



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 11, 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 (5:00 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; and*

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

### (3) RECONVENE

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### (4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 11, 2019; and*

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

### (5) ADOPTION OF MINUTES

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- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 27, 2019.*

### (6) COMMITTEE MINUTES

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- (a) ***THAT** the Cultus Lake Park Board receive minutes of the Environmental and Public Areas Planning Committee held on November 27, 2019.*

### (7) ELECTION OF THE CHAIR

### (8) ELECTION OF THE VICE CHAIR

**(9) BYLAWS**

(a) **2019 – 2023 Five -Year Financial Plan Amendment Bylaw No. 1161, 2019**

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

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board 2019 – 2023 Five -Year Financial Plan Amendment Bylaw No. 1161, 2019.*

(b) **2020 - 2024 Cultus Lake Park DRAFT Financial Plan**

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- 2020-2024 Five Year Financial Plan Bylaw No. 1162, 2019

***THAT** the Cultus Lake Park Board give Third reading to Cultus Lake Park 2020-2024 Financial Plan Bylaw No. 1162, 2019.*

(c) **Cultus Lake Park Board Remuneration Bylaw No. 1163, 2019**

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- Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019.*

(d) **Levying of Rates Bylaw No. 1164, 2019**

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- Report dated December 11, 2019 from Erica Lee, Manager of Finance
- Levying of Rates Bylaw No. 1164, 2019

***THAT** the Cultus Lake Park Board give Third reading to Bylaw No. 1164, 2019 cited as the 2020 Levying of Rates Bylaw.*

**(10) STAFF REPORTS**

(a) **Release of Closed Meeting Resolution**

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- Report dated December 11, 2019 from Bonny Bryant, Chief Administrative Officer
- Cultus Lake Park Version 5, Residential Building Site Lease

***THAT** the following Closed Meeting Resolutions be released at the December 11, 2019 Regular Board meeting:*

IC 4051-19

***THAT** the Cultus Lake Park Board approve the New Version 5 Residential Building Site Lease (attached) for use effective January 1, 2020 and request that the Chief Administrative Officer release the resolution at the December Regular Board meeting.*

**(11) REPORTS BY COMMISSIONERS**

**(a) Appointments of Chair and Vice Chair to Standing and Select Committees**

- To be determined at the meeting following the Election of the Chair

**(b) Environmental and Public Areas Planning Committee**

- Report dated December 11, 2019 from Darcy Bauer, Chair, Environmental and Public Areas Planning Committee

***THAT** the Environmental and Public Areas Planning Committee recommend the Cultus Lake Park Board to direct the Chief Administrative Officer to amalgamate the signs around Main Beach into larger signs to be placed in strategic locations.*

***THAT** the Environmental and Public Areas Planning Committee recommend the Cultus Lake Park Board to direct the Chief Administrative Officer to have clearer signs posted regarding BBQ areas and the types of allowable BBQ's.*

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the 2020 Environmental and Public Areas Planning Committee utilize AHA for communications and social media, to increase public awareness with the committee's achievements, goal and need for donations.*

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the 2020 Environmental and Public Areas Planning Committee prioritize the projects in the 2020 proposed new tree planting and root protection plans (attachments #1 and #2) and work within the confines of the 2020 committee budget.*

***THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board to direct the Chief Administrative Officer to amend the Approved Tree Replacement List of the Cultus Lake Park Tree and Plant Bylaw No. 1091, 2018, by adding Oak, Beech, Maple, Locust and Katsura.*

**(12) COMMUNITY ASSOCIATION**

**(13) PUBLIC QUESTION PERIOD**

**(14) ADJOURNMENT**

***THAT** the Regular Meeting of the Cultus Lake Park Board held on December 11, 2019 be adjourned.*

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## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 27, 2019  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

- Present** Commissioner J. Lamb – Chair  
Commissioner D. Bauer – Vice Chair  
Commissioner L. Payeur  
Commissioner C. Smit
- Staff** Chief Administrative Officer – B. Bryant  
Manager of Finance – E. Lee  
Manager of Park Operations – D. Driediger  
Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer  
Executive Assistant – R. Litchfield
- Regrets** Commissioner D. Renwick

### (1) **CALL TO ORDER**

The Chair called the meeting to order at 5:56 pm.

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

- 4496-19** ***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; and  
Section 90 (1), (i), the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

### (3) **RECONVENE**

The meeting reconvened at 6:59 pm.

### (4) **APPROVAL OF AGENDA**

- 4497-19** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 27, 2019; and*

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

**CARRIED**

(5) **ADOPTION OF MINUTES**

4498-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 16, 2019.*

**CARRIED**

(6) **CORRESPONDENCE**

- (a) **Main Beach Tree Protection and Gardens**
- Email dated October 23, 2019 from Gary Baker, Resident

(7) **BYLAWS**

(a) **Cultus Lake Park Board Remuneration**

- Report dated November 27, 2019 from Bonny Bryant, Chief Administrative Officer
- Elected Officials Compensation Review dated November 20, 2019 from Julie M. Case, BA, AA, CCP Compensation Consultant
- Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019

4499-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board receive the report from Julie M. Case, Compensation Consultant entitled Elected Officials Compensation Review – Cultus Lake Park dated November 20, 2019; and*

***THAT** the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019.*

**CARRIED**

4500-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board direct the Chief Administrative to prepare a policy for the Board Remuneration.*

**CARRIED**

(b) **2020 - 2024 Cultus Lake Park DRAFT Financial Plan**

- Report dated August 21, 2019 from Bonny Bryant, Chief Administrative Officer
- Report dated November 27, 2019 from Erica Lee, Chief Financial Officer
- 2020-2024 Five Year Financial Plan Bylaw No. 1162, 2019
- Schedule A & B
- Business Unit Detail
- Schedule of Reserves
- Unavoidable Operating Costs
- Unavoidable Capital Costs
- New Operational Initiatives
- New Capital Initiatives

Bonny Bryant, Chief Administrative Officer introduced the 2020 - 2024 Cultus Lake Park DRAFT Financial Plan noting that the theme this year is Investing in the Future as We Continue to Build Community. She noted that unavoidable operating expenses have totalled over \$600,000 because of:

- Sewer and Water System Costs
- Increase in our Insurance
- Minimum Wage increases
- Employee Health Tax

She clarified that this cost is before we even start adding new items to the budget. She also noted that staff have done a lot of work cutting and reducing costs and feel that we have done our due diligence.

- Operating costs have increased by only \$180,000 in the last three years despite unavoidable increases to expenses of over \$600,000
- Operating costs in 2018 budget were \$4.65M
- In 2019 \$4.75M
- In 2020 \$4.83M

She noted that overall staff have saved \$420,000 in costs in the last three years.

Bonny Bryant, Chief Administrative Officer outlined the following constraints the Park has faced:

- PlanCultus eliminates any new growth, therefore we cannot expand our base
- As a result, we will continue to have a small number of residents and businesses to spread out the costs
- We do not receive any funding from other levels of Government, and we can not borrow funds
- Heavy use of our infrastructure with millions of visitors each year to our park
- Taking money out of our reserves, is unsustainable, we need to find a solution that allows us to make the improvements we want and address the needs of our community.

She followed by outlining some of the challenges:

She noted that there are many initiatives to be undertaken to improve our infrastructure, to increase safety and security in our community, to better address environmental sustainability and to keep Cultus Lake as a great place that it is.

- Our infrastructure is aging
- Cabins
- PW yard
- Washroom in SSC & Main Beach
- New sources of revenue are required, or residential lease will continue to climb

She noted that some of the highlights that are contained in the budget and initiatives that are closely linked to the new Strategic Plan under the four pillars of:

1. Building a Sustainable Path Forward
2. Continuously improve the Customer Experience
3. Strengthen our Community Connections
4. Preserve the Natural Beauty of CLP

She noted improved security coverage with respect to Police, Bylaw Enforcement and the return of Security Patrols while continuing hire parking attendants to manage traffic and congestion.

She also noted that the Board will continue to work on the maintenance of infrastructure as follows:

- Continue replacement of the retaining wall on Munroe Avenue
- Longer-term planning for replacement for aging infrastructure
- Planning for an infrastructure assessment initiative
- Restore Park owned buildings
- Continue work on upgrading the sewer system
- Main Beach green space irrigation improvements
- Main beach tree enhancement
- Increased Reserve Funding for Main Beach

Lastly, she noted that through the Board's Strategic Plan, the Board and staff will be focusing on Short-Term Rentals, Bed & Breakfasts, Secondary Suites, Home Based Businesses. As well, ongoing community consultation and engagement and continue opportunities for community input via website and community meetings and promotion of SSC & Cabins as a tourism destination.

Erica Lee, Manager of Finance introduced the draft 2020-2024 Financial Plan. She began with a brief overview including the attached schedules. She provided the Board with significant changes to the budget including a list of Unavoidable Capital and Operational Costs and the New Capital and Operational Initiatives followed by a brief description of each of the projects.

She outlined the different revenue generating business units that are budgeted for with supporting business units. She further discussed a number of unavoidable costs that need to be funded before any other new projects can be contemplated for the Park.

One Unavoidable Capital Cost in the Unavoidable Capital Costs document is the cost that relates to the second phase of the internal sewer collection system at Sunnyside Campground, this is budgeted as a one-time cost of \$300,000. Staff are proposing that this cost is funded through the Sunnyside Reserve Fund.

A number of Unavoidable Operational costs, including:

#### **Business Insurance Premiums**

Insurance rates have increased more than projected in the past budget due to claims history and increased levels of revenue being insured as Cabin and Parking Revenue have been added as insured revenue sources. The increased ongoing cost is just over \$15,000.

#### **Bylaw Adjudication System**

In order to participate in the Bylaw Adjudication system with the City of Chilliwack there is an annual fee of \$2,000.

#### **Minimum Wage Rates**

In 2020 minimum wage is increasing from \$13.85 per hour to \$14.60 per hour, an increase of about 5.5%. In order to keep rates competitive, staff have included an increase to the wage budget at Sunnyside and Visitor Services to reflect a comparable increase for seasonal employees, this will cost Cultus an additional \$17,500 overall.

She noted that in total, the ongoing financial impact related to unavoidable operating costs amounts to just under \$35,000.

She outlined the following multiple sources that the Parks revenue comes from:

- The largest revenue generator again being Sunnyside campground. In 2020, it is budgeted that Sunnyside will bring in just under \$3.0 million, which represents 51% of the total revenue earned
- Residential leases provide about \$895,000 or 15%
- This is closely followed by parking/public area revenue: about \$710,000. (12%)
- Commercial leases are at about \$601,000. (10%)
- Volunteer fire Dept. is at about \$270,000. (4.6%)
- Cabin rentals and visitor services are at about \$268,000 (4.6%)
- Foreshore leases at \$45,000 (0.8%)

Total revenue forecasted for 2020 is just under \$5.9 million.

Staff are proposing the following increases to rates for 2020.

First, a proposed increase to the residential operating levy for 2020. The proposed average household increase is about \$37 per year, bringing the average total cost of the annual base lease and operating levy per residence to approximately \$972 per residence.

Additionally, there is a proposed fee increase of \$25.43 to fund increased costs in protective services for police, bylaw enforcement and security.

Inflationary increases totalling an additional \$11.03 for the Volunteer Fire Department as well as increased insurance costs.

Total increases for residential fees total just over \$36. For a total proposed average increase of \$73.61 for residents.

Second, staff have proposed the introduction of licencing for Short Term Rentals, Bed & Breakfasts, Secondary Suites and Home-Based Business that will allow for additional funding for protective services to provide regulatory oversight in these areas as well as additional funding for Public infrastructure requirements in the park.

In addition, increases to business units include:

- Staff are proposing that High Season WEEKEND (Friday-Sunday) Parking Rates stay the same at \$15 per day and \$5 hourly during May to September
- However, staff propose that High Season WEEKDAY (Monday -Thursday) Parking Rates increase from \$10 per day and \$3 per hour to \$12 per day and \$3.50 per hour during May to September
- (no change to low season rate of \$10 per day and \$3 per hour as well as no change to

parking passes).

Sunnyside increases:

- Sunnyside Campground seasonal and overnight rates have a proposed increase of 2.5% to cover inflationary costs including minimum wage increases
- Overnight rates have a proposed increase of \$1-2 per night – increases more on high demand times and locations

Seasonal:

- Waterfront increase \$134 (from \$5225 to \$5359)
- View increase \$125 (from \$4,880 to \$5,005)
- Regular increase \$115 (from \$4473 to \$4588)

Cultus Lake Cabins:

She noted that staff are proposing that Nightly and Weekly Rates for the Cabins remain similar to 2019 rates, however, Twin Alders and the Yellow Barn Suites are proposed to be added to the Parks group of Cabin's to increase the revenue in the visitor service area.

Lastly, she highlighted areas of new initiatives have focused on for 2020:

- Increased Safety and Security - Policing, Security and Bylaw Enforcement Measures
- Initiate Oversight for Short Term Rentals, Bed & Breakfasts, Secondary Suites and Home-Based Businesses
- They focus on environmental sustainability
- Addressing Infrastructure and Equipment Needs

Warren Mazuren, Fire Chief, noted that the funds for training ground improvements be moved to support the needed fire hall upgrades. He also noted an increase to reserve fund as they are hoping to save for a new truck.

Dave Driediger, Manager of Park Operations presented the budget for Operations Department noting that Public Works is a team of eight during the winter and twelve over the summer months. They are responsible for maintenance of public areas, roads and infrastructure including a portion of seasonal work at Sunnyside Campground. He noted that there are no substantial budget changes for 2020.

The following were noted for each area:

Public Works:

- \$10,000 for flail mower attachment
- \$11,850 for 3 additional months of custodial coverage
- \$27,000 for cameras and container storage to improve security at Works Yard

Commercial Leases:

- \$15,000 set aside to understand our HVAC building requirements to develop a maintenance plan
- \$35,000 to refinish the Lakeside Beach Club's exterior
- \$8,000 to fence the sail boat storage area at Sunnyside Campground

Community Hall:

- \$1,500 for irrigation installation

Foreshore Lease:

He noted that Cultus Lake Park holds an agreement with the Province and is responsible for the management of 100 meters of the foreshore from the southern end of Lakeshore Drive to the eastern end of Sunnyside Campground.

