



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, MAY 20, 2020

2:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

### (1) CALL TO ORDER

### (2) RESOLUTION TO PROCEED TO CLOSED MEETING (12:00 PM)

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

Section 90 (1), (c) labour relations or other employee relations;

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

to Section 90 (1), (j) of the Community Charter. Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and

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

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

- (a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of May 20, 2020; and

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

### (5) DELEGATION

#### (a) 2019 Draft Financial Statements

- Sean Reid, KPMG regarding the 2019 Audit Findings Report
- Report dated May 20, 2020 from Erica Lee, Chief Financial Officer

**THAT** the report from the Chief Financial Officer regarding the 2019 DRAFT Financial Statements be received; and

**THAT** the 2019 Financial Statements be approved.

### (6) ADOPTION OF MINUTES

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held April 30, 2020.

(a) **Request for clarification – Road vs. Alleyway**

Page 47

- Email from resident at 656 Mountain View, request for clarification on setback distances for the purpose of building a workshop

**(7) CONSENT AGENDA**

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**2020 First Quarter Reports**

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

*THAT the Cultus Lake Park Board receive the 2020 First Quarter reports for information.*

**(8) STAFF REPORTS**

(a) **Parking Lot B Tree Removal**

Page 87

- Report dated May 20, 2020 from Dave Driediger, Manager of Park Operations

*THAT the Cultus Lake Park Board direct staff to remove compromised trees within Parking Lot B.*

(b) **Residential Parking Survey Cost**

Page 93

- Report dated May 20, 2020 from Dave Driediger, Manager of Park Operations

*THAT the Cultus Lake Park Board receive this report for information.*

(c) **Sunnyside Campground Site Holding Fee**

Page 95

- Report dated May 20, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations, and Bylaw Enforcement

Page 97

- Emails and letters received regarding Sunnyside Campground Reopening

*THAT the Cultus Lake Park Board approve the additional option for Sunnyside Seasonal Campers not able to come this season due to COVID-19, to pay 50% of their site fees to hold their seasonal site until the 2021 season.*

**(9) REPORTS BY COMMISSIONERS**

**(10) COMMUNITY ASSOCIATION**

**(11) PUBLIC QUESTION PERIOD**

**(12) ADJOURNMENT**

***THAT*** the Regular Meeting of the Cultus Lake Park Board held on May 20, 2020 be adjourned.





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 3900

**SUBMITTED BY:** Erica Lee,  
Chief Financial Officer

**SUBJECT:** 2019 DRAFT Financial Statements

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#### **PURPOSE:**

To provide the Board with the 2019 DRAFT Financial Statements and Audit Findings Report for approval.

#### **DISCUSSION:**

The financial statements for the Cultus Lake Park Board (CLPB) have been audited by KPMG, the CLPB's auditor. Representatives from KPMG, along with Staff, are in attendance to present the 2019 DRAFT Financial Statements to the Board. The Audit Findings Report states that the financial statements accurately reflect the financial position of the Park at December 31, 2019.

Highlights from the 2019 Financial Statements and Audit Findings Report include:

#### **1. Financial Statements:**

The financial position of the CLPB increased over 2018 as a result of the \$430,260 annual surplus. This surplus facilitated a significant increase in Park's Net Tangible Capital Assets totaling \$1,422,901. This increase was quite large due to a number of significant capital purchases made in 2019 including: Phase 1 of the Sewer Connection in Sunnyside, the purchase of Twin Alders, the replacement of the Lakeside Beach Club's forced air system, paving in Public areas and in Sunnyside and the purchase of the Fire Departments Wildlife Rescue Vehicle.

The significant purchases of Tangible Capital Assets in 2019 resulted in a decrease in CLPB's Investments and Cash holdings by approximately \$890,000 as well as increased CLPB's liabilities at December 31<sup>st</sup> by \$220,000.

Operationally, 2019 was another solid year for CLPB. Sunnyside campground revenues exceeded budgeted levels by approximately \$185,000, Interest Income was up approximately \$33,000 over 2018 and higher than budgeted for 2019, Commercial lease income exceeded budget levels by almost \$50,000 and Sale of services income was in line with the budget for 2019.

On the expenditure side, overall costs for the Park were slightly lower than budgeted for 2019 with Sunnyside's spending on items driven by revenue, like point of sale fees and cost of goods sold at the store, being higher than expected as revenues were higher than expected.



## **2. Significant Audit, Accounting and Reporting Matters:**

### **a) Landfill Closure Liability**

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

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

In 2019, \$27,258 was recorded to increase the liability.

### **b) Segmented Reporting**

Background: In 2015, The Statement of Operations and Accumulated Surplus was reformatted to reflect expenditures reported by object, providing the reader with better financial information at the business unit level. With this change a segmented reporting note (#15) was added that further breaks down the expenditures in each business unit by type.

This format is continued in 2019.

### **c) Contractual Rights**

Background: In 2018, a new disclosure requirement regarding contractual rights commenced. With this change a contractual rights note (#9) was added that outlines the amounts Cultus Lake Park Board is scheduled to receive from 2020 to 2024 and thereafter from contracts the Board has entered into for various residential and commercial property leases and cost share agreements.

This format is continued in 2019.

## **RECOMMENDATION:**

***THAT*** the report from the Chief Financial Officer regarding the 2019 DRAFT Financial Statements be received; and

***THAT*** the 2019 Financial Statements be approved.

## **STRATEGIC PLAN:**

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

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Prepared by:



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Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Acting Chief Administrative Officer

***DRAFT*** Financial Statements of

## **CULTUS LAKE PARK BOARD**

And Independent Auditors' Report thereon

Year ended December 31, 2019

## INDEPENDENT AUDITORS' REPORT

To the Commissioners of Cultus Lake Park Board

### ***Opinion***

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

- the statement of financial position as at December 31, 2019
- the statements of operations and accumulated surplus, for the year then ended
- the statement of change in net financial assets for the year then ended
- the statements of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Cultus Lake Park Board as at December 31, 2019 and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis of Opinion***

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

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

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



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

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

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

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

***Auditors' Responsibility***

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

***Auditors' Responsibilities for the Audit of the Financial Statements***

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

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

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

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

We also:

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

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

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

**DRAFT**

Chartered Professional Accountants

Chilliwack, Canada

MMM DD, YYYY



# CULTUS LAKE PARK BOARD

Statement of Financial Position

**DRAFT**

December 31, 2019, with comparative information for 2018

	2019	2018
<b>Financial assets:</b>		
Cash	\$ 626,316	\$ 7,381
Investments (note 2)	5,805,626	7,317,457
Accounts receivable (note 3)	232,791	88,818
	6,664,733	7,413,656
<b>Liabilities:</b>		
Accounts payable and deposits	478,916	314,312
Deferred revenue	427,309	384,187
Landfill closure liability (note 4)	935,868	908,610
Obligations under capital leases (note 5)	35,226	46,741
	1,877,319	1,653,850
Net financial assets	4,787,414	5,759,806
<b>Non-financial assets:</b>		
Tangible capital assets (note 6)	3,813,408	2,390,507
Prepaid expenses	112,755	133,004
	3,926,163	2,523,511
Commitments (note 8)		
Contingency (note 10)		
Subsequent event (note 14)		
<b>Accumulated surplus (note 7)</b>	<b>\$ 8,713,577</b>	<b>\$ 8,283,317</b>

See accompanying notes to financial statements.

On behalf of the Cultus Lake Park Board:

\_\_\_\_\_  
Chief Financial Officer

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Commissioner Chair

# CULTUS LAKE PARK BOARD

Statement of Operations and Accumulated Surplus

**DRAFT**

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019 Actual	2018 Actual
Revenues:			
Sunnyside Campground	\$ 2,615,480	\$ 2,800,073	\$ 2,412,403
Residential leases	896,275	895,445	851,866
Commercial leases	603,260	652,793	627,729
Pay parking	676,000	614,325	548,693
Other	277,050	386,149	260,248
Sales of services	164,470	165,683	130,338
Cabin rentals	185,087	151,837	164,918
Interest income	40,000	146,708	113,592
	5,457,622	5,813,013	5,109,787
Expenses:			
Campground and visitor services	1,554,744	1,647,778	1,350,038
General government	1,042,990	1,042,449	936,708
Public works	1,045,420	995,101	1,065,793
Public safety	520,865	435,280	335,802
Public open space	387,650	383,463	276,694
Lease services	199,035	219,015	214,732
	4,750,704	4,723,086	4,179,767
Surplus before amortization	706,918	1,089,927	930,020
Amortization	-	(659,667)	(535,373)
Annual surplus	706,918	430,260	394,647
Accumulated surplus, beginning of year	8,283,317	8,283,317	7,888,670
Accumulated surplus, end of year	\$ 8,990,235	\$ 8,713,577	\$ 8,283,317

See accompanying notes to financial statements.



# CULTUS LAKE PARK BOARD

## Statement of Change in Net Financial Assets

### **DRAFT**

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019 Actual	2018 Actual
Annual surplus	\$ 706,918	\$ 430,260	\$ 394,647
Acquisition of tangible capital assets	(2,281,162)	(2,082,568)	(808,787)
Amortization of tangible capital assets	-	659,667	535,373
Disposition of tangible capital assets	-	-	3,251
	(1,574,244)	(992,641)	124,484
Change in prepaid expenses	-	20,249	(56,598)
Change in net financial assets	(1,574,244)	(972,392)	67,886
Net financial assets, beginning of year	5,759,806	5,759,806	5,691,920
Net financial assets, end of year	\$ 4,185,562	\$ 4,787,414	\$ 5,759,806

See accompanying notes to financial statements.

# CULTUS LAKE PARK BOARD

## Statement of Cash Flows

### **DRAFT**

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 430,260	\$ 394,647
Items not involving cash:		
Amortization of tangible capital assets	659,667	535,373
Change in non-cash operating assets and liabilities:		
Accounts receivable	(143,973)	1,556
Prepaid expenses	20,249	(56,598)
Accounts payable and deposits	164,604	(143,186)
Deferred revenue	43,122	75,116
Landfill closure liability	27,258	26,464
	<u>1,201,187</u>	<u>833,372</u>
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(2,082,568)	(808,787)
Proceeds from sale of tangible capital assets	-	3,251
	<u>(2,082,568)</u>	<u>(805,536)</u>
<b>Investing activities:</b>		
Decrease (increase) in investments	1,511,831	(761,469)
<b>Financing activities:</b>		
Increase (decrease) in obligations under capital lease, net	(11,515)	46,741
Increase (decrease) in cash	618,935	(686,892)
Cash, beginning of year	7,381	694,273
Cash, end of year	<u>\$ 626,316</u>	<u>\$ 7,381</u>

See accompanying notes to financial statements.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements

**DRAFT**

Year ended December 31, 2019

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## General:

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

### 1. Significant accounting policies:

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

#### (a) Financial instruments:

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

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

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

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

#### (b) Tangible capital assets and amortization:

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

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



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

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## 1. Significant accounting policies (continued):

### (c) Leased tangible capital assets:

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

### (d) Long-lived assets:

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

### (e) Landfill closure liability:

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

### (f) Revenue recognition:

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

### (g) Use of estimates:

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

### (h) Budget figures:

The budget figures presented in these financial statements are based on the 2019 five-year financial plan approved by the Commissioners on October 16, 2019.



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

## 2. Investments:

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

	2019	2018
Investments:		
Term deposits	\$ 1,809,272	\$ 3,394,120
Municipal Finance Authority	3,996,354	3,923,337
	5,805,626	7,317,457
Less restricted for:		
Reserve funds	(4,084,947)	(5,040,490)
Available for general use	\$ 1,720,679	\$ 2,276,967

As at December 31, 2019, investments consist of term deposits, earning interest from 1.60% to 2.05% per annum, with maturity dates in April 2020. In addition, the Park Board has invested in the Municipal Finance Authority Money Market fund.

## 3. Accounts receivable:

	2019	2018
Trade accounts	\$ 231,580	\$ 88,031
GST	1,211	787
	\$ 232,791	\$ 88,818

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

## 4. Landfill closure liability:

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

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

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

## 5. Obligations under capital leases:

	2019
Net minimum lease payments	\$ 51,138
Less amount representing interest at rates ranging from 5.5% to 6.6%	(15,912)
Present value of net minimum lease payments	\$ 35,226

Interest of \$2,870 (2018 - \$4,688) relating to capital lease obligations has been included in the statement of operations and accumulated surplus.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

## 6. Tangible capital assets:

### Cost

	Balance at December 31, 2018	Additions	Disposals and write-downs	Balance at December 31, 2019
Land	\$ 89,265	\$ 396,555	\$ -	\$ 485,820
Buildings	1,907,493	169,589	-	2,077,082
Fire truck and equipment	708,650	243,735	-	952,385
Office and general equipment	402,361	23,687	-	426,048
Park equipment	2,024,015	115,233	(10,165)	2,129,083
Plaza building and equipment	562,897	430,187	-	993,084
Property improvement and roads	1,659,787	104,905	-	1,764,692
Sunnyside property and equipment	1,739,136	565,947	-	2,305,083
Waterfront equipment	354,219	32,730	-	386,949
Water system	874,046	-	-	874,046
<b>Total</b>	<b>\$ 10,321,869</b>	<b>\$ 2,082,568</b>	<b>\$ (10,165)</b>	<b>\$ 12,394,272</b>

### Accumulated amortization

	Balance at December 31, 2018	Amortization	Disposals and write-downs	Balance at December 31, 2019
Land	\$ -	\$ -	\$ -	\$ -
Buildings	1,586,914	111,030	-	1,697,944
Fire truck and equipment	571,730	44,877	-	616,607
Office and general equipment	367,486	20,971	-	388,457
Park equipment	1,454,567	117,022	(10,165)	1,561,424
Plaza building and equipment	426,972	71,670	-	498,642
Property improvement and roads	1,133,686	94,260	-	1,227,946
Sunnyside property and equipment	1,312,895	173,373	-	1,486,268
Waterfront equipment	203,066	26,464	-	229,530
Water system	874,046	-	-	874,046
<b>Total</b>	<b>\$ 7,931,362</b>	<b>\$ 659,667</b>	<b>\$ (10,165)</b>	<b>\$ 8,580,864</b>



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

## 6. Tangible capital assets (continued):

### Net book value of tangible capital assets

	Net book value December 31, 2019	Net book value December 31, 2018
Land	\$ 485,820	\$ 89,265
Buildings	379,138	320,577
Fire truck and equipment	335,778	136,920
Office and general equipment	37,591	34,874
Park equipment	567,659	569,449
Plaza building and equipment	494,442	135,924
Property improvement and roads	536,746	526,102
Sunnyside property and equipment	818,815	426,241
Waterfront equipment	157,419	151,155
Water system	-	-
Total	\$ 3,813,408	\$ 2,390,507



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

## 7. Accumulated surplus:

At December 31, 2019, the balance consists of:

	2019	2018
Operating funds	\$ 850,448	\$ 899,061
Reserve funds	4,084,947	5,040,490
Equity in tangible capital assets	3,778,182	2,343,766
	<b>\$ 8,713,577</b>	<b>\$ 8,283,317</b>

Reserve funds are as follows:

	2019	2018
Cabins	\$ 7,804	\$ 21,137
Community event	275	20,152
Community hall	46,274	37,151
Community services	240,820	208,795
Fire department	57,545	184,340
Foreshore area	7,584	9,236
Land sales	1,816,456	2,227,391
Landfill closure	129,768	52,318
Main beach	51,646	46,606
Milfoil	115,349	112,104
Park office	179,992	130,249
Park patrol	18,654	44,364
Plaza	10,992	201,631
Sewer	16,807	12,293
Sunnyside capital	1,171,892	1,522,842
Tree	6,427	8,707
Water	206,662	201,174
	<b>\$ 4,084,947</b>	<b>\$ 5,040,490</b>

## 8. Commitments:

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

2020	\$ 20,512
2021	20,578
2022	14,825
2023	5,406
	<b>\$ 61,321</b>

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

## 9. Contractual rights:

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

2020	\$	775,398
2021		733,124
2022		722,020
2023		411,674
2024		164,211
Thereafter		1,408,576
	\$	4,215,003

The amounts Cultus Lake Park Board is scheduled to receive beyond 2024 substantially relate to residential property leases that have varying expiry dates between 2033 and 2041.

## 10. Contingency:

The Park Board entered into an agreement in 2014 with the Province of BC which took into effect on May 28, 2014. The agreement has a term of twenty-eight years. The agreement outlines the management and operation of the foreshore of the Park.

As a condition of the agreement with the Province of BC, the Park Board issued a non-revocable Letter of Credit in the amount of \$2,000 as a guarantee for the due and faithful performance of the agreement.

Certain claims exist against the Park Board. These claims are undeterminable or are not expected to have a material impact on the financial position or operating results of the Association. Settlements of claims, in excess of those provided, will be accounted for as current period transactions.



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

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## 11. Financial instruments:

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

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

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

## 12. Pension plan:

The Park Board and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Park Board paid \$107,850 (2018 - \$109,754) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

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## 13. Comparative figures:

Certain 2018 comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year. These reclassifications do not impact Annual Surplus.

## 14. Subsequent event:

Subsequent to December 31, 2019 the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the entity has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Potential reduction in revenue due to facilities closing, delayed opening of Sunnyside Campground and services decreasing;
- Closure of facilities from March 22, 2020 to the date of the auditors' report based on public health recommendations; and
- Mandatory working from home requirements for those able to do so.

