heating system needing to be replaced. The Board has approved the replacement of the heating system with a forced air system to be funded from the Plaza Reserve as an alternative to the refurbishment of the plaza washroom for 2019. Therefore the amendment reflects the use of an additional \$120,000 from the Plaza Reserve.

5/6. Yellow Barn Restoration, Frosty's Electrical Separation and the Farmers Market

In April 2019 the Community Events and Engagement Committee requested that the Cultus Lake Park Board approve moving the Farmers Market to the barn at the Old Funland Site, the Board approved this move as well as exploring what was necessary to bring the barn up to a state of market usability. In addition, the electrical connection for Frosty's and the Yellow Barn need to be separated. Therefore, the amendment reflects the use of \$ 48,000 from Accumulated Surplus to fund the refurbishment of the Yellow Barn and the use of \$ 9,100 from Accumulated Surplus to fund the separation of the electrical connection.

7. Purchase of 4169 Columbia Valley Road – Twin Alders

In June 2019 the Board directed staff to purchase the property at 4169 Columbia Valley Road, known as Twin Alders. Funding of \$451,000 was approved from the Land Sale Reserve.

Therefore, the amendment reflects the use of \$451,000 from the Land Sale Reserve to fund the purchase of the Twin Alders Property.

8. Improved Layout Sketches– Lot B

In January 2019 the Board authorized staff to procure sketched of improved layouts for Lot B. Funding of \$12,500 was approved to be funded from the Land Sale Reserve.

Therefore, the amendment reflects the use of \$12,500 from the Land Sale Reserve to fund the Lot B layout improvements.

9. Main Beach Master Plan

In 2018, \$12,000 was budgeted to have a Main Beach Master Plan completed. At the end of 2018 the full funding of \$12,000 remained unused. Staff request the full balance be carried forward to 2019 to allow for the completion of the Main Beach master plan.

Therefore, the amendment reflects an increase of \$12,000 in the capital project budget being funded from the Main Beach reserve as a carryforward balance.

10. Milfoil Pilot Project

The Milfoil 5 year Pilot Project began in 2017 and will continue through to 2021. In 2018 less spending occurred than expected as some of the work expected in 2018 occurred in 2019 instead. Therefore Staff request that an additional \$7,890 be funded for the pilot project from the Milfoil Reserve.

Therefore, the amendment reflects the use of \$7,890 from the Milfoil Reserve to fund milfoil pilot project expenses.

11. Weekday Parking and Community Policing Promotion

In April 2019 the Board gave approval for a budget increase of \$3,000 for advertising in order to promote weekday visits to the lake to improve weekday parking revenue and to hold a public event to launch the Community Policing at Cultus Lake Park.

Therefore, the amendment reflects an increase in advertising expenses of \$3,000 funded from operations.

FINANCIAL PLAN IMPLICATION:

The only direct impact to the budgeted surplus from the above changes the Board approved budget increase of \$3,000 for adverting and promotions. The remainder of the items above will have no direct impact to the budgeted surplus as the requests will be funded from Reserves or from the Accumulated Surplus Fund. Therefore, there is no impact to residential or commercial lease rates.

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

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CMA
Manager of Finance

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



Cultus Lake Park

2019-2023 Five-Year Financial Plan Amendment Bylaw No. 1161, 2019

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

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park 2019-2023 Financial Plan Bylaw 1131, 2018*".

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

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

1. TITLE

This Bylaw may be cited for all purposes as "The Cultus Lake Park 2019-2023 Financial Plan Amendment Bylaw No. 1161, 2019"

2. AMENDMENTS

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

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2019

READ A SECOND TIME this XX day of XXXX, 2019

READ A THIRD TIME this XX day of XXXX, 2019

ADOPTED this XX day of XXXX, 2019

Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of "Cultus Lake Park
2019-2023 Five-Year Financial Plan
Amendment Bylaw No. 1137, 2019"

Chief Administrative Officer

CULTUS LAKE PARK
2019 FINANCIAL PLAN

Schedule "A"