- No new initiatives but \$4,190 is set aside for milfoil control

Public Areas:

He further noted that public areas generally include portions of the park not covered under lease and excludes Sunnyside Campground.

- \$10,000 for expanded irrigation at Main Beach
- \$8,000 to improve drainage along Sunnyside Blvd at fire hall
- \$18,000 for tree maintenance and planting
- \$10,000 for Main Beach tree enhancement
- 12,000 for Interac payment capability at pay stations
- \$8,000 for bear-proof garbage/recycle containers
- \$31,000 for power pole assessment and replacement

Jacque Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement introduced the budget starting with Sunnyside Campground. She noted that the seasonal and overnight rates will increase by 2.5%. Along with these rates listed we will also be increasing the low season monthly rate from \$750 to \$900. She also noted that under the 2020 revenue, Sunnyside Store will continue to operate internally. New operational initiatives will see \$5,000 added for Septic Line Maintenance to cover any septic line repairs as well as pumping the septic tanks again in 2020 until the Sewer Treatment Plant is operational. She further noted an additional \$5,000 has been added to the tree rehabilitation plan, \$13,500 for a dog delineation area, \$5,000 for replacement of approximately 50 picnic tables per year, \$45,000 towards the continued paving program.

She noted that the 2020 cabin rates will remain similar to the 2019 rates. In 2020, three additional short-term rentals will be added to the cabin roster, including Twin Alders, the house that was recently purchased by the Cultus Lake Parks Board and two suites that are located within the Yellow Barn over by the Cultus Lake Plaza. She noted that due to these additional rentals she is anticipating an increase in transfer to reserves in the amount of \$14,000.

She noted that the new initiatives in this area have been budgeted for \$8,500 to continue to make

improvements to our eight cabins as well as \$35,000 for renovations to Twin Alders and \$39,000 for renovation costs to the suites located in the Yellow Barn. Lastly, an additional \$4,000 for mattress and furniture replacement.

She also noted under Protective Services, which includes Police, Bylaw and Security, we have budgeted for coverage in all these areas. We will once again have Community Policing stationed up at the Park from May long weekend until the September long weekend will have be one full time Bylaw Compliance and Enforcement Officer and noted that they have added Security coverage to assist with patrolling Main Beach, the residential and commercial areas from long weekend of May until the long weekend of September.

Bonny Bryant, Chief Administrative Officer presented the Budget for General Administration. She noted under New operations initiatives for Council Compensation increase of \$27,000. She noted the following for Capital Initiatives:

- The park office building needs to be re-stained at will cost \$20,000
- Computer hardware and software (Vadim our financial program needs an upgrade to included municipal ticketing software) and one laptop for an increase of \$11,000
- Irrigation for the flower beds at the park office for \$2,000

Total increase for General Administration Capital of \$33,000.

4501-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2020-2024 Financial Plan Bylaw No. 1162, 2019.*

**CARRIED**

**(c) Public Consultation on the 2020 - 2024 Cultus lake Park DRAFT Financial Plan**

Chair Lamb asked the Public for feedback with respect to the 2020 - 2024 Cultus lake Park DRAFT Financial Plan.

Rick Williamson, First Ave noted the quality of the work on the Financial Plan and thanked staff for their work this year. He has inquired with respect to the increase with the Residential Leases. Erica Lee, Manager of Finance confirmed the increase per household is approximately \$37 per year, bringing the average total cost of the annual base lease and operating levy per residence to approximately \$972 per residence. She noted that there is a proposed fee increase of \$25.43 to fund increased costs in protective services for police, bylaw enforcement and security. She noted that there are inflationary increases totalling an additional \$11.03 for the volunteer fire department as well as increased insurance costs. An increase for residential fees totaling just over \$36 and a total proposed average increase of \$73.61 for residents. She also noted that staff are also proposing the introduction of licencing for Short Term Rentals, Bed & Breakfasts, Secondary Suites and Home Based Business that will allow for additional funding for protective services to provide regulatory oversight in these areas as well as additional funding for public infrastructure requirements in the park.



Bob McCrea, Lakeshore Drive inquired on the what is the percentage increase is for fees for commercial tenants? Erica Lee, Manager of Finance noted for Protective Services in 2020 that they are the same as the residential increase, however for other increases they are based on the actual related expenses.

Ken Dosen, Park Drive, inquired on both of boat launches and had asked if it is noted under the Foreshore budget for repairs. He suggested that the dock at the marina area be change to a floating dock to prevent damage to boats and the launch. He requested that maintenance to both be considered. Dave Driediger noted that this item was not placed in the budget however, staff will look into what would be required to repair the area.

(8) **CONSENT AGENDA**

(a) **Third Quarter Reports**

- Strategic Priorities
- Finance
- Lions Parking
- Public Works
- Campground and Cabins
- Bylaw Compliance and Enforcement
- Fire Department
- Lease Assignment

4502-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

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

**CARRIED**

(9) **STAFF REPORTS**

(a) **Cultus Lake Park Board Strategic Plan 2018 - 2022**

- Report dated November 27, 2019 from Bonny Bryant, Chief Administrative Officer
- Cultus Lake Park Board Strategic Plan

Bonny Bryant, Chief Administrative Officer introduced the Cultus Lake Park Board Strategic Plan 2018-2022. She noted that in April of this year the Board and senior staff came together to produce the strategic plan for their term of 2018-2022. She noted that the document identifies the goals and priorities until the end of the Board's term in 2022 and the four pillars of this plan are:

- Build a Sustainable Path Forward
- Continuously Improve the Customer Experience
- Strengthen our Community Connection
- Preserve the Natural Beauty of Cultus Lake Park

4503-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT the Cultus Lake Park Board approve the “Cultus Lake Park Board Strategic Plan 2018 – 2022” document and authorize its release to the public and its posting on the Cultus Lake Park website.***

**CARRIED**

**(10) COMMISSIONERS REPORTS**

Commissioner Payeur provided the Board, staff and the public with an update with respect to Emergency Management Preparedness Plan.

Commissioner Smit provided an update with respect to the Commercial Leaseholders noted that they are working on a sign to be placed near Parmentar Road for the mountain biker conventions in the new year.

Chair Lamb noted that at the December meeting the election of the Chair and Vice Chair. December followed by appointments to the committees.

**(11) COMMUNITY ASSOCIATION**

Colleen Rogosinski, Cultus Lake Community Association inquired as to whether there was any consideration or intent to use money held in reserve, such as the Land Reserve or will the FVRD loan offset the overall cost to the residents for the new sewer system? She noted that Chair Lamb noted in his presentation that reserves would be used for Sunnyside. She also asked for clarification on what the reserve funds are being saved for. She noted that what had been presented has changed.

Chair Lamb noted that the Board has considered this however, he noted that at the time of the referendum was taken place in April 2018 funds were not taken out of the reserves. The residents equate 54% of the total connections to the sewer system and the CLP as a whole is 46%. The park will need to fund the 46% of any amount that the sewer system funds. He noted that reserves may have to go to support that. However, we are not sure how this will all be worked out at this time. He noted that they are using Sunnyside Reserves to fund sewer connections that are not included in the overall large sewer plant project. The numbers that were presented before were not included in the overall project costs, they are over and above. Chair Lamb noted that the reserves are being held as a safety net as the park can not borrow funds. He noted that there are a number of infrastructure projects, failing washrooms in Sunnyside and Main Beach that need to be addressed and is not available in the capital reserves. He noted that when the assent vote was held in April 2018 the park did not have a vote, only residents. Chair Lamb noted that the Board was only in receipt of letter from the Fraser Valley Regional District as of late today. He noted that the project has stopped at this time. He noted that he did not want to respond to the letter without consulting the Board. However, he noted that the comment set out in the memorandum from FVRD, he clarified that the Board was made aware in August that there were issues and at that point the Board requested advice from legal counsel and were told that under Section 736(I), of the *Local Government Act*, the Board then, provided notice to the FVRD. He noted the only formal communication received is what was received today. It is the desire of the Board not to proceed with litigation but rather find a solution to the issue and review options going forward.

(12) **PUBLIC QUESTION PERIOD**

Q: Barb Kroker, representing the Cultus Lake Community Association addressed her concern with the Board Remuneration increase. In particular, she noted the increase in the position of the Chair of the Board at 63% and had asked why this is being brought forward so quickly and will be passed in January? She noted that the Board meetings are set at one meeting a month and the number of leaseholders has not increased.

A: Bonny Bryant noted that the municipal deferential between a Mayor and Council is generally 50% Chair Lamb noted that going back a number of years have not been compensated accordingly. He suggested that whether you are the Chair or Vice Chair, they are working over fifteen hours a week. He hopes that this will attract people to the roles of each. He noted that he appreciated the comments and concerns and that this was placed as part of the budget process to be transparent with the public.

Q: Shelley Walsh, First Avenue, noted that she sees how much work the Board does. She noted that in comparison to Vancouver Park Board and the budget they have there is not comparison but noted the concern to the increase of the Chair.

Q: Ernie Vance, representing the Cultus Lake Community Association thanked the Board and staff for being open and transparent with many of the discussion this evening. He inquired about the Legal and Professional fees noted in the budget at \$199,000 and asked for clarification on what the fees were for? He also inquired on items on the balance sheet. One noted under accounts receivable for \$118,000. Last year it was \$95,000. He asked for clarification on whether there should be something to be concerned about. He also asked for clarification on the Surplus.

A: Erica Lee, Manager of Finance noted that there was a carryover of a legal issue from one year to another. She noted that there are not outstanding debts and are related to continuing matters. She also noted that the Surplus is be budgeted at \$21,000.

Q: Rick Williamson, First Avenue inquired if the sewer system work has stopped right now?

A: Chair Lamb confirmed that is has been stopped with the exception of the condominium development which was agree upon at an earlier date.

Q: Commissioner Smit had noted that he heard that the stop work was due to not having a grant application approved.

A: Chair Lamb noted that he wishes to wait to hear more information and find a way to fix the problem and move forward. The park cannot afford to fund an 11.5-million-dollar project.

Q: Brenda Senft, First Avenue speak in favor of the Board Remuneration report comparison and feels the Board members need to be compensated for the quality of those representing the park.

A: Trish Williams, Lakeshore Drive, addressed her concern with the process of the Board Remuneration and requested public input as the process was in the past.

(13) **ADJOURNMENT**

**4504-19** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Regular Meeting of the Cultus Lake Park Board held on November 27, 2019 be adjourned at 8:31 pm.*

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held November 27, 2019.

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Joe Lamb  
Chair

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Bonny Bryant  
Chief Administrative Officer



# ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE

November 27, 2019

## Meeting Minutes

### **Present:**

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

### **Absent: N/A**

The meeting was called to order by the Chair at 9:00 am

### **ADOPTION OF AGENDA**

Moved by: Brenda Cosgrove

Seconded by: Brenda Senft

### **Carried**

***THAT** the agenda for the November 27, 2019 Environmental and Public Areas Planning Committee be approved.*

### **ADOPTION OF COMMITTEE MINUTES** from August 23, 2019

Moved by: Darcy Bauer

Seconded by: Brenda Senft

The minutes from the August 23, 2019 Environmental and Public Areas Planning Committee were approved via email on September 6, 2019.

### **ACCESSIBLE PATHWAY PROJECT – DRAFT**

- The Manager of Park Operations presented a conceptual drawing for the Main Beach area, completed by Craven Huston Powers Architects (CHPA).
- The committee had a discussion regarding the drawing.
- Commissioner Bauer suggested the 2020 committee walk around, with the drawing, to identify areas within the project.
- The Manager of Park Operations noted that a gravel path between the tree line and the beach would be beneficial from a maintenance point of view.



- The plan needs to work with the larger events that the Park holds, ex: Cultus Lake Days and the Christmas Lights Event.
- Once this is complete the next step would be a cleaned-up map showing any changes.

**Recommendation to the 2020 Environmental and Public Areas Planning Committee:**

**THAT** the 2019 Environmental and Public Areas Planning Committee defer the Accessible Pathway Project to the 2020 Environmental and Public Areas Planning Committee.

Moved by: Darcy Bauer

Seconded by: Brenda Senft

**Carried**

**REPORT – RECOMMENDATIONS PUT FORWARD TO THE BOARD IN 2019 – REVIEW**

- The committee reviewed and discussed 2019 recommendations and status.
- The committee decided that instead of putting another sign at Main Beach they will use social media to inform the public of the work being done and the need for donations.
- A quick side discussion was had regarding the BBQ signs that were posted during the summer.

Recommendations:

**THAT** the Environmental and Public Areas Planning Committee recommend the Cultus Lake Park Board to direct the Chief Administrative Officer to amalgamate the signs around Main Beach into larger signs to be placed in strategic locations.

Moved by: Brenda Cosgrove

Seconded by: Brenda Senft

**Carried**

**THAT** the Environmental and Public Areas Planning Committee recommend the Cultus Lake Park Board to direct the Chief Administrative Officer to have clearer signs posted regarding BBQ areas and the types of allowable BBQ's.

Moved by: Brenda Senft

Seconded by: Brenda Cosgrove

**Carried**

**THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the 2020 Environmental and Public Areas Planning Committee utilize AHA for communications and social media, to increase public awareness with the committee's achievements, goal and need for donations.

Moved by: Brenda Senft

Seconded by: Brenda Cosgrove

**Carried**

## NEXT STEPS WITH A CONCEPTUAL PLAN FOR BEACH EROSION CONTROLS

- Previously, the Environmental and Public Areas Planning Committee recommended option #3, from the Cultus Lake Shoreline Erosion Assessment report, prepared by Golder Associates Ltd., to the Board.
- Golder Associates Ltd. is currently working on a conceptual design the Manager of Park Operations is working on setting up a site visit with the engineer.

