



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, December 16, 2020

5:00 PM

Cultus Lake Park Office Boardroom
4165 Columbia Valley Highway, Cultus Lake, BC

Time Change Notice - Cultus Lake Park Board Regular Meeting will be held at 5:00 pm on December 16, 2020 instead of 7:00 pm.

Due to the recent Provincial Health Order with respect to social gatherings, the December 16, 2020 Board meeting will be closed to the public and will be available in real time via Zoom.

Please feel free to join the meeting, participants will be muted upon entry to the meeting but will be able to ask questions during question period.

Join Zoom Meeting:

<https://us02web.zoom.us/j/9464546136?pwd=MWJlWXZKcENhZVBQYU5qWmltdGVNZz09>

Meeting ID: 946 454 6136

Passcode: 983132

The Cultus Lake Park Board Regular Meeting video will be available to view on our website the following day at www.cultuslake.bc.ca/board-meeting-videos/



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 16, 2020

5:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (4:30 PM)

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

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

(3) RECONVENE

Page 1

(4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 16, 2020; and*

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

(5) ADOPTION OF MINUTES

Page 5

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 18, 2020.*

(6) COMMITTEE MINUTES

Page 19

- (a) ***THAT** the Cultus Lake Park Board receive the September 18, 2020 Environmental and Public Areas Planning Committee minutes.*

Page 23

- (b) ***THAT** the Cultus Lake Park Board receive the November 20, 2020 Environmental and Public Areas Planning Committee minutes.*

Page 27

- (c) ***THAT** the Cultus Lake Park Board receive the November 12, 2020 Operational and Financial Core Review Committee.*

(7) ELECTION OF THE CHAIR

(8) ELECTION OF THE VICE CHAIR

(9) BYLAWS

(a) 2021 - 2025 Cultus Lake Park DRAFT Financial Plan

Page 29

- 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020

THAT the Cultus Lake Park Board give Third reading to the Cultus Lake Park Board 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020.

(b) Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020

Page 79

Page 81

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Park Board Levying of Rates Bylaw No. 1182, 2020

THAT the Cultus Lake Park Board give First, Second and Third Reading to Levying of Rates Bylaw No. 1182.

(c) Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020

Page 85

Page 87

- Report dated December 16, 2020 from Jacquie Spencer, Manager of Visitor Services, Accommodations, and Bylaw Enforcement
- Cultus Lake Park Board Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020

THAT the Cultus Lake Park Board give First, Second and Third reading to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020.

**(d) Cultus Lake Park Board Infrastructure Reserve Bylaw No. 1184, 2020
Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020**

Page 93

Page 95

Page 97

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- Cultus Lake Infrastructure Reserve Bylaw No. 1184, 2020
- Cultus Lake Park Board Residential Reserve Bylaw No. 1185, 2020

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Capital Infrastructure Reserve Fund Bylaw No. 1184, 2020; and

THAT the Cultus Lake Park Board give First, Second and Third reading to the Residential Areas Capital Reserve Fund Bylaw No. 1185, 2020.

(e) Cultus Lake Park Board 2020-2024 Financial Amendment Bylaw No.1186, 2020

Page 99

Page 107

- Report dated December 16, 2020 from Erica Lee, Manager of Finance
- 2020-2024 Financial Amendment Bylaw No.1186, 2020

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake 2020-2024 Financial Amendment Bylaw No.1186, 2020.

(10) STAFF REPORTS

(a) Parking Lot B Layout Plan Revisions

Page 115

- Report dated December 16, 2020 from Dave Driediger, Manager of Park Operations

***THAT** the Cultus Lake Park Board direct staff to move forward with Parking Lot B reconfiguration as illustrated in the attached Parking Lot B Layout Plan.*

(11) REPORTS BY COMMISSIONERS

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

Page 119

Page 123

Page 127

Page 131

Page 133

- Report dated December 16, 2020 from Chair Renwick
- Terms of Reference Community Events and Engagement Committee
- Terms of Reference Village Center Planning and Development Committee
- Terms of Reference Environmental and Public Area's Planning Committee
- Terms of Reference Foreshore Fundraising and Improvement Committee

1. ***THAT** the Cultus Lake Park Board approve the Standing Committee and the Chair and Vice Chair appointments:*

Commercial Leaseholder Committee

Chair – Commissioner Smit

Vice Chair - Commissioner Payeur

2 appointed members of the Commercial Leaseholders

2. ***THAT** the Cultus Lake Park Board approve the following Select Committee appointments:*

Community Events and Engagement Committee

Chair - Commissioner Dzaman

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee

Chair - Commissioner Dzaman

Vice Chair – Commissioner Bauer

Environmental and Public Area's Planning Committee

Chair – Commissioner Bauer

Vice Chair – Commissioner Payeur

Foreshore Fundraising and Improvement Committee

Chair – Commissioner Smit

Vice Chair – Commissioner Payeur

3. ***THAT** the Cultus Lake Park Board approve the following external committee appointments:*

Cultus Lake Aquatic Stewardship Strategy (CLASS)

Commissioner Bauer

Tourism Chilliwack
Commissioner Bauer

Fraser Valley Aboriginal Relations
Commissioner Renwick

Cultus Lake Community School
Commissioner Payeur

Internal Planning and Execution
Sunnyside Seasonal communication and relationship management – Commissioner Dzaman

4. ***THAT*** the Cultus Lake Park Board direct the Chief Administrative Officer to post notice that the Park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 20, 2021.

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on December 16, 2020 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 18, 2020

5:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner D. Renwick – Chair, Via Zoom
Commissioner D. Bauer – Vice Chair
Commissioner L. Payeur
Commissioner C. Smit

Staff 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 5:01 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) the security of the property of the municipality.

(3) RECONVENE

The meeting reconvened at 4:30 pm.

(4) APPROVAL OF AGENDA

4693-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 18, 2020; and

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

CARRIED

(5) ADOPTION OF BOARD MINUTES

4694-20 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 21, 2020*

CARRIED

(6) CORRESPONDENCE

(a) **Slalom Gates**

- Email dated October 6, 2020 from CCEP Paddling Club Board

4695-20 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board receive the correspondence regarding the Slalom Gates.*

CARRIED

4696-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board refer this to back to staff to bring forward information on the set up for the Slalom Gates.*

CARRIED

(7) FINANCE

(a) **2021 - 2025 Cultus Lake Park DRAFT Financial Plan**

- Report dated November 18, 2020 from Erica Lee, Chief Financial Officer
- 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020
- Schedule A & B
- Business Unit Detail
- Schedule of Reserves

Financial Planning Worksheet – Budget Changes

Revenue

Expenses

Reserves

Capital Projects

Chief Administrative Officer, Joe Lamb noted that staff will provide a presentation to the Board and the public. He noted that the members of the public may bring forward questions once the presentation is complete.

Erica Lee, Manager of Finance explained the structure of the presentation. She noted that she will begin by noting the highlights of the budget and she discussed the Park's different revenue streams and revenue changes for 2021. She noted that she will follow outlining significant changes in each of the individual business units.

She provided a brief overview of the Draft 2021-2025 Financial Package:

- Schedule A – Summary of the Financial Plan by Business Unit just for 2021
- Schedule B - Summary of Financial Plan for the full five years covered by the plan
- A Detailed 5 Year Financial Plan for each Business Unit – with comments to highlight any changes from the plan.
- A Schedule of the Parks Reserve Fund Balances.

She outlined any significant changes to the budget broken down into Revenue, Expenses, Reserve Funding and Capital Projects.

She addressed the fact that it has been talked about for many years the many constraints and limitations.

She reviewed new initiatives for 2021 and noted the majority of the spending changes are focused on Infrastructure renewal, Safety, Security and Environmental Stability for the Park:

- Safety and Security Measures
- Addressing Infrastructure Needs
- Focusing on Environmental Sustainability, and
- Enhancing Communications.

She noted in the area of Safety and Security the budget continues to enhance our security coverage as implemented in 2020 having Police, Bylaw Enforcement and Security Patrols and the large change for 2021 is the proposal to Internally Manage our Parking Lots rather than contracting it out, therefore adding a Parking Lot Enforcement Team.

She further noted that a large portion of changes related to Capital Improvements to begin to upgrade the Parks aging Infrastructure and the more significant proposed changes are:

- Washroom Renovations at Main Beach and Sunnyside
- Parking Lot B Construction
- Structural Upgrades to Docks
- Signage Upgrades
- A more proactive approach to Maintenance
- Increasing funding to Reserves to allow for ongoing renewal of the Parks infrastructure.

The last two areas she noted are to ensure Environmental Sustainability and Enhanced Communications and noted that the budget is proposing:

- Main Beach Green Space Irrigation
- Main Beach Tree and Root Enhancement and Protection
- Increased Reserve Funding for necessary Foreshore Improvements
- A Large First Step in the Foreshore Erosion Project – Funds to Completed the Engineering Plan, Permitting and the Beginning of the Physical Works – along with funds to work on foreshore erosion issues over the next number of years.

For communication, staff are proposing to bring communications in house rather than contract it out. This will help to also enhance the Park's ability to consider community input and to promote our revenue generating business streams.

She also noted where the Park's sources of revenue come from.

- The largest revenue generator is Sunnyside campground. In 2021, it is budgeted that Sunnyside will generate just under \$3.3 million and represents 50.9% of the total revenue earned
- Residential leases provide about \$870,000 or 13.4%
- This is closely followed by parking/public area revenue: about \$856,000. (13.2%)
- Commercial leases are at about \$651,000. (10%)
- Volunteer Fire Dept. is at about \$282,000. (4.3%)
- Cabin rentals and visitor services are at about \$220,000 (3.4%)
- Foreshore leases at \$109,000 (1.7%)
- Last Protective Services budgeted \$107,000 in Fine Revenue (1.6%) – more significant in this budget due to internal parking enforcement.

Total revenue forecasted for Cultus Lake Park in 2021 is just under \$6.5 million.

Parking - Staff proposed that the High Season weekday (Mon-Thurs) Parking Rates remain at \$4 an hour and Low Season hourly rates are also \$4 an hour. High Season weekend (Fri-Sun) Parking Rates be increased from \$5 to \$6 an hour. She noted that staff are also proposing to no longer offer daily parking rates so daily visitors will only be able to pay hourly at the parking meters.

Staff are also proposing to implement a \$1 fee per transaction in the parking lots when visitors pay for parking. This charge will be placed in reserves to deal with infrastructure needs 70% will be put into the Cultus Lake Infrastructure Reserve and 30% will be placed in the Foreshore Reserve.

Funds allocated to the Foreshore Reserve will allow staff to address the large number of infrastructure improvements needed in the foreshore including the docks and the foreshore erosion.

Funds allocated to the CL Infrastructure Reserve will allow staff to address infrastructure needs around the Park staff envision using these funds for things like the main beach and plaza washrooms, gazebo upgrades, and other infrastructure renewals.

Sunnyside Campground seasonal rates are proposed to increase by 5%

Waterfronts increase \$268 (from \$5359 to \$5627) View increase \$250 (from \$5,005 to \$5,255)

- Regular increase \$229 (from \$4588 to \$4817)
- Overnight camping rates are proposed to increase by 10%
- Overnight rates have a proposed increase of \$4-5 per night
- Miscellaneous Fees and Parking Fees were reviewed, and staff are proposing to increase rates on average by 15%

Sunnyside Visitors will contribute to the Park's infrastructure enhancements staff are proposed to charge a \$5 fee per reservation. This charge will also be placed in reserves to deal with infrastructure needs 70% will be put into the Cultus Lake Infrastructure Reserve and 30% will be placed in the Foreshore Reserve.

Moorage - The annual moorage registration fee for 2021 is planned to be increased from \$150 to \$500. \$300 of this increase will be allocated into the Foreshore Area Reserve to allow for foreshore infrastructure improvements (docks/erosion).

Parking Lot Management - Staff proposed that we take in house the management of the Park's parking lots rather than using Lions Parking. Currently Lion's parking manages our lots and retains any ticket revenue generated through enforcement of the lots. Staff propose to bring on parking enforcement over the summer to enforce the lots and retain the ticket revenue for the Park.

Protective Services - In the Protective Services unit the budget allows staff to continue to focus on the same enhanced coverage as last year including Community Policing, Bylaw Enforcement and Security Services. Staff proposed we take over the management of the parking lots rather than contract it out.

The proposal to do our own Parking Enforcement allows the Park to have staff on sight to oversee the parking lots and give us the ability to greet guests as they enter the Park as well as retain the fine revenue in the parking lots.

In order to increase efficiency of enforcement staff proposed to introduce an electronic ticketing and permitting system that will allow for handheld and vehicle Licence plate readers and allow staff to write tickets electronically rather than by hand this would reduce time and errors in writing tickets and compiling case evidence.

Public Works - Public Works operations will stay status quo for 2021 with the addition of some new equipment and building upgrades as well as outfitting staff so they are identifiable as Park Staff.

General Admin - General Admin will focus on increased efficiency and communications. Staff have proposed to hire a Communications position. Staff want to make this change to improve the ability to control communications, ensure quicker responses as well as enhance and increase our communication coverage. In addition, staff are also looking at investing in upgraded office software and hardware to increase productivity in the office. Last, as noted, the proposed electronic ticketing and permitting system will increase efficiency for general admin by reducing data entry and bylaw data analysis.

Volunteer Fire Department – Next year the Cultus Lake Fire Department is eagerly anticipating the addition of a rescue boat acquired through generous donations. In addition, the department is looking to get Hydraulic Rescue Equipment, add secure storage on the fire hall grounds and replace their air bottles.

Sunnyside -Staff reviewed the Park's infrastructure and agreed that the budget needed to focus on maintenance and infrastructure renewal especially at Sunnyside Campground. The Parks highest source of revenue. Staff have proposed to increase all the maintenance budgets (ground, building, equipment and water systems) at the campground to allow for a more proactive approach to maintaining the campground. The campground's washrooms are in need of a large overhaul; therefore, funds are being proposed to fully renovate the interior of two washrooms each year at the campground.

The connection of the upper half of the campground to the sewer system is being carried forward from 2020 and lastly staff are recommending upgrades to the staff room and the staff compound as the building as well as the grounds could be improved to enhance the working environment for staff.

Commercial Leases - Re-staining and beam capping of Lakeside Beach Club is being carried forward from 2020, the garbage compound in the plaza needs expanding to be able to accommodate recycling and organics and irrigation is proposed to keep grounds areas green.

Residential Areas - In Residential Areas the new proposed reserve for Residential Area Improvements is suggested to be used to enhance traffic calming measures in the residential areas.

Community Hall - The work suggested at the community hall for 2021 is the carry forward of irrigation installation from 2020.

Cabins - The Cabins refresh program, rotating mattress and furniture replacements will continue to ensure the cabins stay up to date. Staff proposed that the windows be changed, and air conditioning be installed at Twin Alders.

Public Areas - In public areas the budget proposes the reconfiguration upgrade and expansion of Lot B to improve the flow of traffic and increase capacity of the lot.

The scope of work in this project includes:

- The necessary removal and replacement of trees
- Site excavation, prep and materials for surfacing
- Parking lot delineation, rails, gates and fencing
- Additional Pay Stations, signage, irrigation
- Tennis and basketball improvements
- And Paving and curbing in the lot.

In addition, staff plan to renovate the exterior of the Main Beach washrooms and in 2021 staff are proposing a full interior renovation of the bathrooms.

The Root Zone Enhancement project and Bear Bin Program will also continue in the Main Beach area.

Foreshore - Work is planned for the Foreshore on an ongoing basis starting in 2021, this work is being made possible by funding by multiple different user groups, buoy registrants, visitors parking at the lake, park residents, and campers at Sunnyside.

In 2021 staff will complete the engineering plan and permitting to deal with the Foreshore Erosion issues and begin some physical works, with funding for additional physical works needed in the years to come.

Structural upgrades are also proposed for the dock, an assessment was completed on the Park's docking system and many areas were identified as needing significant improvements. Staff will work through the deficiencies in priority order over the next bunch of years.

Lastly, the Milfoil Control Project and Matting will continue as good progress has being made.

4698-20 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give First and Second readings to the 2021 - 2025 Cultus Lake Park Financial Plan Bylaw No. 1181, 2020.*

CARRIED

(b) Public Consultation on the 2021 - 2025 Cultus lake Park DRAFT Financial Plan

- Q: Ernie Vance, Mountain View Rd. inquired which account is the Commissioners remuneration, and shouldn't that be broken out?
- A: Erica Lee, Manager of Finance noted that in the Budget, page 22, Schedule A 2021 \$85,470 and Page 46, General Admin (Commissioners Indemnities). Financials, page 105, General Administration Account 10-2-700-8500 Commissioners Indemnity, page 96, Income Statement in Wages and Benefits.
- Q: Ernie Vance, Mountain View Rd. inquired, on the agenda on page 17 it says, an average increase of \$37.15 noted with respect to the math, with the extra \$75, then \$14 in the other categories. Where did they get \$37.15 from?
- A: Erica Lee, Manager of Finance noted that the increase of \$37.15 is the increase of just the operating levy. This is the levy that is based on a percentage of each resident's base lease and is used for overall operations along with the base lease collected. The other increases are either specific fees for services for 2021 the proposed increases are as follows: Protective Services \$6.01 (\$207.94-201.93), Fire Protection \$1.51 (\$359.69-361.20), Insurance \$1.45 (\$13.90-12.45) The new charges for reserves are as follows: Foreshore Improvements \$50.00, Residential Area Improvements \$25.00, overall, the total is \$121.12.
- Q: Ernie Vance, Mountain View Rd. inquired, on the Balance Sheet which shows Investments going down by \$1M. Why the difference?
- A: Erica Lee, Manager of Finance noted in late 2019 we negotiated new operating account terms where the interest rate in the operating account is on par with rates available in liquid term deposits. In the past we kept a portion of our investments in liquid term deposits to allow us to invest our large influx of cash in the summer season on a short-term basis to be used in the off season. She noted that in 2020 it has been kept as this influx of funds in our operating account because the interest rate provided is on par with cashable term rates, that is why our cash balance is also up more than \$1M.
- Q: Ernie Vance, Mountain View Rd. inquired on the Capital Assets that went up by \$1.5M. Why the difference?
- A: Erica Lee, Manager of Finance noted that in 2019 Cultus Lake Park invested more than 2 Million in capital assets, some of the largest purchases include: Phase 1, Sunnyside Sewer System connection \$426K, Renovations of Community Policing Building \$63K, Purchase of Twin Alders \$450K, Fire Department Rescue Vehicle \$194K, HVAC System Lakeside \$350K, Paving at Sunnyside and Public areas \$135K, Capitalization of Assets was done in the financial statements at the end of the year rather than throughout the year.

- Q: Ernie Vance, Mountain View Rd. inquired on Payroll Liabilities that are almost double from last year. Is that expected?
- A: Erica Lee, Manager of Finance noted, yes, while this year we have slightly higher accrued payroll at the end of September the main reason for this increase has to do with the timing of payments made for benefits and WCB.
- Q: Ernie Vance, Mountain View Rd. inquired with respect to Deferred Revenue that almost doubled. What is Deferred Revenue?
- A: Erica Lee, Manager of Finance noted that Deferred Revenue is funds collected from customers, mostly visitors at Sunnyside and the Cabins to make and hold their reservations. The revenue is deferred until the time the visitor stays and therefore, we have collected the revenue. This year there are two reasons why this amount is higher than in the prior year. Reason 1, more visitors are getting used to booking for Sunnyside using our online system, in 2019/2020 if a customer booked online the system took payment for the full cost of the reservation, conversely reservations taken over the phone only required payment for a portion of the reservation. Therefore, we collected upfront more of the funds from visitors booking for next year's busy season than we have in the past. Reason 2, as Sunnyside opening was delayed many of the refunds for reservations or reduction in costs for seasonal that we could not fulfill early in the 2020 season were transferred to bookings for 2021, increasing the amount of revenue deferred to 2021.
- Q: Ernie Vance, Mountain View Rd. inquired on the Consolidated Income Statement and asked if the Expenditures should not follow the same or similar Revenue categories. What is the expense of Sunnyside and Cabin Rentals business units? Are these supposed to be broken out by profit & cost center so one could summarize the net effect?
- A: Erica Lee, Manager of Finance noted that in order to look at the net effect of each business unit see pages 97 to 109 these are the statements that make up the consolidated income statement and allow one to look at the net effect of each business unit.
- Q: Ernie Vance, Mountain View Rd. inquired on the Consolidated Income Statement, that there is an Expenditure for Sewer, Septic and Water Systems. What is that for?
- A: Erica Lee, Manager of Finance noted most of these costs relate to the amount that our business units (Sunnyside, Public Works, General Admin, Fire Dept. etc.) pay FVRD for Sewer and Water Utility costs.
- Q: Ernie Vance, Mountain View Rd. inquired under Sunnyside Campground, was there any accrued Revenue from the full-time campers who didn't ask for a refund from this year? Where is that?
- A: Erica Lee, Manager of Finance noted that yes this is included in the deferred revenue on the balance sheet as discussed in question 7.
- Q: Ernie Vance, Mountain View Rd. inquired under the Sunnyside Campground, there is a large amount in Pay Parking/Miscellaneous Revenue of \$354,405. Is that Pay Parking for extra overnight guests?
- A: Erica Lee, Manager of Finance noted that this related to a large number of miscellaneous fees that Sunnyside Seasonal and Overnight Campers Pay. These fees include things like, reservation fees, cancellation fees, site additions (extra adult, extra vehicle, pets, day visitors), fridges, extra parking spaces etc.

- Q: Ernie Vance, Mountain View Rd. inquired that the Fire Department statement shows a very high Net Operating Income (\$140,944) given less calls this year. Is the CLPB over-collecting from the Residential Leases (\$173,371)? Shouldn't the 2021 Lease Invoice be adjusted accordingly and not transferred into Reserves for the Volunteer Fire Department?
- A: Erica Lee, Manager of Finance noted that due to Covid spending at the Fire Department has been lower than expected to date in 2020. However, with scheduled transfers to capital reserves to fund capital needs and cost allocations from other department the overall surplus at the end of quarter three is \$76K and year end projections don't expect the surplus to be this high with winter maintenance spending and staffing for winter incidences. Any surplus will be transferred into the fire departments operating reserve and used to keep rates steady in light of unexpected cost fluctuations.
- Q: Ernie Vance, Mountain View Rd. inquired under General Administration Data Processing costs more than doubled YTD from budgeted annually. What was the reason for the large increase?
- A: Erica Lee, Manager of Finance noted that when looking year to date in 2019 and 2020 spending is quite consistent. Over the past couple years admin has been doing quite a bit of work to allow processes to become more efficient and has caused a need for more IT intervention than is customary.
- Q: Ernie Vance, Mountain View Rd. inquired with respect to Legal Fees and noted that they are also way over budget for the year. YTD \$178,263 vs \$132,675 annual. Can that be explained?
- A: Erica Lee, Manager of Finance noted that during 2020 staff at Cultus Lake Park Board have been dealing with a larger than normal number of matters that required a large amount of legal intervention.
- Q: Ernie Vance, Mountain View Rd. inquired with the Lions Parking Remittance Statement indicates Third Quarter 2020. Is that only for one quarter or year to date? Seems high for 3 months.
- A: Erica Lee, Manager of Finance noted, that yes this is the revenue and cost just for the Third Quarter. The Third Quarter covers July, August and September which is the three busiest months of parking for the Park. In addition, the majority of the costs involved (credit card processing fees, services fees, and management fees) are costs that increase with increased revenue as they are based on a percentage of revenue.
- Q: Ernie Vance, Mountain View Rd. inquired as to where is the line item or account for the extra RCMP services?
- A: Erica Lee, Manager of Finance noted, Q3 Financial Statements on page 99 is included as part of Contract Services. This line includes Security Costs and RCMP Policing Costs. Budget on page 33 are included as part of Contract Services. This line includes Security Costs and RCMP Policing Costs.
- Q: Colleen Rogozinski, Community Association inquired with respect to the \$600,000 for parking lot A & B and asked if that includes redoing the washrooms? She asked for a breakdown of how the money is being spent?
- A: Chief Administrative Officer, Joe Lamb noted that the \$592,000 is only for Lot B, does not include the washrooms and does not include Lot A. This is just for the construction, realignment of Lot B.

He provided some figures based on quotes, demolition/replacement \$25,000. Site excavation, prep, materials and surfacing \$125,000. Parking lot delineation, rails, gates and fencing \$60,000. Pay stations, signage, irrigation, curbing and greenspace \$75,000. Tennis and basketball court improvements \$55,000 and the current plan before the Board is to pave only the travelled areas of the parking lot. The entrance, exit, parking stalls will remain as they are today, totaling \$250, 000.

- Q: Rick Williamson, First Ave. inquired if there is any consideration to charging other users of the Foreshore fees to go into the reserve? Such as seasonal campers, people that use the boat launch on a day by day basis.
- A: Erica Lee, Manager of Finance noted that it has been considered to charge seasonal campers however, at this moment we are not wanting to put them in that category however, this will be discussed in the future. She noted that the other users that are utilizing the boat launch will have to pay through parking meters. In addition, Joe Lamb commented that when staff were discussing seasonal users, the discussion came up quite a bit that is essentially what they are paying for and questioned as they do not have a physical asset, they are paying an annual fee for the use of their site and the Sunnyside Foreshore. He noted that in the original discussion with staff, and in the budget they did not recommend charging Sunnyside seasonal users as they felt that is what their fee is for and they fund the reserve funds.

(8) BYLAW

(a) Boating and Foreshore Bylaw No. 1179, 2020

- Boating and Foreshore Bylaw No. 1179, 2020

4699-20 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020.

CARRIED

Commissioner Smit voted in opposition.

(b) Proposed Neighbourhood Golf Cart Bylaw No. 1180, 2020

- Proposed Neighbourhood Golf Cart Bylaw No. 1180, 2020

4700-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Neighbourhood Golf Cart Bylaw No. 1180, 2020.

CARRIED

(9) CONSENT AGENDA

Third Quarter Reports

- Finance
- Lions Parking
- Public Works
- Campground and Cabins
- Bylaw Compliance and Enforcement

- Fire Department
- Lease Assignment

4701-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

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

CARRIED

(8) STAFF REPORTS

(a) **2021 Cultus Lake Park Board Regular Board Meeting Dates**

- Report dated November 18, 2020 from Rachel Litchfield, Executive Assistant

4702-20 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board endorse the following dates for the 2021 calendar year Cultus Lake Park Board Regular Board Meeting dates:*

<i>January 20, 2021</i>	<i>February 17, 2021</i>
<i>March 17, 2021</i>	<i>April 21, 2021</i>
<i>May 19, 2021</i>	<i>June 16, 2021</i>
<i>July 21, 2021</i>	<i>August 18, 2021</i>
<i>September 15, 2021</i>	<i>October 20, 2021</i>
<i>November 17, 2021</i>	<i>December 15, 2021</i>

CARRIED

(9) REPORTS BY COMMISSIONERS

(10) COMMUNITY ASSOCIATION

Community Association Question of the Month for October 2020

Question:

In April 2020 Bylaw #1174 regrading Short Term Rentals was passed by the Cultus Lake Park Board. At the time of the By-law passing it was stated by several board members that this was a starting point. Does the Board have any plans to review these bylaws in the near future and will community consultation be part of that process?

Answer:

At the April 2020 Board meetings, the Board reviewed the public feedback with respect to Short Term Rentals, Secondary Suites and Home-Based Businesses. This was done following a consultant's report and recommendations from late 2018. The public was then in receipt of survey questions requesting input for the community from Sept 2019 to Oct 2019. During that time, staff identified that 75% of feedback was in support to have the STR's licensed to be managed. Following this input, a community meeting was held to gather feedback regarding STR, Secondary Suites and Bed and Breakfasts in February 2020.

This community engagement meeting drew approximately 100 members from the community. This feedback was presented to the public in February of 2020 and it was noted that an estimate of 90 STR's were operating in the Park.

The community's feedback was imperative to staff in building the bylaws based on public's input and recommendations. In the matter of setting fees, rules and regulations, staff sourced other similar areas to build draft bylaw to present to the Board.

The Board identified that timing was important as the rental season was coming up and it was crucial for renters to have the information available to understand, make application and receive permits for their operation.

The Board understood that moving forward, changes could be made to the bylaws or processes or as seen necessary. The importance of having the bylaw and application in place was the ability to enforce bylaws that were not being followed by some users and creating nuisances and/or noise complaints that were a disruption to the community. At that time, the goal was to manage the STR's to be able to determine the numbers and types of usage once registered.

Bylaw staff will be reviewing the bylaws and processes for next season and if needed provide a summary report to the Board to determine whether or not changes will be required and based on that, the Board may request further input from the community should changes be considered.

