



## CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, May 19, 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 May 19, 2021 instead of 7:00 pm.

**Due to the recent Provincial Health Order with respect to social gatherings, Board meetings 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://zoom.us/j/96919627972?pwd=aGZBMTJhMnlwQ0VYa1pncklqSVR4dz09>

Meeting ID: 969 1962 7972

Passcode: 533319

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/](http://www.cultuslake.bc.ca/board-meeting-videos/)

Please feel free to email questions for the Public Question Period no later than Tuesday, May 18th, 4:30 pm to [Rachel.litchfield@cultuslake.bc.ca](mailto:Rachel.litchfield@cultuslake.bc.ca)



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, MAY 19, 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;

Section 90 (1), (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the Municipality;

Section 90 (1), (g) litigation or potential litigation affecting the Municipality; and

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

### (3) RECONVENE

### (4) APPROVAL OF AGENDA

- (a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of May 19, 2021; and

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

### (5) DELEGATION

#### 2020 DRAFT Financial Statements

- Sean Reid, KPMG regarding the 2019 Audit Findings Report
- Report dated May 19, 2021 from Erica Lee, Chief Financial Officer

**THAT** the report from the Chief Financial Officer regarding the 2020 DRAFT Financial Statements be received; and

**THAT** the 2020 Financial Statements be approved.

### (6) ADOPTION OF MINUTES

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held April 21, 2021.

**(7) ADOPTION OF COMMITTEE MINUTES**

- Page 39 (a) ***THAT*** the Cultus Lake Park Board receive the March 30, 2021 Foreshore Fundraising and Improvement Committee Minutes.
- Page 41 (b) ***THAT*** the Cultus Lake Park Board receive the April 20, 2021 Foreshore Fundraising and Improvement Committee Minutes.
- Page 43 (c) ***THAT*** the Cultus Lake Park Board receive the March 26, 2021 Village Center Planning and Development Committee Meeting Minutes.
- Page 47 (d) ***THAT*** the Cultus Lake Park Board receive the April 6, 2021 Commercial Leaseholder Committee Meeting Minutes.

**(8) CORRESPONDENCE**

- Page 51 (a) **Restructuring of the FVRD Regional Indigenous Relations Committee**  
Letter dated May 6, 2021 from Jason Lum, Chair, FVRD

***THAT*** the Cultus Lake Park Board receive the Restructuring of the FVRD Regional Indigenous Relations Committee letter for information.

**(9) BYLAWS**

- (a) **2021-2025 Five-Year Financial Plan Amendment Bylaw No. 1193, 2021**

- Page 53
- Page 55
- Page 57
- Page 59
- Page 61
- Reported dated May 19, 2021 from Erica Lee, Chief Financial Officer
  - 2015 - 2025 Financial Amendment Bylaw No.
  - Schedule A
  - Schedule B
  - Schedule C

***THAT*** the Cultus Lake Park Board give First, Second and Third reading to Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1193, 2021.

**(10) CONSENT AGENDA**

- Pages 63 - 96
- (a) 2021 First Quarter Reports
- Finance
  - Lions Parking
  - Public Works
  - Campground and Cabins
  - Bylaw Compliance and Enforcement
  - Fire Department
  - Lease Assignment

***THAT*** the Cultus Lake Park Board receive the 2021 First Quarter reports for information.

**(11) REPORTS BY STAFF**

**(a) Cultus Lake Park User Application**

Page 97

- Report dated May 19, 2021 from Amanda Nadeau Communications, Media and Events Coordinator

***THAT** the Cultus Lake Park Board approve the implementation of the Cultus Lake Park User Application through MyCivicApp.*

**(b) Amendment to resolution 4783-21 on the April 21, 2021 Regular Board Meeting – Pikeminnow Fishing Derby Special Event**

Page 109

- Report dated May 19, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

***THAT** resolution 4783-21 from the April 21, 2021 Regular Board Meeting minutes be amended to change the date of June 16, 2021 to June 19, 2021 so that the resolution reads:*