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

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## 15. Segmented information:

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

(a) General government:

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

(b) Public works:

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

(c) Campground and visitor services:

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

(d) Public safety:

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

(e) Lease services:

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

(f) Public open spaces:

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2019

## 15. Segmented information (continued):

	General Government	Public Works	Campground and Visitor Services	Public Safety	Lease Services	Public Open Space	2019	2018
<b>Revenues:</b>								
Sunnyside Campground	\$ -	\$ -	\$ 2,800,073	\$ -	\$ -	\$ -	\$ 2,800,073	\$ 2,412,403
Residential leases	-	-	-	168,252	727,193	-	895,445	851,866
Pay parking	-	-	-	-	-	614,325	614,325	548,693
Commercial leases	-	-	-	38,060	614,733	-	652,793	627,729
Other	3,337	1,668	191,854	3,410	105,894	79,986	386,149	264,181
Cabin rentals	-	-	151,837	-	-	-	151,837	164,918
Sales of services	590	-	6,745	98,767	-	59,581	165,683	126,405
Interest income	146,708	-	-	-	-	-	146,708	113,592
	150,635	1,668	3,150,509	308,489	1,447,820	753,892	5,813,013	5,109,787
<b>Expenses:</b>								
Salaries and benefits	544,306	836,391	557,822	129,193	-	-	2,067,712	1,962,916
Commissioner's expenses	76,849	-	-	-	-	-	76,849	73,914
Bank & POS charges	14,425	-	74,579	-	-	16,939	105,943	93,719
Insurance	15,635	29,190	35,196	21,845	33,650	38,710	174,226	148,971
Office, telephone and sundry	98,772	8,116	63,404	15,360	-	13,677	199,329	168,231
Professional fees	191,157	-	-	-	-	-	191,157	84,775
Program support	91,221	20,794	224,776	223,515	2,996	190,493	753,795	806,614
Retail cost of goods sold	-	-	86,196	-	-	-	86,196	57,488
Roads, parking and grounds maintenance	-	23,062	49,822	-	611	101,356	174,851	149,716
Utilities	6,430	10,585	463,857	6,946	30,799	8,502	527,119	317,994
Vehicle, building and equipment	3,654	59,888	38,459	38,421	33,132	6,945	180,499	122,843
Waste disposal	-	7,075	53,667	-	117,827	6,841	185,410	192,586
	1,042,449	995,101	1,647,778	435,280	219,015	383,463	4,723,086	4,179,767
Amortization	72,548	211,282	232,825	44,877	71,671	26,464	659,667	535,373
Recoveries from other segments	(987,369)	(1,100,262)	461,441	(247,907)	873,187	1,000,910	-	-
Annual surplus (deficit)	\$ 23,007	\$ (104,453)	\$ 808,465	\$ 76,239	\$ 283,947	\$ (656,945)	\$ 430,260	\$ 394,647



## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, APRIL 30, 2020  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner D. Renwick – Chair  
Commissioner D. Bauer  
Commissioner L. Payeur  
Commissioner C. Smit

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

### Regrets

#### (1) CALL TO ORDER

The Chair called the meeting to order at 1:30 pm.

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

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

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

#### (3) RECONVENE

The meeting reconvened at 12:55 pm.

#### (4) APPROVAL OF AGENDA

**4637-20** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

**THAT** the Cultus Lake Park Board approve amending the Agenda for the Special Regular Meeting of the Cultus Lake Park Board for April 30, 2020 by adding under Section 7; Bylaws 7 (c), Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020 Schedules:

A-16, Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020;

A-17, Cultus Lake Park Home Based Business Bylaw No. 1175, 2020; and

A-18, Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020; and

By adding under Section 8 (a), Staff Reports, 2020 Short-Term Rental Annual Fee; and

**THAT** the Cultus Lake Park Board approve the agenda as amended; and



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

**CARRIED**

**(5) ADOPTION OF MINUTES**

4638-20 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held April 15, 2020.

**CARRIED**

**(6) FINANCE**

(a) **2020-2024 Financial Plan Amendment Bylaw 1173, 2020**

- Report dated April 30, 2020 from Erica Lee, Manager of Finance
- 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020
- Schedules A, B, C

4639-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT*** the Cultus Lake Park Board rescind Third reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020, and

***THAT*** the Cultus Lake Park Board give Third reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020 as amended by making the following amendments to the bylaw:

1. Removing Joe Lamb, Chair and replacing it with David Renwick, Chair
2. Schedule A:
  - Increase 2020 General Administration Legal/ Professional Fees Operating Budget by \$32,675
  - Increase 2020 Funding from the Operating Surplus Fund by \$32,675
3. Schedule B:
  - Increase 2020 Legal/Professional Fees Operating Budget by \$32,675
  - Increase 2020 Appropriated Surplus (Reserve Allocations) by \$32,675; and

***THAT*** the Cultus Lake Park Board give Final reading of the Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1173, 2020.

**CARRIED**

**(7) BYLAWS**

**(a) Short-Term Rental Bylaw No. 1174, 2020**

- Report dated April 30, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Short-term Rental Bylaw No. 1174, 2020

**4640-20** Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020; and***

***THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020; and***

***THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020.***

**CARRIED**

Commissioner Smit voted in opposition.

**(b) Home- Based Business Bylaw No. 1175, 2020 and Commercial Business Licences Bylaw No. 1176, 2020**

- Home- Based Business Licence Bylaw No. 1175, 2020
- Commercial Business Licence Bylaw No. 1176, 2020

**4641-20** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020; and***

***THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020; and***

***THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Home-based Business Licence Bylaw No. 1175, 2020.***

***THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020; and***

***THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020; and***

***THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020, 2020.***

**CARRIED**

**(c) Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020**

- Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1177, 2020
- Schedule A-16, Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020
- Schedule A-17, Cultus Lake Park Home Based Business Bylaw No. 1175, 2020
- Schedule A-18, Cultus Lake Park Commercial Business Licence Bylaw No. 1176, 2020

**4642-20** Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board rescind Third reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 2020; and***

***THAT the Cultus Lake Park Board give Third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair, Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 2020; and***

***THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1177, 2020.***

**CARRIED**

**(8) STAFF REPORTS**

**2020 Short-Term Rental Annual Fee**

- Report dated April 30, 2020 from Jacquie Spencer Manager of Visitor Services, Accommodations & Bylaw Enforcement

**4643-20** Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board prorate the annual short-term rental fee for 2020 from \$1,000 to \$583.00, effective June 1, 2020.***

**(9) REPORTS BY COMMISSIONERS**

Commissioner Bauer noted that the Environmental and Public Areas Planning Committee has been given approval of the Milfoil Management Plan. He noted that they can now continue with further benthic matting.

Commissioner Payeur noted that we have been allowing residents to launch their boat for the season and noted that we have about a dozen boats registered that have now been moored.



**(10) COMMUNITY ASSOCIATION**

Community Association Questions:

Question: These Bylaws do not refer to any limits on STR in Cultus Lake Park. There is no cap/limit on the number of STR's allowed within the park. We are concerned that without a limit, our community will lose its sense of community and simply become a resort area with little oversight. There are many examples of where no cap was put on STR's and communities have been changed significantly.

Response: Cultus Lake Park is already a unique community with the climate being very different from high season to low season. Many residents do not live in the community year-round, there are many houses rented out in the low season. In the high season we see 2-3 million visitors. There are many reasons leaseholders are purchasing homes at the lake, to either live here year-round, for some only a portion of the year, or to rent out so they can afford to purchase a home at the lake. Currently we have an estimate on the number of short-term rentals in the community but do not know the locations of all of them and if they are rented out throughout the year or just through the summer months or perhaps just a couple of weekends per year. The short-term rental bylaws as well as all community bylaws are in place to ensure all residents, renters and guests enjoy their time at Cultus Lake. The immediate goal is to manage the STR's to be able to determine the numbers and types of usage after once they are registered. This will be reviewed at a later date.

Question: There is mention of a permit being displayed on premises. This however does nothing to help community members identify if a house is Licence for short-term rental without contacting the park office. Furthermore, potential renters should also be aware that the home is legal and Licence number in their ad. We suggest that, like a building permit, it is displayed in a window that residents can see. We Recognize that there may be some security issues so perhaps it only needs to be displayed during periods when the home is rented.

Response: Under 3.8 in the Bylaw, it states that all short-term rental permittees will keep a copy of the permit posted in a conspicuous place in the premises. It also states under 6.1 (a) every online advertisement for a permitted short-term rental must disclose a valid permit number. For leaseholder privacy and security, we do not recommend a permit being on display for people walking or driving by to see. Staff also feel that this would cause additional walking/driving traffic on the roads with potential renters coming up to the lake to scout out the rental properties, as well as renters checking out different homes for their next stay in the community.

Question: Paragraph 6.1. There is no restriction on the number of guests that can stay in the STR: therefore, STR's with numerous beds can have large numbers staying in the residence. This is a strain on our community resources such as water and sewer and garbage. Should there be a yearly inspection of STR's to determine the maximum guest-occupancy for that lease?

Response: We currently do not control how many guests' leaseholders have when they are staying at their residents, so view this the same way. The Park does not have the staffing capacity to initiate yearly inspections. The short-term rental

permittee must also disclose under 6.1 (b) & (c) Advertising and Online Booking, the maximum number of parking spaces available to guest at the residence and the maximum permitted guest - occupancy applicable to the short-term rental.

Question: We are aware there are individuals owning several properties in the Park under a variety of names and/or limited company names. Are there any steps that will be taken to prevent this practice through the licencing process?

Response: No, the Park does not address this through the licencing process but does have restrictions in place that stops an individual leaseholder from owning more than one residence at Cultus Lake. This specific process is addressed through the leasing process.

Question: Paragraph 5.2 states that STR weekly rentals will only be reviewed every three years. How does a review only conducted every three years address community concerns? Yearly reviews will add more revenue to the park, plus make it easier to deal with chronic short-term rental properties.

Response: 5.2 only addresses the permit renewal process, stating that weekly short-term rental permits will be subject to a new application and application fee every three (3) years. The weekly permit fee will still apply. Further, should there be issues with the short-term rental property not following the Bylaws, Park staff would address this under 7, revoking cancellation or refusal of permit.

Question: Will there be any inspections of premises to ensure that safety standards, parking and fire regulations are being complied with?

Response: As part of the application process, the leaseholder will be required to complete an application form that addresses a number of questions such as parking, an escape route map for STR guests to use in the event of an emergency, insurance, smoke detectors and fire extinguishers, etc. The liability must remain with the leaseholder. Bylaw will be addressing parking to ensure the guests are displaying parking permits like all residents/guests of residents in the residential areas.

Question: Paragraph 5.3 (b) Are the three violations cumulative with no time restrictions or is just within the current calendar permit period? As well the bylaw states "more than three" would then be considered for refusal or a permit... why not make three strikes your out approach?

Response: Revoking, cancellation, refusal or renewal of a short-term rental permit will be at the sole discretion of the CAO in consultation with the Manager of Visitor Services, Accommodations & Bylaw Enforcement. The three violations are cumulative, however, depending on the severity of the offence the CAO could revoke or cancel the permit at any time. Each violation will be reviewed and monitored by trained Bylaw Compliance & Enforcement staff.

Question: Paragraph 5.3. Will there be any process to engage the community when applications are in the application process or during the renewal process? Much like application for variances are used.

Response: The community is welcome to submit positive comments, concerns or complaints regarding a short-term rental property at any time. Any bylaw concerns will be followed up by the Bylaw Compliance & Enforcement staff.

Question: Does a warning count as a substantive complaint or does a fine have to be imposed. Clarification of “substantive complaint” would be helpful?

Response: All reported complaints require an investigation from the Bylaw Compliance & Enforcement Officer. As noted under the definition of terms “substantiated” means that a reported bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation.

Question: Paragraph 4.3 requires that someone be available by phone to deal with complaints 24/7. How will complaints be expected to be resolved? For example, if it is a noise complaint at 2am who will be attending? If it is garbage strewn around, is the expectation that it will be resolved in that two-hour period? The bylaw states they are to respond within two hours to the call but what about dealing with the occurring issue?

Response: The contact person will be required to respond within two hours to deal with any issues at the short-term rental property. If the property continues to have re-occurring issues, the Bylaw Compliance & Enforcement Officer will get involved to address the issues or the CAO could revoke, cancel or refuse the short-term permit at his sole discretion in consultation with the Manager of Visitor Services, Accommodations and Bylaw Enforcement.

Question: Paragraph 4.7 With approvals administered by the CAO, there is the appearance and optic that our current acting CAO Joe Lamb may be in a conflict of interest. This is based on the fact that his wife provides property management services within the park. He could potentially benefit in a pecuniary way.

Response: There is an application process in place and all applicants must meet the required guidelines in order to receive approval. All decisions made by the CAO are at the scrutiny of the public and must therefore have the appropriate back up to substantiate the decision. In addition, In & Out Property Service referred to in the question provides property maintenance/cleaning services at the lake and manage no Short-Term Property Rentals.

#### **(11) PUBLIC QUESTION PERIOD**

Question: I am very glad there will finally be rules around short-term rentals. Smoking, noise, parking all need to be controlled so short-term renters don't disturb residents.

Response: At Special Regular Meeting held on Thursday April 30, 2020 the Board gave Final Reading to the bylaw(s). The bylaws, guidebooks and applications can be viewed on the website. We hope, now that we have established regulations, we will see more compliance.

Question: The community became a resort area when the Water and Adventure Theme Park were implemented. Let's not forget that STR's contribute to the local businesses. I understand that there are a few “mismanaged” rental properties but



there are more that are well controlled. I do not agree with displaying the permit, this would be a form of advertising to the general public. We use rental sites. The rental sites have already vetted the renters, so you know what you're getting. The owners show pictures on their sites showing how many can comfortably sleep in their accommodations as well as the safety or concerns of the renters are given in the feedback. I have to believe that the owners would be concerned about too much wear and tear on their property by keeping the amount of people reasonable. Albeit some will sneak more in but that would be a one off. If your expecting permits, then bylaw enforcement officers should deal with the noise complaints. Having said that I think serious complaints need to be made to bylaw officers by neighbours in close proximity, not just one. Let's remember that permanent residences party too! I have no problem with Joe Lambs' involvement. A review every 3 years is acceptable. Let's not micromanage!

Response: The Board gave Final Reading to the bylaw at Thursdays Special Regular Board Meeting. Permits will not be displayed in the window or otherwise and we have taken privacy into consideration with this. Information will be required to be posted inside the home (see application for requirements). Occupancy and parking will also be taken into consideration while reviewing and exterior site check by staff to determine approval. Overages to occupancy may be complaint driven and staff will follow up.

Question: This Bylaw does not take into account the absentee landlord versus owner who live in the home with the guest in their home. There are no loud parties etc., when the owner is present. If the Board is permitting these STR are they also providing a certificate that they meet the require fire codes etc.?

Response: These requirements are outlined in the application.

Question: Some people own more than 2 places are they being charged for each place?

Response: Yes, per application/residence.

Question: Do the applicants that live in their home have to provide a different contact number?

Response: No, however, those that may be away or are unreachable may consider providing an additional contact.

Question: The single BDR suites do not produce more garbage than the average home at the lake, why do they need a plan?

Response: Requirements are outlined in the application process. Currently garbage pickup is every other week and we have found that many residents are leaving garbage with each rental turnaround leaving the garbage to the wildlife and an eyesore in the Park.

Question: Many of the concerns raised about STR also occur at the private homes.

Response: If a STR becomes a problem – make it 3 strikes and they lose their lease not just the permit, as it should be for all residents here at the lake. Staff would at this

time, like to take a compliance approach and hope now that with regulation we hope that this would not escalate to that.

Question: The Board needs to create a standard dos and don'ts for STR – so there is consistency.

Response: This will be provided through the application and awareness of other regulatory bylaws to ensure leaseholder let their renters now.

Question: Some owners of STR use their STR and then when security/RCMP comes they say they are the guest and are not aware of the rules here at the lake.

Response: Rules and regulations will be provided to the leaseholder to the renters and upon complaints Bylaw Enforcement Officer can take this into consideration.

Question: Some people who operate a STR do it as a means to offset some of their taxes and lease and not as a business that generated tens of thousands of dollars. – why are they being treated the same?

Response: It is not the role of the Cultus Lake Park Board to get involved in the day to day operation of the STR's.

Question: The sign states the Park is closed to Visitors Due to Covid 19. Residents Only. How many of the STR are currently accepting visitors contrary to the Park being Closed? How is the Park Board protecting the residents from the STR visitors?

Response: The Provincial Government has deemed accommodations (Short Term Rentals) as an essential service. Currently, the Board has no plans or the ability to enforce the shutdown of the rentals within the Park. Fraser Health has suggested that people using the rentals within the Park must follow the same directives from the province regarding Covid 19 and practice social distancing and proper hand washing.

Question: I have heard that the Bylaw officer has told folks who live up behind the Wrangler and walk through the lake area that they are not residents, so they need to go home. Are the visitors currently renting the STR being asked to go home?

Response: As stated in question one, the Provincial Government has deemed accommodations as an essential service, therefore the Board has no plans or the ability to enforce the shutdown of the rentals within the Park.

Question: Given the uncertainty of the Covid 19, what plans does the Park Board have in place deal with the STR as the summer season is fast approaching? Many of the STR are currently taking reservations for the summer season. The Board may want to add a section stating they can close down all STR due to public health concerns.

Response: There is now an approval process to have a STR in the Park in place and leaseholders will be required to complete the application and receive

approval. The same answer as question 1 & 2 also applies to this question as well.

Question:

Short Term Rentals:

Schedule A clarification: is the \$1000 fee for all rentals or just for those offering rentals year-round? Is the weekly fee for those renting just for a few weeks or is it in addition to the \$1000 fee? Not clear. This fee should not discriminate against those who only rent for a small portion off the year. Perhaps a sliding scale or some such tool should be used to be fairer. weekly garbage pickup in June and July would help to keep residences in better order and present a more attractive community to visitors.- e 5.1 -a new application fee for summer rentals should not be required for late re-application since landlords may not know in December what their rental situation will be in the next season, and the application fee is non-refundable. This has been the case for me.

- re Advertising 6.2: signage does help the neighbourhood know who is running these rentals. Also, it is an advantage for the landlord for visibility and exposure and provokes interest from visitors to spend time in the community. It would require regulation as to size, design, placement, maintenance, etc. as does other advertising in the Park and could require a fee and approval.

Business licenses:

- re 3.2: define 'Cultus Lake Park Building Site Lease'. Not clear what this section refers to.

- Can renters operate a home-based business or just leaseholders? No language on this.

- Is there a need to identify/classify various types of businesses in order to know what is happening in the Park? e.g. consultants, artisans, contractors, cleaners, accountants, tutors, repair persons, etc.

Response:

1. There are two Short-term rental fees to choose from:

\$1,000 is an annual fee and provides a full year license for your short-term rental, January to December each year. Due to the Short-Term Rental Bylaw just receiving approval on April 30, 2020, for 2020, the \$1,000 fee has been prorated for this year and will be \$583.00.