	2018 FINANCIAL PLAN	2019 FINANCIAL PLAN	2019 SUNNY- SIDE	2019 COMM LEASE	2019 RESID LEASE	2019 COMM. HALL	2019 VISITOR SERVICES	2019 PUBLIC AREAS	2019 FORESHORE LEASE	2019 VOLUNTEER FIRE DEPT	2019 PUBLIC WORKS	2019 PARK PATROL	2019 GENERAL & ADMIN	2019 CEAC
REVENUES														
Sunnyside Campground	\$ 2,556,630	\$ 2,819,480	\$ 2,819,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	565,265	564,770	-	564,770	-	-	-	-	-	-	-	-	-	-
Residential Leases	689,210	728,025	-	-	728,025	-	-	-	-	-	-	-	-	-
Community Hall	11,630	11,790	-	-	-	11,790	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	192,600	190,087	-	-	-	-	190,087	-	-	-	-	-	-	-
Parking/Public Area Revenue	590,500	692,500	-	-	-	-	-	692,500	-	-	-	-	-	-
Foreshore Lease	48,300	48,300	-	-	-	-	-	-	48,300	-	-	-	-	-
Volunteer Fire Department	293,250	305,620	-	-	-	-	-	-	-	305,620	-	-	-	-
Park Patrol	2,000	3,500	-	-	-	-	-	-	-	-	-	3,500	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	-	51,050	-	-	-	-	-	-	-	-	-	-	-	51,050
TOTAL REVENUES	\$ 4,991,885	\$ 5,457,622	\$ 2,819,480	\$ 564,770	\$ 728,025	\$ 11,790	\$ 190,087	\$ 692,500	\$ 48,300	\$ 305,620	\$ -	\$ 3,500	\$ 42,500	\$ 51,050
EXPENDITURES														
Advertising	\$ 24,150	\$ 19,850	\$ 13,450	\$ -	\$ -	\$ -	\$ 1,400	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 4,500	\$ -
Audit/Accounting	17,150	17,825	-	-	-	-	-	-	-	-	-	-	17,825	-
Board Level Expenses	21,000	17,000	-	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	57,500	57,795	22,500	6,500	-	3,500	4,975	6,000	-	4,320	6,000	1,000	3,000	-
Community Policing	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-	-
Commemorative Benches	1,900	1,900	-	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,730	36,730	3,330	-	-	-	-	-	-	-	2,400	-	31,000	-
Contract Services	599,300	604,925	189,000	-	-	-	-	70,600	-	-	5,000	231,750	78,575	30,000
Data Processing	44,300	43,900	22,400	-	-	-	1,500	-	-	2,000	1,000	1,000	16,000	-
Education & Training	48,400	47,400	4,500	-	-	-	400	-	-	35,000	2,000	500	5,000	-
Election Expenses	11,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	64,200	67,650	5,500	-	-	-	7,900	1,000	1,500	36,800	11,100	2,850	1,000	-
Equipment Fuel	4,675	4,820	450	-	-	-	-	-	800	-	3,570	-	-	-
Garbage Collection/Recycle	170,180	181,715	53,500	13,680	100,535	-	-	7,000	-	-	7,000	-	-	-
General Maintenance	16,000	16,000	-	-	-	-	-	16,000	-	-	-	-	-	-
Grounds Maintenance/Materials	144,900	138,500	50,000	2,800	-	2,000	3,170	35,000	42,000	500	3,030	-	-	-
Insurance - Business	102,200	138,800	23,300	27,000	5,800	7,400	8,400	15,300	14,200	6,000	11,400	6,800	13,200	-
Insurance - Vehicles	23,310	25,850	-	-	-	-	-	-	100	3,850	19,900	-	2,000	-
Janitorial Supplies	33,500	37,700	18,000	-	-	-	6,200	12,500	-	1,000	-	-	-	-
Legal/Professional Fees	127,000	198,500	-	-	-	-	-	-	-	-	-	-	198,500	-
Licences/Permits/Taxes	6,600	6,600	1,550	-	-	-	-	-	4,200	-	450	400	-	-
Memberships/Dues/Subscriptions	5,300	5,300	150	-	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	18,850	26,800	4,400	-	-	-	650	-	-	1,200	1,500	1,200	17,000	850
Interest and Bank Charges	5,250	5,350	900	-	-	-	-	450	-	-	-	-	4,000	-
POS Charges	77,400	73,100	52,000	-	-	-	5,100	7,000	-	-	-	-	9,000	-
Retail Sales (COGS)	72,500	68,300	67,500	-	-	-	800	-	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	5,000	4,000	-	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	15,200	25,200	-	-	-	-	-	10,200	-	-	-	-	15,000	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-
Printing	9,150	7,650	5,000	-	-	-	250	500	150	-	-	750	1,000	-
Public Relations/Promotion	13,840	9,340	3,840	-	-	-	500	-	-	500	-	500	4,000	-
Roads & Parking	42,300	43,300	8,000	-	-	-	300	12,000	-	-	23,000	-	-	-
Security Systems/Supplies	4,700	4,700	2,000	-	-	-	-	-	-	450	750	500	1,000	-
Septic System Maintenance	288,700	-	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	25,000	25,400	2,500	-	-	-	-	-	-	5,700	17,200	-	-	-
Special Events	24,650	42,580	12,080	-	-	-	-	12,000	-	-	-	-	-	18,500
Telecommunications	49,030	47,250	12,500	-	-	200	3,700	-	-	9,550	3,800	9,500	8,000	-
Utilities	357,310	495,715	398,780	5,620	35,900	3,200	19,630	7,900	-	6,410	11,140	825	6,310	-

CULTUS LAKE PARK
2019 FINANCIAL PLAN

Schedule "A"

	2018 FINANCIAL PLAN	2019 FINANCIAL PLAN	2019 SUNNY- SIDE	2019 COMM LEASE	2019 RESID LEASE	2019 COMM. HALL	2019 VISITOR SERVICES	2019 PUBLIC AREAS	2019 FORESHORE LEASE	2019 VOLUNTEER FIRE DEPT	2019 PUBLIC WORKS	2019 PARK PATROL	2019 GENERAL & ADMIN	2019 CEAC
Vandalism	4,500	4,500	2,000	-	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	35,200	35,700	-	-	-	-	-	-	200	10,000	25,500	-	-	-
Vehicle/Boat Fuel	27,300	21,800	-	-	-	-	-	-	-	2,000	19,000	-	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	-	15,000	-	-	-	-	-
Signage	10,700	7,700	500	1,200	-	-	-	5,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	4,000	3,000	3,000	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,677,575	\$ 2,667,845	\$ 984,330	\$ 56,800	\$ 142,235	\$ 16,300	\$ 64,875	\$ 232,850	\$ 89,150	\$ 126,480	\$ 175,490	\$ 257,575	\$ 472,410	\$ 49,350
WAGES & BENEFITS:														
Commissioners Indemnities	\$ 54,140	\$ 54,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,680	\$ -
Management Salaries	259,370	274,950	68,850	-	-	-	-	-	-	5,600	84,000	-	116,500	-
Staff Wages	1,341,750	1,391,349	376,450	-	-	-	49,969	-	-	57,220	601,930	-	305,780	-
Employee Benefits	318,290	361,880	73,070	-	-	-	6,050	-	-	5,140	184,000	-	93,620	-
TOTAL PAYROLL	\$ 1,973,550	\$ 2,082,859	\$ 518,370	\$ -	\$ -	\$ -	\$ 56,019	\$ -	\$ -	\$ 67,960	\$ 869,930	\$ -	\$ 570,580	\$ -
TOTAL OPERATING EXPENSES	\$ 4,651,125	\$ 4,750,704	\$ 1,502,700	\$ 56,800	\$ 142,235	\$ 16,300	\$ 120,894	\$ 232,850	\$ 89,150	\$ 194,440	\$ 1,045,420	\$ 257,575	\$ 1,042,990	\$ 49,350
<i>Reserve Allocations</i>	676,125	773,835	266,600	158,255	7,230	10,000	19,650	70,000	5,000	53,400	115,000	2,000	65,000	1,700
<i>Capital Projects</i>	1,509,400	2,224,245	603,150	333,600	-	25,000	486,835	334,050	17,500	251,170	94,070	75,000	3,870	-
<i>Internal Wage Allocations</i>	-	-	148,219	75,150	283,290	20,260	39,390	251,290	83,110	9,300	(836,170)	43,530	(117,370)	-
<i>Overhead Expense Allocations</i>	-	-	276,800	203,690	309,140	28,480	-	415,560	207,680	-	(314,650)	(297,755)	(828,945)	-
TOTAL EXPENDITURES	\$ 6,836,650	\$ 7,748,784	\$ 2,797,469	\$ 827,495	\$ 741,895	\$ 100,040	\$ 666,769	\$ 1,303,750	\$ 402,440	\$ 508,310	\$ 103,670	\$ 80,350	\$ 165,545	\$ 51,050
SURPLUS/(DEFICIT)	(1,844,765)	(2,291,162)	22,011	(262,725)	(13,870)	(88,250)	(476,682)	(611,250)	(354,140)	(202,690)	(103,670)	(76,850)	(123,045)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	1,850,890	2,312,915	615,650	333,600	-	26,000	492,860	289,050	49,500	202,690	103,670	76,850	123,045	-
UNAPPROPRIATED SURPLUS	\$ 6,125	\$ 21,753	\$ 637,661	\$ 70,875	\$ (13,870)	\$ (62,250)	\$ 16,178	\$ (322,200)	\$ (304,640)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2019 - 2023 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2019-2023 Financial Plan Summary