***THAT** the Cultus Lake Park Board support the Lions Club Covid-19 Fishing Derby for removal of Pikeminnow and Small Mouth Bass on June 19, 2021; and*

***THAT** the Cultus Lake Park Board support and allow placement of disposal boxes along the Foreshore and Main Beach.*

**(12) REPORTS BY COMMISSIONERS**

**(a) Recommendations from the Foreshore Fundraising and Improvement Committee**

Page 111

- Report dated May 19, 2021 Casey Smit, Chair, Foreshore Fundraising and Improvement Committee

***THAT** the Foreshore Fundraising and Improvement Committee request that the Cultus Lake Park Board approve the concept of signage being placed that will acknowledge significant donors to the Main Beach Dock Fundraising project. Staff to submit to the Cultus Lake Park Board signage and potential locations to the Board for final approval upon completion of the project.*

**(13) COMMUNITY ASSOCIATION**

**(14) PUBLIC QUESTION PERIOD**

**(15) ADJOURNMENT**

***THAT** the Regular Meeting of the Cultus Lake Park Board held on May 19, 2021 be adjourned.*





***DRAFT*** Financial Statements of

## **CULTUS LAKE PARK BOARD**

And Independent Auditors' Report thereon

Year ended December 31, 2020

## INDEPENDENT AUDITORS' REPORT

To the Commissioners of Cultus Lake Park Board

### ***Opinion***

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

- the statement of financial position as at December 31, 2020
- the statements of operations and accumulated surplus for the year then ended
- the statement of change in net financial assets for the year then ended
- the statements of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Cultus Lake Park Board as at December 31, 2020 and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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

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

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

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

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

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

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

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

***Auditors' Responsibility***

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

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

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

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

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

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

We also:

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

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



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

***Draft***

Chartered Professional Accountants

Chilliwack, Canada

# CULTUS LAKE PARK BOARD

Statement of Financial Position

**DRAFT**

December 31, 2020, with comparative information for 2019

	2020	2019
<b>Financial assets:</b>		
Cash	\$ 1,795,223	\$ 626,316
Investments (note 2)	6,048,816	5,805,626
Accounts receivable (note 3)	35,204	232,791
	<u>7,879,243</u>	<u>6,664,733</u>
<b>Liabilities:</b>		
Accounts payable and deposits	807,690	478,916
Deferred revenue	772,126	427,309
Landfill closure liability (note 4)	1,452,700	935,868
Obligations under capital leases (note 5)	22,900	35,226
	<u>3,055,416</u>	<u>1,877,319</u>
Net financial assets	4,823,827	4,787,414
<b>Non-financial assets:</b>		
Tangible capital assets (note 6)	3,473,763	3,813,408
Prepaid expenses	123,697	112,755
	<u>3,597,460</u>	<u>3,926,163</u>
Commitments (note 8)		
Contingency (note 10)		
<b>Accumulated surplus (note 7)</b>	<b>\$ 8,421,287</b>	<b>\$ 8,713,577</b>

See accompanying notes to financial statements.

On behalf of the Cultus Lake Park Board:

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

\_\_\_\_\_  
Commissioner Chair

# CULTUS LAKE PARK BOARD

Statement of Operations and Accumulated Surplus

**DRAFT**

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget	2020 Actual	2019 Actual
Revenues:			
Sunnyside Campground	\$ 2,994,710	\$ 2,516,119	\$ 2,800,073
Residential leases	949,639	985,106	895,445
Commercial leases	640,685	680,841	652,793
Pay parking	694,000	543,607	614,325
Other	180,500	308,885	386,149
Cabin rentals	263,260	168,577	151,837
Sales of services	118,130	119,290	165,683
Interest income	40,000	74,736	146,708
	5,880,924	5,397,161	5,813,013
Expenses:			
Campground and visitor services	1,689,662	1,481,691	1,647,778
General government	985,800	1,130,539	1,042,449
Public works	1,074,050	966,541	995,101
Public safety	542,215	479,466	435,280
Public open space	335,380	231,432	383,463
Lease services	203,165	760,122	219,015
	4,830,272	5,049,791	4,723,086
Surplus before amortization	1,050,652	347,370	1,089,927
Amortization	-	(639,660)	(659,667)
Annual surplus (deficit)	1,050,652	(292,290)	430,260
Accumulated surplus, beginning of year	8,713,577	8,713,577	8,283,317
Accumulated surplus, end of year	\$ 9,764,229	\$ 8,421,287	\$ 8,713,577

See accompanying notes to financial statements.

# CULTUS LAKE PARK BOARD

## Statement of Change in Net Financial Assets

### ***DRAFT***

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget	2020 Actual	2019 Actual
Annual surplus (deficit)	\$ 1,050,652	\$ (292,290)	\$ 430,260
Acquisition of tangible capital assets	(1,173,080)	(300,015)	(2,082,568)
Amortization of tangible capital assets	-	639,660	659,667
	(122,428)	47,355	(992,641)
Change in prepaid expenses	-	(10,942)	20,249
Change in net financial assets	(122,428)	36,413	(972,392)
Net financial assets, beginning of year	4,787,414	4,787,414	5,759,806
Net financial assets, end of year	\$ 4,664,986	\$ 4,823,827	\$ 4,787,414

See accompanying notes to financial statements.



# CULTUS LAKE PARK BOARD

## Statement of Cash Flows

### **DRAFT**

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus (deficit)	\$ (292,290)	\$ 430,260
Items not involving cash:		
Amortization of tangible capital assets	639,660	659,667
Change in non-cash operating assets and liabilities:		
Accounts receivable	197,587	(143,973)
Prepaid expenses	(10,942)	20,249
Accounts payable and deposits	328,774	164,604
Deferred revenue	344,817	43,122
Landfill closure liability	516,832	27,258
	1,724,438	1,201,187
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(300,015)	(2,082,568)
<b>Investing activities:</b>		
Decrease (increase) in investments	(243,190)	1,511,831
<b>Financing activities:</b>		
Decrease in obligations under capital lease, net	(12,326)	(11,515)
Increase in cash	1,168,907	618,935
Cash, beginning of year	626,316	7,381
Cash, end of year	\$ 1,795,223	\$ 626,316

See accompanying notes to financial statements.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements

**DRAFT**

Year ended December 31, 2020

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## General:

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

### 1. Significant accounting policies:

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

#### (a) Financial instruments:

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

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

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

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

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

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

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

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## 1. Significant accounting policies (continued):

### (c) Leased tangible capital assets:

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

### (d) Long-lived assets:

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

### (e) Landfill closure liability:

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

### (f) Revenue recognition:

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

### (g) Use of estimates:

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

### (h) Budget figures:

The budget figures presented in these financial statements are based on the 2020 five-year financial plan approved by the Commissioners on December 18, 2019.



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

## 2. Investments:

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

	2020	2019
Investments:		
Term deposits	\$ 2,018,611	\$ 1,809,272
Municipal Finance Authority	4,030,205	3,996,354
	6,048,816	5,805,626
Less restricted for:		
Reserve funds	(4,382,249)	(4,084,947)
Available for general use	\$ 1,666,567	\$ 1,720,679

As at December 31, 2020, investments consist of term deposits, earning interest at 1.15% per annum, with maturity dates in April 2021. In addition, the Park Board has invested in the Municipal Finance Authority Money Market fund.

