



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, February 17, 2021

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 February 17, 2021 instead of 7:00 pm.

Due to the recent Provincial Health Order with respect to social gatherings, the February 17, 2021 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/85725799297?pwd=MWtLQnZWVUVZVjdpbnp0SXBaeFkvQT09>

Meeting ID: 857 2579 9297

Passcode: 095294

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/

Please feel free to email questions for the Public Question Period no later than Tuesday, February 16th, 4:30 pm to Rachel.litchfield@cultuslake.bc.ca



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, FEBRUARY 17, 2021

5:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (4:00 PM)

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

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

(3) RECONVENE

Page 1

(4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of February 17, 2021; 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 January 20, 2021.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 11

- (a) ***THAT** the Cultus Lake Park Board approve the January 25, 2021 Foreshore Fundraising and Improvement Committee Minutes.*

Page 13

- (b) ***THAT** the Cultus Lake Park Board approve the February 5, 2021 Environmental and Public Areas Planning Committee Minutes.*

(7) CORRESPONDENCE

Page 17

(a) Development Variance Referral–262 Fir Street

- Referral information for Development Variance Permit # 2021-03, 262 Fir Street

Option 1

***THAT** the Cultus Lake Park Board supports reducing the front setback from 2.1 metres*

(6.9 feet) to 1.5 metres (5.0 feet) for the supporting posts of a deck under Section 5.2.4 of Zoning Bylaw 1375;

THAT the Cultus Lake Park Board supports reducing the front setback from 1.5 metres (5.0 feet) to 0.9 metres (3.0 feet) for eaves, gutters, and sunlight controls under Section 5.2.4 of Zoning Bylaw 1375; and

THAT the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 262 Firs Street no later than February 19, 2021.

Option 2

THAT the Cultus Lake Park Board is not in favor of supporting the front setback from 2.1 metres (6.9 feet) to 1.5 metres (5.0 feet) for the supporting posts of a deck under Section 5.2.4 of Zoning Bylaw 1375;

THAT the Cultus Lake Park Board is not in favor of reducing the front setback from 1.5 metres (5.0 feet) to 0.9 metres (3.0 feet) for eaves, gutters, and sunlight controls under Section 5.2.4 of Zoning Bylaw 1375; and

THAT the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 262 Firs Street no later than February 19, 2021.

(8) BYLAWS

(a) Cabins at Cultus Lake Park Bylaw No. 1152, 2019 Amendment Bylaw No. 1187, 2021

Page 53

- Report dated February 17, 2021 from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement

Page 55

- Cabins at Cultus Lake Park Bylaw No. 1152, 2019 Amendment Bylaw No. 1187, 2021

THAT the Cultus Lake Park Board give First, Second and Third readings to The Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.

(b) Sunnyside Campground Bylaw No.1188, 2021

Page 59

- Sunnyside Campground Bylaw No. 1188, 2021

THAT the Cultus Lake Park Board give Final reading to the Sunnyside Campground Bylaw No. 1188, 2021.

(c) Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021

Page 81

- Report dated February 17, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 83

- Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021

Page 85

- Cultus Lake Park Board Procedures Bylaw No. 1125, 2018

Page 103

- Board Committee System Policy

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021.

THAT the Cultus Lake Park Board approve the amended Board Committee System Policy.

(9) CONSENT AGENDA

Pages
113-147

(a) 2020 Fourth Quarter Reports

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

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

(10) REPORTS BY STAFF

(11) REPORTS BY COMMISSIONERS

Page 149

(a) Recommendations from the Environmental and Public Areas Planning Committee

- Report dated February 17, 2021 from Darcy Bauer, Chair, Environmental and Public Areas Planning Committee

THAT the Cultus Lake Park Board approves the planting of Elm Tree - Ulmus americana 'Brandon', within the Environmental and Public Areas Planning Committees Parking Lot B Landscape plan.

Page 151

(b) Recommendations from the Foreshore Fundraising and Improvement Committee

- Report dated February 17, 2021 from Casey Smit, Chair, Foreshore Fundraising Improvement Committee

THAT the Cultus Lake Park Board approves that the 2021 Foreshore Fundraising and Improvement Committees first priority be to raise fund for the replacement of the Main Beach docks; and

THAT the Cultus Lake Park Board approves that the 2021 Foreshore Fundraising and Improvement Committee be able to utilize print, social media, and an online presence, with content to be approved by the CAO, to solicit donations for the Foreshore Fundraising and Improvement Committee.

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on February 17, 2021 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JANUARY 20, 2021
CULTUS LAKE 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
Commissioner K. Dzaman

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
Manager of Corporate Services / Corporate Officer – R. Litchfield

Regrets

(1) CALL TO ORDER

The Chair called the meeting to order at 4:01 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), (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

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

(3) RECONVENE

The meeting reconvened at 5: 01 pm.

(4) APPROVAL OF AGENDA

4730-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of January 20, 2021 by adding under Section 9 – Commissioner Reports, Item 9, (a) Appointments to Standing and Select Committees;

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

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

CARRIED

(5) ADOPTION OF MINUTES

4731-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

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

CARRIED

4732-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held December 22, 2020.*

CARRIED

(6) CORRESPONDENCE

(a) **Petition – Cultus Lake Park Mooring Fees**

- Petition submitted by resident Neil McKenzie
(A total of 399 names were received, of the 399, only 170 were applicable to Cultus Lake BC. 57 names are registered buoy holders)
- Email dated January 5, 2021 from resident Neil McKenzie

4733-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the mooring fees petition and email for information.*

CARRIED

(b) **Foreshore Moorage / Management**

- Email dated January 8, 2021 from resident Tom Moul

4734-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the email regarding foreshore moorage and management for information.*

CARRIED

(7) BYLAWS

(a) Cabins at Cultus Lake Park Bylaw No. 1152, 2019 Amendment Bylaw No. 1187, 2021

- Report dated January 20, 2021 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Cabins at Cultus Lake Park Bylaw No. 1152, 2019 Amendment Bylaw No. 1187, 2021

4735-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board refer The Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021 back to staff.*

CARRIED

(b) Sunnyside Campground Bylaw No.1188, 2021

- Report dated January 20, 2021 from Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Sunnyside Campground Bylaw No. 1188, 2021
- Sunnyside Campground Bylaw No. 1188, 2021 (Redline Version)

4736-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Sunnyside Campground Bylaw No. 1188, 2021.*

CARRIED

(8) STAFF REPORTS

(a) Covid-19 Resilience Infrastructure Stream Grant Application – Foreshore Erosion Project

- Report dated January 20, 2021 from Erica Lee, Chief Financial Officer
- Canadian-British Columbia Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream

Erica Lee, Chief Financial Officer noted that the Province of British Columbia and the Government of Canada have committed approximately \$80 million to develop the Covid-19 Resilience Infrastructure Stream (CVRIS). The CVRIS was developed to support infrastructure projects that are primarily for public use and benefit that cover one of the four outcomes:

- 1) Provide retrofits, repairs and upgrades to local government buildings
- 2) Support development of active transportation networks
- 3) Allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19 including protective screens and measures to support physical distancing
- 4) Complete disaster mitigation and adaptation infrastructure projects.

She noted that staff have reviewed the capital projects planned as part of the Cultus Lake Park Board's 2021-2025 Financial Plan and compared them to the above project outcomes and the example projects provided for in the CVRIS Program Guide and recommend an application for funding to be made to assist in the Foreshore Erosion project which falls under outcome four-disaster mitigation and adaption infrastructure projects.

Also, the funding provided would go towards CVRIS projects 100% of eligible cost - 80% by the Federal Government, and 20% by the Province of BC.

She further noted that the proponent would not be expected to contribute any funding, however must be prepared to finance the project construction and ineligible costs, as well as, cover any cost over-runs.

Consequently, one of the project requirements would be to provide a resolution or bylaw endorsing the project by the appropriate authorized governing body. Therefore, the resolution before the Board - committing the Board to contributing its share of the costs, ineligible costs and potential overruns related to the project as well as identify the source of the proponent's share of the project costs.

4737-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board direct staff to submit an application for grant funding for the Foreshore Erosion (No. 92) project through the Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream; and

THAT the Cultus Lake Park Board supports the Foreshore Erosion (No. 92) project and commits to any associated ineligible costs and cost overruns to be funded from the Foreshore Area General Reserve Fund (1085-17).

CARRIED

(9) COMMISSIONERS REPORTS

(a) Appointments to Standing and Select Committees

- Report dated January 20, 2021 from Chair Renwick

4738-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the following members of the public be appointed to the following committees:

Commercial Leaseholder – Standing

Two (2) appointed members of the Commercial Leaseholders

1. Christy Ovens
2. Ethan Maarhuis

Community Events and Engagement Committee - Select

Five (5) members of the public appointed by the Board

1. Erika Jartved
2. Paddy McEwan
3. David Seeley

Village Center Planning and Development - Select

Two or More (up to eight) additional members of the public appointed by the Board

1. Peter VanderHelm
2. Colleen Rogozinski

3. Brent Shirley
4. Ernie Vance
5. Kathy Renwick
6. Carlo Elstak
7. Gary Senft

Environmental and Public Area's Planning Committee – Select

Two (2) members of the public appointed by the Board and two (2) non-voting members of the public appointed by the Board

1. Kathie VanderHelm (Non Voting)
2. Brenda Senft
3. Gail Smit (Non Voting)
4. Brenda Cosgrove

Foreshore Fundraising and Improvement Committee – Select Committee

No more than six (6) members of the public appointed by the Board

1. Carlo Elstak
2. Neil McKenzie
3. Colleen Rogozinski
4. Gary Senft
5. Brian Dyck

CARRIED

(10) COMMUNITY ASSOCIATION

Question:

It has come to the attention of the Association that decommissioning of septic tanks is occurring in Sunnyside Campground. Could you confirm the number of tanks that are being decommissioned? Have any of the tanks leached into the lake currently? Is Cultus Lake Park or Fraser Valley Regional District paying for the decommissioning? What is the approximate cost? What is the timeline for this project?

Answer:

Chief Administrative Officer noted, there are tanks that are no longer being used that still contained effluent, these are the tanks that are being filled with sand/dirt and are being decommissioned after the effluent is removed. There are approximately 10-12 tanks that are being decommissioned. There is no concern that tanks have been leeching into the lake. The work is currently being done by Park staff with the removal of the effluent being done by a contractor at a cost of approximately \$12,000-\$15,000. The project is expected to be completed by the end of January (weather permitting).

(11) PUBLIC QUESTION PERIOD

Q: Brad & Laurel Shears, Lakeshore Drive, inquired if there are any updates with respect to the sewer?

A: Chair Renwick noted that with respect to litigation our lawyers have received a demand for particulars, and we are in the process of providing this information. He noted that next steps

will be interviewing witnesses by way of Court Order and we hope to move towards some form of mediation later this year. He further noted that both Chief Administrative Officer, Joe Lamb met with our new MLA and brought and included her in on matters the Park Board is facing including the sewer. He noted that she was very responsive on all matter including the sewer and is keen to work with us.

(12) ADJOURNMENT

4739-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Regular Meeting of the Cultus Lake Park Board held on January 20, 2021 be adjourned at 5:28 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held January 20, 2021.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE MEETING MINUTES

MONDAY, JANUARY 25, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner C. Smit – Chair
Commissioner L. Payeur – Vice Chair

Committee Members Gary Senft – Via Zoom
Carlo Elstak – Via Zoom
Colleen Rogozinski – Via Zoom
Brian Dyck – Via Zoom

Staff Chief Administrative Officer – J. Lamb
Lease Administrator – K. Craig

Regrets Neil McKenzie

(1) CALL TO ORDER

The Chair called the meeting to order at 8:31 am.

(2) APPROVAL OF AGENDA

Moved by: B. Dyck Seconded by: G. Senft

THAT the agenda for the January 25, 2021 Foreshore Fundraising and Improvement Committee be approved.

CARRIED

(3) COMMITTEE TERMS OF REFERENCE

The Foreshore Fundraising and Improvement Committee reviewed the Terms of Reference. There was a discussion had regarding the distribution of funds that are raised through the committee and what the committees first focus would be.

Moved by: G. Senft Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approves that the 2021 Foreshore Fundraising and Improvement Committees first priority be to raise fund for the replacement of the Main Beach docks.

CARRIED

(4) ITEMS FOR DISCUSSION

Potential fundraising ideas and were discussed as well as ideas to raise awareness of the committee and what its goals are.

Brochure and/or Website that could include points such as Cultus Lake Park is self-sustaining and received no funds, donation levels with potential perks for higher donations, focus on Main Beach docks and that a tax receipt will be available.

50/50 Draw – C. Rogozinski to look into the specifics regarding the gaming license as well as how White Rock raised funds to replace their pier when it was damaged.

C. Elstak to look for a community member who's donation could be managing the committees online presence.

The committee discussed needing funds to get started with brochures and media. G. Senft and B. Dyck to look for a donor who would be willing to kickstart the fundraising by funding the above mentioned endeavors.

Moved by: B. Dyck Seconded by: C. Rogozinski

***THAT** the Cultus Lake Park Board approves that the 2021 Foreshore Fundraising and Improvement Committee be able to utilize print, social media, and an online presence, with content to be approved by the CAO, to solicit donations for the Foreshore Fundraising and Improvement Committee.*

CARRIED

(5) NEXT MEETING DATE AND TIME

Tuesday February 23rd, 2021, at 8:30 am.

(6) ADJOURNMENT

Moved by: B. Dyck Seconded by: C. Rogozinski

***THAT** the Foreshore Fundraising and Improvement Committee meeting held on January 25, 2021 be adjourned at 9:45 am.*

CARRIED



ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE MEETING MINUTES

FRIDAY, FEBRUARY 5, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner D. Bauer – Chair Commissioner L. Payeur – Vice Chair
Committee Members	B. Senft – Via Zoom B. Cosgrove – Via Zoom G. Smit – Via Zoom K. Vanderhelm – Via Zoom
Staff	Chief Administrative Officer – J. Lamb Manager of Park Operations – D. Driediger Lease Administrator – K. Craig
Regrets	NA

(1) CALL TO ORDER

The Chair called the meeting to order at 9:03 am.

(2) APPROVAL OF AGENDA

Moved by: C Payeur Seconded by: B. Cosgrove

***THAT** the agenda for the February 5, 2021 Environmental and Public Areas Planning Committee be approved.*

CARRIED

(3) COMMITTEE TERMS OF REFERENCE

The Environmental and Public Areas Planning Committee reviewed the Terms of Reference.

Voting members are B. Senft and B. Cosgrove and non-voting are G. Smit and K. Vanderhelm.

(4) ITEMS FOR DISCUSSION

Foreshore – Tree replacement, loss due to wind

The Park does not have a plan for replacement as of now with many other projects in the Park

The CAO suggested that the 5 trees be included in Parking lot plan and be replaced in the spring. The committee to stake the areas for planting and CAO to approve the locations. \$1500 for 5 trees, not including planting. CAO to figure out the planting.

Will the committee be doing root zone protection to the large fir trees in front of Main Beach Boat Rentals?

Project deferred to the late fall.

Concerns regarding vehicles driving too close to the roots, when accessing the water front. Bollards will be replaced.

The completion of the areas south of Gazebo A towards Main Beach Boat Rentals

The area is all gravel, committee has discussed planting grass in that area. Previous grass planting has been successful.

CAO suggested this a project for the fall, and make sure there is money in the budget.

Invasive removal

Committee members removed invasive and had a lot of questions why removal and Kathy has been educating people. She would like to get a group of volunteers together to remove invasives in Sunnyside Campground. CAO would like this completed prior to the end of February. Committee to decide on a few dates.

Public works staff to remove the piles after volunteer removal.
Discussion in fall regarding continuing with blackberry spraying.

Parking Lot B Landscape Plans

The committee presented the planting plan to the Board Members and B. Senft explained the rationale behind the planting plan. 125 trees to be planted

C. Bauer and the CAO thanked the committee for their effort and great job with the planting plan.

B. Cosgrove suggested incorporating First Nations culture, into the landscape plan. CAO to discuss with the water safety group.

Moved by: C. Payeur Seconded by: B. Senft

THAT the Cultus Lake Park Board approves the planting of Elm Tree - *Ulmus americana* 'Brandon', within the Environmental and Public Areas Planning Committees Parking Lot B Landscape plan.

CARRIED

(5) CORRESPONDENCE

The committee reviewed/received the Minutes from the January 26, 2021 Cultus Lake Goose Management Committee Meeting

(6) NEXT MEETING DATE AND TIME

April 30, 2021 at 9:00 am

(7) ADJOURNMENT

Moved by: C. Payeur Seconded by: B. Senft

THAT the Environmental and Public Areas Planning Committee meeting held on February 5, 2021 be adjourned at 9:45 am.

CARRIED

Rachel Litchfield

From: Gavin Luymes <gluymes@fvrd.ca>
Sent: January 21, 2021 1:17 PM
To: Joe Lamb
Cc: Rachel Litchfield; Taryn Dixon; elsapayne@shaw.ca
Subject: Cultus Lake Park Referral - Development Variance Permit 2021-03 (262 Fir Street)
Attachments: Supporting Images - 262 Fir St.pdf; Application (redacted) - 262 Fir St.pdf; Letter of Rationale - 262 Fir St.pdf; Letters of Support (18) - 262 Fir St.pdf; Plans - 262 Fir St.pdf; Referral - 262 Fir St.pdf; Referral Letter - 262 Fir St.pdf

Good afternoon,

The Fraser Valley Regional District has received the attached Development Variance Permit Application for 262 Fir Street. The applicants are requesting two variances:

- Reduce the front setback from 2.1 metres (6.9 feet) to 1.5 metres (5.0 feet) for the supporting posts of a deck under Section 5.2.4 of Zoning Bylaw 1375
- Reduce the front setback from 1.5 metres (5.0 feet) to 0.9 metres (3.0 feet) for eaves, gutters, and sunlight controls under Section 5.2.4 of Zoning Bylaw 1375

Please find the attached letter inviting the Cultus Lake Park Board to examine the application in relation to Cultus Lake Park bylaws, regulations, policies, and operations. Given that the next Board Meeting appears to be February 17, 2021, we would appreciate your response for February 19, 2021.

I have attached the following documents submitted by the applicants to assist the Board in reviewing this application:

- Plans
- Application (redacted)
- Letter of Rationale
- Letters of Support (18)
- Supporting Images

Thank you and please let me know if you have any questions, comments, or require additional information.

Best,

Gavin Luymes
Planning Technician

Fraser Valley Regional District
1-45950 Cheam Avenue, Chilliwack, BC V2P 1N6
604-702-5074 | fvrd.ca

File Number: 3090-20 2021-03

January 21, 2021

Joe Lamb
Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5

Delivered via Email: joe.lamb@cultuslake.bc.ca

RE: REFERRAL FOR DVP 2021-03

The Fraser Valley Regional District has received a Development Variance Permit Application for the property located at 262 Fir Street. We are inviting Cultus Lake Park to provide comments on the enclosed application.

It would be appreciated if you would examine this application from the viewpoint of Cultus Lake Park bylaws, regulations, policies and operations.

This referral to Cultus Lake Park does not replace or duplicate the public notification process. All neighbours within 30 metres of the subject property will receive a notice in the mail describing the application and providing details of when the application will be considered by the Fraser Valley Regional District Board. Neighbours should submit their comments directly to FVRD.

In order to expedite the processing of the application, Cultus Lake Park's response is appreciated by February 19, 2021. After this date, the application will be considered by the Fraser Valley Regional District Board.

If you require any additional information or require an extension to the above timeline, please feel free to contact Gavin Luymes, Planning Technician at 604-702-5074 or gluymes@fvrd.ca.

Yours sincerely,

Gavin Luymes
Planning Technician

cc: Applicants (Brett and Elsa Payne)
Taryn Dixon, Electoral Area Director, Area H

Attachments: Application (redacted), Plans, Letter of Rationale, Letters of Support, Supporting Images

File Number: 3090-20 2021-03

January 21, 2021

Joe Lamb
Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5

Delivered via Email: joe.lamb@cultuslake.bc.ca

RE: REFERRAL FOR DVP 2021-03 – 262 FIR STREET

The Fraser Valley Regional District has received a Development Variance Permit Application for the property located at 262 Fir Street. We are inviting Cultus Lake Park to provide comments on the enclosed application.

It would be appreciated if you would examine this application from the viewpoint of Cultus Lake Park bylaws, regulations, policies and operations.

This referral to Cultus Lake Park does not replace or duplicate the public notification process. All neighbours within 30 metres of the subject property will receive a notice in the mail describing the application and providing details of when the application will be considered by the Fraser Valley Regional District Board. Neighbours should submit their comments directly to FVRD.

In order to expedite the processing of the application, Cultus Lake Park's response is appreciated by February 19, 2021. After this date, the application will be considered by the Fraser Valley Regional District Board.

If you require any additional information or require an extension to the above timeline, please feel free to contact Gavin Luymes, Planning Technician at 604-702-5074 or gluymes@fvrd.ca.

Yours sincerely,

Gavin Luymes
Planning Technician

cc: Applicants (Brett and Elsa Payne)
Taryn Dixon, Electoral Area Director, Area H

Attachments: Application (redacted), Plans, Letter of Rationale, Letters of Support, Supporting Images

SCHEDULE A-4

Permit Application

I / We hereby apply under Part 14 of the *Local Government Act* for a;

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit

1300.00

A **non-refundable** application fee in the amount of \$_____ as stipulated in FVRD Application Fees Bylaw No. 1560, 2019 must be paid upon submission of this application.

Civic Address 262 Fir Street, Cultus Lake, BC V2R4Y5 PID _____

R706

Legal Description Lot _____ Block _____ Section _____ Township _____ Range _____ Plan _____

The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.

Owner's
Declaration

Name of Owner (print) Brett Payne	Signature of Owner 	Date 11/13/21
Name of Owner (print) Elsa Payne	Signature of Owner 	Date 11/13/21

Owner's
Contact
Information

Address 262 Fir Street		City Cultus Lake
Email		Postal Code V2R 4Y5
Phone	Cell	Fax

Office Use Only	Date Jan 15 2021	File No. 733-07001-706
	Received By JM	Folio No.
	Receipt No. 13068/1	Fees Paid: \$ 1300

Agent

I hereby give permission to _____ to act as my/our agent in all matters relating to this application.

Only complete this section if the applicant is NOT the owner.

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent		Company
Address		City
Email		Postal Code
Phone	Cell	Fax

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent	Date
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Development Details

Property Size 40' X 62' Present Zoning R-2
Existing Use Single Family Residence
Proposed Development Roof canopy over existing balcony deck

Proposed Variation / Supplement Face of roof canopy support columns set to 5'-0" from southern property line - equal with edge of existing balcony deck. Architectural beam lookouts extend 2'-0" from deck line.

(OR 3' FROM SOUTHERN PROPERTY LINE.)

Reasons in Support of Application See Attached Supplements (use separate sheet if necessary)

**Riparian
Areas
Regulation**

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes
☐

no
☒

30 metres of the high water mark of any water body

yes
☐

no
☒

a ravine or within 30 metres of the top of a ravine bank

"Water body" includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

**Contaminated
Sites Profile**

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed "Site Profile" for properties that are or were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes
☐

no
☒

the property has been used for commercial or industrial purposes.

If you responded 'yes,' you may be required to submit a Site Profile. Please contact FVRD Planning or the Ministry of Environment for further information.

**Archaeological
Resources**

Are there archaeological sites or resources on the subject property?

yes
☐

no
☒

I don't know
☐

If you responded 'yes' or 'I don't know' you may be advised to contact the Archaeology Branch of the Ministry of Tourism, Sport and the Arts for further information.

Required Information

When providing Application Forms to the applicant, Regional District staff shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**

	Required	Received	Details
Location Map			Showing the parcel (s) to which this application pertains and uses on adjacent parcels
Site Plan			Reduced sets of metric plans
			North arrow and scale
At a scale of:			Dimensions of property lines, rights-of-ways, easements
1: _____	Included		Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
	Included		Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
			Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
			Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
Floor Plans			Uses of spaces & building dimensions
			Other:
Landscape Plan			Location, quantity, size & species of existing & proposed plants, trees & turf
			Contour information (_____ metre contour intervals)
Same scale as site plan			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
Reports			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

The personal information on this form is being collected in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to planning, land use management and related services delivered, or proposed to be delivered, by the FVRD. Questions about the use of personal information and the protection of privacy may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel: 1-800-528-0061 FOI@fvrld.ca.

