



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 18, 2019

8:30 AM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (8:30 AM)

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

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

(3) RECONVENE

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(4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 18, 2019; and*

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

(5) BYLAWS

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

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

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

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

- Levying of Rates Bylaw No. 1164, 2019

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

(6) REPORTS BY COMMISSIONERS

(7) COMMUNITY ASSOCIATION

(8) PUBLIC QUESTION PERIOD

(9) ADJOURNMENT

THAT the Special Regular Meeting of the Cultus Lake Park Board held on December 18, 2019 be adjourned.



Cultus Lake Park

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

A Bylaw to Adopt the 2020-2024 Financial Plan

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 27th day of November, 2019

READ A SECOND TIME this 27th day of November, 2019

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

READ A THIRD TIME this 11th day of December, 2019

ADOPTED this XX day of XXX, 2019

Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

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

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
REVENUES														
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
TOTAL REVENUES	\$ 5,457,622	\$ 5,880,924	\$ 2,996,710	\$ 601,025	\$ 895,269	\$ 11,950	\$ 268,260	\$ 710,500	\$ 45,200	\$ 270,010	\$ -	\$ 3,500	\$ 42,500	\$ 36,000
EXPENDITURES														
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	4,700	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	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,667,845	\$ 2,547,675	\$ 982,955	\$ 60,730	\$ 142,435	\$ 16,930	\$ 98,750	\$ 229,350	\$ 54,050	\$ 133,080	\$ 173,280	\$ 259,825	\$ 361,240	\$ 35,050
<i>WAGES & 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	-
TOTAL PAYROLL	\$ 2,082,859	\$ 2,282,597	\$ 545,467	\$ -	\$ -	\$ -	\$ 62,490	\$ -	\$ -	\$ 67,900	\$ 900,770	\$ 81,410	\$ 624,560	\$ -
TOTAL OPERATING EXPENSES	\$ 4,750,704	\$ 4,830,272	\$ 1,528,422	\$ 60,730	\$ 142,435	\$ 16,930	\$ 161,240	\$ 229,350	\$ 54,050	\$ 200,980	\$ 1,074,050	\$ 341,235	\$ 985,800	\$ 35,050
<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)	-
TOTAL EXPENDITURES	\$ 7,748,784	\$ 6,970,632	\$ 3,054,497	\$ 576,450	\$ 830,820	\$ 80,375	\$ 341,240	\$ 1,231,650	\$ 369,330	\$ 284,830	\$ 85,870	\$ 3,500	\$ 76,070	\$ 36,000
SURPLUS/(DEFICIT)	(2,291,162)	(1,089,708)	(57,787)	24,575	64,449	(68,425)	(72,980)	(521,150)	(324,130)	(14,820)	(85,870)	-	(33,570)	-
<i>APPROPRIATED SURPLUS</i> (RESERVE APPROPRIATIONS)	2,312,915	1,109,330	657,930	63,570	-	2,070	101,310	146,000	4,190	14,820	85,870	-	33,570	-
UNAPPROPRIATED SURPLUS	\$ 21,753	\$ 19,622	\$ 600,143	\$ 88,145	\$ 64,449	\$ (66,355)	\$ 28,330	\$ (375,150)	\$ (319,940)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2020 - 2024 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2020-2024 Financial Plan Summary

	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET
REVENUES					
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
TOTAL REVENUES	\$ 5,880,924	\$ 5,975,523	\$ 6,079,489	\$ 6,146,863	\$ 6,223,916
EXPENDITURES					
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
SUBTOTAL	\$ 2,547,675	\$ 2,591,571	\$ 2,645,147	\$ 2,666,265	\$ 2,702,695
<i>WAGES & 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
TOTAL PAYROLL	\$ 2,282,597	\$ 2,331,460	\$ 2,372,480	\$ 2,413,920	\$ 2,456,390
TOTAL OPERATING EXPENSES	\$ 4,830,272	\$ 4,923,031	\$ 5,017,627	\$ 5,080,185	\$ 5,159,085
<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	-	-	-	-	-
TOTAL EXPENDITURES	\$ 6,970,632	\$ 6,426,406	\$ 6,810,766	\$ 6,613,137	\$ 6,758,979
<i>SURPLUS/(DEFICIT)</i>	(1,089,708)	(450,883)	(731,277)	(466,273)	(535,063)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,109,330)	(466,950)	(739,840)	(484,360)	(546,870)
UNAPPROPRIATED SURPLUS	\$ 19,622	\$ 16,067	\$ 8,563	\$ 18,087	\$ 11,807



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 11th day of December, 2019

READ A SECOND TIME this 11th day of December, 2019

READ A THIRD TIME this 11th day of December, 2019

ADOPTED this XX day of XXX, 2019

Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

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

Chief Administrative Officer