For those leaseholders who only rent out their homes a few weeks per year, there is a weekly short-term rental fee of \$125 per week. This is not an addition to the annual fee; the leaseholder can choose one or the other.

2. Regarding weekly garbage pickup for June and July, this is currently not in the budget, however, staff will monitor any garbage issues over the summer, and if need be, will address this should changes be required.

3. Regarding 5.1, the annual short-term rental permit form and invoices will be mailed from the Cultus Lake Park office to the short-term permittee no later than 30 days prior to the expiration date of December 31 of each year. If payment is not received by the due date a new application and application fee will need to be processed. There is only the one-time application fee if the annual fee is paid prior to the due date each year.

Weekly short-term permits will be subject to a new application and application fee every three years.

The leaseholder will have to decide on renewing the annual fee prior to the due date or choose the weekly short-term rental fees.

4. In regard to advertising, under 3.8 in the Bylaw, it states that all short-term rental permittees will keep a copy of the permit posted in a conspicuous place in the premises. It also states under 6.1 (a) every online advertisement for a permitted short-term rental must disclose a valid permit number. For leaseholder privacy and security, we do not recommend a permit being on display for people walking or driving by to see. Staff also feel that this would cause additional walking/driving traffic on the roads with potential renters coming up to the lake to scout out the rental properties, as well as renters checking out different homes for their next stay in the community.

Business Licenses:

1. 3.2, Cultus Lake Park Building Site Lease refers to the Version 5 Lease that is required to operate a home-based business and a short-term rental within the Park. The leaseholder will have to transfer to this lease should they operate a home-based business or short-term rental. The application only addresses leaseholders not renters operating short-term rentals and/or home-based businesses, as the leaseholder has to enter into the version 5 lease as well as complete the application process.
2. Regarding identifying/classifying various types of businesses in the community, all home-based business license applications will be reviewed and approved or denied by the Cultus Lake Park Board.
3. Regarding insurance, this is addressed in the Application process for both short-term rentals and home-based businesses.

Question: First, let me say I support the creation of By-laws to protect all stakeholders. I take my STR very seriously, and it allows me to keep my home at Cultus Lake. I have not had any complaints in 7 years of having an STR at Cultus Lake. The only problem I have had is my trash being knocked over, but we fixed that problem. I must also say that Cultus Lake has always called me and dealt with me most professionally, and I thank them for that.

As you may guess, my main problem with this piece of legislation is that the annual fee is onerous and much too high for me. In short, I make between eight and ten thousand dollars a year. To pay \$1000 each year would mean paying between 10% and 20% fee for the right to rent my Cultus Lake home. The truth is most of the rental money will go to Cultus Lake anyway, that is why I use it as an STR 10 weeks a year.

I do not believe that we will use many more services then a family living at Cultus Lake and over one year we will probably use much less as our homes are usually not used year-round. I understand this may be a place that the Board sees as an easy tax grab, but please remember we are the same people who pay a lease, tax, garbage, and other fees.

I also understand that the lake researched other cities to see what they charge. I would like to say that I do not think that is comparable as when you have an STR in a city, you will rent it out for much of the year in 12 months. At the lake, we have 8 to 10 weeks of STR available. I have been doing this for seven years, and it is never more than ten weeks of STR. This is unique to a summer getaway location. I would ask the Board to rethink this fee. It would be tough for me to give up 15% or even 20% of my income to Cultus Lake to get a permit. I would think a fee of \$300 to \$500 would be more reasonable and would be within a fair amount of my revenue, and taking into account we only rent 8 to 10 weeks out of



the year, it would be more reasonable. By the way, I have pretty much charged the same amount for my home for the last few years. There is so much competition that there is just no way to raise the rental fee. I support making sure we follow the rules, and I support oversight, I just have a tough time justifying such a cost. I know you have many people who live at Cultus who would rather not have any STR, so they would suggest charging more to persuade us to operate. But I assure you we do not have problems with our neighbors and we even know that when families stay at our home, they play with the children next door sometimes. I would ask that we not cave into the NIMBY residents.

I ask that the Park Board understand the following.

1. Short Term Rental Market at Cultus is only 10 to 12 weeks long
2. The revenue brought in by myself and I would assume most people are about eight to Ten Thousand dollars a year
3. We do not take more resources than other families. In most cases, we probably use less from the community during the year, as our home is empty for eight months a year.
4. We bring funds in for the business lease properties
5. It would be a hardship if we had to pay \$1,000 a year
6. People who have STR properties may not even be around to speak to this By-Law, it has gone through pretty fast

Response: The Board gave Final Reading to the Short-Term Rental Bylaw and the Home-Based and Commercial Business License Bylaws at the Special Regular Board Meeting held on April 30, 2020. The overall funding philosophy used to determine the fee to charge was twofold. The first consideration was that the level of necessary Protective Services has steadily increased as the influx of residents and visitors to the Lake keeps increasing. The increasing number of Short-Term Rentals available is definitely a factor in the need for increased policing, security and bylaw enforcement within the park. As only select residents benefit from having these arrangements, the Board addressed that funding for these services should not be proportionately covered by residents but instead the homes that have these accommodations should contribute a larger share to cover the costs of the Parks Protective Services. The Parks day to day use and infrastructure costs are also naturally increased due to the Short-Term Rentals being available, especially in Public Areas of the Park. Therefore, funding from Short Term Accommodations is important so that visitors to the Park are contributing to these costs. The rates passed in the bylaw were compared to other resort communities for reasonability. However, the decision on the rates were primarily determined by looking at the Parks specific needs and associated costs that are affected by licencing short term rentals in the community. Overall, at current rates it is estimated that licencing fees of short-term rentals will contribute between 10% - 15% to the overall costs in these associated areas. Due to the Short-Term Rental Bylaw just receiving approval on April 30, 2020, this years' annual fee of \$1,000 has been prorated, and will be \$583.00, effective June 1, 2020.

Question: Under 6.1 there should also be a disclosure of "Quiet Time at 11pm" and "No Smoking in Public Areas" alongside the parking and permit number requirements. In all hotels and resorts, quiet times are stated clearly for every

guest to uphold as this fundamental regulation ensures the entitled rest and peace every guest deserves. When guests come and go amid a residential neighborhood (not zoned for hotel usage), this should be emphasized to an even greater degree, particularly when quiet time is very generous at 11pm. Otherwise, the irregularity of coming and going of guests on holidays in every other house makes it impossible to live and normal life of going to work, going to school, and raising a family. Not having a quiet time disclosed in the ad is an oversight that could easily be remedied.

Advertisements should also state the possibility of fines being covered by the guest, either through deposit or holding onto a CC number. There is a hesitancy from the park to actually fine any leaseholders for violations, they should have no problem fining guests who violate the park bylaws. The park should collect fines from the leaseholder which should ultimately be paid for by the offending guest. How was the \$1000 permit fee determined? Was there a cost benefit analysis done, and what will this permit fee cover? How do we know if this fee is either too high or low? It seems like a round number pulled from a hat. It would be nice to see this put towards our high operations cost, such as the sewer. Guests should be covering the cost of operation as well, perhaps a "Park Improvement Surcharge" could also be applied to each STR stay to help pay off our massive debt to the sewer upgrade. If this is not done, then residents without vacation rentals are effectively burdened with the cost of a disproportionate amount of usage on our infrastructure.

How will bylaw and the 2-hour response time to complaints be enforced after 7pm this year? Without bylaw on at night such as last summer, noise complaints after 11pm were effectively ignored as RCMP could not be bothered to attend. It is pointless to have these bylaws if there is no enforcement backed up by fines. How can residents protect themselves from the harassment of noise after hours? Currently the property behind us is a 2 suite Airbnb, routinely there is smoking in the alley... cigarettes and pot. I believe the alleyways are public property and are subject to the smoke-free community rules. General discretion or a generic comment stating to respect the neighbours should also be outlined in any advertisement. In Rosedale there is signage promoting "Good Neighbour Rules", this really should also be considered in the park with a large transient population. In the beach going areas in Vernon, there is signage upon entering, stating "traffic calmed neighborhood".

Response: Quiet Time & No Smoking in Public Areas:

Cultus Lake Park does already have a Bylaw that outlines quiet time as well as no smoking in public areas. Your comment is very valid, and we will provide the leaseholders who come in to apply for a short-term rental permit with a reminder to please ensure their short-term renters are aware of these Bylaws.

Fines will be addressed to the Leaseholder. It will be the responsibility of the leaseholder to collect from their renter.

Short-term rental fee of \$1000. The overall funding philosophy used to determine the fee to charge was twofold. The first consideration was that the level of necessary Protective Services has steadily increased as the influx of residents and visitors to the Lake keeps increasing. The increasing number of Short-Term Rentals available is definitely a factor in the need for increased policing, security and bylaw enforcement within the park. As only select residents benefit from having these arrangements, funding for these services should not be proportionately covered by residents but instead the homes that have these

accommodations should contribute a larger share to cover the costs of the Parks Protective Services.

Second, the Parks day to day use and infrastructure costs are also naturally increased due to the Short-Term Rentals being available, especially in Public Areas of the Park. Therefore, funding from Short Term Accommodations is important so that visitors to the Park are contributing to these costs.

Last, the rates passed in the bylaw were compared to other resort communities for reasonability. However, the decision on the rates were primarily determined by looking at the Parks specific needs and associated costs that are affected by licencing short term rentals in the community. Overall, at current rates it is estimated that licencing fees of short-term rentals will contribute between 10% - 15% to the overall costs in these associated areas

Regarding noise after 7PM, we have budgeted for security as well as the community policing team to be on in the evenings, 7 days per week from the long weekend of May until the September long weekend. Hopefully this will assist with noise and other bylaw issues this year.

In regard to your comments on respecting your neighbours, we will review this should we change/add any signage in the residential areas. Please feel free to contact our Bylaw Compliance & Enforcement Officer at 604-858-5298 should you see smoking or other bylaw infractions. We do not divulge any information on where the complaint was received.

Question: I feel that the fees being imposed are exorbitant. A quick look at business licences for Short term rentals in other municipalities in British Columbia is as follows:

Tofino	\$450.00
Vancouver	\$99.00
Fernie	\$100.00
Kelowna	\$750.00
Squamish	\$200.00
Penticton	\$250.00

None of these are even close to what Cultus Lake Park wants to charge. Please explain why the annual fees to administer this new by-law are so out of line with other jurisdictions. I know that Cultus Lake Park needs revenue, but it should not be at the expense of a certain demographic of leaseholders. The purpose of this By-law should not be a cash grab but to collect and maintain information on the short-term rentals in the area and address problems as needed. The cost of policing By-law infractions should be recovered by the fines collected from the offending parties, not the Short-term rental community as a whole. Let us remember that Cultus Lake has been a haven of short-term rentals for vacationers long before Airbnb/VRBO came into play. Residents have been renting their properties for DECADES at Cultus Lake. The local businesses depend on the revenue that STR's bring into the community. When the tourists flock to our little sanctuary they bring the lake to life for a brief period of time. As a responsible short-term rental owner at Cultus Lake for the past 5 years I know that the rental season is spare – at best we have 8 – 10 weeks of potential revenue in the prime summer season. A few off-season weekends at a reduce rate may be a bonus. Take away operating expenses, advertising fees, Airbnb/VRBO costs, Payment Processing fees, potential income is already whittled away. This year, with Covid19, the rental season is a loss. I hope you consider this with the implementation of the By-law. Perhaps considering delaying the By-law to take effect January 2021 to give people time to recover. I

would like to see clarification on 3.3.3 of the By-law. What constitutes an emergency whereby rentals would need to be suspended? I feel this is too vague.

**Response:** The overall funding philosophy used to determine the fee to charge was twofold. The first consideration was that the level of necessary Protective Services has steadily increased as the influx of residents and visitors to the Lake keeps increasing. The increasing number of Short-Term Rentals available is definitely a factor in the need for increased policing, security and bylaw enforcement within the park. As only select residents benefit from having these arrangements, the Board addressed that funding for these services should not be proportionately covered by residents but instead the homes that have these accommodations should contribute a larger share to cover the costs of the Parks Protective Services. Second, the Parks day to day use and infrastructure costs are also naturally increased due to the Short-Term Rentals being available, especially in Public Areas of the Park. Therefore, funding from Short Term Accommodations is important so that visitors to the Park are contributing to these costs. Last, the rates passed in the bylaw were compared to other resort communities for reasonability. However, the decision on the rates were primarily determined by looking at the Parks specific needs and associated costs that are affected by licencing short term rentals in the community. Overall, at current rates it is estimated that licencing fees of short-term rentals will contribute between 10% - 15% to the overall costs in these associated areas. Due to the Short-Term Rental Bylaw just receiving approval on April 30, 2020, this years' annual fee of \$1,000 has been prorated, and will be \$583.00, effective June 1, 2020.

**Question:** Upon receipt and reviewing the Park Board STR draft bylaw no. 1174, 2020 which is heading for final reading on THURSDAY, APRIL 30, 2020, several issues in the draft bylaw immediately raise some concern which I request be forwarded to the Park Board:

**4. PERMIT APPLICATION PROCESS**

\* "(4.7) Application of Short-Term Rental applications will be reviewed and approved or denied by the CAO".

NOTE: not only is Park Board Chair Joe Lamb, who recently is also acting as CAO, places Lamb in a potential conflict of interest due to his wife operating property management for some leaseholders operating STR's in Cultus Lake the last several years. It goes without saying that Park Board officials and/or employees and/or their immediate family operating or providing property management services where approvals/denials by such Park Board officials or Park representatives as identified in the draft bylaw will place them in a potential conflict of interest. Fairness should be the foundation for approvals; denials; revocations; cancellations; and refusals. Fairness should be seen to be done.

**7. REVOKING CANCELLATION OR REFUSAL OF PERMIT**

\* (7.1) "Revoking, cancellation or refusal of a Short-Term Rental will be at the sole discretion of the CAO in consultation with the Manager of Visitor Services, Accommodations and Bylaw Enforcement"

NOTE: What if the CAO and/or Manager of Visitor Services operates their own STR and views another STR as "competition" and takes action to revoke, cancel or refuses STR permit? This could be a real or perceived conflict of interest. Fair play language needs to be incorporated.

(7.5) Language addressing this concern should follow in accordance with (7.1) above



SIGNATURE PAGE

\* page 6

NOTE: sign-off by representatives including — Joe Lamb, Chair, Cultus Lake Park Board

Again, Joe Lamb is listed for sign-off as Park Board Chair. I understand from recent Cultus Lake communiques that he also acts as CAO at this time. (I am unsure at this time if Lamb has stepped down to Park Board Commissioner and David Renwick is now the Chair). Nevertheless, he is an elected Park Board official. His wife operates property management for STR's in the Park. In his held position(s) why is he permitted to review, approve, deny AND as per (7.1) have the SOLE discretion as CAO in consultation with Manager of Visitor Services to revoke, cancel or refuse STR permits?

Again, this appears to be a bold conflict of interest and does not address fairness in this draft bylaw.

Additional concerns:

How many STR's are a leaseholder allow to have? For example, if a leaseholder owns one property in their name and another (or more) lease property(s) in a numbered company(s) what would be the number of STR allowed this person? How would this affect the community vis-a-vis this is considered a family community?

If a leaseholder operates a STR and has already, or in future, erects a carriage house on the property for their own use while operating the STR in the main house, does the Park Board consider the leaseholder in compliance with Park policies and regulations? septic? parking, fire regulations, etc.? Has, or will, an inspection in this regard be conducted?

- Response:
1. 4.7) Application of Short-Term Rental applications will be reviewed and approved or denied by the CAO". Mr. Joe Lamb has stepped down from the Board as he is currently filling the position of Acting Chief Administrative Officer for Cultus Lake Park. He is not acting in both positions.  
There is an application process in place and all applicants must meet the required guidelines in order to receive approval. All decisions made by the CAO are at the scrutiny of the public and must therefore have the appropriate back up to substantiate the decision. In addition, In & Out Property Service provides property maintenance/cleaning services at the lake and manage no short-term property rentals.
  2. (7.1) "Revoking, cancellation or refusal of a Short-Term Rental will be at the sole discretion of the CAO in consultation with the Manager of Visitor Services, Accommodations and Bylaw Enforcement"  
If the CAO and/or Manager of Visitor Services, Accommodations & Bylaw Enforcement was to ever apply for a short-term rental permit, this would be viewed as a conflict of interest and the Cultus Lake Park Board would have to step in.
  3. NOTE: sign-off by representatives including — Joe Lamb, Chair, Cultus Lake Park Board. At the April 30, 2020 Cultus Lake Park Board Special Regular meeting, the Cultus Lake Park Board rescinded third reading to the Cultus Lake Park short-term rental and gave third reading as amended by removing Joe Lamb, Chair, Cultus Lake Park Board, and replacing it with David Renwick, Chair Cultus Lake Park Board and by removing Erica Lee, Chief Financial Officer and replacing it with Joe Lamb, Acting Chief Administrative Officer to the Cultus Lake Park Short-Term Rental Bylaw No. 1174, 2020.
  4. How many STR's are a leaseholder allowed to have?

Leaseholders are allowed one STR unless grandfathered as noted below in the motion made November 25, 2009:

Moved by Commissioner Peter / Seconded by Commissioner Skonberg THAT all existing leaseholders who have two or more leases will be grandfathered; AND THAT for leases that are grandfathered, a note will be placed on the lease file stating that when these properties are sold, transferred or the residence demolished for the construction of a new residence, ownership is required to be transferred to a new name; AND THAT in cases where there is a purchase and pending sale, the Board will consider allowing the purchaser to keep their previous lease in their name, for a period of time determined by the Board, for the sale and transfer of their existing lease; AND THAT the current clause number twelve (12) in the Cultus Lake Park Board Building Site Lease Agreement be fully enforced; AND FURTHER THAT if a lease is inherited the lease will be treated as if it was grandfathered and the above terms will apply to a maximum of two (2) lots.

CARRIED

When a property transfers to a Number Company or other we require the list of directors Staff cross check the list of leaseholders to ensure we are being diligent.

5. If a leaseholder operates a STR and has already, or in future, erects a carriage house on the property for their own use while operating the STR in the main house, does the Park Board consider the leaseholder in compliance with Park policies and regulations? septic? parking, fire regulations, etc.? Has, or will, an inspection in this regard be conducted?