(11) PUBLIC QUESTION PERIOD

- Q: John Wells, First Ave. addressed his concern with respect to the moorage and the strategy that the Board has adopted to charge the boat owners a substantial fee to look after the foreshore. He noted his concern is that boat owners that reside in the Park make only a small portion of the boat users. He noted that there is no consideration in the bylaw and the charges that were being levied. He noted that if everyone was charged equally for the damage that was done to the foreshore area, this would be a fair and reasonable assessment. He noted there is no recourse to change other users. He noted that he was not in favor of this strategy and asked how the Board can justify the charges on that basis.
- A: Chair Renwick noted that he is a boat owner and is not opposed to the increase that is presented in the budget. He noted that the Board does not have control over other users accessing boat launches in Maple Bay or Jade Bay, and those boat owners do not have the ability to have their moorage on an annual basis in a secured area. He noted that \$500 is a very reasonable price to having the privilege to having your boat accessible and part of the fee is to administer that usage and the other is to fund the large liability in relation to foreshore erosion which includes the update and maintaining of the docks and the foreshore to the cost in excess of 1 million dollars and funds are limited in the contingency fund. He noted that we need to take these steps to develop and maintain that the foreshore is protected, and the docks are able to be repaired over the course of the next five years. He noted that staff are working on strategies with respect to new government agencies and creating connections in the future to address these matters. He noted that we need funding from many sources and are looking towards the government.

Chief Administrative Officer, Joe Lamb noted that residents only make up a portion of buoys that are in the water and he noted that the funds collected will not be used to fund the foreshore area outside of our current foreshore area to manage. Other area will have to address these issues and note that the other users are contributing to the erosion around the lake.

- Q: Colleen Rogozinski, noted that with respect to the STR question presented, she noted that the bylaws appear to be working well. She noted that the only concern they have as a Community Association is the lack of a capacity of the number of STR rentals in the Park and does not want to lose their sense of community.
- Q: Laurel Shears, Lakeshore Dr. inquired as to whether there has been an update on sewer system? Brad Shears, inquired if the 2021 parking fees were no longer have a day limit?
- A: Chair Renwick noted that there has not been no change and no work has been done. He noted that there is a new government in place, new MLA and we have reached out to her to arrange to have a meeting to discuss many items of the Park, in particular the sewer. She indicated that once members are sworn in the new year a meeting will be set up and this will give the Board an opportunity to open area of dialog and channels of communication. Chair Renwick noted that the pay parking fees will no longer have a day limit.
- A: Chief Administrative Officer, Joe Lamb noted that a significant analysis with respect to how long people are parking and visitors that are at the Park for five to six hours are the ones that are taxing our infrastructure the most. The longer the Park is utilized the more they would be required to pay for it. The number is 50% of our current revenue is day use and the rest is hourly. He noted that we have allowed for a conservative approach to how many people will stay four hours and how many will stay five hours.

(12) ADJOURNMENT

4703-20 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Regular Meeting of the Cultus Lake Park Board held on November 18, 2020 be adjourned 5:55 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held November 18, 2020.

David Renwick, Chair

Joe Lamb, Chief Administrative Officer



ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE

September 18, 2020

Meeting Minutes

Present:

Darcy Bauer	Committee Chair/Cultus Lake Park Commissioner
Steve Arnold	Public Appointee
Brenda Senft	Public Appointee
Kathie VanderHelm	Public Appointee
Brenda Cosgrove	Public Appointee
Joe Lamb – Via Zoom	Chief Administrative Officer
Dave Driediger	Manager of Park Operations
Katrina Craig	Cultus Lake Park Staff

Absent

Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
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The meeting was called to order by the Chair at 9:00 am

ADOPTION OF AGENDA

Moved by: Brenda Senft

Seconded by: Brenda Cosgrove

Carried

***THAT** the agenda for the September 18, 2020 Environmental and Public Areas Planning Committee be approved*

ADOPTION OF COMMITTEE MINUTES

Moved by: Commissioner Bauer

Seconded by: Brenda Senft

***THAT** the minutes for the July 22, 2020 Environmental and Public Areas Planning Committee were approved via email on August 5, 2020*

BUDGET

- If the committee is reconvened for 2021, they are recommending for 2021 Budget:
 - Main Beach
 - Planting trees
 - Continuing the projects started in 2020
 - Staff's priority – green space and parking areas

FALL 2020 – MAIN BEACH

- Irrigation update – trees at the Main Beach – completed
- Topsoil and seed
- Plant grass before the weather changes
- Map – area has been marked with lime and stakes for new trees
- Mulch, understory planting
- Place an edge between the mulch and grass
- Order trees and plant them
- Plant grass seeds last
- Staff will deal with drainage issues in the spring
- Cedar posts/rock/log for edging to define the mulch/grass area
- The Committee would like to use the mulch from the trees from the parking lot tree removal
- CAO and Manager of Park Operations will work on the timeline for staff's portion of the Committee's work
- Brian Senft will contact Brian Dyck for mulch
- Manager of Park Operations will contact an Arborist for future mulch from the fallen trees
- Blackberry area is set to be sprayed at the end of September

MILFOIL UPDATE

- Commissioner Bauer gave an update on the milfoil matting project on the west side
- Commissioner Bauer has been researching other lakes on treatment of milfoil
- A discussion was had regarding oxygen technology for killing milfoil Gaia Nono oxygen
- Steve Arnold explained the process of the nano technology
- CAO, Commissioner Bauer, and Steve Arnold will continue research of nanobubbles, its effectiveness, costs and timelines.
- Milfoil mats – donation – staff to order mats, check on rebar and schedule staff time to help if necessary. Steve Arnold and Commissioner Bauer will make mats.
- In October divers will move mats. Manager of Park Operations will email Steve Arnold when a date is set for that.

PARKING LOT B LAYOUT PLAN

- Suggestion – having a clearly designated walkway for pedestrians to safely walk from the Main Beach to the Plaza.
- Committee to bring back a proposal for a walkway/pathway on the Fir street side of that parking lot.
- Brenda Senft and Brenda Cosgrove to talk to CAO and Manager of Park Operations regarding replacement trees for the Parking Lot B.

MISCELLANEOUS

- Brenda Senft concerned about tree care throughout the park. She stated that outside of rootzone protection should be the committee's priority in 2021, as well as increased awareness and education about trees.

- Beavers are damaging trees. Brenda Senft and Brenda Cosgrove are unable to wire/set posts and protect the trees. They are requesting staff's assistance. CAO will consider this.
- Brenda Cosgrove shared a tree tag.

NEXT MEETING DATE

- November 20, 2020 at 9:00 am

ADJOURNMENT OF THE MEETING

Moved by: Brenda Senft

Seconded by: Brenda Cosgrove

THAT the September 18, 2020 meeting of the Environmental and Public Areas Planning Committee be adjourned

Meeting Adjourned at 10:25 am



ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE

November 20, 2020

Meeting Minutes

Present:

Darcy Bauer – Via Zoom	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Steve Arnold – Arrived at 9:35 am	Public Appointee
Brenda Senft – Via Zoom	Public Appointee
Kathie VanderHelm – Via Zoom	Public Appointee
Brenda Cosgrove – Via Zoom	Public Appointee
Joe Lamb	Chief Administrative Officer
Dave Driediger	Manager of Park Operations
Katrina Craig	Cultus Lake Park Staff

Absent: N/A

Members of the public: Gail Smit – Via Zoom

The meeting was called to order by the Chair at 9:06 am

ADOPTION OF AGENDA

Moved by: Brenda Cosgrove

Seconded by: Larry Payeur

Carried

***THAT** the agenda for the November 20, 2020 Environmental and Public Areas Planning Committee be approved as amended by adding 6. Tree type and 7. Lot B update.*

ADOPTION OF COMMITTEE MINUTES

Moved by: Brenda Senft

Seconded by: Brenda Cosgrove

***THAT** the minutes for the September 18, 2020 Environmental and Public Areas Planning Committee be approved.*

MAIN BEACH PROJECT

- The committee said the work at Main Beach is going great, not quite finished. They are waiting for staff to finish with logs, posts, and mulch.
- Brenda Senft wants to add seedlings; ferns and snowberry, to tuck around the trees with exposed roots near the newly grassed areas. See pics:



- The CAO would like to hold off planting until the spring, after the grass is more established. To be completed spring 2021.

CHRISTMAS DONATION DISCUSSION

- The committee discussed donations to the committee for Christmas.
- The CAO suggested the committee put together some information regarding the work the committee has accomplished in 2019/2020, along with the request for donations.
- The Park will distribute any information regarding donations, posting on the website, as well, he suggested to send it outside the community via the Progress and the City of Chilliwack.
- There is \$10,000 allocated for the 2021 Environmental and Public Areas Committee and the new committee will establish the plan for the budgeted money and the goals for the year.
- Any donations, from Brenda Senfts birthday and if there are Christmas donations, the funds will be added to the 2021 budget.

TREE TYPE

- An email was sent to the committee with a picture of a tree (see below), and the suggestion that when buying trees for the Park, this type could be considered. Commissioner Bauer stated his concerns regarding aggressive roots.



LOT B UPDATE

- Staff received an updated drawing for the Lot B redesign. Some revisions to be made to allow for more trees.

NEXT MEETING DATE

- November 20, 2020 was the last meeting of the Environmental and Public Areas Planning Committee for 2020.

ADJOURNMENT OF THE MEETING

Moved by: Larry Payeur

Seconded by: Brenda Cosgrove

THAT the November 20, 2020 meeting of the Environmental and Public Areas Planning Committee be adjourned

Meeting Adjourned at 9:55 am



OPERATIONAL AND FINANCIAL CORE REVIEW COMMITTEE

Meeting Minutes

November 12, 2020

Present:

David Renwick – via zoom	Committee Chair/Cultus Lake Park Commissioner
Casey Smit – via zoom	Committee Vice-Chair/Cultus Lake Park Commissioner
Ernie Vance – via zoom	Public Appointee
Peter Vanderhelm – via zoom	Public Appointee
Brett Payne – via zoom	Public Appointee
Carlo Elstak – via zoom	Public Appointee
Colleen Rogozinski – via zoom	Public Appointee
Joe Lamb	CAO – Cultus Lake Park
Erica Lee – via zoom	Manager of Finance – Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

Absent: N/A

Member of the public: Bob McCrea – via zoom.

The meeting was called to order by the Chair at 8:30 am.

ADOPTION OF AGENDA

Moved by: Commissioner Smit

Seconded by: Brett Payne

THAT the agenda for the November 12, 2020 Operational and Financial Core Review Committee be approved.

ADOPTION OF MINUTES

Moved by: Brett Payne

Seconded by: Peter Vanderhelm

THAT the Minutes for the November 12, 2020 Operational and Financial Core Committee Meeting were approved via email on November 26, 2020.

POTENTIAL REVENUE STREAMS FOR THE PARK

- The Chair recapped the Parks current revenue streams:
 - Parking
 - Sunnyside
 - Leases – Commercial and Residential
- Dynamic pricing vs. high season/low season and weekend/weekday pricing for Sunnyside Campground was discussed. The idea being that sites could be rented based on demand. Software would be necessary to make this work. Currently we use RezExpert. Staff to investigate the potential of this.

- Group campsites – not overly busy during the weekdays. Could it be used for day use? Or more seasonal sites? Staff to look into the revenue that the group sites generate.
- Yurts – maybe potential for some in the open space by the Cabins.
- Using the Park for movie/tv filming.
- RV parking behind the dump in the off season.
- The area where the watershed was, above Lakeshore/Munroe, is there any options for use for that land?
- Winter rates for long term rentals at the cabins.
- Launch pass for people without buoys, rental storage for boats.
- Lease transfer fee on lease transfers. Legal opinion is required.

VILLAGE CENTER

- The committee members each discussed the pros and cons of a village center redesign/expansion and different ideas they had.
- More pros than cons, lots of positive feedback. The traffic congestion and increased usage of the foreshore were the two negative comments.
- The committee feels like the Plaza redesign is the biggest potential revenue stream for the Park. The 2020 Operational and Financial Core Committee suggests that if there is a 2021 committee, this could be a focus.

MARKETING

- A suggestion was made to market and promote Cultus Lake outside the Lower Mainland, expanding the focus, but also being careful and not over marketing. Promoting weekday usage would be the most beneficial.

Chair Renwick thanked the committee members for their time and commitment to the 2020 Operational and Financial Core Review Committee.

NEXT MEETING DATE

- November 12, 2020 was the last meeting of the 2020 Operational and Financial Core Review Committee.

ADJOURNMENT OF THE MEETING

THAT the November 12, 2020 meeting of the Operational and Financial Core Review Committee be adjourned.

Moved by: Colleen Rogozinski

Seconded by: Ernie Vance

Meeting Adjourned at 9:20 am



Cultus Lake Park

2021-2025 Five Year Financial Plan N0. 1181, 2020

A Bylaw to Adopt the 2021-2025 Financial Plan

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

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

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as "Cultus Lake Park 2021-2025 Financial Plan Bylaw No. 1181, 2020 "

2. GENERAL REGULATIONS

- 2.1 Schedule "A" titled 2021 Financial Plan and Schedule "B" titled 2021-2025 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five Year Financial Plan for the years 2021 to 2025.

3. EFFECTIVE DATE

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

READ A FIRST TIME this 18 day of November, 2020

READ A SECOND TIME this 18 day of November, 2020

READ A THIRD TIME this XX day of XXX, 2020

ADOPTED this XX day of XXX, 2020

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park
Cultas Lake Park 2021-2054 Financial Plan Bylaw No. 1181, 2020

Chief Administrative Officer

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
REVENUES													
Sunnyside Campground	\$ 2,996,710	\$ 3,299,400	\$ 3,299,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	601,025	651,292	-	651,292	-	-	-	-	-	-	-	-	-
Residential Leases	895,269	870,389	-	-	870,389	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	268,260	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	710,500	856,500	-	-	-	-	856,500	-	-	-	-	-	-
Foreshore Lease	45,200	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	273,430	281,590	-	-	-	-	-	-	281,590	-	-	-	-
Protective Services	3,500	106,850	-	-	-	-	-	-	-	-	106,850	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	36,000	36,700											36,700
TOTAL REVENUES	\$ 5,884,344	\$ 6,485,871	\$ 3,299,400	\$ 651,292	\$ 870,389	\$ 11,950	\$ 1,076,200	\$ 109,000	\$ 281,590	\$ -	\$ 106,850	\$ 42,500	\$ 36,700
EXPENDITURES													
Advertising	\$ 18,350	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,870	18,085	-	-	-	-	-	-	-	-	-	18,085	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	60,850	69,700	31,500	8,000	-	3,500	11,400	-	4,800	6,200	1,200	3,100	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,780	16,830	3,330	-	-	-	-	-	-	2,500	-	11,000	-
Contract Services	581,800	505,900	198,300	-	-	-	40,600	-	-	5,000	242,000	20,000	-
Data Processing	43,900	61,170	34,270	-	-	-	1,500	-	2,000	1,000	5,900	16,500	-
Education & Training	47,450	47,200	4,500	-	-	-	400	-	32,000	2,100	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	70,300	74,200	11,500	-	-	-	6,800	1,500	40,900	11,500	1,000	1,000	-
Equipment Fuel	4,915	5,010	500	-	-	-	-	800	-	3,710	-	-	-
Garbage Collection/Recycle	181,815	187,542	53,500	18,347	100,535	-	7,200	-	-	7,960	-	-	-
General Maintenance	20,000	20,000	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	91,415	96,420	47,500	2,800	-	1,000	33,030	10,000	500	1,590	-	-	-
Insurance - Business	162,800	176,300	28,500	33,500	6,700	8,600	33,900	16,400	11,900	13,500	7,700	15,600	-
Insurance - Vehicles	29,465	29,831	1,560	-	-	-	-	100	5,950	18,740	1,400	2,081	-
Janitorial Supplies	45,500	45,300	22,500	-	-	-	21,800	-	1,000	-	-	-	-
Legal/Professional Fees	159,675	175,000	20,000	-	-	-	-	-	-	-	5,000	150,000	-
Licences/Permits/Taxes	5,500	9,750	1,200	-	-	-	-	1,100	-	450	7,000	-	-
Memberships/Dues/Subscriptions	5,330	5,335	185	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,830	30,085	4,400	-	-	-	650	-	1,400	1,560	1,200	20,000	875
Interest and Bank Charges	5,400	5,450	950	-	-	-	500	-	-	-	-	4,000	-
POS Charges	75,300	77,300	56,000	-	-	-	12,300	-	-	-	-	9,000	-
Retail Sales (COGS)	69,800	58,025	57,200	-	-	-	825	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,500	-	-	-	-	10,200	-	-	-	-	15,300	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	47,300	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
Security Systems/Supplies	4,750	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,800	26,210	2,500	-	-	-	-	-	6,100	17,610	-	-	-
Special Events	58,280	58,940	12,080	-	-	-	12,000	-	-	-	-	-	34,860
Telecommunications	42,030	40,680	12,700	-	-	200	4,780	-	8,450	4,000	2,050	8,500	-
Utilities	505,460	483,135	377,600	6,760	35,900	4,640	32,500	-	6,740	11,580	875	6,540	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	37,210	37,750	1,330	-	-	-	-	200	10,000	25,200	1,020	-	-
Vehicle/Boat Fuel	23,500	23,930	760	-	-	-	-	-	2,200	18,640	1,530	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	9,700	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,610,365	\$ 2,575,418	\$ 1,028,455	\$ 70,607	\$ 143,135	\$ 17,940	\$ 277,235	\$ 56,250	\$ 136,190	\$ 177,340	\$ 282,825	\$ 349,706	\$ 35,735
WAGES & BENEFITS:													
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,470	\$ -
Management Salaries	282,427	304,689	71,970	-	-	-	-	-	5,600	87,890	-	139,230	-
Staff Wages	1,517,560	1,722,674	449,290	-	-	-	54,130	-	57,000	634,860	130,170	397,223	-
Employee Benefits	398,610	508,207	119,720	-	-	-	11,370	-	7,010	194,000	33,017	143,090	-
TOTAL PAYROLL	\$ 2,282,597	\$ 2,621,040	\$ 640,980	\$ -	\$ -	\$ -	\$ 65,500	\$ -	\$ 69,610	\$ 916,750	\$ 163,188	\$ 765,013	\$ -
TOTAL OPERATING EXPENSES	\$ 4,892,962	\$ 5,196,458	\$ 1,669,435	\$ 70,607	\$ 143,135	\$ 17,940	\$ 342,735	\$ 56,250	\$ 205,800	\$ 1,094,090	\$ 446,013	\$ 1,114,719	\$ 35,735
<i>Reserve Allocations</i>	967,280	1,219,835	448,130	158,780	63,230	10,000	257,260	56,250	58,220	115,000	2,000	50,000	965
Capital Projects	1,387,470	1,831,060	618,500	84,070	10,000	2,070	835,510	120,000	42,070	42,770	5,500	70,570	-
<i>Internal Wage Allocations</i>	-	-	162,380	80,300	302,220	21,870	306,460	88,430	8,270	(878,130)	46,010	(137,810)	-
<i>Overhead Expense Allocations</i>	-	-	350,699	238,968	358,095	31,800	479,850	243,130	-	(330,960)	(387,173)	(984,409)	-
TOTAL EXPENDITURES	\$ 7,247,712	\$ 8,247,353	\$ 3,249,144	\$ 632,725	\$ 876,680	\$ 83,680	\$ 2,221,815	\$ 564,060	\$ 314,360	\$ 42,770	\$ 112,350	\$ 113,070	\$ 36,700
<i>SURPLUS/(DEFICIT)</i>	(1,363,368)	(1,761,482)	50,256	18,567	(6,291)	(71,730)	(1,145,615)	(455,060)	(32,770)	(42,770)	(5,500)	(70,570)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	1,382,990	1,786,760	618,500	84,070	10,000	2,070	800,510	120,000	32,770	42,770	5,500	70,570	-
UNAPPROPRIATED SURPLUS	\$ 19,622	\$ 25,278	\$ 668,756	\$ 102,637	\$ 3,709	\$ (69,660)	\$ (345,105)	\$ (335,060)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2021 - 2025 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2021-2025 Financial Plan Summary

	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,299,400	\$ 3,334,800	\$ 3,390,000	\$ 3,430,900	\$ 3,488,030
Commercial Leases	651,292	658,402	665,612	672,822	680,132
Residential Leases	870,389	893,899	916,799	933,789	950,982
Community Hall	11,950	11,950	11,950	11,950	11,951
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	219,700
Parking/Public Area Revenue	856,500	856,500	856,500	856,500	856,500
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	281,590	279,000	292,620	288,130	302,740
Protective Services	106,850	109,500	110,900	112,300	113,700
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,700	36,904	37,612	37,824	38,040
TOTAL REVENUES	\$ 6,485,871	\$ 6,552,155	\$ 6,653,193	\$ 6,715,415	\$ 6,813,275
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,550	\$ 13,600	\$ 13,600
Audit/Accounting	18,085	18,450	18,820	19,195	19,578
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	69,700	70,750	72,210	73,590	74,990
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,830	16,880	16,930	16,980	17,030
Contract Services	505,900	514,800	524,100	533,500	543,000
Data Processing	61,170	61,270	62,370	62,470	62,570
Education & Training	47,200	47,850	48,600	49,350	50,110
Election Expenses	-	18,000	-	-	-
Equipment Maintenance	74,200	75,500	76,800	78,100	79,400
Equipment Fuel	5,010	5,105	5,210	5,290	5,370
Garbage Collection/Recycle	187,542	187,642	193,742	193,842	194,042
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	96,420	97,790	99,160	100,580	102,000
Insurance - Business	176,300	180,000	183,700	187,400	191,200
Insurance - Vehicles	29,831	30,102	30,475	30,845	31,216
Janitorial Supplies	45,300	45,800	46,300	46,800	47,300
Legal/Professional Fees	175,000	145,000	145,000	145,000	145,000
Licences/Permits/Taxes	9,750	9,750	9,750	9,750	9,750
Memberships/Dues/Subscriptions	5,335	5,340	5,345	5,345	5,345
Office Supplies	30,085	30,115	30,670	31,300	31,830
Interest and Bank Charges	5,450	5,450	5,500	5,550	5,550
POS Charges	77,300	79,300	81,500	81,500	81,500
Retail Sales (COGS)	58,025	58,025	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	25,500	25,800	26,100	26,400	26,700
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,340	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,800	4,800
Small Tools/Shop & Safety	26,210	26,620	27,040	27,460	27,890

CULTUS LAKE PARK
2021 - 2025 FINANCIAL PLAN

Schedule "B"

	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET
Special Events	58,940	59,610	60,300	60,990	61,130
Telecommunications	40,680	41,430	41,880	42,730	43,080
Utilities	483,135	492,840	503,555	514,750	526,235
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,750	38,300	38,860	39,430	40,010
Vehicle/Boat Fuel	23,930	24,160	24,390	24,620	24,850
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,575,418	\$ 2,596,519	\$ 2,621,247	\$ 2,655,857	\$ 2,689,766
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040	\$ 91,620
Management Salaries	304,689	309,930	315,260	320,670	326,191
Staff Wages	1,722,674	1,752,960	1,783,770	1,815,150	1,847,070
Employee Benefits	508,207	515,230	526,610	533,950	545,550
TOTAL PAYROLL	\$ 2,621,040	\$ 2,665,090	\$ 2,714,130	\$ 2,759,810	\$ 2,810,431
TOTAL OPERATING EXPENSES	\$ 5,196,458	\$ 5,261,609	\$ 5,335,377	\$ 5,415,667	\$ 5,500,197
<i>Reserve Allocations</i>	1,219,835	1,228,939	1,238,002	1,242,884	1,246,730
Capital Projects	1,831,060	1,149,690	865,590	883,490	761,890
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 8,247,353	\$ 7,640,238	\$ 7,438,969	\$ 7,542,041	\$ 7,508,817
<i>SURPLUS/(DEFICIT)</i>	(1,761,482)	(1,088,083)	(785,776)	(826,626)	(695,542)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,786,760)	(1,112,350)	(819,860)	(847,700)	(716,820)
UNAPPROPRIATED SURPLUS	\$ 25,278	\$ 24,267	\$ 34,084	\$ 21,074	\$ 21,278

CULTUS LAKE PARK													
Sunnyside Campground													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
		2020	2020										
		YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	REVENUE												
10-1-100-4000	Seasonal - Waterfront Lots	369,359	369,359	519,800	(150,441)	-28.9%		545,800	556,700	567,800	579,200	590,800	
10-1-100-4001	Seasonal - View Lots	128,589	128,589	185,180	(56,591)	-30.6%		194,400	198,300	202,300	206,300	210,400	*Overall increase to Seasonal Rates of 5%
10-1-100-4002	Seasonal - Regular Lots	692,661	692,661	981,800	(289,139)	-29.4%		1,030,900	1,051,500	1,072,500	1,094,000	1,115,900	
10-1-100-4003	Overnights - Full Hook Up	529,579	529,579	478,500	51,079	10.7%		526,400	526,400	536,900	536,900	547,638	
10-1-100-4004	Overnights - No Hook Ups	245,001	245,001	187,050	57,951	31.0%		205,800	205,800	209,900	209,900	214,098	
10-1-100-4005	Overnights - View Lots	86,169	86,169	77,400	8,769	11.3%		85,100	85,100	86,800	86,800	88,536	* Average increase to overnight rates of 10%
10-1-100-4006	Overnights - Waterfront Lots	99,419	99,419	100,080	(661)	-0.7%		110,100	110,100	112,300	112,300	114,546	
10-1-100-4011	Overnights - Group Area A & B	18,192	18,192	29,000	(10,808)	-37.3%		30,000	30,000	30,600	30,600	31,212	
10-1-100-4015/4900	Other Sundry-Parking/Miscellaneous	365,694	365,694	285,000	80,694	28.3%		380,000	380,000	380,000	384,000	384,000	*Average increases to additional fees of 15%
10-1-100-4016	Overnights - Milfoil Revenue	5,600	5,600	5,600	-	0.0%		5,600	5,600	5,600	5,600	5,600	
	Overnights - Cultus Lake Infrastructure							24,500	24,500	24,500	24,500	24,500	*Introduction of an Infrastructure Fee for Overnight Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Theses funds will be used to enhance Cultus Lake Capital Infrastructure. Fee \$5 per reservation - approximately 7000 reservations per year.
	Overnights - Foreshore Reserve							10,500	10,500	10,500	10,500	10,500	
10-1-100-4017	SS WIFI Sales	7,745	7,745	2,500	5,245	209.8%		2,500	2,500	2,500	2,500	2,500	
10-1-100-4050	Sunnyside Store Sales	181,080	181,080	138,000	43,080	31.2%		141,000	141,000	141,000	141,000	141,000	
10-1-100-4910	Laundromat	5,329	5,329	4,800	529	11.0%		4,800	4,800	4,800	4,800	4,800	
10-1-100-4950	Retail Sales	10,067	10,067	2,000	8,067	403.4%		2,000	2,000	2,000	2,000	2,000	
	TOTAL REVENUE	\$ 2,744,484	\$ 2,744,484	\$ 2,996,710	\$ (252,226)	-8.4%		\$ 3,299,400	\$ 3,334,800	\$ 3,390,000	\$ 3,430,900	\$ 3,488,030	
	EXPENDITURES												
	OPERATING												
10-2-100-5000	Advertising - media	2,850	3,850	13,450	9,600	71.4%		9,550	9,550	9,550	9,550	9,550	
10-2-100-5300													*Increase to Sunnyside's Maintenance budgets to allow for a more proactive approach to maintaining the Campground grounds and facilities. Increase of \$15,500 for Building Maint.
10-2-100-6050	Building Materials/Electrical Repairs	19,158	21,000	21,000	-	0.0%		31,500	32,130	32,770	33,430	34,100	
10-2-100-5375	Contract Services - Security	145,632	148,632	193,000	44,368	23.0%		198,300	202,000	206,000	210,000	214,000	Security Contract - Griffin
10-2-100-5400	Conferences	-	-	3,330	3,330	100.0%		3,330	3,330	3,330	3,330	3,330	
													*Increase of \$11,870 to account for increased online reservation software fees as more campers are switching to booking their reservations online.
10-2-100-5500	Data Processing	34,040	37,040	22,400	(14,640)	-65.4%		34,270	34,270	34,270	34,270	34,270	
10-2-100-5700	Education & Training	447	2,000	4,500	2,500	55.6%		4,500	4,500	4,500	4,500	4,500	
													*Increase to Sunnyside's Maintenance budgets to allow for a more proactive approach to maintaining the Campground grounds and facilities. Increase of \$4,000 for Equipment Maint.
10-2-100-5800	Equipment Maintenance	7,830	7,830	7,500	(330)	-4.4%		11,500	11,500	11,500	11,500	11,500	
10-2-100-5820	Equipment Fuel	300	380	475	95	20.0%		500	525	550	550	550	