Page 4 of 4

****Notice - View obstructed by Decreased setbacks by homes facing 1st and 2nd Avenues**



View (actual) from our railing looking West



View (zoom in) from our neighbour to the East (263 Fir)

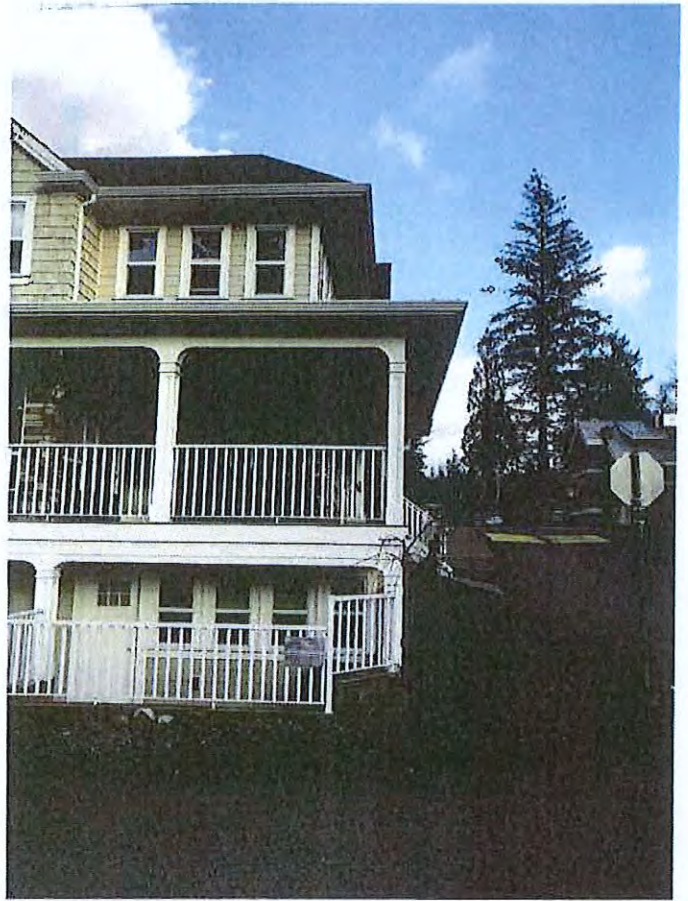


Street view looking West exiting sundeck and columns

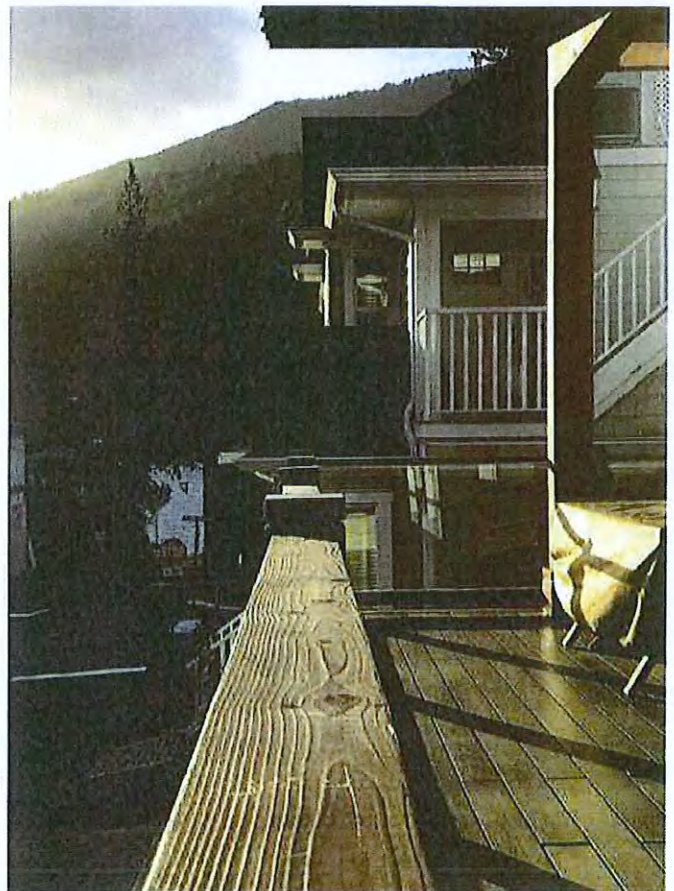


Street view looking East

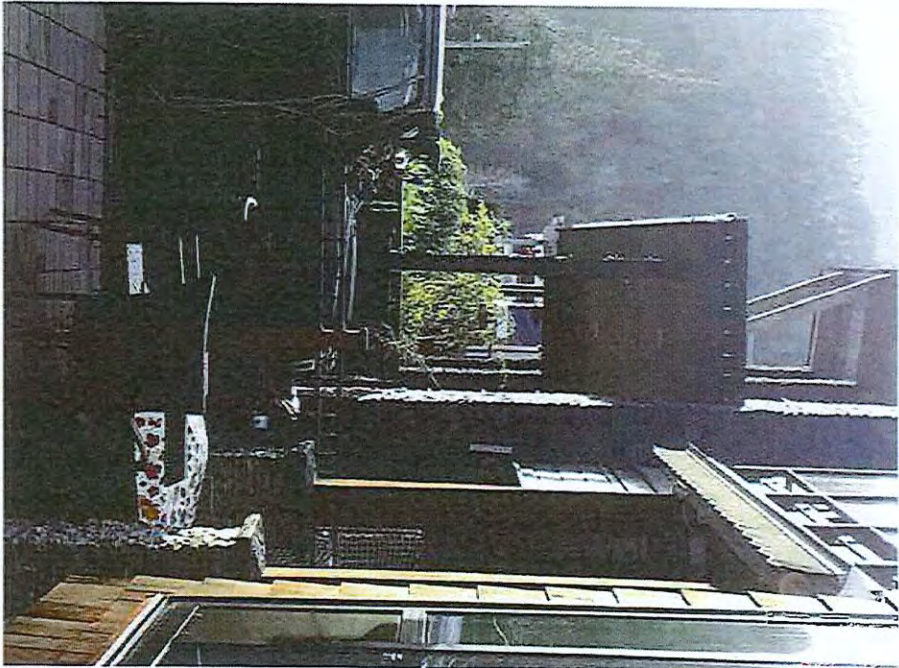
260 Fir Street (6' set back facing Fir and 10' set back facing 2nd Avenue). Columns at edge of sundeck to support overhang.



Corner of Fir Street and 2nd Avenue



View from 261 Fir Street



264 Fir Street



266 Fir Street



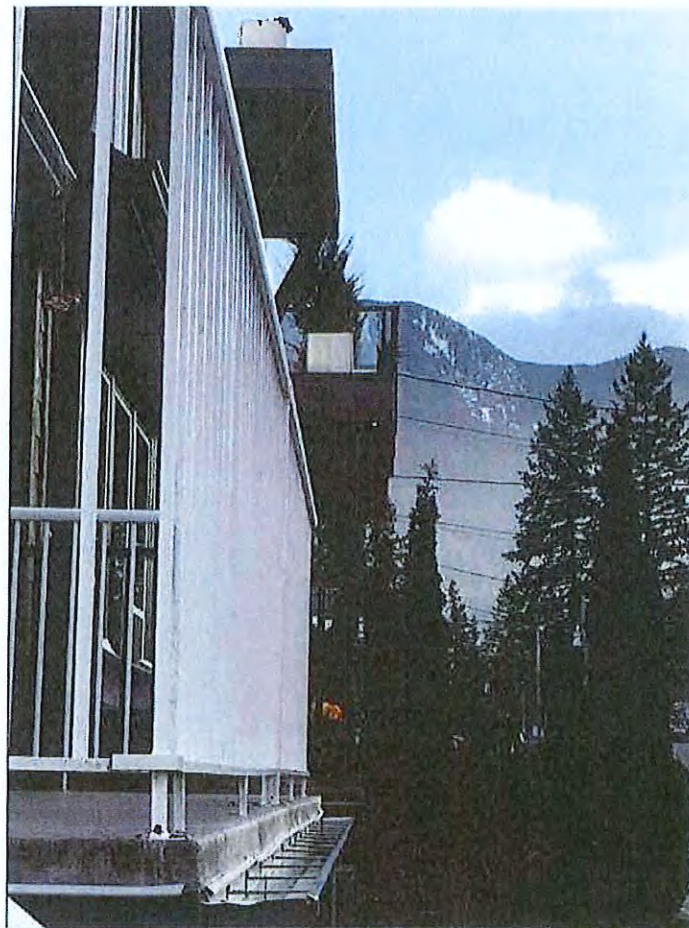
268 Fir Street



286 Hemlock Street



222 2nd Ave (Back)



222 2nd Avenue (Front)



213 1st Avenue



354 Pine Street



254 1st Avenue



160 1st Avenue



325 Spruce Street



325 Spruce Street

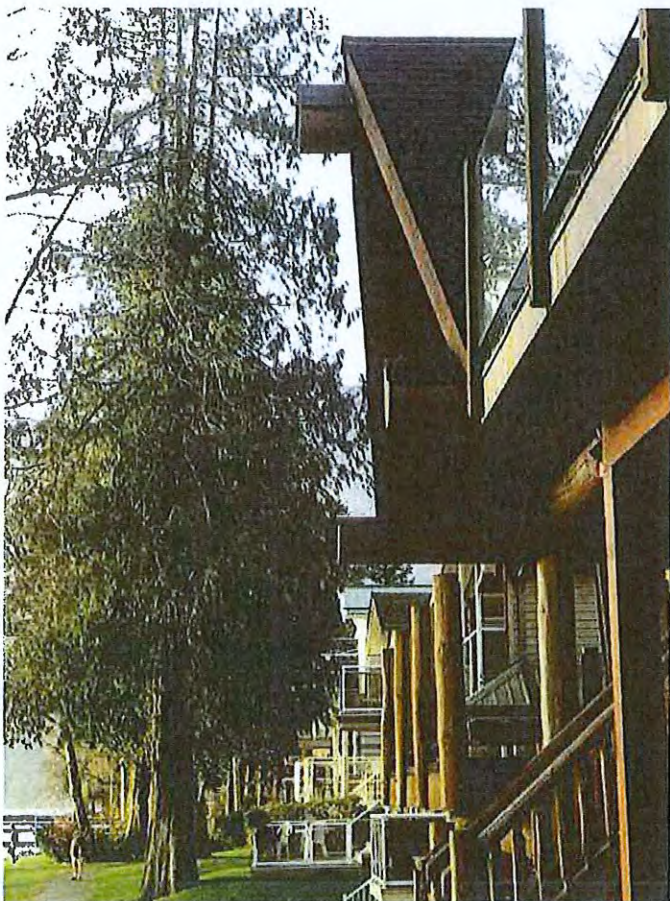
Examples of Architectural Outlooks



114 1st Avenue



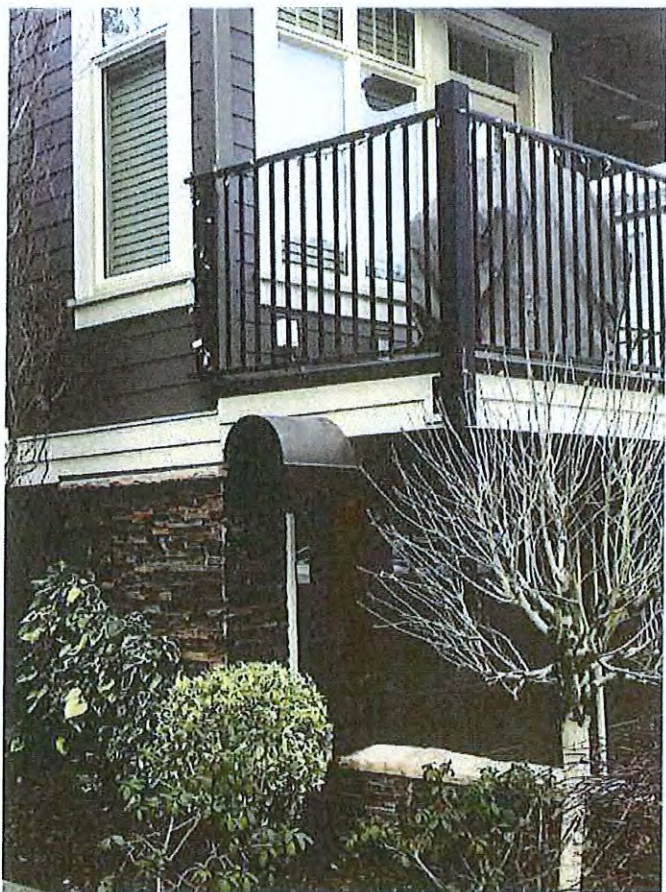
114 1st Avenue



114 1st Avenue



230 1st Avenue



230 1st Avenue



230 1st Avenue



136 1st Avenue



136 1st Avenue



254 1st Avenue



160 1st Avenue



325 Spruce Street



325 Spruce Street

Reasons in Support of Application

1. Proposed improvements will not affect or reduce 3 onsite parking stalls.
2. Existing balcony deck foundations and structure not designed to support proposed added canopy roof load.
3. Locating supporting columns to the 7'-0 setback would seriously affect flow and use of existing balcony deck.
4. Purpose of stipulated deck or roof supporting column setbacks is for adjacent property's sight lines. Sight lines will be improved by the removal of shrubs and replacement of architectural stonework. See Appendix #1
5. Further to Item 4, the property at the northeast corner of Fir and 2nd Avenue (260 Fir Street) has a 6'-0 setback on Fir Street which blocks sight lines to the Lake for north side Fir Street residences.
6. Some examples of previous approvals of precedent setting noncomplying deck or canopy support columns within the neighbourhood. See Appendix #2
7. Some examples of previous approvals of precedent setting architectural outlooks extending past stipulated roof edge lines. See Appendix #3
8. Approval of Fir Street residents on both sides of the street. See Appendix #4

Re: 262 Fir Street -- Proposed Balcony Deck Roof Variance

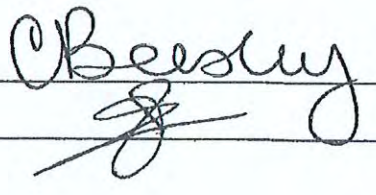
I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): Brian Mynott Signature(s): Brian Mynott
Margaret Matiets Mf
(Print)

Address: 260 FIR STREET Date: Jan. 10 / 21

Re: 262 Fir Street -- Proposed Balcony Deck Roof Variance

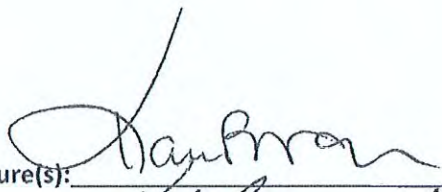
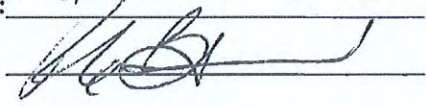
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Leaseholder(s): Celeste Beesley Signature(s): 
John Beesley
(Print)

Address: 261 Fir Street Date: Jan. 9, 2021
Cultus Lake
VZP 445

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

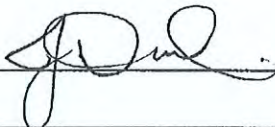
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Leaseholder(s): Karen Braver Signature(s): 
PETER BLAVER 
(Print)

Address: 263 FIR STREET Date: JAN. 10/21
CULTUS LAKE.

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): Jana Lawrence Signature(s): 
Duval
(Print)

Address: 264 Fir Str. Date: Jan 9/2021
Cultus Lake

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): _____ Signature(s): Ralph Caravetta
RALPH CARAVETTA
(Print) SHARON TOBIN Sharon Tobin

Address: 265- Fir Street Date: Jan 9/2021

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): MAT BAU Signature(s): [Signature]

(Print)

Address: 266 FIR ST Date: JAN 11 21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): Mark DeBruyn Signature(s): [Signature]

(Print)

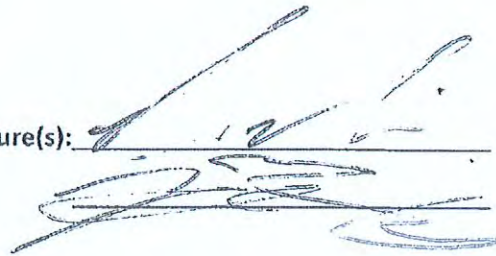
Address: 267 Fir Street Date: January 11, 2021

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): Lukas Wylkpiu
Kirby Lees
(Print)

Signature(s):



Address: 268 Fir Street Date: Jan 9, 2021

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): Robert Wiebe Signature(s): 
(Print)

Address: 274 Fir St Date: Jan 9 / 21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): Nathan Baherman Signature(s): NTB

(Print)

Address: 275 Fir Street Date: Jan. 10 / 21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): 276 Fir Street Signature(s): DM. Bolko
Sandra Bolko
(Print)

Address: 276 Fir St. Date: Jan. 09²⁹/21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): SARA MORTON Signature(s): 

(Print)

Address: 277 FIR ST Date: 13 Jan 21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): Jackie Gilduff Signature(s): J. Gilduff

(Print)

Address: 278 Fir St. Date: 01/08/21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

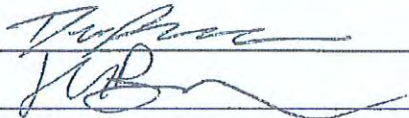
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Leaseholder(s): Michelle Bahnman Signature(s): M. Bahnman
Jeff Bahnman Jeff Bahnman
(Print)

Address: 262 FIR STREET. Date: Jan 10 / 21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): DEVON + HANNAH BAHNMANN Signature(s): 

(Print)

Address: 281 FIR STREET Date: JAN 10 / 2021

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): EDITH M. HILTON Signature(s): Edith M. Hilton

(Print)

Address: 282 FIR ST. Date: Jan 9/21

Re: 262 Fir Street – Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0 from the south property line in lieu of the stipulated 7'-0 requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0. I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not deter from our Fir streetscape and we therefore provide our full support for these proposed improvements.

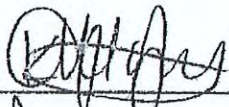
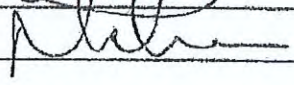
Leaseholder(s): Garrett Lidin Signature(s): [Signature]

(Print)

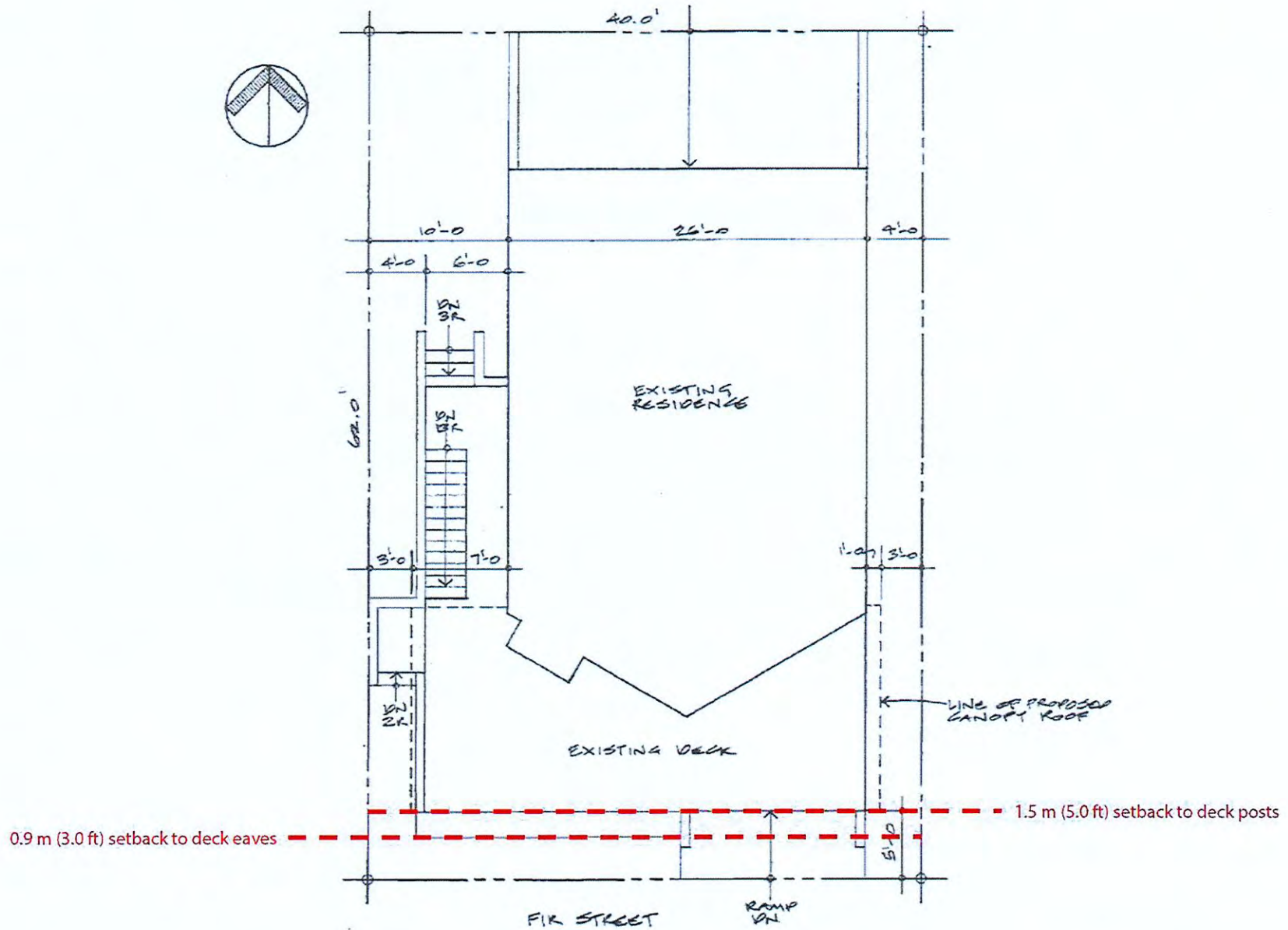
Address: 283 Fir Street Date: Jan 13/2021

Re: 262 Fir Street -- Proposed Balcony Deck Roof Variance

I/We have reviewed the attached drawing for the proposed balcony deck roof addition at 262 Fir Street, Cultus Lake. We understand that the face of the supporting columns would be 5'-0" from the south property line in lieu of the stipulated 7'-0" requirement. We further understand that the architectural beam lookouts will extend past the roof line by 2'-0". I/We do not have any issues with these proposed variances. The stone clad columns and architectural beams will enhance, not detract from our Fir streetscape and we therefore provide our full support for these proposed improvements.

Leaseholder(s): KARIM MOHAN Signature(s): 
NIGAR MOHAN 
(Print)

Address: 284 Fir St, Cultus Date: Jan 9th 2021





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 3900

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

SUBJECT: The Cabins at Cultus Lake Bylaw Amendment

PURPOSE:

To present the Board the Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to The Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.*

DISCUSSION:

At the December 22, 2020 Cultus Lake Park Board meeting the 2021 budget was approved, and this included rate fee changes for the Cabins at Cultus Lake. As the fees are in Schedule A of the Bylaw, the Bylaw needs to be amended to reflect these changes.

This bylaw went forward at the January 20, 2021 Cultus Lake Park Board meeting and was referred back to staff as Twin Alders fees were not included in Schedule A.

Schedule A is now complete, with all cabin fees included.

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
Chief Administrative Officer



Cultus Lake Park

THE CABINS AT CULTUS LAKE PARK BYLAW NO. 1152, 2019

Amendment Bylaw No. 1187, 2021

A Bylaw to amend The Cabins at Cultus Lake Park Bylaw No. 1152, 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 Board for Cultus Lake Park did enact a bylaw cited as The Cabins at Cultus Lake Park Bylaw No. 1152, 2019.

The Cultus Lake Park Board deems it advisable to amend said Bylaw.

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

1. TITLE

This Bylaw may be cited as “The Cabins at Cultus Lake Park Bylaw No. 1152, 2019, Amendment Bylaw 1187, 2021.”

2. AMENDMENTS

The Cabins at Cultus Lake Park Bylaw No. 1152, 2019 is amended as follows:

- 2.1 That Schedule A attached to and forming part of this bylaw be removed and replaced with Schedule A below:

Schedule A

Fees

(The fees below do not include applicable taxes)

Administrative fee	\$26.55
Arbutus nightly low season	\$146.90
Arbutus nightly high season	\$292.00
Arbutus weekly low season	\$881.40
Arbutus weekly high season	\$1755.80
Birch nightly low season	\$123.90
Birch nightly high season	\$226.50
Birch weekly low season	\$746.00
Birch weekly high season	\$1358.40
Cancellation fee (if cancelled 7 days prior to arrival)	\$13.25
Cedar or Fir nightly low season	\$103.50
Cedar or Fir nightly high season	\$147.80
Cedar or Fir weekly low season	\$618.60
Cedar or Fir weekly high season	\$886.70
Dogwood or Elm nightly low season	\$111.50
Dogwood or Elm nightly high season	\$164.60
Dogwood or Elm weekly low season	\$672.60
Dogwood or Elm weekly high season	\$985.00
Forestview nightly low season	\$178.80
Forestview nightly high season	\$360.20
Forestview weekly low season	\$1070.80
Forestview weekly high season	\$2160.20
Lakeview nightly low season	\$170.80
Lakeview nightly high season	\$353.10

Lakeview weekly low season	\$1028.30
Lakeview weekly high season	\$2116.80
Twin Alders nightly low season.....	\$180.50
Twin Alders nightly high season.....	\$371.70
Twin Alders weekly low season.....	\$1075.20
Twin Alders weekly high season.....	\$2212.40
Replacement cabin key	\$50.00
Reservation fee	\$13.25
Cabin damage or replacement of broken item(s)	actual cost plus 25% overhead
Cost of cleaning and deodorizing a cabin due to smoking	actual cost plus 25% overhead
Cost of replacement tree.....	actual cost of mature tree of up to 14 feet in height plus 25% overhead + costs

3. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of XXXXX, 20XX

READ A SECOND TIME this XX day of XXXXX, 20XX

READ A THIRD TIME this XX day of XXXXX, 20XX

ADOPTED this XX day of XXXXX, 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 The Cabins at Cultus Lake
Park Bylaw No. 1152, 2019, Amendment Bylaw
1187, 2021.