Carriage Homes are currently not allowed in the Park boundary.

Question: 1) When a person on first Avenue designates they were parking stall to any other spot other than first Avenue, will there be a sign posted on first Avenue designating it as available or will there be a sign in their designated spot stating that is their area? It should be plain public knowledge. I still have a problem with Sunnyside avenue, Exiting off of Lane or a road is very dangerous because vehicles park beside their home on Sunnyside I think everybody should be parking on the streets of their home or in their garage is if they are able and nobody allowed to park on Sunnyside. Some of the mailboxes also impede sightlines and should not be where they were placed somebody missed that one.

Response: Parking information is available through the park office.

Question: The short - term rental Bylaw are there two short term rental options? Weekly? Other length of time? Is that two different permits? What Is the breakdown in time rental on the second one? Days or year?

Response: There are two short term Permit options, weekly or annual. If it is an annual Permit one Permit number will be issued to the short-term rental permittee to use for that year. A different Permit will be issued for each week should the short-term permittee choose the weekly option. The weekly permit option is for 7 days and the annual is for 12 months, commencing January 1<sup>st</sup> to December 31 each year.

Question: I am not understanding the fact that you have to come up with some kind of garbage plan? Are short term rentals not allowed to use the regular garbage, green waste, recycling system that we as a leaseholder pay for? What exactly

are you expecting? I have no idea how to come up with that or what you're intending. We have been doing short term weekly since 1991.

Response: All residential leaseholders are privy to waste collection service. Where a property generates additional waste, as may be the case in short term rentals, it is the leaseholder's responsibility to manage the excess.

Question: We have always ensured that the proper garbage is in place we've never had an issue with that. We leave instructions. Even the fact that the bottles are left out back for the three different parties that collect them. Isn't there a grandfather clause as well?

Response: Short term rentals have not received Board approval in the past, so no grandfather clause is in effect.

Question: A second person Has to be on the lease agreement, that is not the agreement applicant, in order to have that person be available within a two-hour timeframe for the short-term renter?

Response: As part of the permit application process, the short term rental applicant must provide contact information for one local contact person that is available on a 24/7 basis during the use of the short term rental and that can respond if the leaseholder cannot, within a two hour period. This is to cover in case the leaseholder is away from the community or not available.

Question: Where are these new recycle bins supposed to be stored because there's no room?

Response: Within lease lot lines. As per, Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019 Amendment Bylaw No. 1167, 2020 states:  
All leaseholders, tenants or occupiers of a leased lot must ensure that any and all garbage, recycling, greens waste bins and any structures to contain such receptacles must be kept entirely on the leased lot Garbage, Recycling and Greens Waste bins must only be set out between 12:00 pm the day prior to pick up and 8:00 am only on the designated day of collection and must be returned to the leased lot the day of collection. All leaseholders, tenants or occupiers of a leased lot must ensure that any and all garbage, recycling and greens waste bins are stored in a safe, sanitary and inoffensive manner.

Question: Quickly because I don't want to read a five-year plan, what is the cost of the recycle bin?

Response: 120L \$110, 240L \$120, Blue recycling totes are available in two different sizes, 120L and 2240L. Cost of the totes assembled, delivered and registered to the address are \$110 and \$120.

Question: And what is the cost of the recycle program per house to the Park Board?

Response: The annual garbage fee we collected in 2020 for each residence is \$210.54 for full time residence and \$157.91 for part time residence. This fee covers recycling pick up but also includes regular garbage and organics pick up.

Question: I am shocked to see passage of any events being allowed. Camping at main beach and that event. The running events, And I believe there was a biking event. I Our province is not allowing any of that to happen. I don't know why we are? Especially with a high incidence of seniors living up there. We have not even gone up to our cabin, as technically we live out of your area and could be bringing something in. So, my mindset might be changing on that one...

Response: Events were approved in principal with subjects that they can only go forward upon the relaxation of the Health and Provincial authority and if the Park is open to the public at the specific event time.

## **(12) ADJOURNMENT**

**4644-20** Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT*** the Special Regular Meeting of the Cultus Lake Park Board held on April 30, 2020 be adjourned at 2:15 pm.

## **CARRIED**

I hereby certify the preceding to be a true and correct account of the special meeting of the Cultus Lake Park Board held April 30, 2020.

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David Renwick  
Chair

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Joe Lamb  
Acting Chief Administrative Officer





From: jarrett enns <  
Sent: April 28, 2020 12:08 PM  
To: Rachel Litchfield <[Rachel.Litchfield@cultuslake.bc.ca](mailto:Rachel.Litchfield@cultuslake.bc.ca)>  
Subject: 656 Mountainview

Hi Rachel,

Here's the details of the shop I'd like to build:

Location - 656 Mountainview Rd

Building Permit Applied for 60m<sup>2</sup> shop situated NE corner of lot

FVRD states that the side lot line is an exterior lot line and therefore requires 4.5m setback. This is solely because this survey shows the side lot line beside Lake View Dr (a 50' roadway). In reality, this portion of Lake View Dr is only used as a lane access and should be called a lane (according to the definition of a lane in the bylaw) which would mean it would be an interior side lot line and would have a 1.2m setback.

Any help on this would be greatly appreciated

POSTING PLAN OF THE CULTUS LAKE PARK BOARD LEASED LOTS  
532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 630,  
AND 632 TO 657 BOTH INCLUSIVE, WITHIN FRACTIONAL  
LEGAL SUBDIVISION 7, OF SECTION 25, TOWNSHIP 22,  
NEW WESTMINSTER DISTRICT.

Note: THE LOTS SHOWN HEREON ARE NOT REGISTERED  
IN THE LAND TITLE OFFICE, THEY REPRESENT  
LEASED PARCELS OF CULTUS LAKE PARK BOARD  
LANDS ONLY

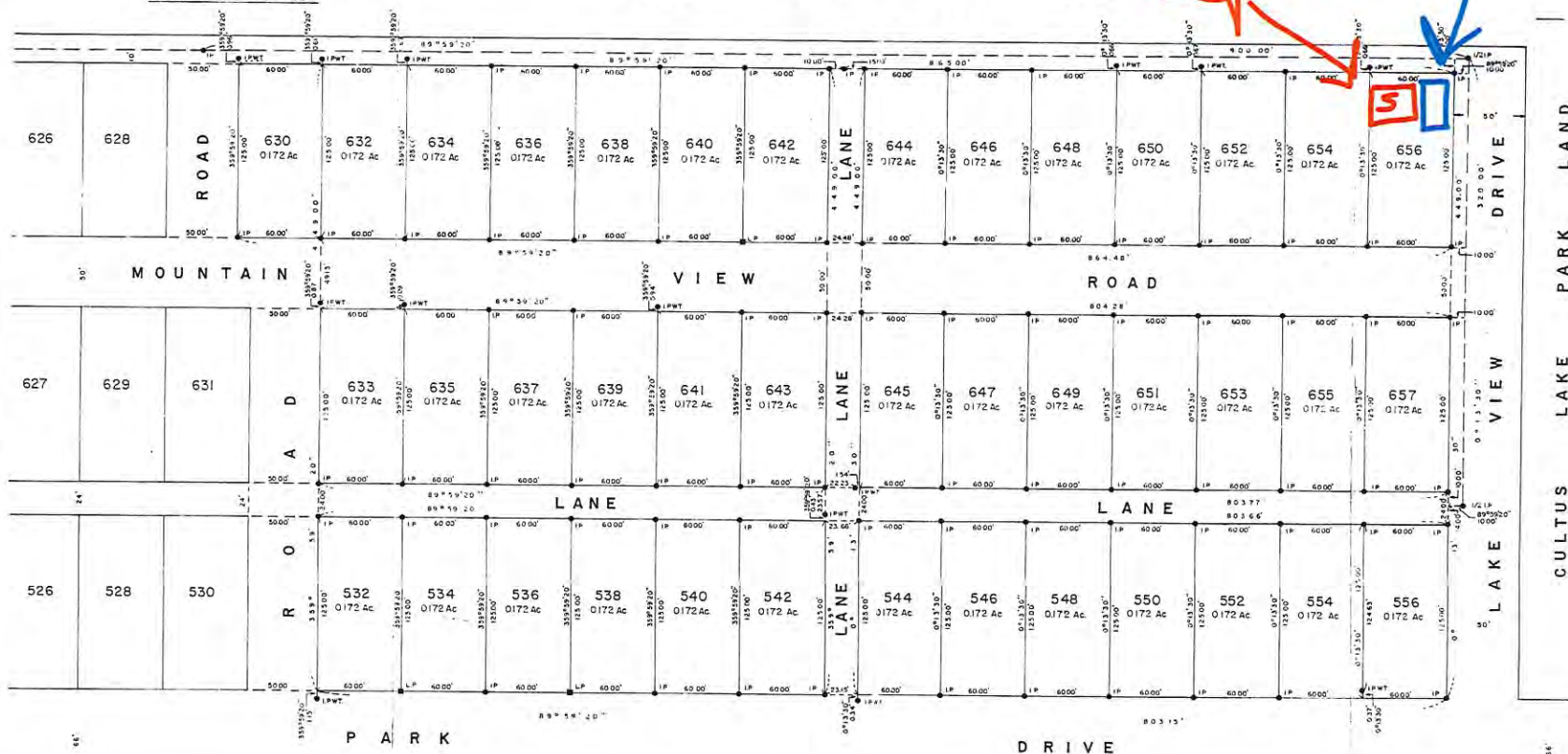
PP 0127178

Deposited in the Land Title Office  
of New Westminster, B.C.  
this day of 1982

Assistant - Deputy Registrar

CULTUS LAKE PARK LAND

SCALE - 1 INCH = 40 FEET



I, W.A. Tunbridge, a British Columbia Land Surveyor,  
of the District of Chilliwack, in British Columbia,  
certify that I was present at and personally  
supervised the survey represented by this plan,  
and that the survey and plan are correct.

The survey was completed on  
the 20th day of July, 1982.

B.C.L.S.

LEGEND

Bearings are astronomic, derived from  
North boundary of Fractional Legal  
Subdivision 13 of Section 25,  
Township 22 x 90°00'00"

■ I.P. denotes iron post set  
■ L.P. denotes lead plug set  
■ W.T. denotes witness

This plan lies within the  
Fraser - Cheam Regional District

TUNBRIDGE & TUNBRIDGE  
BRITISH COLUMBIA LAND SURVEYORS  
CHILLIWACK & HOPE, B.C.

FILE C-1857 PB 139

# B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION

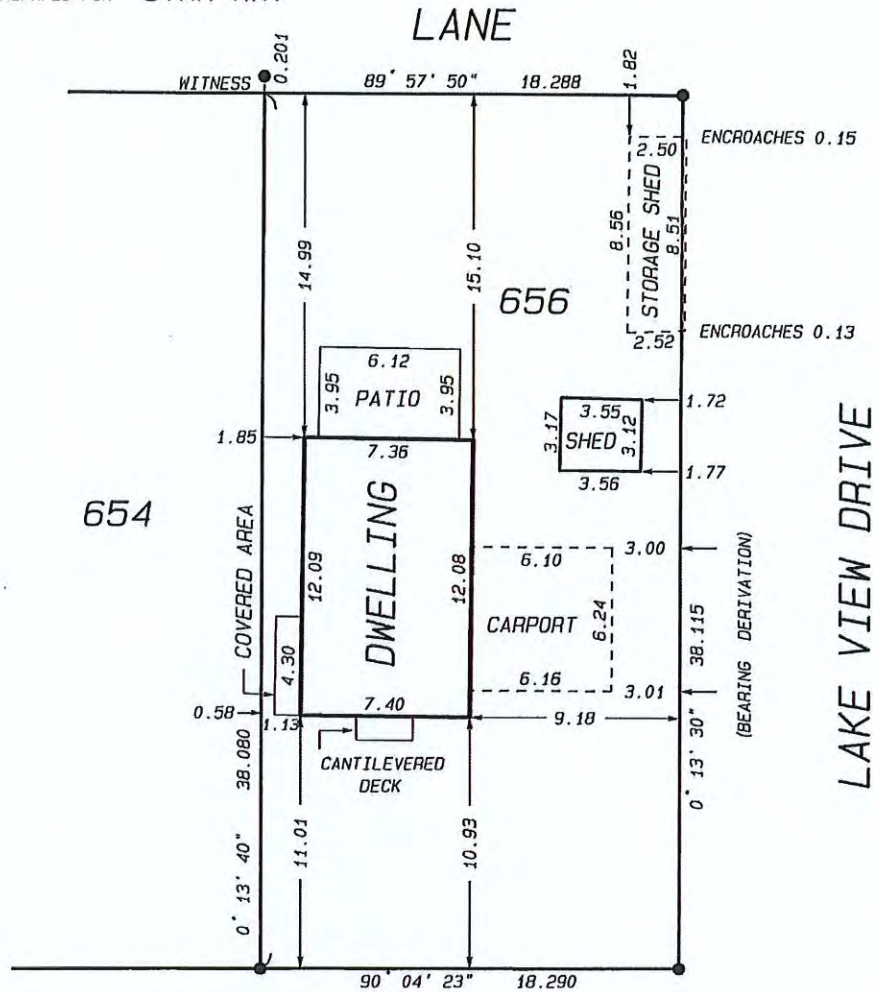
ON CULTUS LAKE PARK BOARD LEASED LOT 656,  
SEC. 25, TP. 22, NEW WESTMINSTER DISTRICT,  
POSTING PLAN U127178 (SHEET 8)

CIVIC ADDRESS 656 MOUNTAIN VIEW ROAD  
CULTUS LAKE, B.C.

SCALE = 1 : 250

DISTANCES SHOWN ARE IN METRES.

PREPARED FOR STAN KAY



## LEGEND

● DENOTES STANDARD IRON POST FOUND

© COPYRIGHT

**ROBERT J. NEELS**

B.C. LAND SURVEYOR  
CANADA LANDS SURVEYOR

4 - 45975 First Avenue  
Chilliwack, B.C.  
V2P 1W2

TEL. 795-7397 FAX 795-6401

FILE No. 97151.SP

CERTIFIED CORRECT ACCORDING TO A FIELD SURVEY  
COMPLETED ON THE 29TH DAY OF SEPTEMBER, 1997.

ROBERT J. NEELS, BCLS, CLS

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 1610

**SUBMITTED BY:** Erica Lee  
Chief Financial Officer

**SUBJECT:** 2020 First Quarter Financial Report

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#### **PURPOSE:**

To provide the Board with an update on the financial results for the First Quarter of 2020.

#### **DISCUSSION:**

The financial results for the First Quarter of 2020 are being provided to the Board for information and circulation. Included with this report is a Consolidated Balance Sheet listing the assets and liability of Cultus Lake Park along with Income Statements for each business unit. As the First Quarter typically has limited financial transactions, resulting in many variances, information is being provided only for items where variances are significantly higher than expected at this time in the fiscal year.

#### Sunnyside Campground

Sunnyside Campground typically opens in late March with Staff focusing on completing a number of capital and maintenance projects as part of the campground opening, however due to the 2020 pandemic the campground was not opened in the 1st quarter and the majority of the capital projects have been postponed.

#### Volunteer Fire Department

Recoveries from FVRD and Soowahlie will be invoiced during the Third Quarter when assessment information is available (FVRD agreement).

#### Commercial Leases

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

#### Residential Leases

All residential lease revenue has been invoiced in the First Quarter for 2020.

#### Overall

With the close of the First Quarter, Cultus Lake Park is currently in an overall surplus position of \$273,328. Quarter one typically sees a high allotment of expenses for maintenance and capital expenses in order for the Park to get ready for the summer season, however many of the budgeted projects have been postponed due to the current pandemic. Also note, transfers for capital expenses from reserves to offset the cost of the capital costs have not been completed.