## COMMITTEE MEMBER NOTES

- **Project Expenses 2019**
  - Brenda Senft and Brenda Cosgrove presented a cost break down for 2019 Environmental and Public Areas Planning Committee project work.
- **Proposed Costs 2020**
  - Brenda Senft and Brenda Cosgrove presented proposed cost break down for 2020 Environmental and Public Areas Planning Committee suggested projects.
- **New Trees - 2020 Planting Proposal**
  - Brenda Senft and Brenda Cosgrove presented a New Tree Planting proposal.
- **Root Protection – 2020 Root Protection proposal**
  - Brenda Senft and Brenda Cosgrove presented a New Root Protection.
- **Discussions were had regarding:**
  - Root protection with mulch or “no mow zones”. Picture #3 in the 2020 Root Protection Proposal package shows a suggested area for a “no mow zone” trial area.
  - A concern of losing valuable green space and the overall visual of Main Beach was discussed.
  - Beech tree protection: Picture #1 in the 2020 Root Protection Proposal package shows this tree and the suggestion is rocks around the root area. Committee has some rocks that would work in this area.
  - Separating the beach area from the residential area near 2<sup>nd</sup> Avenue was discussed.
  - A discussion was had regarding planting a few large trees, with a more immediate impact vs. a larger number of small trees.
  - Planting on the west side was discussed, working with the residents for placement.
  - The committee discussed planting grass seed and sod near the large gazebo at Main Beach and continue towards Main Beach Boat Rentals, aiming to complete by April 2020.
    - ❖ Staff noted that all areas to be grassed will require irrigation.
    - ❖ With Staff focusing on Sunnyside Campground and having it ready for opening day the prior to Spring time frame is difficult.
  - Goose management was discussed:
    - ❖ Shorter grass would mean less food.
    - ❖ Cultus Lake Park does not have a Scare Permit.
    - ❖ Suggestion of having the garbage and recycling cans closer together on Main Beach was made, this would consolidate the garbage areas.
    - ❖ Commission Bauer to have a discussion with the Chief Administrative Officer regarding the next steps in developing a Goose Management Plan, including a discussion regarding the Scare Permit.



- A discussion was had regarding the approved tree planting list and the committee suggested the removal of *Pyrus calleryana* 'Chanticleer' and *Tilia Cordata* 'Little Leaf Linden' and the addition Oak, Beech, Maple, Locust and Katsura.
- Fundraising and public awareness of the committee was discussed. Some suggestions were:
  - ❖ To have a member of the 2020 Environmental and Public Areas Planning Committee, who is good with computers and communication to promote the committee.
  - ❖ Have a tent at Cultus Lake Days to increase public awareness of the committee and their efforts.
  - ❖ Suggestion: a fee imposition, ex: an environmental fee, or beautification fee that could be added to Sunnyside Campground or parking with the revenue going directly to a public areas fund. To be discussed with the 2020 Environmental and Public Areas Planning Committee.

Recommendations:

***THAT*** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the 2020 Environmental and Public Areas Planning Committee prioritize the projects in the 2020 proposed new tree planting and root protection plans and work within the confines of the 2020 committee budget.

Moved by: Brenda Cosgrove

Seconded by: Brenda Senft

**Carried**

***THAT*** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board to direct the Chief Administrative Officer to amend the Approved Tree Replacement List of the Cultus Lake Park Tree and Plant Bylaw No. 1091, 2018, by adding Oak, Beech, Maple, Locust and Katsura.

Moved by: Brenda Cosgrove

Seconded by: Brenda Senft

**Carried**

## **CORRESPONDENCES**

- The two emails were received regarding the Main Beach Pilot Project and reviewed by the Environmental and Public Areas Planning Committee.

## **MISCELLANEOUS**

- Concerns regarding a beaver within the Park were discussed.
- Committee to work on previously approved blackberry bush removal in January 2020.

## **NEXT MEETING DATE**

- N/A



## **ADJOURNMENT OF THE MEETING**

Moved by: Larry Payeur

Seconded by: Brenda Senft

***THAT*** the November 27, 2019 meeting of the Environmental and Public Areas Planning Committee be adjourned.

Meeting Adjourned at 11:08 am





# 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 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 16<sup>th</sup> day of October, 2019

READ A SECOND TIME this 16<sup>th</sup> day of October, 2019

READ A THIRD TIME this 16<sup>th</sup> day of October, 2019

ADOPTED this XX day of XXXX, 2019

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Joe Lamb, Chair  
Cultus Lake Park Board

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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"

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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
<b>REVENUES</b>														
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
<b>TOTAL REVENUES</b>	<b>\$ 4,991,885</b>	<b>\$ 5,457,622</b>	<b>\$ 2,819,480</b>	<b>\$ 564,770</b>	<b>\$ 728,025</b>	<b>\$ 11,790</b>	<b>\$ 190,087</b>	<b>\$ 692,500</b>	<b>\$ 48,300</b>	<b>\$ 305,620</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 42,500</b>	<b>\$ 51,050</b>
<b>EXPENDITURES</b>														
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	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 2,677,575</b>	<b>\$ 2,667,845</b>	<b>\$ 984,330</b>	<b>\$ 56,800</b>	<b>\$ 142,235</b>	<b>\$ 16,300</b>	<b>\$ 64,875</b>	<b>\$ 232,850</b>	<b>\$ 89,150</b>	<b>\$ 126,480</b>	<b>\$ 175,490</b>	<b>\$ 257,575</b>	<b>\$ 472,410</b>	<b>\$ 49,350</b>
<b>WAGES &amp; BENEFITS:</b>														
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	-
<b>TOTAL PAYROLL</b>	<b>\$ 1,973,550</b>	<b>\$ 2,082,859</b>	<b>\$ 518,370</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,960</b>	<b>\$ 869,930</b>	<b>\$ -</b>	<b>\$ 570,580</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,651,125</b>	<b>\$ 4,750,704</b>	<b>\$ 1,502,700</b>	<b>\$ 56,800</b>	<b>\$ 142,235</b>	<b>\$ 16,300</b>	<b>\$ 120,894</b>	<b>\$ 232,850</b>	<b>\$ 89,150</b>	<b>\$ 194,440</b>	<b>\$ 1,045,420</b>	<b>\$ 257,575</b>	<b>\$ 1,042,990</b>	<b>\$ 49,350</b>
<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
Capital Projects	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)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,836,650</b>	<b>\$ 7,748,784</b>	<b>\$ 2,797,469</b>	<b>\$ 827,495</b>	<b>\$ 741,895</b>	<b>\$ 100,040</b>	<b>\$ 666,769</b>	<b>\$ 1,303,750</b>	<b>\$ 402,440</b>	<b>\$ 508,310</b>	<b>\$ 103,670</b>	<b>\$ 80,350</b>	<b>\$ 165,545</b>	<b>\$ 51,050</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(1,844,765)</b>	<b>(2,291,162)</b>	<b>22,011</b>	<b>(262,725)</b>	<b>(13,870)</b>	<b>(88,250)</b>	<b>(476,682)</b>	<b>(611,250)</b>	<b>(354,140)</b>	<b>(202,690)</b>	<b>(103,670)</b>	<b>(76,850)</b>	<b>(123,045)</b>	<b>-</b>
<b>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</b>	<b>1,850,890</b>	<b>2,312,915</b>	<b>615,650</b>	<b>333,600</b>	<b>-</b>	<b>26,000</b>	<b>492,860</b>	<b>289,050</b>	<b>49,500</b>	<b>202,690</b>	<b>103,670</b>	<b>76,850</b>	<b>123,045</b>	<b>-</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 6,125</b>	<b>\$ 21,753</b>	<b>\$ 637,661</b>	<b>\$ 70,875</b>	<b>\$ (13,870)</b>	<b>\$ (62,250)</b>	<b>\$ 16,178</b>	<b>\$ (322,200)</b>	<b>\$ (304,640)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CULTUS LAKE PARK  
2019 - 2023 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK  
2019-2023 Financial Plan Summary**

	<b>TOTAL 2019 BUDGET</b>	<b>TOTAL 2020 BUDGET</b>	<b>TOTAL 2021 BUDGET</b>	<b>TOTAL 2022 BUDGET</b>	<b>TOTAL 2023 BUDGET</b>
<b>REVENUES</b>					
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
<b>TOTAL REVENUES</b>	<b>\$ 5,457,622</b>	<b>\$ 5,597,200</b>	<b>\$ 5,701,343</b>	<b>\$ 5,787,082</b>	<b>\$ 5,842,999</b>
<b>EXPENDITURES</b>					
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	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
<b>SUBTOTAL</b>	<b>\$ 2,667,845</b>	<b>\$ 2,505,725</b>	<b>\$ 2,547,426</b>	<b>\$ 2,598,642</b>	<b>\$ 2,617,195</b>
<i>WAGES &amp; 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
<b>TOTAL PAYROLL</b>	<b>\$ 2,082,859</b>	<b>\$ 2,121,500</b>	<b>\$ 2,158,140</b>	<b>\$ 2,195,730</b>	<b>\$ 2,233,660</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,750,704</b>	<b>\$ 4,627,225</b>	<b>\$ 4,705,566</b>	<b>\$ 4,794,372</b>	<b>\$ 4,850,855</b>
<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	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,748,784</b>	<b>\$ 6,047,115</b>	<b>\$ 6,088,858</b>	<b>\$ 6,272,514</b>	<b>\$ 6,233,213</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(2,291,162)</b>	<b>(449,915)</b>	<b>(387,515)</b>	<b>(485,431)</b>	<b>(390,213)</b>
<b>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</b>	<b>(2,312,915)</b>	<b>(465,135)</b>	<b>(415,855)</b>	<b>(509,785)</b>	<b>(412,145)</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 21,753</b>	<b>\$ 15,220</b>	<b>\$ 28,340</b>	<b>\$ 24,354</b>	<b>\$ 21,932</b>





CULTUS LAKE PARK

**REPORT/RECOMMENDATION TO BOARD**

**DATE:** December 11, 2019 **FILE:** 3900  
**SUBMITTED BY:** Erica Lee, Chief Financial Officer  
**SUBJECT:** 2020-2024 Cultus Lake Park DRAFT Financial Plan

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**PURPOSE:**

To provide the Board with the 2020-2024 Financial Plan Bylaw No. 1162, 2019 for third reading.

**RECOMMENDATION:**

***THAT*** the Cultus Lake Park Board give Third reading to Cultus Lake Park 2020-2024 Financial Plan Bylaw No. 1162, 2019.

**DISCUSSION:**

The 2020-2024 Financial Plan Bylaw No. 1162, 2019 was given First and Second reading at the November 27<sup>th</sup>, 2019 Regular Meeting of the Board. In addition pursuant to Section 166 of the Community Charter, a public consultation meeting was also held at the November 27<sup>th</sup>, 2019 Regular Board Meeting.

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Prepared by:

Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:

Bonny Bryant  
Chief Administrative Officer





# Cultus Lake Park

## 2020-2024 Five Year Financial Plan NO. 1162, 2019

A Bylaw to Adopt the 2020-2024 Financial Plan

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Section 165 of the *Community Charter* requires the Board to annually prepare and adopt a Five-Year Financial Plan, by Bylaw; and

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments thereto) enables the Cultus Lake Park Board to make Bylaws;

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

### 1. TITLE

- 1.1 This Bylaw may be cited for all purposes as "Cultus Lake Park 2020-2024 Financial Plan Bylaw No. 1162, 2019 "

### 2. GENERAL REGULATIONS

- 2.1 Schedule "A" titled 2020 Financial Plan and Schedule "B" titled 2020-2024 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five Year Financial Plan for the years 2020 to 2024.

### 3. EFFECTIVE DATE

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

READ A FIRST TIME this 27<sup>th</sup> day of November, 2019

READ A SECOND TIME this 27<sup>th</sup> day of November, 2019

Pursuant to Section 166 of the *Community Charter*, a public consultation meeting was held the 27<sup>th</sup> DAY OF November, 2019.