Chief Administrative Officer



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW

Bylaw No. 1188, 2021

A Bylaw to regulate Sunnyside Campground.

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 260 – 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.

Every person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fees as outlined in Schedule A of this Bylaw and the fines and provisions as outlined in the “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021.”

2. INTERPRETATION

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

2.2 DEFINITIONS OF TERMS

“**Barbeque**” means a devise that cooks food by applying heat from below, fueled by propane.

“Board” means the elected Board for Cultus Lake Park.

“Boulevard” means that portion of space between the road edges on median strips or Islands.

“Bylaw Compliance Enforcement Officer” means the persons duly appointed by the Board as such and will include any Peace Officer.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Camper” means any person included in site occupancy.

“Camperized Van” means a van equipped with beds and cooking equipment.

“Campground” means Sunnyside Campground including all public areas, individual sites, campground buildings, foreshore, beaches, wharves and any other area within Sunnyside Campground.

“Campground Buildings” means buildings including but are not limited to: washrooms, recreation hall, laundry room, campground store, outhouses, offices and storage buildings.

“Campground Staff” means any person employed by Cultus Lake Park.

“Camping Stove” a portable stove powered by propane, butane gas canisters, or any other means, designed to be used for cooking while outdoors.

“Charcoal/Coal” means a carbonaceous material obtained by heating wood or other organic substances in the absence of air.

“Dangerous Animal” means any animal that is or is deemed to be potentially harmful to humans by nature, aggression, venom, toxins, or size and that may require specifically designed, secure enclosures to ensure safekeeping.

“Designate” means a person appointed by the Campground Manager.

“Extra Seasonal Vehicle Pass” means the additional adhesive seasonal vehicle permit provided by Sunnyside Campground, for a fee, to be affixed for the duration of the season to a specific vehicle as registered with the campground.

“Foreshore” means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations within Cultus Lake Park along the lakeshore and 100 meters or 328 feet into the lake from the high water mark.

“Gazebo” means a free-standing structure open on all sides.

“Guest” means any person included in site occupancy.

“Human Transporter” means any battery powered or motorized equipment such as a Segway.

“Owner” includes any person who owns, has in their custody or control, or harbors any pet, or is an occupant of a leased premise of where a pet is kept.

“Park Staff” means any person employed by Cultus Lake Park.

“Person” means a natural person, a company, corporation, partnership, firm, association, society, or party and the heirs, executors, administrators, personal or other legal representatives of a person to whom the context can apply according to law.

“Public Areas” means any street, laneway, avenue, way, drive, boulevard, sidewalk, driveway, beaches, wharves, field, campground building or structure, playground or such premises as the Campground Manager may from time to time designate.

“Recreational Vehicle” means a motor vehicle or trailer equipped with living space and amenities found at home.

“Registered Camper” means any person(s) the reservation information states the site is registered to.

“Season” means the seasonal camping season and will be from the second Sunday in April until the 30th of September of each calendar year.

“Seasonal Vehicle Pass” means the adhesive seasonal vehicle permit provided by Sunnyside Campground, to be affixed for the duration of the season to a specific vehicle as registered with the campground.

“Smoker Units” means an apparatus for cooking at low temperatures in a controlled, smoky environment, powered by a wide variety of fuels, including electricity, propane or natural gas, wood, charcoal and pellets.

“Trailer” means an unpowered vehicle towed by another, used for transporting a boat, or equipped for living in recreationally, open cart or a container used for storage.

“Unmanned Aerial Vehicle” A powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable and can carry a lethal or nonlethal payload. Commonly known as a UAV or drone.

“Unsightly” means in addition to its common dictionary meaning and regardless of the condition of other properties in the neighborhood, will include property having any one or more of the following characteristics:

- (a) the storage, location or accumulation visible to a person standing on a public highway or on nearby property, or in a building or structure situated on a public highway or nearby property, of filth, rubbish, graffiti or any other discarded materials;
- (b) the untidy storage, location or placement of building materials on a site where construction is not taking place, except where they cannot be seen from a public highway or from nearby property, or from a building or structure situated on a public highway or nearby property;

- (c) landscaping or vegetation that is dead or characterized by uncontrolled growth or lack of maintenance, or is damaged;
- (d) any other similar conditions of disrepair, dilapidation, or deterioration;
- (e) any unlicensed or unregistered vehicles in a state of disrepair or disassembly.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks or a motor assisted cycle and for the purpose of this Bylaw will include boat or other trailers; and will include the meaning designated to a vehicle in the *British Columbia Motor Vehicle Act*.

“Visitor” means any person visiting a registered camper.

“Wharf” means a structure on the shore extending out into the foreshore.

- 2.3** In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.
- 2.4** The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

3. RULES AND REGULATIONS

All campers and visitors in Sunnyside Campground are subject to the provisions as outlined in the Sunnyside Campground Bylaw No. 1188, 2021 and all other Cultus Lake Park Bylaws.

4. NOISE REGULATION

Exemptions

- 4.1** Notwithstanding anything contained herein, no person will be guilty of an infraction of this Bylaw while:
 - a) operating or in charge of Fire Department, Police, Ambulance and Park Staff vehicles while in the execution of their duties.
 - b) operating any motor vehicle, machinery or other apparatus or thing during an emergency or for a public purpose or in furtherance of the public interest including, without limiting the generality of the foregoing, water main and sewer main break repairs.
 - c) performing works of an emergency nature for the preservation or protection of life, health or property, provided that, the responsibility will be on the person performing the work to show cause that the work was of an emergency nature.

4.2 General Prohibitions

- a) No person will make, cause, or permit to be made or caused, any noise in or on any public area in the campground which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the vicinity of that place.
- b) No person being the registered camper of a campsite will allow or permit such campsite to be used so that noise or sound which occurs on or emanates from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons on the same site or in the neighborhood or vicinity of that site.
- c) In terms of this Bylaw, quiet hours will be maintained between 11:00 pm and 7:00 am when the campground will be free of any excessive noise that could disrupt the peaceful enjoyment of the campground. No person will make unnecessary or continuous noise during these quiet hours.
- d) Fireworks are not permitted to be used within Sunnyside Campground or Cultus Lake Park without written permission from the CAO.

4.3 Public Address Systems

- a) Public address and/or sound systems are not permitted in the campground without written permission from the Campground Manager or designate.

4.4 Motor Vehicle Noise

- a) The following noises are considered unnecessary, objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of campers and visitors:
 - i. the squeal of a tire on a road surface made by a motor vehicle which is accelerating, stopping or changing direction;
 - ii. a loud, roaring or explosive sound emitted by a motor vehicle within the campground;
 - iii. the amplified sound of a radio, CD-player, or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates from a motor vehicle and can be easily heard by someone outside the motor vehicle;
 - iv. the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding three (3) minutes, or made more than three (3) times in a 24-hour period;
 - v. the sound of a horn or other warning device on a motor vehicle used for any purpose other than as an audible warning incidental to the safe operation of the motor vehicle.

4.5 Vehicles Idling and Air Quality

- a) It will be an offence to idle or otherwise run continuously for more than three (3) minutes at the same location, except:

- i. a vehicle containing equipment that must be operated inside or in association with a vehicle;
- ii. a vehicle serving as a facility for taking measurements or making observations by or on behalf of the campground, public utility, police, fire or ambulance.

4.6 Specific Prohibitions

Without limiting the generality of subsection 4.2 herein:

- a) No person will play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production or amplification of sound either in or on a campsite or on any road, laneway, wharf, foreshore or other public area in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighborhood or vicinity of those premises or place
- b) No person being the registered camper of a campsite will allow or permit such campsite to be used by a person or persons for playing or operating any radio or stereophonic equipment or other instrument or other apparatus for the production or amplification of sound in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighborhood or vicinity of said campsite.
- c) No person will own, keep or harbor any animal which by its barking, cries or sounds unduly disturbs the peace, quiet, rest or tranquility of the surrounding neighborhood or of persons in the vicinity.
- d) No person may operate, or cause, suffer or permit the operation of, any motorized lawn-grooming or garden equipment in the campground between the hours of 7:00 pm and 9:00 am, with the exception of campground and Park staff.
- e) No person will create a nuisance or disturbance upon any portion of a road, laneway or other public area by participating in a fight or other similar physical confrontation between consenting or non-consenting persons. Failure to comply will result in fines and/or eviction.

5. GATE CLOSURE AND VISITOR DEPARTURE

- 5.1** Seasonal campers will have the option of card-swipe entry for the electronic gate outside of gatehouse operational hours. Seasonal campers will not share or lend the swipe card to any other person(s).
- 5.2** Day visitors will be required to leave the campground by 11:00 pm every day.
- 5.3** Overnight visitors will be required to leave the campground by 11:00 am on the date of visitor pass expiry.
- 5.4** No visitors are permitted entry after 10:00 pm.

6. CAMPERS AND VISITORS

- 6.1** Campsite fees include two adults and multiple children.
- 6.2** Extra guests 19 years and older will be considered adults and charged an additional fee. Adult occupancy is not permitted overnight to exceed four (4) per campsite.
- 6.3** It is the responsibility of the registered camper to ensure that their visitor(s) comply with all requirements of this Bylaw.
- 6.4** The registered camper will be held responsible and accountable for their conduct and the conduct of their guest(s) and visitor(s). Unacceptable conduct will be subject to section 23 [Evictions] of this Bylaw at the discretion of the Campground Manager or designate and Manager of Visitor Services, Accommodations and Bylaw Enforcement and in consultation with the CAO.
- 6.5** In the event that a registered camper refuses to pay any outstanding charges, campground staff will prohibit the removal of camping materials or unit from the campground and/or be subject to eviction.
- 6.6** Belligerent or disrespectful behavior will not be tolerated anywhere in the campground. Violators will be subject to fines and/or eviction.
- 6.7** The Manager of Visitor Services, Accommodations and Bylaw Enforcement, Sunnyside Campground Manager or designate, and Sunnyside Campground Bylaw Compliance and Enforcement Officers reserve the right to refuse admittance to any person.

7. PUBLIC AREAS

- 7.1** It is prohibited for any person to operate an Unmanned Aerial Vehicle (commonly known as a Drone) within the campground.
- 7.2** Persons 18 years and under must be accompanied by an adult when off their site after 11:00 pm. Fines will be applied per attendance and may result in eviction.
- 7.3** All Playgrounds close at dusk.

8. VEHICLES & TRAILERS

- 8.1** Day Visitor Vehicles: There is a limit of two (2) day visitor vehicles per site. Each vehicle may be occupied by two (2) adult visitor(s) and children. Additional fees will apply.
- 8.2** Overnight Camping Visitor Vehicles: There is a limit of one (1) overnight camping visitor vehicles per site, providing that the maximum overnight site occupancy of four (4) adults will not be exceeded. Additional fees will apply.
- 8.3** Parking is prohibited on the Beach Drive Boulevard, unless as designated otherwise

by Park signage.

- 8.4** Operation of all vehicles in the campground must comply with the *Motor Vehicle Act*.
- 8.5** Motorcycles are considered vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the campground.
- 8.6** All vehicles must obey all posted speed limits.
- 8.7** Unlicensed vehicles or low powered vehicles are prohibited in the campground which include but are not limited to electric bikes, mopeds and scooters, pocket bikes, mini bikes, children-sized ride-on vehicles, human transporters, motorized scooters and skateboard, dirt bikes, all-terrain vehicles and golf carts, without prior written permission of the Campground Manager or designate.
- 8.8** All registered campers and visitors are subject to sections 184 and 194 of the *Motor Vehicle Act* with regard to wearing protective helmets.
- 8.9** Vehicles must be parked in such a way as to not impede the flow of traffic on any road or laneway.
- 8.10** Seasonal Trailer insurance must be provided to the gatehouse upon check in.
- 8.11** Seasonal Trailers must remain insured at all time while on Cultus Lake Park property including Sunnyside Campground.

9. LIQUOR

The *Liquor Control and Licensing Act* will be strictly enforced.

Open liquor and/or alcoholic beverages are prohibited in all public areas, beaches, campground buildings, playgrounds, roadways and green spaces. Fines will be levied per attendance.

10. AGE RESTRICTION

Persons under 21 years of age may not be permitted to occupy any campsite unless accompanied by the registered camper, aged 21 years of age or older, who will remain responsible for all bylaw contraventions and guest actions on the site during the entirety of stay.

11. PETS

11.1 Pets must always be secured or leashed and under the control of the handler.

11.2 Pets must not be left unattended.

- 11.3** Pet(s) that repeatedly disturb the quiet enjoyment of campers may be required to be removed from the campground by their custodian and/or the registered occupant of the site the pet(s) is associated with and will be subject to fines per attendance.
- 11.4** All pets must have ID tags including owner or custodial contact information attached to collars.
- 11.5** Seasonal pets must have ID tags including the registered campsite number(s).
- 11.6** Refer to Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019 Schedule "C" for off-leash areas and dog swim areas.
- 11.7** Pets are not allowed on the beaches, on the wharves, in the water, (except for in the dog swim areas) or in the playground areas.
- 11.8** Handlers of pets will be responsible for all clean-up and disposal of their pet's feces into a garbage receptacle.
- 11.9** It is prohibited for any person to own, keep or harbor any dangerous animal, snakes, lizards or crocodilians within Sunnyside Campground.

12. PLANTS AND TREES

- 12.1** It is prohibited to cut, trim or damage plants and/or trees, including fallen trees.
- 12.2** Use of nails, screws or any material which could damage a tree is prohibited.
- 12.3** No person will plant any tree, plant or flower in the ground within the campground, excluding planter boxes and raised garden beds that had been approved by the Park in 2010. Replacement of these previously approved planter boxes and raised garden beds are not allowed without written permission from the Campground Manager or designate.
- 12.4** No person will place or store any planter or planting pots outside of the property pins of their seasonal camping site.
- 12.5** Violators will be subject to fines and/or eviction.

13. ELECTRICITY

- 13.1** All lights are required to be turned off during daylight hours and when retiring for the night.
- 13.2** Air conditioners are required to be turned off when the site is not occupied for twelve (12) hours or more.
- 13.3** One string of Energy Efficient exterior lights, 15m/50' is permitted per site and is to be turned off overnight and/or when the site is not occupied.

13.4 One Energy Efficient 5.0 cubic feet exterior refrigerator displaying Energy Guide rating sticker is permitted per seasonal site. The refrigerator must be child-proofed with an appropriate locking device. Seasonal campers must pay for a decal at time of registration which must be clearly displayed on the outside of the refrigerator.

13.5 Freezers, electric ranges and generators are not permitted.

13.6 Each seasonal site has been provided a single 30A 115VAC receptacle. This receptacle and the electrical infrastructure are the sole property of Cultus lake Park. No alterations or tampering is permitted. Fines or eviction may be enforced for any abuse or misuse of Park property.

13.7 No person will perform any electrical work within the Park, besides Cultus Lake Park Staff, without written permission from the CAO.

13.8 No personal will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, etc.

13.9 No splitter, break out / tap boxes, may be used to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.

13.10 Only CSA, or recognized equivalent, devices and equipment will be permitted to be connected, powered, or used within the Park. RV's that have undergone non factory alterations will be required to show proof of inspection and recertification.

14. GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES

14.1 No person will remove any recycling or waste from any disposal or recycling receptacle or remove any recyclable item from any site other than their own or any Campground area, except for campground staff.

14.2 No person is permitted to solicit any recycling material from any other person in the Campground.

14.3 All campers are required to remove all used or unused propane bottles (white and green) upon departure from the campground. It is prohibited to deposit or discard any propane bottles anywhere in Sunnyside Campground, including trash bins.

15. SITE CONDITION

It is the responsibility of the registered camper to maintain the overall appearance of their site to ensure it does not become unsightly in the opinion of the campground Manager or designate.

16. INFORMATION

16.1 To protect the privacy of campers, staff will not release any information about Sunnyside Campground registered customers. If campers expect guests, it is

required that they ensure that the guests know the seasonal campers' site number and the name of the person under which it is registered, or entry will be denied.

16.2 Phone Messages: Only messages of extreme urgency will be delivered to individual sites.

17. CAMPFIRES AND FIRE BANS

17.1 Open burning wood fires are prohibited in the campground except on registered sites. Fires must be in a container, apparatus or physical construct that is capable of controlling the spread of the fire such as the fire rings provided by the campground and must not be left unattended and an adult must be present at all time. The only material permitted to be burned in fire pits, except for those units as approved in 17.2, is untreated wood.

17.2 CSA-approved free-standing propane and natural gas fire pits, barbeques and camp stoves are permitted on registered sites.

17.3 Smoker units are prohibited in the campground.

17.4 Flames must be kept low six (6) inches (15 cm) in height and a safe distance from any tree, building, vehicle and combustible structure or any type of material that may be subject to combustion.

17.5 All propane or natural gas units are prohibited on the wharves and the beach.

17.6 The use of charcoal, coal or briquettes is prohibited within the public areas of the campground.

17.7 The use of campfires is permitted daily from 7:00 am to 1:00 pm and from 5:00 pm to 11:00 pm. Propane campfire pits permitted, up to 11:00 pm.

17.8 Camp fire regulations may be relaxed during inclement weather with the approval of the Manager of Visitor Services, Accommodations and Bylaw Enforcement, or designate.

17.9 Campfires must not be left unattended. An adult must be present at all times if a fire is being used.

17.10 Materials prohibited from burning include but are not limited to: garbage, rubber, plastics, hazardous materials, treated, painted or stained wood and/or petroleum products not expressly approved in this section.

17.11 In the event of a Fire Ban all fire ban regulations must be strictly adhered to. Please refer to the Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019 for Bylaws pertaining to fire bans within Cultus Lake Park.

17.12 Barbeque and Charcoal/Coal units are prohibited on wharves and beach areas.

18. WATERCRAFT

Please refer to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019 and all amendments, for Bylaws relating to watercraft, boating, moorage and the foreshore.

19. SEASONAL OCCUPANCY

19.1 Only the registered camper(s) may use the site:

- a) Subletting or assignment of seasonal sites is not permitted and will be subject to eviction.
- b) Change of site occupancy name is allowed only between spouses and requires the consent of the Campground Manager or designate.

19.2 Site Usage

- a) Seasonal campers are permitted, per site: one (1) recreational vehicle unit plus one (1) tent for immediate family only and as the seasonal site size permits in consideration of section 19.3 (b) of this Bylaw, below; or
- b) Two (2) tents for immediate family only if no recreational vehicle unit is on site.

19.3 Vehicle Passes

- a) Two (2) seasonal vehicle passes are provided at no additional cost for each site. It is the responsibility of the seasonal camper to ensure adequate parking is available on site in consideration of the recreational vehicle unit or trailer size and any other tent(s), boat trailer, shed or utility trailer the seasonal camper place on site.
- b) A maximum of two (2) extra seasonal vehicle passes may be purchased; the recipient(s) of which must be authorized, in writing, by the registered seasonal camper, who assumes responsibility for the authorized pass holder's conduct. Each seasonal vehicle pass includes one adult and children. Additional adults must register at the gatehouse and pay applicable fees overnight visiting.
- c) Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, camperized van or recreational vehicle.
- d) Limited parking spaces may be available for rent by the campground and may be purchased for additional fees and will be subject to availability at the discretion of the Campground Manager.
- e) A motorcycle is considered a vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the vehicles are parked on the seasonal site or in the additional parking space(s) as provided by section 19.3 (a) and 19.3 (d).

- f) In order to obtain passes, proper identification (e.g. driver's license) and registered seasonal camper's signature will be required at the time such passes are issued and are to be affixed on the vehicle windshield immediately.
- g) It is prohibited to affix passes to unregistered vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly vehicle fees.
- h) In the situation of a registered vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.
- i) Seasonal camper entry after gate closure is permitted via keycard swipe system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to September 30 at 12:00 pm. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and deposit amounts are outlined in Schedule A of this Bylaw.

20. SITE SET-UP AND ALTERATIONS

20.1 Site set-up and alterations require prior written approval from the Campground Manager and Manager of Visitor Services, Accommodations and Bylaw Enforcement and must meet all Bylaw requirements.

20.2 Approved site alterations expire at the end of each season.

20.3 Wood decks are permitted and must remain within site boundaries and must be removed at the end of each season. Poured concrete decks and other permanent deck structures are prohibited except for seasonal campers that have been grandfathered in 2010. If the grandfathered deck structures are deemed unsafe, by Park Staff, they will be removed, and the site will be brought back to its natural state.

20.4 Sheds and Utility Trailers: One shed (must not exceed 4 feet wide x 8 feet long x 7 feet high) or utility trailer (must not exceed 14 feet long) is permitted per site and must be located within the site boundaries. The exterior must be finished and used for the sole purpose of storage. Sheds or utility trailers are subject to the Manager of Visitor Services, Accommodations and Bylaw Enforcement, or designate, approval.

20.5 Tarps must remain within the campsite boundary and must be used as roof coverings only. Tarps must not be secured to trees in any way that could harm or damage them. Orange tarps are not permitted to be used on seasonal sites.

20.6 Fences require the Campground Manager or designate written approval, and if approved, must not be a height greater than 1.2m (4 feet). Fencing must abide by the following:

- a) fences along a roadway will not be outside of the campsite property lines and must be setback two (2) feet from the roadway;
- b) picket fences with pointed tops are prohibited;
- c) fencing contiguous to campground washrooms may be solid and 6 feet tall;
- d) all fencing must allow persons from outside the campsite to be able to clearly see into the campsite without an obstructed view;
- e) no solid fencing is permitted and
 - i. must be a non-permanent and removable wooden, wire, plastic or Plexiglas barrier that is one type with a width of less than six inches and a height of no greater than 4 feet.

20.7 All portable carport, gazebo and metal structures must be secured and/or anchored to the ground.

20.8 No landscape or construction materials will be allowed into the campground without an approved Site Set-up / Alteration form signed by the Campground Manager and/or Manager of Visitor Services, Accommodations and Bylaw Enforcement.

20.9 One (1) picnic table per site is supplied and must not be damaged or altered in any way (including painting). Any coverings protecting or attached to the table must be removed upon departure.

20.10 It is the sole responsibility of the seasonal camper or registered occupant to ensure that any deck built on-site meets the current British Columbia Building Code and has been approved by the Campground Manager.

20.11 On-site inspection by Bylaw Compliance Enforcement and Park staff may occur to ensure Bylaw and Building Code Compliance.

20.12 A person will not add any structure to or beside any recreational vehicle, travel trailer or camper other than a deck.

20.13 No accessory buildings or structures are permitted on a campsite or within the campground unless approved by the Campground Manager.

20.14 No person will interfere with the operations of the campground, including but not limited to, tampering with electrical, water, sewer or site boundary lines.

21. SATELLITE DISH/ANTENNAE

- 21.1** Satellite dishes must be installed within the perimeter of the seasonal site and can only extend beyond the seasonal site with prior written permission from the Campground Manager. Permission will be denied should any parts of the satellite including, but not limited to, cable, dish, wiring, etc. cross over or under any roadway or pathway.
- 21.2** Satellite dishes or any part thereof must not be attached to utility poles or Sunnyside Campground structures.
- 21.3** Satellite dishes attached to trees must be attached in such away so as to not harm a tree in any manner. Examples include: bungee cords, zap straps or satellite poles.
- 21.4** All Satellite dish equipment must be removed at the end of season.
- 21.5** Satellite dishes in violation of this section are subject to removal without notice.
- 21.6** Sunnyside Campground is not responsible for any theft of satellite signal or piracy of media content.

22. DEPARTURE PROCEDURES

- 22.1** Sites and fire pits must be cleaned before departure.
- 22.2** Ropes and other tying devices which are attached to trees must be removed before departure.
- 22.3** All building materials, furniture, appliances and any other large items must be removed from the campground at the expense of the seasonal camper. None of these items are to be left at or within waste removal bins.
- 22.4** Any unsecured items such as, but not limited to, cement blocks and bricks must be removed from sites prior to the departure date. All costs incurred by Sunnyside Campground for the removal and disposal of items will be charged to the registered site occupant, plus 25 percent for overhead costs.
- 22.5** Departure time for seasonal camping is no later than 12:00 noon on September 30.
- 22.6** Failure to comply with these procedures may jeopardize future site occupancy.
- 22.7** A clean-up fee will be applied to registered campers whose site is not cleaned on departure. The clean-up fee will be added as a site charge levied in the following year to the returning seasonal camper.
- 22.8** Departure time for day use camping sites is no later than 11:00 am on the date of check out.

23. EVICTIONS

23.1 In the event a camper fails to abide by any section of this Bylaw, the camper may be subject to the following:

- a) Seasonal camper: be evicted from the campground and given forty-eight (48) hours to remove all personal property.
- b) For a seasonal camper who is evicted, any refund will be calculated by using the overnight full hook-up rates currently in effect applied to the total number of registered nights prior to the eviction departure date and is subject to a two week period for campground staff to find seasonal occupancy for the site. The number of unregistered nights, to a maximum of 14, will be added to the number of registered nights of the evicted seasonal prior to calculating the refund.
- c) Overnight campers will be required to leave the campground and remove all personal property immediately.
- d) A seasonal or daily camper who has been evicted will not be permitted back to Sunnyside Campground for two (2) years and only with approval of the Campground Manager and the Manager of Visitor Services, Accommodations & Bylaw Enforcement. If the Campground Manager and the Manager of Visitor Services, Accommodations & Bylaw Enforcement grants approval for a seasonal camper to return to the Campground, the individual will be placed on the wait list.
- e) Evictions will be at the sole discretion of the Campground Manager and Manager of Visitor Services, Accommodations, and Bylaw Enforcement in consultation with the CAO.