**RECOMMENDATION:**

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

**STRATEGIC PLAN:**

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

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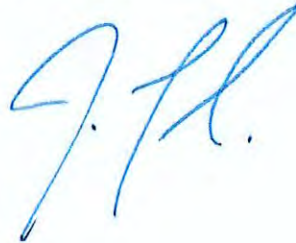
Prepared by:



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Erica Lee  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Acting Chief Administrative Officer

**CULTUS LAKE PARK**  
**2020 Financial Report**  
**Balance Sheet for Period Ending March 31, 2020**

**ASSETS**

Cash	\$ 2,574,735
Investments	5,832,723
Accounts Receivable	140,282
Prepaid Accounts and Inventory	96,049
Capital Assets (net)	<u>3,813,408</u>
 TOTAL ASSETS	 \$ 12,457,197

**LIABILITIES**

Accounts Payable	\$ 359,300
Payroll Liabilities	18,328
Capital Lease Liability	35,226
Deferred Revenue	2,044,834
Performance Bonds & Refundable Deposits	76,701
Landfill Closure Liability	935,868
Equity in Capital Assets	3,778,181
Operating Fund Surplus	850,447
Restricted Reserve Funds	<u>4,084,984</u>
 TOTAL LIABILITIES	 \$ 12,183,869

<b>CURRENT YEAR SURPLUS</b>	<b><u>\$ 273,328</u></b>
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**CULTUS LAKE PARK**  
**2020 Financial Report**  
**For the TWELVE Months Ending March 31, 2020**

**CONSOLIDATED INCOME STATEMENT**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
Sunnyside Campground	\$ 9,297	\$ 2,996,710	\$ (2,987,413)	-99.7%	
Park Patrol (Bylaw Enforcement)	-	3,500	(3,500)	-100.0%	
Visitor Services (Cabins)	5,067	268,260	(263,193)	-98.1%	
Volunteer Fire Department	178,916	273,430	(94,514)	-34.6%	
Commercial Leases	64,310	601,025	(536,715)	-89.3%	
Residential Leases	755,397	895,269	(139,872)	-15.6%	
General Administration	32,020	42,500	(10,480)	-24.7%	
Community Hall	2,710	11,950	(9,240)	-77.3%	
Foreshore lease	33,765	45,200	(11,435)	-25.3%	
Public Areas	6,631	710,500	(703,869)	-99.1%	
Community Events Committee	220	36,000	(35,780)	-99.4%	
	<u>\$ 1,088,333</u>	<u>\$ 5,884,344</u>	<u>\$ (4,796,011)</u>		
<b>EXPENDITURES</b>					
Advertising and Promotion	\$ 1,496	\$ 90,970	\$ 89,474	98.4%	
Bank, Credit Card and Interest Charges	26,678	80,700	54,022	66.9%	
Commissioners Indemnities	21,441	84,000	62,559	74.5%	
Grounds Maintenance	31,085	91,415	60,330	66.0%	
Information Systems	17,803	43,900	26,097	59.4%	
Inspections, Permits and Fees	1,420	10,830	9,410	86.9%	
Insurance	45,532	192,265	146,733	76.3%	
Janitorial	626	45,500	44,874	98.6%	
Office, Telephone and Sundry	35,561	244,460	208,899	85.5%	
					Legal, Accounting, Contact
Professional Fees	63,594	759,345	695,751	91.6%	Services
Repairs and Maintenance	59,170	268,675	209,505	78.0%	
Roads and Parking	1,673	47,300	45,627	96.5%	
Security	2,106	4,750	2,644	55.7%	
Sewer, Septic and Water Systems	-	306,900	306,900	100.0%	Sewer and Water Fees - FVRD
Travel and Conferences	223	19,980	19,757	98.9%	
Utilities	28,930	206,560	177,630	86.0%	
Waste Disposal	37,547	181,815	144,268	79.3%	
Waterfront Maintenance	-	15,000	15,000	100.0%	
Wages and Benefits	373,450	2,198,597	1,825,147	83.0%	
<b>TOTAL OPERATING &amp; WAGES AND BENEFITS</b>	<u>\$ 748,335</u>	<u>\$ 4,892,962</u>	<u>\$ 4,144,627</u>		
Capital Purchases	66,670	1,387,470	1,320,800	95.2%	
Transfer from Reserve for Capital Purchases	-	(1,292,200)	(1,292,200)	100.0%	
Transfer from Accumulated Surplus	-	(90,790)	(90,790)	100.0%	
Transfer to Reserves	-	967,280	967,280	100.0%	
	<u>\$ 815,005</u>	<u>\$ 5,864,722</u>	<u>\$ 5,049,717</u>		
<b>NET CONTRIBUTION TO PARK</b>	<u>\$ 273,328</u>	<u>\$ 19,622</u>	<u>\$ 253,706</u>		



**CULTUS LAKE PARK**
**2020 Financial Report**
**For the TWELVE Months Ending March 31, 2020**
**SUNNYSIDE CAMPGROUND**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1011004000 SS Seasonal Waterfront Lots	\$ -	\$ 519,800	\$ (519,800)	-100.0%	Sunnyside Campground typically opens in late March, however due to the 2020 pandemic the campground was not opened in the 1st quarter
1011004001 SS Seasonal View Lots	-	185,180	(185,180)	-100.0%	
1011004002 SS Seasonal Regular Lots	-	981,800	(981,800)	-100.0%	
1011004003 SS Overnight Full Hook Up	-	478,500	(478,500)	-100.0%	
1011004004 SS Overnight No Hook Up	-	187,050	(187,050)	-100.0%	
1011004005 SS Overnight View Lots	-	77,400	(77,400)	-100.0%	
1011004006 SS Overnight Waterfront Lots	-	100,080	(100,080)	-100.0%	
1011004011 SS Group Area A & B	-	29,000	(29,000)	-100.0%	
1011004015 SS Pay Parking/Miscellaneous Revenue	9,297	285,000	(275,703)	-96.7%	
1011004016 SS Milfoil Revenue	-	5,600	(5,600)	-100.0%	
1011004017 SS WIFI	-	2,500	(2,500)	-100.0%	
1011004050 Sunnyside Store Sales	-	138,000	(138,000)	-100.0%	
1011004910 SS Laundromat	-	4,800	(4,800)	-100.0%	
1011004950 Promotional Items Sales	-	2,000	(2,000)	-100.0%	
	\$ 9,297	\$ 2,996,710	\$ (2,987,413)		
<b>EXPENDITURES</b>					
1021005000 Advertising	\$ 519	\$ 13,450	\$ 12,931	96.1%	IT Services and Rez Expert Software Charges
1021005300 Building Maintenance/Materials	6,450	21,000	14,550	69.3%	
1021005375 Contract Services	-	193,000	193,000	100.0%	
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	
1021005500 Data Processing	8,058	22,400	14,342	64.0%	
1021005700 Education & Training	-	4,500	4,500	100.0%	
1021005800 Equipment Maintenance	-	7,500	7,500	100.0%	
1021005820 Equipment Fuel	-	475	475	100.0%	
1021005900 Garbage Collection & Recycling	13,289	53,500	40,211	75.2%	
1021006000 Ground Maintenance Materials	16,105	38,000	21,895	57.6%	
1021006100 Commercial Insurance	6,378	26,700	20,322	76.1%	
1021006200 Vehicle Insurance	376	1,550	1,174	75.7%	
1021006300 Janitorial Contracts/Supplies	-	19,500	19,500	100.0%	
1021006500 Licences & Permits	505	1,550	1,045	67.4%	
1021006600 Membership Dues & Subscriptions	120	180	60	33.3%	
1021006800 Office Supplies & Expenses	81	4,400	4,319	98.2%	
1021006810 Bank Charges/ Cash Short (Over)	-	950	950	100.0%	
1021006812 Point of Sales Fees	24,418	54,000	29,582	54.8%	
1021006817 Retail Cost of Goods Sold	-	69,000	69,000	100.0%	
1021006822 Office Furniture	-	500	500	100.0%	
1021007000 Printing Expense	2,072	5,000	2,928	58.6%	
1021007100 Public Relations	-	3,840	3,840	100.0%	
1021007200 Roads & Parking Maintenance	-	12,000	12,000	100.0%	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	
1021007400 Security Systems & Supplies	443	2,000	1,557	77.9%	
1021007500 Septic System Maintenance	-	5,000	5,000	100.0%	
1021007500 Sewer	-	109,400	109,400	100.0%	
1021007625 Shop Supplies	-	2,500	2,500	100.0%	
1021007700 Special Events	-	12,080	12,080	100.0%	
1021007800 Telephone	4,430	12,600	8,170	64.8%	
1021007900 Travel Expense	-	1,200	1,200	100.0%	
1021008000 Propane & Natural Gas	781	12,500	11,719	93.8%	
1021008005 Hydro Consumption	2,878	100,000	97,122	97.1%	
1021008020 Water	-	170,300	170,300	100.0%	
1021008100 Vehicle Maintenance	-	1,300	1,300	100.0%	
1021008130 Vehicle Fuel	-	750	750	100.0%	
1021008201 Signage	-	1,000	1,000	100.0%	
1021008300 Water System Maintenance	-	3,000	3,000	100.0%	

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
1021008600 Management Salaries	15,835	70,737	54,902	77.6%	
1021008700 Staff Wages - Gatehouse	17,280	184,130	166,850	90.6%	
1021008701 Staff Wages - Custodian	-	91,800	91,800	100.0%	
1021008705 Staff Wages - Ground Maintenance	2,831	94,775	91,944	97.0%	
1021008710 Staff Wages - Store	-	30,175	30,175	100.0%	
1021008800 Employee Benefits	8,672	72,150	63,478	88.0%	
1021008825 Uniforms & Clothing Allowance	55	1,700	1,645	96.8%	
1021009000 Capital Purchases	9,185	686,015	676,830	98.7%	
1021009800 Transfer to Reserves	-	384,730	384,730	100.0%	
1021009805 Transfer from Reserve Capital Purchases	-	(686,015)	(686,015)	100.0%	
1021009810 Transfer from Accumulated Surplus	-	(9,000)	(9,000)	100.0%	
1021009998 Overhead Expenses	-	328,035	328,035	100.0%	
1021009999 Allocated Services	-	155,380	155,380	100.0%	
	\$ 140,761	\$ 2,396,567	\$ 2,255,806		
NET CONTRIBUTION TO (FROM)	\$ (131,464)	\$ 600,143	\$ (731,607)		

**CULTUS LAKE PARK**  
**2020 Financial Report**

**For the TWELVE Months Ending March 31, 2020**

**PARK PATROL-BYLAWE ENFORCEMENT**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1011254675 Bylaw Enforcement Fines	\$ -	\$ 3,500	\$ (3,500)	-100.0%	
1011254676 Vehicle Booting Fee	-	-	-	0.0%	
1011254900 Miscellaneous Revenue	-	-	-	0.0%	
	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ (3,500)</u>		
<b>EXPENDITURES</b>					
1021255300 Building Maintenance Materials	\$ -	\$ 1,000	\$ 1,000	100.0%	
1021255375 Contract Services	3,900	237,300	233,400	98.4%	Security and Policing Contracts
1021255500 Data Processing	120	1,000	880	88.0%	
1021255700 Education & Training	-	500	500	100.0%	
1021255800 Equipment Maintenance	-	1,000	1,000	100.0%	
1021256100 Commercial Insurance	1,725	6,950	5,225	75.2%	
1021256200 Vehicle Insurance	337	1,375	1,038	75.5%	
1021256500 Licences & Permits	-	2,400	2,400	100.0%	
1021256800 Office Supplies & Expenses	-	1,200	1,200	100.0%	
1021257000 Printing Expense	-	750	750	100.0%	
1021257100 Public Relations	-	500	500	100.0%	
1021257400 Security Systems & Supplies	-	500	500	100.0%	
1021257800 Telephone	433	2,000	1,567	78.4%	
1021258000 Propane & Natural Gas	380	850	470	55.3%	
1021258100 Vehicle Maintenance	-	1,000	1,000	100.0%	
1021258130 Vehicle Fuel	-	1,500	1,500	100.0%	
1021258700 Staff Wages - Bylaw Enforcement	697	65,510	64,813	98.9%	
1021258800 Employee Benefits	77	15,800	15,723	99.5%	
1021258825 Uniforms & Clothing Allowance	203	100	(103)	-103.0%	
1021259800 Transfer to Reserves	-	2,000	2,000	100.0%	
1021259998 Overhead Expenses	-	(384,515)	(384,515)	100.0%	
1021259999 Allocated Services	-	44,780	44,780	100.0%	
	<u>\$ 7,872</u>	<u>\$ 3,500</u>	<u>\$ (4,372)</u>		
NET CONTRIBUTION TO (FROM)	<u>\$ (7,872)</u>	<u>\$ -</u>	<u>\$ (7,872)</u>		

**CULTUS LAKE PARK**  
**2020 Financial Report**  
**For the TWELVE Months Ending March 31, 2020**

**VISITOR SERVICES & CABINS**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1011504400 Cabin Rentals	\$ 4,916	\$ 263,260	\$ (258,344)	-98.1%	Cabins are rented in the off season at lower monthly rates, therefore limited revenues have been realized in the 1st quarter. In addition due to the pandemic, cabin rentals were cancelled in the later half of March.
1011504900 Miscellaneous Revenue	151	5,000	(4,849)	-97.0%	
	\$ 5,067	\$ 268,260	\$ (263,193)		
<b>EXPENDITURES</b>					
1021505000 Advertising	\$ -	\$ 2,900	\$ 2,900	100.0%	
1021505300 Building Maintenance Materials	2,231	7,400	5,169	69.9%	
1021505500 Data Processing	64	1,500	1,436	95.7%	
1021505700 Education & Training	-	400	400	100.0%	
1021505800 Equip & Material Replacement	-	8,400	8,400	100.0%	
1021506000 Grounds Maintenance Materials	-	7,555	7,555	100.0%	
1021506100 Commercial Insurance	2,725	15,500	12,775	82.4%	
1021506300 Janitorial Contracts/Supplies	134	5,600	5,466	97.6%	
1021506301 Linens	-	5,400	5,400	100.0%	
1021506800 Office Supplies & Expenses	20	650	630	96.9%	
1021506810					
1021506812 Bank Charges/Point of Sales Fees	489	5,300	4,811	90.8%	
1021506817 Retail Cost of Goods Sold	-	800	800	100.0%	
1021507000 Printing Expense	-	250	250	100.0%	
1021507100 Public Relations	-	500	500	100.0%	
1021507200 Roads & Parking Maintenance	-	300	300	100.0%	
1021507500 Sewer & Septic System Maintenance	-	6,650	6,650	100.0%	
1021507800 Telephone/Cable	1,013	6,580	5,567	84.6%	
1021508000 Propane & Natural Gas	759	4,940	4,181	84.6%	
1021508005 Hydro Consumption	3,412	14,340	10,928	76.2%	
1021508020 Water	-	6,900	6,900	100.0%	
1021508700 Staff Wages - Visitor Services	1,909	55,560	53,651	96.6%	
1021508800 Employee Benefits	167	6,730	6,563	97.5%	
1021508825 Uniforms	-	200	200	100.0%	
1021509000 Capital Purchases	29,635	101,310	71,675	70.7%	
1021509800 Transfer to Reserves	-	38,010	38,010	100.0%	
1021509805 Transfer from Reserve Capital Purchases	-	(101,310)	(101,310)	100.0%	
1021509810 Transfer from Accumulated Surplus	-	(3,115)	(3,115)	100.0%	
1021509999 Allocated Services	-	40,680	40,680	100.0%	
	\$ 42,558	\$ 239,930	\$ 197,372		
NET CONTRIBUTION TO (FROM)	\$ (37,491)	\$ 28,330	\$ (65,821)		



**CULTUS LAKE PARK**  
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**For the TWELVE Months Ending March 31, 2020**

**VOLUNTEER FIRE DEPARTMENT**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1013004600 Local Services Revenue VFD CL	\$ 5,545	\$ 39,660	\$ (34,115)	-86.0%	Recoveries will be invoiced to FVRD and Soowahlie during Q3
1013004601 Fire Protection Agreements	-	60,400	(60,400)	-100.0%	
1013004605 Residential Lease Revenue VFD	173,371	173,370	1	0.0%	
	\$ 178,916	\$ 273,430	\$ (94,514)		
<b>EXPENDITURES</b>					
1023005000 Advertising	\$ -	\$ 500	\$ 500	100.0%	
1023005300 Building Maintenance Materials	2,643	6,250	3,607	57.7%	
1023005500 Data Processing	-	2,000	2,000	100.0%	
1023005700 Education & Training	5,818	35,000	29,182	83.4%	
1023005800 Firefighting Equipment Fuel & Maintenance	8,224	28,600	20,376	71.2%	
1023005850 Fire Protection Equip Annual Testing	-	10,000	10,000	100.0%	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	
1023006100 Commercial Insurance	2,375	9,700	7,325	75.5%	
1023006200 Vehicle Insurance	1,451	5,850	4,399	75.2%	
1023006300 Janitorial Contracts/Supplies	-	1,000	1,000	100.0%	
1023006600 Membership Dues & Subscriptions	-	700	700	100.0%	
1023006800 Office Supplies & Expenses	305	1,200	895	74.6%	
1023007100 Public Relations	-	500	500	100.0%	
1023007400 Security Systems & Supplies	128	500	372	74.4%	
1023007500 Sewer & Septic System Maintenance	-	550	550	100.0%	
1023007600 Shop Supplies	514	1,000	486	48.6%	
1023007625 Small Tools	-	1,000	1,000	100.0%	
1023007655 Medical Supplies	-	3,900	3,900	100.0%	
1023007800 Telephone	793	8,250	7,457	90.4%	
1023008000 Propane & Natural Gas	854	1,800	946	52.6%	
1023008005 Hydro Consumption	1,136	3,600	2,464	68.4%	
1023008020 Water	-	580	580	100.0%	
1023008100 Vehicle Maintenance	5,433	10,000	4,567	45.7%	
1023008130 Vehicle Fuel	547	2,000	1,453	72.7%	
1023008600 Mgmt. Salaries - Fire Chief	1,125	5,600	4,475	79.9%	
1023008700 Staff Wages - VFD	11,705	57,220	45,515	79.5%	
1023008760 WCB/EHT Expense	348	3,080	2,732	88.7%	
1023008825 Uniforms & Clothing Allowance	1,734	2,000	266	13.3%	
1023009000 Capital Purchases	1,180	33,570	32,390	96.5%	
1023009800 Transfer to Reserves	-	57,580	57,580	100.0%	
1023009805 Transfer from Reserve Capital Purchases	-	(28,300)	(28,300)	100.0%	
1023009999 Allocated Services	-	7,700	7,700	100.0%	
	\$ 46,313	\$ 273,430	\$ 227,117		
NET CONTRIBUTION TO (FROM)	\$ 132,603	\$ -	\$ 132,603		



**CULTUS LAKE PARK**  
**2020 Financial Report**  
**For the TWELVE Months Ending March 31, 2020**

**PUBLIC WORKS**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>EXPENDITURES</b>					
1024005300 Building Maintenance Materials	\$ 346	\$ 6,100	\$ 5,754	94.3%	WorkSafeBC Requirement - OH&S program.
1024005375 Contract Services	-	5,000	5,000	100.0%	
1024005400 Conferences/Meetings	-	2,450	2,450	100.0%	
1024005500 Data Processing	-	1,000	1,000	100.0%	
1024005700 Education & Training	-	2,050	2,050	100.0%	
1024005800 Equipment Maintenance	4,249	11,300	7,051	62.4%	
1024005820 Equipment Fuel	-	3,640	3,640	100.0%	
1024005900 Garbage Collection & Recycling	2,692	7,000	4,308	61.5%	
1024006000 Grounds Maintenance Materials	-	1,560	1,560	100.0%	
1024006100 Commercial Insurance	3,000	12,300	9,300	75.6%	
1024006200 Vehicle Insurance	4,428	18,550	14,122	76.1%	Dust Control
1024006300 Janitorial Contracts	66	-	(66)	0.0%	
1024006500 Licences & Permits	-	450	450	100.0%	
1024006600 Membership Dues & Subscriptions	-	750	750	100.0%	
1024006800 Office Supplies & Expenses	125	1,530	1,405	91.8%	
1024007200 Roads & Parking Maintenance	1,673	23,000	21,327	92.7%	
1024007400 Security Systems & Supplies	1,091	750	(341)	-45.5%	
1024007500 Sewer	-	550	550	100.0%	
1024007600 Shop Supplies	2,248	10,400	8,152	78.4%	
1024007625 Small Tools	1,578	3,500	1,922	54.9%	
1024007650 Safety Supplies	630	3,500	2,870	82.0%	One time annual allowance
1024007800 Telephone	1,637	3,900	2,263	58.0%	
1024008000 Propane & Natural Gas	3,120	6,100	2,980	48.9%	
1024008005 Hydro Consumption	1,237	4,160	2,923	70.3%	
1024008020 Water	-	580	580	100.0%	
1024008100 Vehicle Maintenance	8,061	24,710	16,649	67.4%	
1024008130 Vehicle Fuel	3,031	18,450	15,419	83.6%	
1024008600 Management Salaries	19,865	86,380	66,515	77.0%	
1024008700 Staff Wages - Supervisor	17,253	65,320	48,067	73.6%	
1024008701 Staff Wages - Custodian	1,689	97,510	95,821	98.3%	
1024008710 Staff Wages - Public Works	107,164	461,110	353,946	76.8%	
1024008800 Employee Benefits	38,911	188,850	149,939	79.4%	
1024008825 Uniforms & Clothing Allowance	1,440	1,600	160	10.0%	
1024009000 Capital Purchases	15,220	85,870	70,650	82.3%	
1024009800 Transfer to Reserves	-	115,000	115,000	100.0%	
1024009805 Transfer from Reserve Capital Purchases	-	(85,870)	(85,870)	100.0%	
1024009998 Overhead Expenses	-	(324,620)	(324,620)	100.0%	
1024009999 Allocated Services	-	(864,430)	(864,430)	100.0%	
	\$ 240,754	\$ -	\$ (240,754)		
NET CONTRIBUTION TO (FROM)	\$ (240,754)	\$ -	\$ (240,754)		