READ A THIRD TIME this 11<sup>th</sup> day of December, 2019

ADOPTED this XX day of XXX, 2019

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Joe Lamb, Chair  
Cultus Lake Park Board

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Bonny Bryant  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park  
Cultas Lake Park 2020-2024 Financial Plan Bylaw No. 1162, 2019

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Chief Administrative Officer



CULTUS LAKE PARK  
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
<b>REVENUES</b>														
Sunnyside Campground	\$ 2,819,480	\$ 2,996,710	\$ 2,996,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	564,770	601,025	-	601,025	-	-	-	-	-	-	-	-	-	-
Residential Leases	728,025	895,269	-	-	895,269	-	-	-	-	-	-	-	-	-
Community Hall	11,790	11,950	-	-	-	11,950	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	190,087	268,260	-	-	-	-	268,260	-	-	-	-	-	-	-
Parking/Public Area Revenue	692,500	710,500	-	-	-	-	-	710,500	-	-	-	-	-	-
Foreshore Lease	48,300	45,200	-	-	-	-	-	-	45,200	-	-	-	-	-
Volunteer Fire Department	305,620	270,010	-	-	-	-	-	-	-	270,010	-	-	-	-
Protective Services	3,500	3,500	-	-	-	-	-	-	-	-	-	3,500	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	51,050	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
<b>TOTAL REVENUES</b>	<b>\$ 5,457,622</b>	<b>\$ 5,880,924</b>	<b>\$ 2,996,710</b>	<b>\$ 601,025</b>	<b>\$ 895,269</b>	<b>\$ 11,950</b>	<b>\$ 268,260</b>	<b>\$ 710,500</b>	<b>\$ 45,200</b>	<b>\$ 270,010</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 42,500</b>	<b>\$ 36,000</b>
<b>EXPENDITURES</b>														
Advertising	\$ 19,850	\$ 18,350	\$ 13,450	\$ -	\$ -	\$ -	\$ 2,900	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,825	17,870	-	-	-	-	-	-	-	-	-	-	17,870	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	57,795	53,950	16,000	6,500	-	3,500	7,400	6,100	-	4,350	6,100	1,000	3,000	-
Community Policing	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	1,900	1,900	-	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	36,730	16,780	3,330	-	-	-	-	-	-	-	2,450	-	11,000	-
Contract Services	604,925	565,800	193,000	-	-	-	-	70,600	-	-	5,000	237,300	59,900	-
Data Processing	43,900	43,900	22,400	-	-	-	1,500	-	-	2,000	1,000	1,000	16,000	-
Education & Training	47,400	47,450	4,500	-	-	-	400	-	-	35,000	2,050	500	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	67,650	70,300	7,500	-	-	-	8,400	1,000	1,500	38,600	11,300	1,000	1,000	-
Equipment Fuel	4,820	4,915	475	-	-	-	-	-	800	-	3,640	-	-	-
Garbage Collection/Recycle	181,715	181,815	53,500	13,680	100,535	-	-	7,100	-	-	7,000	-	-	-
General Maintenance	16,000	20,000	-	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	138,500	88,300	38,000	2,800	-	1,000	4,440	30,000	10,000	500	1,560	-	-	-
Insurance - Business	138,800	162,800	26,700	29,800	6,000	7,750	15,500	19,400	14,200	9,700	12,300	6,950	14,500	-
Insurance - Vehicles	25,850	29,465	1,550	-	-	-	-	-	100	5,850	18,550	1,375	2,040	-
Janitorial Supplies	37,700	45,500	19,500	-	-	-	11,000	14,000	-	1,000	-	-	-	-
Legal/Professional Fees	198,500	127,000	-	-	-	-	-	-	-	-	-	-	127,000	-
Licences/Permits/Taxes	6,600	5,500	1,550	-	-	-	-	-	1,100	-	450	2,400	-	-
Memberships/Dues/Subscriptions	5,300	5,330	180	-	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,800	26,830	4,400	-	-	-	650	-	-	1,200	1,530	1,200	17,000	850
Interest and Bank Charges	5,350	5,400	950	-	-	-	-	450	-	-	-	-	4,000	-
POS Charges	73,100	75,300	54,000	-	-	-	5,300	7,000	-	-	-	-	9,000	-
Retail Sales (COGS)	68,300	69,800	69,000	-	-	-	800	-	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,200	-	-	-	-	-	10,200	-	-	-	-	15,000	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	250	500	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	-	500	-	500	4,000	-
Roads & Parking	43,300	43,300	8,000	-	-	-	300	12,000	-	-	23,000	-	-	-
Security Systems/Supplies	4,700	4,750	2,000	-	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,400	25,800	2,500	-	-	-	-	-	-	5,900	17,400	-	-	-
Special Events	42,580	58,280	12,080	-	-	-	-	12,000	-	-	-	-	-	34,200
Telecommunications	47,250	42,030	12,600	-	-	200	6,580	-	-	8,250	3,900	2,000	8,500	-

CULTUS LAKE PARK  
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
Utilities	495,715	505,460	392,200	6,750	35,900	4,480	32,830	8,100	-	6,530	11,390	850	6,430	-
Vandalism	4,500	4,500	2,000	-	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	-	2,000	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	35,700	37,210	1,300	-	-	-	-	-	200	10,000	24,710	1,000	-	-
Vehicle/Boat Fuel	21,800	23,500	750	-	-	-	-	-	-	2,000	18,450	1,500	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	-	15,000	-	-	-	-	-
Signage	7,700	9,700	1,000	1,200	-	-	-	6,500	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	3,000	3,000	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 2,667,845</b>	<b>\$ 2,547,675</b>	<b>\$ 982,955</b>	<b>\$ 60,730</b>	<b>\$ 142,435</b>	<b>\$ 16,930</b>	<b>\$ 98,750</b>	<b>\$ 229,350</b>	<b>\$ 54,050</b>	<b>\$ 133,080</b>	<b>\$ 173,280</b>	<b>\$ 259,825</b>	<b>\$ 361,240</b>	<b>\$ 35,050</b>
<i>WAGES &amp; BENEFITS:</i>														
Commissioners Indemnities	\$ 54,680	\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,000	\$ -
Management Salaries	274,950	282,427	70,737	-	-	-	-	-	-	5,600	86,380	-	119,710	-
Staff Wages	1,391,349	1,517,560	400,880	-	-	-	55,560	-	-	57,220	623,940	65,510	314,450	-
Employee Benefits	361,880	398,610	73,850	-	-	-	6,930	-	-	5,080	190,450	15,900	106,400	-
<b>TOTAL PAYROLL</b>	<b>\$ 2,082,859</b>	<b>\$ 2,282,597</b>	<b>\$ 545,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,490</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,900</b>	<b>\$ 900,770</b>	<b>\$ 81,410</b>	<b>\$ 624,560</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,750,704</b>	<b>\$ 4,830,272</b>	<b>\$ 1,528,422</b>	<b>\$ 60,730</b>	<b>\$ 142,435</b>	<b>\$ 16,930</b>	<b>\$ 161,240</b>	<b>\$ 229,350</b>	<b>\$ 54,050</b>	<b>\$ 200,980</b>	<b>\$ 1,074,050</b>	<b>\$ 341,235</b>	<b>\$ 985,800</b>	<b>\$ 35,050</b>
<i>Reserve Allocations</i>	773,835	967,280	384,730	158,780	62,230	10,000	38,010	83,000	5,000	57,580	115,000	2,000	50,000	950
Capital Projects	2,224,245	1,173,080	657,930	63,570	-	2,070	101,310	206,000	4,190	18,570	85,870	-	33,570	-
<i>Internal Wage Allocations</i>	-	-	155,380	77,250	291,660	21,060	40,680	259,720	85,860	7,700	(864,430)	44,780	(119,660)	-
<i>Overhead Expense Allocations</i>	-	-	328,035	216,120	334,495	30,315	-	453,580	220,230	-	(324,620)	(384,515)	(873,640)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,748,784</b>	<b>\$ 6,970,632</b>	<b>\$ 3,054,497</b>	<b>\$ 576,450</b>	<b>\$ 830,820</b>	<b>\$ 80,375</b>	<b>\$ 341,240</b>	<b>\$ 1,231,650</b>	<b>\$ 369,330</b>	<b>\$ 284,830</b>	<b>\$ 85,870</b>	<b>\$ 3,500</b>	<b>\$ 76,070</b>	<b>\$ 36,000</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(2,291,162)</b>	<b>(1,089,708)</b>	<b>(57,787)</b>	<b>24,575</b>	<b>64,449</b>	<b>(68,425)</b>	<b>(72,980)</b>	<b>(521,150)</b>	<b>(324,130)</b>	<b>(14,820)</b>	<b>(85,870)</b>	<b>-</b>	<b>(33,570)</b>	<b>-</b>
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,312,915	1,109,330	657,930	63,570	-	2,070	101,310	146,000	4,190	14,820	85,870	-	33,570	-
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 21,753</b>	<b>\$ 19,622</b>	<b>\$ 600,143</b>	<b>\$ 88,145</b>	<b>\$ 64,449</b>	<b>\$ (66,355)</b>	<b>\$ 28,330</b>	<b>\$ (375,150)</b>	<b>\$ (319,940)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



CULTUS LAKE PARK  
2020 - 2024 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK**  
**2020-2024 Financial Plan Summary**

	<b>TOTAL 2020 BUDGET</b>	<b>TOTAL 2021 BUDGET</b>	<b>TOTAL 2022 BUDGET</b>	<b>TOTAL 2023 BUDGET</b>	<b>TOTAL 2024 BUDGET</b>
<b>REVENUES</b>					
Sunnyside Campground	\$ 2,996,710	\$ 3,059,030	\$ 3,108,330	\$ 3,156,130	\$ 3,203,081
Commercial Leases	601,025	606,575	612,375	618,175	624,075
Residential Leases	895,269	914,988	938,495	955,391	972,481
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	268,260	268,260	268,260	268,260	268,260
Parking/Public Area Revenue	710,500	710,500	717,440	717,440	717,440
Foreshore Lease	45,200	45,200	45,200	45,200	45,200
Volunteer Fire Department	270,010	276,320	294,535	290,705	297,605
Protective Services	3,500	3,500	3,500	3,500	3,500
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,000	36,700	36,904	37,612	37,824
<b>TOTAL REVENUES</b>	<b>\$ 5,880,924</b>	<b>\$ 5,975,523</b>	<b>\$ 6,079,489</b>	<b>\$ 6,146,863</b>	<b>\$ 6,223,916</b>
<b>EXPENDITURES</b>					
Advertising	\$ 18,350	\$ 18,400	\$ 18,400	\$ 18,450	\$ 18,500
Audit/Accounting	17,870	18,085	18,450	18,820	19,195
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	53,950	54,700	55,375	56,175	56,875
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,780	16,830	16,880	16,930	16,980
Contract Services	565,800	575,700	585,700	595,800	606,100
Data Processing	43,900	44,400	44,400	45,400	45,400
Education & Training	47,450	49,500	51,550	53,600	55,650
Election Expenses	-	-	18,000	-	-
Equipment Maintenance	70,300	72,800	75,300	77,800	80,300
Equipment Fuel	4,915	5,010	5,105	5,210	5,290
Garbage Collection/Recycle	181,815	187,915	188,015	188,115	188,215
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	88,300	88,720	89,140	89,560	89,980
Insurance - Business	162,800	165,800	168,900	172,100	175,300
Insurance - Vehicles	29,465	29,831	30,102	30,475	30,845
Janitorial Supplies	45,500	45,500	45,500	46,000	46,000
Legal/Professional Fees	127,000	127,000	127,000	127,000	127,000
Licences/Permits/Taxes	5,500	5,500	5,500	5,500	5,500
Memberships/Dues/Subscriptions	5,330	5,335	5,340	5,345	5,345
Office Supplies	26,830	27,085	27,115	27,670	28,300
Interest and Bank Charges	5,400	5,450	5,450	5,500	5,550
POS Charges	75,300	77,300	79,300	81,500	81,500
Retail Sales (COGS)	69,800	71,325	71,325	71,350	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	25,500	25,800	26,100	26,400
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	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,750	4,800
Small Tools/Shop & Safety	25,800	26,210	26,620	27,040	27,460

CULTUS LAKE PARK  
2020 - 2024 FINANCIAL PLAN

Schedule "B"

	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET
Special Events	58,280	58,940	59,610	60,300	60,990
Telecommunications	42,030	42,480	43,230	43,680	44,530
Utilities	505,460	516,935	527,940	539,955	552,350
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,210	37,750	38,300	38,860	39,430
Vehicle/Boat Fuel	23,500	23,730	23,960	24,190	24,420
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	9,700	9,700	9,700	9,700	9,700
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
<b>SUBTOTAL</b>	<b>\$ 2,547,675</b>	<b>\$ 2,591,571</b>	<b>\$ 2,645,147</b>	<b>\$ 2,666,265</b>	<b>\$ 2,702,695</b>
<i>WAGES &amp; BENEFITS:</i>					
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040
Management Salaries	282,427	287,260	292,190	297,210	302,310
Staff Wages	1,517,560	1,553,280	1,580,610	1,608,420	1,636,720
Employee Benefits	398,610	405,450	412,710	419,800	427,320
<b>TOTAL PAYROLL</b>	<b>\$ 2,282,597</b>	<b>\$ 2,331,460</b>	<b>\$ 2,372,480</b>	<b>\$ 2,413,920</b>	<b>\$ 2,456,390</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,830,272</b>	<b>\$ 4,923,031</b>	<b>\$ 5,017,627</b>	<b>\$ 5,080,185</b>	<b>\$ 5,159,085</b>
<i>Reserve Allocations</i>	967,280	984,185	990,049	996,862	1,002,304
Capital Projects	1,173,080	519,190	803,090	536,090	597,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,970,632</b>	<b>\$ 6,426,406</b>	<b>\$ 6,810,766</b>	<b>\$ 6,613,137</b>	<b>\$ 6,758,979</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(1,089,708)</b>	<b>(450,883)</b>	<b>(731,277)</b>	<b>(466,273)</b>	<b>(535,063)</b>
<b>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</b>	<b>(1,109,330)</b>	<b>(466,950)</b>	<b>(739,840)</b>	<b>(484,360)</b>	<b>(546,870)</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 19,622</b>	<b>\$ 16,067</b>	<b>\$ 8,563</b>	<b>\$ 18,087</b>	<b>\$ 11,807</b>