24. SEASONAL NON-RENEWAL

24.1 Annually, registered seasonal camper's site files will be reviewed and may be subject to non-renewal of the seasonal site if one or more of the following criteria is applicable:

- a) Multiple warnings and notice on several occasions during the past season or previous seasons relating to:
 - i. Belligerent/disrespectful behavior
 - ii. Documentation of reoccurring issues of prohibitive behavior over one or more seasons;
 - iii. Written or verbal warning by Bylaw Compliance Enforcement Officer throughout the season relating to noise, which are documented in shift patrol logs;
 - iv. Other Bylaw infractions.
- b) Occurrences where the attendance of the RCMP is required to attend (including but not limited to: domestic disturbances; physical violence; public intoxication; belligerent behavior; or threats against campground staff).

- c) Abusive/disrespectful or threatening behavior or language towards campground staff.
- d) Nonpayment of campground fees, by the applicable deadline.

24.2 Notice of non-renewal may be given at any time.

24.3 Occupants of sites that are subject to non-renewal will not be permitted back to Sunnyside Campground for two (2) years and only with the approval of the Campground Manager and Manager of Visitor Services, Accommodations, and Bylaw Enforcement and CAO.

25. FEES AND FINES

25.1 All campers and visitors in Sunnyside Campground are subject to the fees noted in Schedule A of this Bylaw and the fines and provisions as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and Schedule A-11 of said bylaw.

25.2 Each occurrence or day that a contravention of the provisions of this Bylaw exists or is permitted to exist will constitute a separate offence.

25.3 Any and all outstanding fees and fines must be paid in full before renewal or bookings are permitted.

26. SEVERABILITY

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

27. REPEAL

Cultus Lake Park Sunnyside Campground Bylaw No. 1165, 2019 and all amendments are repealed upon adoption.

28. EFFECTIVE DATE

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

READ A FIRST TIME THIS XX DAY OF XXXX, 20XX

READ A SECOND TIME THIS XX DAY OF XXXX, 20XX

READ A THIRD TIME THIS XX DAY OF XXXX, 20XX

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 Sunnyside
Campground Bylaw No. 1188, 2021

Chief Administrative Officer

Schedule A

Fees

(The fees below do not include applicable taxes)

Administration fee (charged to seasonal and waitlist refunds).....	\$28.60
Annual on-site refrigerator fee: up to 5.0 cu ft.	\$47.60
Annual on-site refrigerator fee: over 5.0 cu ft.	\$95.25
Boat charge seasonal campers.....	\$71.45
Boat charge overnight campers.....	\$23.80
Boat charge visitor.....	\$23.80
Buoy rental (Weekly).....	\$71.45
Buoy rental (Daily).....	\$23.80
Cancellation fee (if cancelled 7 days prior to arrival)..... (+ the reservation fee)	\$14.30
Cancellation fee (if cancelled within 7 days of arrival date)..... (+ the cost of first night)	\$33.35
Cost of rectifying non-approved site alterations overhead + materials + other related costs	Actual Hourly rate + 25%
Cost of removal of unauthorized items disposed of..... overhead + materials	Actual Hourly rate + 25%
Cost of replacement tree due to willful damage..... overhead + materials (mature tree up to 14 feet in height)	Actual Hourly rate + 25%
Cost of seasonal site clean-up..... overhead + other related costs	Actual Hourly rate + 25%
Day visitor.....	\$14.30
Extra seasonal parking spot and/or boat storage.....	\$142.85 per season
Extra seasonal vehicle pass (maximum 2).....	\$57.15 each

Full hookup – daily – Sunday to Thursday low season	\$47.60
Full hookup – daily Friday and Saturday – low season.....	\$49.50
Full hookup – daily long weekend – low season	\$59.05
Full hookup – daily Sunday through Thursday – high season.....	\$53.35
Full hookup – daily Friday and Saturday – high season.....	\$61.90
Full hookup – daily long weekend – high season.....	\$63.80
Group site day use – low season	\$157.15
Group site day use – high season.....	\$209.50
Group site overnight – low season.....	\$285.70
Group site overnight – high season.....	\$330.10
Late night entry keycard deposit	\$25.00
Late night entry keycard fee for lost, stolen or damaged cards.....	\$25.00
Late payment fee (per day)	\$4.75
Overnight full hook-up April monthly camping fee.....	\$900.00/month
Overnight full hook-up May monthly camping fee.....	\$900.00/month
Overnight full hook-up June monthly camping fee.....	\$900.00/month
Overnight full hook-up September monthly camping fee.....	\$900.00/month
Overnight visitor – no vehicle – extra adult on site (maximum - 2 extra adults per site).....	\$11.45
Overnight visitor – vehicle – (maximum – 1 extra vehicle per site).....	\$11.45
Overnight guest boat launch	\$20.00
Overnight campers with pets	\$5.70 daily per pet or max \$20.80 if stay is over 4 days, per pet
Picnic fee (extended campsite time – low season only).....	\$19.05
Reservation fee	\$19.05
Telephone reservation fee.....	\$4.80
Tenting – double Site – daily Sunday through Thursday – low season.....	\$66.65

Tenting – double Site – daily Friday and Saturday – low season.....	\$68.55
Tenting – double Site – daily long weekends – low season.....	\$69.50
Tenting – double Site – daily Sunday through Thursday – high season.....	\$76.20
Tenting – double Site – daily Friday and Saturday – high season.....	\$80.95
Tenting – double Site – daily long weekends – high season.....	\$85.70
Tenting – regular – daily Sunday through Thursday – low season.....	\$33.35
Tenting – regular – daily Friday and Saturday – low season.....	\$34.30
Tenting – regular – daily long weekend – low season.....	\$35.25
Tenting – regular – daily Sunday through Thursday – high season.....	\$40.00
Tenting – regular – daily Friday and Saturday – high season.....	\$47.60
Tenting – regular – daily long weekend – high season.....	\$49.50
Tenting – view – daily Sunday through Thursday – low season.....	\$37.15
Tenting – view – daily Friday and Saturday – low season.....	\$38.10
Tenting – view – daily long weekend – low season.....	\$39.05
Tenting – view – daily Sunday through Thursday – high season.....	\$43.80
Tenting – view – daily Friday and Saturday – high season.....	\$51.45
Tenting – view – daily long weekend – high season.....	\$53.35
Tenting – waterfront – daily Sunday through Thursday – low season.....	\$46.65
Tenting – waterfront – daily Friday and Saturday – low season.....	\$47.60
Tenting – waterfront – daily long weekend – low season.....	\$56.20
Tenting – waterfront – daily Sunday through Thursday – high season.....	\$52.40
Tenting – waterfront – daily Friday and Saturday – high season.....	\$60.00
Tenting – waterfront – daily long weekend – high season.....	\$61.90
Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – low season.....	\$47.60
Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – low season.....	\$49.50

Tenting – preferred beachfront sites A, B, C and D – daily long weekend – low season.....	\$59.05
Tenting – preferred beachfront sites A, B, C and D – daily Sunday through Thursday – high season.....	\$53.35
Tenting – preferred beachfront sites A, B, C and D – daily Friday and Saturday – high season.....	\$61.90
Tenting – preferred beachfront sites A, B, C and D – daily long weekend – high season.....	\$63.80
Sani-dump non-camper.....	\$14.30
Seasonal deposit.....	\$250.00
Seasonal non-refundable prepayment.....	\$1,000.00
Seasonal regular site	\$4817.15
Seasonal view site.....	\$5255.25
Seasonal waterfront site.....	\$5626.65
Seasonal waitlist	\$100.00
Unrequired early positioning - application fee.....	\$95.25



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 3900-
SUBMITTED BY: Rachel Litchfield
Manager of Corporate Services / Corporate Officer
SUBJECT: Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021

PURPOSE:

The purpose of the report is to provide the Board with information on the Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021 with respect to including Public Input in Committee Meetings.

DISCUSSION:

A member of the public requested as part of process to Committee Meetings, to add to the Order of Business "Public Input" at the end of the Committee meetings. If approved, staff could post notice on the website when advertising Committee dates and times and allow for questions from the public following the meetings. The following Section 14.11, added to the Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 as follows:

14.11 Public Input

- 14.11.1 The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.
- 14.11.2 Questions relevant to the Agenda will be given first priority.
- 14.11.3 Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.
- 14.11.4 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee Board meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.

The Board Committee System Policy has also been updated to reflect the changes to the Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021.”

THAT the Cultus Lake Park Board approve amending the Cultus Lake Park Board Committee System Policy.

STRATEGIC PLAN:

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

Prepared by:



Rachel Litchfield
Manager of Corporate Services/
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

BOARD PROCEDURES BYLAW NO. 1125, 2018 AMENDMENT BYLAW NO. 1191, 2021

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

Section 14 of the *Cultus Lake Park Act* provides that the Cultus Lake Park Board may, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing Committees, including the manner by which resolutions may be passed and bylaws adopted.

The Cultus Lake Park Board deems it essential and expedient to provide for the procedure that is to be followed for the conduct of its business;

The Board for Cultus Lake Park did enact a bylaw cited as “*The Cultus Lake Park Board Procedures Bylaw No. 1125, 2018.*”

The *Community Charter* requires a Council to establish general procedures for Council and Council Committees to follow in conducting their business of which Cultus Lake Park will utilize as best governing practices.

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

1. TITLE

This bylaw may be cited as “Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021.”

2. AMENDMENTS

Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 is amended as follows:

14.11 Public Input

- 14.11.1 The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.
- 14.11.2 Questions relevant to the Agenda will be given first priority.
- 14.11.3 Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.
- 14.11.4 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee Board meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.

- 14.11.5 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

EFFECTIVE DATE

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

READ A FIRST TIME this XX day of XXXX, 20XX

READ A SECOND TIME this XX day of XXXX, 20XX

READ A THIRD TIME this XX day of XXXX, 20XX

ADOPTED this XX day of XXXX, 2020

David Renwick
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 Board Procedures Bylaw No. 1125, 2018 Amendment Bylaw No. 1125, 2018 Amendment Bylaw No. 1191, 2021."

Cultus Lake Park
Chief Administrative Officer



Cultus Lake Park

BOARD PROCEDURES BYLAW Bylaw No. 1125, 2018

A Bylaw to establish rules of procedure for Board and Committee meetings

Section 14 of the *Cultus Lake Park Act* provides that the Cultus Lake Park Board may, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing Committees, including the manner by which resolutions may be passed and bylaws adopted.

The Cultus Lake Park Board deems it essential and expedient to provide for the procedure that is to be followed for the conduct of its business; and

The *Community Charter* requires a Council to establish general procedures for Council and Council Committees to follow in conducting their business of which Cultus Lake Park will utilize as best governing practices.

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

1. TITLE

This bylaw may be cited as "Cultus Lake Park Board Procedures Bylaw No. 1125, 2018".

2. DEFINITIONS

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

"Board" means the elected Board for the Park.

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

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

"Person Responsible for Corporate Administration" means the Corporate Officer or Deputy Corporate Officer.

"Select Committee" means a committee established by Board resolution and to which the Board may appoint resident members. At least one member of a Select Committee must be a Board member.

"Standing Committee" means an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint resident members. At least half the members will be members of the Board.

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

“Website” means the information resource found at an internet address as provided by Cultus Lake Park.

3. MEETINGS OF THE CULTUS LAKE PARK BOARD

3.1 Inaugural Meeting

An Inaugural Meeting will be convened during the month of November in the year of the election. The presiding officer for the Inaugural Meeting will be the person responsible for corporate administration until such time as the Board Chair has been elected.

3.2 Elections and Duties of the Board Chair and Vice Chair

3.2.1 The Board will elect a Board Chair and Vice Chair from amongst its members at the first meeting held after November 1st in each year, and each member present at the meeting has one vote in each election for an office.

3.2.2 The Board Chair, if present, will preside at all meetings of the Board. In the absence of the Board Chair from a meeting of the Board, the Vice Chair will preside, and in the absence of both the Board Chair and the Vice Chair, a Commissioner chosen by the other Commissioners then present will preside, and for that purpose has all the powers and is subject to the same rules as the Board Chair.

3.2.3 As soon after the hour of meeting as there will be a quorum present, the Board Chair, or, in his/her absence, the Vice Chair, or, in his/her absence the Commissioner chosen by the other Commissioners then present, will take the Chair and the meeting will be called to order.

3.3 Open Meetings

3.3.1 Except as otherwise provided in this bylaw, meetings of the Board will be open to the public and no person will be excluded except for improper conduct.

3.3.2 Public Notice of the Regular meetings of the Board will be prepared annually on or before the fourth Tuesday of December showing the dates, times and place of Regular Board meetings and the schedule will be made available to the public by publishing it in two consecutive issues of the newspaper and posting it on the front door of the Park Administration Building and on the Website.

3.3.3 The Board may make revisions to the annual schedule of Regular Board meetings, including by cancelling, rescheduling, or changing the time or location for holding the meeting. When such revisions are made, the person responsible for corporate administration must, as soon as possible, post a notice on the website and posting it on the front door of the Park Administration Building which indicates any revisions to the schedule of Regular Board meetings.

3.4 Conduct At Meetings

3.4.1 Where the Board Chair or other person presiding at a meeting considers that a person is guilty of improper conduct, the person presiding may expel and exclude that person from the meeting.

3.4.2 All communication devices must be turned off or muted during Regular and Closed Cultus Lake Park Board meetings.

3.5 Quorum

A quorum for a meeting of the Board will be a majority of all the Commissioners. If a quorum is not present within thirty (30) minutes after the time fixed for a meeting, the person responsible for corporate administration will record the names of the members present and the meeting will stand adjourned.

3.6 Exercise of the Board's Power

Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution.

3.7 Minutes of Meetings to be Maintained and Available to the Public

3.7.1 The Minutes of all meetings of the Board will be legibly recorded, certified as correct by the person responsible for corporate administration, and signed by the Board Chair or other member presiding at the meeting and by the person responsible for corporate administration at the next meeting at which they are adopted.

3.7.2 Minutes will contain a record of the decisions of the Board and will contain limited narrative. Minutes are not intended to be a verbatim transcript of the proceedings of the Board.

3.7.3 Minutes will set out the name of the mover and the seconder of the motion.

3.7.4 Minutes of all meetings of the Board will be circulated to the members of the Board prior to the next meeting, and after they have received the approval of the majority of the members, will be deemed to be adopted.

3.7.5 Minutes of all Board meetings, except matters dealt with in a Closed meeting, will be a matter of public record and open for inspection by any person, who may obtain copies and extracts during regular business hours, subject to applicable rates and fees as set out in bylaw.

3.8 Special Meeting

3.8.1 A special meeting of the Board will be called by the person responsible for corporate administration on the request of the Board Chair or any two Commissioners by notice emailed to each Commissioner at least two (2) days before the date of the meeting to the email address given by each Commissioner to the person responsible for corporate administration for that purpose. The notice will state the general purpose of the meeting and the day, hour and place of the meeting. The notice of any special meeting may be waived by a unanimous vote of the Board.

- 3.8.2 In the case of an emergency, notice of a special meeting may be given with the consent of the Board Chair and two Commissioners, less than two (2) days before the date of the meeting, and notice of the meeting need not be given in writing.

3.9 Advance Public Notice of Board and Committee Meetings

- 3.9.1 At least three (3) calendar days before a Regular meeting or Closed meeting of the Board; or its Standing or Select Committees, the person responsible for corporate administration under the *Act* must give public notice of the date, place and time of the meeting by way of a notice posted on the Website.
- 3.9.2 At least 72 hours before a Regular meeting of the Board the person responsible for corporate administration must give further public notice by:
- a) making a copy of the full agenda package available for public inspection at the reception counter at the Cultus Lake Park Administration office; and
 - b) posting a copy of the full agenda package on the Website.
- 3.9.3 Except where notice of a special meeting of the Board is waived by unanimous vote of the full Board, the person responsible for corporate administration must give advance public notice of the date, hour and place of the meeting on the Website.

3.10 Closed Meetings

- 3.10.1 Subject to the *Community Charter*, Chapter 26, concerning the general rule that all meetings of the Board, including meetings of the Boards Standing or Select Committees, must be open to the public in accordance with Section 89, Division 3 of Part 4 of the *Community Charter*.
- 3.10.2 Where the Board or its duly constituted bodies wish to close a meeting to the public; it may do so by adopting a resolution in accordance with Section 90, Division 3, Part 4 of the *Community Charter*.
- 3.10.3 No Commissioners, staff members or members of a Select or Standing Committee may disclose to the public the proceedings held in a Closed meeting unless a resolution has been passed at the Closed meeting which would permit disclosure.
- 3.10.4 Minutes of a Closed meeting must be kept in the same manner as a Regular meeting, but must be kept in a confidential location and must not be filed with the Minutes of Regular meetings.
- 3.10.5 A Closed resolution or Minutes may be made a matter of public record where the Board resolves in a Closed meeting that it is in the public interest to make a Closed resolution a matter of public record. It will be the responsibility of the person responsible for corporate administration to ensure that the matter is brought into the public record at the next Regular meeting.

3.11 Consent Agenda

- 3.11.1 On a Regular Agenda, as determined by the person responsible for corporate administration in consultation with the Board Chair, non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one resolution of the Board.
- 3.11.2 Items to be included in the Consent Agenda are:
 - (a) Reports for Information; and
 - (b) Items for which debate is not expected.
- 3.11.3 Any Commissioner may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately. Commissioners will request removal of items from the Consent Agenda prior to moving adoption of recommendations listed in the Consent Agenda. Any item that is removed from a Consent Agenda will be considered immediately after the consideration of the Consent Agenda.
- 3.11.4 A Commissioner may request that an item be included on the Consent Agenda, and if no one objects, it will be so listed and considered.
- 3.11.5 Commissioners may vote on and adopt in one motion all recommendations appearing on the Consent Agenda.

4. CORPORATE VOTING

- 4.1 The procedure for voting will be in accordance with the provisions of Section 123 of the *Community Charter*.
- 4.2 In all cases where the votes of the Commissioners present and entitled to vote, including the vote of the Board Chair or other person presiding, are equal for and against a question, the question will be declared in the negative and will be defeated, and it will be the duty of the Board Chair or other member presiding to so declare.
- 4.3 Any Commissioner then present who abstains from voting will be deemed to have voted in the affirmative.
- 4.4 Any Commissioner may request that his/her negative vote be recorded in the Minutes.

5. SPECIAL VOTE BY TELEPHONE OR ELECTRONIC TRANSMISSION

- 5.1 A Special Vote by telephone or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a Regular or Special meeting of the Board would be impractical.
- 5.2 The following rules of procedure will govern a Special Vote of the Board:
 - 5.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue to be voted on urgent and that calling a Regular or Special meeting to conduct the voting would be impractical, except that a special vote cannot be

undertaken where the vote is on the second or third reading of the following bylaws:

- (a) annual budget bylaws;
- (b) bylaws adopting official community plans.

5.2.2 Where a Special Vote is to be conducted, the person responsible for corporate administration will make all reasonable attempts in the circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.

5.2.3 Before a Commissioner votes, the person responsible for corporate administration will ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:

- (a) verbally, including by telephone or other means of transmission, or
- (b) by delivery, including by delivery in writing, or other means of electronic transmission in electronic form.

5.2.4 A Commissioner will vote by informing the person responsible for corporate administration, either verbally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw by means of electronic transmission in electronic form and the person responsible for corporate administration will at that time record the Commissioner's vote.

5.2.5 Each Commissioner who votes will have the number of votes that he/she would have had in voting on the matter at a Regular meeting of the Board.

5.2.6 The rules under Section 123 of the *Community Charter* regarding the counting of votes at meetings of the Board, except Section 123(4) will apply to the counting votes taken in accordance with this section.

5.2.7 After ensuring that each Commissioner has had an opportunity to vote, either verbally or by delivery, the person responsible for corporate administration will inform the Board Chair of the results of the voting and the Board Chair will declare the vote to have passed or failed in accordance with the results. At the time of the Board Chair's declaration, the results of the voting will have the same effect as if the voting had been conducted at a Regular meeting of the Board and will then be recorded by the person responsible for corporate administration as Minutes of the Board.

5.2.8 If the person responsible for corporate administration is absent, ill or otherwise disabled, the deputy of that person will conduct voting under this section in place of the person responsible for corporate administration.

5.2.9 At the next Regular meeting of the Board following a Special Vote, the Chair will report the results of the Special Vote.

6. EMERGENCY POWERS OF THE BOARD

6.1 In accordance with Section 12 of the *Act*, and any and all amendments that will from time to time be enacted, the Board may, by bylaw or resolution, or by Order of the Board Chair, declare a state of local emergency in a participating area, when the extraordinary power or authority enabled by the *Emergency Program Act*, chapter 111, R.S.B.C. 1996 is required.

- 6.2 The Board must, by bylaw, resolution or by the Board Chair's order, cancel the state of local emergency, when of the opinion that a state of local emergency no longer exists within a participating area.

7. BOARD CHAIR AND PRESIDING OFFICERS

- 7.1 The Board Chair or other person presiding at a meeting of the Board will preserve order and decide all points of order which may arise, but subject to a challenge by the other Commissioners then present.
- 7.2 The Board Chair must inform the Board of the grounds upon which a ruling on a point of order is made.
- 7.3 Where the bylaw is silent, Robert's Rule of Order, Newly Revised (current edition) will apply to the conduct of Board meetings.
- 7.4 Where there is an inconsistency between this bylaw, Robert's Rules of Order, Newly Revised, and the *Act*, firstly the *Act* will prevail, secondly Robert's Rules of Order will prevail where this bylaw is silent, and finally this bylaw will prevail.
- 7.5 No Commissioner will speak until recognized by the Board Chair or other person presiding.
- 7.6 Every Commissioner desiring to speak will address him/herself to the Board Chair or other person presiding.
- 7.7 No Commissioner will interrupt a person speaking except to raise a point of order.
- 7.8 Debate will be strictly relevant to the question before the meeting and the Board Chair or other person presiding will warn speakers who violate this rule of procedure.
- 7.9 If a decision of the Board Chair or person presiding is challenged by a Commissioner, the Board Chair or person presiding will immediately put the question "Shall the Chair be sustained?" and the question will be decided without debate. The Board Chair will be governed by the vote of the majority of the Commissioners then present and entitled to vote, exclusive of the Board Chair, and in the event of the votes being equal, the question will pass in the affirmative.
- 7.10 If the Board Chair or person presiding refuses to put the question "Shall the Chair be sustained?", the Vice Chair or other person appointed by the Board will preside temporarily in place of the Board Chair, and the Commissioner so temporarily appointed will immediately put the question "Shall the Chair be sustained?" and the question will be decided without debate. In the event of the votes being equal, the question will pass in the affirmative. Any resolution taken is as effectual and binding as if carried out with the Board Chair presiding.
- 7.11 Any resolution or motion carried under the circumstances mentioned in subsection 7.10 is as effectual and binding as if carried out with the Board Chair presiding.

8. MOTIONS

- 8.1 All questions will be decided by a vote on a motion. Subject to Section 8.2, all motions may be moved and seconded by any Commissioner,

8.2 Any Commissioner may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Commissioner while speaking.

8.3 Where a motion is under consideration, no motion may be made except to:

- a) to refer;
- b) to amend;
- c) to lay on the table;
- d) to postpone indefinitely;
- e) to postpone to a certain time;
- f) to move the previous question; and
- g) to adjourn.

A motion made under subsection 8.3 c) to g) is not amendable or debatable.

8.4 After a motion has been stated by the Board Chair or other person presiding or the person responsible for corporate administration, it will be deemed to be in the possession of the Board, but may be withdrawn at any time before a decision or amendment with the unanimous consent of the Board.

8.5 No Commissioner will speak more than once to the same question without leave of the Board Chair except in explanation of the material part of his/her speech which may have been misconstrued, and in doing so he/she is not to introduce new matter. A reply is allowed to a Commissioner who has made a substantive motion to the Board, but not to any Commissioner who has moved an amendment.

8.4 No Commissioner will speak on any question for longer than five (5) minutes without leave of the Board Chair.

8.7 If a Commissioner calls for a record of votes, the names of those who vote for and those who vote against the question will be entered in the Minutes.

8.8 Amendments will be voted on in the reverse order to that in which they are moved. Every amendment submitted will, when requested by any Commissioner, be reduced to writing and be decided upon or withdrawn before the main question is put to vote. Only one amendment will be allowed to an amendment and any amendment more than one must be to the main motion.

8.9 When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition will be taken if any Commissioner so requires.

8.10 After the question is finally put by the Board Chair, no Commissioner will speak to the question nor will any other motion be made, until after the result is declared. The decision of the Board Chair as to whether the question has been finally put is conclusive.

8.11 When a question is under debate, only motions noted in subsection 8.3 will be in order.

- 8.12 At any time during debate on a motion, a Commissioner may move “that the question be called”, or “that the vote on the motion be called”. The motion to call the question will be decided without amendment or debate and will pass if adopted by at least two thirds vote of the Commissioners present. The motion previously under debate will immediately be voted upon without further amendment or debate.
- 8.13 A question of referral, until it is decided, will preclude all amendments to the main question.
- 8.14 A motion to adjourn will always be in order, but no second motion to the same effect will be made until some intermediate proceeding will have been taken.
- 8.15 When the Board Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, the Board Chair will apprise the Commissioners immediately before putting forward the question, and will cite the rule or authority applicable to the case without argument or comment.