	TOTAL 2019 BUDGET	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET
REVENUES					
Sunnyside Campground	\$ 2,819,480	\$ 2,985,030	\$ 3,052,930	\$ 3,099,530	\$ 3,134,830
Commercial Leases	564,770	569,825	574,925	580,125	585,325
Residential Leases	728,025	740,740	757,356	767,971	778,687
Community Hall	11,790	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	190,087	183,700	183,700	183,700	183,700
Parking/Public Area Revenue	692,500	692,500	692,500	712,780	712,780
Foreshore Lease	48,300	48,300	48,300	48,300	48,300
Volunteer Fire Department	305,620	267,600	281,120	283,655	287,345
Park Patrol	3,500	3,500	3,500	3,500	3,500
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	51,050	51,555	52,562	53,071	54,083
TOTAL REVENUES	\$ 5,457,622	\$ 5,597,200	\$ 5,701,343	\$ 5,787,082	\$ 5,842,999
EXPENDITURES					
Advertising	\$ 19,850	\$ 16,850	\$ 16,900	\$ 16,900	\$ 16,950
Audit/Accounting	17,825	17,825	17,825	17,825	17,825
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	57,795	50,550	51,300	51,975	52,775
Community Policing	10,000	10,000	10,000	10,000	10,000
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	36,730	16,780	16,830	16,880	16,930
Contract Services	604,925	593,000	603,400	614,000	624,700
Data Processing	43,900	43,900	44,400	44,400	45,400
Education & Training	47,400	49,450	51,500	53,550	55,600
Election Expenses	-	-	-	18,000	-
Equipment Maintenance	67,650	64,800	67,300	69,800	72,300
Equipment Fuel	4,820	4,915	5,010	5,105	5,210
Garbage Collection/Recycle	181,715	181,815	187,915	188,015	188,115
General Maintenance	16,000	16,000	16,000	16,000	16,000
Grounds Maintenance/Materials	138,500	85,500	85,530	85,560	85,610
Insurance - Business	138,800	139,800	140,800	141,800	142,800
Insurance - Vehicles	25,850	26,090	26,431	26,672	27,015
Janitorial Supplies	37,700	39,200	39,250	39,250	39,800
Legal/Professional Fees	198,500	127,000	127,000	127,000	127,000
Licences/Permits/Taxes	6,600	6,600	6,600	6,600	6,600
Memberships/Dues/Subscriptions	5,300	5,300	5,300	5,300	5,300
Office Supplies	26,800	26,830	27,085	27,115	27,670
Interest and Bank Charges	5,350	5,400	5,450	5,450	5,500
POS Charges	73,100	75,300	77,300	79,300	81,500
Retail Sales (COGS)	68,300	69,800	71,325	71,325	71,350
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	25,200	25,200	25,500	25,800	26,100
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,340	9,340	9,340
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,700	4,750	4,750	4,750	4,750
Small Tools/Shop & Safety	25,400	25,800	26,210	26,620	<u>047</u> 27,040

CULTUS LAKE PARK
2019 - 2023 FINANCIAL PLAN

Schedule "B"

	TOTAL 2019 BUDGET	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET
Special Events	42,580	42,940	43,310	43,680	44,050
Telecommunications	47,250	48,470	49,370	50,570	51,470
Utilities	495,715	491,560	502,815	513,650	525,345
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	35,700	36,210	36,730	37,260	37,800
Vehicle/Boat Fuel	21,800	22,000	22,200	22,400	22,600
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	7,700	7,700	7,700	7,700	7,700
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	3,000	3,000	3,000	3,000	3,000
SUBTOTAL	\$ 2,667,845	\$ 2,505,725	\$ 2,547,426	\$ 2,598,642	\$ 2,617,195
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 54,680	\$ 55,230	\$ 55,780	\$ 56,340	\$ 56,900
Management Salaries	274,950	279,660	284,460	289,340	294,310
Staff Wages	1,391,349	1,417,770	1,442,720	1,468,120	1,493,960
Employee Benefits	361,880	368,840	375,180	381,930	388,490
TOTAL PAYROLL	\$ 2,082,859	\$ 2,121,500	\$ 2,158,140	\$ 2,195,730	\$ 2,233,660
TOTAL OPERATING EXPENSES	\$ 4,750,704	\$ 4,627,225	\$ 4,705,566	\$ 4,794,372	\$ 4,850,855
<i>Reserve Allocations</i>	773,835	891,175	907,967	913,416	919,133
Capital Projects	2,224,245	528,715	475,325	564,725	463,225
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 7,748,784	\$ 6,047,115	\$ 6,088,858	\$ 6,272,514	\$ 6,233,213
<i>SURPLUS/(DEFICIT)</i>	(2,291,162)	(449,915)	(387,515)	(485,431)	(390,213)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,312,915)	(465,135)	(415,855)	(509,785)	(412,145)
UNAPPROPRIATED SURPLUS	\$ 21,753	\$ 15,220	\$ 28,340	\$ 24,354	\$ 21,932

CULTUS LAKE PARK
2019 Financial Plan Summary[illegible]

**CULTUS LAKE PARK
SUMMARY OF CHANGES
2019 FINANCIAL PLAN**

Schedule "C"