**CULTUS LAKE PARK**  
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**For the TWELVE Months Ending March 31, 2020**

**COMMERCIAL LEASES**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1015004200 Commercial Leases	\$ 58,304	\$ 558,925	\$ (500,621)	-89.6%	
1015004201 CL- Public Works	1,227	8,300	(7,073)	-85.2%	
1015004202 CL - Bylaw Enforcement	4,778	33,800	(29,022)	-85.9%	
	<u>\$ 64,309</u>	<u>\$ 601,025</u>	<u>\$ (536,716)</u>		
<b>EXPENDITURES</b>					
1025005300 Building Maintenance Materials	\$ 2,121	\$ 6,500	\$ 4,379	67.4%	
1025005900 Garbage Collection & Recycling	2,643	13,680	11,037	80.7%	
1025006000 Grounds Maintenance Materials	-	2,800	2,800	100.0%	
1025006100 Commercial Insurance	7,125	29,800	22,675	76.1%	
1025007500 Sewer	-	550	550	100.0%	
1025008000 Propane & Natural Gas	175	500	325	65.0%	
1025008005 Hydro Consumption	2,636	5,120	2,484	48.5%	
1025008020 Water	-	580	580	100.0%	
1025008201 Signage	-	1,200	1,200	100.0%	
1025009000 Capital Purchases	-	63,570	63,570	100.0%	
1025009800 Transfer to Reserves	-	158,780	158,780	100.0%	
1025009805 Transfer from Reserve Capital Purchases	-	(63,570)	(63,570)	100.0%	
1025009998 Overhead Expenses	-	216,120	216,120	100.0%	
1025009999 Allocated Services	-	77,250	77,250	100.0%	
	<u>\$ 14,700</u>	<u>\$ 512,880</u>	<u>\$ 498,180</u>		
NET CONTRIBUTION TO (FROM)	<u>\$ 49,609</u>	<u>\$ 88,145</u>	<u>\$ 38,536</u>		

**CULTUS LAKE PARK**  
**2020 Financial Report**  
**For the TWELVE Months Ending March 31, 2020**

**RESIDENTIAL LEASES**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1016004100 Residential Leases	\$ 648,365	\$ 648,569	\$ (204)	0.0%	
1016004101 RL - Bylaw Enforcement	97,330	97,300	30	0.0%	
1016004110 Delinquent Fees	2,809	5,400	(2,591)	-48.0%	
1016004700 Lease Services	6,850	25,000	(18,150)	-72.6%	
1016004900 Miscellaneous Revenue	44	119,000	(118,956)	-100.0%	
	<u>\$ 755,398</u>	<u>\$ 895,269</u>	<u>\$ (139,871)</u>		
<b>EXPENDITURES</b>					
1026005900 Garbage Collection & Recycling	\$ 17,858	\$ 100,535	\$ 82,677	82.2%	
1026006100 Commercial Insurance	1,500	6,000	4,500	75.0%	
1026008005 Hydro Consumption	6,100	35,900	29,800	83.0%	
1026009800 Transfer to Reserves	-	62,230	62,230	100.0%	Milfoil
1026009998 Overhead Expenses	-	334,495	334,495	100.0%	
1026009999 Allocated Services	-	291,660	291,660	100.0%	
	<u>\$ 25,458</u>	<u>\$ 830,820</u>	<u>\$ 805,362</u>		
NET CONTRIBUTION TO (FROM)	<u>\$ 729,940</u>	<u>\$ 64,449</u>	<u>\$ 665,491</u>		

**CULTUS LAKE PARK**
**2020 Financial Report**
**For the TWELVE Months Ending March 31, 2020**
**GENERAL ADMINISTRATION**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1017004800 Interest Earned	\$ 29,947	\$ 40,000	\$ (10,053)	-25.1%	
1017004900 Miscellaneous Revenue/Encroachment	1,744	2,000	(256)	-12.8%	
1017004915 Dog Licenses	330	500	(170)	-34.0%	
	<u>\$ 32,021</u>	<u>\$ 42,500</u>	<u>\$ (10,479)</u>		
<b>EXPENDITURES</b>					
1027005000 Advertising	\$ 425	\$ 1,500	\$ 1,075	71.7%	
1027005100 Accounting & Auditing Fees	(3,745)	17,870	21,615	121.0%	
1027005175 Board Level Expenses	360	17,000	16,640	97.9%	
1027005300 Building Maintenance Materials	1,249	3,000	1,751	58.4%	
1027005375 Contract Services	13,453	75,900	62,447	82.3%	
1027005400 Conferences/Meetings	54	11,000	10,946	99.5%	
1027005500 Data Processing	9,562	16,000	6,438	40.2%	
1027005700 Education & Training	-	5,000	5,000	100.0%	
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	
1027006100 Commercial Insurance	3,475	14,500	11,025	76.0%	
1027006200 Vehicle Insurance	532	2,040	1,508	73.9%	
1027006400 Legal Fees	39,115	132,675	93,560	70.5%	
1027006450 Professional Fees	8,311	27,000	18,689	69.2%	
1027006600 Membership Dues & Subscriptions	795	3,700	2,905	78.5%	
1027006800 Office Supplies & Expenses	1,911	17,000	15,089	88.8%	
1027006812 Bank Charges/Point of Sale Fees	1,427	13,000	11,573	89.0%	
1027006815 Postage & Courier	1,540	4,000	2,460	61.5%	
1027006820 Equipment Leases	4,152	15,000	10,848	72.3%	
1027006822 Office Furniture	-	4,000	4,000	100.0%	
1027007000 Printing Expense	-	1,000	1,000	100.0%	
1027007100 Public Relations	554	4,000	3,446	86.2%	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	
1027007500 Sewer & Septic System Maintenance	-	550	550	100.0%	
1027007700 Special Events - CWFPF	-	5,000	5,000	100.0%	
1027007800 Telephone	3,626	8,500	4,874	57.3%	
1027007900 Travel Expense	169	2,000	1,831	91.6%	
1027008000 Propane & Natural Gas	580	1,800	1,220	67.8%	
1027008005 Hydro Consumption	1,045	3,500	2,455	70.1%	
1027008020 Water	-	580	580	100.0%	
1027008100 Vehicle Maintenance	172	400	228	57.0%	
1027008130 Vehicle Fuel	123	400	277	69.3%	
1027008500 Commissioners Indemnity	21,441	84,000	62,559	74.5%	
1027008600 Management Salaries	26,796	119,710	92,914	77.6%	
1027008601 Finance Salaries	31,010	138,750	107,740	77.7%	
1027008710 Staff Wages - DPO	14,076	62,880	48,804	77.6%	
1027008715 Staff Wages - Admin / CSR	23,916	112,820	88,904	78.8%	
1027008800 Employee Benefits	28,689	106,400	77,711	73.0%	
1027009000 Capital Purchases	4,237	33,570	29,333	87.4%	
1027009800 Transfer to Reserves	-	50,000	50,000	100.0%	
1027009805 Transfer from Reserve Capital	-	(33,570)	(33,570)	100.0%	
1027009810 Transfer from Accumulated Surplus	-	(48,675)	(48,675)	100.0%	
1027009998 Overhead Expenses	-	(873,640)	(873,640)	100.0%	
1027009999 Allocated Services	-	(119,660)	(119,660)	100.0%	
	<u>\$ 239,493</u>	<u>\$ 42,500</u>	<u>\$ (196,993)</u>		
NET CONTRIBUTION TO (FROM)	<u>\$ (207,472)</u>	<u>\$ -</u>	<u>\$ (207,472)</u>		

**CULTUS LAKE PARK**  
**2020 Financial Report**  
**For the TWELVE Months Ending March 31, 2020**

**COMMUNITY HALL**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1018004920 Community Hall Rentals	\$ 2,710	\$ 11,950	\$ (9,240)	-77.3%	
<b>EXPENDITURES</b>					
1028005300 Building Maintenance Materials	\$ 110	\$ 3,500	\$ 3,390	96.9%	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	
1028006100 Commercial Insurance	1,900	7,750	5,850	75.5%	
1028007500 Sewer	-	550	550	100.0%	
1028007800 Telephone	58	200	142	71.2%	
1028008000 Propane & Natural Gas	607	1,800	1,193	66.3%	
1028008005 Hydro Consumption	444	1,550	1,106	71.4%	
1028008020 Water	-	580	580	100.0%	
1028009000 Capital Purchases	1,929	4,570	2,641	57.8%	
1028009800 Transfer to Reserves	-	10,000	10,000	100.0%	
1028009805 Transfer from Reserve Capital Purchases	-	(4,570)	(4,570)	100.0%	
1028009998 Overhead Expenses	-	30,315	30,315	100.0%	
1028009999 Allocated Services	-	21,060	21,060	100.0%	
	\$ 5,048	\$ 78,305	\$ 73,257		
NET CONTRIBUTION TO (FROM)	\$ (2,338)	\$ (66,355)	\$ 64,017		



**CULTUS LAKE PARK**  
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**For the TWELVE Months Ending March 31, 2020**

**FORESHORE LEASE**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1018504900 Miscellaneous Revenue	\$ 15	\$ -	\$ 15	0.0%	
1018504936 Boat Mooring - Public Areas/VS	33,750	45,200	(11,450)	-25.3%	
	<u>\$ 33,765</u>	<u>\$ 45,200</u>	<u>\$ (11,435)</u>		
<b>EXPENDITURES</b>					
1028505800 Equipment Maintenance	\$ 55	\$ 1,500	\$ 1,445	96.3%	
1028505820 Equipment Fuel	-	800	800	100.0%	
1028505850 Floats & Buoys	519	10,000	9,481	94.8%	
1028506000 Grounds Maintenance Materials	12,441	10,000	(2,441)	-24.4%	
1028506100 Commercial Insurance	3,550	14,200	10,650	75.0%	
1028506200 Vehicle Insurance	30	100	70	70.0%	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	
1028507000 Printing Expense	-	150	150	100.0%	
1028508100 Vehicle Maintenance	-	200	200	100.0%	
1028508200 Foreshore Maintenance (Wharfs)	-	15,000	15,000	100.0%	
1028508201 Signage	-	1,000	1,000	100.0%	
1028509000 Capital Purchases	-	4,190	4,190	100.0%	
1028509800 Transfer to Reserves	-	5,000	5,000	100.0%	
1028509805 Transfer from Reserve Capital Purchases	-	(4,190)	(4,190)	100.0%	
1028509998 Overhead Expenses	-	220,230	220,230	100.0%	
1028509999 Allocated Services	-	85,860	85,860	100.0%	
	<u>\$ 16,595</u>	<u>\$ 365,140</u>	<u>\$ 348,545</u>		
	<u>\$ 17,170</u>	<u>\$ (319,940)</u>	<u>\$ 337,110</u>		

**CULTUS LAKE PARK**  
**2020 Financial Report**  
**For the TWELVE Months Ending March 31, 2020**

**PUBLIC AREAS**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1019004700 Tree Removal Fees	\$ -	\$ 1,500	\$ (1,500)	-100.0%	
1019004900 Miscellaneous Revenue	1,168	15,000	(13,832)	-92.2%	
1019004910 Pay Parking - Lions & Waterpark	5,463	694,000	(688,537)	-99.2%	
	<u>\$ 6,631</u>	<u>\$ 710,500</u>	<u>\$ (703,869)</u>		
<b>EXPENDITURES</b>					
1029005300 Building Maintenance Materials	\$ 106	\$ 6,100	\$ 5,994	98.3%	
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	Annual Grant to CEAC
1029005360 Commemorative Benches	669	1,900	1,231	64.8%	
1029005375 Contract Services	2,560	70,600	68,040	96.4%	Lions Parking/Sign Inventory
1029005800 Equipment Maintenance	-	1,000	1,000	100.0%	
1029005900 Garbage Collection & Recycling	1,065	7,100	6,035	85.0%	
1029006000 Grounds Maintenance Materials	2,539	30,000	27,461	91.5%	
1029006010 General Maintenance	6,717	20,000	13,283	66.4%	
1029006100 Commercial Insurance	4,625	19,400	14,775	76.2%	
1029006300 Janitorial Contracts/Supplies	426	14,000	13,574	97.0%	
1029006810 Bank Charges	57	450	393	87.3%	
1029006812 Point of Sale Fees	287	7,000	6,713	95.9%	
1029006820 Equipment Leases	7,186	10,200	3,014	29.5%	Lions Parking Meter Lease
1029007000 Printing Expense	-	500	500	100.0%	
1029007200 Roads & Parking Maintenance	-	12,000	12,000	100.0%	Lot Grading/Dust Control
1029007300 Vandalism Repairs	-	2,500	2,500	100.0%	
1029008005 Hydro Consumption	2,788	8,100	5,312	65.6%	
1029008201 Signage	1,145	6,500	5,355	82.4%	
1029009000 Capital Purchases	5,284	374,805	369,521	98.6%	
1029009800 Transfer to Reserves	-	83,000	83,000	100.0%	
1029009805 Transfer from Reserve Capital Purchases	-	(284,805)	(284,805)	100.0%	
1029009810 Transfer from Accumulated Surplus	-	(30,000)	(30,000)	100.0%	
1029009998 Overhead Expenses	-	453,580	453,580	100.0%	
1029009999 Allocated Services	-	259,720	259,720	100.0%	
	<u>\$ 35,454</u>	<u>\$ 1,085,650</u>	<u>\$ 1,050,196</u>		
NET CONTRIBUTION TO (FROM)	<u>\$ (28,823)</u>	<u>\$ (375,150)</u>	<u>\$ 346,327</u>		

**CULTUS LAKE PARK**  
**2020 Financial Report**  
**For the TWELVE Months Ending March 31, 2020**

**Community Events Committee**

	2020 Actual	2020 Annual Budget	Variance \$	Variance %	Variance Comments
<b>REVENUE</b>					
1018504900 Miscellaneous Revenue	\$ 220	\$ 10,000	\$ (9,780)	-97.8%	
1018504902 Public Areas - Contribution		\$ 12,000	(12,000)	-100.0%	
1018504996 Grants from other Agency's		14,000	(14,000)	-100.0%	
	<u>\$ 220</u>	<u>\$ 36,000</u>	<u>\$ (35,780)</u>		
<b>EXPENDITURES</b>					
1028506800 Office Supplies & Misc Expenses	\$ -	\$ 850	\$ 850	100.0%	
1028507700 Special Events CEAC	-	34,200	34,200	100.0%	
1028509800 Transfer to Reserves	-	950	950	100.0%	
	<u>\$ -</u>	<u>\$ 36,000</u>	<u>\$ 36,000</u>		
	<u>\$ 220</u>	<u>\$ -</u>	<u>\$ 220</u>		





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 0550-70

**SUBMITTED BY:** Erica Lee  
Chief Financial Officer

**SUBJECT:** 2020 Lions Parking First Quarter Report

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#### PURPOSE:

To provide the Board with an overview of parking revenue for the first quarter of 2020.

#### DISCUSSION:

As expected, 2020 First Quarter parking revenue was modest. However, due to the parking lots being closed effective as of March 22<sup>nd</sup> due to the Covid Pandemic, the total net revenue of \$725 (net of tax) was a sizable decrease over previous years. The tables below show First Quarter gross revenue (A), expenses (B) and net revenue (C).