9. MATTERS BROUGHT FORWARD FOR RECONSIDERATION BY BOARD CHAIR

- 9.1 In accordance with Section 131 of the *Community Charter*, and without limiting the authority of the Board to reconsider a matter, the Board Chair may require the Board to reconsider and vote again on a matter that was the subject of a previous vote of the Board.
- 9.2 The Board Chair may only initiate the reconsideration of a matter at the same meeting or at the Board meeting following the original vote, whether or not this is within the 30 day period referred to in Section 131(2) of the *Community Charter*.
- 9.3 The matter may not be reconsidered if the matter:
- a) Has had the approval or assent of the electors and was subsequently adopted by the Board;
 - b) Has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
 - c) The Board has been advised that the matter has already been irreversibly acted on by an officer, employee or agent of the Cultus Lake Park further to previous Board direction.
- 9.4 Where the Board Chair has brought a matter forward for reconsideration, the Board Chair must state his/her objections to the Board and the person responsible for corporate administration must record in the Minute book the objections, suggestions or amendments of the Board Chair.
- 9.5 On reconsideration of the matter, the Board will, as soon as convenient, consider the Board Chair’s reason for reconsideration and either reaffirm or reject the bylaw, resolution or proceeding which is the subject of reconsideration.
- 9.6 If the motion to reconsider a matter has passed, the matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next Regular Board meeting agenda for reconsideration by separate resolution of the Board.

- 9.7 On reconsideration of a matter, the Board has the same authority if had in its original consideration of the matter.
- 9.8 On reconsider of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 9.9 Matters brought forward for reconsideration by the Board Chair will be recorded in the Board Minutes.

10. RECONSIDERATION INITIATED BY A COMMISSIONER

- 10.1 After a bylaw, resolution, or proceeding has been decided by the Board, any Commissioner may, at the same meeting, or at the Board meeting following the original vote, initiate the reconsideration of a matter.
- 10.2 The matter may not be reconsidered if the matter:
 - a) Has had the approval or assent of the electors and was subsequently adopted by the Board;
 - b) Has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
 - c) The Board has been advised that the matter has already been irreversibly acted on by an officer, employee or agent of the Cultus Lake Park further to previous Board direction.
- 10.3 The Board will not reconsider a matter unless the motion to reconsider the matter has first been considered.
- 10.4 If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may, by separate resolution of the Board, be set to the next Regular Board meeting agenda for reconsideration by the Board.
- 10.5 On reconsideration of a matter, the Board has the same authority if had in its original consideration of the matter.
- 10.6 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 10.7 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it will not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.
- 10.8 Where a matter has been reconsidered, the Board will not reconsider the matter again subject to Section 10.7.
- 10.9 Matters brought forward for reconsideration by a Commissioner will be recorded in the Board Minutes.

11. CONFLICT OF INTEREST

- 11.1 Where a Commissioner considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must declare this and state the general nature of why the member considers this to be the case.
- 11.2 Where a Commissioner considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must:
- a) not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- 11.3 Where a Commissioner declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person responsible for corporate administration will record the Commissioner's declaration, the reasons given for it and the time(s) of the Commissioner's departure from the meeting room and, if applicable, of the Commissioner's return.
- 11.4 Where a Commissioner declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Commissioner is not present at the meeting at the time of any vote on the matter.
- 11.5 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest, except where:
- a) the pecuniary interest of the Commissioner is a pecuniary interest in common with electors of the Cultus Lake Park;
 - b) the matter relates to remuneration or expenses payable to one or more Commissioners in relation to their duties as Board members; or
 - c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Commissioner in relation to the matter.

12. BYLAWS

- 12.1 Prior to the introduction of any bylaw for First Reading, each member of the Board will receive a copy of the proposed bylaw, either in hard copy or electronic format.
- 12.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw will receive a copy of the proposed bylaw, either in hard copy or electronic format.
- 12.3 Any bylaw which does not require approval, consent, or assent under the provisions of the *Act* or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, a Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.

- 12.4 A procedural bylaw must not be amended unless notice of the proposed amendment is mailed to each Commissioner, at the address given by the Commissioner to the person responsible for corporate administration for that purpose, at least five (5) days before the meeting at which the amendment is to be introduced.
- 12.5 Unless the holding of a public hearing is waived in accordance with Section 890 of the *Local Government Act*, the Board must not give Third Reading to the Plan Cultus Bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw, and requires at least fourteen (14) days written notice to all Cultus Lake Park leaseholders prior to the meeting.
- 12.6 First Reading of a Bylaw must be given by separate resolution.
- 12.7 Second and Third Readings of a Bylaw may be given by one resolution.
- 12.8 A bylaw must be adopted by a separate resolution.
- 12.9 A reading of a bylaw must be rescinded by separate resolution.
- 12.10 A series of bylaws with the same corporate vote may be taken together in one resolution as provided for in Sections 12.6, 12.7 and 12.8.
- 12.11 When a bylaw is read at a Board meeting, the person responsible for corporate administration will certify the readings and dates at the end of such bylaw. After a bylaw is adopted, the person responsible for corporate administration will be responsible for the correctness, including any amendments.
- 12.12 After a bylaw is adopted and signed by the person responsible for corporate administration and the Board Chair, the person responsible for corporate administration must have it placed in the Cultus Lake Park records for safekeeping and endorse upon it:
- a) the dates of its readings and adoption; and
 - b) the date of Ministerial approval or approval of the electorate if applicable.
- 12.13 A bylaw comes into force on the later of the date it is adopted and a date set by the bylaw.

13. AGENDA

- 13.1 The Order of Business for all Regular meetings of the Board will be as follows:
- Call to Order
 - Resolution to Close Meeting
 - Reconvene to Regular Meeting
 - Approval of Agenda (including deletion of items and the addition of Late Items)
 - Delegations and Presentations
 - Adoption of Minutes
 - Business Arising from the Regular Board Meeting Minutes
 - Adoption of Committee Minutes

- Business Arising from the Committee Minutes
- Correspondence
- Finance
- Bylaws
- Consent Agenda
- Reports by Staff
- New Business
- Reports by Commissioners
- Public Question Period
- Adjournment

13.2 The Order of Business for all Closed meetings of the Board will be as follows:

- Call to Order
- Approval of Agenda (including the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Closed Board Meeting Minutes
- Correspondence
- Reports by Staff
- Reports by Commissioners
- Adjournment

13.3 At any meeting, other than an emergency meeting, the Board Chair or any Commissioner may add items to the Board Agenda with the consent of the Board.

13.4 In the absence of urgent circumstances, Board Agendas will be circulated to Board members, electronically, at least four (4) calendar days in advance of a Meeting of the Board.

13.5 Late Item materials not contained within the Regular Board Agenda will be circulated at the time of the Regular Board Meeting. Late Items for the Agenda must be approved by the Board Chair in advance of circulation.

13.6 Public Input

13.6.1 The Board will hold a thirty minute Public Question Period or until speakers have concluded, whichever comes first, after section "Reports by Commissioners" at a Regular Board meeting.

13.6.2 Questions relevant to the Agenda will be given first priority.

13.6.3 Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.

13.6.4 Members of the public will address their questions through the Board Chair or other persons presiding at the Regular Board meeting and if the question can be answered either by the Board Chair or through another Commissioner, the Board will do so.

13.6.5 Where the Board is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

14. COMMITTEES

- 14.1 A meeting of the Committee of the Whole may be called at any time by the Board Chair.
- 14.2 A Committee of the Whole held during a Board meeting will be appointed by a resolution "that the Board does now proceed to resolve itself into a Committee of the Whole", and the Board Chair will act as Chair of the Committee of the Whole, unless the Committee or Board decides otherwise.
- 14.3 The Board Chair may appoint Standing Committees, and for that purpose, may appoint persons who are not Commissioners, but each Committee must have at least one (1) member who is a Commissioner. Terms of Reference for each Standing Committee will be drafted by the person responsible for corporate administration in consultation with the Board Chair and adopted by a Board resolution.
- 14.4 The Board may, by bylaw adopted by at least two-thirds (2/3) of the votes cast, delegate administrative powers to a Standing Committee.
- 14.5 The Board may appoint a Select Committee of Commissioners to consider or enquire into any matter and report its findings and opinion to the Board. Terms of Reference for each Select Committee will be drafted by the person responsible for corporate administration in consultation with the Chair of the Select Committee and adopted by a Board resolution.
- 14.6 A member of a Committee will have one (1) vote only.
- 14.7 The Board may establish when Regular meetings of a Committee will be held. Where the Board has not established Regular meetings of a Committee, meetings of a Committee will be convened at the call of the Committee Chair.
- 14.8 A majority of the members of any Committee, may, by written request to the Committee Chair, require the Committee Chair to call a meeting and it will be the duty of the Committee Chair or, in his absence, the duty of the Vice Committee Chair or the person responsible for corporate administration to call such meeting.
- 14.9 Any Standing or Select Committee will conduct its business under the following rules of procedure:
 - 14.9.1 Where a predetermined date for a Committee meeting has not been established, a notice of meeting will be caused to be sent by the person responsible for corporate administration, to the Committee Chair and to each of the Committee members at least four (4) days prior to such meeting being held.
 - 14.9.2 The Committee Chair will preside at every meeting and will vote on all questions submitted and in case of an equal number of votes for and against the question, the question will be defeated.
 - 14.9.3 A quorum for a Standing or Select Committee will be a majority of the persons appointed to the Committee being present at a meeting and will include at least one member who is a Board Commissioner.

- 14.9.4 In the absence of the Committee Chair, the Vice Committee Chair if so appointed will preside, and in the absence of both the Committee Chair and Vice Committee Chair, a Committee member chosen by the other Committee members then present will preside, and for that purpose will have all the powers and is subject to the same rules as the Committee Chair.
- 14.9.5 The person responsible for corporate administration or a designate will attend all meetings of the Committee and will ensure that there is a record of the proceedings.
- 14.9.6 When a vote is taken on any question, the names of those who voted for and those who vote against the question will be entered upon the Minutes if any member requests a recorded vote.
- 14.9.7 The Minutes of all meetings of every Committee will be accurately recorded, will be circulated to the members of the Committee prior to the next meeting and after the Minutes have received with the approval of a majority of the members, will be signed by the Committee Chair or other person presiding at the meeting or at the next meeting at which the Minutes are adopted.
- 14.9.8 A Committee will consider and report to the Board on any and every matter referred to it. Such report will be in the form of the approved Minutes of the meetings of the Committees as referred to a meeting of the Board, unless special or urgent circumstances dictate that matters may be otherwise brought forward.
- 14.10 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

15. DELEGATIONS

15.1 Board Regular Delegations

- 15.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the person responsible for corporate administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first come basis.
- 15.1.2 No individual delegation may speak to the same topic again until the passage of at least two months' time from the date of their most recent presentation or as space permits.

- 15.1.3 The Board Chair must approve all delegations before the delegation is set on the Board Agenda. Where the Board Chair has refused a delegation; the Board Chair will notify the Board in writing on the Board Agenda that the delegation asked to appear before.
- 15.1.4 The person responsible for corporate administration will notify a representative of the delegation at a time reasonably in advance of the date, time and place of the Board meeting at which the delegation will be heard.
- 15.1.5 The delegation appearance and the subject of the delegation will be included on the Agenda for a Regular meeting of the Board. Each delegation will be limited to a maximum time of ten (10) minutes unless otherwise extended by leave of the Chair.

15.2 Board Late Delegations

- 15.2.1 Any person or organization who deems its interests to be affected by an item on a Board agenda, who has appeared before an appropriate Committee or who, because of circumstances, could not have been expected to appear before a Committee or give earlier notice, may request to appear as a late delegation before the Board by submitting a written request to the person responsible for corporate administration no later than twelve o'clock noon on the day before the Board meeting.
- 15.2.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Board should consider the late delegation.
- 15.2.3 The person responsible for corporate administration will advise the Board Chair of the late delegation request and circulate the written request for a late delegation to Commissioners as a Late Item at the Board meeting.
- 15.2.4 The Board will, by simple majority vote, determine if the late delegation will be heard at the Board meeting.
- 15.2.5 The late delegation will provide sufficient written copies of their submission for distribution to the Board at the time they are heard.
- 15.2.6 Such late delegation will be limited to a maximum time of ten (10) minutes to make a presentation unless otherwise determined by leave of the Board Chair.

15.3 Committee Regular Delegations

- 15.3.1 A delegation wishing to appear before a Committee will submit a written request, together with written copies of their submission, to the person responsible for corporate administration at least seven (7) days prior to the scheduled Committee meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.

- 15.3.2 The Committee Chair must approve of all delegations before the delegation is set on the Committee Agenda. Where the Committee Chair has refused a delegation, the Committee Chair will notify the Committee in writing on the Committee Agenda that the delegation asked to appear before.
- 15.3.3 Where the subject matter of a delegation has previously been dealt with in the form of a delegation to the Committee, the Committee Chair, through the person responsible for corporate administration, may advise the delegation of such apparent duplication and/or repetition and refuse such delegation until permission of the Committee has been obtained.
- 15.3.4 The person responsible for corporate administration will notify a representative of the delegation at a time reasonably in advance of the date, time and place of the Committee meeting at which the delegation will be heard.
- 15.3.5 The delegation appearance and the subject of the delegation will be included on the Agenda for a Regular Committee Meeting. Each delegation will be limited to a maximum time of ten (10) minutes unless otherwise extended by leave of the Committee Chair.

15.4 Committee Late Delegations

- 15.4.1 Any person or organization who deems its interests to be affected by an item on a Committee agenda, and who, because of circumstances, could not have been expected to give notice in accordance with subsection 15.3.1, may request to appear as a late delegation at the Committee by submitting a written request to appear as a late delegation to the person responsible for corporate administration not later than twelve o'clock noon on the day before the scheduled Committee Meeting.
- 15.4.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Committee should consider the late delegation.
- 15.4.3 The person responsible for corporate administration will advise the Committee Chair of the late delegation request and circulate the written request for a late delegation to Committee members as a late item at the Committee Meeting.
- 15.4.4 The Committee will, by simple majority vote, determine if the late delegation will be heard at the Committee Meeting.
- 15.4.5 The late delegation will provide sufficient written copies of their submission for distribution to Committee members at the time of the delegation.
- 15.4.6 Such delegation will be limited to a maximum time of ten (10) minutes unless otherwise determined by leave of the Committee Chair.

15.5 Committee Report

Where delegations are heard by a Committee, the Committee report to the Board will include the Committee recommendation and notification of the appearance of delegations, together with copies of the submissions of delegations to the Committee.

16. GENERAL

Where this bylaw conflicts with the provisions of the *Act*, the *Act* will prevail.

17. SEVERABILITY

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

18. REPEAL

Cultus Lake Park Board Procedures Bylaw No. 001, 2004 and all amendments are hereby rescinded.

EFFECTIVE DATE

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

READ A FIRST TIME this 15th day of August, 2018

READ A SECOND TIME this 15th day of August, 2018

READ A THIRD TIME this 15th day of August, 2018

PUBLIC NOTICE OF INTENTION TO CONSIDER GIVEN ON THE
31st day of August, 2018 and the 7th day of September, 2018

THIRD READING RESCINDED this 19th day of September, 2018

THIRD READING AS AMENDED GIVEN this 19th day of September, 2018

ADOPTED this 17th day of October, 2018



Joe Lamb, Chair
Cultus Lake Park Board

Bonny Bryant
Chief Administrative Officer

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



Cultus Lake Park
Chief Administrative Officer



CULTUS LAKE PARK

Board Policy

BOARD COMMITTEE SYSTEM POLICY

APPROVALS

Approved and Adopted: January 13, 2010	Approved and Adopted : Cultus Lake Park Board
Amended: January 27, 2014	Approved by: Cultus Lake Park Board
Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)	Approved by: Cultus Lake Park Board
Amended: February 17, 2021 (Inserting 19.1 Public Input)	Approved by:

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.

DEFINITIONS

“Ex officio” means the Board chair who may attend any committee meeting and has a vote, is not obliged to attend meetings, and shall not be counted for purposes of forming quorum.

“Standing Committee” is an advisory body to the Board established by the Board Chair to which the Board Chair shall appoint Board representatives and may appoint citizen members. At least half the members shall be members of the Board.

“Select Committees” are established by Board resolution and to which the Board may appoint citizens. At least one member of a Select committee must be a Board member. The Board may also establish a short-term Select Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. A Board member does not have to be appointed to a short-term Select Committee.

“Staff Liaison” is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

PROCEDURE

1.0 Membership

1.1 Diversity

Membership of committees will be diverse, and broadly reflective of the community.

Membership will also reflect desired experience, knowledge, expertise and geographic location in the community.

1.2 Appointments

1.2.1 Annually, the opportunities for appointment of members of the public to committees will be widely advertised so that any citizen who is interested may apply.

1.2.2 Recommendations for committee members will be sought from Board members.

1.2.3 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.

1.2.4 Appointment to Standing and Select Committees will be made by January 31 in the year following the appointment of the Cultus Lake Park Board Chair.

1.2.5 *Not used.*

1.2.6 The terms of reference of individual committees will specify the number of members to be appointed to the committee.

1.2.7 Committee members shall serve without pay at the pleasure of the Board, unless otherwise provided in the enabling statute or establishment bylaw.

1.3 Applications for Membership are Confidential

All applications for membership on committees shall be kept in confidence when submitted to the Park.

1.4 Terms of Appointment for Standing, Select Committees

1.4.1 The term of appointment is until the earlier of:
(a) January 31 of the subsequent year of appointment;
(b) When the appointee's successor is appointed.

1.4.2 Notwithstanding clause 1.4.1, all committee appointments expire on the day of a general local election.

1.4.3 When considering re-appointments for a consecutive term, committee stability and membership continuity will be considered.

1.5 Terms of Appointment of Short Term Select Committees

The term of appointment of members to short term Select Committees is concurrent with the time frame provided to the short term Select Committee to complete its work; after which the members' terms expire unless extended by Board resolution.

1.6 Committee Vacancy Replacement Term

In the event of a vacancy, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated office.

1.7 Attendance of Members at Meetings

Unless otherwise provided in the enabling statute or establishment bylaw, any member who is absent from two (2) consecutive regular meetings without leave of absence from the committee or without reason satisfactory to the committee shall forthwith cease to be a member of the committee and the appointing authority shall be advised by the committee.

1.8 Removal of Member from Committee

The Board may remove or request the resignation at the request of the committee or on its own initiative any of its committee appointees for malfeasance in office, or any other good and sufficient cause.

1.9 Resignation of Member

Any member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee chair with a copy to the staff liaison.

2.0 Board Liaison/Board Membership

- 2.1** The Board Chair shall designate the members of the Board to serve as Chair and vice-Chair of the Standing Committees.

Both the Chair and the Vice Chair of a committee shall be entitled to vote.

- 2.2** Any member of the Board not appointed to a Standing or Select Committee may attend the committee meetings as an observer but is not entitled to enter into the discussion unless requested to by a majority vote of the committee. Any Board member not appointed to the committee but attends committee meetings are not entitled to vote.

- 2.3** The Board may appoint individual Board members to Select Committees and designate the Chair and Vice-Chair.

- 2.4** Board representatives serve for a term outlined in Section 1.4.

- 2.5** The Board representative's role on committees is:

2.5.1 to be a voting member of the committee to which they are assigned;
and

2.5.2 to serve as a communication liaison to the Board.

- 2.6** The Chair is an ex-officio member of every Standing and Select Committee and as such has 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.

3.0 Staff Support

- 3.1** A staff liaison may be appointed to each Standing or Select Committee by the Chief Administrative Officer. The staff liaison is not a member of the committee and therefore is not entitled to vote. The role of the staff liaison includes:

3.1.1 providing information and professional advice;

3.1.2 supporting the chairperson in developing agendas, arranging meetings, and promoting effective committee functioning;

3.1.3 writing report/ recommendations to the Board as requested by the committees when reporting to the Board;

3.1.4 Assisting with the annual membership recruitment by providing timely responses to requests for information concerning reappointment.

3.2 Any other projects or tasks to be assigned to the staff liaison require the approval of the Chief Administrative Officer.

3.3 The Chief Administrative Officer may assign a Committee Clerk to assist committees by carrying out the duties specified in the terms of reference for the committee.

3.4 If a staff liaison has not been appointed by the Chief Administrative Officer, the committee shall appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under section 8 of this policy.

4.0 Meeting Schedule

4.1 Standing and Select Committees will establish their own meeting schedules.

5.0 Quorum

5.1 Unless otherwise provided in a committee's enabling statute or establishment bylaw, a majority of the members of a committee constitute a quorum provided that one Board member is in attendance. For Standing Committees at least half of the quorum must be made up of members of the Board.

6.0 Chair

Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair if the Board Chair or Board has not already done so, each of whom hold office for a period of one year, to carry out the duties normally attributed to such office in conducting the business of the committee.

7.0 Agendas

The staff liaison, or in the absence of the staff liaison the committee chair, is responsible for the preparation of committee agendas which are typed and distributed to committee members.

7.1 The preparation of committee agendas can be delegated to a member appointed by the committee.

8.0 Minutes

8.1 Committee minutes, setting out recommendations made of all meetings of committees shall be legibly recorded by the Staff Liaison or committee member appointed by the committee.

8.1.1 Other details relevant to the agenda may be entered into the committee minutes, upon approval of the committee or committee chair.

8.2 Following review by the Committee Chair, the minutes shall be certified as correct by the Staff Liaison or committee member appointed by the committee and:

8.2.1 be provided in draft form to the Executive Assistant to the Chief Administrative Officer for circulation to the Board on the public agenda for information; and

8.2.2 following adoption of the minutes at the next meeting of the committee, shall be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

8.3 The Staff Liaison or committee member appointed by the committee shall provide adopted committee minutes to all members of the committee and the original signed copy as well as an electronic version to the Executive Assistant to the Chief Administrative Officer for proper retention and distribution.

9.0 Rules of Procedure

9.1 Each committee shall prescribe its own rules, providing they are not inconsistent with its enabling statute, establishment bylaw, Board policy, and the Board's Procedure Bylaw. The Committee may rely for reference upon the advice of the staff liaison.

9.2 Questions of procedure which cannot be resolved by the committee upon the advice of the Staff Liaison shall be referred to the Chief Administrative Officer.

10.0 Voting

All members of a committee, including the Chair and Vice-Chair, shall have a vote on any question before it, and in all cases in the event of a tie vote, the motion shall be defeated. Any member who abstains from voting, without having declared a pecuniary interest and leaving the meeting, shall be deemed to have voted in the affirmative. Proxy votes are not permitted.

11.0 Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter*.

12.0 Sub-Committees

Committees may establish working groups and shall advise the Board of the establishment of working groups and their purpose.

13.0 Reporting

13.1 Establishment and Authority

Members will not misrepresent themselves as having any authority beyond that delegated by the Board.

- 13.1.1 Standing and Select Committees must refer recommendations to the Board for authority to act.
- 13.1.2 Short Term Select Committees conduct their task within the time prescribed by the Board following which they report their findings and opinions to the Board for consideration.

13.2 Reporting on Issues

When responding on an issue referred to it by the Board, Standing, and Select Committees, with the assistance of the staff liaison will submit reports to the Board in accordance with the Board's policy and the Boards Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, committee reports will be accompanied by a staff report.

Committees shall not reconsider a decision of the Board except with a referral from the Board.

13.3 Timing of Reports and Minutes to Board

Reports and minutes from committee meetings will be submitted for the agenda for the next Board meeting as soon as reasonably possible.

14.0 Authority

Except as may be provided in their enabling statute or establishment bylaw, committees do not have the authority to communicate with other levels of government, to pledge the credit of the Park, or to authorize any expenditures to be charged against the Park.

15.0 Budget

- 15.1 Unless otherwise provided in their enabling statute or establishment bylaw, committees may request budget funds from the Board in accordance with the Boards budget preparation schedule and procedure.
- 15.2 Any solicitation of funds from other organizations requires the prior approval of the Board.
- 15.3 The Committee shall have reasonable use of the Park's miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison and only during office hours.

16.0 Personal Liability

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the Committee. It is the responsibility of the Board to insure the members of committees against all liabilities related to fulfilling their responsibilities as a member of the committee.

17.0 Orientation

- 17.1** An orientation package for newly appointed members will be provided by the Executive Assistant to the Chief Administrative Officer upon their appointment.
- 17.2** An orientation session will be provided by the staff liaison to each committee at the first meeting after annual committee appointments are made, where such orientation is deemed necessary by the staff liaison or committee.

18.0 New Committees

In considering the formation of a new Select Committee or Standing Committee, the Board or Board Chair will request staff to prepare terms of reference or bylaw for consideration by the Board prior to establishing the committee.

19.0 Meetings Open to Public

All meetings of Board Committees are open to the public and no person shall be excluded except for improper conduct, or where the Committee is considering an item where the exclusion of the public would otherwise occur in a regular Board meeting, pursuant to Section 1.10 of the Cultus Lake Park Board and Committee Procedures Bylaw No. 001, 2004, as amended.

19.1 Public Input

- 19.1** The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.
- 19.2** Questions relevant to the Agenda will be given first priority.
- 19.3** Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.
- 19.4** Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee Board meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.
- 19.5** Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

20.0 Application Form

Individuals interested in applying for membership to Standing or Select committees are to use the attached form (Attachment 1).