			2020	2020										
			YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
10-2-100-5900	Garbage Collection/Recycle		39,868	53,500	53,500	-	0.0%		53,500	53,500	53,500	53,500	53,500	Valley Waste Annual Contract
														*Increase to Sunnyside's Maintenance budgets to allow for a more proactive approach to maintaining the Campground grounds and facilities. Increase of \$9,500 for Ground Maint.
10-2-100-6000	Grounds Maintenance		28,721	38,000	38,000	-	0.0%		47,500	48,450	49,400	50,400	51,400	
10-2-100-6100	Insurance - Business		26,944	26,944	26,700	(244)	-0.9%		28,500	29,100	29,700	30,300	30,900	*Increase to reflect actual premium increases
10-2-100-6200	Insurance -Vehicle		1,528	1,528	1,550	22	1.4%		1,560	1,570	1,580	1,590	1,600	
10-2-100-6300	Janitorial Supplies		16,462	17,550	19,500	1,950	10.0%		22,500	23,000	23,500	24,000	24,500	*Increased by \$3,000 for additional Covid supplies.
														*Introduction of a legal budget for Sunnyside Campground to cover the business units annual legal expenses.
10-2-100-6400	Legal Fees								20,000	20,000	20,000	20,000	20,000	
10-2-100-6500	Licences		505	1,550	1,550	-	0.0%		1,200	1,200	1,200	1,200	1,200	
10-2-100-6450	Professional Fees		-	-	180	180	100.0%		185	190	195	195	195	
10-2-100-6800	Office Supplies		2,608	3,000	4,400	1,400	31.8%		4,400	4,400	4,400	4,400	4,400	
10-2-100-6810	Interest & Bank Charges/Cash Over-Short		(158)	950	950	-	0.0%		950	950	1,000	1,000	1,000	
10-2-100-6812	POS Services Charges		65,187	68,187	54,000	(14,187)	-26.3%		56,000	58,000	60,000	60,000	60,000	
10-2-100-6817	Retail Sales (COGS)		94,110	94,110	69,000	(25,110)	-36.4%		57,200	57,200	57,200	57,200	57,200	*Reduce COGS to 40% of Sale (compared to 50% in the past)
10-2-100-6822	Other/Office furniture		-	500	500	-	0.0%		500	500	500	500	500	
10-2-100-7000	Printing		2,773	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-100-7100	Promotion/Public Relations		1,003	3,000	3,840	840	21.9%		3,840	3,840	3,840	3,840	3,840	
10-2-100-7200	Roads & Parking		1,720	8,000	12,000	4,000	33.3%		8,000	8,000	8,000	8,000	8,000	
10-2-100-7300	Vandalism Repairs		-	1,000	2,000	1,000	50.0%		2,000	2,000	2,000	2,000	2,000	
10-2-100-7400	Security Systems/Supplies		1,646	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
10-2-100-7500	Septic System Maintenance		3,961	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-100-7500	Sewer		-	109,400	109,400	-	0.0%		111,600	113,800	116,100	118,400	120,800	
7600/7650/7625	Shop Supplies/Small tools/Safety Supplies		249	1,500	2,500	1,000	40.0%		2,500	2,500	2,500	2,500	2,500	
10-2-100-7700	Special Programs/Events		-	-	12,080	12,080	100.0%		12,080	12,080	12,080	12,080	12,080	
10-2-100-7800	Telecommunications		13,194	15,000	12,600	(2,400)	-19.0%		12,700	12,800	12,900	12,900	12,900	
10-2-100-7900	Travel Expense		-	-	1,200	1,200			1,200	1,200	1,200	1,200	1,200	
10-2-100-8000	Propane		4,623	7,500	12,500	5,000	40.0%		8,000	8,200	8,400	8,700	9,000	* Reduce utility budget by \$23,500 to have budgeted costs more in line with actuals
10-2-100-8005	Hydro		63,332	85,000	100,000	15,000	15.0%		85,000	87,600	90,200	92,900	95,700	
10-2-100-8020	Water		-	170,300	170,300	-	0.0%		173,000	175,600	179,100	182,700	186,400	
10-2-100-8100	Vehicle Maintenance		-	1,300	1,300	-	0.0%		1,330	1,360	1,390	1,420	1,450	
10-2-100-8130	Vehicle Fuel		134	600	750	150	20.0%		760	770	780	790	800	
10-2-100-8201	Signage		54	1,000	1,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
														*Increase of \$2,000 in Water Maint. Budget to allow for replacement of sections of the water lines in Sunnyside
10-2-100-8300	Water System Maintenance		1,370	3,000	3,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
	TOTAL OPERATING		\$ 580,091	\$ 945,151	\$ 991,955	\$ 46,804	4.7%		\$ 1,028,455	\$ 1,044,615	\$ 1,062,135	\$ 1,077,845	\$ 1,093,865	
					0									

			2020	2020					2021	2022	2023	2024	2025	
			YTD	Yearend	2020									
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	WAGES & BENEFITS													
10-2-100-8600	Management Salaries		66,400	83,000	70,737	(12,263)	-17.3%		71,970	73,230	74,510	75,810	77,140	*Increase in budget by \$23,760 to allow Sunnyside to hire a full time Assistant Administrator for the Campground.
	Staff Wages - Administration								113,500	115,490	117,510	119,570	121,660	
10-2-100-8700	Staff Wages - Gatehouse		127,877	163,000	184,130	21,130	11.5%		110,370	112,300	114,270	116,270	118,300	
10-2-100-8701	Staff Wages - Custodian		15,022	16,022	91,800	75,778	82.5%		95,470	97,140	98,840	100,570	102,330	
10-2-100-8705	Staff Wages - Site Maintenance		109,386	114,386	94,775	(19,611)	-20.7%		98,570	100,290	102,050	103,840	105,660	
10-2-100-8710	Staff Wages - Store		25,674	25,674	30,175	4,501	14.9%		31,380	31,930	32,490	33,060	33,640	
Multiple	Employee Benefits		53,056	69,823	72,150	2,327	3.2%		118,020	120,260	122,540	124,870	127,240	
10-2-100-8825	Uniforms/Criminal Check		255	255	1,700	1,445	85.0%		1,700	1,700	1,700	1,700	1,700	
	TOTAL WAGES & BENEFITS		\$ 397,670	\$ 472,160	\$ 545,467	\$ 73,307	13.4%		\$ 640,980	\$ 652,340	\$ 663,910	\$ 675,690	\$ 687,670	
10-2-100-9800	RESERVE ALLOCATIONS													
	Sunnyside - Septic/Sewer			-	199,330	199,330	100.0%		199,330	199,330	199,330	199,330	199,330	
	Sunnyside - 5% of Revenue		137,000	137,200	149,800	12,600	8.4%		163,200	165,000	167,800	169,800	172,700	
	Sunnyside - Electrical			0	10,000	10,000	100.0%		20,000	22,500	25,000	27,500	27,500	
	Sunnyside - Facility Life Cycle			0	10,000	10,000	100.0%		15,000	17,500	20,000	20,000	20,000	
	Sunnyside - Utility Vehicle			0	10,000	10,000	100.0%		10,000	10,000	10,000	10,000	10,000	*Infrastructure Fee - Allocation to Reserves
	Cultus Lake Infrastructure Reserve								24,500	24,500	24,500	24,500	24,500	
	Foreshore Reserve								10,500	10,500	10,500	10,500	10,500	
	Milfoil Control Reserve			5,600	5,600	0	0.0%		5,600	5,600	5,600	5,600	5,600	
10-2-100-9805	TOTAL RESERVE ALLOCATIONS		\$ 137,000	\$ 142,800	\$ 384,730	\$ 241,930	62.9%		\$ 448,130	\$ 454,930	\$ 462,730	\$ 467,230	\$ 470,130	
	CAPITAL PROJECTS													
10-2-100-9000	Washroom Renovations								186,000	189,700	193,500	197,400	201,300	*Full Interior Renovations of two Sunnyside Washrooms each year
	Redwood Playground			-	10,000	10,000	100.0%		10,000	-	-	-		*Carry forward funds from 2020 as this project was deferred.
														*Funds to do further minor upgrades to the WIFI at Sunnyside Campground
	Wi-Fi Upgrade		8,686	8,686	20,000	11,314	56.6%		5,000	-	-	-	-	
	Staff Coffee Room in Compound								25,000					*Funds to create an office in the compound and upgrade the staff room in the compound to allow it to be more inviting to staff.
	Store Cash Register/Inventory								2,500					*Funds to be used to upgrade the Sunnyside Store Cash Register to allow for Inventory Controls be integrated in the register.
	Sewer System			-	300,000	300,000			215,000					*Carry forward of funds - Phase 2 Connection of Sunnyside to Sewer System - Per quote from FVRD (with 30% contingency)
	Power Pole Replacements			15000	15,000									*All Power Pole Replacements necessary are scheduled to be completed in 2020.
	Sewer System			85,000	199,330	114,330			85,000	199,330	199,330	199,330	199,330	*Reduction of Capital Costs for the Sewer in 2021 as the funds borrowed to date are less than originally estimated.
	Power Pole Assessment			7500	7,500									
	Transformer Replacements			0	10,000				10,000	10,000	10,000	10,000	10,000	

			2020	2020									
			YTD	Yearend	2020				2021	2022	2023	2024	2025
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget
	Electric Box Upgrade			2,000	10,000	8,000	80.0%		10,000	10,000	10,000	10,000	10,000
	Security Camera for Compound	4995		4995	5,000								
	Picnic Table Replacement			0	5,000				5,000	5,000	5,000	5,000	5,000
	Delineation of Dog Swim Areas			4000	13,500								
	Paving			-	45,000	45,000	100.0%		45,000	45,000	45,000	45,000	45,000
	Catch Basins in Tenting			3,000	3,000	-	0.0%						
	Movie Night Equipment			-	3,000	3,000							
	AED			-	-	-	0.0%		-	2,500	-	-	-
	Fencing			-	13,685	13,685	100.0%		-	-	-	-	-
	Tree Maintenance/Rehabilitation		13,922	20,000	20,000	-	0.0%		20,000	20,000	10,000	10,000	10,000
	Hot Water Tank				6,000								
	Boat Launch Repairs		21,895	21,895	-	(21,895)	0.0%		-	-	-	-	-
	TOTAL CAPITAL		\$ 49,498	\$ 172,076	\$ 686,015	\$ 483,434	70.5%		\$ 618,500	\$ 481,530	\$ 472,830	\$ 476,730	\$ 480,630
									\$ 311,170	\$ (228,300)	\$ 190,500	\$ 194,400	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 1,164,259	\$ 1,732,187	\$ 2,608,167	\$ 845,475	32.4%		\$ 2,736,065	\$ 2,633,415	\$ 2,661,605	\$ 2,697,495	\$ 2,732,295
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 155,380	\$ 155,380	\$ 155,380	\$ -	0.0%		\$ 162,380	\$ 165,210	\$ 168,090	\$ 171,030	\$ 174,010
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 328,036	\$ 328,035	\$ 328,035	\$ -			\$ 350,699	\$ 351,897	\$ 353,820	\$ 358,210	\$ 363,669
	TOTAL EXPENDITURES		\$ 1,647,675	\$ 2,215,602	\$ 3,091,582	\$ 875,980	28.3%		\$ 3,249,144	\$ 3,150,522	\$ 3,183,515	\$ 3,226,735	\$ 3,269,974
	CONTRIBUTION TO (FROM)		\$ 1,096,809	\$ 528,882	\$ (94,872)	\$ (623,754)	657.5%		\$ 50,256	\$ 184,278	\$ 206,485	\$ 204,165	\$ 218,056
	Appropriation from Sunnyside Reserve		(49,498)	(172,076)	(686,015)	(513,939)	74.9%		(618,500)	(481,530)	(472,830)	(476,730)	(480,630)
	NET CONTRIBUTION TO (FROM)		\$ 1,146,307	\$ 705,958	\$ 600,143	\$ (105,815)	-17.6%		\$ 668,756	\$ 665,808	\$ 679,315	\$ 680,895	\$ 698,686

		2020	2020										
		YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	WAGES & BENEFITS												
10-2-125-8700	Staff Wages- Bylaw Officer	38,521	51,935	65,510	13,575	20.7%		66,660	67,830	69,020	70,230	71,460	
	Staff Wages - Parking Enforcement							51,000	51,890	52,800	53,720	54,660	3 Seasonal Parking Enforcement Staff
	Staff Wages - Administration							12,510	12,730	12,950	13,180	13,410	1 Seasonal Administrative Staff Member
Multiple	Employee Benefits	4,451	12,526	15,800	3,274	20.7%		31,017	31,560	32,110	32,670	33,240	
10-2-125-8825	Uniforms	610	500	100	(400)	-400.0%		2,000	2,000	2,000	2,000	2,000	
	TOTAL WAGES & BENEFITS	\$ 43,582	\$ 64,961	\$ 81,410	\$ 16,449	20.2%		\$ 163,188	\$ 166,010	\$ 168,880	\$ 171,800	\$ 174,770	
	RESERVE ALLOCATIONS												
	Equipment			1,000	1,000	100.0%		1,000	1,000	1,000	1,000	1,000	
	Renovations			1,000	1,000	100.0%		1,000	1,000	1,000	1,000	1,000	
	TOTAL RESERVE ALLOCATIONS	\$ -	\$ -	\$ 2,000	\$ 2,000	100.0%		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
	CAPITAL PROJECTS												
	Air Conditioning - Police Centre							5,500					*Funds to install an air-conditioning in the Visitor Services Building.
	TOTAL CAPITAL	\$ -	\$ -	\$ -	\$ -	0.0%		\$ 5,500	\$ -	\$ -	\$ -	\$ -	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 247,991	\$ 319,283	\$ 343,235	\$ 23,952	7.0%		\$ 453,513	\$ 456,110	\$ 464,355	\$ 472,750	\$ 481,305	
	TOTAL INTERNAL WAGE ALLOCATIONS	44,780	44,780	44,780	-	0.0%		46,010	46,820	47,640	48,480	49,330	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ (384,516)	\$ (384,515)	\$ (384,515)	\$ -			\$ (387,173)	\$ (393,430)	\$ (401,095)	\$ (408,930)	\$ (416,935)	
	TOTAL EXPENDITURES	\$ (91,745)	\$ (20,452)	\$ 3,500	\$ 23,952	684.3%		\$ 112,350	\$ 109,500	\$ 110,900	\$ 112,300	\$ 113,700	
	CONTRIBUTION TO (FROM)	\$ 116,970	\$ 47,597	\$ -	\$ (47,597)	0.0%		\$ (5,500)	\$ -	\$ -	\$ -	\$ -	
	Appropriated from Protective Services Reserve			-	-	0.0%		(5,500)	-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ 116,970	\$ 47,597	\$ -	\$ 47,597	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	

CULTUS LAKE PARK													
Visitor Services													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
		2020	2020										
		YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	REVENUE												
10-1-150-4400	Cabin Rentals	161,429	162,929	178,700	- 15,771	-8.8%		178,700	178,700	178,700	178,700	178,700	
10-1-150-4400	Twin Alders & Yellow Barn		-	84,560	- 84,560	-100.0%		36,000	36,000	36,000	36,000	36,000	*Reduction in net cabin revenue as there was a decision to not rent out the residential suites in the Yellow Barn.
10-1-150-4900													
10-1-150-4950	Miscellaneous Income	5,106	5,306	5,000	306	6.1%		5,000	5,000	5,000	5,000	5,000	
TOTAL REVENUE		\$ 166,535	\$ 168,235	\$ 268,260	\$ (100,025)	-37.3%		\$ 219,700	\$ 219,700	\$ 219,700	\$ 219,700	\$ 219,700	
	EXPENDITURES												
	OPERATING												
10-2-150-5000	Advertising - media	-	1,900	2,900	1,000	34.5%		1,900	1,900	1,900	1,900	1,900	
10-2-150-5300	Building Materials/Maintenance/Electrical Repairs	6,071	7,400	7,400	-	0.0%		5,200	5,200	5,200	5,200	5,200	
10-2-150-5500	Data Processing	430	750	1,500	750	50.0%		1,500	1,500	1,500	1,500	1,500	
10-2-150-5700	Education & Training		-	400	400	100.0%		400	400	400	400	400	
10-2-150-5800	Equipment & Material Replacement	393	5,000	8,400	3,400	40.5%		5,800	5,800	5,800	5,800	5,800	
10-2-150-6000	Grounds Maintenance	581	6,974	7,555	581	7.7%		3,030	3,420	3,810	4,200	4,590	
10-2-150-6100	Insurance - Business	11,950	18,450	15,500	(2,950)	-19.0%		13,000	13,300	13,600	13,900	14,200	
10-2-150-6300	Janitorial Supplies	1,715	2,500	5,600	3,100	55.4%		4,000	4,000	4,000	4,000	4,000	
10-2-150-6301	Linen	2,298	3,800	5,400	1,600	29.6%		3,800	3,800	3,800	3,800	3,800	
10-2-150-6800	Office Supplies	237	550	650	100	15.4%		650	650	650	650	650	
10-2-150-6810	POS Charges/Bank Charges	4,486	4,986	5,300	314	5.9%		5,300	5,300	5,500	5,500	5,500	
10-2-150-6817	Cost of Goods Sold	-	-	800	800	100.0%		825	825	850	850	850	
10-2-150-7000	Printing	-	250	250	-	0.0%		250	250	250	250	250	
10-2-150-7100	Promotion/Public Relations	1,225	1,225	500	(725)	-145.0%		500	500	500	500	500	
10-2-150-7200	Roads & Parking	2,555	2,555	300	(2,255)	-751.7%		300	300	300	300	300	
10-2-150-7400	Security System & Supplies	759	759	-	(759)	0.0%		-	-	-	-	-	
10-2-150-7500	Sewer	-	6,650	6,650	-	0.0%		4,900	5,000	5,100	5,200	5,300	
10-2-150-7800	Telecommunications/Cable	3,115	6,580	6,580	-	0.0%		4,780	4,780	4,780	4,780	4,780	
10-2-150-8000	Propane & Natural Gas	1,820	3,440	4,940	1,500	30.4%		3,600	3,700	3,800	3,900	4,000	
10-2-150-8005	Hydro	7,075	11,100	14,340	3,240	22.6%		10,600	10,800	11,000	11,200	11,400	
10-2-150-8020	Water	-	6,900	6,900	-	0.0%		5,100	5,200	5,300	5,400	5,500	
10-2-150-8201	Signage			-	-	0.0%		500	500	500	500	500	
TOTAL OPERATING		\$ 44,710	\$ 91,769	\$ 101,865	\$ 10,096	9.9%		\$ 75,935	\$ 77,125	\$ 78,540	\$ 79,730	\$ 80,920	
	WAGES & BENEFITS												
10-2-150-8700	Staff - Visitor Services	33,018	41,518	55,560	14,042	25.3%		54,130	55,080	56,040	57,020	58,020	*Added costs related to new benefits outlined in the collective agreement.
Multiple	Employee Benefits	3,532	4,750	6,730	1,980	29.4%		11,370	11,590	11,810	12,030	12,260	
	Uniforms	-		200	200	100.0%		-	200		200	-	
TOTAL WAGES & BENEFITS		\$ 36,550	\$ 46,268	\$ 62,490	\$ 16,222	26.0%		\$ 65,500	\$ 66,870	\$ 67,850	\$ 69,250	\$ 70,281	

			2020	2020										
			YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	RESERVE ALLOCATIONS													
	Cabins Reserve		18,500	18,500	18,500	-	0.0%		18,500	18,500	19,000	19,000	19,000	
	Cabin Reserve -Twin Alders		5,000	5,000	14,000	9,000			6,000	6,110	6,230	6,350	6,470	
	Sewer & Septic Reserve		5,560	5,560	5,560	-	0.0%		4,560	4,610	4,660	4,710	4,760	
	TOTAL RESERVE ALLOCATIONS		\$ 29,060	\$ 29,060	\$ 38,010	\$ 9,000	23.7%		\$ 29,060	\$ 29,220	\$ 29,890	\$ 30,060	\$ 30,230	
	CAPITAL PROJECTS													
	Twin Alders Window & AC UNIT													*Funds to replace the windows at Twin Alders as well as putting in a AC unit.
	Washer and Dryer								8,800					*Purchase of a commercial washer and dryer for the Cabins.
	Golf Cart		3,745	3,745	4,000	255	6.4%		10,000					*Funds to replace golf cart in 2023
	Sewer			1,140	6,810	5,670			6,810	6,810	6,810	6,810	6,810	
	Cabin Refresh		8,156	8,500	8,500	-			8,500	8,500	8,500	8,500	8,500	
	Kitchen & Bath Various, Paving, Parking		-	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
	Twin Alders Renovations		40,207	40,207	35,000	(5,207)	-14.9%							
	Yellow Barn Suites - Renovations			-	39,000	39,000								
	Mattresses/Furniture Replacement		1,230	4,000	4,000	-	0.0%		10,000		10,000		10,000	
	TOTAL CAPITAL		\$ 53,338	\$ 61,592	\$ 101,310	\$ 39,718	39.2%		\$ 42,610	\$ 19,310	\$ 39,310	\$ 19,310	\$ 29,310	
									\$ 13,300	\$ -	\$ 10,000	\$ -		
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 163,658	\$ 228,689	\$ 303,675	\$ 75,036	24.7%		\$ 213,105	\$ 192,525	\$ 215,590	\$ 198,350	\$ 210,741	
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 40,680	\$ 40,680	\$ 40,680	\$ -	0.0%		\$ 41,560	\$ 42,290	\$ 43,030	\$ 43,780	\$ 44,550	
	TOTAL EXPENDITURES		\$ 204,338	\$ 269,369	\$ 344,355	\$ 74,986	21.8%		\$ 254,665	\$ 234,815	\$ 258,620	\$ 242,130	\$ 255,291	
	CONTRIBUTION TO (FROM)		\$ (37,803)	\$ (101,134)	\$ (76,095)	\$ 25,039	-32.9%		\$ (34,965)	\$ (15,115)	\$ (38,920)	\$ (22,430)	\$ (35,591)	
	Appropriated from Cabins Reserve		(9,445)	(20,245)	(20,500)	(255)	1.2%		(35,800)	(12,500)	(32,500)	(12,500)	(22,500)	
	Appropriated from Sewer & Septic Reserve		-	(1,140)	(6,810)	(5,670)			(6,810)	(6,810)	(6,810)	(6,810)	(6,810)	
	Appropriated from Accumulated Surplus		-	(3,115)	(3,115)	-	0.0%		-	-	-	-	-	
	Appropriated from Land Sale Reserve		(40,207)	(40,207)	(74,000)	(33,793)			-	-	-	-	-	
	NET CONTRIBUTION TO (FROM)		\$ 11,849	\$ (36,427)	\$ 28,330	\$ 30,964	109.3%		\$ 7,645	\$ 4,195	\$ 390	\$ (3,120)	\$ (6,281)	

CULTUS LAKE PARK			FVRD			CLPB									
Fire Department			2 Year Average		Actual 2020										
2021 - 2025 Financial Planning Worksheet			22.10%		24.0%	76.0%	Commercial		0.4%	1.6%	2.0%	1.9%	2.0%		
YTD - Updated to Oct 20							Residential		0.4%	1.7%	1.9%	2.0%	1.9%		
			2020	2020											
			YTD	Yearend	2020				2021	2022	2023	2024	2025		
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget		2021 Comments
	REVENUE														
10-1-300-4600	Commercial Leases		37,718	39,660	39,660	-	0.0%		39,800	40,425	41,250	42,030	42,850		*Decrease in revenue increase from a 3% increase to 0.4% increase - due to decreased overall expected costs as well as increased revenue from FVRD agreement.
10-1-300-4605	Residential Leases		173,371	173,371	173,370	-	1	0.0%	174,100	177,015	180,400	184,010	187,500		
10-1-300-4601	Agreements/Transfer Payments:														
	FVRD - Operations		46,578	41,200	42,540	1,340	3.1%		47,310	48,140	49,160	50,220	51,240		
	FVRD - Capital			4,460	6,780	2,320	34.2%		9,300	2,340	10,730	790	10,070		
	Soowahlie		11,075	11,080	11,080	-	0.0%		11,080	11,080	11,080	11,080	11,080		
TOTAL REVENUE			\$ 268,742	\$ 269,771	\$ 273,430	\$ 3,659	1.3%		\$ 281,590	\$ 279,000	\$ 292,620	\$ 288,130	\$ 302,740		
	EXPENDITURES														
	OPERATING														
10-2-300-5000	Advertising		-	500	500	-	0.0%		550	550	600	650	650		
10-2-300-5300	Building Maintenance		5,687	6,250	6,250	-	0.0%		4,800	5,000	5,500	6,000	6,500		
10-2-300-5500	Data Processing		174	1,000	2,000	1,000	50.0%		2,000	2,000	2,000	2,000	2,000		
10-2-300-5700	Education & Training		6,955	10,000	35,000	25,000	71.4%		32,000	32,600	33,300	34,000	34,700		*Reduced budget of \$37,000 by \$5,000 as not all the funds are needed.
10-2-300-5820	Fire Fighting Equipment & Maint & Fuel		20,035	28,600	28,600	-	0.0%		30,400	31,000	31,600	32,200	32,800		
10-2-300-5850	Fire Prot. Equip Annual Testing		5,067	10,000	10,000	-	0.0%		10,500	11,000	11,500	12,000	12,500		
10-2-300-6000	Grounds Maintenance		-	500	500	-	0.0%		500	500	500	500	500		
10-2-300-6100	Insurance - Business		10,200	10,200	9,700	(500)	-5.2%		11,900	12,100	12,300	12,500	12,800		*Increase insurance costs by \$2,000 to insure rescue boat
10-2-300-6200	Insurance - Vehicles		5,663	5,663	5,850	187	3.2%		5,950	5,950	6,050	6,150	6,250		
10-2-300-6300	Janitorial Contracts/Supplies		-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-6600	Memberships/Dues/Subscription		750	700	700	-	0.0%		700	700	700	700	700		
6800/6810	Office Supplies & Bank Charges		929	1,200	1,200	-	0.0%		1,400	1,400	1,400	1,500	1,500		
10-2-300-7100	Promotion/Public Relations		-	500	500	-	0.0%		500	500	500	550	550		
10-2-300-7400	Security Systems/Supplies		700	500	500	-	0.0%		500	500	500	550	550		
10-2-300-7600	Shop Supplies		514	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-7625	Small Tools		-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-7655	Medical Supplies		271	3,900	3,900	-	0.0%		4,100	4,300	4,500	4,700	4,900		
10-2-300-7800	Telecommunications/Cable		8,778	9,778	8,250	(1,528)	-18.5%		8,450	8,450	8,650	8,850	9,050		
10-2-300-8000	Propane/Gas		1,426	1,800	1,800	-	0.0%		1,900	1,900	2,000	2,000	2,000		
10-2-300-8005	Hydro		2,639	3,600	3,600	-	0.0%		3,700	3,800	3,900	4,000	4,100		
10-2-300-8020	Water		-	580	580	-	0.0%		580	590	600	600	600		
10-2-300-7500	Sewer		-	550	550	-			560	570	580	590	600		
10-2-300-8100	Vehicle Maintenance		10,267	10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000		
10-2-300-8130	Vehicle Fuel		1,243	2,000	2,000	-	0.0%		2,200	2,200	2,200	2,200	2,200		*Increase fuel costs by \$200 to fuel rescue boat
TOTAL OPERATING			\$ 81,298	\$ 110,821	\$ 134,980	\$ 24,159	17.9%		\$ 136,190	\$ 138,610	\$ 141,880	\$ 145,240	\$ 148,450		