	2019 FINANCIAL PLAN	2019 SUNNY- SIDE	2019 PARK PATROL	2019 COMM. LEASE	2019 RESID LEASE	2019 VIATOR SERVICES	2019 COMM. HALT	2019 PUBLIC WORKS	2019 PUBLIC AREAS	2019 FORESHORE LEASE	2019 VOLUNTEER FIRE DEPT	2019 GENERAL R ADMIN	2019 CEAC
WAGES & BENEFITS: Commissionaires Indemnities Commissionaires Salaries Staff Wages Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	\$ (7,580)	\$ 14,330	\$ -	\$ (24,850)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -
Reverse Allocations	(120,680)	(114,330) [1]	-	[1]	-	-	-	-	[10]	-	-	-	-
Capital Projects	593,460	(114,330) [2]	60,000 [3]	(6,350) [4] (12,200) [5] 48,000 [6] 9,100 [6]	-	451,000 [7]	-	-	12,500 [8] 10,000 [9]	7,890	-	-	-
Internal Wage Allocations	-	-	-	-	-	-	-	-	-	-	-	-	-
Overhead Expense Allocations	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 465,210	\$ (214,330)	\$ 60,000	\$ 133,160	\$ -	\$ 451,000	\$ -	\$ -	\$ 24,500	\$ 7,890	\$ -	\$ 3,000	\$ -
SURPLUS/(DEFICIT)	\$(96,460)	114,330	(60,000)	(164,400)	-	(451,000)	-	-	(24,500)	(7,890)	-	(3,000)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	593,460	(114,330)	60,000	164,400	-	451,000	-	-	24,500	7,890	-	-	-
UNAPPORTIONED SURPLUS	\$ (4,580)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,000)	\$ -
		[1] Reduction in Seasonal Camper Fee to offset the reduction in Sewer Fees for 2019	[2] Policing Office Renovations	[3] Removal of Water and Revenue as FY/MD will start billing directly in 2019	[4] Forced Air System installed in line of Plaza Washroom	[7] Purchase of 4159 Columbia Valley Road - Tahn Alders		[10] Funds to procure sketches of proposed layout for Lea B	[11] Increase Mitfild Pilot Project Spending			[12] Increase of \$3,000 to promote Weekly Parking and Community Policing	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 0550

SUBMITTED BY: Rachel Litchfield
Executive Assistant to the Chief Administrative Officer

SUBJECT: Release of Closed Meeting Resolutions Cultus Lake Golf Course, New Entrance

PURPOSE:

To provide Closed Meeting Resolutions that the Cultus Lake Park Board may release at an open meeting.

RECOMMENDATION:

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

IC 3747-17

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

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

IC 3874-18

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

IC 3921-18

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

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

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

IC 3937-18

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

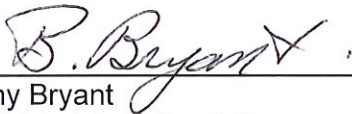
THAT staff consult with the Fraser Valley Regional District to determine if the proposal can be completed based on the current zoning; and

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

STRATEGIC PLAN:

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

Prepared by:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 0550

SUBMITTED BY: Bonny Bryant
Chief Administrative Officer

SUBJECT: Release of Closed Meeting Resolutions

PURPOSE:

To provide Closed Meeting Resolutions that the Cultus Lake Park Board may release at an open meeting.

RECOMMENDATION:

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

IC 4034-19

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

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

STRATEGIC PLAN:

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

Approved for submission to the Board:

Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 0550

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: Award of External Audit Services

PURPOSE:

To provide the Cultus Lake Park Board with information regarding the outcome of the recent Financial Audit Services Request for Proposal (RFP).

RECOMMENDATION:

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

DISCUSSION:

The Financial Audit Services RFP was posted to the BC Bid website on August 1, 2019 with a closing date of September 20, 2019. During this time there were multiple audit firms that inquired about the invitation for proposals, however KPMG LLP was the only audit firm to submit a final proposal.

KPMG LLP was appointed by the Board in September, 2014 as auditors for Cultus Lake Park for the initial three year period of 2014 to 2016. The RFP also allowed the Board to provide an extension for a further two year period upon successful delivery of services. Therefore, the Board approved KPMG LLP to continue as the Park's audit partner for an additional two year period of 2017 and 2018.

The fee for the initial three year term is proposed at \$17,655 (2019), \$17,869 (2020) and \$18,083 (2021).

KMPG LLP has provided exceptional audit services for the past five years and staff have found them to be very professional and knowledgeable. They have a locally based team with unmatched audit experience for BC government, and most importantly they have a full understanding of the Parks operations. Therefore, Staff has appointed the Financial Audit Services for the next three years to KMPG LLP.

Prepared by: Erica Lee

Erica Lee
Chief Financial Officer

Approved for submission to the Board:

Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 5480-80

SUBMITTED BY: Dave Driediger
Manager of Park Operations

SUBJECT: 2019 Paddling Parking Pass Overview Report

PURPOSE:

The purpose of this report is to provide the Board with information on 2019 Paddling Parking Pass administration.

RECOMMENDATION:

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

BACKGROUND:

This past winter the Board considered changes to paddling parking pass administration and settled on electronic registration valid at Parking Lots A, B and C at a cost of \$50 per licence plate. Passes were non-transferable and initially valid Monday through Friday from April 1 until September 30. In early spring however the Board received a number of requests for extensions of pass terms.

At the May 15, 2019 Board meeting following the review of morning parking lot use, the CAO was directed to extend paddling pass provisions to allow for parking on weekends and statutory holidays prior to 10:00 am. In addition, staff was requested to bring the matter back to the Board at the end of the season for further review.

DISCUSSION:

To date, staff has issued 125 paddling parking passes for a gross revenue of \$6,250. What follows below is summary of monthly parking lot use and revenue prior to 10:00 am on weekends at Parking Lots A, B and C. Total use and revenue are similar. However, 2019 stats show peak use at Parking Lot B in May rather than September.

Table 1. Number of 2018 weekend pay station transactions prior to 10:00 am

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Lot A	1	1	14	38	172	61	235	93	153	768
Lot B	1	2	9	63	273	115	338	186	354	1341
Lot C	7	4	38	19	35	32	87	30	25	277
Total	9	7	61	120	480	208	660	309	532	2386

Table 2. 2018 Weekend revenue prior to 10:00 am

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Lot A	13.00	12.00	96.00	212.00	1,420.00	538.00	2,094.00	858.00	2,254.00	7,497.00
Lot B	3.00	16.00	44.00	589.25	3,199.00	1,065.00	3,574.00	2,022.15	4,052.00	14,564.40
Lot C	28.00	12.00	186.00	91.50	259.00	226.05	806.00	237.00	154.10	1,999.65
Total	44.00	40.00	326.00	892.75	4,878.00	1,829.05	6,474.00	3,117.15	6,460.10	24,061.05

Table 3. Number of 2019 weekend pay station transactions prior to 10:00 am

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Lot A	6	2	18	40	159	99	125	142	242	833
Lot B	2	2	30	69	444	142	156	257	303	1405
Lot C	18	4	24	35	26	47	32	37	20	243
Total	26	8	72	144	629	288	313	436	565	2481

Table 4. 2019 Weekend revenue prior to 10:00 am

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Lot A	30.00	31.00	81.00	171.00	1,198.00	1,305.00	1,290.00	1,386.00	2,520.00	8,012.00
Lot B	16.00	6.00	134.00	598.20	4,335.00	1,930.00	2,215.00	3,695.00	3,201.50	16,130.70
Lot C	69.00	12.00	87.00	177.15	147.00	585.00	360.60	525.00	176.00	2,138.75
Total	115.00	49.00	302.00	946.35	5,680.00	3,820.00	3,865.60	5,606.00	5,897.50	26,281.45

Recently staff received a request from the Sudden Impact Paddling Club (Attachment 1) to make allowance for paddler parking year-round. The club paddles throughout the year and is seeking extended opportunity to park and paddle.