CULTUS LAKE PARK  
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
<b>REVENUES</b>														
Sunnyside Campground	\$ 2,819,480	\$ 2,996,710	\$ 2,996,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	564,770	601,025	-	601,025	-	-	-	-	-	-	-	-	-	-
Residential Leases	728,025	895,269	-	-	895,269	-	-	-	-	-	-	-	-	-
Community Hall	11,790	11,950	-	-	-	11,950	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	190,087	268,260	-	-	-	-	268,260	-	-	-	-	-	-	-
Parking/Public Area Revenue	692,500	710,500	-	-	-	-	-	710,500	-	-	-	-	-	-
Foreshore Lease	48,300	45,200	-	-	-	-	-	-	45,200	-	-	-	-	-
Volunteer Fire Department	305,620	270,010	-	-	-	-	-	-	-	270,010	-	-	-	-
Protective Services	3,500	3,500	-	-	-	-	-	-	-	-	-	3,500	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	51,050	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
<b>TOTAL REVENUES</b>	<b>\$ 5,457,622</b>	<b>\$ 5,880,924</b>	<b>\$ 2,996,710</b>	<b>\$ 601,025</b>	<b>\$ 895,269</b>	<b>\$ 11,950</b>	<b>\$ 268,260</b>	<b>\$ 710,500</b>	<b>\$ 45,200</b>	<b>\$ 270,010</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 42,500</b>	<b>\$ 36,000</b>
<b>EXPENDITURES</b>														
Advertising	\$ 19,850	\$ 18,350	\$ 13,450	\$ -	\$ -	\$ -	\$ 2,900	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,825	17,870	-	-	-	-	-	-	-	-	-	-	17,870	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	57,795	53,950	16,000	6,500	-	3,500	7,400	6,100	-	4,350	6,100	1,000	3,000	-
Community Policing	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	1,900	1,900	-	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	36,730	16,780	3,330	-	-	-	-	-	-	-	2,450	-	11,000	-
Contract Services	604,925	565,800	193,000	-	-	-	-	70,600	-	-	5,000	237,300	59,900	-
Data Processing	43,900	43,900	22,400	-	-	-	1,500	-	-	2,000	1,000	1,000	16,000	-
Education & Training	47,400	47,450	4,500	-	-	-	400	-	-	35,000	2,050	500	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	67,650	70,300	7,500	-	-	-	8,400	1,000	1,500	38,600	11,300	1,000	1,000	-
Equipment Fuel	4,820	4,915	475	-	-	-	-	-	800	-	3,640	-	-	-
Garbage Collection/Recycle	181,715	181,815	53,500	13,680	100,535	-	-	7,100	-	-	7,000	-	-	-
General Maintenance	16,000	20,000	-	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	138,500	88,300	38,000	2,800	-	1,000	4,440	30,000	10,000	500	1,560	-	-	-
Insurance - Business	138,800	162,800	26,700	29,800	6,000	7,750	15,500	19,400	14,200	9,700	12,300	6,950	14,500	-
Insurance - Vehicles	25,850	29,465	1,550	-	-	-	-	-	100	5,850	18,550	1,375	2,040	-
Janitorial Supplies	37,700	45,500	19,500	-	-	-	11,000	14,000	-	1,000	-	-	-	-
Legal/Professional Fees	198,500	127,000	-	-	-	-	-	-	-	-	-	-	127,000	-
Licences/Permits/Taxes	6,600	5,500	1,550	-	-	-	-	-	1,100	-	450	2,400	-	-
Memberships/Dues/Subscriptions	5,300	5,330	180	-	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,800	26,830	4,400	-	-	-	650	-	-	1,200	1,530	1,200	17,000	850
Interest and Bank Charges	5,350	5,400	950	-	-	-	-	450	-	-	-	-	4,000	-
POS Charges	73,100	75,300	54,000	-	-	-	5,300	7,000	-	-	-	-	9,000	-
Retail Sales (COGS)	68,300	69,800	69,000	-	-	-	800	-	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,200	-	-	-	-	-	10,200	-	-	-	-	15,000	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	250	500	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	-	500	-	500	4,000	-
Roads & Parking	43,300	43,300	8,000	-	-	-	300	12,000	-	-	23,000	-	-	-
Security Systems/Supplies	4,700	4,750	2,000	-	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,400	25,800	2,500	-	-	-	-	-	-	5,900	17,400	-	-	-
Special Events	42,580	58,280	12,080	-	-	-	-	12,000	-	-	-	-	-	34,200
Telecommunications	47,250	42,030	12,600	-	-	200	6,580	-	-	8,250	3,900	2,000	8,500	-

CULTUS LAKE PARK  
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
Utilities	495,715	505,460	392,200	6,750	35,900	4,480	32,830	8,100	-	6,530	11,390	850	6,430	-
Vandalism	4,500	4,500	2,000	-	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	-	2,000	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	35,700	37,210	1,300	-	-	-	-	-	200	10,000	24,710	1,000	-	-
Vehicle/Boat Fuel	21,800	23,500	750	-	-	-	-	-	-	2,000	18,450	1,500	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	-	15,000	-	-	-	-	-
Signage	7,700	9,700	1,000	1,200	-	-	-	6,500	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	3,000	3,000	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 2,667,845</b>	<b>\$ 2,547,675</b>	<b>\$ 982,955</b>	<b>\$ 60,730</b>	<b>\$ 142,435</b>	<b>\$ 16,930</b>	<b>\$ 98,750</b>	<b>\$ 229,350</b>	<b>\$ 54,050</b>	<b>\$ 133,080</b>	<b>\$ 173,280</b>	<b>\$ 259,825</b>	<b>\$ 361,240</b>	<b>\$ 35,050</b>
<b>WAGES &amp; BENEFITS:</b>														
Commissioners Indemnities	\$ 54,680	\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,000	\$ -
Management Salaries	274,950	282,427	70,737	-	-	-	-	-	-	5,600	86,380	-	119,710	-
Staff Wages	1,391,349	1,517,560	400,880	-	-	-	55,560	-	-	57,220	623,940	65,510	314,450	-
Employee Benefits	361,880	398,610	73,850	-	-	-	6,930	-	-	5,080	190,450	15,900	106,400	-
<b>TOTAL PAYROLL</b>	<b>\$ 2,082,859</b>	<b>\$ 2,282,597</b>	<b>\$ 545,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,490</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,900</b>	<b>\$ 900,770</b>	<b>\$ 81,410</b>	<b>\$ 624,560</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,750,704</b>	<b>\$ 4,830,272</b>	<b>\$ 1,528,422</b>	<b>\$ 60,730</b>	<b>\$ 142,435</b>	<b>\$ 16,930</b>	<b>\$ 161,240</b>	<b>\$ 229,350</b>	<b>\$ 54,050</b>	<b>\$ 200,980</b>	<b>\$ 1,074,050</b>	<b>\$ 341,235</b>	<b>\$ 985,800</b>	<b>\$ 35,050</b>
<i>Reserve Allocations</i>	773,835	967,280	384,730	158,780	62,230	10,000	38,010	83,000	5,000	57,580	115,000	2,000	50,000	950
Capital Projects	2,224,245	1,173,080	657,930	63,570	-	2,070	101,310	206,000	4,190	18,570	85,870	-	33,570	-
<i>Internal Wage Allocations</i>	-	-	155,380	77,250	291,660	21,060	40,680	259,720	85,860	7,700	(864,430)	44,780	(119,660)	-
<i>Overhead Expense Allocations</i>	-	-	328,035	216,120	334,495	30,315	-	453,580	220,230	-	(324,620)	(384,515)	(873,640)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,748,784</b>	<b>\$ 6,970,632</b>	<b>\$ 3,054,497</b>	<b>\$ 576,450</b>	<b>\$ 830,820</b>	<b>\$ 80,375</b>	<b>\$ 341,240</b>	<b>\$ 1,231,650</b>	<b>\$ 369,330</b>	<b>\$ 284,830</b>	<b>\$ 85,870</b>	<b>\$ 3,500</b>	<b>\$ 76,070</b>	<b>\$ 36,000</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(2,291,162)</b>	<b>(1,089,708)</b>	<b>(57,787)</b>	<b>24,575</b>	<b>64,449</b>	<b>(68,425)</b>	<b>(72,980)</b>	<b>(521,150)</b>	<b>(324,130)</b>	<b>(14,820)</b>	<b>(85,870)</b>	<b>-</b>	<b>(33,570)</b>	<b>-</b>
<b>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</b>	<b>2,312,915</b>	<b>1,109,330</b>	<b>657,930</b>	<b>63,570</b>	<b>-</b>	<b>2,070</b>	<b>101,310</b>	<b>146,000</b>	<b>4,190</b>	<b>14,820</b>	<b>85,870</b>	<b>-</b>	<b>33,570</b>	<b>-</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 21,753</b>	<b>\$ 19,622</b>	<b>\$ 600,143</b>	<b>\$ 88,145</b>	<b>\$ 64,449</b>	<b>\$ (66,355)</b>	<b>\$ 28,330</b>	<b>\$ (375,150)</b>	<b>\$ (319,940)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



CULTUS LAKE PARK  
2020 - 2024 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK  
2020-2024 Financial Plan Summary**

	<b>TOTAL 2020 BUDGET</b>	<b>TOTAL 2021 BUDGET</b>	<b>TOTAL 2022 BUDGET</b>	<b>TOTAL 2023 BUDGET</b>	<b>TOTAL 2024 BUDGET</b>
<b>REVENUES</b>					
Sunnyside Campground	\$ 2,996,710	\$ 3,059,030	\$ 3,108,330	\$ 3,156,130	\$ 3,203,081
Commercial Leases	601,025	606,575	612,375	618,175	624,075
Residential Leases	895,269	914,988	938,495	955,391	972,481
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	268,260	268,260	268,260	268,260	268,260
Parking/Public Area Revenue	710,500	710,500	717,440	717,440	717,440
Foreshore Lease	45,200	45,200	45,200	45,200	45,200
Volunteer Fire Department	270,010	276,320	294,535	290,705	297,605
Protective Services	3,500	3,500	3,500	3,500	3,500
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,000	36,700	36,904	37,612	37,824
<b>TOTAL REVENUES</b>	<b>\$ 5,880,924</b>	<b>\$ 5,975,523</b>	<b>\$ 6,079,489</b>	<b>\$ 6,146,863</b>	<b>\$ 6,223,916</b>
<b>EXPENDITURES</b>					
Advertising	\$ 18,350	\$ 18,400	\$ 18,400	\$ 18,450	\$ 18,500
Audit/Accounting	17,870	18,085	18,450	18,820	19,195
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	53,950	54,700	55,375	56,175	56,875
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,780	16,830	16,880	16,930	16,980
Contract Services	565,800	575,700	585,700	595,800	606,100
Data Processing	43,900	44,400	44,400	45,400	45,400
Education & Training	47,450	49,500	51,550	53,600	55,650
Election Expenses	-	-	18,000	-	-
Equipment Maintenance	70,300	72,800	75,300	77,800	80,300
Equipment Fuel	4,915	5,010	5,105	5,210	5,290
Garbage Collection/Recycle	181,815	187,915	188,015	188,115	188,215
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	88,300	88,720	89,140	89,560	89,980
Insurance - Business	162,800	165,800	168,900	172,100	175,300
Insurance - Vehicles	29,465	29,831	30,102	30,475	30,845
Janitorial Supplies	45,500	45,500	45,500	46,000	46,000
Legal/Professional Fees	127,000	127,000	127,000	127,000	127,000
Licences/Permits/Taxes	5,500	5,500	5,500	5,500	5,500
Memberships/Dues/Subscriptions	5,330	5,335	5,340	5,345	5,345
Office Supplies	26,830	27,085	27,115	27,670	28,300
Interest and Bank Charges	5,400	5,450	5,450	5,500	5,550
POS Charges	75,300	77,300	79,300	81,500	81,500
Retail Sales (COGS)	69,800	71,325	71,325	71,350	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	25,500	25,800	26,100	26,400
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	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,750	4,800
Small Tools/Shop & Safety	25,800	26,210	26,620	27,040	27,460

CULTUS LAKE PARK  
2020 - 2024 FINANCIAL PLAN

Schedule "B"

	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET
Special Events	58,280	58,940	59,610	60,300	60,990
Telecommunications	42,030	42,480	43,230	43,680	44,530
Utilities	505,460	516,935	527,940	539,955	552,350
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,210	37,750	38,300	38,860	39,430
Vehicle/Boat Fuel	23,500	23,730	23,960	24,190	24,420
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	9,700	9,700	9,700	9,700	9,700
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
<b>SUBTOTAL</b>	<b>\$ 2,547,675</b>	<b>\$ 2,591,571</b>	<b>\$ 2,645,147</b>	<b>\$ 2,666,265</b>	<b>\$ 2,702,695</b>
<i>WAGES &amp; BENEFITS:</i>					
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040
Management Salaries	282,427	287,260	292,190	297,210	302,310
Staff Wages	1,517,560	1,553,280	1,580,610	1,608,420	1,636,720
Employee Benefits	398,610	405,450	412,710	419,800	427,320
<b>TOTAL PAYROLL</b>	<b>\$ 2,282,597</b>	<b>\$ 2,331,460</b>	<b>\$ 2,372,480</b>	<b>\$ 2,413,920</b>	<b>\$ 2,456,390</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,830,272</b>	<b>\$ 4,923,031</b>	<b>\$ 5,017,627</b>	<b>\$ 5,080,185</b>	<b>\$ 5,159,085</b>
<i>Reserve Allocations</i>	967,280	984,185	990,049	996,862	1,002,304
Capital Projects	1,173,080	519,190	803,090	536,090	597,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,970,632</b>	<b>\$ 6,426,406</b>	<b>\$ 6,810,766</b>	<b>\$ 6,613,137</b>	<b>\$ 6,758,979</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(1,089,708)</b>	<b>(450,883)</b>	<b>(731,277)</b>	<b>(466,273)</b>	<b>(535,063)</b>
<b>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</b>	<b>(1,109,330)</b>	<b>(466,950)</b>	<b>(739,840)</b>	<b>(484,360)</b>	<b>(546,870)</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 19,622</b>	<b>\$ 16,067</b>	<b>\$ 8,563</b>	<b>\$ 18,087</b>	<b>\$ 11,807</b>





# Cultus Lake Park

## CULTUS LAKE PARK BOARD COMMISSIONERS REMUNERATION

### Bylaw No. 1163, 2019

A Bylaw to authorize and fix the remuneration of the Commissioners of the Cultus Lake Park Board.

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Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws.

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

#### 1. TITLE

This Bylaw may be cited as "Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019."

#### 2. INTERPRETATION

**2.1** Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

#### 2.2 DEFINITIONS OF TERMS

**"Act"** means the *Cultus Lake Park Act*.

**"Board"** means the elected Commissioners of the Cultus Lake Park Board.

**"Board Chair"** means the person elected by the Commissioners of the Board to the office of Board Chair.

**"Park"** means the area within the Park boundaries and the foreshore assigned to the Park by the Province of British Columbia.

**"Vice Chair"** means the person elected by the Commissioners of the Board to the office of Vice Chair of the Board. The Vice Chair of the Board has, during the absence, illness or other disability of the Board Chair, all the powers of the Board Chair and is subject to all rules applicable to the Board Chair.

**2.3** In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.

- 2.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

### 3. GENERAL REGULATIONS

- 3.1 There will be paid to the Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$23,500.
- 3.2 There will be paid to the Vice-Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$17,000.
- 3.3 There will be paid to each remaining Commissioner of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$14,500.
- 3.4 Commencing January 1, 2020 and each year there will be an increase paid to the Chair, Vice-Chair and to each Commissioner of the Cultus Lake Park Board, an amount in the Consumer Price Index, British Columbia, provided that the rate is greater than zero.