		2020	2020											
		YTD	Yearend	2020				2021	2022	2023	2024	2025		
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget		2021 Comments
	WAGES & BENEFITS													
10-2-300-8600	Management Salaries	3,375	5,600	5,600	-	0.0%		5,600	5,600	5,600	5,600	5,600		
10-2-300-8700	Staff Wages	39,421	57,220	57,220	-	0.0%		57,000	58,140	59,300	60,490	61,700		
10-2-300-8760	Employee Benefits (WCB/EHT)	1,542	3,080	3,080	-	0.0%		3,010	3,070	3,130	3,190	3,250		
10-2-300-8825	Uniforms & Clothing Allowance	1,734	2,000	2,000	-			4,000	4,000	4,000	4,000	4,000		*Increase of \$2,000 to current budget of \$2,000 to reflect actual needs.
	TOTAL WAGES & BENEFITS	\$ 46,072	\$ 67,900	\$ 67,900	\$ -	0.0%		\$ 69,610	\$ 70,810	\$ 72,030	\$ 73,280	\$ 74,550		
10-2-300-9800	RESERVE ALLOCATIONS													
	Fire - Equipment	27,000	27,000	27,000	-	0.0%		27,000	27,000	27,000	27,000	27,000		
	Fire - New Pumper	30,580	30,580	30,580	-	0.0%		31,220	31,830	32,430	33,120	33,820		
	TOTAL RESERVE ALLOCATIONS	\$ 57,580	\$ 57,580	\$ 57,580	\$ -	0.0%		\$ 58,220	\$ 58,830	\$ 59,430	\$ 60,120	\$ 60,820		
	CAPITAL PROJECTS													
	Storage Container							6,000						*Funds to purchase a storage container for Fire Department
	SCBA Replacement (5 sets)				-	0.0%				40,000	-	42,000		*Defer 2022 replacement to 2023, add replacement to 2025
	Rescue Jaws		-	15,000	15,000			25,000	-	-	-	-		*Carry forward 2020 budgeted funds with the addition of \$10,000
	FVRD/ ECOMM Prog.		5,000	5,000	-									
	AED Replacement		3,000	3,000	-	0.0%		3,000	-	3,000	3,000	3,000		
	Replace at 2.5" hose with 4" hose			-	-	0.0%		-	-	5,000				
	Training Ground Upgrades				-	0.0%		-	10,000	-	-	-		
	Building Upgrades	4,629	10,000	10,000	-	0.0%		-	-	-	-	-		
	Air Bottles (x 10)				-			7,500	-	-	-	-		
	Sewer		570	570	-			570	570	570	570	570		
	TOTAL CAPITAL	\$ 4,629	\$ 18,570	\$ 33,570	\$ -	0.0%		\$ 42,070	\$ 10,570	\$ 48,570	\$ 3,570	\$ 45,570		
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 189,579	\$ 254,871	\$ 294,030	\$ 24,159	8.2%		\$ 306,090	\$ 278,820	\$ 321,910	\$ 282,210	\$ 329,390		
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 7,700	\$ 7,700	\$ 7,700	\$ -	0.0%		\$ 8,270	\$ 8,410	\$ 8,550	\$ 8,700	\$ 8,850		
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -		
	TOTAL EXPENDITURES	\$ 197,279	\$ 262,571	\$ 301,730	\$ 39,159	13.0%		\$ 314,360	\$ 287,230	\$ 330,460	\$ 290,910	\$ 338,240		
	CONTRIBUTION TO (FROM)	71,463	7,200	(28,300)	(35,500)	125.4%		(32,770)	(8,230)	(37,840)	(2,780)	(35,500)		
	Appropriated from Fire Reserve	(3,518)	(14,110)	(14,820)	(710)	4.8%		(13,300)	(8,230)	(37,840)	(2,780)	(35,500)		
	Appropriated from Fire Operating Reserve		21,310	(13,480)				(19,470)						
	NET CONTRIBUTION TO (FROM)	\$ 74,981	\$ -	\$ (0)	\$ (34,790)			\$ -	\$ -	\$ -	\$ -	\$ -		

CULTUS LAKE PARK														
Public Works														
2021 - 2025 Financial Planning Worksheet														
YTD - Updated to Oct 20														
		2020	2020											
		YTD	Yearend	2020				2021	2022	2023	2024	2025		
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget		2021 Comments
	EXPENDITURES													
	OPERATING													
10-2-400-5300	Building Materials	2,073	4,000	6,100	2,100	34.4%		6,200	6,300	6,400	6,500	6,600		
10-2-400-5375	Contract Services	-	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000		
10-2-400-5400	Conferences	-	-	2,450	2,450	100.0%		2,500	2,550	2,600	2,650	2,700		
10-2-400-5500	Data Processing	1,988	1,988	1,000	(988)	-98.8%		1,000	1,000	1,000	1,000	1,000		
10-2-400-5700	Education & Training	180	-	2,050	2,050	100.0%		2,100	2,150	2,200	2,250	2,310		
10-2-400-5800	Equipment Maintenance	10,691	11,300	11,300	-	0.0%		11,500	11,700	11,900	12,100	12,300		
10-2-400-5820	Equipment Fuel	1,779	3,640	3,640	-	0.0%		3,710	3,780	3,860	3,940	4,020		
10-2-400-5900	Garbage Collection/Recycle	14,316	14,316	7,000	(7,316)	-104.5%		7,960	7,960	7,960	7,960	7,960		*Includes Recycling costs
10-2-400-6000	Grounds Materials	-	1,560	1,560	-	0.0%		1,590	1,620	1,650	1,680	1,710		
10-2-400-6100	Insurance - Business	12,750	12,750	12,300	(450)	-3.7%		13,500	13,800	14,100	14,400	14,700		*Increase to reflect actual premium increases
10-2-400-6200	Insurance - Vehicles	17,787	17,787	18,550	763	4.1%		18,740	18,930	19,120	19,310	19,500		
10-2-400-6500	Licences/Permits	66	450	450	-	0.0%		450	450	450	450	450		
10-2-400-6600	Memberships/Dues/Subs	-	750	750	-	0.0%		750	750	750	750	750		
6800/6810/7000	Office Supplies/Printing & Bank Charges	1,070	1,530	1,530	-	0.0%		1,560	1,590	1,620	1,650	1,680		
10-2-400-7200	Roads and Parking	17,036	23,000	23,000	-	0.0%		23,000	23,000	23,000	23,000	23,000		
10-2-400-7400	Security Systems/Supplies	1,407	1,500	750	(750)	-100.0%		750	750	750	750	750		
10-2-400-7600	Shop Supplies	6,897	10,400	10,400	-	0.0%		10,610	10,820	11,040	11,260	11,490		
10-2-400-7625	Small Tools	3,136	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500		
10-2-400-7650	Safety Supplies	2,204	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500		
10-2-400-7800	Telecommunications	5,062	6,000	3,900	(2,100)	-53.8%		4,000	4,100	4,200	4,300	4,400		
10-2-400-8000	Propane & Natural Gas	4,566	6,100	6,100	-	0.0%		6,200	6,300	6,400	6,500	6,600		
10-2-400-8005	Hydro	2,989	4,160	4,160	-	0.0%		4,240	4,320	4,410	4,500	4,590		
10-2-400-8020	Water	-	580	580	-	0.0%		580	590	600	610	610		
10-2-400-7500	Sewer	-	550	550	-	0.0%		560	570	580	590	600		
10-2-400-8100	Vehicle Maintenance	17,395	24,710	24,710	-	0.0%		25,200	25,700	26,210	26,730	27,260		
10-2-400-8130	Vehicle Fuel	9,180	18,450	18,450	-	0.0%		18,640	18,830	19,020	19,210	19,400		
	TOTAL OPERATING	\$ 132,572	\$ 177,521	\$ 173,280	\$ (4,241)	-2.4%		\$ 177,340	\$ 179,560	\$ 181,820	\$ 184,090	\$ 186,380		

			2020	2020									
			YTD	Yearend	2020								
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)	Budget	Budget	Budget	Budget	Budget	2021 Comments
	WAGES & BENEFITS		0.231		0.266			0.258	0.258	0.258	0.258	0.258	
10-2-400-8600	Management Salaries		69,859	86,380	86,380	-	0.0%	87,890	89,430	91,000	92,590	94,210	
10-2-400-8700	Staff Wages - Supervisor (CUPE)		56,537	65,320	65,320	-	0.0%	66,460	67,620	68,800	70,000	71,230	
10-2-400-8701	Staff Wages - Custodian / Bldg. Maint (CUPE)		39,912	97,510	97,510	-	0.0%	99,220	100,960	102,730	104,530	106,360	
10-2-400-8702	Staff Wages - Other/PW Staff (CUPE)		397,633	461,110	461,110	-	0.0%	469,180	477,390	485,740	494,240	502,890	
10-2-400-8720	Staff Wages - PW Grounds Staff (CUPE)		-	-	-	-	0.0%	-	-	-	-	-	
Multiple	Employee Benefits		130,076	188,850	188,850	-	0.0%	186,300	189,560	192,880	196,260	199,690	
													*Uniforms so that Staff are wearing clothing that is in suitable condition and to help the public to be able to easily distinguish that they work for Cultus Lake Park Board.
10-2-400-8826	Uniforms (Clothing Allowance)		1,440	1,600	1,600	-	0.0%	7,700	5,700	8,300	6,300	8,800	
	TOTAL WAGES & BENEFITS		\$ 695,457	\$ 900,770	\$ 900,770	\$ -	0.0%	\$ 916,750	\$ 930,660	\$ 949,450	\$ 963,920	\$ 983,180	
10-2-400-9800	RESERVE ALLOCATIONS												
	Community Services - Building			-	60,000	60,000	100.0%	60,000	60,000	60,000	60,000	60,000	
	Community Services - Vehicles			-	40,000	40,000	100.0%	40,000	40,000	40,000	40,000	40,000	
	Community Services - Equipment			-	15,000	15,000	100.0%	15,000	15,000	15,000	15,000	15,000	
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ -	\$ 115,000	\$ 115,000	100.0%	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	
	CAPITAL PROJECTS												
													*Funds to replace tires on the Public Works Backhoe and Skid steer.
	Backhoe & Skid Steer Tires							10,000					
													*Funds to upgrade the staff room in the compound to allow it to be a more inviting environment.
	Staff Room Improvements							10,000					
	Honda 2000w inverter					-		2,500					
	Utility Trailer					-		8,500					
	Street Sweeper					-			180,000				
	Generator - Honda 6500					-				8,000			
	Skid Steer					-					90,000		
	Undefined equipment		2,713	5,000	10,800	5,800	53.7%	11,200	11,600	12,100	12,600	13,100	
	Sewer			570	570	-	0.0%	570	570	570	570	570	
	Vehicle Replacement			-	32,000	32,000	100.0%	-	40,000	42,000	42,000		
	PW Equipment - Sanding Unit				-	-	0.0%	-	40,000	-	-		
	Skid Steer Attachments		9,763	9,763	10,000	237	2.4%	-	-	-	-		
	Hand Held Radios		2,745	2,745	3,000	255							
	Computer Upgrades			2,500	2,500	-							
	TOTAL CAPITAL		\$ 15,221	\$ 20,578	\$ 85,870	\$ 65,292	76.0%	\$ 42,770	\$ 272,170	\$ 62,670	\$ 145,170	\$ 13,670	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 843,250	\$ 1,098,869	\$ 1,274,920	\$ 176,051	13.8%	\$ 1,251,860	\$ 1,497,390	\$ 1,308,940	\$ 1,408,180	\$ 1,298,230	
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ (864,429)	\$ (864,430)	\$ (864,430)	\$ -	0.0%	\$ (878,130)	\$ (893,500)	\$ (909,130)	\$ (925,050)	\$ (941,250)	
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ (324,620)	\$ (324,620)	\$ (324,620)	\$ -		\$ (330,960)	\$ (331,720)	\$ (337,140)	\$ (337,960)	\$ (343,310)	
	TOTAL EXPENDITURES		\$ (345,799)	\$ (90,181)	\$ 85,870	\$ 176,051	205.0%	\$ 42,770	\$ 272,170	\$ 62,670	\$ 145,170	\$ 13,670	
	CONTRIBUTION TO (FROM)		\$ 345,799	\$ 90,181	\$ (85,870)	\$ (176,051)	205.0%	\$ (42,770)	\$ (272,170)	\$ (62,670)	\$ (145,170)	\$ (13,670)	
	Appropriated from Public Works Reserve		(15,221)	(20,578)	(85,870)	(65,292)	76.0%	(42,770)	(272,170)	(62,670)	(145,170)	(13,670)	
	NET CONTRIBUTION TO (FROM)		\$ 361,020	\$ 110,759	\$ -	(110,759)		-	-	-	-	-	

CULTUS LAKE PARK														
Commercial Leases														
2021 - 2025 Financial Planning Worksheet														
YTD - Updated to Oct 20														
			2020	2020										
			YTD	Yearend	2020			2021	2022	2023	2024	2025		
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)	Budget	Budget	Budget	Budget	Budget		2021 Comments
	REVENUE													
10-1-500-4200	Commercial Base Lease (net of GST) **		572,160	520,000	502,000	18,000	3.6%	540,500	545,900	551,400	556,900	562,500		Increased Base Lease Revenue due to updated lease negotiations.
	Commercial Lease - Other			7,800	5,500	2,300	41.8%	7,800	7,800	7,800	7,800	7,800		
	Waterpark (Dump Site Lease)			4,244	4,000	244	6.1%	4,240	4,240	4,240	4,240	4,240		
	Garbage			18,348	13,680	4,668	34.1%	18,347	18,347	18,347	18,347	18,347		
	Insurance			29,800	29,800	-	0.0%	33,500	34,200	34,900	35,600	36,300		
	Milfoil			210	210	-	0.0%	210	210	210	210	210		
	Parking Lot Maintenance			700	700	-	0.0%	710	720	730	740	750		
10-1-500-4201	Public Works		7,872	8,300	8,300	-	0.0%	8,500	8,700	8,900	9,100	9,300		
10-1-500-4202	Protective Services		32,108	33,800	33,800	-	0.0%	34,500	35,200	35,900	36,600	37,300		
	Septic System			85	85	-	0.0%	85	85	85	85	85		
	Street Lights (Hydro)			2,800	2,800	-	0.0%	2,900	3,000	3,100	3,200	3,300		
	Fire		35,572	39,660	39,660	-	0.0%	39,800	40,425	41,250	42,030	42,850		
	Less: Fire Protection		(35,572)	(39,510)	(39,510)	-	0.0%	(39,800)	(40,425)	(41,250)	(42,030)	(42,850)		
10-1-500-4900	Miscellaneous Revenue			-		-	0.0%							
TOTAL REVENUE			\$ 612,140	\$ 626,237	\$ 601,025	\$ 25,212	4.2%	\$ 651,292	\$ 658,402	\$ 665,612	\$ 672,822	\$ 680,132		
	EXPENDITURES													
	OPERATING													
10-2-500-5300	Building Materials - Plaza		6,275	6,500	6,500	-	0.0%	8,000	8,000	8,000	8,000	8,000		
10-2-500-5500	Data Processing		20		-	-	0.0%							
10-2-500-5900	Garbage Collection/Recycle		9,177	13,680	13,680	-	0.0%	18,347	18,347	18,347	18,347	18,347		
10-2-500-6000	Grounds Maintenance		2,283	2,800	2,800	-	0.0%	2,800	2,800	2,800	2,800	2,800		
10-2-500-6100	Insurance - Business		31,000	31,000	29,800	(1,200)	-4.0%	33,500	34,200	34,900	35,600	36,300		*Increase to reflect actual premium increases
10-2-500-8000	Propane & Natural Gas		557	500	500	-	0.0%	500	500	500	500	500		
10-2-500-8005	Hydro		4,822	5,120	5,120	-	0.0%	5,120	5,120	5,120	5,120	5,120		
10-2-500-7500	Sewer- Operating		-	550	550	-	0.0%	560	570	580	590	600		
10-2-500-8020	Water		-	580	580	-	0.0%	580	590	600	600	600		
10-2-500-8201	Signage		607	1,200	1,200	-	0.0%	1,200	1,200	1,200	1,200	1,200		
TOTAL OPERATING			\$ 54,741	\$ 61,930	\$ 60,730	\$ (1,200)	-2.0%	\$ 70,607	\$ 71,327	\$ 72,047	\$ 72,757	\$ 73,467		
	RESERVE ALLOCATIONS													
	Plaza - Sewer		570	570	570	-	0.0%	570	570	570	570	570		
	Landfill Closure Reserve		75,000	75,000	75,000	-	0.0%	75,000	75,000	75,000	75,000	75,000		
	Milfoil Reserve		255	210	210	-	0.0%	210	210	210	210	210		
	Plaza - Paving		3,000	3,000	3,000	-	0.0%	3,000	3,000	3,000	3,000	3,000		
	Plaza - Building Life Cycle		50,000	50,000	80,000	30,000	37.5%	80,000	80,000	80,000	80,000	80,000		
TOTAL RESERVE ALLOCATIONS			\$ 128,825	\$ 128,780	\$ 158,780	\$ 30,000	18.9%	\$ 158,780	\$ 158,780	\$ 158,780	\$ 158,780	\$ 158,780		

			2020	2020										
			YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	CAPITAL PROJECTS													
	Irrigation/Lawn - Sunnyside Boulevard			-	5,000	5,000			5,000					*Carry-forward from 2020 as this project was deferred in the prior year.
	Sailing Club/Dragon Boat Fencing			-	8,000	8,000			10,000					*Fencing to contain the Sailing Club and Dragon Boat boats to ensure they don't spill out beyond their licenced area.
	First Nations War Canoes Fencing								15,000					*Fencing to contain the First Nations War Canoes boats to ensure they don't spill out beyond their licenced area.
	Garbage Compound Expansion								4,500					*Funds to expand the Garbage Compound at the Plaza to allow the compound to accommodate recycling.
	Lakeside Beach Club Exterior of Building			-	35,000	35,000			35,000					*Carry-forward funds to refinish the buildings exterior, including cleaning, staining and capping exposed beams.
	Sewer		-	570	570	-	0.0%		570	570	570	570	570	
	Farmers Market Grounds Improvements					-			4,000					
	Irrigation/Lawn - Columbia Valley Highway					-			10,000					
	Infrastructure Assessment			-	15,000	15,000								
	TOTAL CAPITAL		\$ -	\$ 570	\$ 63,570	\$ 63,000	99.1%		\$ 84,070	\$ 570	\$ 570	\$ 570	\$ 570	
									\$ 69,500					
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 183,566	\$ 191,280	\$ 283,080	\$ 91,800	32.4%		\$ 313,457	\$ 230,677	\$ 231,397	\$ 232,107	\$ 232,817	
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 77,251	\$ 77,250	\$ 77,250	\$ -	0.0%		\$ 80,300	\$ 81,710	\$ 83,140	\$ 84,600	\$ 86,080	
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 216,120	\$ 216,120	\$ 216,120	\$ -			\$ 238,968	\$ 239,500	\$ 239,530	\$ 242,725	\$ 246,235	
	TOTAL EXPENDITURES		\$ 476,937	\$ 484,650	\$ 576,660	\$ 92,010	16.0%		\$ 632,725	\$ 551,887	\$ 554,067	\$ 559,432	\$ 565,132	
	CONTRIBUTION TO (FROM)		\$ 135,203	\$ 141,587	\$ 24,365	\$ (117,222)	-481.1%		\$ 18,567	\$ 106,515	\$ 111,545	\$ 113,390	\$ 115,000	
	Appropriated from Plaza Reserve			(570)	(63,570)	(63,000)	99.1%		(84,070)	(570)	(570)	(570)	(570)	
	NET CONTRIBUTION TO (FROM)		\$ 135,203	\$ 142,157	\$ 87,935	\$ (54,222)	-61.7%		\$ 102,637	\$ 107,085	\$ 112,115	\$ 113,960	\$ 115,570	

CULTUS LAKE PARK													
Residential Leases													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
		2020	2020										
		YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	REVENUE												
10-1-600-4100	Residential Base Lease	297,804	297,800	297,800	-	0.0%		297,800	297,800	297,800	297,800	297,800	*Proposed operating levy increase averaging \$37.15 per resident in 2021
	Operating Levy Adjustment (2014, 2016, 2018 & 2019)	169,748	169,750	169,750	-	0.0%		187,650	205,550	217,450	229,350	241,250	
	Cultus Lake Elementary School - Base	13,848	13,848	13,848	-	0.0%		13,848	13,848	13,848	13,848	13,849	
	CL Elementary - Operating Levy	8,307	8,306	8,306	-			9,106	9,906	10,506	11,106	11,706	
	CL Elementary - Retro	9,205	9,200	9,200	-								
	Garbage	88,812	89,000	89,000	-	0.0%		89,000	89,000	95,000	95,000	95,000	
	Recycling	11,511	11,535	11,535	-	0.0%		11,535	11,535	11,535	11,535	11,535	
	Insurance - Business	6,001	6,000	6,000	-	0.0%		6,700	6,900	7,100	7,300	7,500	
	Street Lights (Hydro)	35,899	35,900	35,900	-	0.0%		35,900	37,000	38,100	39,200	40,400	
	Milfoil Reserve	7,230	7,230	7,230	-	0.0%		7,230	7,230	7,230	7,230	7,230	
10-1-600-4101	Protective Services	97,330	97,330	97,300	30	0.0%		100,220	103,230	106,330	109,520	112,810	* Continue with enhanced Protective Service Level
	Fire	173,371	173,370	173,370	-	0.0%		174,100	177,015	180,400	184,010	187,500	
	Less: Fire Protection	(173,371)	(173,370)	(173,370)	-	0.0%		(174,100)	(177,015)	(180,400)	(184,010)	(187,500)	
	Residential Area Reserve							12,000	12,000	12,000	12,000	12,000	*A \$25 charge per lease lot to directly fund the Residential Area Reserve
	Foreshore Reserve							24,000	24,000	24,000	24,000	24,000	*A \$50 charge per lease lot to directly fund the Foreshore Reserve
10-1-600-4110	Delinquent Fees	2,440	2,000	5,400	(3,400)	-63.0%		5,400	5,400	5,400	5,400	5,401	
10-1-600-4900	Lease Services - Residential/Misc.	29,593	30,000	25,000	5,000	20.0%		25,000	25,500	25,500	25,500	25,500	
	Licence Fees - STVR/BL	26,282	28,282	119,000	(90,718)	-76.2%		45,000	45,000	45,000	45,000	45,000	*Removal of income for secondary suite licences and bed & breakfasts, reduce the number of STR to 40 from 90 to align with actuals, lower number of STR than expected likely due to Covid
	TOTAL REVENUE	\$ 804,010	\$ 806,181	\$ 895,269	\$ (89,088)	-10.0%		\$ 870,389	\$ 893,899	\$ 916,799	\$ 933,789	\$ 950,982	
	EXPENDITURES												
	OPERATING												
10-2-600-5375	Contract Services	1,500	1,500	-									
10-2-600-5900	Garbage Collection/Recycle	53,698	99,035	100,535	1,500	1.5%		100,535	100,535	106,535	106,535	106,535	
10-2-600-5900	Recycle Bins	-	45,000		(45,000)								
10-2-600-6100	Insurance - Business	6,350	6,000	6,000	-	0.0%		6,700	6,900	7,100	7,300	7,500	*Increase to reflect actual premium increases
10-2-600-7200	Roads & Parking Maintenance	568	-	-	-	0.0%		-	-	-	-	-	
10-2-600-8005	Hydro	18,174	35,900	35,900	-	0.0%		35,900	37,000	38,100	39,200	40,400	
	TOTAL OPERATING	\$ 80,290	\$ 187,435	\$ 142,435	\$ (43,500)	-30.5%		\$ 143,135	\$ 144,435	\$ 151,735	\$ 153,035	\$ 154,435	

			2020	2020									
			YTD	Yearend	2020				2021	2022	2023	2024	2025
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget
	RESERVE ALLOCATIONS												
	Main Beach Reserve		-	-	55,000	55,000			20,000	20,000	20,000	20,000	20,000
	Foreshore Reserve								24,000	24,000	24,000	24,000	24,000
	Residential Area Reserve								12,000	12,000	12,000	12,000	12,000
	Milfoil Control Reserve		-	7,230	7,230	-	0.0%		7,230	7,230	7,230	7,230	7,230
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ 7,230	\$ 62,230	\$ 55,000	88.4%		\$ 63,230	\$ 63,230	\$ 63,230	\$ 63,230	\$ 63,230
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 80,290	\$ 194,665	\$ 204,665	\$ 11,500	5.6%		\$ 206,365	\$ 207,665	\$ 214,965	\$ 216,265	\$ 217,665
	CAPITAL PROJECTS												
	Residential Parking Survey		9,802	9,802									
	Traffic Calming								10,000				
	Lease Management Software		-	-	-	-	0.0%		-	-	-	-	-
	TOTAL CAPITAL		\$ 9,802	\$ 9,802	\$ -	\$ -	0.0%		\$ 10,000	\$ -	\$ -	\$ -	\$ -
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 291,660	\$ 291,660	\$ 291,660	\$ -	0.0%		\$ 302,220	\$ 307,500	\$ 312,880	\$ 318,350	\$ 323,920
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 334,496	\$ 334,495	\$ 334,495	\$ -			\$ 358,095	\$ 360,165	\$ 362,570	\$ 367,430	\$ 373,230
	TOTAL EXPENDITURES		\$ 716,248	\$ 830,622	\$ 830,820	\$ 198	0.0%		\$ 876,680	\$ 875,330	\$ 890,415	\$ 902,045	\$ 914,815
	CONTRIBUTION TO (FROM)		\$ 87,762	\$ (24,441)	\$ 64,449	\$ 88,890	137.9%		\$ (6,291)	\$ 18,569	\$ 26,384	\$ 31,744	\$ 36,167
	Appropriated from Accumulated Surplus		(9,802)	(54,802)	-	54,802	0.0%		-	-	-	-	-
	Appropriated from Residential Area Reserve								(10,000)	-	-	-	-
	NET CONTRIBUTION TO (FROM)		\$ 97,564	\$ 30,361	\$ 64,449	\$ 34,088	52.9%		\$ 3,709	\$ 18,569	\$ 26,384	\$ 31,744	\$ 36,167

*Decrease allocation to reserves from residential licence fees as the Park is seeing lower than expected Short Term Rentals due to Covid restrictions. Will resume allocation when rental numbers resume.

*Infrastructure Fee - Allocation to Reserves

*Funds to install Traffic Calming measures in the residential areas.

CULTUS LAKE PARK													
General Administration													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
		2020	2020										
		YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	REVENUE	7700											
10-1-700-4800	Interest Earned	52,730		40,000	40,000	100.0%		40,000	40,000	40,000	40,000	40,000	
10-1-700-4900	Miscellaneous Revenue	2,963	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
10-1-700-4915	Dog License Fees	510	500	500	-	0.0%		500	500	500	500	500	
TOTAL REVENUE		\$ 63,903	\$ 2,500	\$ 42,500	\$ 40,000	94.1%		\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	
	EXPENDITURES												
	OPERATING												
	Amortization												
10-2-700-5000	Advertising - media	697	1,500	1,500	-	0.0%		1,500	1,500	1,500	1,500	1,500	
10-2-700-5100	Audit/Accounting	2,118	19,970	17,870	(2,100)	-11.8%		18,085	18,450	18,820	19,195	19,578	
10-2-700-5175	Board Level Expenses	3,694	10,000	17,000	7,000	41.2%		17,000	17,000	17,000	17,000	17,000	
10-2-700-5300	Building Materials/Maintenance	2,221	3,000	3,000	-	0.0%		3,100	3,100	3,200	3,200	3,200	
*\$9,690 HR ASSISTANT and \$10,310 HR SUPPORT													
Adjust to remove AHA \$24,480 (Agency of Record) and \$16,720 (Events Coordinator) to fund Communication													
10-2-700-5375	Contract Services	35,854	75,900	75,900	-	0.0%		20,000	20,400	20,800	21,200	21,600	
10-2-700-5400	Conferences	1,774	5,000	11,000	6,000	54.5%		11,000	11,000	11,000	11,000	11,000	
10-2-700-5500	Data Processing	32,469	40,000	16,000	(24,000)	-150.0%		16,500	16,500	17,500	17,500	17,500	
10-2-700-5700	Education & Training	-	2,500	5,000	2,500	50.0%		5,000	5,000	5,000	5,000	5,000	
10-2-700-5750	Election Expenses	-	-	-	-	0.0%		-	18,000		-	-	
10-2-700-5800	Equipment Maintenance	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-700-6100	Insurance - Business	14,750	14,750	14,500	(250)	-1.7%		15,600	15,900	16,200	16,500	16,800	*Increase to reflect actual premium increases
10-2-700-6200	Insurance - Vehicles	2,083	2,083	2,040	(43)	-2.1%		2,081	2,122	2,165	2,205	2,246	
*Increase by \$30,000 for 2021 to allow for funds to negotiate union contract and deal with other current legal issues.													
10-2-700-6400	Legal Fees	178,263	198,263	132,675	(65,588)	-49.4%		130,000	100,000	100,000	100,000	100,000	
*Reduce by \$7,000 from 27,000 to 20,000 to fund Communications Position													
10-2-700-6450	Professional Fees	9,758	15,000	27,000	12,000	44.4%		20,000	20,000	20,000	20,000	20,000	
10-2-700-6600	Memberships/Dues/Subs	1,954	3,700	3,700	-	0.0%		3,700	3,700	3,700	3,700	3,700	
*Increase Budget for staff recognition opportunities to assist in increasing job satisfaction and a team atmosphere.													
	Staff Recognition							6,000	6,000	6,250	6,250	6,500	
	Breakroom Supplies							5,000	5,000	5,250	5,250	5,500	
10-2-700-6800	Office Supplies	9,809	12,000	17,000	5,000	29.4%		9,000	9,000	9,000	9,500	9,500	
10-2-700-6810	Banking Charges	3,372	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-6812	POS Charges	3,802	6,000	9,000	3,000	33.3%		9,000	9,000	9,000	9,000	9,000	
10-2-700-6815	Postage & Courier	4,199	5,000	4,000	(1,000)	-25.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-6820	Equipment Leases	8,902	15,000	15,000	-	0.0%		15,300	15,600	15,900	16,200	16,500	
10-2-700-6822	Office Furniture	254	2,000	4,000	2,000	50.0%		4,000	4,000	4,000	4,000	4,000	