Given the decreased daylight hours and reduced visitation in the off-season the Board may wish to consider relaxing winter pass limitations. Rather than extending parking at only Lot C until noon as requested, provision for all day parking, seven days a week at Lots A – C may be advantageous. Like the summer paddling passes, off-season passes may be made available through license plate registration at the office to paddling club members for October 1 – March 31 for the same cost of \$50 per license plate.

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

To: The Cultus Lake Park Board

I am writing on behalf of the Sudden Impact Paddling Club to suggest a change in your current practice regarding seasonal and annual parking passes. Currently you very generously offer a seasonal paddlers' parking pass that allows dragonboaters and other paddlers access to parking lot "C", the lot closest to our boat storage area. Presently we are allowed to park there before 10 am on weekends and after 6 pm on weekdays which fits well with our practice times during our regular season that runs from April 1st to Sept. 30th. However, there are a number of us who are engaged in off season paddling throughout the weeknights and on weekends. The only parking pass available to us at this point is the annual pass available to all Chilliwack residents but which limits the lots available to the ones closer to Main Beach, quite a distance from our boats. Walking that distance could prove challenging in the dark in inclement weather.

Here is my proposal for your consideration. Is a second off season pass possible for our off season paddlers? This pass could run from Oct 1st to March 31st. The only other change I would ask for my proposed off-season pass would be to make Parking lot C available to us until noon as we like to begin practice later in the morning when the sun is up and it is warmer. I trust that this would have no negative impact on the boat rental/boat launch business at that site as these months are typically not busy boating months. As was the case for our seasonal pass, \$50.00 seems a fair price to pay for access to lot "C" and to our boats from October to March.

We would happily be willing to meet should you have questions or considerations we could help you resolve! Please don't hesitate to contact should this be the case.

Best and warmest regards,

Sudden Impact Paddling Club



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 0550

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

SUBJECT: Survey Results re: Short Term Vacation Rentals, Bed and Breakfast,
Secondary Suites and Home Based Businesses.

PURPOSE:

The purpose of this report is to provide to the Cultus Lake Park Board the results from the Survey regarding Short Term Vacation Rentals, Bed and Breakfast, Secondary Suites and Home Based Businesses.

RECOMMENDATION:

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

DISCUSSION:

At the September 18, 2019 Cultus Lake Board Meeting, the Board approved a community survey to be distributed, in order to find out how leaseholders feel about Short Term Vacation Rentals, Bed & Breakfast, Secondary Suites and Home Based Businesses within the community. This request was initiated as a result of an increase in community interest in these areas.

Letters to all leaseholders were mailed out informing them of the opportunity to share their views on these topics either by completing an online Survey Monkey or by dropping into the Park Office to complete a paper copy. The Survey was available to complete between September 20 and October 4, 2019.

Attached to this Report are the results and comments received from the Cultus Lake community.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park 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



Community Survey Report – Short-Term Rentals, Bed & Breakfast Homes, Secondary Suites and Home-Based Businesses

Draft: October 9, 2019

Background

As a result of an increase in community interest in short-term rentals (STRs), bed & breakfast homes, secondary suites and home-based businesses in Cultus Lake Park, Cultus Lake Park staff developed and distributed an online survey to community members on this topic.

The survey was available to take from September 20 to October 4, 2019.

Responses

A total of 237 participants took the survey. Responses to the first part of the survey (yes or no answers) are listed below.

1. Do you reside in Cultus Lake Park?

- Full-Time: 55.74% (131)
- Part-Time: 44.26% (104)

(2 people did not respond to this question)

2. Do you currently operate a Short-Term Vacation Rental in Cultus Lake Park?

- Yes: 16.03% (38)
- No: 83.97% (199)

3. Do you currently operate a Bed and Breakfast Home in Cultus Lake Park?

- Yes: 1.27% (3)
- No: 98.73% (234)

4. Do you currently operate a Secondary Suite in Cultus Lake Park?

- Yes: 3.38% (8)
- No: 96.62% (229)

5. Do you currently operate a Home-Based Business in Cultus Lake Park?

- Yes: 2.53% (6)
- No: 97.47% (231)

6. If managed and licensed properly, do you feel the following should be allowed in Cultus Lake Park: Short-Term Vacation Rentals?

- Yes: 75.21% (176)
- No: 24.79% (58)

(3 people did not respond to this question)

7. If managed and licensed properly, do you feel the following should be allowed in Cultus Lake Park: Bed and Breakfast Homes?

- Yes: 84.61% (198)
- No: 15.39% (36)

(3 people did not respond to this question)



8. If managed and licensed properly, do you feel the following should be allowed in Cultus Lake Park: Home-Based Businesses?

- Yes: 76.92% (180)
- No: 23.08% (54)

(3 people did not respond to this question)

9. If managed and licensed properly, do you feel the following should be allowed in Cultus Lake Park: Secondary Suites?

- Yes: 80.17% (186)
- No: 19.83% (46)

(5 people did not respond to this question)

10. If the above were approved, would you consider operating one of the following in Cultus Lake Park?

- Short-Term Vacation Rental: 35.86% (85)
- Bed and Breakfast: 7.60% (18)
- Home-Based Business: 8.02% (19)
- Legal Secondary Suite: 12.24% (29)

(86 people did not respond to this question, meaning they would not consider operating one)

Short-Term Rental (STR) Themes

The community provided thoughtful feedback regarding short-term rentals in Cultus Lake Park. In a review of the responses, individually and as a whole, several themes emerged within the feedback. They are:

In Agreement

A majority of survey participants (75%) said that they support allowing STRs in Cultus Lake Park.