### 4. SEVERABILITY

If any part of this bylaw is for any reason held invalid by a court or competent jurisdiction, the invalid portion will be severed, and the severance will not affect the validity of the remainder.

### 5. EFFECTIVE DATE

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

READ A FIRST TIME this 27 day of NOVEMBER 2019

READ A SECOND TIME this 27 day of NOVEMBER 2019

READ A THIRD TIME this 27 day of NOVEMBER 2019

ADOPTED this XXX day of XXXX 20XX

---

Joe Lamb, Chair  
Cultus Lake Park Board

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Bonny Bryant  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Board  
Commissioner Remuneration Bylaw No. 1163.2019

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Cultus Lake Park  
Chief Administrative Officer







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 11, 2019 **FILE:** 3900  
**SUBMITTED BY:** Erica Lee, Chief Financial Officer  
**SUBJECT:** 2020 Levying of Rates Bylaw

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#### PURPOSE:

To present to the Board the 2020 Levying of Rates Bylaw that incorporates operating rate changes as included in the 2020-2024 Financial Plan.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board give Third reading to Bylaw No. 1164, 2019 cited as the 2020 Levying of Rates Bylaw.*

#### DISCUSSION:

At the November 27<sup>th</sup> Board meeting the 2020-2024 Financial Plan Bylaw (1162, 2019) was given First and Second reading and it is anticipated that this bylaw will receive third reading at the December 11<sup>th</sup> meeting. As noted in the budget presentation on November 27<sup>th</sup> and included in the Draft 2020-2024 Financial Plan, certain increases in operating fees were required in order to generate the revenues needed to fund operations.

In summary, the following are the proposed residential rates for 2020:

**Operating Levy** – as noted in the Financial Plan report an increase in the annual operating levy has been proposed for 2020 with an average per resident cost of \$37.15.

**Fire Protection** – as noted in the Financial Plan report the annual residential fire protection fee is proposed to increase from \$349.07 to \$359.69.

**Garbage** – as noted in the Financial Plan report the annual residential garbage fee is proposed to remain unchanged at \$210.54.

**Insurance** – as noted in the Financial Plan report the annual residential insurance fee is proposed to increase from \$12.04 to \$12.45.

**Bylaw Enforcement** – as noted in the Financial Plan report the annual residential bylaw enforcement fee is proposed to increase from \$176.50 to \$201.93.

**Street Lights** – as noted in the Financial Plan report the annual residential lease fee for street lights is proposed remain unchanged at \$74.48.

An amendment to the Fees & Charges Bylaw for changes stemming from the Financial Plan adoption will be coming before the Board at a later meeting in combination with additional amendments required for that bylaw.

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Prepared by:



Erica Lee, CPA, CMA  
Chief Financial Officer

Approved for submission to the Board:



Bonny Bryant  
Chief Administrative Officer



# Cultus Lake Park

## Levying of Rates Bylaw NO. 1164, 2019

A Bylaw for the Levying of Rates in 2020

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments thereto) enables the Cultus Lake Park Board to make Bylaws;

Section 194 of the *Community Charter* enables the Cultus Lake Park Board to establish fees;

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

### 1. TITLE

- 1.1 This Bylaw may be cited for all purposes as the "2020 Levying of Rates Bylaw No. 1164, 2019"

### 2. GENERAL REGULATIONS

- 2.1 This bylaw has been enacted to impose rates for the year 2020 on residential properties within Cultus Lake Park having 12 (twelve) month and 6 (six) month occupancy leases as follows:

Services	6 month	12 month
Operating Levy		
2014 Increase	6%	6%
2016 Increase	5%	5%
2018 Increase	28%	28%
2019 Increase	12%	12%
2020 Increase	6%	6%
Total Operating Levy, as a % of the base lease	57%	57%
Bylaw Enforcement	\$201.93	\$201.93
Fire Protection	\$359.69	\$359.69
Garbage & Recycling	\$157.91	\$210.54
Insurance	\$12.45	\$12.45
Street Lights	\$74.48	\$74.48

**3. SEVERABILITY**

**3.1** If any part of this bylaw is for any reason held invalid by a Court or competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

**4. EFFECTIVE DATE**

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

READ A FIRST TIME this 11<sup>th</sup> day of December, 2019

READ A SECOND TIME this 11<sup>th</sup> day of December, 2019

READ A THIRD TIME this 11<sup>th</sup> day of December, 2019

ADOPTED this XX day of XXX, 2019

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Joe Lamb, Chair  
Cultus Lake Park Board

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Bonny Bryant  
Chief Administrative Officer



I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park  
2020 Levying of Rates Bylaw No. 1164, 2019

---

Chief Administrative Officer







CULTUS LAKE PARK

**REPORT/RECOMMENDATION TO BOARD**

**DATE:** December 11, 2019 **FILE:** 0550

**SUBMITTED BY:** Bonny Bryant  
Chief Administrative Officer

**SUBJECT:** Release of Closed Meeting Resolutions

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**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 December 11, 2019 Regular Board meeting:*

IC 4051-19

***THAT** the Cultus Lake Park Board approve the New Version 5 Residential Building Site Lease (attached) for use effective January 1, 2020 and request that the Chief Administrative Officer release the resolution at the December Regular Board meeting.*

**STRATEGIC PLAN:**

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

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Approved for submission to the Board:

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Bonny Bryant  
Chief Administrative Officer



# RESIDENTIAL BUILDING SITE LEASE

Lease No. \_\_\_\_\_

Lease Commencement Date: [•]

Lease Termination Date: [•]

**THIS LEASE**, dated the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, is made

## **BETWEEN:**

**CULTUS LAKE PARK BOARD** having an address located at: 4165  
COLUMBIA VALLEY ROAD, CULTUS LAKE BC V2R 5B5

(the "**Board**")

## **AND:**

[•] having an address located at: [•]

(the "**Lessee**")

## **WHEREAS:**

- A. The City of Chilliwack is the registered owner of certain lands and premises defined as "Park" in the *Cultus Lake Park Act*, SBC Chapter 63 (which Act, as amended from time to time, is hereinafter called the "**Act**"), which lands and premises are hereinafter called "**Cultus Lake Park**";
- B. The City of Chilliwack holds title to the lands comprising Cultus Lake Park in trust for park purposes;
- C. The Act empowers the Board to manage, maintain and improve Cultus Lake Park and the Act further specifically empowers the Board to lease building sites within Cultus Lake-Park for private or public use for a period not exceeding twenty-one (21) years; and
- D. The Board has agreed to lease a building site within Cultus Lake Park to the Lessee on the terms and conditions hereinafter provided.

## **DEMISE AND TERM**

1. The Board hereby leases to the Lessee and the Lessee hereby leases from the Board all and singular those lands located within Cultus Lake Park known and described as Lot \_\_\_\_ (the "**Lot**") for a term commencing on the Lease Commencement Date and ending on \_\_\_\_\_, 20\_\_ (the "**Term**"), on and subject to the covenants and agreements contained in this Lease.

## **BASE RENT AND ADDITIONAL RENT**

2. The Lessee shall pay the Board as base rent hereunder, the sum of \_\_\_\_\_ 00/100 DOLLARS (\$\_\_\_\_\_) per annum ("**Base Rent**") annually, in advance, on, or before the 15<sup>th</sup> day of March in each such year throughout the Term.
3. The Lessee shall also pay, as additional rent hereunder (collectively, the "**Additional Rent**"), either to the Board or directly to the applicable authority, as the case may be, when the same are due and payable in each case all amounts referred to in this Lease as Additional Rent plus all taxes, rates, duties, levies and assessments lawfully charged by the Board, the Fraser Valley Regional District, the Province of British Columbia and any other municipal, regional or provincial authority having jurisdiction, including, without limitation, property taxes, school taxes, rates for provision of utilities such as water and sewer, street lighting, garbage collection and fire protection and capital reserves.

4. If at any time during the Term the Base Rent or Additional Rent is in arrears, such amounts will bear interest, including interest on overdue interest, at 10% per annum calculated monthly not in advance from the date due until paid, irrespective of whether or not the Board demanded payment. The Board will have available to it all the remedies for the collection of such interest, if unpaid after demand, as it would in the case of Base Rent or Additional Rent in arrears, but this stipulation for interest will not prejudice or affect any other remedy of the Board under this Lease.

#### **COVENANTS OF THE LESSEE**

5. In addition to any other covenant of the Lessee contained in this Lease, the Lessee hereby covenants in favor of the Board as follows:
- (a) to pay Base Rent and Additional Rent at the times and in the amounts provided for in this Lease;
  - (b) to use the Lot and any buildings or other improvements thereon for residential or recreational purposes only and not for any other purpose including any business or commercial purpose, without the prior written consent of the Board;
  - (c) not to erect, construct, or build any additional dwellings, additions or renovations to existing structures on the Lot without first obtaining written permission from Fraser Valley Regional District or such other governmental authority or body having competent jurisdiction regarding the foregoing from time to time;
  - (d) not commit or permit to be committed waste upon the Lot, or nuisance or other thing that may disturb or interfere with the use or enjoyment by any other tenant in the Park;
  - (e) to comply with all laws, bylaws, rules and regulations of the Board and all other governmental authorities and bodies having competent jurisdiction;
  - (f) to forthwith pay any fine, penalty or other levy whatsoever imposed or levied against the Lessee for failure to comply with any of the Board's bylaws, rules and regulations; and
  - (g) to keep the exterior of any structures on the Lot in good repair and in a safe condition and to maintain the Lot in a neat, orderly, clean and sanitary condition in a manner reasonably satisfactory to the Board.

#### **BOARD'S RIGHT TO PERFORM LESSEE'S COVENANTS**

6. If the Lessee fails, refuses or neglects to satisfy any of the Lessee's covenants hereunder to the reasonable satisfaction of the Board and such failure persists following 10 days written notice from the Board (or such lesser notice period as is reasonable in the event the Lot or any structure thereon is in an unsafe condition), then the Board may itself satisfy the Lessee's obligation without liability to the Lessee (including the Board's negligence and the negligence of other parties for whom the Board is responsible in law) for any loss or damage that may accrue to the Lessee by reason thereof, and upon completion thereof, the Lessee will pay the Board, as Additional Rent, the Board's actual reasonable costs in the circumstances plus a 25% mark-up thereon, immediately upon presentation of an invoice for such costs.

#### **LEASE ASSIGNMENT AND MORTGAGES OF LEASE**

7. Provided the Lessee is not then in default hereunder, the Lessee shall be entitled to assign this Lease provided that the Lessee first obtains the Board's prior written consent to the assignment, which consent shall not be unreasonably withheld or delayed and provided the Lessee pays the Board's then applicable administration fees, as set from time to time by the Board by bylaw (the "**Administration Fees**") and the transferee agrees, at the request of the Board, to enter into a new lease for the balance of the Term on the Board's then current standard form of lease. Every application for an assignment of this Lease shall be in writing in a form prescribed by the Board, from time to time, and shall be filed with the Secretary of the Board together with the Lessee's copy of the Lease and payment of the Administration Fees. In the event that such assignment or transfer of Lease is approved by the Board, the Secretary shall retain the original copy of the Lease and issue a Lease to the assignee for the balance of the Term then remaining, and

forthwith inform the Lessee of the decision of the Board. In the event the Board refuses to provide its consent to the proposed assignment the Board shall forthwith advise the Lessee and the Board shall refund the Administration Fees to the Lessee.

8. The Lessee shall be entitled to grant a mortgage of its leasehold interest without the consent of the Board. It is the Board's current practice to accept mortgages of lease for filing at the Board's offices upon payment of the Board's standard fee in that regard, but the Board accepts no responsibility or obligations with respect thereto other than any responsibilities or obligations expressly accepted by the Board in any agreement executed by the Board in favor of a mortgage lender.

#### **COVENANTS OF THE LESSOR**

9. The Lessor covenants with the Lessee that if the Lessee pays all rent hereby reserved and performs the other covenants herein on its part contained, then the Lessee shall, subject to the terms of this Lease, and subject to compliance by the Lessee with the terms of any encumbrances filed against title to the Lot at the Board's offices, peaceably possess and enjoy the Lot for the Term without any interruption or disturbance from the Lessor or any other person or persons lawfully claiming by, from or under it. The Lessee acknowledges that it is the Lessee's responsibility to make itself aware of the terms of any encumbrances filed against title to the Lot at the Board's offices and that the Board has no obligation to make the Lessee aware of any such encumbrances other than to provide copies of any such encumbrances to the Lessee, or its agent, when requested to do so and upon receipt by the Board of the Board's then applicable fees for provision of this information.

#### **LESSEE'S DEFAULT AND BOARD'S RIGHT ON LESSEE'S DEFAULT**

10. If the Lessee fails to pay when due any Base Rent, Additional Rent or any other sum payable by the Lessee under this Lease, whether or not demanded by the Board, or if the Lessee fails to observe or perform any of its other obligations under this Lease, and the Lessee has not, within 10 days after notice from the Board specifying the default, cured the default or if the default is of a nature such that it should reasonably require a longer period to cure, then if the Lessee has not commenced to cure and diligently pursues the curing of the default, then the Board, in addition to any other right or remedy may:
  - (a) re-enter the Lot and remove all persons and personal property therefrom and the personal property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of, the Lessee, all without service of notice or resort to legal process and without the Board being guilty of trespass or becoming liable for loss or damage occasioned by any of those actions. In the event the Lessee fails or refuses to pay all storage costs or to reclaim any such personal property within 90 days of the date of removal then the Board shall be at liberty to dispose of all such property without any obligation to account to the Lessee therefor; and
  - (b) terminate this Lease and all of the Lessee's rights under it with respect to the Lot and all improvements thereon and the Lessee shall immediately surrender vacant possession of the Lot and all buildings and improvements thereon to the Board in the condition described in paragraph 4 and all such buildings and improvements shall become the property of the Board.
11. Without limiting the other rights and remedies of the Board hereunder, the Lessee hereby agrees to indemnify and save harmless the Board from all damages, losses or claims suffered or incurred by the Board in the course of its enforcement of its rights under this Lease or as a result of a default by the Lessee in carrying out its obligations under this Lease (including, without limitation, the late payment of Base Rent, Additional or any other sum payable by the Lessee under this Lease Rent by the Lessee) and the Lessee will pay such amounts to the Board on demand as Additional Rent.