			2020	2020									
			YTD	Yearend	2020				2021	2022	2023	2024	2025
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget
													2021 Comments
10-2-700-6900	Recruitment Expense		759	-	-	-	0.0%		-	-	-	-	-
10-2-700-7000	Printing		259	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000
10-2-700-7100	Promotion/Public Relations		742	2,000	4,000	2,000	50.0%		4,000	4,000	4,000	4,000	4,000
10-2-700-7400	Security Systems/Supplies		443	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000
10-2-700-7700	Community Wildfire Prot Plan		-	-	5,000	5,000	100.0%		5,000	5,000	5,000	5,000	5,000
10-2-700-7800	Telecommunications		9,787	11,787	8,500	(3,287)	-38.7%		8,500	9,000	9,000	9,500	9,500
10-2-700-7900	Travel		407	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000
10-2-700-8000	Propane & Natural Gas		1,063	1,800	1,800	-	0.0%		1,900	2,000	2,000	2,100	2,100
10-2-700-8005	Hydro		2,483	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500
10-2-700-8020	Water			580	580	-	0.0%		580	590	600	620	640
10-2-700-7500	Sewer		-	550	550	-	0.0%		560	570	580	590	600
8100\8130	Vehicle Fuel and Maintenance		471	800	800	-	0.0%		800	800	800	800	800
	TOTAL OPERATING		\$ 332,387	\$ 461,683	\$ 409,915	\$ (51,768)	-12.6%		\$ 349,706	\$ 339,732	\$ 324,765	\$ 327,310	\$ 329,264
	WAGES & BENEFITS				0.245				0.267	0.267	0.267	0.267	0.267
10-2-700-8500	Commissioners Indemnities		65,046	78,400	84,000	5,600	6.7%		85,470	86,970	88,490	90,040	91,620
10-2-700-8600	Management Salaries		165,180	204,118	119,710	(84,408)	-70.5%		139,230	141,670	144,150	146,670	149,240
10-2-700-8601	Finance Salaries (CUPE/Management)		111,208	139,032	138,750	(282)	-0.2%		141,180	143,650	146,160	148,720	151,320
10-2-700-8710	Executive Assistant and Communications		52,905	63,098	62,880	(218)	-0.3%		138,980	141,410	143,880	146,400	148,960
10-2-700-8715	Admin. Reception / Lease Clerk		86,059	112,820	112,820	-	0.0%		117,063	119,110	121,190	123,310	125,470
Multiple	Employee Benefits		98,974	106,400	106,400	-	0.0%		143,090	145,590	148,140	150,730	153,370
	TOTAL WAGES & BENEFITS		\$ 579,372	\$ 703,868	\$ 624,560	\$ (79,308)	-12.7%		\$ 765,013	\$ 778,400	\$ 792,010	\$ 805,870	\$ 819,980
	RESERVE ALLOCATIONS												
	Park Office Life Cycle Reserve		2,600	2,600	50,000	47,400	94.8%		50,000	50,000	50,000	50,000	50,000
	TOTAL RESERVE ALLOCATIONS		\$ 2,600	\$ 2,600	\$ 50,000	\$ 47,400	94.8%		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	CAPITAL PROJECTS												
	Irrigation			-	2,000				2,000				
	Lunch Room Dishwasher								2,000				
	Computer Upgrades and Automation Software								25,000	10,000	10,000	10,000	10,000
	E-Ticketing Module (Gtechna)								32,000				
	Permit Management Module (Gtechna)								9,000	5,400			
	Sewer		-	570	570	-	0.0%		570	570	570	570	570
	Vadim Software		7,355	7,355	8,500								
	Air Conditioner		5,850	5,850	-								
	Building Re-stain			-	20,000								
	Computer Upgrades		-	2,500	2,500	-							
	TOTAL CAPITAL		\$ 13,205	\$ 16,275	\$ 33,570	\$ -	0.0%		\$ 70,570	\$ 15,970	\$ 10,570	\$ 10,570	\$ 10,570

			2020	2020									
			YTD	Yearend	2020				2021	2022	2023	2024	2025
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget
									\$ 70,000	\$ 15,400	\$ 10,000	\$ 10,000	\$ 10,000
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 927,564	\$ 1,184,426	\$ 1,118,045	\$ (83,676)	-7.5%		\$ 1,235,289	\$ 1,184,102	\$ 1,177,345	\$ 1,193,750	\$ 1,209,814
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ (119,660)	\$ (119,660)	\$ (119,660)	\$ -	0.0%		\$ (137,810)	\$ (140,210)	\$ (142,640)	\$ (145,120)	\$ (147,640)
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ (873,643)	\$ (873,640)	\$ (873,640)	\$ -			\$ (984,409)	\$ (985,422)	\$ (981,635)	\$ (995,560)	\$ (1,009,104)
	TOTAL EXPENDITURES		\$ (65,739)	\$ 191,126	\$ 124,745	\$ (66,381)	-53.2%		\$ 113,070	\$ 58,470	\$ 53,070	\$ 53,070	\$ 53,070
	CONTRIBUTION TO (FROM)		\$ 129,642	\$ (188,626)	\$ (82,245)	\$ 106,381	-129.3%		\$ (70,570)	\$ (15,970)	\$ (10,570)	\$ (10,570)	\$ (10,570)
	Appropriated from Park Office Reserve		(13,205)	(16,275)	(33,570)	(17,295)	51.5%		(70,570)	(15,970)	(10,570)	(10,570)	(10,570)
	Appropriated from Accumulated Surplus			(48,675)	(48,675)	-	0.0%		-	-	-	-	-
	NET CONTRIBUTION TO (FROM)		\$ 142,847	\$ (123,676)	\$ -	\$ 123,680			\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK													
Community Hall													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
		2020	2020										
		YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	REVENUE												
10-1-800-4920	Hall Rentals	1,816	1,816	11,950	10,134	84.8%		11,950	11,950	11,950	11,950	11,951	
TOTAL REVENUE		\$ 1,816	\$ 1,816	\$ 11,950	\$ 10,134	84.8%		\$ 11,950	\$ 11,950	\$ 11,950	\$ 11,950	\$ 11,951	
	EXPENDITURES												
	OPERATING												
10-2-800-5300	Building Materials	1,293	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500	
10-2-800-6100	Insurance - Business	8,100	7,750	7,750	-	0.0%		8,600	8,800	9,000	9,200	9,400	*Increase to reflect actual premium increases
10-2-800-6000	Grounds Maintenance - Materials	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-800-7800	Telecommunications	173	235	200	(35)	-17.5%		200	200	200	200	200	
10-2-800-8000	Propane & Natural Gas	993	1,800	1,800	-	0.0%		1,900	1,900	1,900	1,900	1,900	
10-2-800-8005	Hydro	874	1,550	1,550	-	0.0%		1,600	1,600	1,600	1,600	1,600	
10-2-800-7500	Sewer	-	550	550	-			560	570	580	590	600	
10-2-800-8020	Water	-	580	580	-	0.0%		580	590	600	600	600	
TOTAL OPERATING		\$ 11,433	\$ 16,965	\$ 16,930	\$ (35)	-0.2%		\$ 17,940	\$ 18,160	\$ 18,380	\$ 18,590	\$ 18,800	
	RESERVE ALLOCATIONS												
	Sewer & Septic Reserve	2,000	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
	Community Hall - Building			5,000	5,000	100.0%		5,000	5,000	5,000	5,000	5,000	
	Community Hall - Paving			3,000	3,000	100.0%		3,000	3,000	3,000	3,000	3,000	
TOTAL RESERVE ALLOCATIONS		\$ 2,000	\$ 2,000	\$ 10,000	\$ 8,000	80.0%		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
	CAPITAL PROJECTS												
	Sewer	-	570	570	-	-		570	570	570	570	570	
													*Carry-forward funds to install irrigation for the flower beds at the community hall.
	Irrigation		-	1,500				1,500					
	AED	1,929	1,929	2,500	-			-	-	-	-	-	
TOTAL CAPITAL		\$ 1,929	\$ 2,499	\$ 4,570	\$ -	0.0%		\$ 2,070	\$ 570	\$ 570	\$ 570	\$ 570	
TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 15,362	\$ 21,464	\$ 31,500	\$ 10,036	31.9%		\$ 30,010	\$ 28,730	\$ 28,950	\$ 29,160	\$ 29,370	
TOTAL INTERNAL WAGE ALLOCATIONS		\$ 21,060	\$ 21,060	\$ 21,060	\$ -	0.0%		\$ 21,870	\$ 22,250	\$ 22,640	\$ 23,030	\$ 23,430	
TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 30,316	\$ 30,315	\$ 30,315	\$ -			\$ 31,800	\$ 31,990	\$ 32,350	\$ 32,700	\$ 33,220	
TOTAL EXPENDITURES		\$ 66,738	\$ 72,839	\$ 82,975	\$ 10,136	12.2%		\$ 83,680	\$ 82,970	\$ 83,940	\$ 84,890	\$ 86,020	
CONTRIBUTION TO (FROM)		\$ (64,922)	\$ (71,023)	\$ (71,025)	\$ (2)	0.0%		\$ (71,730)	\$ (71,020)	\$ (71,990)	\$ (72,940)	\$ (74,069)	
	Appropriated from Sewer & Septic Reserve		(570)	(570)				(570)	(570)	(570)	(570)	(570)	
	Appropriated from Community Hall Reserve	(1,929)	(1,929)	(4,000)	(2,071)	51.8%		(1,500)	-	-	-	-	
NET CONTRIBUTION TO (FROM)		\$ (62,993)	\$ (68,524)	\$ (66,455)	\$ 2,069	-3.1%		\$ (69,660)	\$ (70,450)	\$ (71,420)	\$ (72,370)	\$ (73,499)	

CULTUS LAKE PARK													
Foreshore													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
		2020	2020										
		YTD	Yearend	2020				2021	2022	2023	2024	2025	
GL	Account Name	Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget	2021 Comments
	REVENUE												
10-1-850-4938	Boat Mooring - Sunnyside	3,912	4,000	7,750	3,750	48.4%		7,750	7,750	7,750	7,750	7,750	
10-1-850-4936	Boat Mooring - Public Areas	32,550	34,000	37,450	3,450	9.2%		45,000	45,000	45,000	45,000	45,000	*Increase annual moorage operations rates from \$150 to \$200
													*Foreshore Reserve Fund \$300 per buoy holder. Leaseholders will get a \$50 refund of the funds paid as a leaseholder when buoy is registered and paid for.
	Boat Mooring - Public Areas (Reserves)							56,250	56,250	56,250	56,250	56,250	
10-1-850-4900	Miscellaneous Revenue	270	270	-	270	0.0%		-	-	-	-	-	
TOTAL REVENUE		\$ 36,732	\$ 38,270	\$ 45,200	\$ 7,470	16.5%		\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000	
	EXPENDITURES												
	OPERATING												
10-2-850-5300	Building Maint Materials	-	-	-	-			-	-	-	-	-	
10-2-850-5800	Harbercraft #QBSY4994L405 (Boat)	1,096	1,500	1,500	-	0.0%		1,500	1,500	1,500	1,500	1,500	
10-2-850-5820	Equipment Fuel (Boat)	-	800	800	-	0.0%		800	800	800	800	800	
10-2-850-5850	Floats & buoys & misc.	730	5,000	10,000	5,000	50.0%		10,000	10,000	10,000	10,000	10,000	
10-2-850-6000	Grounds Maintenance (Beach)	13,949	13,949	10,000	(3,949)	-39.5%		10,000	10,000	10,000	10,000	10,000	
10-2-850-6100	Insurance - Business	15,300	14,200	14,200	-	0.0%		16,400	16,700	17,000	17,300	17,600	*Increase to reflect actual premium increases
10-2-850-6200	Insurance - Vehicles & Equipment	126	100	100	-	0.0%		100	100	100	100	100	
10-2-850-6500	Licences/Permits	-	1,100	1,100	-	0.0%		1,100	1,100	1,100	1,100	1,100	
10-2-850-7000	Printing	-	150	150	-	0.0%		150	150	150	150	150	
10-2-850-8130	Vehicle Maintenance/Fuel	34	200	200	-	0.0%		200	200	200	200	200	
10-2-850-8200	Wharfs & Foreshore Materials	1,895	10,000	15,000	5,000	33.3%		15,000	15,000	15,000	15,000	15,000	
10-2-850-8201	Signage	58	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
TOTAL OPERATING		\$ 33,188	\$ 47,999	\$ 54,050	\$ 6,051	11.2%		\$ 56,250	\$ 56,550	\$ 56,850	\$ 57,150	\$ 57,450	
	RESERVE ALLOCATIONS												
	Foreshore Area General Reserve	5,000	5,000	5,000	-	0.0%		56,250	56,250	56,250	56,250	56,250	
TOTAL RESERVE ALLOCATIONS		\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%		\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	

			2020	2020									
			YTD	Yearend	2020				2021	2022	2023	2024	2025
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)		Budget	Budget	Budget	Budget	Budget
	CAPITAL PROJECTS												
	Boat Launch Upgrade		14,596	14,596	-								
	Milfoil Control Pilot Project		13,355	15,000	4,190	(10,810)	-258.0%		15,000	15,000	15,000	15,000	15,000
	Dock Structural Upgrades								15,000	15,000	15,000	15,000	15,000
	Lakeshore Erosion Project					-	0.0%		90,000	90,000	90,000	90,000	90,000
	TOTAL CAPITAL		\$ 27,951	\$ 29,596	\$ 4,190	\$ (25,406)	-606.3%		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 66,139	\$ 82,595	\$ 63,240	\$ (19,355)	-30.6%		\$ 232,500	\$ 232,800	\$ 233,100	\$ 233,400	\$ 233,700
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 85,860	\$ 85,860	\$ 85,860	\$ -	0.0%		\$ 88,430	\$ 89,980	\$ 91,550	\$ 93,150	\$ 94,780
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 220,229	\$ 220,230	\$ 220,230	\$ -	0.0%		\$ 243,130	\$ 243,670	\$ 243,740	\$ 246,935	\$ 250,455
	TOTAL EXPENDITURES		\$ 372,228	\$ 388,685	\$ 369,440	\$ (19,245)	-5.2%		\$ 564,060	\$ 566,450	\$ 568,390	\$ 573,485	\$ 578,935
	CONTRIBUTION TO (FROM)		\$ (335,496)	\$ (350,415)	\$ (324,240)	\$ 26,175	-8.1%		\$ (455,060)	\$ (457,450)	\$ (459,390)	\$ (464,485)	\$ (469,935)
	Appropriated from Milfoil Control Reserve		(13,355)	(15,000)	(4,190)	10,810	-258.0%		(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
	Appropriated from Foreshore Area Reserve		(12,000)	(12,000)	-	12,000	0.0%		(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
	NET CONTRIBUTION TO (FROM)		\$ (310,141)	\$ (323,415)	\$ (320,050)	\$ 3,365	-1.1%		\$ (335,060)	\$ (337,450)	\$ (339,390)	\$ (344,485)	\$ (349,935)

CULTUS LAKE PARK													
Public Areas													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
			2020	2020									
			YTD	Yearend	2020			2021	2022	2023	2024	2025	
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)	Budget	Budget	Budget	Budget	Budget	2021 Comments
REVENUE													
10-1-900-4910	Pay Parking - Lions, Waterpark, Other		535,534	540,534	694,000	153,466	22.1%	780,000	780,000	780,000	780,000	780,000	Move to Hourly Parking Only <u>Summer</u> Weekend \$6.00/hour <u>Offseason</u> \$4/hour Weekday \$4/hour
	Parking - CL Infrastructure Reserve							42,000	42,000	42,000	42,000	42,000	*Introduction of an Infrastructure Fee for Overnight Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Theses funds will be used to enhance Cultus Lake Capital Infrastructure. Charge \$1 per transaction for parking patrons - approximately 60,000 transactions
	Parking - Foreshore Reserve							18,000	18,000	18,000	18,000	18,000	
10-1-900-4700	Tree Replacement		-	1,500	1,500	-	0.0%	1,500	1,500	1,500	1,500	1,500	
10-1-900-4900	Miscellaneous		4,724	4,700	15,000	10,300	68.7%	15,000	15,000	15,000	15,000	15,000	
TOTAL REVENUE			\$ 540,258	\$ 546,734	\$ 710,500	\$ 163,766	23.0%	\$ 856,500	\$ 856,500	\$ 856,500	\$ 856,500	\$ 856,500	
EXPENDITURES													
OPERATING													
10-2-900-5300	Building Materials & Maintenance		244	6,100	6,100	-	0.0%	6,200	6,300	6,400	6,500	6,600	
10-2-900-5355	CEA Committee - Base		-	-	6,000	6,000	100.0%	6,000	6,000	6,000	6,000	6,000	
10-2-900-5355	CEA Committee - Xmas Festival		-	-	6,000	6,000	100.0%	6,000	6,000	6,000	6,000	6,000	
10-2-900-5360	Commemorative Benches		669	1,900	1,900	-	0.0%	1,900	1,900	1,900	1,900	1,900	
													*Reduction in Parking Management Fees due to Cultus Lake Park Board bringing the management of the parking lots in house.
													Parking Attendants \$12,000/Porta Pottie \$16,000/Parking Meters Communication Costs \$10,000
10-2-900-5375	Contract Services		51,454	61,500	70,600	9,100	12.9%	40,600	40,600	40,600	40,600	40,600	
10-2-900-5800	Equipment Maintenance		1,000	1,000	1,000	-	0.0%	1,000	1,000	1,000	1,000	1,000	
10-2-900-5900	Garbage Collection/Recycle		3,583	7,100	7,100	-	0.0%	7,200	7,300	7,400	7,500	7,700	
10-2-900-6000	Grounds Materials		27,144	30,000	30,000	-	0.0%	30,000	30,000	30,000	30,000	30,000	
10-2-900-7500	General Maintenance		10,499	20,000	20,000	-	0.0%	20,000	20,000	20,000	20,000	20,000	
10-2-900-6100	Insurance - Business		19,700	19,700	19,400	(300)	-1.5%	20,900	21,300	21,700	22,100	22,500	*Increase to reflect actual premium increases
10-2-900-6300	Janitorial Supplies		10,188	11,700	14,000	2,300	16.4%	14,000	14,000	14,000	14,000	14,000	
10-2-900-6810	Bank Charges		281	450	450	-	0.0%	500	500	500	550	550	
10-2-900-6812	Point of Sale Fees		12,537	7,000	7,000	-	0.0%	7,000	7,000	7,000	7,000	7,000	
10-2-900-6820	Equipment Lease & Rentals		21,389	11,000	10,200	(800)	-7.8%	10,200	10,200	10,200	10,200	10,200	
10-2-900-7000	Printing		-	500	500	-	0.0%	500	500	500	500	500	
10-2-900-7200	Roads & Parking		5,570	12,000	12,000	-	0.0%	12,000	12,000	12,000	12,000	12,000	
10-2-900-7300	Vandalism Repairs		723	2,500	2,500	-	0.0%	2,500	2,500	2,500	2,500	2,500	
10-2-900-8005	Hydro		3,984	8,100	8,100	-	0.0%	8,300	8,300	8,300	8,500	8,700	
10-2-900-5000	Signage/Advertising		5,685	6,500	6,500	-	0.0%	6,500	6,500	6,500	6,500	6,500	
TOTAL OPERATING			\$ 174,650	\$ 207,050	\$ 229,350	\$ 22,300	9.7%	\$ 201,300	\$ 201,900	\$ 202,500	\$ 203,350	\$ 204,250	

			2020	2020									
			YTD	Yearend	2020			2021	2022	2023	2024	2025	
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)	Budget	Budget	Budget	Budget	Budget	2021 Comments
								\$ (629,900)	\$ (62,000)	\$ 53,500	\$ 51,000		
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 307,937	\$ 380,863	\$ 687,155	\$ 306,292	44.6%	\$ 1,222,400	\$ 661,100	\$ 543,200	\$ 540,550	\$ 495,450	
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 259,720	\$ 259,720	\$ 259,720	\$ -	0.0%	\$ 264,900	\$ 269,540	\$ 274,250	\$ 279,050	\$ 283,940	
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 453,580	\$ 453,580	\$ 453,580	\$ -		\$ 479,850	\$ 483,350	\$ 487,860	\$ 494,450	\$ 502,540	
	TOTAL EXPENDITURES		\$ 1,021,237	\$ 1,094,163	\$ 1,400,455	\$ 306,292	21.9%	\$ 1,967,150	\$ 1,413,990	\$ 1,305,310	\$ 1,314,050	\$ 1,281,930	
	CONTRIBUTION TO (FROM)		\$ (480,979)	\$ (547,429)	\$ (689,955)	\$ (142,526)	20.7%	\$ (1,110,650)	\$ (557,490)	\$ (448,810)	\$ (457,550)	\$ (425,430)	
	Appropriated from Main Beach Reserve		(33,285)	(64,508)	(90,600)	(26,092)	28.8%	(89,500)	(56,000)	(57,500)	(54,000)	(8,000)	
	Appropriated from Cultus Lake Infrastructure Reserve							(30,000)	(120,000)	-	-	-	
	Appropriated from Tree Replace Reserve		(11,443)	(18,000)	(18,000)	-	0.0%	(16,000)	(18,000)	(18,000)	(18,000)	(18,000)	
	Appropriated from Land Sales Reserve		(823)	(7,405)	(176,205)	(168,800)	95.8%	(592,400)	-	-	-	-	
	Appropriated from Accumulated Surplus		-	-	(30,000)	(30,000)	100.0%	(30,000)	-	-	-	-	
	NET CONTRIBUTION TO (FROM)		\$ (435,428)	\$ (457,516)	\$ (375,150)	\$ 82,366	-22.0%	\$ (352,750)	\$ (363,490)	\$ (373,310)	\$ (385,550)	\$ (399,430)	

CULTUS LAKE PARK													
CEAC Committee													
2021 - 2025 Financial Planning Worksheet													
YTD - Updated to Oct 20													
			2020	2020									
			YTD	Yearend	2020		2021	2022	2023	2024	2025		
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Budget	Budget	Budget	Budget	Budget		2021 Budget Comments
	REVENUE												
10-1-950-4900	Miscellaneous		220	220	10,000	9,780	10,200	10,404	10,612	10,824	11,040		\$1,250 -Bricks, Summer Farmers Market \$7500 - Beer Garden Proceeds Donations
10-1-950-4902	Public Areas - Base Contribution				6,000	6,000	6,000	6,000	6,000	6,000	6,000		Public Areas
10-1-950-4902	Public Areas - Christmas Festival			-	6,000	6,000	6,000	6,000	6,000	6,000	6,000		
10-1-950-4996	Grant Funding			-	14,000	14,000	14,500	14,500	15,000	15,000	15,000		FVRD Grant in Aid - \$4,000, possibility of 2 further \$3,000 grants in aids (Cultus Lake Days, Christmas Market etc., and Tourism Chilliwack - payment towards specific events or programs maximum approx. \$5,000 (Summer events, hiring a summer student etc.) Baker Newby - \$1,000 donation in past years. Estimate we receive \$4,000 from FVRD, plus two additional grant of \$3,000 from FVRD and \$4,000 from Tourism Chilliwack.
TOTAL REVENUE			\$ 220	\$ 220	\$ 36,000	\$ 35,780	\$ 36,700	\$ 36,904	\$ 37,612	\$ 37,824	\$ 38,040		
	EXPENDITURES												
	OPERATING												
10-2-950-5375	Contract Services		-	-		-							Events Coordinator
10-2-950-6800	Office Supplies/Various Expenses				850	850	875	875	900	900	900		Office/Printing/Supplies
10-2-950-7700	Special Events - Movie Nights				1,500	1,500	1,530	1,560	1,590	1,620	1,620		Movie Nights/Cultus Lake Days/Liquor licence & Supplies/Parade Supplies/Christmas Event - Lights, Supplies, boom lift/Elvis
10-2-950-7700	Special Events - Cultus Lake Days				5,400	5,400	5,510	5,620	5,730	5,840	5,840		
10-2-950-7700	Special Events - Parade Supplies/Entertainment - CLD				3,500	3,500	3,570	3,640	3,710	3,780	3,780		
10-2-950-7700	Special Events - Production/Music - CLD				3,500		3,570	3,640	3,710	3,780	3,780		
10-2-950-7700	Special Events - Beer Garden Supplies/Fencing - CLD				7,700	7,700	7,850	8,010	8,170	8,330	8,330		
10-2-950-7700	Special Events - Fireworks Display - CLD				5,100	5,100	5,200	5,300	5,410	5,520	5,520		
	Total Cultus Lake Days:		-	-	25,200	21,700	25,700	26,210	26,730	27,250	27,250		
10-2-950-7700	Special Events - Elvis				1,000	1,000	1,000	1,000	1,000	1,000	1,000		
10-2-950-7700	Special Event- Christmas Light Event (Lights, Supplies and Boom)		1,141	1,141	6,500	5,359	6,630	6,760	6,900	7,040	7,180		
10-2-950-7700	Brick Engraving					-							
	TOTAL OPERATING		\$ 1,141	\$ 1,141	\$ 35,050	\$ 30,409	\$ 35,735	\$ 36,405	\$ 37,120	\$ 37,810	\$ 37,950		
10-2-950-9800	RESERVE ALLOCATION												
	CEAC Reserve		-	(275)	950	1,225	965	499	492	14	90		
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ (275)	\$ 950	\$ 1,225	\$ 965	\$ 499	\$ 492	\$ 14	\$ 90		
TOTAL EXPENDITURES			\$ 1,141	\$ 866	\$ 36,000		\$ 36,700	\$ 36,904	\$ 37,612	\$ 37,824	\$ 38,040		
NET CONTRIBUTION TO (FROM)			\$ (921)	\$ (646)	\$ -	\$ (646)	\$ -	\$ -	\$ -	\$ -	\$ -		

Schedule of Reserves

	Audited Actuals 2019	YTD 2020	2021	2022	2023	2024	2025
<u>Milfoil Control (Bylaw 1027-12)</u>			11-4-101-3515				
Beginning Balance	\$ 112,104	\$ 115,349	\$ 114,615	\$ 113,873	\$ 113,124	\$ 112,368	\$ 111,604
Contribution from Residential Leases	7,230	7,230	7,230	7,230	7,230	7,230	7,230
Contribution from Commercial Leases	252	210	210	210	210	210	210
Contribution from Sunnyside Campground	6,843	5,600	5,600	5,600	5,600	5,600	5,600
Interest Earned	3,060	1,226	1,218	1,211	1,204	1,196	1,188
Less: Capital Funding	(14,140)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Ending Balance	\$ 115,349	\$ 114,615	\$ 113,873	\$ 113,124	\$ 112,368	\$ 111,604	\$ 110,832
<u>Water Utility (Bylaw 1017-12)</u>			11-4-101-3520				
Beginning Balance	\$ 201,174	\$ 206,662	\$ 208,729	\$ 210,816	\$ 212,924	\$ 215,053	\$ 217,204
Interest Earned	5,488	2,067	2,087	2,108	2,129	2,151	2,172
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 206,662	\$ 208,729	\$ 210,816	\$ 212,924	\$ 215,053	\$ 217,204	\$ 219,376
<u>Main Beach (Bylaw 1022-12)</u>			11-4-101-3525				
Beginning Balance	\$ 46,606	\$ 51,646	\$ 12,904	\$ 9,184	\$ 38,925	\$ 67,465	\$ 99,789
Contribution from Public Areas	50,000	25,000	65,000	65,000	65,000	65,000	65,000
Contribution from Residential Leases	-	-	20,000	20,000	20,000	20,000	20,000
Interest Earned	1,322	766	779	742	1,039	1,325	1,648
Less: Capital Funding	(46,282)	(64,508)	(89,500)	(56,000)	(57,500)	(54,000)	(8,000)
Ending Balance	\$ 51,646	\$ 12,904	\$ 9,184	\$ 38,925	\$ 67,465	\$ 99,789	\$ 178,437
<u>Plaza (Bylaw 1024-12)</u>			11-4-101-3535				
Beginning Balance	\$ 201,631	\$ 10,992	\$ 64,638	\$ 65,620	\$ 150,112	\$ 235,448	\$ 321,639
Contribution from Commercial Leases	83,000	53,570	83,570	83,570	83,570	83,570	83,570
Interest Earned	2,861	646	1,482	1,492	2,337	3,190	4,052
Less: Capital Funding	(276,500)	(570)	(84,070)	(570)	(570)	(570)	(570)
Ending Balance	\$ 10,992	\$ 64,638	\$ 65,620	\$ 150,112	\$ 235,448	\$ 321,639	\$ 408,691
<u>Tree Replacement 1031-12)</u>			11-4-101-3542				
Beginning Balance	\$ 8,708	\$ 6,427	\$ 6,671	\$ 6,898	\$ 7,147	\$ 7,398	\$ 7,652
Contribution from Public Areas	29,350	18,000	16,000	18,000	18,000	18,000	18,000
Interest Earned	203	244	227	249	251	254	257
Less: Capital Funding	(31,834)	(18,000)	(16,000)	(18,000)	(18,000)	(18,000)	(18,000)
Ending Balance	\$ 6,427	\$ 6,671	\$ 6,898	\$ 7,147	\$ 7,398	\$ 7,652	\$ 7,909
<u>Protective Services</u>			11-4-101-3545				
Beginning Balance	\$ 44,364	\$ 18,654	\$ 18,841	\$ 15,549	\$ 17,724	\$ 19,922	\$ 22,141
Contribution from Protective Services	2,000	-	2,000	2,000	2,000	2,000	2,000
Interest Earned	848	187	208	175	197	219	241
Less: Capital Funding	(28,558)	-	(5,500)	-	-	-	-
Ending Balance	\$ 18,654	\$ 18,841	\$ 15,549	\$ 17,724	\$ 19,922	\$ 22,141	\$ 24,382
<u>Public Works (1134, 2018)</u>			11-4-101-3555				
Beginning Balance	\$ 208,795	\$ 240,820	\$ 222,650	\$ 298,257	\$ 145,219	\$ 200,151	\$ 173,133
Contribution from Public Works	116,668	-	115,000	115,000	115,000	115,000	115,000
Interest Earned	6,051	2,408	3,377	4,133	2,602	3,152	2,881
Less: Capital Funding	(90,694)	(20,578)	(42,770)	(272,170)	(62,670)	(145,170)	(13,670)
Ending Balance	\$ 240,820	\$ 222,650	\$ 298,257	\$ 145,219	\$ 200,151	\$ 173,133	\$ 277,344
<u>Land Sales Reserve (1036-13)</u>			11-4-101-3600				
Beginning Balance	\$ 2,227,391	\$ 1,816,456	\$ 1,787,009	\$ 1,300,551	\$ 1,401,628	\$ 1,503,716	\$ 1,606,826
Contribution from Public Areas	-	-	87,200	87,200	87,200	87,200	87,200
Interest Earned	54,425	18,165	18,742	13,878	14,888	15,909	16,940
Less: Capital Funding	(465,360)	(47,612)	(592,400)	-	-	-	-
Ending Balance	\$ 1,816,456	\$ 1,787,009	\$ 1,300,551	\$ 1,401,628	\$ 1,503,716	\$ 1,606,826	\$ 1,710,966