Properly Managed and Licensed

Six submissions indicated that STRs need to be properly managed and licensed. There were questions as to what that might look like and recommendations that a community consultation process be undertaken to engage the community in drafting guidelines for STRs.

The Park Board's Role

Four respondents suggested that the Park Board had no reason to be involved in managing or licensing STRs. In addition, three respondents felt that there is no need to manage this process because it is working fine as it is.

Leaseholder Costs for STRs

Seven survey respondents stated that there should be a different leaseholder cost/rate for those running STRs, as doing this would add additional stress on and make use of the Cultus Lake Park infrastructure.

Bylaws *Must* Be Enforced

Ten submissions said that it is crucial that bylaws be enforced should STRs be officially allowed in Cultus Lake Park. There were multiple mentions of incidents that have occurred in the past as a result of current STRs – noise, smoking in public places, disrespect for property of the STR and neighbours, large numbers of people in the residence, etc.



Parking Is a Problem

Fifteen respondents – including those that support allowing STRs in CLP – said that they feel that parking would need to be addressed should STRs be allowed. Their comments stressed that parking is already an issue, and that since public transportation to the Park is a challenge, they feel that STRs will add further problems in this area.

Make the Leaseholder Responsible

Four respondents stated that it would be important – should STRs be allowed – that the leaseholders be accountable and responsible for the actions of the person(s) renting out their residence. Several mentioned that leaseholders should be required to have someone nearby the home who could be called to deal with any issues in a timely fashion.

It was also submitted by several survey participants that leaseholders should be fined as a result of their renter breaking bylaws.

STRs Will Damage CLP's Sense of Community

Two survey respondents felt quite strongly that allowing STRs would damage the sense of community in the Park. One comment stated that the reason why they purchased a residence in Cultus Lake Park was because of the community. This person felt that the transitory nature of STRs would take away from what Cultus Lake Park has when it comes to a sense of community.

One participant specifically identified a concern regarding real estate investment groups purchasing residential leases/residences should STRs be allowed, which they stated would damage the sense of community.

STRs Need a Minimum for Rental Days

Five respondents stated that establishing a minimum number of rental days required would be useful in managing STRs. In the responses, the number recommended varied from a minimum of three days up to seven days for STRs.

STRs Help Leaseholders to Afford Their CLP Residence

Fifteen leaseholders stated that they felt that STRs would allow them or others to afford the cost of their CLP residence – from lease rates to taxes to upkeep on their property.

STRs Contribute to Lack of Affordable Housing

Two leaseholders stated that they felt that – if allowed – STRs would contribute to the lack of affordable housing at Cultus Lake Park. They commented that leaseholders would rent out their property as an STR rather than a long-term rental because they might make more money that way.

Limit the Number of STRs Allowed

One survey participant recommended that a set number of residences be allowed to be used as STRs and that to be fair, an STR lottery could be established.

STR Approach Needs to Be Clearly Defined

Nine survey participants identified that should STRs become a reality, it is key that the approach needs to be clearly defined – from what effective management and licensing means in practical terms, the costs to the STR leaseholder, what the licensing is, what insurance they must have,



and what the relevant bylaws are. One submission recommended that the STR residences be rezoned as commercial leaseholders.

STR Licensing and Other Fees

Two respondents felt that STR licensing and other associated fees could provide much-needed funding for the work being done by Cultus Lake Park.

Bed & Breakfast Homes

The community provided carefully considered feedback regarding bed and breakfast homes in Cultus Lake Park. In a review of the responses, individually and as a whole, several themes emerged within the feedback. They are:

In Agreement

A majority of survey participants (85%) said that they support allowing bed & breakfast homes in Cultus Lake Park.

Owners Onsite Is a Good Thing

Six survey participants said that they felt that allowing bed & breakfast homes is a good option because the homeowner would be onsite while there were guests, allowing for greater oversight on the behaviour of the guests.

Properly Managed and Licensed

Four submissions indicated that bed & breakfast homes need to be properly managed and licensed. One respondent mentioned that if food was being served, licenses specific to food service would need to be held by the leaseholder.

One survey participant stated that it would be important to clearly define the difference between bed & breakfast homes and STRs.

Leaseholder Costs

Three survey respondents stated that there should be a different leaseholder cost/rate for those running bed & breakfast homes, as doing this would add additional stress on and make use of the Cultus Lake Park infrastructure.

Bylaws *Must* Be Enforced

Three submissions said that it is important that bylaws be enforced should bed & breakfast homes be officially allowed in Cultus Lake Park.

Bed & Breakfast Homes Help Leaseholders to Afford Their CLP Residence

Eight survey respondents stated that they felt that having the ability to offer bed & breakfast accommodation in their home would allow them or others to afford the cost of their CLP residence – from lease rates to taxes to upkeep on their property.

Limit the Number of Bed & Breakfast Homes Allowed

Two respondents recommended that a set number of residences be allowed to be used as bed & breakfast homes and that to be fair; one suggested that a B&B lottery could be established.

Bed & Breakfast Homes Need a Minimum for Rental Days

Four respondents stated that establishing a minimum number of rental days required would be useful in managing B&B homes. There was one comment that stated that B&B stays are typically short and that would detract from the sense of community.



Parking Is a Problem

Fifteen – including those that support allowing bed & breakfast homes in CLP – said that they feel that parking will need to be addressed should bed & breakfast homes be allowed. Their comments stressed that parking is already an issue, and that since public transportation to the Park is a challenge, they feel that bed & breakfast homes will add further problems in this area – especially since the leaseholder will be in the residence at the same time. This would result in an increase in cars for that home.

The Park Board's Role

Four respondents suggested that the Park Board had no reason to be involved in managing or licensing B&B homes. In addition, a small number of submissions said that they felt that there is no need to manage this process because it is working fine as it is.

Home-Based Businesses

The community provided carefully considered feedback regarding home-based businesses in Cultus Lake Park. In a review of the responses, individually and as a whole, several themes emerged within the feedback. They are:

Agreement

A majority of survey participants (77%) said that they support allowing home-based businesses in Cultus Lake Park.

Define Categories of Businesses That Would Qualify as a Home-Based Business

Seven survey participants stated that it would be crucial to define categories of businesses that could be a home-based business. There were different perspectives/opinions on what would work. Many said that a business that didn't have clients, customers or other people coming to their home during the day would be acceptable. (For example, someone who can work remotely online.) One felt that small businesses like acupuncture, massage therapists, etc. who do bring in clients would be acceptable. Another was concerned about potential noise issues should the person do motor repairs or need to use specific equipment (woodworking, etc.) for their business. One respondent felt that businesses should only be allowed where commercial leases are currently allowed.