12. In the event of termination of this Lease by the Board pursuant to paragraph 10(b), the Board shall be required to compensate the Lessee for the value of the Lease, including all buildings and other improvements on the Lot owned by the Lessee, less the aggregate of all sums owing to the Board by the Lessee hereunder, including, without limitation, all losses, costs and expenses incurred or suffered by the Board resulting from the Lessee's failure to comply with this Lease, if any (the "**Default Payment Amount**"). For the purposes of determining the Default Payment Amount, the value of the Lease and all buildings and improvements on the Lot owned by the Lessee will be equal to the fair market value of the Lease and all buildings and other improvements on the Lot owned by the Lessee as of the date of such termination (for the purposes of this paragraph 12, the "**Fair Market Value**"). If the parties are unable to agree on the Fair Market Value within 30 days of the date of such termination, then the Fair Market Value shall be determined by a single appraiser, being a member in good standing of the Real Estate Appraisal Institute of B.C., appointed by the Board in its sole discretion. If the Default Payment Amount is positive, the Board shall pay the Default Payment Amount to the Lessee not more than 30 days following the date that the Fair Market Value is agreed to by the Lessee and the Board or determined pursuant to this paragraph 12.

#### **BOARD'S RIGHT OF TERMINATION IF LOT REQUIRED FOR PARK PURPOSES**

13. If the Board, in its absolute discretion, determines that it requires the Lot for Park purposes, such as for beaches, playgrounds, concession space, road or lane creation or expansion, fire access, or other Park purposes, then the Board may terminate this Lease, subject however, to the following provisions, namely:
- (a) the Board shall give notice of such termination in writing personally to the Lessee (the "**Termination Notice**") or by prepaid registered mail directed to the Lessee at its last known address not later than the 1<sup>st</sup> day of May in any year with such termination to be effective March 15<sup>th</sup> of the following year (the "**Termination Date**"); and
  - (b) in such an event, subject to the Lessee's right to compensation described in paragraph 11, this Lease shall terminate with effect from 12:00 p.m. on the Termination Date and the Lessee shall surrender vacant possession of the Lot and all buildings and improvements thereon to the Board in the condition described in paragraph 4 and all such buildings and improvements shall become the property of the Board.
14. In the event of termination of this Lease by the Board in the manner described in paragraph 13, the Board shall be required to compensate the Lessee for the value of the Lease, including all buildings and other improvements on the Lot owned by the Lessee, such value to be determined on the basis of the fair market value of the Lease and all buildings and other improvements on the Lot owned by the Lessee as of the date of the Termination Notice, the valuation to be made as if the Lease had not in fact been terminated (for the purposes of this paragraph 14, the "**Fair Market Value**"). If the parties are unable to agree on the Fair Market Value within 120 days of the date of the Termination Notice, then the Fair Market Value shall be the median of 3 appraisals of the Lease. Each party shall appoint 1 appraiser, being a member in good standing of the Real Estate Appraisal Institute of B.C. and the 3<sup>rd</sup> appraiser shall be appointed by the other 2 appraisers. The agreed upon or otherwise determined Fair Market Value shall be paid to the Lessee not more than 7 days following the date that the Fair Market Value is agreed to by the Lessee and the Board or determined in accordance with this paragraph 14. The Board shall be able to set off as against this payment, any sums owing to the Board by the Lessee hereunder, including, without limitation, any losses, costs or expenses incurred or suffered by the Board resulting from the Lessee's failure to surrender the Lot in the condition described in subparagraph 13(b).

#### **LESSEE'S RIGHT OF TERMINATION**

15. The Lessee may terminate this Lease at any time during the Term on giving six (6) months written notice mailed by prepaid registered mail or delivered to the Board, and, at any time within such notice period, the Lessee may remove any buildings or structures which have been purchased or placed on the Lot provided that if the Lessee fails to remove such buildings or



structures within the notice period then such buildings and structures shall be deemed to be the property of the Board.

#### **OPTION TO RENEW**

16. Provided that the Lessee pays all rent hereby reserved and provided the Lessee has not otherwise been in breach of its obligations hereunder in any material respect through the Term, then the Lessee shall have the option to renew this Lease for a further term of twenty-one (21) years commencing from the day immediately following the end of the Term; provided that prior to the expiration of the Term the Lessee gives the Board at least ninety (90) days and not more than three hundred and sixty five (365) days prior written notice of its intention to renew the Lease. The renewal lease and any subsequent renewal thereof shall contain substantially the same terms and conditions as this Lease (the **"Existing Terms"**), including without limitation a twenty-one (21) year option to renew the Lease, except that (i) such renewal lease will be on the Board's then current standard form of lease (modified to the extent necessary to incorporate the Existing Terms), and (ii) the rents and fees reserved under such renewal lease will be calculated based on the rents and fees set by the Board for residential leases as at the commencement of the renewal term.
17. Provided that the Lessee duly and regularly pays all rent hereby reserved and provided that the Lessee has not otherwise been in breach of its obligations hereunder, the Lessee may at any time during the Term surrender the Lease to the Board and enter into a new Lease with the Board on the Board's then current standard form of lease and on substantially the same terms and conditions as this Lease, except the term will be a twenty-one (21) year term commencing on the date of surrender.

#### **GENERAL**

18. This Lease shall be governed by and construed in accordance with the laws of the Province of British Columbia.
19. The Board and the Lessee agree that, notwithstanding any agreement to the contrary, no interest payable by the Tenant under this Lease will be payable in excess of that permitted under the laws of Canada. If the effective rate of interest, calculated in accordance with generally accepted actuarial practices and principles, would exceed the criminal rate on the credit advanced, then:
  - (a) the elements of return which fall within the term "interest" will be reduced to the extent necessary to eliminate such excess;
  - (b) any remaining excess that has been paid will be credited towards prepayment of amounts due under this Lease; and
  - (c) any overpayment that may remain after such crediting will be returned forthwith to the Lessee upon demand, and, in the event of dispute, a Fellow of the Canadian Institute of Actuaries appointed by the Board, in its sole discretion, will perform the relevant calculations and determine the reductions, modifications and credits necessary to effect the foregoing and the same will be conclusive and binding on the parties. This Lease and all related agreements and documents will automatically be modified to reflect such modifications without the necessity of any further act or deed of the Lessee and the Board to give effect to them.

In this Section 18 the terms "interest", "criminal rate" and "credit advanced" have the meanings ascribed to them in Section 347 of the Criminal Code (Canada), as amended from time to time.

20. This Lease shall be binding upon and ensure to the benefit of the parties and their respective heirs, administrators, successors and permitted assigns.
21. If two or more individuals comprise the Lessee, then the liability of each individual, to pay Rent and perform all other obligations of the Tenant under this Lease is joint and several.

22. Lease contains all the representations, warranties, covenants, agreements, conditions and understandings between the Board and the Lessee concerning the Lot or the subject matter of this Lease.
23. Time shall be of the essence in this Lease.
24. Any notice or other communication required or permitted to be given under this Lease will be in writing and will be considered to have been given if delivered by hand or mailed by prepaid registered post in Canada to the address of the Lessee appearing on the first page of this Lease or to the Board, to the Board's administrative offices. If the Lessee's address for notice changes during the Term, the Lessee will promptly give the Board written of its new address for notice. If during the Term correspondence sent by the Board to the Lessee is returned as undeliverable, the Board may deliver any such notice or communication by hand or mailed by prepaid registered post in Canada to the Lessee at the Lot.

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**CULTUS LAKE PARK BOARD,**

by its authorized signatory:

Corporate Seal

SIGNED in the presence of:

\_\_\_\_\_  
Witness Signature

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Print Name & Title

059





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** December 11, 2019 **FILE:** 0360

**SUBMITTED BY:** Darcy Bauer,  
Chair, Environmental and Public Areas Planning Committee

**SUBJECT:** Recommendations from the Environmental and Public Areas Planning Committee

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#### PURPOSE:

The purpose of this report is to provide the recommendations from the November 27, 2019 meeting of the Environmental and Public Areas Planning Committee.

#### RECOMMENDATIONS:

**THAT** the Environmental and Public Areas Planning Committee recommend the Cultus Lake Park Board to direct the Chief Administrative Officer to amalgamate the signs around Main Beach into larger signs to be placed in strategic locations.

**THAT** the Environmental and Public Areas Planning Committee recommend the Cultus Lake Park Board to direct the Chief Administrative Officer to have clearer signs posted regarding BBQ areas and the types of allowable BBQ's.

**THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the 2020 Environmental and Public Areas Planning Committee utilize AHA for communications and social media, to increase public awareness with the committee's achievements, goal and need for donations.

**THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board that the 2020 Environmental and Public Areas Planning Committee prioritize the projects in the 2020 proposed new tree planting and root protection plans (attachments #1 and #2) and work within the confines of the 2020 committee budget.

**THAT** the Environmental and Public Areas Planning Committee recommend to the Cultus Lake Park Board to direct the Chief Administrative Officer to amend the Approved Tree Replacement List of the Cultus Lake Park Tree and Plant Bylaw No. 1091, 2018, by adding Oak, Beech, Maple, Locust and Katsura.

#### DISCUSSION:

At the November 27, 2019 meeting of the Environmental and Public Areas Planning Committee a recap discussion was had regarding the committee driven projects of 2019 and future projects in 2020.

As a result of these discussions, the above recommendations were put forward to the Cultus Lake Park Board.



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Prepared by:

Approved for submission to the Board:

A handwritten signature in cursive script, reading "B. Bryant.", positioned above a horizontal line.

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Commissioner Bauer,  
Chair, Environmental and Public  
Areas Planning Committee

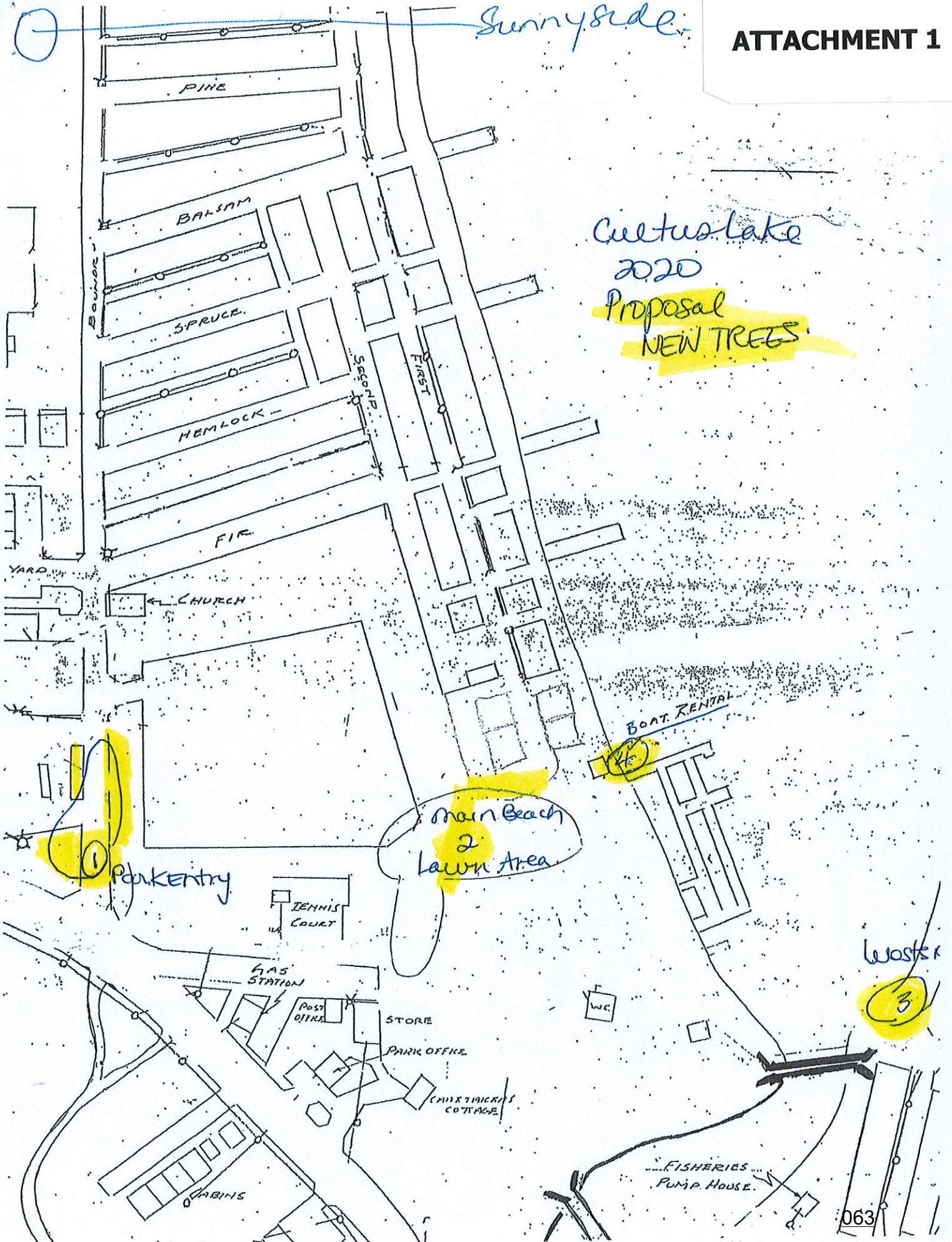
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Bonny Bryant  
Chief Administrative Officer