Schedule of Reserves

	Audited Actuals 2019	YTD 2020	2021	2022	2023	2024	2025
<u>Sunnyside Campground (Bylaw 1028-12)</u>			11-4-101-3550				
Beginning Balance	\$ 1,522,842	\$ 1,171,892	\$ 1,150,107	\$ 954,713	\$ 901,204	\$ 863,737	\$ 826,541
Contribution from Sunnyside Campground	268,413	137,200	407,530	414,330	422,130	426,630	429,530
Interest Earned	36,265	13,091	15,576	13,690	13,233	12,904	12,561
Less: Capital Funding	(655,628)	(172,076)	(618,500)	(481,530)	(472,830)	(476,730)	(480,630)
Ending Balance	\$ 1,171,892	\$ 1,150,107	\$ 954,713	\$ 901,204	\$ 863,737	\$ 826,541	\$ 788,001
\$ -							
<u>Cabins Reserve (1086-17)</u>			11-4-101-3560				
Beginning Balance	\$ 21,138	\$ 7,804	\$ 11,372	\$ 431	\$ 12,791	\$ 5,901	\$ 19,064
Contribution from Visitor Services	17,050	23,500	24,500	24,610	25,230	25,350	25,470
Interest Earned	389	313	359	250	380	313	445
Less: Capital Funding	(30,773)	(20,245)	(35,800)	(12,500)	(32,500)	(12,500)	(22,500)
Ending Balance	\$ 7,804	\$ 11,372	\$ 431	\$ 12,791	\$ 5,901	\$ 19,064	\$ 22,479
\$ -							
<u>Fire Department (Bylaw 1136, 2018)</u>			11-4-101-3562				
Beginning Balance	\$ 165,506	\$ 20,914	\$ 65,169	\$ 111,323	\$ 163,624	\$ 187,445	\$ 247,261
Contribution from Cultus Lake Fire	53,400	57,580	58,220	58,830	59,430	60,120	60,820
Interest Earned	2,509	785	1,234	1,702	2,231	2,476	3,081
Less: Capital Funding	(200,501)	(14,110)	(13,300)	(8,230)	(37,840)	(2,780)	(35,500)
Ending Balance	\$ 20,914	\$ 65,169	\$ 111,323	\$ 163,624	\$ 187,445	\$ 247,261	\$ 275,661
\$ -							
<u>Park Office Life Cycle (Bylaw 1023-12)</u>			11-4-101-3565				
Beginning Balance	\$ 130,249	\$ 179,992	\$ 168,143	\$ 149,754	\$ 185,782	\$ 227,570	\$ 269,775
Contribution from General Administration	65,000	2,600	50,000	50,000	50,000	50,000	50,000
Interest Earned	4,175	1,826	2,181	1,998	2,358	2,776	3,198
Less: Capital Funding	(19,432)	(16,275)	(70,570)	(15,970)	(10,570)	(10,570)	(10,570)
Ending Balance	\$ 179,992	\$ 168,143	\$ 149,754	\$ 185,782	\$ 227,570	\$ 269,775	\$ 312,403
\$ -							
<u>Sewer & Septic Reserve (1021-12)</u>			11-4-101-3575				
Beginning Balance	\$ 12,293	\$ 16,807	\$ 22,881	\$ 22,335	\$ 21,835	\$ 21,379	\$ 20,970
Contribution from Visitor Services	2,600	5,560	4,560	4,610	4,660	4,710	4,760
Contribution from Community Hall	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest Earned	392	224	274	269	265	261	257
Less: Capital Funding	(478)	(1,710)	(7,380)	(7,380)	(7,380)	(7,380)	(7,380)
Ending Balance	\$ 16,807	\$ 22,881	\$ 22,335	\$ 21,835	\$ 21,379	\$ 20,970	\$ 20,608
\$ -							
<u>Community Hall (1026-12)</u>			11-4-101-3580				
Beginning Balance	\$ 37,151	\$ 46,274	\$ 44,808	\$ 51,836	\$ 60,434	\$ 69,119	\$ 77,890
Contribution from Community Hall	8,000	-	8,000	8,000	8,000	8,000	8,000
Interest Earned	1,123	463	528	598	684	771	859
Less: Capital Funding	-	(1,929)	(1,500)	-	-	-	-
Ending Balance	\$ 46,274	\$ 44,808	\$ 51,836	\$ 60,434	\$ 69,119	\$ 77,890	\$ 86,749
\$ -							
<u>Landfill Closure Reserve (1018-12)</u>			11-4-101-3590				
Beginning Balance	\$ 52,318	\$ 129,768	\$ 206,816	\$ 284,634	\$ 363,230	\$ 442,612	\$ 522,789
Contribution from Commercial Leases	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Interest Earned	2,450	2,048	2,818	3,596	4,382	5,176	5,978
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 129,768	\$ 206,816	\$ 284,634	\$ 363,230	\$ 442,612	\$ 522,789	\$ 603,766
\$ -							

Schedule of Reserves

	Audited Actuals		YTD		2021	2022	2023	2024	2025
	2019		2020						
<u>Foreshore Area General Reserve (1085-2017)</u>				10-4-101-3605					
Beginning Balance	\$	9,236	\$ 7,584	\$	710	\$ 5,029	\$ 9,392	\$ 13,799	\$ 18,249
Contribution from Foreshore/Mooring		5,000	5,000		56,250	56,250	56,250	56,250	56,250
Contribution from Residential Areas		-	-		24,000	24,000	24,000	24,000	24,000
Contribution from Public Areas		-	-		18,000	18,000	18,000	18,000	18,000
Contribution from Sunnyside		-	-		10,500	10,500	10,500	10,500	10,500
Interest Earned		226	126		570	613	656	700	745
Less: Capital Funding		(6,878)	(12,000)		(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
Ending Balance	\$	7,584	\$ 710	\$	5,029	\$ 9,392	\$ 13,799	\$ 18,249	\$ 22,744
	\$	-							
<u>Residential Areas Reserve</u>									
Beginning Balance	\$	-	\$ -	\$	-	\$ 2,000	\$ 14,020	\$ 26,160	\$ 38,422
Contribution from Residential Areas		-	-		12,000	12,000	12,000	12,000	12,000
Interest Earned		-	-		-	20	140	262	384
Less: Funding		-	-		(10,000)	-	-	-	-
Ending Balance	\$	-	\$ -	\$	2,000	\$ 14,020	\$ 26,160	\$ 38,422	\$ 50,806
	\$	-							
<u>Cultus Lake Infrastructure Reserve</u>									
Beginning Balance	\$	-	\$ -	\$	-	\$ 36,500	\$ 3,365	\$ 69,899	\$ 137,098
Contribution from Public Areas		-	-		42,000	42,000	42,000	42,000	42,000
Contribution from Sunnyside		-	-		24,500	24,500	24,500	24,500	24,500
Interest Earned		-	-		-	365	34	699	1,371
Less: Funding		-	-		(30,000)	(100,000)	-	-	-
Ending Balance	\$	-	\$ -	\$	36,500	\$ 3,365	\$ 69,899	\$ 137,098	\$ 204,969
	\$	-							
<u>Fire Department Operating Reserve (Bylaw 1137-18)</u>				10-4-101-3700					
Beginning Balance	\$	18,834	\$ 36,631	\$	58,307	\$ 39,420	\$ 39,815	\$ 40,213	\$ 40,615
Contribution from Fire Dept Surplus		17,050	-		-	-	-	-	-
Interest Earned		747	366		583	394	398	402	406
Less: Funding		-	21,310		(19,470)	-	-	-	-
Ending Balance	\$	36,631	\$ 58,307	\$	39,420	\$ 39,815	\$ 40,213	\$ 40,615	\$ 41,021
	\$	-							
<u>CEAC Operating Surplus (1138-18)</u>				10-4-101-3705					
Beginning Balance	\$	20,152	\$ 275	\$	-	\$ 975	\$ 1,488	\$ 2,000	\$ 2,035
Contribution from CEAC Surplus		-	(275)		965	499	492	14	90
Interest Earned		275	-		10	15	20	20	21
Less: Funding		(20,152)	-		-	-	-	-	-
Ending Balance	\$	275	\$ -	\$	975	\$ 1,488	\$ 2,000	\$ 2,035	\$ 2,146
	\$	-							
<u>Accumulated Operating Surplus</u>				10-4-101-3900					
Beginning Balance	\$	899,060	\$ 850,448	\$	765,484	\$ 760,762	\$ 785,029	\$ 819,113	\$ 840,187
Contribution from Projected Surplus		202,553	26,628		25,277	24,267	34,084	21,074	21,278
Less: Funding		(251,165)	(111,592)		(30,000)	-	-	-	-
Ending Balance	\$	850,448	\$ 765,484	\$	760,762	\$ 785,029	\$ 819,113	\$ 840,187	\$ 861,465
	\$	-							
<u>Reserve Consolidation</u>									
Beginning Balance	\$	5,939,552	\$ 4,935,395	\$	4,929,852	\$ 4,440,459	\$ 4,648,813	\$ 5,150,469	\$ 5,620,881
Contributions		1,011,409	444,403		1,245,112	1,253,206	1,272,086	1,263,958	1,268,008
Interest Earnings		122,809	44,949		52,254	47,498	49,430	54,154	58,686
Capital Funding		(2,138,375)	(494,895)		(1,786,760)	(1,092,350)	(819,860)	(847,700)	(716,820)
Ending Balance	\$	4,935,395	\$ 4,929,852	\$	4,440,459	\$ 4,648,813	\$ 5,150,469	\$ 5,620,881	\$ 6,230,755

Cultus Lake Park
2021 - 2025 Financial Planning Worksheet - Revenue Changes

Business Unit	Request Description	2021 Financial Plan Impact	
Sunnyside (Dept. 100)	Seasonal Campers Annual Fees - Waterfront	\$ 15,600	<u>Seasonal Rate Increase of 5%</u> - Increase budget from \$530,200 to \$545,800 for Waterfront Lots - Annual fee increase from \$5,359 to \$5,627
	Seasonal Campers Annual Fees - View	5,500	- Increase budget from \$188,900 to \$194,400 for View Lots - Annual fee increase from \$5,005 to \$5,255
	Seasonal Campers Annual Fees - Regular	29,500	- Increase budget from \$ 1,001,400 to \$1,030,900 for Regular Lots - Annual fee increase from \$4,588 to \$4,817
	Overnight Camping Nightly Fees	63,770	<u>Overnight Nightly Camping Rates Increase of 10%</u> - Increase budget from \$893,630 to \$957,400
	Parking and Other Miscellaneous Fees	91,000	<u>Parking and Other Misc. Fee Average Increase of 15% of 2019/2020 actuals</u> - Increase budget from \$289,000 to \$380,000
	Overnight Campers - Cultus Lake Infrastructure and Foreshore Contribution	35,000	<u>Introduction of Infrastructure Fee</u> Fee \$5 per reservation - approximately 7000 reservations per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Total Sunnyside	\$ 240,370	
Protective Services (Dept. 125)	Fine Revenue	26,500	Increase Fine Revenue Budget from \$3,500 to \$30,000. Increase to revenue is expected looking based on current ticket volumes and collections ratios seen in 2020.
	Parking Lot Fine Revenue	76,850	In the event that CLPB decides to manage the Park's parking lots with internal staff the corresponding Fine Revenue is expected increase to a level to cover the cost of the additional Administrative staff and Parking Enforcement Staff and that would be used to monitor Parking Lots A, B, C & D.
	Total Protective Services	103,350	
Visitor Services (Dept. 150)	Remove Net Revenue - Yellow Barn Suites	(12,010)	Reduction in net cabin revenue as there was a decision to not rent out the residential suites in the Yellow Barn.
Commercial Leases (Dept. 500)	Commercial Lease Revenue	36,040	Increase in revenue due to updates in commercial lease rates.
	Commercial Lease Fees	910	Add inflationary increase to Public Works Fee, Protective Services Fee and Parking Lot Improvement Fee to align with actual cost increases.
	Total Commercial Leases	\$ 36,950	
Residential Areas (Dept. 600)	Licencing Revenue	(74,000)	Removal of income for secondary suite licences and bed & breakfasts, reduce the number of STR to 40 from 90 to align with actuals
	Residential Area Improvements Reserve	12,000	Fee to place in a reserve to fund necessary projects in the Residential Area
	Foreshore Improvements Reserve	24,000	Fee to place in a reserve to fund capital works in the Foreshore Area
	Total Residential Areas	\$ (38,000)	
Foreshore (Dept. 850)	Buoy - Operational Needs	7,550	Increase annual moorage rates from \$150 to \$500 - with \$50 additional for operational needs and \$300 being placed in the foreshore reserve for capital needs in the foreshore.
	Buoy Revenue	56,250	
	Total Foreshore	\$ 63,800	

Cultus Lake Park

2021 - 2025 Financial Planning Worksheet - Revenue Changes

Business Unit	Request Description	2021 Financial Plan Impact	
Public Areas (Dept. 900)	Parking Revenue	86,000	Estimated increase to parking revenue by removing the daily parking rates during high season and only allowing the purchase of hourly parking: High Season - Weekend's \$6.00/hour Low Season - \$4/hour - Weekday's \$4/hour
	Parking - Cultus Lake Infrastructure and Foreshore Contribution	60,000	<u>Introduction of Infrastructure Fee</u> Fee \$1 per transaction - approximately 60,000 transactions per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Total Public Areas	\$ 146,000	
Total		\$ 540,460	

Cultus Lake Park
2021 - 2025 Financial Planning Worksheet - Expense Changes

Business Unit	Request Description	2021 Financial Plan Impact	
Fire (Dept. 300)	Education & Training	(5,000)	Decrease in Education and Training Budget to align with actuals
	Rescue Boat	2,200	Increase to expenses for the rescue boat - insurance costs \$2,000, Fuel costs \$200, Maintenance can be absorbed into the budget (Equipment Maint.)
	Uniforms	2,000	Increase in uniform budget to reflect actual needs
	Total Fire	\$ (800)	
Sunnyside (Dept. 100)	Maintenance	31,000	Increase to Sunnyside's Maintenance budgets to allow for a more proactive approach to maintaining the Campground grounds and facilities: Ground Maintenance up \$9,500 from \$38,000 to \$47,500 Building Maintenance up \$15,500 from \$16,000 to \$31,500 Equipment Maintenance up \$4,000 from \$7,500 to \$11,500 Water System Maintenance up \$2,000 from \$3,000 to \$5,000
	Data Processing	11,870	Increase to Data Processing to adjust for increased online reservations fees as more campers switch to booking their reservations online rather than over the phone.
	Janitorial	3,000	Increase to Sunnyside Janitorial Budget by \$3,000 from \$19,500 to \$22,500 to accommodate the increased cleaning protocols due to Covid.
	Sunnyside Legal Expense	\$ 20,000	Add legal expense budget for Sunnyside to allow for professional assistance during union negotiation as Sunnyside has now certified and to deal with campground related legal items on a ongoing basis.
	Sunnyside Store - Cost of Goods Sold	(13,300)	Reduction in the percentage of Cost of Goods Sold relative to Sunnyside Store Sales from 50% to 40% based on product pricing policy.
	Utilities	(23,500)	Decrease budgeted Hydro and Propane costs to be more in line with actuals seen over the past number of years. Decrease Hydro budget by \$19,000 from \$104,000 to \$85,000 Decrease Propane budget by \$4,500 from \$12,500 to \$8,000
	Sunnyside Assistant Administrator Position - Wages and Benefits	33,560	Increase to Sunnyside Salary & Benefit budget to allow the hiring of a Full-time Assistant Administrator position instead of having a 0.60 FTE Seasonal Employee.
	Sunnyside Administrator - Wages and Benefits	7,770	Increase to Sunnyside Salary & Benefit budget to ensure the salary for the Administrator positions remains competitive.
	Union Certification - Benefits	35,540	Added costs related to new benefits outlined in the collective agreement.
	Total Sunnyside	\$ 105,940	
Protective Services (Dept. 125)	Parking Enforcement - Wages and Benefits	76,850	In the event that CLPB decides to manage the Park's parking lots with internal staff this is the budget for Salary and Benefits for 3 additional Parking Enforcement Staff to work full-time during the high season that would be used to monitor Parking Lots A, B, C & D.
	Education and Training	2,700	Increase in budget by \$2,700 from \$500 to \$3,200 so bylaw staff to attend a conference during the year to ensure staff stay up to date with changes in the industry.
	Collection Commissions	5,000	Add a new line item to account for commissions paid on fine revenue collected through a collection agency.
	Data Processing	4,900	Increase to fund the ongoing annual maintenance fee for Gtechna's electronic ticketing system.
	Membership Expenses	4,600	Increase in budget by \$4,600 to \$7,000 to cover the cost of the Adjudication Membership with City of Chilliwack as well as a portion of the actual adjudication costs.
	Total Protective Services	\$ 94,050	
Visitor services (Dept. 150)	Union Certification - Benefits	\$ 5,100	Added costs related to new benefits outlined in the collective agreement.

Cultus Lake Park
2021 - 2025 Financial Planning Worksheet - Expense Changes

Business Unit	Request Description	2021 Financial Plan Impact	
Public Works (Dept. 400)	Uniforms	\$ 6,000	Uniforms for Public Works Staff to ensure the staff are wearing clothing that is in suitable condition and so the public can easily distinguish that they work for Cultus Lake Park Board.
General Admin (Dept. 700)	Communications Position - Wages and Benefits	62,800	Increase to General Administration Salary & Benefit budget to hire an in-house communications position to replace AHA.
	AHA Contract (Communications and Events)- Contract Services	(41,100)	Decrease in Contract Services budget due to hiring an in-house communications position that can replace this contracted work.
	Professional Fees	(7,000)	Decrease in Professional Fees budget due to hiring an in-house communications position.
	Staff Recognition Addition	3,000	Increase Budget for staff recognition opportunities to assist in increasing job satisfaction and a team atmosphere.
	Legal Expenses	30,000	Increase by \$30,000 for 2021 to allow for funds to negotiate union contract and deal with other current legal issues.
	General Admin - Wages and Benefits	66,700	Increase to General Administration Salary & Benefit budget to align budget with current contracts, allow for casual reception coverage and \$25K to provide the CAO the ability to have discretion of exempt staff wages to have salaries stay competitive.
	Total General Admin	\$ 114,400	
Public Areas (Dept. 900)	Contract Services - Lions Management Fees	(30,000)	Decrease in Contract Services budget - In the event that CLPB decides to manage the Park's parking lots with internal staff Cultus Lake Park will not longer have to pay a management fee to Lions Parking to monitor our parking lots.
	Paving	(15,000)	Decrease paving budget to align with ongoing planned spending.
	Total Public Areas	\$ (45,000)	
Various Departments	Commercial Insurance	\$ 7,700	The following represent the estimated increases in commercial insurance costs for 2021 due to claims history and increasing insured revenue levels.
Total		\$ 287,390	

Cultus Lake Park
2021 - 2025 Financial Planning Worksheet - Reserve Funding Changes

Business Unit	Request Description	2021 Financial Plan Impact	
Sunnyside (Dept. 100)	Sunnyside Reserve Deposit	10,200	Increase deposit to Sunnyside Reserve as an allocation from increased revenue - as per the Sunnyside Reserve bylaw a minimum of 5% of revenue shall be deposited to the Reserve. Funded through increase in Sunnyside Rates
	Overnight Campers - Cultus Lake Infrastructure Reserve	24,500	Introduction of Infrastructure Fee Fee \$5 per reservation - approximately 7000 reservations per year.
	Overnight Campers - Foreshore Improvements Reserve	10,500	70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
Residential Areas (Dept. 600)	Main Beach Reserve Deposit	(35,000)	Decrease allocation to reserves from residential licence fees as the Park is seeing lower than expected Short Term Rentals due to Covid restrictions. Will resume allocation when rental numbers resume.
	Residential Area Improvements Reserve	12,000	A \$25 charge on leaseholders to fund a Residential Area Reserve to finance necessary projects in the Residential Area.
	Foreshore Improvements Reserve	24,000	A \$50 charge on leaseholders to support the Foreshore Reserve in order to fund capital works in the Foreshore Area.
Foreshore (Dept. 850)	Foreshore Reserve Deposit	56,875	Funding by Increase in Buoy Annual Moorage Fees. Annual moorage rates set to increase from \$150 to \$500 - with \$50 additional for operational needs and \$300 being placed in the foreshore reserve for capital needs in the foreshore. Leaseholders will get a \$50 refund of the funds paid as a leaseholder when buoy is registered and paid for.
Public Areas (Dept. 900)	Cultus Lake Infrastructure Reserve	42,000	Introduction of Infrastructure Fee Fee \$1 per transactions - approximately 60,000 transactions per year.
	Foreshore Improvements Reserve	18,000	70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Land sale Reserve Deposit	87,200	Repayment of funds used from the Land sale Reserve used temporarily to allow for the reconstruction of Parking Lot B. Funded through increase in Parking Rates and a move to Hourly Parking
		\$ 250,275	

Cultus Lake Park
2021 - 2025 Financial Planning Worksheet - Capital Project Changes

Business Unit	Request Description	2021	2022	2023	2024	2025	Proposed Funding	Comments
Fire (Dept. 300)	Storage Container	6,000					Fire Capital Reserve	Funds to purchase a storage container for the fire department to allow for additional secure storage.
	SCBA Replacement		(40,000)	40,000		42,000		The deferral of the 2022 replacement of SCBA's to 2023 and to add funds to the budget for SCBA's in 2025.
	Hydraulic Rescue Equipment	25,000					Fire Operating Reserve	Use of funds from the Fire Operating Reserve to purchase Hydraulic Rescue Equipment.
	Total Fire	31,000	(40,000)	40,000	-	42,000		
Sunnyside Campground (Dept. 100)	Renovate Washrooms	186,000	189,700	193,500	197,400	201,300	Sunnyside Reserve	Renovate 2 campground bathrooms a year as the bathrooms interiors are in need of updates.
	Redwood Playground	10,000						Carry-forward from 2020 as this project was deferred in the prior year.
	WIFI Upgrades	5,000						Funds to upgrade WIFI at Sunnyside Campground.
	Staff Room in Compound	25,000						Funds to upgrade the staff room in the compound to allow it to be more inviting to staff
	Store Cash Register	2,500						Funds to be used to upgrade the Sunnyside Store Cash Register to allow for Inventory Controls be integrated in the register.
	Phase 2 Connection - Sewer System	215,000						Carry-forward funds from 2020 as this project has not yet been started. These funds are for Phase 2 of connecting Sunnyside to the Sewer System.
	Power Pole Replacement	(15,000)	(15,000)					All Power Pole Replacements necessary are scheduled to be completed in 2020.
	Sewer Capital	(114,330)						Reduction of Capital Costs for the Sewer in 2021 as the funds borrowed to date are less than originally estimated.
	New Washroom		(400,000)					Remove funds to replace washroom #2 in 2022 as the washroom will instead undergo a renovation as the structures condition was in better condition that originally thought.
	Catch Basin	(3,000)	(3,000)	(3,000)	(3,000)			Moved funds from the capital budget into the operating maintenance budget
	Total Sunnyside	311,170	(228,300)	190,500	194,400	201,300		
Protective Services (Dept. 125)	Air Conditioning	5,500					Protective Services Reserve	Funds to install an air-conditioning in the Visitor Services Building.
	Total Protective Services	5,500	-	-	-	-		

Cultus Lake Park
2021 - 2025 Financial Planning Worksheet - Capital Project Changes

Business Unit	Request Description	2021	2022	2023	2024	2025	Proposed Funding	Comments
Visitor Services (Dept. 150)	Twin Alders Windows & AC Unit	8,800					Cabins Reserve	Funds to replace the windows at Twin Alders as well as putting in a AC unit.
	Washer and Dryer	4,500						Purchase of a commercial washer and dryer for the Cabins.
	Golf Cart			10,000				Funds to replace golf cart in 2023
	Total Visitor Services	13,300	-	10,000	-	-		
Public Works (Dept. 400)	Backhoe & Skid steer Tires	10,000					Public Works Reserve	Funds to replace tires on the Public Works Backhoe and Skid steer.
	Staff Room Improvements	10,000						Funds to upgrade the staff room in the compound to allow it to be more user friendly.
	Total Public Works	20,000	-	-	-	-		
Commercial Leases (Dept. 500)	Irrigation/Lawn - Sunnyside Boulevard	5,000					Commercial Reserve	Carry-forward from 2020 as this project was deferred in the prior year.
	Sailing Club/Dragon Boat Fencing	10,000						Fencing to contain the Sailing Club and Dragon Boat boats to ensure they don't spill out beyond their licenced area.
	First Nations War Canoes Fencing	15,000						Fencing to contain the First Nations War Canoes boats to ensure they don't spill out beyond their licenced area.
	Garbage Compound Expansion	4,500						Funds to expand the Garbage Compound at the Plaza to allow the compound to accommodate mixed recycling and organics.
	Lakeside Beach Club Exterior	35,000						Carry-forward funds to refinish the buildings exterior, including cleaning, staining and capping exposed beams.
	Total Commercial Leases	69,500	-	-	-	-		
Residential Leases (Dept. 600)	Traffic Calming	10,000					Residential Area Reserve	Funds to install Traffic Calming measures in the residential areas.
	Total Residential	10,000	-	-	-	-		
Community Hall (Dept. 800)	Irrigation	1,500					Community Hall Reserve	Carry-forward funds to install irrigation for the flower beds at the community hall.
	Total Community Hall	1,500	-	-	-	-		
Foreshore (Dept. 850)	Milfoil Pilot Project	15,000	15,000	15,000	15,000	15,000	Milfoil Reserve	Funds to allow for expansion of the current Milfoil Project.
	Dock Structural Upgrades	15,000	15,000	15,000	15,000	15,000	Foreshore Reserve	Funds to start on dock structural work as per dock assessment
	Lakeshore Erosion Project	90,000	90,000	90,000	90,000	90,000		Funds to complete the Engineering Plan and Permitting Process by Golder Engineering as well as funds to begin Physical Works and continue the Physical Works for the next 4 years.
	Total Foreshore	120,000	120,000	120,000	120,000	120,000		

Cultus Lake Park
2021 - 2025 Financial Planning Worksheet - Capital Project Changes

Business Unit	Request Description	2021	2022	2023	2024	2025	Proposed Funding	Comments
Public Areas (Dept. 900)	Upgrade Park Signage	20,000					Main Beach Reserve	Funds to upgrade Signage across the Park in order to increase understanding and compliance.
	Danger Tree Assessment	10,000						Funds to follow-up and document dangerous trees in the Park.
	Flower Beds	(4,500)	(2,000)	(2,000)	(2,000)			To remove funds to redo flower beds each year
	Playground and Volleyball Perimeter	4,500						Carry-forward funds to install a perimeter for the playground swings and the volleyball court as the project was deferred in 2020.
	Power Pole Replacements	(7,500)	(5,000)	(2,500)				All Power Pole Replacements necessary are scheduled to be completed in 2020.
	Main Beach Root Enhancement	10,000						Funds to continue the project of protecting the roots of the trees on Main Beach.
	Renovate Main Beach Washrooms	30,000	120,000				Cultus Lake Infrastructure Reserve	Funds to renovate the Washrooms at Main Beach. Outside renovations in 2021 and interior renovations in 2022.
	Parking Lot B Construction	592,400					Land Sale Reserve	Funds to redesign Lot B, develop green spaces, install irrigation, add parking pay stations, construct a basketball court on tennis court.
	Munroe Ave - Retaining Wall Replacement	(40,000)	(40,000)	(40,000)	(40,000)			Remove funds for Retaining Wall Replacement on the West Side after the assessment of the current retaining wall.
	Tree Replacement		4,000	6,000	6,000		Tree Replacement Reserve	Increase budget to \$18,000 to deal with hazardous trees.
	Total Public Areas	614,900	77,000	(38,500)	(36,000)	-		
General Administration (Dept. 700)	Irrigation	2,000					Park Office Reserve	Carry-forward funds to install irrigation for the flower beds at the Park Office.
	Dishwasher	2,000						Funds to have a dishwasher at the Park Office.
	Computer Upgrades and Automation Software	25,000	10,000	10,000	10,000	10,000		Funds to upgrade office software and hardware to increase productivity with CRM software as ongoing funds to ensure computers systems are kept up to date.
	E-Ticketing Module (Gtechna)	32,000						Funds to purchase software and hardware to allow for electronic ticket generation and automatic parking enforcement.
	Permit Management Module	9,000	5,400					Funds to purchase software to automate the residential parking permit program.
	Total General Admin	70,000	15,400	10,000	10,000	10,000		
Total New Capital Initiatives		1,266,870	(55,900)	332,000	288,400	373,300		



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 16, 2020 **FILE:** 3900
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2021 Levying of Rates Bylaw

PURPOSE:

To present to the Board the 2021 Levying of Rates Bylaw that incorporates operating rate changes as included in the 2021-2025 Financial Plan.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third Reading to Levying of Rates Bylaw No. 1182.*

DISCUSSION:

At the November 18th Board meeting the 2021-2025 Financial Plan Bylaw (1181, 2020) was given First and Second reading and it is anticipated that this bylaw will receive third reading at the December 16th meeting. As noted in the budget presentation on November 18th and included in the Draft 2021-2025 Financial Plan, certain increases in operating fees were required in order to generate the revenues needed to fund operations.