Many who provided felt that home-based businesses would be acceptable if the business was respectful and did not impede others from enjoying the Park.

Understanding Additional Stress on Infrastructure

One survey participant felt that it would be important to know what the additional stress on the infrastructure would be should home-based businesses be allowed.

Parking Is a Problem

Twelve respondents – including those that support home-based businesses in CLP – said that they feel that parking will need to be addressed should this be allowed. Their comments stressed that parking is already an issue, and that since public transportation to the Park is a challenge, they feel that home-based businesses could add further traffic and parking problems.

Properly Managed and Licensed

Four submissions indicated that home-based businesses need to be properly managed and licensed. One survey participant also identified that it would be important to ensure that there is no visible signage or posters outside the residence.



Bylaws *Must* Be Enforced

Three submissions said that it is important that bylaws be enforced should home-based businesses be officially allowed in Cultus Lake Park.

The Park Board's Role

Four responses suggested that the Park Board had no reason to be involved in managing or licensing home-based businesses. In addition, a small number of submissions said that they felt that there is no need to manage this process and that it is working fine as it is.

Secondary Suites

The community provided thoughtful feedback regarding secondary suites in Cultus Lake Park. In a review of the responses, individually and as a whole, several themes emerged within the feedback. They are:

Agreement

A majority of survey participants (80%) said that they support allowing secondary suites in Cultus Lake Park.

Leaseholder Costs

Five survey responses stated that there should be a different leaseholder cost/rate for those who have a secondary suite, as having a tenant in the suite would add additional stress on and make use of the Cultus Lake Park infrastructure.

Understanding Additional Stress on Infrastructure

Two survey participants felt that it would be important to know what the additional stress on the infrastructure would be as a result of allowing secondary suites. One respondent felt that allowing secondary suites would create a situation of overcrowding.

Parking Is a Problem

Nine respondents – including those that support secondary suites – said that they feel that parking will need to be addressed should this be allowed. Their comments stressed that parking is already an issue, and that since public transportation to the Park is a challenge, they feel that secondary suites would add further traffic and parking problems.

It was stated in a survey response that the residential leaseholder would have to share their allotted parking with their tenant.

Properly Managed and Licensed

Four submissions indicated that secondary suites need to be properly managed and licensed.

One submission cited a concern regarding the expense of bringing their existing secondary suite up to a state where it would meet the requirements, should a license be needed.

Bylaws *Must* Be Enforced

Five submissions said that it is important that bylaws be enforced should secondary suites be officially allowed in Cultus Lake Park.



Secondary Suites Help Leaseholders to Afford Their CLP Residence

Six survey respondents stated that they felt that having the ability to have a secondary suite would allow them or others to afford the cost of their CLP residence – from lease rates to taxes to upkeep on their property.

Community Consultation

Two survey participants felt that community consultation should be undertaken regarding secondary suites.

The Park Board's Role

Four responses suggested that the Park Board had no reason to be involved in managing or licensing secondary suites. In addition, a small number of submissions said that they felt that there is no need to manage this process and that it is working fine as it is.

General Comments

There were multiple general comments that were provided as a part of the survey responses. They are listed below:

- It should be defined if Cultus Lake Park is a park or a resort community.
- Allowing STRs, bed & breakfast homes, home-based businesses or secondary suites will turn Cultus Lake Park into a tourist trap.
- Allowing STRs, bed & breakfast homes, home-based businesses or secondary suites take away from the peace and quiet of Cultus Lake Park. This is not why most people bought a home here.
- A community consultation process on each element should be undertaken.
- A request to define why this outreach is being done and the objective of the research being done on STRs, bed & breakfast homes, home-based businesses and secondary suites.
- Allowing rentals, such as those defined in the survey, could help with the security challenges during fall and winter (having people in the houses rather than leaving them empty).
- STRs are already a nuisance.
- Cultus Lake Park does not have the infrastructure to support any of these elements.
- Bylaws need to be better enforced.
- These things have been going on for the last 60 years, they should be left alone.
- Cultus Lake Park is a park and should be available to everyone.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 0550

SUBMITTED BY: Rachel Litchfield,
Executive Assistant to the Chief Administrative Officer

SUBJECT: Remembrance Day Wreaths

PURPOSE:

To designate two Board members to attend to lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2019.

RECOMMENDATION:

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

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

DISCUSSION:

Historically the Cultus Lake Park Board has supported the Royal Canadian Legion Branch by purchasing two wreaths to be laid and both Sardis and Chilliwack Cenotaphs to remember the members of the armed forces who have died in the line of duty for country.

By purchasing a wreath, all funds raised are used to assist local Veterans and/or their dependents as well as our community.

Prepared by:

Approved for submission to the Board:



Rachel Litchfield
Executive Assistant to the
Chief Administrative Officer



Bonny Bryant
Chief Administrative Officer



ROYAL CANADIAN LEGION

Branch # 4

9350 Mary Street

Chilliwack, B.C. V2P 4H1

604-792-2337 Fax: 604-792-2379



Dear Sir/Madam:

Once again it is Poppy Time. Due to the fact that we do not have enough volunteers to canvass all the businesses in the surrounding area, we would appreciate it if you could fill out the following form and return it to us at our address above or call our Poppy Office at 604-392-1918 by October 19, 2018. All funds raised go to assisting local Veterans and their families and or dependents, as well as our community.

Please find a wreath catalogue enclosed should you wish to purchase a wreath and participate in the Remembrance Day services.

Number _____ Price; \$ _____ Payment enclosed: _____ Bill _____

(Please make cheque payable to RCL#4 Poppy Fund)

Do you wish delivery to your business Yes _____ No _____

Do you wish to have the Legion retain and take to Cenotaph? Yes _____ No _____

Do you wish to have a Poppy tray delivered to your Business Yes _____ No _____

All Wreaths must be picked up no later than November 9th. Thank you in advance.