Sunnyside

# ATTACHMENT 1

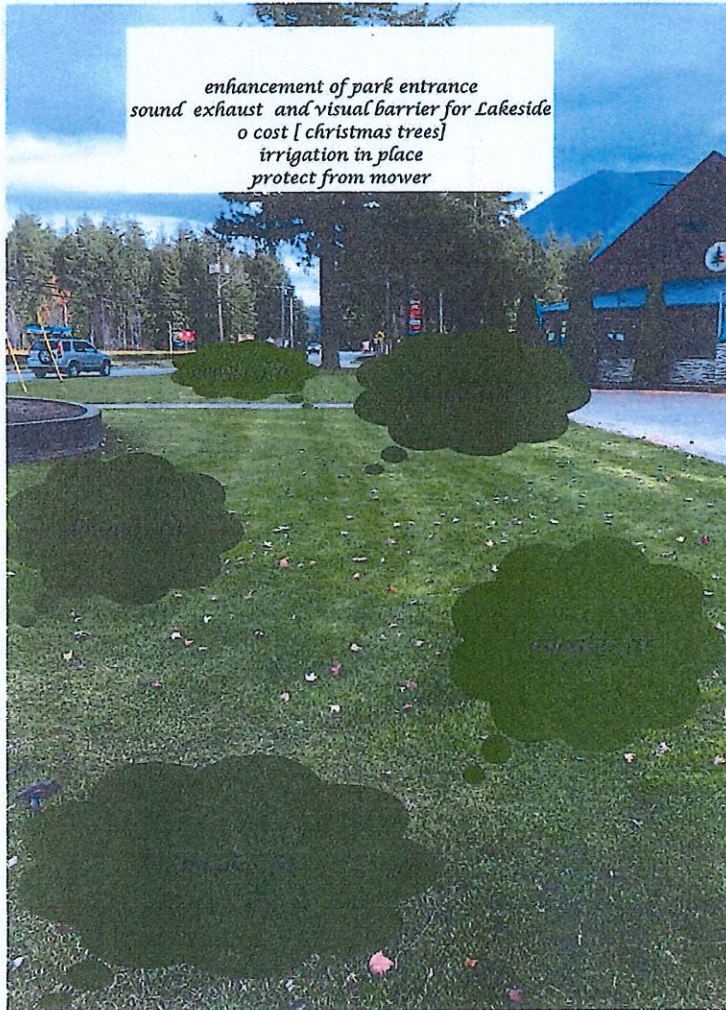
Cultus Lake  
2020  
Proposal  
NEW TREES







① Park Entrance Plaza



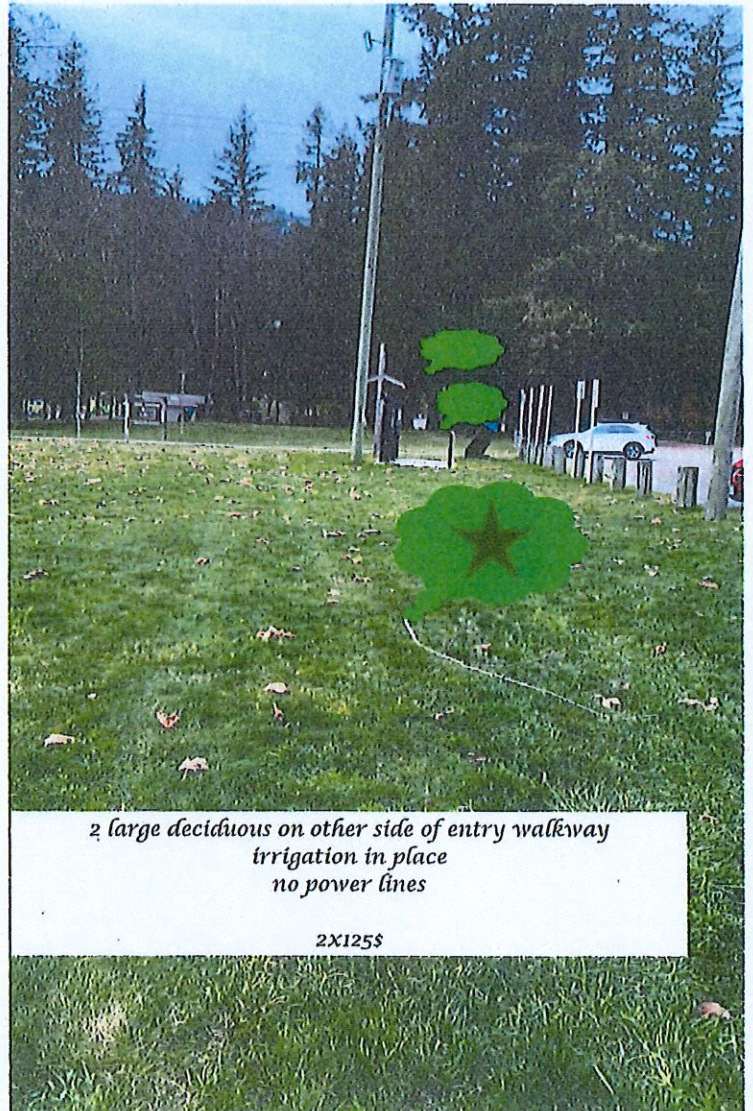
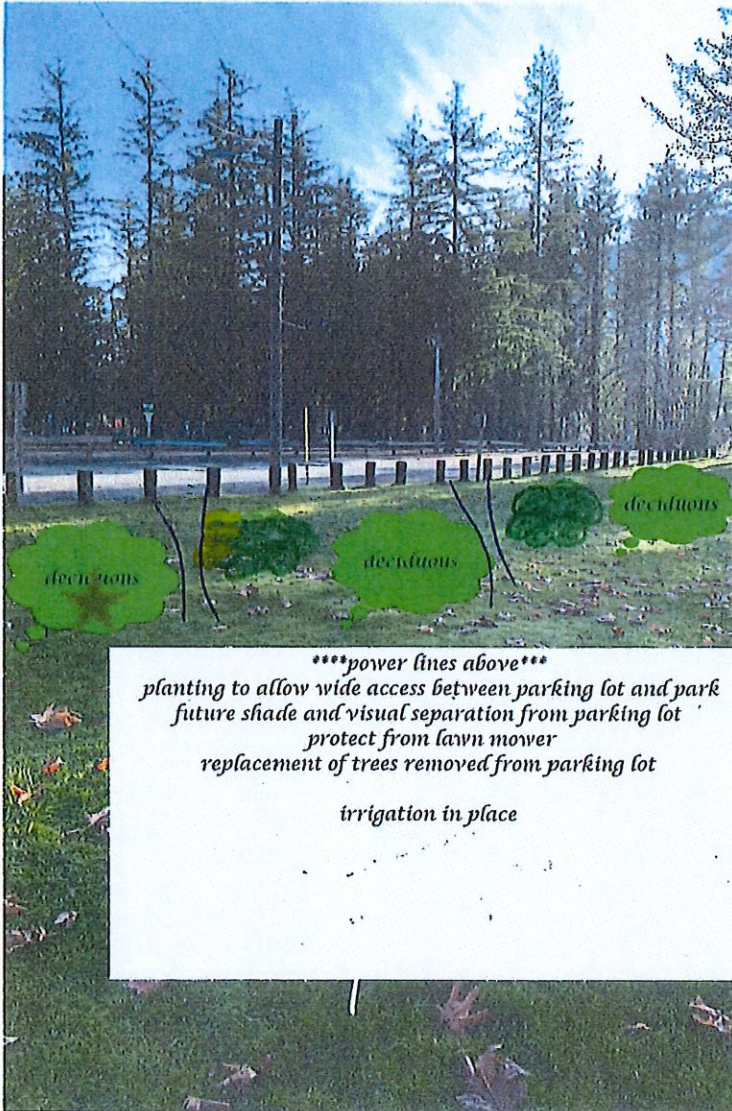


## 1. Park Entry.





## 2. main Beach Lawn Area Border.

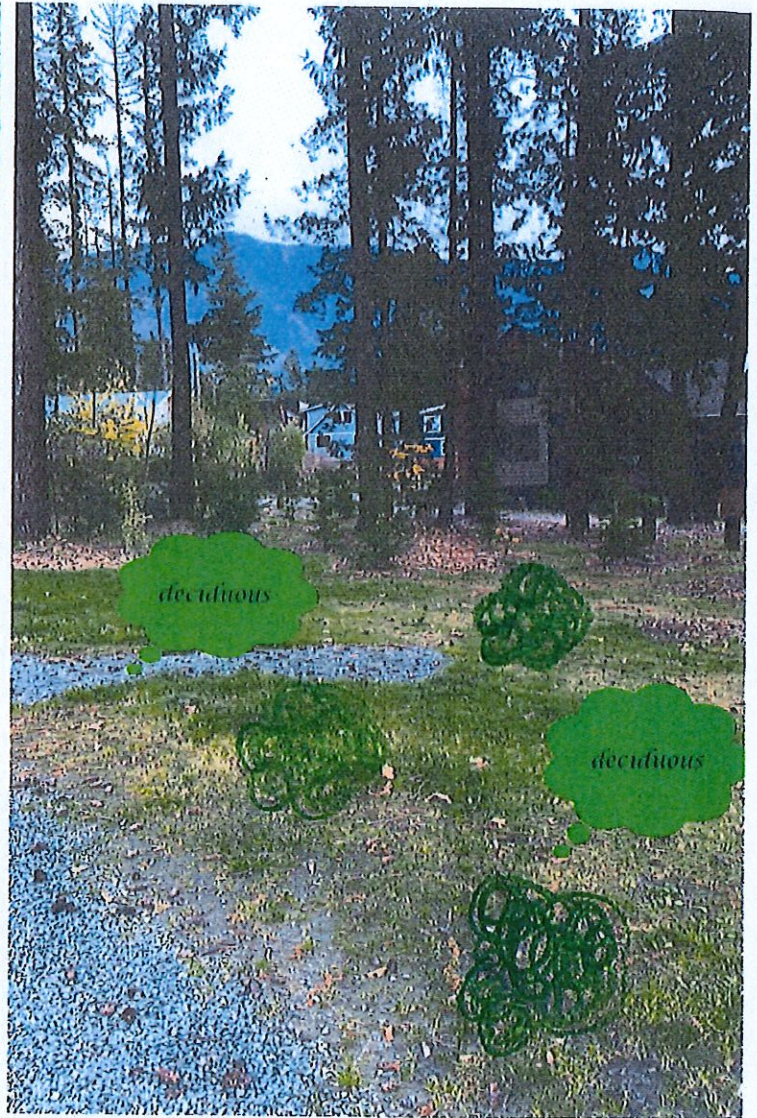


\* what is access for vehicles for events? Baskets etc.

\* replace  
 Bigleaf Maples -  
 Heritage Trees



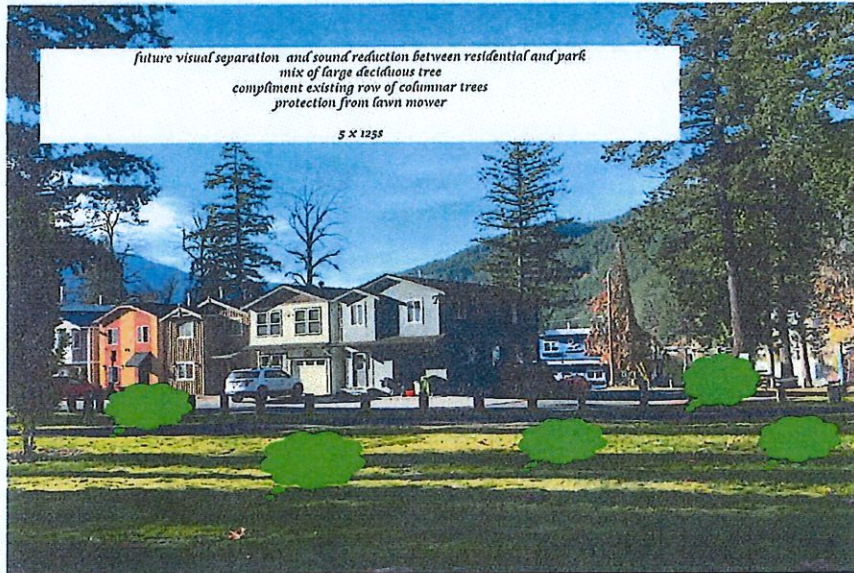
## 2. Main Beach Lawn Area (Border)



irrigation in place.

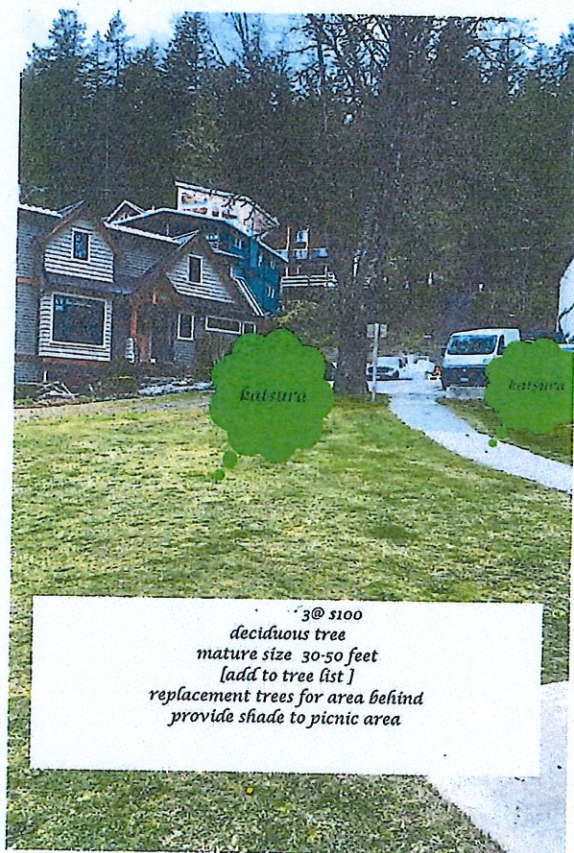


2. main Beach lawn tree border.





3. Westside





#### 4. Boat Rental.