In summary, the following are the proposed residential rates for 2021:

Operating Levy – as noted in the Financial Plan report an increase in the annual operating levy has been proposed for 2021 with an average per resident cost of \$37.15.

Fire Protection – as noted in the Financial Plan report the annual residential fire protection fee is proposed to increase from \$359.69 to \$361.20.

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

Insurance – as noted in the Financial Plan report the annual residential insurance fee is proposed to increase from \$12.45 to \$13.90.

Bylaw Enforcement – as noted in the Financial Plan report the annual residential bylaw enforcement fee is proposed to increase from \$201.93 to \$207.94.

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

Foreshore Improvements – as noted in the Financial Plan report the introduction of a foreshore improvements fee is proposed to be \$50.00.

Residential Area Improvements – as noted in the Financial Plan report the introduction of a residential area improvement fee is proposed to be \$25.00

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

Levying of Rates Bylaw NO. 1182, 2020

A Bylaw for the Levying of Rates in 2021

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

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

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as the “2021 Levying of Rates Bylaw No. 1182, 2020 ”

2. GENERAL REGULATIONS

- 2.1 This bylaw has been enacted to impose rates for the year 2021 on residential properties within Cultus Lake Park having 12 (twelve) month and 6 (six) month occupancy leases as follows:

Services	6 month	12 month
Operating Levy		
2014 Increase	6%	6%
2016 Increase	5%	5%
2018 Increase	28%	28%
2019 Increase	12%	12%
2020 Increase	6%	6%
2021 Increase	6%	6%
Total Operating Levy, as a % of the base lease	63%	63%
Bylaw Enforcement	\$207.94	\$207.94
Fire Protection	\$361.20	\$361.20
Garbage & Recycling	\$157.91	\$210.54
Insurance	\$13.90	\$13.90
Street Lights	\$74.48	\$74.48
Foreshore Improvements	\$50.00	\$50.00
Residential Area Improvements	\$25.00	\$25.00

3. SEVERABILITY

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

4. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of December, 2020

READ A SECOND TIME this XX day of December, 2020

READ A THIRD TIME this XX day of December, 2020

ADOPTED this XX day of XXX, 2020

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park
2021 Levying of Rates Bylaw No. 1182, 2020

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 16, 2020 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment

PURPOSE:

To present to the Board, the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second, and Third Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1183, 2020.

DISCUSSION:

At the August 19, 2020 Cultus Lake Park Board Meeting, the Board directed staff to proceed with the development of a Neighbourhood Golf Cart Bylaw. At the following Board Meeting on September 16, 2020, staff brought forward a recommendation that the Cultus Lake Park Board direct staff to bring back amendments to Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 for the Board's consideration.

The Boating & Foreshore Bylaw, now amended to Bylaw No. 1179, 2020, and the Cultus Lake Park Neighbourhood Golf Cart Bylaw No. 1180, 2020, received final reading at the November 18, 2020 Cultus Lake Park Board Meeting.

Due to the changes to the Boating and Foreshore Bylaw and the new Neighbourhood Golf Cart Bylaw, it was necessary to update Bylaw Enforcement Bylaw 1140, 2019. Schedule A-3, Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 has the following recommended changes:

- 3.2(b) Motorboat within swim areas – penalty changed from \$200 to \$500
- 3.2(f) Fueling from public wharves during prohibited times, penalty changed from \$100 to \$500
- 3.2(g) No fueling from public launch or within foreshore, penalty changed from \$200 to \$500
- 3.3(h) Boat lifts/wharves/Whips installed without permission – added the word “Whips”.
- 3.3(i) Added “Installation of swim raft without permission – penalty \$500
- 3.4(i) Buoy not displaying R#, S# or NR# - penalty changed from \$100 - \$500
- 3.4 (l) Use of unacceptable material for anchors penalty changed from \$200 to \$500
- Removed contravention for “failure to provide insurance for swim rafts”.

Removed contravention for “failure to sign properly when two registrants on moorage”. This is part of office approval procedure and will not be approved unless application is completed with all required information.

Schedule A-19 – Cultus Lake Park Neighbourhood Golf Cart Bylaw No. 1180, 2020 was added to Bylaw Enforcement Bylaw No. 1140, 2019.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:



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



Joe Lamb,
Acting Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1183, 2020

A Bylaw to amend Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

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

The Cultus Lake Park Board deems it advisable to amend Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1183, 2020.”

2. AMENDMENTS

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 is amended as follows:

- (a) Section 12 - SCHEDULES is amended by removing the following wording:
Schedule A-3 - Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019;
- (b) Section 12 – SCHEDULES is amended by adding the following wording:
Schedule A-3 – Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020;
- (c) Section 12 – SCHEDULES is amended by adding the following wording:
Schedule A-19 – Cultus Lake Park Neighbourhood Golf Cart Bylaw No. 1180, 2020;
- (d) Schedule A-3 – Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 be removed and replaced with the attached A-3 Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020; and
- (e) The attached Schedule A-19 - Cultus Lake Park Neighbourhood Golf Cart Bylaw No. 1180, 2020 be added.

3. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of XXXXX, 2020

READ A SECOND TIME this XX day of XXXXX, 2020

READ A THIRD TIME this XX day of XXXXX, 2020

ADOPTED this XX day of XXXXX, 2020

Joe Lamb,
Chief Administrative Officer

David Renwick,
Chair, Cultus Lake Park Board

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Bylaw
Notice Enforcement Bylaw No. 1140, 2019,
Amendment Bylaw No. 1183, 2020

Chief Administrative Officer

Schedule A-3 – Cultus Lake Park Boating and Foreshore

Bylaw No. 1179, 2020

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Boating and Foreshore Regulations Bylaw No. 1179, 2020	3.2(a)	Operate boat without muffling device	\$500	\$450	\$550	No
	3.2(a)i.	Operate boat with dry stacks/headers	\$500	\$450	\$550	No
	3.2(a)ii.	Operate boat with water injected headers	\$500	\$450	\$550	No
	3.2(a)iii.	Operate boat which disturbs others	\$500	\$450	\$550	No
	3.2(b)	Motorboat within swim areas	\$500	\$450	\$550	No
	3.2(c)	Boats moored to public wharves	\$200	\$175	\$225	No
	3.2(d)	Operate a motorboat over 5 km	\$300	\$265	\$335	No
	3.2(e)	Prohibited discharge from a boat	\$500	\$450	\$550	No
	3.2(f)	Fueling from public wharves during prohibited times	\$500	\$450	\$550	No
	3.2(g)	No fueling from public launch or within foreshore	\$500	\$450	\$550	No
	3.3(a)	Relocating of a mooring device without permission	\$500	\$450	\$550	No
	3.3(f)	Unacceptable apparatus moored to a buoy	\$250	\$220	\$280	No
	3.3(g)	More than one apparatus moored to a buoy	\$250	\$220	\$280	No
	3.3(h)	Boat lifts/wharves/whips installed without permission	\$500	\$450	\$550	No
	3.3(i)	Installation of swim raft without permission	\$500	\$450	\$550	No
	3.3(j)	Moor or anchor a houseboat within the foreshore	\$500	\$450	\$550	No
	3.3(k)	Occupy a motorboat overnight within the foreshore	\$500	\$175	\$225	No

Cultus Lake Park Boating and Foreshore Regulations Bylaw No. 1143, 2019	3.3(l)	Mooring to non-compliant/authorized buoy/lift/whips	\$500	\$450	\$550	No
	3.3(m)	Store boat on Park property overnight	\$250	\$220	\$280	No
	3.3(n)	Boats chained or tethered to any tree	\$250	\$220	\$280	No
	3.4(h)	Transport Canada non-compliant buoy in the foreshore	\$500	\$450	\$550	No
	3.4(i)	Buoy not displaying R#, S# or NR#	\$500	\$450	\$550	No
	3.4(j)	Failure to affix buoy sticker before July 1st	\$100	\$80	\$120	No
	3.4(l)	Use of unacceptable material for anchors	\$500	\$450	\$550	No

Schedule A-19 – Neighbourhood Golf Cart Bylaw No. 1180, 2020

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Neighbourhood Golf Cart Bylaw No.1180, 2020	3.2	Operation of NGC without authorized permit	\$500	\$450	\$550	No
	3.3 (a)	No permit in NGC	\$75	\$50	\$100	No
	3.3 (b)	No valid SPAC card or card holder in NGC	\$500	\$450	\$550	No
	3.3 (c)	Use of NGC outside authorized times	\$75	\$50	\$100	No
	3.3 (d)	Not using seatbelts	\$200	\$175	\$225	No
	3.3 (e)	Passenger less than 9 years of age	\$75	\$50	\$100	No
	3.3 (f)	Pet/Animal in NGC during use	\$75	\$50	\$100	No
	3.3 (g)	Use of NGC on road with snow, ice, or slush	\$75	\$50	\$100	No
	3.4	Operation of NGC without Insurance and/or displayed license plate	\$500	\$450	\$550	No
	3.5	Operation of an NGC that is not electric or exceeds 32 km/h	\$500	\$450	\$550	No
	3.6	Use of NGC outside designated areas	\$250	\$220	\$280	No
	3.7	Failure to present NGC Permit or SPARC to Bylaw Compliance and Enforcement Officer	\$500	\$450	\$550	No
	3.8	NGC Parked outside of lot property pins or designated area	\$100	\$80	\$120	No
	3.9	NGC parked outside designated parking area	\$100	\$80	\$120	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 18, 2020 **FILE:**

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: Bylaws to Establish New Capital Reserve Funds

PURPOSE:

To provide the Board with a recommendation and rationale for setting up the Cultus Lake Capital Infrastructure Reserve Fund and the Residential Areas Capital Reserve Fund.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Capital Infrastructure Reserve Fund Bylaw No. 1184, 2020; and

THAT the Cultus Lake Park Board give First, Second and Third readings to the Residential Areas Capital Reserve Fund Bylaw No. 1185, 2020.

DISCUSSION:

At the November 18th Board meeting the 2021-2025 Financial Plan Bylaw (1181, 2020) was given First and Second reading and it is anticipated that this bylaw will receive third reading at the December 16th meeting.

As noted in the budget presentation on November 18th and included in the Draft 2021-2025 Financial Plan are two new capital reserve funds to support infrastructure renewal at Cultus Lake Park. Therefore, Staff are recommending the setting up of a the following reserve fund bylaws:

I) Cultus Lake Capital Infrastructure Reserve Fund Bylaw No. 1184, 2020

The Cultus Lake Capital Infrastructure Reserve Fund will allow funds in the reserve to be used for the replacement, improvement or addition of capital infrastructure projects within Cultus Lake Park as directed by the Board through the annual financial planning process.

II) Residential Areas Capital Reserve Fund Bylaw No. 1185, 2020

The Residential Areas Capital Reserve Fund will allow funds in the reserve to be used for improvements in the Residential Areas within Cultus Lake Park as directed by the Board through the annual financial planning process.

Funds allocated to these reserves will allow staff to address the large number of infrastructure improvements needed around the Park and in the Residential Areas.

Prepared by:



Erica Lee, CPA, CMA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

Cultus Lake Capital Infrastructure Reserve Fund No. 1184, 2020

A Bylaw to set up a Cultus Lake Capital Infrastructure Reserve Fund

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) authorizes the Cultus Lake Park Board to establish a reserve fund for a specific purpose;

Section 188 of the *Community Charter* provides for the establishment of reserve funds by bylaw; and

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as "Cultus Lake Capital Infrastructure Reserve Fund Bylaw No. 1184, 2020 "

2. GENERAL REGULATIONS

- 2.1 Funding for this reserve shall be set through the annual financial planning process.
- 2.2 Funds in this reserve fund, and the interest earned on it, must only be used for the replacement, improvement or addition of capital infrastructure projects within Cultus Lake Park.
- 2.3 "Projects" may include but are not limited to recreational upgrades, building upgrades or replacement, roads and pathways or any other project deemed necessary.

3. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of December, 2020

READ A SECOND TIME this XX day of December, 2020

READ A THIRD TIME this XX day of December, 2020

ADOPTED this XX day of XXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Capital
Infrastructure Reserve Fund Bylaw No. 1184, 2020

Chief Administrative Officer



Cultus Lake Park

Residential Areas Capital Reserve Fund No. 1185, 2020

A Bylaw to set up a Residential Areas Capital Reserve Fund

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) authorizes the Cultus Lake Park Board to establish a reserve fund for a specific purpose;

Section 188 of the *Community Charter* provides for the establishment of reserve funds by bylaw; and

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as “Residential Areas Capital Reserve Fund Bylaw No. 1185, 2020 ”

2. GENERAL REGULATIONS

- 2.1 Funding for this reserve shall be set through the annual financial planning process.
- 2.2 Funds in this reserve fund, and the interest earned on it, must only be used for improvements in the Residential Areas within Cultus Lake Park.
- 2.3 “Improvements” means design work, landscaping, roads and pathways, electrical work and any other capital improvements deemed necessary in the Residential Areas of Cultus Lake Park.

3. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of December, 2020

READ A SECOND TIME this XX day of December, 2020

READ A THIRD TIME this XX day of December, 2020

ADOPTED this XX day of XXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Residential Areas Reserve
Fund Bylaw No. 1185, 2020

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 16, 2020 **FILE:** 3900
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2020 - 2024 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering 2020-2024 Financial Plan Amendment Bylaw 1186, 2020.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2020 - 2024 Financial Plan Amendment Bylaw No. 1186, 2020.

DISCUSSION:

The 2020-2024 Five Year Financial Plan Bylaw No. 1162, 2019 was adopted on December 18, 2019. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time. On April 30, 2020 an amendment was approved to the 2020-2024 Financial Plan Bylaw to reflect unspent remaining 2019 budgets carried forward to 2020 as well as other adjustments identified subsequent to the adoption of the original budget (Bylaw No. 1173, 2020).

Since the adoption of the first amendment, a number of other adjustments have been identified. There are a number of adjustments that have been identified in light of how Covid-19 has effected effect of the Park's Board revenue for 2020. Therefore, a second amendment is being requested to reflect additional changes to the 2020-2024 Financial Plan Bylaw.

Adjustments to the current 2020 Financial Plan bylaw are being proposed to reflect the following items:

Sunnyside Campground (Dept 100)

Revenue

Seasonal Revenue – Reduction of \$251,500

Due to Covid-19 the opening of Sunnyside Campground was delayed from early April to late May. Camper's seasonal charges were prorated because of the shortened season, therefore the budgeted revenue is being reduced by \$251,500 to reflect the reduction in seasonal revenues amassed in 2020.

Operations

Contract Services (Security Services) – Savings of \$44,000

Wages & Benefits – Savings of \$76,000

The above expenses were able to be significantly reduced as the campgrounds opening was delayed from early April to late May by delaying brining on security and seasonal employees of the campground.

Sunnyside Campground (Dept 100) Continued...

Reserves

5% of Revenue Reserve Deposit – Reduction of \$12,500

Sunnyside additional Reserve Deposits – Reduction of \$162,330

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

Capital Projects

Additional Spending

1. Boat Launch Repairs (GL9000 – Project# 186)

Request: \$21,900

At the beginning of the summer season it became apparent that the boat launch at Sunnyside needed to be repaired due to safety concerns. Therefore, the budget is being amended to reflect the additional capital spending and the corresponding use of funds from the Sunnyside capital reserves.

Withdrawn Spending

1. WIFI (GL9000 – Project# 102)

Savings: \$10,000

2. Sewer Connection Phase 2 (GL9000 – Project# 161)

Savings: \$300,000

3. Movie Night Equipment (GL9000 – Project# 130)

Savings: \$3,000

4. Fencing (GL9000 – Project# 72)

Savings: \$13,685

5. Paving (GL9000 – Project# 33)

Savings: \$45,000

The above projects have been withdrawn at Sunnyside for 2020 in order to defer spending and preserve reserve funds in light of Covid-19. Therefore, the budget is being amended to reflect the reduced capital spending and the corresponding reduced use of the Sunnyside capital reserve funds.

Protective Services (Dept 125)

Revenue

Fine Revenue – Increased Earnings of \$25,000

Due to bringing on a bylaw enforcement officer and increasing security coverage in 2020 more fine revenue was generated than originally budgeted for.

Operations

Contract Services (Security Services) – Savings of \$2,300

Wages & Benefits– Savings of \$20,300

The above expenses were able to be reduced in connection with having the Park closed to the public because of Covid-19 as well as delayed hiring in 2020.

Protective Services (Dept 125) Continued...

Reserves

Reserve Deposits – Reduction of \$2,000

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

Visitor Services (Dept 150)

Revenue

Yellow Barn – Net Reduction of \$12,200

Due to board deciding to not rent out the Yellow Barn residential suites there is a corresponding reduction in the net income of \$12,200.

Cabin Rentals – Reduction of \$51,500

Due to Covid-19 the number of cabin bookings in 2020 was greatly reduced therefore revenue was lower than expected.

Operations

Wages & Benefits– Savings of \$14,780

Wages were able to be reduced in connection with having less cabin bookings than expected in 2020.

Public Works (Dept 400)

Operations

Garbage – Request of \$960

This request is being made to increase the garbage spending for the Public Works department. At the February 19, 2020 Board Meeting the Cultus Lake Park Board directed the Chief Administrative Officer to amend the Public Works organic waste collection budget by \$960 to cover the additional waste disposals costs.

Reserves

Reserve Deposits – Reduction of \$115,000

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

Capital Projects

Withdrawn Spending

1. Vehicle Replacement (GL9000 – Project# 18)

Savings: \$32,000

The above project has been withdrawn for 2020 in order to defer spending and preserve reserve funds in light of Covid-19. Therefore, the budget is being amended to reflect the reduced capital spending and the corresponding reduced use of the Public Works capital reserve funds.

Commercial Leases (Dept 500)

Revenue

Commercial Lease Revenue – Increased Earnings of \$20,000

Due to updated contract negotiations Commercial Lease revenue is expected to increase therefore the budgeted revenue is being increased by \$20,000

Reserves

Reserve Deposits – Reduction of \$30,000

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

Capital Projects

Withdrawn Spending

1. Infrastructure Assessment (GL9000 – Project# 170)

Savings: \$15,000

2. Lakeside Beach Club Exterior (GL9000 – Project# 173)

Savings: \$35,000

3. Sailing Club Fencing (GL9000 – Project# 172)

Savings: \$8,000

4. Irrigation (GL9000 – Project# 171)

Savings: \$5,000

The above projects have been withdrawn for 2020 in order to defer spending and preserve reserve funds in light of Covid-19. Therefore, the budget is being amended to reflect the reduced capital spending and the corresponding reduced use of the Plaza capital reserve funds.

Residential Leases (Dept 600)

Revenue

Lease Services Revenue – Increased Earnings of \$8,500

Due to higher than expected home sales within Cultus Lake Park Board in 2020 the revenue related to lease services are expected to be \$8,500 higher than budgeted for 2020.

Short Term Rentals and Business Licenses – Reduction of \$87,000

Due to Covid-19 the number of short term rentals in 2020 was greatly reduced therefore license revenue is expected to be \$87,000 below budget for 2020.

Operations

Hydro Expenses – Savings of \$9,000

Residential Hydro expenses are lower than expected for 2020, therefore a \$9,000 reduction in the expenses has been updated in the 2020 budget.

Recycling Totes - Request of \$45,000

This request is being made to increase the garbage spending for residents in 2020. At the March 18,, 2020 Board Meeting the Cultus Lake Park Board directed the Chief Administrative Officer to provide leaseholders with a standardized recycling tote with \$17,000 being funded through the current budgeted operational funds and \$45,000 to be funded from Accumulated Surplus. Therefore, the budget is being amended to reflect the increased garbage spending and the corresponding use of funds from Accumulated Surplus.

Residential Leases (Dept 600) Continued ...

Reserves

Main Beach Reserve – Reduction of \$40,000

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

General Administration (Dept 700)

Operations

Conferences – Savings of \$6,000

Education & Training – Savings of \$2,500

Board Level Expenses – Savings of \$7,000

Office Expenses and Furniture – Savings of \$8,000

The above expenses are expected to be below the current budget as staff has deferred and tightened spending significantly in light of Covid-19.

Wages & Benefits- Request of \$80,000

The expected spending on General Administration wages & benefits is to be over budget by \$80,000. This increase is due to several new contract negotiations as well as contract required severance payments.

Legal Fees – Request of \$57,325

During 2020 staff at Cultus Lake Park Board have been dealing with a larger than normal number of matters that required a large amount of legal intervention, therefore the budget has been adjusted to request an additional \$57,325 in legal funds to cover the total expected legal costs for 2020.

Data Processing – Request of \$24,000

In General Administration's pursuit of creating processes at the Park Office that are more efficient has caused the need for more IT intervention than is customary, therefore the budget has been adjusted to request an additional \$24,000 in data processing funds to cover the total expected costs for 2020.

Reserves

General Administration Reserve – Reduction of \$47,400

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

Capital Projects

Additional Spending

1. Air Conditioning Unit Replacement (GL9000 – Project# 188)

Request: \$5,850

The air conditioning unit at the Park office stopped working during the summer, it was determined that it was most cost effective to replace the unit rather than to continue to make repairs to the end of life unit. Therefore, the budget is being amended to reflect the increased garbage spending and the corresponding use of funds from the General Administration capital reserve.

General Administration (Dept 700) Continued...

Withdrawn Spending

1. Irrigation (GL9000 – Project# 175)

Savings: \$2,000

2. Building Re-stain (GL9000 – Project# 176)

Savings: \$20,000

The above projects have been withdrawn for 2020 in order to defer spending and preserve reserve funds in light of Covid-19. Therefore, the budget is being amended to reflect the reduced capital spending and the corresponding reduced use of the General Administration capital reserve funds.

Community Hall (Dept 800)

Revenue

Community Hall Booking Revenue – Reduction of \$10,950

Due to Covid-19 most bookings in 2020 have been cancelled, therefore there is a reduction in expected revenue by \$10,950, from \$11,950 to \$1,000.

Reserves

Reserve Deposits – Reduction of \$8,000

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

Foreshore (Dept 850)

Additional Spending

1. Boat Launch Repairs (GL9000 – Project# 186)

Request: \$14,600

At the beginning of the summer season it became apparent that the boat launch at the Marina needed to be repaired due to safety concerns. Therefore, the budget is being amended to reflect the additional capital spending and \$12,000 funds from the Foreshore capital reserves.

2. Milfoil Control Project (GL9000 – Project# 63)

Request: \$10,840

At the beginning of the summer season it became apparent that the boat launch at Sunnyside needed to be repaired due to safety concerns. Therefore, the budget is being amended to reflect the additional capital spending and the corresponding use of funds from the Sunnyside capital reserves.

Public Areas (Dept 900)

Revenue

Parking Revenue – Reduction of \$152,000

Miscellaneous Revenue – Reduction of \$10,300

The above revenues were lower than expected for 2020 as the Park was closed to Public because of Covid-19 and due to numerous cancellations in events due to Covid-19 restrictions.

Public Areas (Dept 900) Continued ...

Operations

Event Contributions (CEAC) – Savings of \$12,000

Contract Services – Savings of \$9,100

Paving – Savings of \$19,000

The above expenses were able to be significantly reduced as the Park was closed to Public because of Covid-19 and due to numerous cancellations in events due to Covid-19 restrictions.

Reserves

Main Beach Reserve– Reduction of \$40,000

Due to Covid-19 a reduction in deposits to reserves was necessary to ensure an overall balanced budget.

Capital Projects

Withdrawn Spending

1. Playground and Volleyball Perimeter (GL9000 – Project# 182)

Savings: \$3,500

2. Munroe Avenue Retaining Wall (GL9000 – Project# 99)

Savings: \$158,800

3. Parking Lot Sign Updates (GL9000 – Project# 179)

Savings: \$2,500

4. Accessible Pathways (GL9000 – Project# 67)

Savings: \$15,000

5. Lakeshore/Munroe Guardrail (GL9000 – Project# 123)

Savings: \$10,000

The above projects have been withdrawn for 2020 in order to defer spending and preserve reserve funds in light of Covid-19. Therefore, the budget is being amended to reflect the reduced capital spending and the corresponding reduced use of the Main Beach capital reserve funds.

FINANCIAL PLAN IMPLICATION:

The overall goal of this financial amendment was to adjust spending and reserve allocations for expected income losses due to the effect of Covid-19-on the Parks revenue in order for residential rates to be unaffected. The overall impact of all the adjustments is an increase in the budgeted surplus for 2020 of \$375 from \$19,622 to \$19,997.

Refer to Attachment “A” for the final draft amended 2020 Financial Plan and Attachment “B” for the final draft amended 2020-2024 Financial Plan. The summary of changes to the 2020 Financial Plan bylaw are identified in Attachment “C”.