Cultus Lake Park
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Telephone: (604) 858-3334 Fax: (604) 858-8091
Website: www.cultuslake.bc.ca

VOLUNTEER APPLICATION

Park Committees, Commissions, Boards

Name of Applicant: _____

Mailing Address of Applicant: _____

Residential Address of Applicant: _____

Contact: Work: _____ Fax: _____
 Home: _____ E-mail: _____

1. Is your primary residence in Chilliwack or Cultus Lake? Yes ☐ No ☐

2. Are you a business operator in Chilliwack or Cultus Lake? Yes ☐ No ☐

3. Name of Committee/Commission/Board you are applying to:

4. Are you applying as a representative of a community association or other organization?

Yes ☐ No ☐

If YES, identify the association/organization: _____

5. Are you currently serving on a Committee/Commission/Board?

Yes ☐ No ☐

If yes, identify the Committee/Commission/Board:

6. Have you previously volunteered on any Cultus Lake Committee/Commission/ Board?

Yes ☐ No ☐

If YES, provide name of the Committee/Commission/Board and length of service:

7. Have you volunteered on any Committee/Commission/Board for another municipality or any community organization?

If YES, provide details:

8. What skills and goals will you bring to the Committee/Commission/Board?

9. Business/Work experience in the past five years?

10. How is your business/work experience related to the mandate of the Committee/Commission/Board?

11. Do you have an education background or professional qualifications related to the mandate of the Committee/Commission/Board?

12. Are you available to participate throughout the year? Yes ☐ No ☐

If NO, please explain: _____

13. Other relevant information, if any:

Date of Application: _____

Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the sole purpose of making appointments. Your information is collected under the authority of the Freedom of Information and Protection of Privacy Act and any applicable bylaws.

Contact Information:

Manager of Corporate Services / Corporate Officer
4165 Columbia Valley Highway
Telephone: (604) 858-3334
Fax: (604) 858-8091
Email: Rachel.litchfield@cultuslake.bc.ca



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:**

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2020 Financial Fourth Quarter Report

PURPOSE:

To provide the Board with an update on financial results for the 4th quarter of 2020.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Financial Fourth Quarter Report for information.*

DISCUSSION:

The financial results for the fourth quarter of 2020 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liability of Cultus Lake Park, a consolidated income statement and income statements for each business unit. The income statements provide some additional information for variances though it is not exhaustive. Further information regarding specific variances can easily be provided as requested by the Board or public.

As the 4th quarter results are typically not reported on until the completion of the annual audit, the information provided with this report is in a draft position. Finance staff are currently working through the audit preparations which includes ensuring all expenses and revenues for 2020 are recorded. Work has been performed to review variance and review accounts for necessary adjustments, however it can be expected with more review these numbers will change when the final 2020 Financial Statements are presented to the Board, later this year, for approval. Preliminary results forecast a positive financial position for 2020 and while they should be read with caution, Finance staff anticipate final results to also be in a positive position.

STRATEGIC PLAN:

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

Prepared by:

Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board

Joe Lamb
Chief Administrative Officer

CULTUS LAKE PARK

2020 Financial Report

As at December 31, 2020, with comparative figures at December 31, 2019

Balance Sheet

	2020	2019
<u>ASSETS</u>		
Cash	\$ 1,796,394	\$ 626,195
Investments	6,048,816	5,769,450
Accounts Receivable	36,032	191,387
Prepaid Accounts and Inventory	117,730	109,897
Capital Assets (net)	<u>3,807,726</u>	<u>2,384,825</u>
 TOTAL ASSETS	 \$ 11,806,698	 \$ 9,081,754
 <u>LIABILITIES</u>		
Accounts Payable	\$ 697,058	\$ 315,843
Payroll Liabilities	98,937	82,680
Capital Lease Liability	23,712	35,226
Deferred Revenue	784,821	405,261
Performance Bonds & Refundable Deposits	79,681	77,385
Landfill Closure Liability	935,868	908,610
Equity in Capital Assets	3,772,499	2,338,084
Operating Fund Surplus	757,970	647,894
Restricted Reserve Funds	<u>4,313,372</u>	<u>3,948,064</u>
 TOTAL LIABILITIES	 \$ 11,463,918	 \$ 8,759,047
 CURRENT YEAR SURPLUS	 <u>\$ 342,780</u>	 <u>\$ 322,707</u>

CULTUS LAKE PARK

2020 Financial Report

For the TWELVE Months Ending December 31, 2020, with comparative figures for 2019

CONSOLIDATED INCOME STATEMENT

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
Sunnyside Campground	\$ 2,756,815	\$ 2,745,210	\$ 11,605	0.4%	\$ 2,991,000	
Protective Services	33,230	28,500	4,730	16.6%	3,410	
Visitor Services (Cabins)	172,284	168,200	4,084	2.4%	158,324	
Volunteer Fire Department	270,688	273,430	(2,742)	-1.0%	305,078	
Public Works	1,079	-	1,079	0.0%	1,668	
Commercial Leases	637,376	625,692	11,684	1.9%	726,838	
Residential Leases	815,650	816,769	(1,119)	-0.1%	727,285	
General Administration	77,364	42,500	34,864	82.0%	112,005	
Community Hall	2,045	1,000	1,045	104.5%	10,370	
Foreshore lease	42,365	45,200	(2,835)	-6.3%	38,811	
Public Areas	561,234	548,200	13,034	2.4%	646,528	
Community Events Committee	280	36,000	(35,720)	-99.2%	57,483	
	\$ 5,370,410	\$ 5,330,701	\$ 39,709	0.7%	\$ 5,778,800	
EXPENDITURES						
Advertising and Promotion	\$ 9,866	\$ 77,970	\$ 68,104	87.3%	\$ 79,210	Due to Covid-19 Special Events at Main Beach and at Sunnyside were cancelled in 2020.
Bank, Credit Card and Interest Charges	94,907	80,700	(14,207)	-17.6%	105,943	
Commissioners Indemnities	78,915	79,000	85	0.1%	56,404	
Grounds Maintenance	79,118	89,615	10,497	11.7%	119,732	
Information Systems	91,767	67,900	(23,867)	-35.2%	53,223	
Inspections, Permits and Fees	3,209	10,830	7,621	70.4%	6,245	
Insurance	192,797	189,465	(3,332)	-1.8%	174,706	
Janitorial	35,680	42,300	6,620	15.7%	35,535	
Office, Telephone and Sundry	227,728	225,160	(2,568)	-1.1%	252,369	
Professional Fees	722,505	773,770	51,265	6.6%	716,668	Legal, Accounting, Contract Services
Repairs and Maintenance	188,635	263,875	75,240	28.5%	254,668	
Roads and Parking	32,754	47,300	14,546	30.8%	36,789	
Security	5,083	4,750	(333)	-7.0%	5,930	
Sewer, Septic and Water Systems	298,417	303,100	4,683	1.5%	299,923	Sewer and Water Fees - FVRD
Travel and Conferences	2,181	13,980	11,799	84.4%	32,718	
Utilities	149,420	192,160	42,740	22.2%	158,348	
Waste Disposal	224,175	232,442	8,267	3.6%	158,153	
Waterfront Maintenance	1,895	15,000	13,105	87.4%	10,048	
Wages and Benefits	2,074,407	2,169,757	95,350	4.4%	2,093,922	
TOTAL OPERATING & WAGES AND BENEFITS	\$ 4,513,459	\$ 4,879,074	\$ 365,615		\$ 4,650,534	
NET OPERATING INCOME	\$ 856,951	\$ 451,627	\$ (405,324)		\$ 1,128,266	
Capital Purchases	378,223	745,145	366,922	49.2%	2,149,146	
Transfer from Reserve for Capital Purchases	(323,278)	(666,275)	(342,997)	51.5%	(1,863,180)	
Transfer from Accumulated Surplus	(92,477)	(148,290)	(55,813)	37.6%	(251,165)	
Transfer to Reserves	551,703	501,050	(50,653)	-10.1%	770,758	
	\$ 5,027,630	\$ 5,310,704	\$ 283,074		\$ 5,456,093	
NET CONTRIBUTION TO PARK	\$ 342,780	\$ 19,997	\$ (322,783)		\$ 322,707	

CULTUS LAKE PARK

2020 Financial Report

For the TWELVE Months Ending December 31, 2020, with comparative figures for 2019

SUNNYSIDE CAMPGROUND

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1011004000 SS Seasonal Waterfront Lots	\$ 373,566	\$ 369,360	\$ 4,206	1.1%	\$ 477,367	
1011004001 SS Seasonal View Lots	128,589	128,590	(1)	0.0%	170,213	
1011004002 SS Seasonal Regular Lots	692,661	692,660	1	0.0%	898,618	
1011004003 SS Overnight Full Hook Up	529,712	529,710	2	0.0%	509,374	
1011004004 SS Overnight No Hook Up	245,001	245,000	1	0.0%	206,700	
1011004005 SS Overnight View Lots	86,169	86,170	(1)	0.0%	79,627	
1011004006 SS Overnight Waterfront Lots	99,419	99,400	19	0.0%	109,142	
1011004011 SS Group Area A & B	18,192	18,190	2	0.0%	31,837	
1011004015 SS Pay Parking/Miscellaneous Revenue	372,712	365,815	6,897	1.9%	6,843	Sunnyside Campground typically opens in late March, however due to the 2020 pandemic the campground was until early in June.
1011004016 SS Milfoil Revenue	5,600	5,600	-	0.0%	3,938	
1011004017 SS WIFI	8,153	7,680	473	6.2%	156,474	
1011004050 Sunnyside Store Sales	181,080	181,080	-	0.0%	327,955	
1011004910 SS Laundromat	5,894	5,890	4	0.1%	6,358	
1011004950 Promotional Items Sales	10,067	10,065	2	0.0%	6,554	
	\$ 2,756,815	\$ 2,745,210	\$ 11,605		\$ 2,991,000	
EXPENDITURES						
1021005000 Advertising	\$ 3,377	\$ 13,450	\$ 10,073	74.9%	\$ 12,308	
1021005300 Building Maintenance/Materials	20,161	21,000	839	4.0%	16,250	
1021005375 Contract Services	145,632	149,000	3,368	2.3%	167,322	Security Services
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	-	
1021005500 Data Processing	38,110	22,400	(15,710)	-70.1%	19,094	IT Services and Rez Expert Software Charges
1021005700 Education & Training	447	4,500	4,053	90.1%	132	
1021005800 Equipment Maintenance	7,998	7,500	(498)	-6.6%	9,582	
1021005820 Equipment Fuel	300	475	175	36.8%	338	
1021005900 Garbage Collection & Recycling	53,471	53,500	29	0.1%	53,667	
1021006000 Ground Maintenance Materials	29,717	38,000	8,283	21.8%	47,017	
1021006100 Commercial Insurance	26,944	26,700	(244)	-0.9%	24,424	
1021006200 Vehicle Insurance	1,528	1,550	22	1.4%	1,122	
1021006300 Janitorial Contracts/Supplies	18,765	19,500	735	3.8%	18,272	
1021006500 Licences & Permits	505	1,550	1,045	67.4%	142	
1021006600 Membership Dues & Subscriptions	-	180	180	100.0%	423	
1021006800 Office Supplies & Expenses	3,127	4,400	1,273	28.9%	4,669	
1021006810 Bank Charges/ Cash Short (Over)	(372)	950	1,322	139.2%	692	
1021006812 Point of Sales Fees	66,289	54,000	(12,289)	-22.8%	67,310	
1021006817 Retail Cost of Goods Sold	94,429	69,000	(25,429)	-36.9%	90,579	
1021006822 Office Furniture	230	500	270	54.0%	160	
1021007000 Printing Expense	2,943	5,000	2,057	41.1%	2,225	
1021007100 Public Relations	1,398	3,840	2,442	63.6%	1,404	
1021007200 Roads & Parking Maintenance	1,720	12,000	10,280	85.7%	2,754	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	623	
1021007400 Security Systems & Supplies	1,646	2,000	354	17.7%	2,764	
1021007500 Sewer	115,015	114,400	(615)	-0.5%	118,749	
1021007625 Shop Supplies	249	2,500	2,251	90.0%	2,627	
1021007700 Special Events	-	12,080	12,080	100.0%	4,934	
1021007800 Telephone	17,463	12,600	(4,863)	-38.6%	16,737	
1021007900 Travel Expense	-	1,200	1,200	100.0%	149	
1021008000 Propane & Natural Gas	5,194	12,500	7,306	58.4%	7,291	
1021008005 Hydro Consumption	75,427	100,000	24,573	24.6%	82,449	
1021008020 Water	170,300	170,300	-	0.0%	166,447	
1021008100 Vehicle Maintenance	104	1,300	1,196	92.0%	655	
1021008130 Vehicle Fuel	134	750	616	82.1%	267	
1021008201 Signage	54	1,000	946	94.6%	422	
1021008300 Water System Maintenance	1,980	3,000	1,020	34.0%	2,357	
1021008600 Management Salaries	83,639	87,000	3,361	3.9%	72,322	
1021008700 Staff Wages - Gatehouse	146,175	148,717	2,542	1.7%	184,398	
1021008701 Staff Wages - Maintenance	127,614	145,500	17,886	12.3%	80,425	
1021008710 Staff Wages - Store	26,003	26,000	(3)	0.0%	30,480	

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
1021008800 Employee Benefits	59,961	60,550	589	1.0%	65,158	
1021008825 Uniforms & Clothing Allowance	256	1,700	1,444	84.9%	1,756	
TOTAL OPERATING EXPENSES	\$ 1,347,933	\$ 1,417,422	\$ 69,489		\$ 1,456,857	
NET OPERATING INCOME	\$ 1,408,882	\$ 1,327,788	\$ (81,094)	-6.1%	\$ 1,534,143	
1021009000 Capital Purchases	146,133	336,230	190,097	56.5%	655,628	
1021009800 Transfer to Reserves	215,987	209,900	(6,087)	-2.9%	275,256	
1021009805 Transfer from Reserve Capital Purchases	(146,133)	(336,230)	(190,097)	56.5%	(655,628)	
1021009810 Transfer from Accumulated Surplus	(5,000)	(9,000)	(4,000)	44.4%	(12,500)	
1021009998 Overhead Expenses	294,435	294,435	-	0.0%	276,800	
1021009999 Allocated Services	155,380	155,380	-	0.0%	148,219	
	\$ 2,008,735	\$ 2,068,137	\$ 59,402		\$ 2,144,632	
NET CONTRIBUTION TO (FROM)	\$ 748,080	\$ 677,073	\$ (71,007)		\$ 846,368	

CULTUS LAKE PARK

2020 Financial Report

For the TWELVE Months Ending December 31, 2020, with comparative figures for 2019

PARK PATROL-BYLAWE ENFORCEMENT

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1011254675 Bylaw Enforcement Fines	\$ 33,230	\$ 28,500	\$ 4,730	16.6%	\$ 3,410	
EXPENDITURES						
1021255300 Building Maintenance Materials	\$ 1,045	\$ 1,000	\$ (45)	-4.5%	\$ 375	
1021255375 Contract Services	236,577	235,000	(1,577)	-0.7%	181,141	Security and Policing Contracts
1021255500 Data Processing	2,621	1,000	(1,621)	-162.1%	4,469	
1021255700 Education & Training	60	500	440	88.0%	-	
1021255800 Equipment Maintenance	-	1,000	1,000	100.0%	2,846	
1021256100 Commercial Insurance	7,300	6,950	(350)	-5.0%	6,800	
1021256200 Vehicle Insurance	1,366	1,375	9	0.7%	1,005	
1021256300 Janitorial Contracts/Supplies	63	-	(63)	0.0%	-	
1021256500 Licences & Permits	-	2,400	2,400	100.0%	1,352	
1021256800 Office Supplies & Expenses	298	1,200	902	75.2%	3,342	
1021257000 Printing Expense	380	750	370	49.3%	460	
1021257100 Public Relations	64	500	436	87.2%	438	
1021257400 Security Systems & Supplies	-	500	500	100.0%	721	
1021257800 Telephone	1,955	2,000	45	2.3%	1,363	
1021258000 Propane & Natural Gas	959	850	(109)	-12.8%	899	
1021258100 Vehicle Maintenance	98	1,000	902	90.2%	269	
1021258130 Vehicle Fuel	143	1,500	1,357	90.5%	293	
1021258700 Staff Wages - Bylaw Enforcement	51,717	53,010	1,293	2.4%	48,815	
1021258800 Employee Benefits	6,106	8,000	1,894	23.7%	5,718	
1021258825 Uniforms & Clothing Allowance	610	100	(510)	-510.0%	101	
TOTAL OPERATING EXPENSES	\$ 311,362	\$ 318,635	\$ 7,273		\$ 260,407	
NET OPERATING INCOME	\$ (278,132)	\$ (290,135)	\$ (12,003)	4.1%	\$ (256,997)	
1021259000 Capital Purchases	-	-	-	0.0%	63,558	
1021259800 Transfer to Reserves	-	-	-	0.0%	2,000	
1021259805 Transfer from Reserve Capital Purchases	-	-	-	0.0%	(28,558)	
1021259810 Transfer from Accumulated Surplus	-	-	-	0.0%	(36,850)	
1021259998 Overhead Expenses	(334,915)	(334,915)	-	0.0%	(297,755)	
1021259999 Allocated Services	44,780	44,780	-	0.0%	43,530	
	\$ 21,227	\$ 28,500	\$ 7,273		\$ 6,332	
NET CONTRIBUTION TO (FROM)	\$ 12,003	\$ -	\$ (12,003)		\$ (2,922)	

CULTUS LAKE PARK
2020 Financial Report

For the TWELVE Months Ending December 31, 2020, with comparative figures for 2019

VISITOR SERVICES & CABINS

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<u>REVENUE</u>						
1011504400 Cabin Rentals	\$ 167,070	\$ 163,200	\$ 3,870	2.4%	\$ 152,080	
1011504900 Miscellaneous Revenue	5,214	5,000	214	4.3%	6,244	
	<u>\$ 172,284</u>	<u>\$ 168,200</u>	<u>\$ 4,084</u>		<u>\$ 158,324</u>	
<u>EXPENDITURES</u>						
1021505000 Advertising	\$ -	\$ 1,900	\$ 1,900	100.0%	\$ 1,650	
1021505300 Building Maintenance Materials	7,521	5,200	(2,321)	-44.6%	3,242	
1021505500 Data Processing	815	1,500	685	45.7%	2,548	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	393	5,800	5,407	93.2%	7,435	
1021506000 Grounds Maintenance Materials	2,680	5,755	3,075	53.4%	51	
1021506100 Commercial Insurance	11,950	12,700	750	5.9%	9,650	
1021506300 Janitorial Contracts/Supplies	1,770	4,000	2,230	55.8%	1,634	
1021506301 Linens	2,298	3,800	1,502	39.5%	2,844	
1021506800 Office Supplies & Expenses	263	650	387	59.5%	3,539	
1021506810 Bank Charges/Point of Sales Fees	4,874	5,300	426	8.0%	7,270	
1021506817 Retail Cost of Goods Sold	-	800	800	100.0%	-	
1021507000 Printing Expense	-	250	250	100.0%	-	
1021507100 Public Relations	1,225	500	(725)	-145.0%	388	
1021507200 Roads & Parking Maintenance	2,555	300	(2,255)	-751.7%	-	
1021257400 Security Systems & Supplies	759	-	(759)	0.0%	318	
1021507500 Sewer & Septic System Maintenance	1,074	4,750	3,676	77.4%	2,195	
1021507800 Telephone/Cable	4,346	4,780	434	9.1%	4,020	
1021508000 Propane & Natural Gas	2,516	3,540	1,024	28.9%	1,951	
1021508005 Hydro Consumption	8,342	10,340	1,998	19.3%	8,555	
1021508020 Water	5,000	5,000	-	0.0%	5,158	
1021508700 Staff Wages - Visitor Services	36,778	39,950	3,172	7.9%	42,234	
1021508800 Employee Benefits	3,866	4,800	934	19.5%	4,320	
1021508825 Uniforms	-	200	200	100.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 99,025</u>	<u>\$ 122,215</u>	<u>\$ 23,190</u>		<u>\$ 109,002</u>	
NET OPERATING INCOME	<u>\$ 73,259</u>	<u>\$ 45,985</u>	<u>\$ (27,274)</u>	-59.3%	<u>\$ 49,322</u>	
1021509000 Capital Purchases	53,961	101,310	47,349	46.7%	494,024	
1021509800 Transfer to Reserves	29,060	29,010	(50)	-0.2%	19,650	
1021509805 Transfer from Reserve Capital Purchases	(53,961)	(101,310)	(47,349)	46.7%	(481,881)	
1021509810 Transfer from Accumulated Surplus	-	(3,115)	(3,115)	100.0%	(6,025)	
1021509999 Allocated Services	40,680	40,680	-	0.0%	39,390	
	<u>\$ 168,765</u>	<u>\$ 188,790</u>	<u>\$ 20,025</u>		<u>\$ 174,160</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 3,519</u>	<u>\$ (20,590)</u>	<u>\$ (24,109)</u>		<u>\$ (15,836)</u>	

CULTUS LAKE PARK

2020 Financial Report

For the TWELVE Months Ending December 31, 2020, with comparative figures for 2019

VOLUNTEER FIRE DEPARTMENT

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1013004600 Local Services Revenue VFD CL	\$ 39,665	\$ 39,660	\$ 5	0.0%	\$ 38,060	
1013004601 Fire Protection Agreements	57,653	60,400	(2,747)	-4.5%	98,767	Recoveries from FVRD and Soowahlie
1013004605 Residential Lease Revenue VFD	173,370	173,370	-	0.0%	168,251	
	\$ 270,688	\$ 273,430	\$ (2,742)		\$ 305,078	
EXPENDITURES						
1023005000 Advertising	\$ -	\$ 500	\$ 500	100.0%	\$ -	
1023005300 Building Maintenance Materials	6,078	6,250	172	2.8%	2,422	
1023005500 Data Processing	539	2,000	1,461	73.1%	803	
1023005700 Education & Training	13,654	35,000	21,346	61.0%	24,069	
1023005800 Firefighting Equipment Fuel & Maintenance	29,252	28,600	(652)	-2.3%	21,056	
1023005820 Equipment Fuel	39	-	(39)	0.0%	225	
1023005850 Fire Protection Equip Annual Testing	5,067	10,000	4,933	49.3%	10,501	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	10,200	9,700	(500)	-5.2%	9,450	
1023006200 Vehicle Insurance	5,663	5,850	187	3.2%	4,590	
1023006300 Janitorial Contracts/Supplies	-	1,000	1,000	100.0%	-	
1023006600 Membership Dues & Subscriptions	750	700	(50)	-7.1%	913	
1023006800 Office Supplies & Expenses	1,059	1,200	141	11.8%	1,076	
1023007100 Public Relations	-	500	500	100.0%	130	
1023007400 Security Systems & Supplies	829	500	(329)	-65.8%	513	
1023007500 Sewer & Septic System Maintenance	537	550	13	2.4%	537	
1023007600 Shop Supplies	514	1,000	486	48.6%	187	
1023007625 Small Tools	-	1,000	1,000	100.0%	231	
1023007655 Medical Supplies	271	3,900	3,629	93.1%	2,004	
1023007800 Telephone	9,855	8,250	(1,605)	-19.5%	7,546	
1023008000 Propane & Natural Gas	1,843	1,800	(43)	-2.4%	1,447	
1023008005 Hydro Consumption	3,179	3,600	421	11.7%	3,251	
1023008020 Water	580	580	-	0.0%	573	
1023008100 Vehicle Maintenance	10,935	10,000	(935)	-9.4%	9,247	
1023008130 Vehicle Fuel	1,478	2,000	522	26.1%	1,687	
1023008600 Mgmt. Salaries - Fire Chief	5,450	5,600	150	2.7%	5,622	
1023008700 Staff Wages - VFD	48,065	57,220	9,155	16.0%	62,548	
1023008760 WCB/EHT Expense	2,023	3,080	1,057	34.3%	2,578	
1023008825 Uniforms & Clothing Allowance	1,734	2,000	266	13.3%	2,008	
TOTAL OPERATING EXPENSES	\$ 159,594	\$ 202,880	\$ 43,286		\$ 175,214	
NET OPERATING INCOME	\$ 111,094	\$ 70,550	\$ (40,544)	-57.5%	\$ 129,864	
1023009000 Capital Purchases	5,403	33,570	28,167	83.9%	248,810	
1023009800 Transfer to Reserves	102,097	57,580	(44,517)	-77.3%	53,400	
1023009805 Transfer from Reserve Capital Purchases	(4,106)	(28,300)	(24,194)	85.5%	(198,551)	
1023009999 Allocated Services	7,700	7,700	-	0.0%	9,300	
	\$ 270,688	\$ 273,430	\$ 2,742		\$ 288,173	
NET CONTRIBUTION TO (FROM)	\$ -	\$ -	\$ -		\$ 16,905	