Wreath #08 - \$30.00 Wreath # 14 - \$50.00 Poppy Pins - \$ 5.00

Spray # 31 - \$35.00 Wreath #20 - \$75.00 Wreath # 24 - \$125.00

Car Poppy - \$5.00 Cross #35 - \$40.00 1st Nations Pin - \$5.00

Name of Business/Organization _____

Business Contact Name _____

Address _____

Name of person laying wreath _____

Yours Truly

Carol Haldin

Carol Haldin

Poppy Co-Chairperson

Betty Murphy

Betty Murphy

Poppy Co-Chairperson

Office Use

Invoice #

Receipt #



MEMORIAL WREATHS



200524 - #24 Wreath



200514 - #14 Wreath



200508 - #8 Wreath



200520 - #20 Wreath



200571 - Inscription Ribbon

The placing of a memorial wreath in respect for the Fallen is a time honoured tradition. The Royal Canadian Legion offers a selection of wreaths in several sizes, as well as memorial crosses and other specialty items to suit commemorative ceremonies and services in both public and private settings.

The #14, #20 and #24 wreaths can be enhanced with a customized inscription ribbon.

All wreaths and crosses come with a wire display stand included.





200536 – White Cross



200535 – Green Cross



200531 –
Poppy Spray



200503 –
Table Poppy



200501 –
Lapel Poppy



200502 –
Car Poppy



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019

FILE: 0550

SUBMITTED BY: Rachel Litchfield
Executive Assistant to the Chief Administrative Officer

SUBJECT: 2020 Board Meeting Dates

PURPOSE:

To provide the Board with the proposed 2020 Board Meeting Dates Calendar attached to this report as Attachment 1.

RECOMMENDATION:

THAT the Board endorse the following dates as the 2020 Board Meeting Dates:

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

BACKGROUND:

Staff are proposing to hold twelve Board meetings in 2020 – one per month as was done in 2017, 2018 and 2019.

By holding one meeting per month, staff have found that the additional time between meetings helps when having to research information and prepare reports. All meetings for 2020 are being held on the third Wednesday of the month.

As per our Procedure Bylaw, the Board may call for Special meetings in the event that time sensitive matters arise during the year.

Prepared by:

Approved for submission to Board:



Rachel Litchfield
Executive Assistant to the
Chief Administrative Officer



Bonny Bryant
Chief Administrative Officer

2020 Cultus Lake Park Board Meeting Calendar

January 2020						
W	S	M	T	W	T	F S
1				1	2	3 4
2	5	6	7	8	9	10 11
3	12	13	14	15	16	17 18
4	19	20	21	22	23	24 25
5	26	27	28	29	30	31

January 1 – New Years Day

February 2020						
W	S	M	T	W	T	F S
5						1
6	2	3	4	5	6	7 8
7	9	10	11	12	13	14 15
8	16	17	18	19	20	21 22
9	23	24	25	26	27	28 29

February 17 – Family Day
February 25-27 - CAO Forum Victoria

March 2020						
W	S	M	T	W	T	F S
10	1	2	3	4	5	6 7
11	8	9	10	11	12	13 14
12	15	16	17	18	19	20 21
13	22	23	24	25	26	27 28
14	29	30	31			

April 2020						
W	S	M	T	W	T	F S
14				1	2	3 4
15	5	6	7	8	9	10 11
16	12	13	14	15	16	17 18
17	19	20	21	22	23	24 25
18	26	27	28	29	30	

April 10 Good Friday
April 13 – Easter Monday

May 2020						
W	S	M	T	W	T	F S
18						1 2
19	3	4	5	6	7	8 9
20	10	11	12	13	14	15 16
21	17	18	19	20	21	22 23
22	24	25	26	27	28	29 30
23	31					

May 18 – Victoria Day
May 7-9 – LMLGA Conference - Whistler

June 2020						
W	S	M	T	W	T	F S
23		1	2	3	4	5 6
24	7	8	9	10	11	12 13
25	14	15	16	17	18	19 20
26	21	22	23	24	25	26 27
27	28	29	30			

June 9-11 – LGMA Conference - Kelowna

July 2020						
W	S	M	T	W	T	F S
27				1	2	3 4
28	5	6	7	8	9	10 11
29	12	13	14	15	16	17 18
30	19	20	21	22	23	24 25
31	26	27	28	29	30	31

July 1 – Canada Day

August 2020						
W	S	M	T	W	T	F S
31						1
32	2	3	4	5	6	7 8
33	9	10	11	12	13	14 15
34	16	17	18	19	20	21 22
35	23	24	25	26	27	28 29
36	30	31				

August 3 – BC Day

September 2020						
W	S	M	T	W	T	F S
36			1	2	3	4 5
37	6	7	8	9	10	11 12
38	13	14	15	16	17	18 19
39	20	21	22	23	24	25 26
40	27	28	29	30		

September 7 – Labour Day
September 21-25 UBCM - Victoria

October 2020						
W	S	M	T	W	T	F S
40					1	2 3
41	4	5	6	7	8	9 10
42	11	12	13	14	15	16 17
43	18	19	20	21	22	23 24
44	25	26	27	28	29	30 31

October 12 – Thanksgiving

November 2020						
W	S	M	T	W	T	F S
45	1	2	3	4	5	6 7
46	8	9	10	11	12	13 14
47	15	16	17	18	19	20 21
48	22	23	24	25	26	27 28
49	29	30				

November 11 – Remembrance Day

December 2020						
W	S	M	T	W	T	F S
49			1	2	3	4 5
50	6	7	8	9	10	11 12
51	13	14	15	16	17	18 19
52	20	21	22	23	24	25 26
53	27	28	29	30	31	

December 25 – Christmas Day
December 26 – Boxing Day



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 2019 **FILE:** 0360

SUBMITTED BY: Joe Lamb,
Chair, Community Events and Engagement Committee

SUBJECT: Recommendation from the Community Events and Engagement Committee

PURPOSE:

The purpose of this report is to provide the recommendation from the September 17, 2019 and the October 10, 2019 meetings of the Community Events and Engagement Committee.

RECOMMENDATION:

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

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

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

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

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

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

DISCUSSION:

At the September 17, 2019 and the October 10, 2019 meetings of the Community Events and Engagement Committee discussions were had regarding the 2019 Cultus Lake Christmas Lights and Market. As a result the above motions were made.

Prepared by:



Joe Lamb,
Chair, Community Events and
Engagement Committee

Approved for submission to the Board:



Bonny Bryant
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 16, 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 September 25, 2019 meeting of the Operational and Financial Core Review Committee.

RECOMMENDATIONS:

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

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

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

DISCUSSION:

At the September 25, 2019 meeting of the Operational and Financial Core Review Committee a review of the Point of Sale (POS) providers, bill payment options and the accounts receivable process were discussed. The above recommendations were a result of the discussions.

Prepared by:

Approved for submission to the Board:

Commissioner Renwick,
Chair, Operational and Financial Core
Review Committee

Bonny Bryant
Chief Administrative Officer