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CMA
Manager of Finance

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2020-2024 Five-Year Financial Plan Amendment Bylaw No. 1186, 2020

A Bylaw to amend The Cultus Lake Park Board 2020-2024 Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2020-2024 Financial Plan Bylaw No. 1162, 2019*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as “The Cultus Lake Park 2020-2024 Financial Plan Amendment Bylaw No. 1186, 2020”

2. AMENDMENTS

Schedule “A” titled 2020 Financial Plan and Schedule “B” titled 2020-2024 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2020-2024 Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of December 2020

READ A SECOND TIME this XX day of December, 2020

READ A THIRD TIME this XX day of December, 2020

ADOPTED this XX day of XXXX, 2020

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of "Cultus Lake Park
2020-2024 Five-Year Financial Plan
Amendment Bylaw No. 1186, 2020"

Chief Administrative Officer

CULTUS LAKE PARK
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
REVENUES														
Sunnyside Campground	\$ 2,819,480	\$ 2,745,210	\$ 2,745,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	564,770	625,692	-	625,692	-	-	-	-	-	-	-	-	-	-
Residential Leases	728,025	816,769	-	-	816,769	-	-	-	-	-	-	-	-	-
Community Hall	11,790	1,000	-	-	-	1,000	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	190,087	168,200	-	-	-	-	168,200	-	-	-	-	-	-	-
Parking/Public Area Revenue	692,500	548,200	-	-	-	-	-	548,200	-	-	-	-	-	-
Foreshore Lease	48,300	45,200	-	-	-	-	-	-	45,200	-	-	-	-	-
Volunteer Fire Department	305,620	273,430	-	-	-	-	-	-	-	273,430	-	-	-	-
Protective Services	3,500	28,500	-	-	-	-	-	-	-	-	-	28,500	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	51,050	36,000	-	-	-	-	-	-	-	-	-	-	-	36,000
TOTAL REVENUES	\$ 5,457,622	\$ 5,330,701	\$ 2,745,210	\$ 625,692	\$ 816,769	\$ 1,000	\$ 168,200	\$ 548,200	\$ 45,200	\$ 273,430	\$ -	\$ 28,500	\$ 42,500	\$ 36,000
EXPENDITURES														
Advertising	\$ 19,850	\$ 17,350	\$ 13,450	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,825	17,870	-	-	-	-	-	-	-	-	-	-	17,870	-
Board Level Expenses	17,000	10,000	-	-	-	-	-	-	-	-	-	-	10,000	-
Building Maintenance/Materials	57,795	58,650	21,000	6,500	-	3,500	5,200	6,100	-	6,250	6,100	1,000	3,000	-
Community Policing	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	1,900	1,900	-	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	36,730	10,780	3,330	-	-	-	-	-	-	-	2,450	-	5,000	-
Contract Services	604,925	538,900	149,000	-	12,500	-	-	61,500	-	-	5,000	235,000	75,900	-
Data Processing	43,900	67,900	22,400	-	-	-	1,500	-	-	2,000	1,000	1,000	40,000	-
Education & Training	47,400	44,950	4,500	-	-	-	400	-	-	35,000	2,050	500	2,500	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	67,650	67,700	7,500	-	-	-	5,800	1,000	1,500	38,600	11,300	1,000	1,000	-
Equipment Fuel	4,820	4,915	475	-	-	-	-	-	800	-	3,640	-	-	-
Garbage Collection/Recycle	181,715	232,442	53,500	18,347	145,535	-	-	7,100	-	-	7,960	-	-	-
General Maintenance	16,000	20,000	-	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	138,500	89,615	38,000	2,800	-	1,000	5,755	30,000	10,000	500	1,560	-	-	-
Insurance - Business	138,800	160,000	26,700	29,800	6,000	7,750	12,700	19,400	14,200	9,700	12,300	6,950	14,500	-
Insurance - Vehicles	25,850	29,465	1,550	-	-	-	-	-	100	5,850	18,550	1,375	2,040	-
Janitorial Supplies	37,700	42,300	19,500	-	-	-	7,800	14,000	-	1,000	-	-	-	-
Legal/Professional Fees	198,500	217,000	-	-	-	-	-	-	-	-	-	-	217,000	-
Licences/Permits/Taxes	6,600	5,500	1,550	-	-	-	-	-	1,100	-	450	2,400	-	-
Memberships/Dues/Subscriptions	5,300	5,330	180	-	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,800	21,830	4,400	-	-	-	650	-	-	1,200	1,530	1,200	12,000	850
Interest and Bank Charges	5,350	5,400	950	-	-	-	-	450	-	-	-	-	4,000	-
POS Charges	73,100	75,300	54,000	-	-	-	5,300	7,000	-	-	-	-	9,000	-
Retail Sales (COGS)	68,300	69,800	69,000	-	-	-	800	-	-	-	-	-	-	-
Office Furniture	4,500	1,500	500	-	-	-	-	-	-	-	-	-	1,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,200	-	-	-	-	-	10,200	-	-	-	-	15,000	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	250	500	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	-	500	-	500	4,000	-
Roads & Parking	43,300	47,300	12,000	-	-	-	300	12,000	-	-	23,000	-	-	-
Security Systems/Supplies	4,700	4,750	2,000	-	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,400	25,800	2,500	-	-	-	-	-	-	5,900	17,400	-	-	-

CULTUS LAKE PARK
2020 FINANCIAL PLAN

Schedule "A"

	2019 FINANCIAL PLAN	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
Special Events	42,580	46,280	12,080	-	-	-	-	-	-	-	-	-	-	34,200
Telecommunications	47,250	40,230	12,600	-	-	200	4,780	-	-	8,250	3,900	2,000	8,500	-
Utilities	495,715	487,260	392,200	6,750	26,900	4,480	23,630	8,100	-	6,530	11,390	850	6,430	-
Vandalism	4,500	4,500	2,000	-	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	-	2,000	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	35,700	37,210	1,300	-	-	-	-	-	200	10,000	24,710	1,000	-	-
Vehicle/Boat Fuel	21,800	23,500	750	-	-	-	-	-	-	2,000	18,450	1,500	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	-	15,000	-	-	-	-	-
Signage	7,700	9,700	1,000	1,200	-	-	-	6,500	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	3,000	3,000	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,667,845	\$ 2,630,317	\$ 947,955	\$ 65,397	\$ 190,935	\$ 16,930	\$ 77,265	\$ 208,250	\$ 54,050	\$ 134,980	\$ 174,240	\$ 257,525	\$ 467,740	\$ 35,050
WAGES & BENEFITS:														
Commissioners Indemnities	\$ 54,680	\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,000	\$ -
Management Salaries	274,950	362,427	70,737	-	-	-	-	-	-	5,600	86,380	-	199,710	-
Staff Wages	1,391,349	1,411,800	324,880	-	-	-	38,300	-	-	57,220	623,940	53,010	314,450	-
Employee Benefits	361,880	390,530	73,850	-	-	-	6,650	-	-	5,080	190,450	8,100	106,400	-
TOTAL PAYROLL	\$ 2,082,859	\$ 2,248,757	\$ 469,467	\$ -	\$ -	\$ -	\$ 44,950	\$ -	\$ -	\$ 67,900	\$ 900,770	\$ 61,110	\$ 704,560	\$ -
TOTAL OPERATING EXPENSES	\$ 4,750,704	\$ 4,879,074	\$ 1,417,422	\$ 65,397	\$ 190,935	\$ 16,930	\$ 122,215	\$ 208,250	\$ 54,050	\$ 202,880	\$ 1,075,010	\$ 318,635	\$1,172,300	\$ 35,050
<i>Reserve Allocations</i>	773,835	501,050	209,900	128,780	22,230	2,000	29,010	43,000	5,000	57,580	-	-	2,600	950
Capital Projects	2,224,245	745,145	336,230	570	-	4,570	101,310	166,005	29,600	33,570	53,870	-	19,420	-
<i>Internal Wage Allocations</i>	-	-	155,380	77,250	291,660	21,060	40,680	259,720	85,860	7,700	(864,430)	44,780	(119,660)	-
<i>Overhead Expense Allocations</i>	-	-	294,435	224,670	318,315	26,115	-	419,530	226,510	-	(210,580)	(334,915)	(964,080)	-
TOTAL EXPENDITURES	\$ 7,748,784	\$ 6,125,269	\$ 2,413,367	\$ 496,667	\$ 823,140	\$ 70,675	\$ 293,215	\$ 1,096,505	\$ 401,020	\$ 301,730	\$ 53,870	\$ 28,500	\$ 110,580	\$ 36,000
SURPLUS/(DEFICIT)	(2,291,162)	(794,568)	331,843	129,025	(6,371)	(69,675)	(125,015)	(548,305)	(355,820)	(28,300)	(53,870)	-	(68,080)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,312,915	814,565	345,230	570	57,500	4,570	104,425	125,005	27,000	28,300	53,870	-	68,095	-
UNAPPROPRIATED SURPLUS	\$ 21,753	\$ 19,997	\$ 677,073	\$ 129,595	\$ 51,129	\$ (65,105)	\$ (20,590)	\$ (423,300)	\$ (328,820)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2020 - 2024 FINANCIAL PLAN

Schedule "B"

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

	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET
REVENUES					
Sunnyside Campground	\$ 2,745,210	\$ 3,059,030	\$ 3,108,330	\$ 3,156,130	\$ 3,203,081
Commercial Leases	625,692	606,575	612,375	618,175	624,075
Residential Leases	816,769	914,988	938,495	955,391	972,481
Community Hall	1,000	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	168,200	268,260	268,260	268,260	268,260
Parking/Public Area Revenue	548,200	710,500	717,440	717,440	717,440
Foreshore Lease	45,200	45,200	45,200	45,200	45,200
Volunteer Fire Department	273,430	276,320	294,535	290,705	297,605
Protective Services	28,500	3,500	3,500	3,500	3,500
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,000	36,700	36,904	37,612	37,824
TOTAL REVENUES	\$ 5,330,701	\$ 5,975,523	\$ 6,079,489	\$ 6,146,863	\$ 6,223,916
EXPENDITURES					
Advertising	\$ 17,350	\$ 18,400	\$ 18,400	\$ 18,450	\$ 18,500
Audit/Accounting	17,870	18,085	18,450	18,820	19,195
Board Level Expenses	10,000	10,000	10,000	10,000	10,000
Building Maintenance/Materials	58,650	54,700	55,375	56,175	56,875
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	10,780	16,830	16,880	16,930	16,980
Contract Services	538,900	575,700	585,700	595,800	606,100
Data Processing	67,900	44,400	44,400	45,400	45,400
Education & Training	44,950	49,500	51,550	53,600	55,650
Election Expenses	-	-	18,000	-	-
Equipment Maintenance	67,700	72,800	75,300	77,800	80,300
Equipment Fuel	4,915	5,010	5,105	5,210	5,290
Garbage Collection/Recycle	232,442	187,915	188,015	188,115	188,215
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	89,615	88,720	89,140	89,560	89,980
Insurance - Business	160,000	165,800	168,900	172,100	175,300
Insurance - Vehicles	29,465	29,831	30,102	30,475	30,845
Janitorial Supplies	42,300	45,500	45,500	46,000	46,000
Legal/Professional Fees	217,000	127,000	127,000	127,000	127,000
Licences/Permits/Taxes	5,500	5,500	5,500	5,500	5,500
Memberships/Dues/Subscriptions	5,330	5,335	5,340	5,345	5,345
Office Supplies	21,830	27,085	27,115	27,670	28,300
Interest and Bank Charges	5,400	5,450	5,450	5,500	5,550
POS Charges	75,300	77,300	79,300	81,500	81,500
Retail Sales (COGS)	69,800	71,325	71,325	71,350	71,350
Office Furniture	1,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	25,200	25,500	25,800	26,100	26,400
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,340	9,340	9,390
Roads & Parking	47,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,750	4,800
Small Tools/Shop & Safety	25,800	26,210	26,620	27,040	27,460

CULTUS LAKE PARK
2020 - 2024 FINANCIAL PLAN

Schedule "B"

	TOTAL 2020 BUDGET	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET
Special Events	46,280	58,940	59,610	60,300	60,990
Telecommunications	40,230	42,480	43,230	43,680	44,530
Utilities	487,260	516,935	527,940	539,955	552,350
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,210	37,750	38,300	38,860	39,430
Vehicle/Boat Fuel	23,500	23,730	23,960	24,190	24,420
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	9,700	9,700	9,700	9,700	9,700
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	3,000	3,000	3,000	3,000	3,000
SUBTOTAL	\$ 2,630,317	\$ 2,584,571	\$ 2,638,147	\$ 2,659,265	\$ 2,695,695
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040
Management Salaries	362,427	287,260	292,190	297,210	302,310
Staff Wages	1,411,800	1,553,280	1,580,610	1,608,420	1,636,720
Employee Benefits	390,530	405,450	412,710	419,800	427,320
TOTAL PAYROLL	\$ 2,248,757	\$ 2,331,460	\$ 2,372,480	\$ 2,413,920	\$ 2,456,390
TOTAL OPERATING EXPENSES	\$ 4,879,074	\$ 4,916,031	\$ 5,010,627	\$ 5,073,185	\$ 5,152,085
<i>Reserve Allocations</i>	501,050	984,185	990,049	996,862	1,002,304
Capital Projects	745,145	549,190	1,233,090	551,090	612,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 6,125,269	\$ 6,449,406	\$ 7,233,766	\$ 6,621,137	\$ 6,766,979
<i>SURPLUS/(DEFICIT)</i>	(794,568)	(473,883)	(1,154,277)	(474,273)	(543,063)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(814,565)	(496,950)	(1,169,840)	(499,360)	(561,870)
UNAPPROPRIATED SURPLUS	\$ 19,997	\$ 23,067	\$ 15,563	\$ 25,087	\$ 18,807

	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
REVENUES													
Sunnyside Campground	\$ (251,500)	\$ (251,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	24,667	-	24,667	-	-	-	-	-	-	-	-	-	-
Residential Leases	(78,500)	-	-	(78,500)	-	-	-	-	-	-	-	-	-
Community Hall	(10,950)	-	-	-	(10,950)	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	(100,060)	-	-	-	-	(100,060)	-	-	-	-	-	-	-
Parking/Public Area Revenue	(162,300)	-	-	-	-	-	(162,300)	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	25,000	-	-	-	-	-	-	-	-	-	25,000	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ (553,643)	\$ (251,500)	\$ 24,667	\$ (78,500)	\$ (10,950)	\$ (100,060)	\$ (162,300)	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -
EXPENDITURES													
Advertising	\$ (1,000)	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	(7,000)	-	-	-	-	-	-	-	-	-	-	(7,000)	-
Building Maintenance/Materials	(2,200)	-	-	-	-	(2,200)	-	-	-	-	-	-	-
Community Policing	-	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	(6,000)	-	-	-	-	-	-	-	-	-	-	(6,000)	-
Contract Services	(42,900)	(44,000)	-	12,500	-	-	(9,100)	-	-	-	(2,300)	-	-
Data Processing	24,000	-	-	-	-	-	-	-	-	-	-	24,000	-
Education & Training	(2,500)	-	-	-	-	-	-	-	-	-	-	(2,500)	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	(2,600)	-	-	-	-	(2,600)	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	50,627	-	4,667	45,000	-	-	-	-	-	960	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	(1,800)	-	-	-	-	(1,800)	-	-	-	-	-	-	-
Insurance - Business	(2,800)	-	-	-	-	(2,800)	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	(3,200)	-	-	-	-	(3,200)	-	-	-	-	-	-	-
Legal/Professional Fees	57,325	-	-	-	-	-	-	-	-	-	-	57,325	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	(5,000)	-	-	-	-	-	-	-	-	-	-	(5,000)	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	(3,000)	-	-	-	-	-	-	-	-	-	-	(3,000)	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	(12,000)	-	-	-	-	-	(12,000)	-	-	-	-	-	-
Telecommunications	(1,800)	-	-	-	-	(1,800)	-	-	-	-	-	-	-
Utilities	(18,200)	-	-	(9,000)	-	(9,200)	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 19,952	\$ (44,000)	\$ 4,667	\$ 48,500	\$ -	\$ (24,600)	\$ (21,100)	\$ -	\$ -	\$ 960	\$ (2,300)	\$ 57,825	\$ -
WAGES & BENEFITS:													
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	80,000	-	-	-	-	-	-	-	-	-	-	80,000	-
Staff Wages	(105,760)	(76,000)	-	-	-	(17,260)	-	-	-	-	(12,500)	-	-
Employee Benefits	(8,080)	-	-	-	-	(280)	-	-	-	-	(7,800)	-	-

	2020 FINANCIAL PLAN	2020 SUNNY- SIDE	2020 COMM LEASE	2020 RESID LEASE	2020 COMM. HALL	2020 VISITOR SERVICES	2020 PUBLIC AREAS	2020 FORESHORE LEASE	2020 VOLUNTEER FIRE DEPT	2020 PUBLIC WORKS	2020 PROTECTIVE SERVICES	2020 GENERAL & ADMIN	2020 CEAC
TOTAL PAYROLL	\$ (33,840)	\$ (76,000)	\$ -	\$ -	\$ -	\$ (17,540)	\$ -	\$ -	\$ -	\$ -	\$ (20,300)	\$ 80,000	\$ -
TOTAL OPERATING EXPENSES	\$ (13,888)	\$ (120,000)	\$ 4,667	\$ 48,500	\$ -	\$ (42,140)	\$ (21,100)	\$ -	\$ -	\$ 960	\$ (22,600)	\$ 137,825	\$ -
<i>Reserve Allocations</i>	(466,230)	(174,830)	(30,000)	(40,000)	(8,000)	(9,000)	(40,000)	-	-	(115,000)	(2,000)	(47,400)	-
Capital Projects	(642,325)	(349,785)	(63,000)	-	-	-	(208,800)	25,410	-	(32,000)	-	(14,150)	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	(33,600)	8,550	(16,180)	(4,200)	-	(34,050)	6,280	-	114,040	49,600	(90,440)	-
TOTAL EXPENDITURES	(1,122,443)	(678,215)	(79,783)	(7,680)	(12,200)	(51,140)	(303,950)	31,690	-	(32,000)	25,000	(14,165)	-
<i>SURPLUS/(DEFICIT)</i>	568,800	426,715	104,450	(70,820)	1,250	(48,920)	141,650	(31,690)	-	32,000	-	14,165	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	(568,425)	(349,785)	(63,000)	57,500	-	-	(189,800)	22,810	-	(32,000)	-	(14,150)	-
UNAPPROPRIATED SURPLUS	375	76,930	41,450	(13,320)	1,250	(48,920)	(48,150)	(8,880)	-	-	-	-	-



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 12, 2020 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger
Manager of Park Operations

SUBJECT: Parking Lot B Layout Plan Revisions

PURPOSE:

The purpose of this report is to provide the Board with proposed revisions to the Parking Lot B Layout Plan.

RECOMMENDATION:

THAT the Cultus Lake Park Board direct staff to move forward with Parking Lot B reconfiguration as illustrated in the attached Parking Lot B Layout Plan.

DISCUSSION:

During the public question period at the October 21, 2020 board meeting, the Board was asked to consider changes to the Parking Lot B layout plan. Suggestions included allowance for:

- a) A wheelchair accessible path between Main Beach, the Adventure Park and the Plaza;
- b) larger green spaces; and
- c) inclusion of native trees in the replanting plan.

Since that time, the design has been adjusted to realize improvements in both pedestrian and wheelchair access, and to greenspace, landscape screening and traffic flow. Paved crosswalks connect the rubber path to a proposed sidewalk leading to the Adventure Park and further east via the present concrete walkway. A continuous green space has been added south of the existing sidewalk and space for additional trees is noted along the entire west perimeter as well as between Sunnyside Blvd. and the east end of the parking lot. Over time staff anticipates the additional trees and greenspace will provide enhanced sightlines on all sides of the parking lot as one may expect in a park.

The Board may note that the expanded green space comes at only a modest loss of 14 parking stalls. The designated entrance requires an additional reduction in capacity of two vehicles netting the lot a total of 359 stalls. The current parking lot accommodates approximately 295 vehicles.

STRATEGIC PLAN:

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

Prepared by:

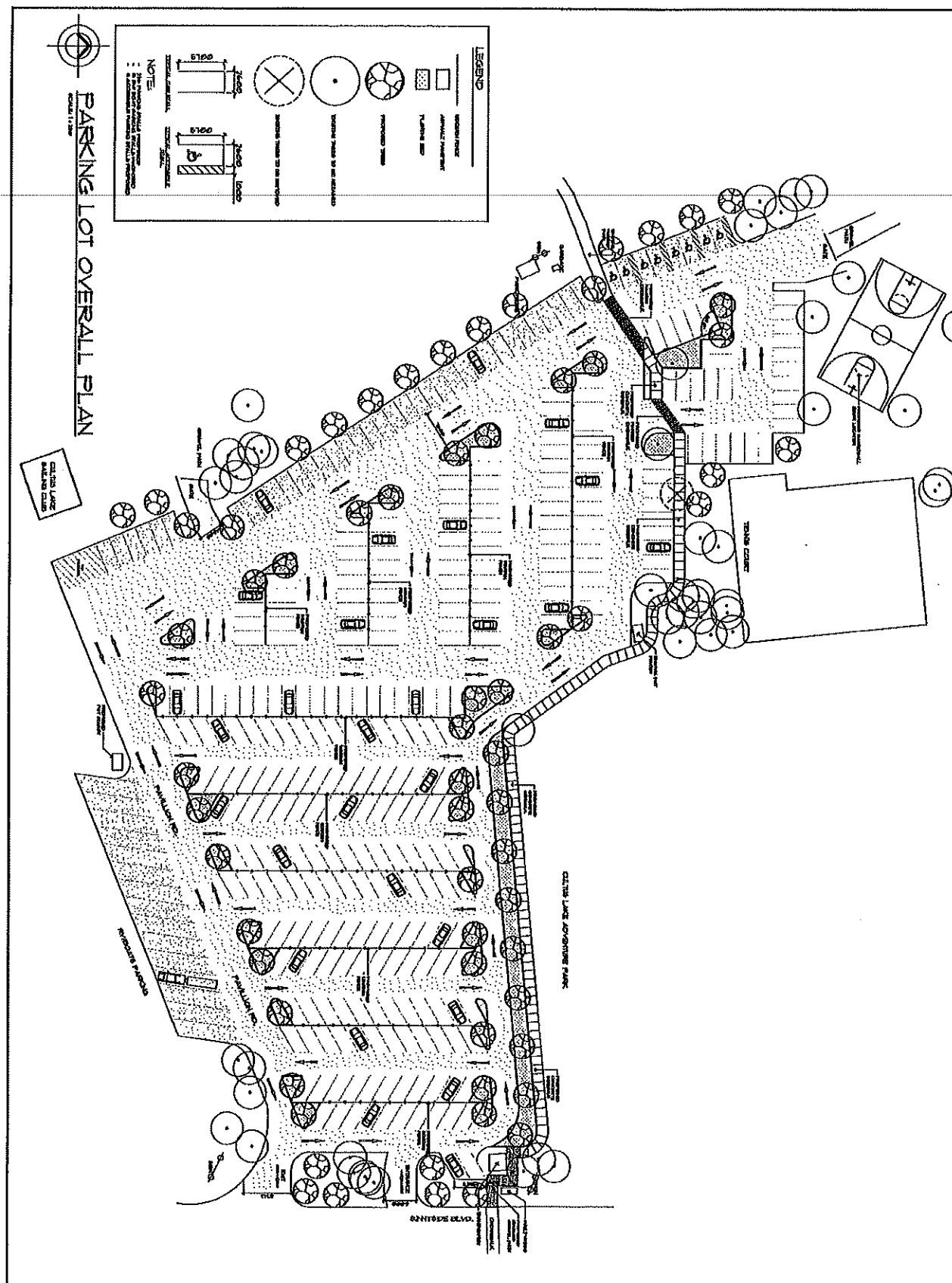


Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Acting Chief Administrative Officer



CRAVEN/HUSTON/POWERS ARCHITECTS ARCHITECTURE AND LANDSCAPE ARCHITECTURE 9355 YOUNG ROAD, CHILLIWACK B.C., V2P 4S3 TEL: 793-9445

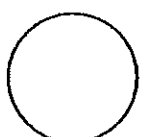


PROJECT NUMBER 19017
 SCALE 1:200
 DATE 2/20/05

PROJECT NAME
 PARKING LOT
 OVERALL PLAN

PROJECT NAME
 CULTUS LAKE
 PARKING LOT B
 CULTUS LAKE, BC

DATE





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 16, 2020

SUBMITTED BY: Chair Renwick

SUBJECT: Appointments of Chair and Vice Chair to Standing and Select Committees

PURPOSE:

As per provisions in the Board Committee System Policy, the Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board establishment of Select Committees and the appointment of the Chair, Vice-Chair and members. The Board will appoint members to Select Committees, upon recommendation of the Board Chair, at a Regular Board meeting.

RECOMMENDATION:

1. **THAT** the Cultus Lake Park Board approve the Standing Committee and the Chair and Vice Chair appointments:
2. **THAT** the Cultus Lake Park Board approve the following Select Committee appointments:

Commercial Leaseholder Committee

Chair – Commissioner Smit

Vice Chair - Commissioner Payeur

2 appointed members of the Commercial Leaseholders

Community Events and Engagement Committee

Chair - Commissioner Dzaman

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee

Chair - Commissioner Dzaman

Vice Chair – Commissioner Bauer

Environmental and Public Area's Planning Committee

Chair – Commissioner Bauer

Vice Chair – Commissioner Payeur

Foreshore Fundraising and Improvement Committee

Chair – Commissioner Smit

Vice Chair – Commissioner Payeur

3. **THAT** the Cultus Lake Park Board approve the following external committee appointments:

Cultus Lake Aquatic Stewardship Strategy (CLASS)

Commissioner Bauer

Tourism Chilliwack

Commissioner Bauer

Fraser Valley Aboriginal Relations

Commissioner Renwick

Cultus Lake Community School

Commissioner Payeur

Internal Planning and Execution

Sunnyside Seasonal communication and relationship management – Commissioner Dzaman

4. **THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 20, 2021.

DISCUSSION:

As per the Board Committee System Policy, consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing committees for matters the Board Chair considers would be better dealt with by committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

Appointments are made annually through an application process for members of the public to apply.

Each committee has its own rules, established through Terms of Reference, which are attached. Each committee may establish Sub-Committee working groups under the advisement of the Board.

Appointments of members of the community are appointed to committees by advertisement on the Park's website. Community members who are interested may apply by application to those committees. Recommendations will be presented to the Board members. The Board Chair will appoint members to Standing Committee and will recommend to the Board establishment of Select Committees and their appointments of members. The number of members per committee is specified in the terms of reference of individual committees. Appointment to Standing and Select Committees will be made by January 31, 2021. All other provisions will be as outlined in the Board Committee System Policy, which is attached.

Previously serving Committee members will be sent a letter thanking them for their contribution.

Prepared by:

A handwritten signature in blue ink, appearing to be 'd' followed by a flourish.

Chair Renwick

Approved for submission to the Board:

A handwritten signature in blue ink, appearing to be 'J. Lamb'.

Joe Lamb
Chief Administrative Officer



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Select Committee is appointed by the Cultus Lake Park Board for the purpose of creating experiences that promote Community Spirit and Pride in Cultus Lake Park.
- 1.2 This Committee will provide a wide variety of activities throughout the Park, promoting engagement from both residents and non-residents.

2. Duties

- 2.1 To provide organized community events and activities.
- 2.2 To promote fundraisers to assist the funding of the organized community events and activities.
- 2.3 To provide recommendations to the Park Board for projects that improve Cultus Lake Park.
- 2.4 To consider matters referred to it by the Park Board.

3. Membership & Term

- 3.1 The Committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair – Commissioner _____
 - Vice Chair – Community member (to be appointed).
 - Five members of the public, appointed by the Board
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.

- 3.4 The Committee with support from the Chief Administrative Officer may outsource the duties of the Committee to an outside agency who in turn will:
- plan, organize, implement and evaluate events; and
 - receive, review and coordinate event applications.
- 3.5 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.6 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

- 4.1 The Committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee Members and Executive Assistant at least four (4) days prior to the meeting.
- 4.3 The meeting minutes will be taken by a member of the committee appointed by the committee. Draft minutes will be given to the Executive Assistant who will format and place them on the next Board meeting agenda.
- 4.4 The Committee will report recommendations to the Board on anything related to the Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and Committee System Policy.
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board authority to act.



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1. This Select Committee is to provide recommendations to the Cultus Lake Park Board for the potential redevelopment of the Village Centre (existing plaza).
- 1.2. The committee shall consider uses to accommodate commercial, community space, multifamily residential use, and parking in the development.

2. Duties

- 2.1. To provide the Board with recommendations on the overall design and architecture to suite the Parks character.
- 2.2. To consider development costs and potential revenue.
- 2.3 To consider service/infrastructure requirements to support the development.
- 2.4 Review leases and/or purchase structure for all under 1.2
- 2.5 To obtain information and input from the Community.
- 2.6 To develop policies and to work within the parameters of PLANCULTUS.

3. Membership & Term

- 3.1 The Committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:

Chair – Commissioner _____

Vice Chair, Commissioner _____

Two or more (up to eight) additional member(s) of the public, appointed by the Board.

- 3.1. The Chief Administrative Officer may appoint a non-voting staff member to the committee.
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operations of the Committee

Meeting Schedule

- 4.1 The committee should establish a meeting schedule, and have it posted on the Cultus Lake Park website. The meeting will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee members and the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and the Committee System Policy
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

Meetings May be Closed to the Public

- 5.4 Committee meetings shall be closed to the public when they are concerned with matters that are consistent with Section 90 of the *Community Charter*.

6. Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board for authority to act.



ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Standing Committee is to review and assist in developing the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.

2. Duties

- 2.1 This committee will provide input to Park Staff in the development and assist in the implementation of the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.
- 2.2 To consider matters referred to it by the Park Board.

3. Membership & Term

- 3.1 The committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair – Commissioner _____
 - Vice Chair – Commissioner _____
 - Two member(s) of the public, appointed by the Board
 - Two non-voting member(s) of the public, appointed by the Board.
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

- 4.1 The committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meeting will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee members and the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and the Committee System Policy.
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
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- 6.4 All recommendations must be referred to the Board for authority to act.



FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Select Committee is appointed by the Cultus Lake Park Board to provide recommendations and options to the Board to Fundraise for the Cultus Lake Foreshore Improvement reserve and on the potential replacement of all the docks within Cultus Lake Park foreshore.
- 1.2 Committee recommendations will be reviewed by the Board for the management, maintenance and improvement of Cultus Lake Park.
- 1.3 This Committee will provide and execute fundraising options to support improvements in the Park.

2. Duties

- 2.1 To work within the scope of the policy developed by Park staff for fundraising.
- 2.2 To provide recommendations to the Board for replacement projects, repairs, installation, and any other improvements considered.
- 2.3 To provided recommendations to the Board on funding usage.

3. Membership & Term

- 3.1 The Committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair – _____
 - Vice Chair – (Commissioner) _____
 - No more than six members of the public, appointed by the Board
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

- 3.4 The Committee with support from the Chief Administrative Officer may outsource the duties of the Committee to an outside agency who in turn will:
- 3.5 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.6 The committee shall dissolve at the end of each year or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

- 4.1 The Committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

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