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2020 Lions Parking First Quarter Report for information.*

#### STRATEGIC PLAN:

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

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Prepared by:

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Erica Lee  
Chief Financial Officer

Approved for submission to the Board:

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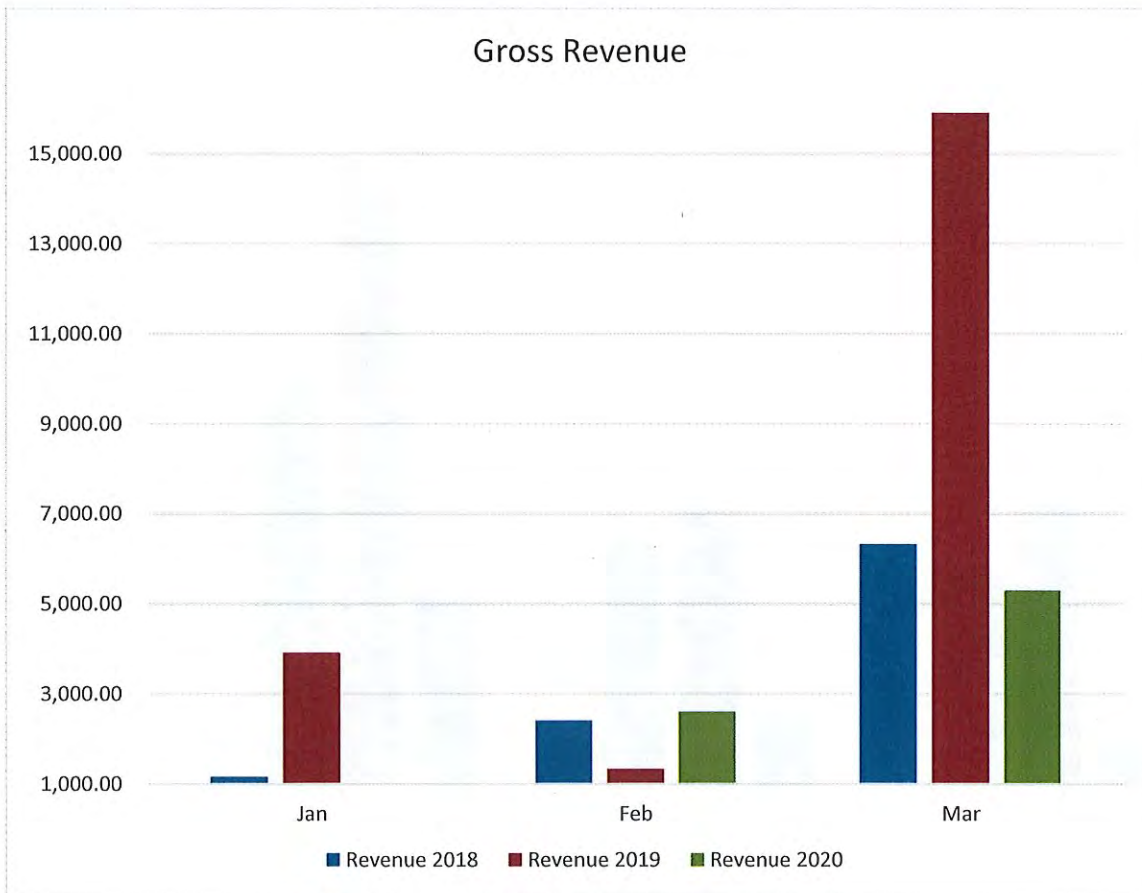
Joe Lamb  
Acting Chief Administrative Officer



### Revenues

Mth	Revenue 2015	Revenue 2016	Revenue 2017	Revenue 2018	Revenue 2019	Revenue 2020
Jan	1,509.34	1,762.80	1,489.00	1,166.50	3,918.55	1,025.85
Feb	3,006.75	2,020.05	1,770.30	2,411.25	1,332.80	2,607.35
Mar	4,091.15	4,318.85	3,390.30	6,327.80	15,916.20	5,298.20
Apr	6,938.95	13,041.15	9,140.45	13,879.00	12,959.65	
May	23,075.65	22,309.45	51,080.85	46,410.05	42,989.90	
Jun	58,514.40	36,773.60	58,267.90	59,045.15	98,875.92	
Jul	80,558.25	126,468.55	189,066.40	212,401.10	183,729.72	
Aug	83,659.65	169,123.20	187,968.95	148,324.05	218,821.40	
Sep	19,902.40	28,815.70	64,541.25	35,045.35	41,059.65	
Oct	3,445.15	5,904.00	6,446.95	6,052.80	4,497.95	
Nov	786.20	1,036.65	663.05	2,379.90	2,077.55	
Dec	694.05	525.25	1,095.55	1,791.00	1,882.00	
Total	286,181.94	412,099.25	574,920.95	535,233.95	628,061.29	8,931.40

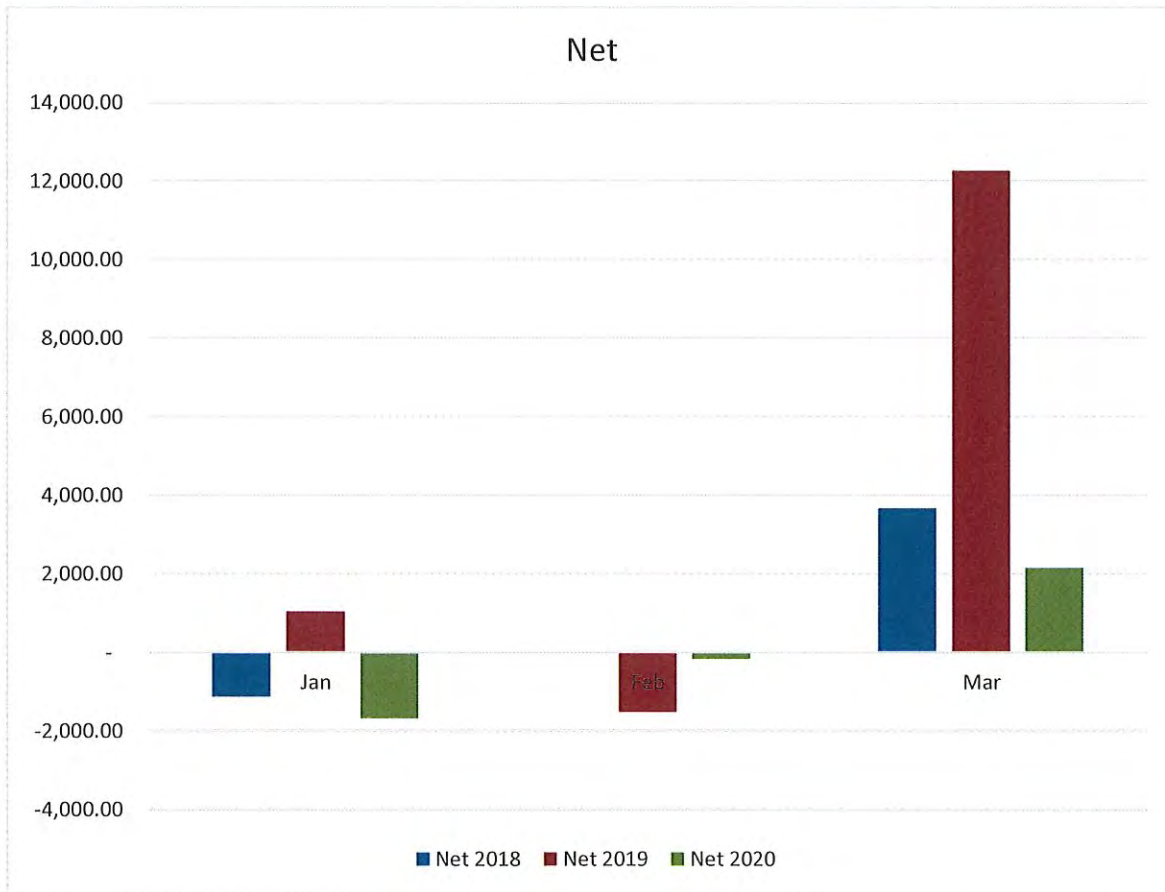
### Gross Revenue



# Net

Mth	Net 2015	Net 2016	Net 2017	Net 2018	Net 2019	Net 2020
Jan	- 1,059.14	- 830.75	584.83	- 1,123.57	1,046.83	- 1,672.73
Feb	274.76	- 610.81	829.23	41.73	- 1,520.80	- 166.01
Mar	1,233.82	1,451.29	2,271.68	3,664.32	12,272.18	2,147.82
Apr	3,761.40	7,475.90	7,417.72	10,238.50	8,202.86	-
May	16,347.97	17,437.53	44,816.06	41,016.37	36,411.71	-
Jun	48,735.43	31,894.82	51,534.00	52,067.41	88,674.10	-
Jul	67,476.07	107,543.20	173,047.46	191,275.53	168,510.17	-
Aug	69,621.78	148,363.44	162,926.88	129,228.42	198,711.96	-
Sep	13,009.58	20,922.83	49,359.17	25,975.13	30,263.94	-
Oct	214.88	3,847.77	1,941.27	1,748.00	107.66	-
Nov	- 1,765.94	60.00	- 1,773.73	- 557.35	- 764.72	-
Dec	- 1,792.86	- 284.14	- 1,178.12	- 958.02	- 870.35	-
Total	216,057.75	337,271.07	491,776.46	452,616.47	541,045.54	309.08

# Net







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 0550-70

**SUBMITTED BY:** Warren Mazuren  
Acting Public Works Supervisor

**SUBJECT:** 2020 Public Works First Quarter Report

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#### **PURPOSE:**

To provide the Board with an update on Public Works tasks and projects completed during the first quarter of 2020.

#### **DISCUSSION:**

The following list summarizes various tasks and projects completed by Public Works staff over the first quarter of 2020.

##### Commercial Leases:

- Buildings/grounds/parking lot maintenance – 8 days labour
- Litter/garbage pickup/washroom service/vandalism repairs – 5 days labour

##### Community Hall:

- Building/grounds maintenance/janitorial service and rental set up – 6 days labour

##### Foreshore:

- Wharf/weir maintenance – 1day labour

##### Public Areas:

- Daily litter/garbage pickup – 16 days labour
- Janitorial service – 40 days labour
- Grounds maintenance/tree care – 18 days labour
- Vandalism repairs – 2 days labour
- Roads/parking lots/signage/lighting/structure maintenance – 24 days labour

##### Public Works:

- Administration/purchasing/safety/staff meetings – 35 days labour
- Equipment maintenance – 5 days labour
- Vehicle maintenance – 12 days labour
- Yard/building/janitorial maintenance – 11 days labour
- Training – 30 days Labour

Fire Hall:

- Administration/emergency response/inspections – 4 days labour
- Building/janitorial/equipment maintenance – 3 days labour

Residential Leases:

- Grounds/tree maintenance/debris cleanup – 3 days labour
- Road maintenance – 13 days labour

Sunnyside Campground:

- Building maintenance – 10 days labour
- Janitorial service – 5 days labour
- Grounds/tree maintenance – 13 days labour
- Roads/parking maintenance – 3 days labour
- Water/sewer maintenance – 4 days labor
- Site maintenance – 22 days labor
- Vandalism repairs – 2 days labour

Visitor Services/Cabins:

- Building maintenance – 12 days labour
- Bi-weekly garbage pickup – 2 days labour
- Janitorial service – 6 days labor
- Grounds maintenance – 2 days labour

Weekend Work/Special Events:

- Public Works staff – days labor

**RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2020 Public Works First Quarter Report for information.*

**STRATEGIC PLAN:**

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

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Prepared by:



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Warren Mazuren  
Acting Public Works Supervisor

Approved for submission to the Board:



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Joe Lamb  
Acting Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 0550

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

**SUBJECT:** 2020 Campgrounds and Cabins First Quarter Report

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#### **PURPOSE:**

To provide the Board with an update on the Campgrounds and Cabins operations for the First Quarter of 2020.

#### **DISCUSSION:**

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the first quarter of 2020.

##### Sunnyside Campground

Continuing with annual trends, reservation request volume increased significantly immediately following the start of the New Year. During this time staff processed the seasonal non-refundable prepayment, organized a site exchange and worked on the site distribution. Following the seasonal non-refundable prepayment deadline in February, 54 seasonal sites were turned over for the season. Reasons for letting the sites go included: rate increase; retirement/other travel; divorce/change in family dynamics; loss of job; and personal mobility issues.

Hiring commenced in February for gatehouse, site maintenance and custodial staff.

The Campground cleanup commenced on March 1, 2020 and got off to a good start due to the dry weather.

On March 23, 2020, the Cultus Lake Park Board made the decision to delay the opening of Sunnyside Campground until the end of April, 2020, due to COVID-19. Site Maintenance staff and Gatehouse Staff that were on the ground were temporarily laid off. A further delay was announced in April, postponing the opening of Sunnyside Campground until May 31, 2020.

Griffin Security has been contracted to provide security and bylaw services at Sunnyside for the second season once the campground is open.

##### Cabins

The Cabins were only rented a few days in January and February and due to COVID-19 and the Government announcement recommending ceasing travel, the March bookings cancelled.

Indoor renovations were completed at Twin Alders, our newest addition to the Cultus Lake Cabins and will be ready to rent for the upcoming summer season.

**RECOMMENDATION:**

***THAT*** the Cultus Lake Park Board receive the 2020 Campground and Cabins First Quarter report for information.

**STRATEGIC PLAN:**

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

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Prepared by:



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

Approved for submission to the Board:



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Joe Lamb  
Acting Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 3900

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

**SUBJECT:** 2020 Bylaw Compliance and Enforcement First Quarter Report

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#### PURPOSE:

To provide the Board with an update on Bylaw Compliance and Enforcement Operations for the First Quarter of 2020.

#### DISCUSSION:

On March 18, 2020, Michael Pickett, the new Bylaw Compliance & Enforcement Officer commenced employment with Cultus Lake Park.

Bylaws and Application Forms were prepared for the Short-Term Rentals and the Home Based & Commercial Businesses. Staff also worked on Bylaw Amendments for Sunnyside Campground, Cultus Lake Tree and Plant Bylaw, Cultus Lake Park Property Maintenance Bylaw, Cultus Lake Park Boating and Foreshore Bylaw, Cultus Lake Park Parking and Traffic Regulations Bylaw, Cultus Lake Park Management of Public Areas Bylaw and Cultus Lake Park Bylaw Notice Enforcement Bylaw.

Cultus Lake Park Administration had an initial meeting with the RCMP to discuss the upcoming season for the community policing at Cultus Lake Park. Cultus Lake Park Board and the City of Chilliwack have entered a Memorandum of Understanding (MOU) for this season, commencing May 15, 2020 to September 7, 2020. The Memorandum of Understanding (MOU) will be in effect from May 2019 through to September 2022.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board receive the 2020 Bylaw Compliance and Enforcement First Quarter report for information.

#### STRATEGIC PLAN:

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

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Prepared by:



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Jacquie Spencer  
Manager of Visitor Services,  
Accommodations & Bylaw Enforcement

Approved for submission to the Board:



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Joe Lamb  
Acting Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 0550

**SUBMITTED BY:** Warren Mazuren  
Fire Chief

**SUBJECT:** 2020 Fire Department First Quarter Report

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#### PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of January, February and March 2020.

#### BACKGROUND:

The First Quarter of 2020 was above average in call volume then last year's First Quarter.

There were 11 calls in January, 11 calls in February, and 5 calls in March of 2020.

The CLVFD continued with maintenance training as required by the Playbook. In the middle of March due to concerns surrounding Covid-19 weekly training nights were halted and we took to an online training approach with firefighters continuing with weekly theory training.

The CLVFD had two members attend at **Columbia Valley Fire Department** for An ICS 100, and ICS 200 training event over the course of two days on a weekend in January.

The CLFVD had 17 members participate and nearly all others attend for the first time the "Climb the Wall" challenge at the Sheraton Wall Centre in Vancouver. Members raised over \$3500 for the BC Lung Association and ascended the 48 floors, in full gear and on air, as a tribute to our Fallen member Connor Sloan. We look to make this an Annual event. Thanks go out to **Chilliwack River Valley Fire Department** who covered our area on that day! The CLVFD had one call of note this quarter.

The Evening of Jan 5, at approximately 7:00 pm, we attended at structure fire in the 4600 block of Sweltzer Creek Rd. Upon arrival a multi vehicle garage and adjoining structures were fully involved. The garage was unable to be salvaged and the vehicles inside were lost as well. No civilian or firefighter injuries were reported.

The CLVFD had our End of year dinner and handed out the following awards for 2019!

"Firefighter of the Year" for 2019 awarded to **Paul Larsen**.



"Chiefs Choice" Award recipients for 2019 are:

**Chris Dyck**  
**Wesley Jones**  
**Aaron Smith**

Congratulations to all members!

Wildfire season is quickly approaching! Lets all do our part to be fire smart at home and in the back country this year to prevent human caused wildfires!

**RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2020 Fire Department First Quarter report for information.*

**STRATEGIC PLAN:**

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

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Prepared by:



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Warren Mazuren  
Fire Chief

Approved for submission to the Board:



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Joe Lamb  
Acting Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 0870  
**SUBMITTED BY:** Katrina Craig, Lease Administrator  
**SUBJECT:** Lease Assignments | First Quarter 2020

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#### PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of January through March, 2020.

#### DISCUSSION:

During the first quarter of 2020, the Park processed the following: (9) family assignment and (5) residential assignments: lease transfers totaling (14) for the quarter; and

(46) Requests for Title Searches for various reasons, such as: building permits, listings of houses for sale, builders draw on mortgages and personal banking or purchases; and

(4) Mortgage Refinances; and (5) Mortgage Discharges.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board receive the 2020 Lease Assignments First Quarter report for information.