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PUBLIC WORKS

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1014004900 Miscellaneous Revenue	\$ 1,079	\$ -	\$ 1,079	0.0%	\$ 1,668	Recycling Revenue
EXPENDITURES						
1024005300 Building Maintenance Materials	\$ 3,771	\$ 6,100	\$ 2,329	38.2%	\$ 4,456	
1024005375 Contract Services	-	5,000	5,000	100.0%	4,245	WorkSafeBC Requirement - OH&S program.
1024005400 Conferences/Meetings	-	2,450	2,450	100.0%	67	
1024005500 Data Processing	2,488	1,000	(1,488)	-148.8%	90	
1024005700 Education & Training	378	2,050	1,672	81.6%	519	
1024005800 Equipment Maintenance	10,691	11,300	609	5.4%	8,761	
1024005820 Equipment Fuel	2,537	3,640	1,103	30.3%	3,314	
1024005900 Garbage Collection & Recycling	16,962	7,960	(9,002)	-113.1%	7,075	
1024006000 Grounds Maintenance Materials	-	1,560	1,560	100.0%	660	
1024006100 Commercial Insurance	12,650	12,300	(350)	-2.8%	11,650	
1024006200 Vehicle Insurance	17,787	18,550	763	4.1%	18,021	
1024006300 Janitorial Contracts	66	-	(66)	0.0%	-	
1024006500 Licences & Permits	-	450	450	100.0%	-	
1024006600 Membership Dues & Subscriptions	-	750	750	100.0%	-	
1024006800 Office Supplies & Expenses	1,732	1,530	(202)	-13.2%	1,342	
1024007200 Roads & Parking Maintenance	17,036	23,000	5,964	25.9%	22,402	Dust Control
1024007400 Security Systems & Supplies	1,407	750	(657)	-87.6%	642	
1024007500 Sewer	537	550	13	2.4%	537	
1024007600 Shop Supplies	7,647	10,400	2,753	26.5%	9,569	
1024007625 Small Tools	3,426	3,500	74	2.1%	3,634	
1024007650 Safety Supplies	2,161	3,500	1,339	38.3%	2,117	
1024007800 Telephone	6,519	3,900	(2,619)	-67.2%	6,625	
1024008000 Propane & Natural Gas	6,129	6,100	(29)	-0.5%	5,844	
1024008005 Hydro Consumption	3,577	4,160	583	14.0%	3,631	
1024008020 Water	580	580	-	0.0%	573	
1024008100 Vehicle Maintenance	19,076	24,710	5,634	22.8%	23,926	
1024008130 Vehicle Fuel	13,727	18,450	4,723	25.6%	19,191	
1024008600 Management Salaries	87,856	86,380	(1,476)	-1.7%	90,985	
1024008700 Staff Wages - Supervisor	71,126	65,320	(5,806)	-8.9%	79,051	
1024008701 Staff Wages - Custodian	50,547	97,510	46,963	48.2%	42,481	
1024008710 Staff Wages - Public Works	475,661	461,110	(14,551)	-3.2%	488,151	
1024008800 Employee Benefits	156,523	188,850	32,327	17.1%	166,341	
1024008825 Uniforms & Clothing Allowance	1,440	1,600	160	10.0%	1,440	Annual allowance
TOTAL OPERATING EXPENSES	\$ 994,037	\$ 1,075,010	\$ 80,973		\$ 1,027,340	
NET OPERATING INCOME	\$ (990,266)	\$ (1,068,910)	\$ (78,644)	7.4%	\$ (1,022,884)	
1024009000 Capital Purchases	17,454	53,870	36,416	67.6%	90,695	
1024009800 Transfer to Reserves	904	-	(904)	0.0%	116,668	
1024009805 Transfer from Reserve Capital Purchases	(17,454)	(53,870)	(36,416)	67.6%	(90,695)	
1024009998 Overhead Expenses	(210,580)	(210,580)	-	0.0%	(314,650)	
1024009999 Allocated Services	(864,429)	(864,430)	(1)	0.0%	(836,170)	
	\$ (80,068)	\$ -	\$ 80,068		\$ (16,412)	
NET CONTRIBUTION TO (FROM)	\$ 81,147	\$ -	\$ (81,147)		\$ 18,080	

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COMMERCIAL LEASES

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1015004200 Commercial Leases	\$ 595,267	\$ 583,592	\$ 11,675	2.0%	\$ 577,295	
1015004201 CL- Public Works	8,304	8,300	4	0.0%	8,204	
1015004202 CL - Bylaw Enforcement	33,805	33,800	5	0.0%	29,234	
1015004900 Miscellaneous Revenue	-	-	-	0.0%	112,105	Insurance Proceeds in 2019
	<u>\$ 637,376</u>	<u>\$ 625,692</u>	<u>\$ 11,684</u>		<u>\$ 726,838</u>	
EXPENDITURES						
1025005300 Building Maintenance Materials	\$ 7,040	\$ 6,500	\$ (540)	-8.3%	52,232	Insurance Claim in 2019
1025005375 Contract Services	2,520	-	-	0.0%	2,675	
1025005900 Garbage Collection & Recycling	12,685	18,347	5,662	30.9%	13,704	
1025006000 Grounds Maintenance Materials	2,283	2,800	517	18.5%	610	
1025006100 Commercial Insurance	31,000	29,800	(1,200)	-4.0%	27,750	
1025007500 Sewer	537	550	13	2.4%	537	
1025008000 Propane & Natural Gas	696	500	(196)	-39.2%	802	
1025008005 Hydro Consumption	5,899	5,120	(779)	-15.2%	4,437	
1025008020 Water	580	580	-	0.0%	573	
1025008201 Signage	607	1,200	593	49.4%	321	
TOTAL OPERATING EXPENSES	<u>\$ 63,847</u>	<u>\$ 65,397</u>	<u>\$ 1,550</u>		<u>\$ 103,641</u>	
NET OPERATING INCOME	<u>\$ (63,847)</u>	<u>\$ (65,397)</u>	<u>\$ (1,550)</u>	2.4%	<u>\$ (103,641)</u>	
1025009000 Capital Purchases	265	570	305	53.5%	411,127	
1025009800 Transfer to Reserves	128,825	128,780	(45)	0.0%	158,255	
1025009805 Transfer from Reserve Capital Purchases	(265)	(570)	(305)	53.5%	(276,500)	
1025009810 Transfer from Accumulated Surplus	-	-	-	0.0%	(52,515)	
1025009998 Overhead Expenses	224,670	224,670	-	0.0%	203,690	
1025009999 Allocated Services	77,251	77,250	(1)	0.0%	75,150	
	<u>\$ 494,593</u>	<u>\$ 496,097</u>	<u>\$ 1,504</u>		<u>\$ 622,848</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 142,783</u>	<u>\$ 129,595</u>	<u>\$ (13,188)</u>		<u>\$ 103,990</u>	

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RESIDENTIAL LEASES

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1016004100 Residential Leases	\$ 648,365	\$ 648,569	\$ (204)	0.0%	\$ 614,660	
1016004101 RL - Bylaw Enforcement	97,330	97,300	30	0.0%	85,072	
1016004110 Delinquent Fees	1,976	5,400	(3,424)	-63.4%	2,561	
1016004700 Lease Services	37,700	33,500	4,200	12.5%	24,900	
1016004900 Miscellaneous Revenue	30,279	32,000	(1,721)	-5.4%	92	Licencing
	<u>\$ 815,650</u>	<u>\$ 816,769</u>	<u>\$ (1,119)</u>		<u>\$ 727,285</u>	
EXPENDITURES						
1026005375 Contract Services	\$ 11,752	\$ 12,500	\$ 748	6.0%	\$ -	Land Survey
1026005900 Garbage Collection & Recycling	136,306	145,535	9,229	6.3%	76,867	Purchase of Recycling Bins
1026007200 Roads & Parking Maintenance	568	-	-		-	
1026006100 Commercial Insurance	6,350	6,000	(350)	-5.8%	5,900	
1026008005 Hydro Consumption	24,212	26,900	2,688	10.0%	24,210	
TOTAL OPERATING EXPENSES	<u>\$ 179,188</u>	<u>\$ 190,935</u>	<u>\$ 11,747</u>		<u>\$ 106,977</u>	
NET OPERATING INCOME	<u>\$ 636,462</u>	<u>\$ 625,834</u>	<u>\$ (10,628)</u>	-1.7%	<u>\$ 620,308</u>	
1026009800 Transfer to Reserves	22,230	22,230	-	0.0%	7,230	Main Beach & Milfoil
1026009810 Transfer from Accumulated Surplus	(54,802)	(57,500)	(2,698)	4.7%		Survey & Recycling Bins
1026009998 Overhead Expenses	318,315	318,315	-	0.0%	309,140	
1026009999 Allocated Services	291,658	291,660	2	0.0%	283,290	
	<u>\$ 756,589</u>	<u>\$ 765,640</u>	<u>\$ 9,051</u>		<u>\$ 706,637</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 59,061</u>	<u>\$ 51,129</u>	<u>\$ (7,932)</u>		<u>\$ 20,648</u>	

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GENERAL ADMINISTRATION

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1017004800 Interest Earned	\$ 73,830	\$ 40,000	\$ 33,830	84.6%	\$ 109,297	
1017004900 Miscellaneous Revenue/Encroachment	3,024	2,000	1,024	51.2%	2,118	
1017004915 Dog Licenses	510	500	10	2.0%	590	
	<u>\$ 77,364</u>	<u>\$ 42,500</u>	<u>\$ 34,864</u>		<u>\$ 112,005</u>	
EXPENDITURES						
1027005000 Advertising	\$ 697	\$ 1,500	\$ 803	53.5%	\$ 8,130	
1027005100 Accounting & Auditing Fees	19,987	17,870	(2,117)	-11.8%	18,810	
1027005175 Board Level Expenses	10,693	10,000	(693)	-6.9%	19,085	
1027005300 Building Maintenance Materials	3,280	3,000	(280)	-9.3%	2,649	
1027005375 Contract Services	35,853	75,900	40,047	52.8%	59,590	
1027005400 Conferences/Meetings	1,774	5,000	3,226	64.5%	31,156	
1027005500 Data Processing	46,703	40,000	(6,703)	-16.8%	26,219	
1027005700 Education & Training	900	2,500	1,600	64.0%	3,353	
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	458	
1027006100 Commercial Insurance	14,750	14,500	(250)	-1.7%	13,500	
1027006200 Vehicle Insurance	2,083	2,040	(43)	-2.1%	2,135	
1027006400 Legal Fees	204,314	190,000	(14,314)	-7.5%	115,499	
1027006450 Professional Fees	9,758	27,000	17,242	63.9%	56,964	
1027006600 Membership Dues & Subscriptions	1,954	3,700	1,746	47.2%	2,364	
1027006800 Office Supplies & Expenses	11,804	12,000	196	1.6%	18,833	
1027006812 Bank Charges/Point of Sale Fees	8,672	13,000	4,328	33.3%	14,422	
1027006815 Postage & Courier	5,301	4,000	(1,301)	-32.5%	3,765	
1027006820 Equipment Leases	11,143	15,000	3,857	25.7%	13,846	
1027006822 Office Furniture	1,060	1,000	(60)	-6.0%	2,550	
1027006900 Recruitment Expenses	759	-	(759)	0.0%	425	
1027007000 Printing Expense	259	1,000	741	74.1%	237	
1027007100 Public Relations	1,964	4,000	2,036	50.9%	2,827	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	974	
1027007500 Sewer & Septic System Maintenance	537	550	13	2.4%	537	
1027007700 Special Events - CWFPF	-	5,000	5,000	100.0%	125	
1027007800 Telephone	12,597	8,500	(4,097)	-48.2%	11,528	
1027007900 Travel Expense	407	2,000	1,593	79.7%	1,347	
1027008000 Propane & Natural Gas	1,447	1,800	353	19.6%	1,286	
1027008005 Hydro Consumption	2,983	3,500	517	14.8%	3,793	
1027008020 Water	580	580	-	0.0%	575	
1027008100 Vehicle Maintenance/Fuel	751	800	49	6.1%	547	
1027008500 Commissioners Indemnity	78,915	79,000	85	0.1%	56,404	
1027008600 Management Salaries	194,768	198,000	3,232	1.6%	119,127	
1027008601 Finance Salaries	142,008	144,000	1,992	1.4%	137,126	
1027008710 Staff Wages - DPO	68,437	67,000	(1,437)	-2.1%	64,638	
1027008715 Staff Wages - Admin / CSR	107,003	110,000	2,997	2.7%	108,019	
1027008800 Employee Benefits	119,037	106,560	(12,477)	-11.7%	112,123	
TOTAL OPERATING EXPENSES	<u>\$ 1,123,621</u>	<u>\$ 1,172,300</u>	<u>\$ 48,679</u>		<u>\$ 1,034,966</u>	
NET OPERATING INCOME	<u>\$ (1,046,257)</u>	<u>\$ (1,129,800)</u>	<u>\$ (83,543)</u>	7.4%	<u>\$ (922,961)</u>	
1027009000 Capital Purchases	17,808	19,420	1,612	8.3%	17,861	
1027009800 Transfer to Reserves	2,600	2,600	-	0.0%	65,000	
1027009805 Transfer from Reserve Capital	(17,808)	(19,420)	(1,612)	8.3%	(17,861)	
1027009810 Transfer from Accumulated Surplus	(32,675)	(48,675)	(16,000)	32.9%	(101,675)	
1027009998 Overhead Expenses	(964,080)	(964,080)	-	0.0%	(828,945)	
1027009999 Allocated Services	(119,660)	(119,660)	-	0.0%	(117,370)	
	<u>\$ 9,806</u>	<u>\$ 42,485</u>	<u>\$ 32,679</u>		<u>\$ 51,976</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 67,558</u>	<u>\$ 15</u>	<u>\$ (67,543)</u>		<u>\$ 60,029</u>	

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COMMUNITY HALL

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1018004920 Community Hall Rentals	\$ 2,045	\$ 1,000	\$ 1,045	104.5%	\$ 10,370	Due to the pandemic, the majority of the Hall rentals were cancelled in 2020.
EXPENDITURES						
1028005300 Building Maintenance Materials	\$ 1,348	\$ 3,500	\$ 2,152	61.5%	\$ 946	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	-	
1028006100 Commercial Insurance	8,100	7,750	(350)	-4.5%	7,500	
1028007500 Sewer	-	550	550	100.0%	-	
1028007800 Telephone	231	200	(31)	-15.5%	230	
1028008000 Propane & Natural Gas	1,337	1,800	463	25.7%	1,422	
1028008005 Hydro Consumption	1,023	1,550	527	34.0%	1,287	
1028008020 Water	580	580	-	0.0%	575	
TOTAL OPERATING EXPENSES	\$ 12,619	\$ 16,930	\$ 4,311		\$ 11,960	
NET OPERATING INCOME	\$ (10,574)	\$ (15,930)	\$ (5,356)	33.6%	\$ (1,590)	
1028009000 Capital Purchases	1,929	4,570	2,641	57.8%	-	
1028009800 Transfer to Reserves	2,000	2,000	-	0.0%	10,000	
1028009805 Transfer from Reserve Capital Purchases	(1,929)	(4,570)	(2,641)	57.8%		
1028009998 Overhead Expenses	26,115	26,115	-	0.0%	28,480	
1028009999 Allocated Services	21,060	21,060	-	0.0%	20,260	
	\$ 61,794	\$ 66,105	\$ 4,311		\$ 70,700	
NET CONTRIBUTION TO (FROM)	\$ (59,749)	\$ (65,105)	\$ (5,356)		\$ (60,330)	

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FORESHORE LEASE

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1018504900 Miscellaneous Revenue	\$ 225	\$ -	\$ 225	0.0%	\$ 300	
1018504904 Donations - Foreshore	6,278	-	6,278	0.0%	-	
1018504936 Boat Mooring - Public Areas/VS	35,862	45,200	(9,338)	-20.7%	38,511	
	<u>\$ 42,365</u>	<u>\$ 45,200</u>	<u>\$ (2,835)</u>		<u>\$ 38,811</u>	
EXPENDITURES						
1028505800 Equipment Maintenance	\$ 1,042	\$ 1,500	\$ 458	30.5%	\$ -	
1028505820 Equipment Fuel	-	800	800	100.0%	96	
1028505850 Floats & Buoys	730	10,000	9,270	92.7%	2,512	
1028506000 Grounds Maintenance Materials	14,004	10,000	(4,004)	-40.0%	42,105	
1028506100 Commercial Insurance	15,300	14,200	(1,100)	-7.7%	14,200	
1028506200 Vehicle Insurance	126	100	(26)	-26.0%	110	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	1,050	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance	53	200	147	73.5%	-	
1028508130 Vehicle Fuel	-	-	-	-	-	
1028508200 Foreshore Maintenance (Wharfs)	1,895	15,000	13,105	87.4%	10,048	
1028508201 Signage	58	1,000	942	94.2%	840	
TOTAL OPERATING EXPENSES	<u>\$ 33,208</u>	<u>\$ 54,050</u>	<u>\$ 20,842</u>		<u>\$ 70,961</u>	
NET OPERATING INCOME	<u>\$ 9,157</u>	<u>\$ (8,850)</u>	<u>\$ (18,007)</u>	203.5%	<u>\$ (32,150)</u>	
1028509000 Capital Purchases	27,951	29,600	1,649	5.6%	21,640	Boat Launch Repairs and Milfoil
1028509800 Transfer to Reserves	5,000	5,000	-	0.0%	5,000	
1028509805 Transfer from Reserve Capital Purchases	(25,355)	(27,000)	(1,645)	6.1%	(21,018)	
1028509810 Transfer from Accumulated Surplus	-	-	-	0.0%	(32,000)	
1028509998 Overhead Expenses	226,510	226,510	-	0.0%	207,680	
1028509999 Allocated Services	85,860	85,860	-	0.0%	83,110	
	<u>\$ 353,174</u>	<u>\$ 374,020</u>	<u>\$ 20,846</u>		<u>\$ 335,373</u>	
	<u>\$ (310,809)</u>	<u>\$ (328,820)</u>	<u>\$ (18,011)</u>		<u>\$ (296,562)</u>	

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PUBLIC AREAS

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
REVENUE						
1019004700 Tree Removal Fees	\$ 9,300	\$ 1,500	\$ 7,800	520.0%	\$ 9,950	
1019004900 Miscellaneous Revenue	4,724	15,000	(10,276)	-68.5%	16,415	
1019004904 Donations	3,604	-	3,604	0.0%	5,838	
1019004910 Pay Parking	543,607	531,700	11,907	2.2%	614,325	Due to the Pandemic -Parking lots were closed for most of March, April, and May.
	<u>\$ 561,235</u>	<u>\$ 548,200</u>	<u>\$ 13,035</u>		<u>\$ 646,528</u>	
EXPENDITURES						
1029005300 Building Maintenance Materials	\$ 244	\$ 6,100	\$ 5,856	96.0%	\$ 4,520	
1029005355 Main Beach Events Grant	-	-	-	0.0%	12,000	Annual Grant to CEAC - cancelled as all Special Events cancelled in 2020
1029005360 Commemorative Benches	669	1,900	1,231	64.8%	-	
1029005375 Contract Services	56,130	61,500	5,370	8.7%	67,628	Lions Parking/Sign Inventory
1029005500 Data Processing	470	-	(470)	0.0%	-	
1029005800 Equipment Maintenance	1,000	1,000	-	0.0%	807	
1029005900 Garbage Collection & Recycling	4,751	7,100	2,349	33.1%	6,840	
1029006000 Grounds Maintenance Materials	30,434	30,000	(434)	-1.4%	29,288	
1029006010 General Maintenance	10,543	20,000	9,457	47.3%	13,901	
1029006100 Commercial Insurance	19,700	19,400	(300)	-1.5%	16,900	
1029006300 Janitorial Contracts/Supplies	12,661	14,000	1,339	9.6%	12,784	
1029006810 Bank Charges	470	450	(20)	-4.4%	310	
1029006812 Point of Sale Fees	14,157	7,000	(7,157)	-102.2%	16,629	
1029006820 Equipment Leases	14,663	10,200	(4,463)	-43.8%	11,207	Lions Parking Meter Leases
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	10,875	12,000	1,125	9.4%	11,633	
1029007300 Vandalism Repairs	722	2,500	1,778	71.1%	2,079	
1029008005 Hydro Consumption	4,657	8,100	3,443	42.5%	5,793	
1029008201 Signage	5,739	6,500	761	11.7%	5,002	
TOTAL OPERATING EXPENSES	<u>\$ 187,885</u>	<u>\$ 208,250</u>	<u>\$ 20,365</u>		<u>\$ 217,321</u>	
NET OPERATING INCOME	<u>\$ 373,350</u>	<u>\$ 339,950</u>	<u>\$ (33,400)</u>	-9.8%	<u>\$ 429,207</u>	
1029009000 Capital Purchases	107,320	166,005	58,685	35.4%	143,359	
1029009800 Transfer to Reserves	43,000	43,000	-	0.0%	78,450	
1029009805 Transfer from Reserve Capital Purchases	(56,268)	(95,005)	(38,737)	40.8%	(92,489)	
1029009810 Transfer from Accumulated Surplus	-	(30,000)	(30,000)	100.0%	-	
1029009998 Overhead Expenses	419,530	419,530	-	0.0%	415,560	
1029009999 Allocated Services	259,720	259,720	-	0.0%	251,290	
	<u>\$ 961,187</u>	<u>\$ 971,500</u>	<u>\$ 10,313</u>		<u>\$ 1,013,491</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (399,952)</u>	<u>\$ (423,300)</u>	<u>\$ (23,348)</u>		<u>\$ (366,963)</u>	

CULTUS LAKE PARK
2020 Financial Report

For the TWELVE Months Ending December 31, 2020, with comparative figures for 2019

Community Events Committee

	2020 Actual YTD	2020 Annual Budget	Variance \$	Variance %	2019 Actual YTD	Variance Comments
<u>REVENUE</u>						
1018504900 Miscellaneous Revenue	\$ 280	\$ 10,000	\$ (9,720)	-97.2%	\$ 11,603	Due to Covid 19 all Special Events at Cultus Lake Park were cancelled.
1018504902 Public Areas - Contribution		12,000	(12,000)	-100.0%	12,000	
1018504903 General Admin - Contribution	-	-	-	0.0%	15,000	
1018504996 Grants from other Agency's	-	14,000	(14,000)	-100.0%	18,880	
	<u>\$ 280</u>	<u>\$ 36,000</u>	<u>\$ (35,720)</u>		<u>\$ 57,483</u>	
<u>EXPENDITURES</u>						
1028505375 Contract Services	\$ -	\$ -	\$ -	0.0%	\$ 42,797	
1028506800 Office Supplies & Misc. Expenses		850	850	100.0%	857	
1028507700 Special Events CEAC	1,141	34,200	33,059	96.7%	34,681	
1028509800 Transfer to (from) Reserves	-	950	950	100.0%	(20,152)	
	<u>\$ 1,141</u>	<u>\$ 36,000</u>	<u>\$ 34,859</u>		<u>\$ 58,183</u>	
	<u>\$ (861)</u>	<u>\$ -</u>	<u>\$ 861</u>		<u>\$ (700)</u>	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 0550-70
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: 2020 Lions Parking Fourth Quarter Report

PURPOSE:

To provide the Board with an overview of parking revenue for the Fourth Quarter of 2020.

RECOMMENDATION:

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

DISCUSSION:

Lions Parking revenue, net of GST, for the Fourth Quarter totaled \$9,750. This is a slight increase of approximately \$1,690 over parking revenue for the Fourth Quarter of 2019. Parking expenses, net of GST, for the Fourth Quarter totaled \$10,880 which is a slight increase of \$1,750 to expenses in the Fourth Quarter of 2019.

Parking revenue, net of GST, for all of 2020 totals \$518,224 which is an expected decrease of \$79,930 or 13% over 2019 due to Covid-19 closures. The tables below show the year-to-date remittance statements (1), revenue (2), expenses (3) and net revenue (4).