#### STRATEGIC PLAN:

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

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**DATE OF ASSIGNMENT:** JANUARY 3, 2020  
**PROPERTY:** 32 LAKESHORE DRIVE, CULTUS LAKE BC V2R 4Z9  
**SALE PRICE:** \$830,000

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DATE OF ASSIGNMENT: **JANUARY 21, 2020**

PROPERTY: **410 BIRCH STREET, CULTUS LAKE BC V2R 4Y8**

SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **JANUARY 23, 2020**

PROPERTY: **625 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z5**

SALE PRICE: **\$785,000**

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DATE OF ASSIGNMENT: **JANUARY 29, 2020**

PROPERTY: **252 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2**

SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **JANUARY 30, 2020**

PROPERTY: **243 FIRST AVENUE, CULTUS LAKE BC V2R 4Y9**

SALE PRICE: **\$750,000**

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DATE OF ASSIGNMENT: **FEBRUARY 3, 2020**

PROPERTY: **217 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **FEBRUARY 3, 2020**

PROPERTY: **176 FIRST AVENUE, CULTUS LAKE BC V2R 4Y7**

SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **FEBRUARY 7, 2020**

PROPERTY: **36 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **FEBRUARY 7, 2020**  
PROPERTY: **36 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**  
SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **FEBRUARY 11, 2020**  
PROPERTY: **518 PARK DRIVE, CULTUS LAKE BC V2R 4Z8**  
SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **FEBRUARY 28, 2020**  
PROPERTY: **150 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2**  
SALE PRICE: **N/A**

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DATE OF ASSIGNMENT: **MARCH 4, 2020**  
PROPERTY: **532 PARK DRIVE, CULTUS LAKE BC V2R 4Z8**  
SALE PRICE: **\$850,000**

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DATE OF ASSIGNMENT: **MARCH 6, 2020**  
PROPERTY: **275 FIR STREET, CULTUS LAKE BC V2R 4Y7**  
SALE PRICE: **\$517,000**

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DATE OF ASSIGNMENT: **MARCH 23, 2020**  
PROPERTY: **366 CEDAR STREET, CULTUS LAKE BC V2R 4Z1**  
SALE PRICE: **N/A**

**STRATEGIC PLAN:**

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




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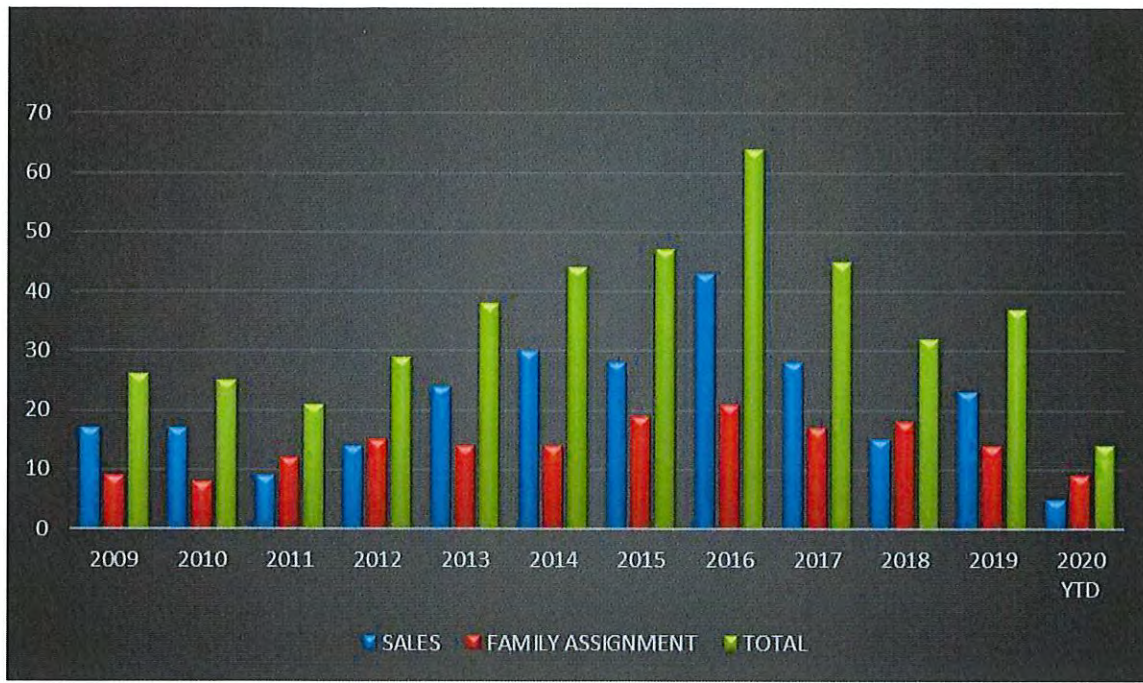
Prepared by:

  
Katrina Craig  
Lease Administrator

Approved for submission to the Board:

  
Joe Lamb,  
Acting Chief Administrative Officer









## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 0550-70

**SUBMITTED BY:** Dave Driediger  
Manager of Park Operations

**SUBJECT:** Parking Lot B Tree Removal

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#### PURPOSE:

The purpose of this report is to provide the Board with information on the condition of the trees within Parking Lot B and potential next steps to address parking lot management.

#### DISCUSSION:

On March 11, 2020, the Environmental and Public Areas Planning Committee Chair and staff met with Scott Borle to review trees within Main Beach and the surrounding area. Mr. Borle is an International Society of Arboriculture certified arborist, qualified tree risk assessor and has extensive knowledge and experience in both tree care and maintenance. During the conversation it was noted that nearly every Douglas-fir tree within the travelled portion of Parking Lot B (Fig. 1) is suffering from ground compaction. In Attachment 1, Mr. Borle describes tree root function on top of stabilization and explains how compressing roots inhibits gas exchange and transportation of nutrients and water.

Despite their poor condition, trees within the parking lot do not yet meet danger classification. However, recovery efforts are futile and as tree condition deteriorates, the risk of injury and property damage climbs. Given that Craven Huston Powers Architects is currently working on an improved parking lot design, the Board may wish to remove the trees following the Labour Day long weekend.

Removing trees following summer will minimize risk and allow opportunity to offset the removal cost prior to a decline in condition and subsequent reduction in timber value. There are approximately 32 trees in the parking lot to consider and current value is estimated at \$6,000. The cost of removal whether by feller buncher or hand falling is on par with timber value.

One of the Board's 2019 strategic priorities is preserving the natural beauty of the park and over the past three years, approximately 500 trees have been planted within our community. Staff anticipates working alongside the Environmental and Public Areas Planning Committee to bring a tree replacement plan back to the Board as soon as social distancing restrictions and the Provincial Health Authority will allow.

**RECOMMENDATION:**

***THAT*** the Cultus Lake Park Board direct staff to remove compromised trees within Parking Lot B.

**STRATEGIC PLAN:**

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

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Prepared by:



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Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:



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Joe Lamb  
Acting Chief Administrative Officer





Fig. 1 Deteriorating fir trees in Parking Lot B







March 12, 2020

Dave Driediger  
Cultus Lake Park  
4165 Columbia Valley Hwy.  
Cultus Lake, BC V2R 5B5

Dear Mr. Driediger

Att: Cultus Lake Park Tree Care Review

Thank you for the opportunity to assist Cultus Lake Park with tree care consultation. Our professional arborist team is committed to providing clients with professional, science-based service and assessments as well as innovative solutions based on the International Society of Arboriculture's best management practices.

On March 11, 2020 we reviewed coastal Douglas-fir (*Pseudotsuga menziesii* ssp. *menziesii*) trees at a number of sites including Main Beach, Sunnyside Parking Lot and Sunnyside Blvd. Generally Douglas-fir is characterized by a tall, (70-90m) pyramidal stance with very thick, fluted, brown bark and hanging cones. This tree is prevalent throughout the Coastal Western Hemlock Biogeoclimatic zone and prevails on dry, low elevation sites through to wetter montane locales. Cultus Lake Park is no exception to ecological site selection.

Main Beach

The cluster of fir trees next to the service road immediately east of Main Beach washrooms will likely benefit more from irrigation than mulch bedding. Watering will be especially beneficial in light of the site's well-drained soil and the increasing likelihood of prolonged periods of summer drought.

A handful of trees within Main Beach show signs of root compaction, especially those trees standing immediately adjacent to the beach and next to the boat rental business where grade has been raised beyond root collars. Tree roots serve several purposes on top of anchoring trees. In addition to stabilization, roots store energy and transport water and nutrients. Compressing tree roots inhibits respiration and transport just as ground compaction reduces similar functions in soil. Recent landscape beautification work here has a negligible impact on tree health and root protection. Further south, two mature firs exhibit signs of significant compaction and will likely continue to decline for another year or so regardless of restoration efforts.

### Amusement Park Parking Lot

Like the fir trees next to the boat rental business, trees within the travelled portion of the parking lot are suffering terminally from compaction. Given that timber value will decline alongside tree condition, removing the trees now may allow opportunity to offset removal cost and reduce liability.

### Sunnyside Blvd

Fir trees along Sunnyside Blvd. exhibit signs of good health. Like the tree cluster next to Main Beach washrooms, these trees will derive greater benefit from installation of irrigated lawn rather than mulch bedding and for similar reasons. Should staff plant grass, care should be taken to reduce the accumulation of material at tree bases beyond root collars.

### Assumptions and Limitations

The information above does not constitute a tree assessment and is not based on an ISA tree assessment. Instead, information was gathered during a site visit and visual review of trees and the surroundings. The recommendations and information in this text reflect Scott's Tree Cares Ltd's. best professional judgment based on the information available at time of preparation. This document has been prepared in a manner consistent with the level of care and skill normally exercised by arborists currently practicing under similar circumstances. Except as expressly stated in this text, recommendations and information provided herein are only valid for the day on which the review leading to the recommendations was completed.

Conditions influencing trees specified to this document other than those specifically stated may exist and information contained in this text covers only those conditions and trees expressly stated. If additional information becomes available or conditions change, adjustments to the information and recommendations in this document may be necessary.

Nothing in this document is intended to provide a legal opinion, and Scott's Tree Care Ltd. disclaims any responsibility for matters legal in nature. In addition, Scott's Tree Care Ltd. offers no guarantee, express or implied, as to the requirements of or compliance with applicable statutes, bylaws, policy or regulations of any governing body. Except as expressly laid out in this text, Scott's Tree Care Ltd. makes no guarantee with regard to this document and recommendations contained in it.

If you have any questions, please call or write Scott Borle at:

P 604.703.3731

Email [scottstreecare@live.com](mailto:scottstreecare@live.com)

Sincerely,



Scott Borle





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 0550-70

**SUBMITTED BY:** Dave Driediger  
Manager of Park Operations

**SUBJECT:** Residential Parking Survey Cost

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#### PURPOSE:

The purpose of this report is to provide the Board with the cost to complete a First Ave./Lakeshore Dr. parking survey and catalog the information.

#### DISCUSSION:

Staff was requested to provide the cost to survey Lakeshore Dr. and First Ave. to better understand parking capacity between residential pins and the yellow line at the road's edge. The cost for Vector Geomatics to survey 450m along the east side of Lakeshore Dr. and another 700m along the west side of First Ave. is approximately \$6,500. The additional cost to survey the opposite side of each road is \$3,000.

If the Board wishes to hire a GIS student to compile the information, produce a map and report out, expenses increase by an estimated \$3,000. The total project budget including funds to cover the GIS work is \$12,500 and this work was not considered during 2020 budget deliberations. However, should the Board chooses to move forward, funds may be drawn from Accumulated Surplus.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board approve the cost of completing this survey; and

***THAT*** the Cultus Lake Park Board approve the GIS work cost.

#### STRATEGIC PLAN:

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

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Prepared by:

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Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:

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Joe Lamb  
Acting Chief Administrative Officer







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 20, 2020 **FILE:** 6150

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

**SUBJECT:** Sunnyside Campground Site Holding Fee

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#### PURPOSE:

To inform the Board of correspondence received from Sunnyside seasonal campers requesting an additional option for those not wanting to come back to camp this summer due to COVID-19, however; still wanting to keep their seasonal site for next season.

#### DISCUSSION:

On May 7, 2020, staff prepared and forwarded a letter to the seasonal campers (see attached) outlining the decision to re-open the seasonal portion of Sunnyside Campground.

As the campground was closed for April and most of May, a refund was calculated based on the amount of days available to each seasonal camper, commencing on the move in dates scheduled by staff. Staff also noted in the letter, that those who choose not to return to Sunnyside Campground this season, unfortunately will forfeit their site and be placed on the Wait List for future site availability should they choose to return.

A handful of seasonal campers have contacted the office to inform staff that due to COVID-19 they will not be able to use their site for the 2020 season. Most of these campers are looking for an alternative to choosing between paying the prorated amount for the days the campground is open in 2020 versus forfeiting their site for a full refund of fees. Staff are therefore bringing forward a third option for the Board to consider, to allow seasonal campers who are not able to come this season due to COVID-19 to reduce their seasonal fees by 50% in order to hold their site for the 2021 season.

Staff completed further calculations based on seasonal campers paying 50% of the seasonal fees to hold their site. This would equate to an additional loss of revenue per site between \$1,036 and \$1,210. This exposes the campground to potential additional losses of \$370K (in excess of the closure of approximately \$489K if all seasonal campers took this option). As it is highly unlikely all the seasonal campers would make this decision, if based on between 5%-25% (18-87 sites) who may take advantage of this, the Park would see an additional loss of between \$19-93K.

**RECOMMENDATION:**

***THAT** the Cultus Lake Park Board approve the additional option for Sunnyside Seasonal Campers not able to come this season due to COVID-19, to pay 50% of their site fees to hold their seasonal site until the 2021 season.*

**STRATEGIC PLAN:**

This report does impact the Board’s Strategic Plan Initiative.

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Prepared by:



\_\_\_\_\_  
Jacquie Spencer  
Manager of Visitor Services,  
Accommodations & Bylaw Enforcement

Approved for submission to the Board:



\_\_\_\_\_  
Joe Lamb  
Acting Chief Administrative Officer

Dear Cultus Lake Parks Board,

Last year was our families first year getting to use Sunnyside Campground as a seasonal camper after waiting approximately 4 years. Luckily we obtained site 71 and my parents' obtained site 66. We truly enjoyed the use of the site, the campground and the lake with our family and friends. Our family was looking forward to returning again this year and for years to come. Fast forward to the wake of Covid19 where everything is uncertain we are weary to set up and "camp".

We are in receipt of confirmation the campground will be opening in stages toward the later portion of May and are provided with two options to pay and stay or to be refunded and go on the waitlist should we choose. We have three children 9 years of age and under, it will be extremely difficult to enforce keeping them socially distant and it will be what I spend my time doing instead of enjoying the site and campground. With the restrictions in place to continue social distancing, the inability to allow visitors, socialize with surrounding patrons and the closing of playgrounds drastically changes the contractual intent of the camp site, the campground use and Sunnyside's ability to provide what we initially signed up for.

Is there any facilitation for the board to consider a third option?

My suggestion would be to have the ability to pay a holding fee as so many businesses alike such as, daycares, fitness centers, sports teams are currently doing given the unprecedented circumstances. The holding fee would be a one-time offer due to the extenuating loom of the global pandemic. Seasonal holders would pay a portion of the site price e.g. (a 1/4 of the full price of the site) however they would not be able to use to the site, followed by paying the full amount for next year's season.

Requiring people to give up their spot and go back on the waiting list is very harsh and really unnecessary. The third option would give dispensation to those who are immune compromised, have young children or overall don't feel safe under the current crisis to vacation or reside in the multifamily setting of Sunnyside Campground.

We hope you consider this option to be a viable solution in finding middle ground between the two other options provided.

Thank you for taking the time to review my correspondence and I look forward to hearing from you.

Sincerely

[REDACTED]

**Rachel Litchfield**

---

**From:** [REDACTED]  
**Sent:** May 10, 2020 6:36 AM  
**To:** Sunnyside Campground; Carly Volk; Jacquie Spencer  
**Cc:** [REDACTED]  
**Subject:** Re: Sunnyside Campground

Good Morning

Had a look at the schedule for the arrival of seasonal campers and quite don't understand the refund process

The refunds should all be the same not each of the first two groups going in are penalized for early arrival set by Sunnyside campground.dont quite understand this logic going forward.

The arrival schedule put in place by the campground holds the seasonal campers hostage for there refund not being all equal.

Others years have seen early positing arrivals at no additional cost but since there is a refund at stake the difference is substantial.and seasonal campers are being held captive by your decision.

Please revisit the refund allotment for a better displacement of the compensation to the season campers

Thank you  
[REDACTED]

Sent from my iPhone

On May 7, 2020, at 5:51 PM, Sunnyside <sunnyside@cultuslake.bc.ca> wrote:

[View this email in your browser](#)



## **Sunnyside Seasonal Re-opening**

**May 7, 2020**

### **Hello Seasonal Campers:**

Due to the recent announcements from the Provincial Government on May 6, 2020, the Cultus Lake Park Board has made the decision to re-open the seasonal portion of Sunnyside Campground.

## Rachel Litchfield

---

**From:** [REDACTED]  
**Sent:** May 10, 2020 8:04 AM  
**To:** Jacquie Spencer  
**Subject:** Refunds and Concerns

Hi Jacquie,

Just a follow up with regards to early positioning and move in dates. The only reason for early positioning is because we could not get our trailer in if we were not first in. This is not our fault. Just because you tier move in dates and we do not have a choice on when we move in, it doesn't mean the refunds should be ANY different. This does not make sense to me at all. Everyone should be getting the same refund. Please revisit this as in previous years as an early positioner we have never paid more than anyone else.

Also with regards to everything still remaining closed at this time, including larger areas with many people, what happens if we do not feel comfortable with this decision as we have not been out due to the virus because of immunocompromised family member. We should not have to make the decision being forced to either set up or forfeit the site after years of being here. Everywhere else has been refunding if people are not travelling or concerts, or sport events. The airshow is in August, it is outside and they have just announced this week it is cancelled it for 2020. Cultus has ALOT of people, in their own sites or not. Monitoring all this will be impossible, masks last 2 weeks of May? Beaches are overloaded on a normal day. How will physical distancing be policed? How is this all going to be monitored?

Please advise as there are many risks and concerns with the reopening of this large campground.

[REDACTED]

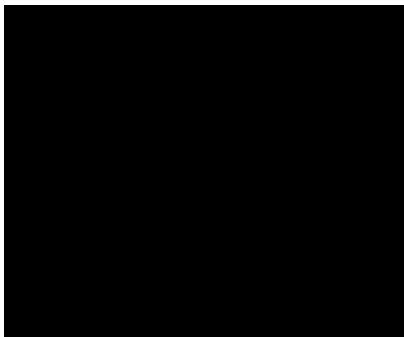
[REDACTED]



## Rachel Litchfield

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**From:** Reception  
**Sent:** May 11, 2020 9:44 AM  
**To:** Jacquie Spencer  
**Cc:** Carly Volk  
**Subject:** FW: Sunnyside Campground



**From:** [REDACTED]  
**Sent:** May 11, 2020 9:18 AM  
**To:** Sunnyside Campground <sunnyside@cultuslake.bc.ca>  
**Cc:** Reception <reception@cultuslake.bc.ca>  
**Subject:** Re: Sunnyside Campground

Sirs,

In response to the information you have supplied , I am writing to implore you to add a third option. My wife and I are the lessees of site #253 and my daughters and their families occupy the sites on each side of us. I am seventy one years old and have heart , lung and type two diabetes conditions. To say that I have concerns about Covid 19 would be an understatement. I have no level of faith that there will be no community transmission within the park and I am unwilling to risk my life for four months of restricted camping. I feel that that Sunnyside management is using what I consider to be the bully tactic of forcing me to either forfeit over three thousand dollars or relinquish my site simply because I want to make the prudent decision to protect my well being. It would seem sensible to me for you to charge a reasonable reservation fee to hold my site until next year , hold the balance of the money I have already paid for the the rest of the season and apply it to the rent for next year. You did not fill all the sites that were left vacant after last years huge rent increase and I very much doubt that you will do any better this year with the virus still out there and with the short season you are offering. If you were able to adopt my suggestion you would have the use of my money and you would have a happy camper next year.

Yours , most sincerely

[REDACTED]

Site 253

Sent from my iPad