STRATEGIC PLAN:

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

Prepared by:

Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer

Table 1 –



LIONS PARKING
REMITTANCE STATEMENT
Year End 2020

Revenue	Net of Tax	GST/PST	TOTAL
Coin Revenue	40,116.14	2,005.81	42,121.95
Credit Card Revenue	478,355.26	23,917.76	502,273.02
Refund	- 247.62	- 12.38	- 260.00
Total Revenue	518,223.78	25,911.19	544,134.97

Expenses	Net of Tax	GST/PST	TOTAL
Bank Fee's	460.59	-	460.59
CC Processing	14,220.17	-	14,220.17
Meter Supplies	-	-	-
Communication	9,960.00	1,195.20	11,155.20
Meter Warranty	2,520.00	243.60	2,763.60
Meter Lease	14,384.88	1,726.19	16,111.07
Management Fee	28,012.89	1,400.64	29,413.53
Service Fee	2,646.77	132.34	2,779.11
Miscellaneous	3,409.84	369.74	3,779.58
Total Expenses	75,615.14	5,067.70	80,682.84

Net Revenue	442,608.64	20,843.48	463,452.13
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Table 2-

Revenues						
Mth	Revenue 2015	Revenue 2016	Revenue 2017	Revenue 2018	Revenue 2019	Revenue 2020
Jan	1,509.34	1,762.80	1,489.00	1,166.50	3,918.55	1,025.85
Feb	3,006.75	2,020.05	1,770.30	2,411.25	1,332.80	2,607.35
Mar	4,091.15	4,318.85	3,390.30	6,327.80	15,916.20	5,298.20
Apr	6,938.95	13,041.15	9,140.45	13,879.00	12,959.65	-
May	23,075.65	22,309.45	51,080.85	46,410.05	42,989.90	22,119.65
Jun	58,514.40	36,773.60	58,267.90	59,045.15	98,875.92	54,322.05
Jul	80,558.25	126,468.55	189,066.40	212,401.10	183,729.72	187,815.40
Aug	83,659.65	169,123.20	187,968.95	148,324.05	218,821.40	201,442.70
Sep	19,902.40	28,815.70	64,541.25	35,045.35	41,059.65	59,270.15
Oct	3,445.15	5,904.00	6,446.95	6,052.80	4,497.95	5,453.72
Nov	786.20	1,036.65	663.05	2,379.90	2,077.55	2,872.30
Dec	694.05	525.25	1,095.55	1,791.00	1,882.00	1,907.60
Total	286,181.94	412,099.25	574,920.95	535,233.95	628,061.29	544,134.97

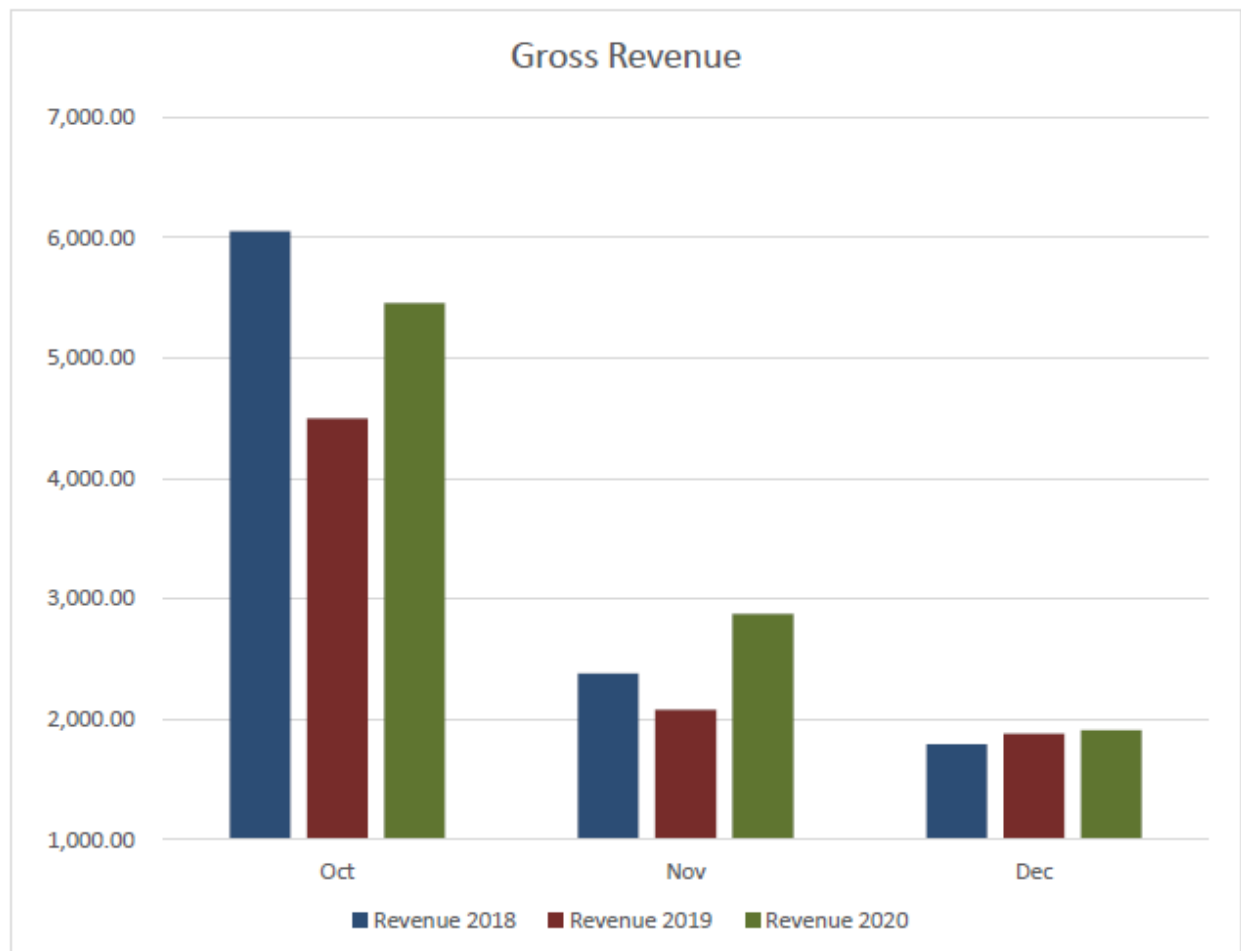


Table 3 –

Expenses						
Mth	Expense 2015	Expense 2016	Expense 2017	Expense 2018	Expense 2019	Expense 2020
Jan	2,568.48	2,593.55	904.17	2,290.07	2,871.72	2,698.58
Feb	2,731.99	2,630.86	941.07	2,369.52	2,853.60	2,773.36
Mar	2,857.34	2,867.56	1,118.62	2,663.48	3,644.02	3,150.38
Apr	3,177.56	5,565.25	1,722.73	3,640.50	4,756.79	2,738.28
May	6,727.68	4,871.93	6,264.79	5,393.68	6,578.19	4,009.69
Jun	9,778.97	4,878.78	6,733.90	6,977.74	10,201.82	8,920.75
Jul	13,082.18	18,925.36	16,018.94	21,125.57	15,219.55	15,358.46
Aug	14,037.87	20,759.76	25,042.07	19,095.63	20,109.44	18,307.34
Sep	6,892.82	7,892.87	15,182.08	9,070.22	10,795.71	10,951.44
Oct	3,230.28	2,056.23	4,505.68	4,304.80	4,390.29	5,192.42
Nov	2,552.14	976.66	2,436.78	2,937.25	2,842.27	3,502.82
Dec	2,486.91	809.39	2,273.67	2,749.02	2,752.35	3,079.34
Total	70,124.19	74,828.19	83,144.49	82,617.48	87,015.75	80,682.85

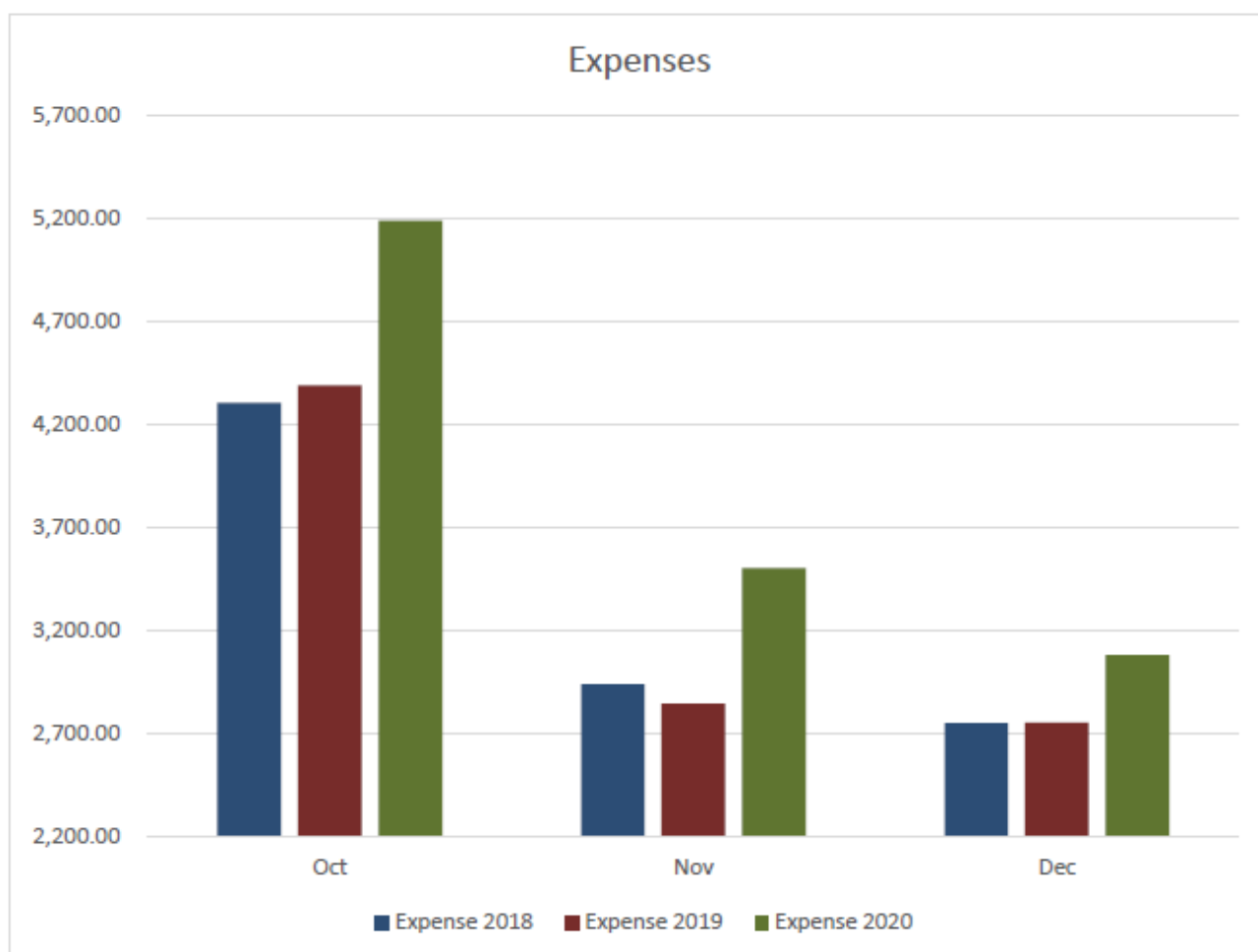
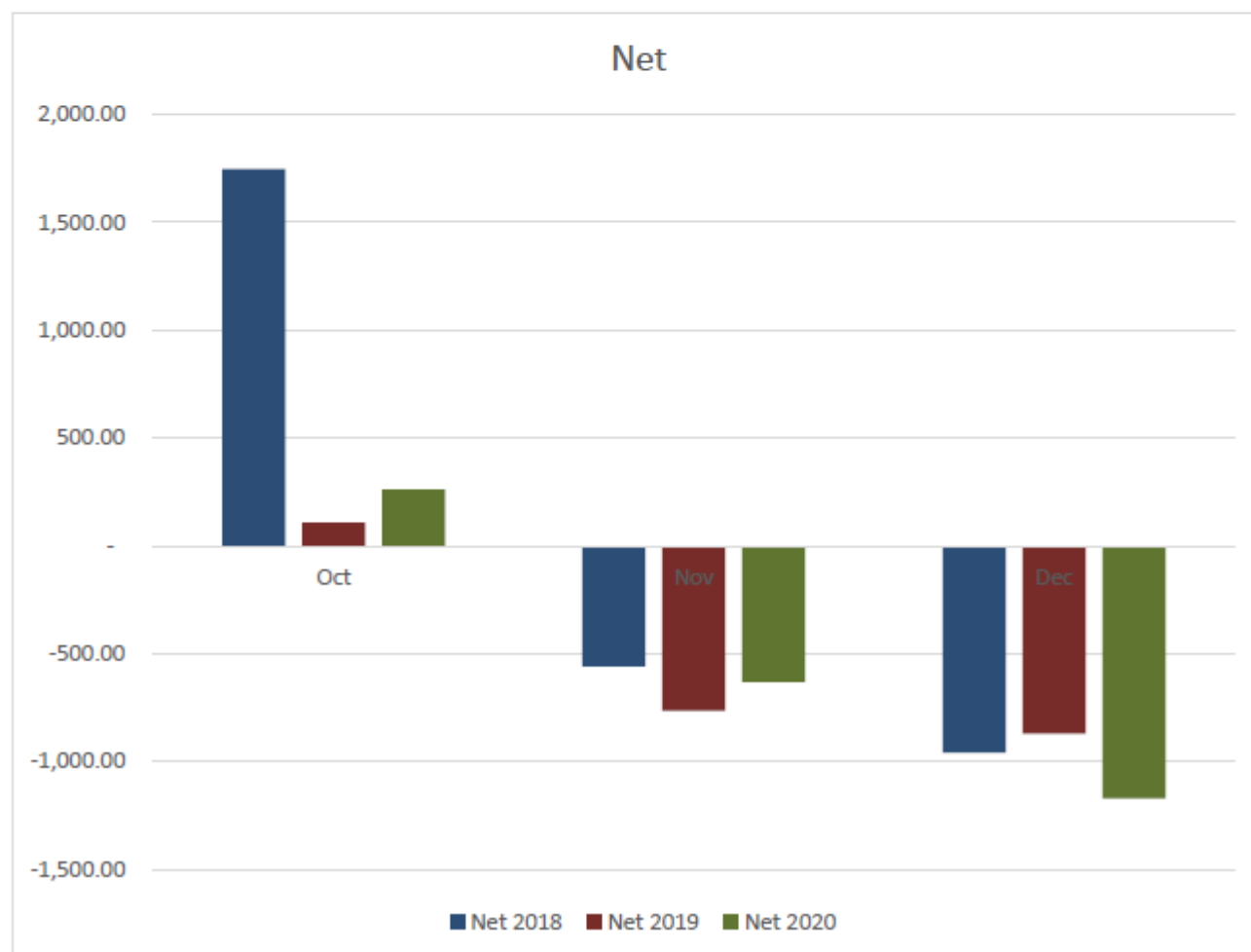


Table 4 –

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





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 0550 - 70

SUBMITTED BY: Dave Driediger,
Manager of Park Operations

SUBJECT: Public Works 2020 Fourth Quarter Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

The following list summarizes various tasks and projects completed by Public Works staff during the Third Quarter of 2020.

Commercial Leases:

- Building and grounds maintenance – 3 days labour
- Garbage collection and janitorial service – 18 days labour

Community Hall:

- Building and grounds maintenance – 2 days labour
- Janitorial service and rental set up – 2 days labour

Fire Hall:

- Building and equipment maintenance – 3 days labour
- Emergency response and administration – 2 days labour

Foreshore:

- Buoy and swim line maintenance – 5 days labour
- Wharf and weir maintenance – 4 days labour

Park Office:

- Building and grounds maintenance – 5 days labour

Public Areas:

- Building and structure maintenance – 13 days labour
- Daily parking lot opening – 5 days labour
- Environment Committee assistance – 7 days labour
- Garbage collection and inspections – 30 days labour
- Grounds maintenance – 44 days labour
- Janitorial service – 53 days labour
- Roads and parking lot maintenance – 23 days labour
- Vandalism repairs – 4 days

Public Works:

- Administration – 33 days labour
- Fleet and equipment maintenance – 14 days labour
- Yard and building maintenance and janitorial service – 50 days labour

Residential Leases:

- Grounds and tree maintenance – 3 days labour
- Road maintenance and drainage – 8 days labour

Sunnyside Campground:

- Building maintenance – 19 days labour
- Site maintenance – 11 days labour
- Water and sewer maintenance – 12 days labour

Visitor Services/Cabins:

- Cabin maintenance – 9 days labour
- Grounds maintenance – 4 days labour
- Janitorial service – 4 days labour

STRATEGIC PLAN:

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

Prepared by:



Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 0550

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

SUBJECT: 2021 Campgrounds and Cabins Fourth Quarter Report

PURPOSE:

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

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Campground and Cabins Fourth Quarter report for information.

DISCUSSION:

This report provides a summary of the events and financial analysis of the revenue received for October, November and December 2020 compared to the same time period in 2019 for Sunnyside Campground and the Cabins at Cultus Lake Park.

Sunnyside Campground

The Fourth Quarter of 2020 generated approximately \$17,100 higher revenue compared to the same time period in 2019. This was due to the delay in the start of the school year due to COVID, and the beautiful Fall weather experienced in September and October.

Sites including full hookups, no hookups, waterfront and view tenting increased by approximately \$13,127.

The miscellaneous revenue that is generated from site booking (reservation fee, pets, parking etc.) increased in 2020 by approximately \$7,091

At the end of November, Lisa Bisschop was hired to fill the full-time position of Sunnyside Assistant Manager. In past years this has been a nine-month position. Lisa has worked at both Sunnyside and Vedder Campground in the past and we welcome her back in this role.

A Request for Proposals for the renovations of Washroom #2 & #9 at Sunnyside was advertised on the BC Bid Website and Twin Maple Construction was awarded this project. Work is now underway in preparation for the upcoming camping season.

Cultus Lake Cabins

The fourth quarter of 2020 was approximately \$11,948 higher in revenue than in 2019. The higher revenue was due to the new addition of Twin Alders, as well as the monthly rental of the cabins over the Fall and winter months.

STRATEGIC PLAN:

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

Prepared by:



Jacquie Spencer
Manager of Visitor Services
Accommodations & Bylaw Enforcement

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 0550

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

SUBJECT: 2020 Bylaw Enforcement Fourth Quarter Report

PURPOSE:

To provide the Board with an update on Bylaw Enforcement throughout the Park for the Fourth Quarter of 2020.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Bylaw Enforcement Fourth Quarter report for information.*

DISCUSSION:

The following information is a breakdown of statistics relating to Bylaw Enforcement activities for the Fourth Quarter of 2020.

The Park areas are broken down between four zones:

- Zone 1 – Sunnyside Campground gatehouse area, full hook-up, seasonal sites and group sites
- Zone 2 – Sunnyside Campground overnight tenting and Sunnyside Campground beach
- Zone 3 – Residential areas, Commercial areas, Park Office, Columbia Valley Highway
- Zone 4 – Main Beach, Cabins, Community Hall, Parmenter Road

2019 Statistics	<u>Zone 1&2</u>	<u>Zone 3&4</u>	<u>Total</u>
Verbal Warnings	25	49	73
Verbal Evictions	0	0	0
Written Warnings	7	23	30
Occurrences	0	0	0
Fines	0	0	0
Tows	1	0	1
Written Evictions	1	0	1
RCMP	1	4	5
Emergency Medical Services	1	0	1
Vehicle Immobilization	0	0	0

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2020 Statistics	<u>Zone 1&2</u>	<u>Zone 3&4</u>	<u>Total</u>
Verbal Warnings	0	18	18
Verbal Evictions	0	0	0
Written Warnings	0	5	5
Occurrences	0	0	0
Fines	0	8	8
Tows	0	0	0
Written Evictions	0	0	0
RCMP	0	0	0
Emergency Medical Services	0	0	0
Vehicle Immobilization	0	0	0

STRATEGIC PLAN:

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

Prepared by:

Jacquie Spencer
Manager of Visitor Services,
Accommodations & Bylaw Enforcement

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: Feb 17, 2021 **FILE:** 7200

SUBMITTED BY: Warren Mazuren
Fire Chief

SUBJECT: 2020 Fire Department Fourth Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of October, November, and December of 2020.

RECOMMENDATION:

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

BACKGROUND:

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

There were 14 calls in October 5 calls in November and 10 calls in December of 2020. Last year there were 24 calls in the Fourth Quarter.

12 calls were in the "FVRD Electoral H", 9 calls were in the Park, and 8 calls were on Soowahlie Reserve.

The CLVFD received the new "Rescue Boat" thanks to the generous donations of the Cultus Lake Community.

Unfortunately, this year due to COVID 19 we were unable to do the Canned Food Drive for the Salvation Army. Please consider a charitable donation to the Salvation Army this year if you are able.

The CLVFD was able to send three members to a "Train the Trainer" course for First Responders.

The CLVFD continued with maintenance training as required by the Playbook. In house training was utilized during these months as most of the training opportunities we usually attend were postponed.

CLVFD had no calls of note this Quarter.

We are asking the community members to please maintain social distancing while our members are at an emergency.

STRATEGIC PLAN:

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

Prepared by:



Warren Mazuren
Fire Chief

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 0870

SUBMITTED BY: Katrina Craig, Lease Administrator

SUBJECT: Lease Assignments | Fourth Quarter 2020

PURPOSE:

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

DISCUSSION:

During the fourth quarter of 2020, the Park processed the following: (4) family assignment and (11) residential assignments: lease transfers totaling (15) for the quarter; and

(50) Requests for Title Searches for various reasons, such as: building permits, listings of houses for sale, removal of Certificate of Pending Litigation and personal banking or purchases; and

(8) Mortgage Refinances/Filing Mortgages; and (6) Mortgage Discharges.

RECOMMENDATION:

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

DATE OF ASSIGNMENT: OCTOBER 2, 2020

PROPERTY: 548 PARK DRIVE, CULTUS LAKE BC V2R 4Z5

SALE PRICE: N/A FAMILY TRANSFER

DATE OF ASSIGNMENT: OCTOBER 9, 2020

PROPERTY: 331 BALSAM STREET, CULTUS LAKE BC V2R 4Y8

SALE PRICE: \$580,000

DATE OF ASSIGNMENT: **OCTOBER 9, 2020**
PROPERTY: **644 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z5**
SALE PRICE: **\$675,000**

DATE OF ASSIGNMENT: **OCTOBER 15, 2020**
PROPERTY: **213 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**
SALE PRICE: **\$773,000**

DATE OF ASSIGNMENT: **OCTOBER 26, 2020**
PROPERTY: **19 LAKESHORE DRIVE, CULTUS LAKE BC V2R 4Z9**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **OCTOBER 28, 2020**
PROPERTY: **266 FIR STREET, CULTUS LAKE BC V2R 4Y5**
SALE PRICE: **\$1,150,000**

DATE OF ASSIGNMENT: **OCTOBER 29, 2020**
PROPERTY: **221 FIRST AVENUE, CULTUS LAKE BC V2R 4Y4**
SALE PRICE: **\$890,000**

DATE OF ASSIGNMENT: **OCTOBER 29, 2020**
PROPERTY: **416 MAPLE STREET, CULTUS LAKE BC V2R**
SALE PRICE: **\$990,000**

DATE OF ASSIGNMENT: **NOVEMBER 2, 2020**
PROPERTY: **540 PARK DRIVE, CULTUS LAKE BC V2R 4Z8**
SALE PRICE: **\$680,000**

DATE OF ASSIGNMENT: **NOVEMBER 2, 2020**
PROPERTY: **409 BIRCH STREET, CULTUS LAKE BC V2R 4Z3**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **NOVEMBER 2, 2020**
PROPERTY: **322 SPRUCE STREET, CULTUS LAKE BC V2R 4Y7**
SALE PRICE: **\$605,000**

DATE OF ASSIGNMENT: **NOVEMBER 5, 2020**
PROPERTY: **429 WILLOW STREET, CULTUS LAKE BC V2R 4Z4**
SALE PRICE: **\$525,000**

DATE OF ASSIGNMENT: **NOVEMBER 9, 2020**
PROPERTY: **106 FIRST AVENUE, CULTUS LAKE BC V2R 4Y4**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **DECEMBER 7, 2020**
PROPERTY: **405 BIRCH STREET, CULTUS LAKE BC V2R 4Z5**
SALE PRICE: **\$575,000**

DATE OF ASSIGNMENT: **DECEMBER 17, 2020**
PROPERTY: **609 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z5**
SALE PRICE: **\$1,160,000**




STRATEGIC PLAN:

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

Prepared by:


Katrina Craig
Lease Administrator

Approved for submission to the Board:



Joe Lamb,
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 0540-720

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

SUBJECT: Recommendations from the Environmental and Public Areas Planning Committee

PURPOSE:

The purpose of this report is to provide the recommendations from the February 5, 2021 meeting of the Environmental and Public Areas Planning Committee.

RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board approves the planting of Elm Tree - *Ulmus americana* 'Brandon', within the Environmental and Public Areas Planning Committees Parking Lot B Landscape plan.*

DISCUSSION:

At the February 5, 2021 meeting of the Environmental and Public Areas Planning Committee the landscape plan for parking lot B was presented. The committee would like to plant Elm Tree - *Ulmus americana* 'Brandon' which is not in Schedule B, the approved tree replacement list, of the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019. The schedule does state; The use of cultivars and trees recognized as hardy and disease resistant and appropriate to a park environment may be considered for approval with an application to the Board.

As a result of this discussion, the above recommendation is being put forward to the Cultus Lake Park Board.

Prepared by:

Commissioner Bauer,
Chair, Environmental and Public
Areas Planning Committee

Approved for submission to the Board:

Joe Lamb,
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: February 17, 2021 **FILE:** 0540-740

SUBMITTED BY: Casey Smit,
Chair, Foreshore Fundraising and Improvement Committee

SUBJECT: Recommendations from the Foreshore Fundraising and Improvement Committee

PURPOSE:

The purpose of this report is to provide the recommendations from the January 25, 2021 meeting of the Foreshore Fundraising and Improvement Committee.

RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board approves that the 2021 Foreshore Fundraising and Improvement Committees first priority be to raise fund for the replacement of the Main Beach docks.*

And

***THAT** the Cultus Lake Park Board approves that the 2021 Foreshore Fundraising and Improvement Committee be able to utilize print, social media, and an online presence, with content to be approved by the CAO, to solicit donations for the Foreshore Fundraising and Improvement Committee.*

DISCUSSION:

At the January 25, 2021 meeting of the Foreshore Fundraising and Improvement Committee a discussion was had regarding the priorities of the 2021 Foreshore Fundraising and Improvement Committee and how to go about fundraising and bringing awareness of the committee to the public.

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

Prepared by:

Approved for submission to the Board:

Commissioner Smit,
Chair, Foreshore Fundraising and
Improvement Committee

Joe Lamb,
Chief Administrative Officer