## 3. Accounts receivable:

	2020	2019
Trade accounts	\$ 34,521	\$ 231,580
GST	683	1,211
	\$ 35,204	\$ 232,791

## 4. Landfill closure liability:

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

In 2015, the Park Board obtained a new report that reassessed the closure costs required to close the landfill in accordance with the expected minimum standards imposed by the Province of British Columbia. In 2020 the Park Board increased the estimated capital closure costs from the 2015 report for inflation in construction costs and estimated post-closure costs. The landfill site has been inactive for many years, however, the Park Board does not expect to formally close the landfill site until 2026. Once closed, the landfill site may require post-closure care for up to 25 years. These estimated closure and post-closure costs of \$1,452,700 (2019 - \$935,868) is the net present value of estimated future cash flows using a discount rate of 2.10% (2019 - 3.0%).

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

## 5. Obligations under capital leases:

	2020	2019
Net minimum lease payments	\$ 24,457	\$ 38,842
Less amount representing interest at rates ranging from 5.5% to 6.6%	(1,558)	(3,616)
Present value of net minimum lease payments	22,900	35,226
	2020	
2021		14,386
2022		8,632
2023		1,440
Total minimum capital lease payments		24,458
Less amount representing interest		(1,558)
Present value of net minimum lease payments	\$	22,900

Interest of \$3,020 (2019 - \$2,870) relating to capital lease obligations has been included in the statement of operations and accumulated surplus.



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

## 6. Tangible capital assets:

### Cost

	Balance at December 31, 2019	Additions	Disposals and write-downs	Balance at December 31, 2020
Land	\$ 485,820	\$ -	\$ -	\$ 485,820
Buildings	2,077,082	57,639	-	2,134,721
Fire truck and equipment	952,385	8,893	-	961,278
Office and general equipment	426,048	11,693	-	437,741
Park equipment	2,129,083	54,401	-	2,183,484
Plaza building and equipment	993,084	-	-	993,084
Property improvement and roads	1,764,692	81,684	-	1,846,376
Sunnyside property and equipment	2,305,083	30,860	-	2,335,943
Waterfront equipment	386,949	54,845	-	441,794
Water system	874,046	-	-	874,046
<b>Total</b>	<b>\$ 12,394,272</b>	<b>\$ 300,015</b>	<b>\$ -</b>	<b>\$ 12,694,287</b>

### Accumulated amortization

	Balance at December 31, 2019	Amortization	Disposals and write-downs	Balance at December 31, 2020
Land	\$ -	\$ -	\$ -	\$ -
Buildings	1,697,944	107,106	-	1,805,050
Fire truck and equipment	616,607	44,877	-	661,484
Office and general equipment	388,457	20,399	-	408,856
Park equipment	1,561,424	115,279	-	1,676,703
Plaza building and equipment	498,642	71,670	-	570,312
Property improvement and roads	1,227,946	85,030	-	1,312,976
Sunnyside property and equipment	1,486,268	163,350	-	1,649,618
Waterfront equipment	229,530	31,949	-	261,479
Water system	874,046	-	-	874,046
<b>Total</b>	<b>\$ 8,580,864</b>	<b>\$ 639,660</b>	<b>\$ -</b>	<b>\$ 9,220,524</b>

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

## 6. Tangible capital assets (continued):

### Net book value of tangible capital assets

	Net book value December 31, 2020	Net book value December 31, 2019
Land	\$ 485,820	\$ 485,820
Buildings	329,671	379,138
Fire truck and equipment	299,794	335,778
Office and general equipment	28,885	37,591
Park equipment	506,781	567,659
Plaza building and equipment	422,772	494,442
Property improvement and roads	533,400	536,746
Sunnyside property and equipment	686,325	818,815
Waterfront equipment	180,315	157,419
Water system	-	-
Total	\$ 3,473,763	\$ 3,813,408

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

## 7. Accumulated surplus:

At December 31, 2020, the balance consists of:

	2020	2019
Operating funds	\$ 588,175	\$ 850,448
Reserve funds	4,382,249	4,084,947
Equity in tangible capital assets	3,450,863	3,778,182
	<u>\$ 8,421,287</u>	<u>\$ 8,713,577</u>

Reserve funds are as follows:

	2020	2019
Cabins	\$ 18,266	\$ 7,804
Community event	279	275
Community hall	45,002	46,274
Community services	227,817	240,820
Fire department	153,623	57,545
Foreshore area	640	7,584
Land sales	1,797,506	1,816,456
Landfill closure	207,193	129,768
Main beach	58,753	51,646
Milfoil	118,038	115,349
Park office	167,283	179,992
Park patrol	18,925	18,654
Plaza	64,843	10,992
Sewer	24,132	16,807
Sunnyside capital	1,254,403	1,171,892
Tree	15,888	6,427
Water	209,658	206,662
	<u>\$ 4,382,249</u>	<u>\$ 4,084,947</u>



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

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## 8. Commitments:

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

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2021	\$	23,100
2022		23,473
2023		21,246
2024		13,913
2025		13,540
	\$	95,272

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## 9. Contractual rights:

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

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2021	\$	853,065
2022		822,329
2023		576,948
2024		327,527
2025		235,053
Thereafter		2,010,241
	\$	4,825,163

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

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## 10. Contingency:

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

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

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

## 11. Financial risks:

Market Risk is the risk that changes in market prices, such as interest rates, will affect the Park Board's income. The Park Board's cash and portfolio investments include amounts on deposit with financial institutions that earn interest at market rates. The Park Board manages its cash by maximizing the interest income earned on excess funds while maintaining the liquidity necessary to conduct operations on a day-to-day basis. Fluctuations in market rates of interest would not have a significant effect on the Park Board's income.

Credit Risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Management does not believe that the Park Board is exposed to significant credit risk.

The carrying value of cash, accounts receivable, and accounts payable and accrued liabilities approximate their fair value due to the relatively short periods to maturity of these items.

There has been no change to the risk exposures outlined above from 2019 other than the pervasive impact of the ongoing COVID-19 pandemic, of which, may lead to adverse changes in cash flows and working capital levels, which may also have a direct impact on the Park Board's operating results and financial position in the future. The situation is dynamic and the ultimate duration and magnitude is unknown.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

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## 12. Pension plan:

The Park Board and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

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

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

The Park Board paid \$102,515 (2019 - \$107,850) for employer contributions to the plan in fiscal 2020.

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

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

## 13. Related party transactions:

During the year, the Park Board contracted services for \$39,275 from a Commissioner's partner. The transaction was on the same terms and conditions as transactions with other parties.

## 14. Comparative figures:

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



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2020

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## 15. Segmented information:

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

(a) General government:

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

(b) Public works:

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

(c) Campground and visitor services:

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

(d) Public safety:

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

(e) Lease services:

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

(f) Public open spaces:

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 15. Segmented information (continued):

	General Government	Public Works	Campground and Visitor Services	Public Safety	Lease Services	Public Open Space	2020	2019
<b>Revenues:</b>								
Sunnyside Campground	\$ -	\$ -	\$ 2,516,119	\$ -	\$ -	\$ -	\$ 2,516,119	\$ 2,800,073
Residential leases	-	-	-	173,371	811,735	-	985,106	895,445
Commercial leases	-	-	-	39,665	641,176	-	680,841	652,793
Pay parking	-	-	-	-	-	543,607	543,607	614,325
Other	3,113	1,079	247,134	42,334	114	15,111	308,885	386,149
Cabin rentals	-	-	168,577	-	-	-	168,577	151,837
Sales of services	510	-	10,067	59,625	-	49,088	119,290	165,683
Interest income	74,736	-	-	-	-	-	74,736	146,708
	78,359	1,079	2,941,897	314,995	1,453,025	607,806	5,397,161	5,813,013
<b>Expenses:</b>								
Salaries and benefits	634,438	812,226	484,562	118,576	-	-	2,049,802	2,067,712
Commissioner's expenses	92,383	-	-	-	-	-	92,383	76,849
Bank & POS charges	8,671	-	71,448	-	-	14,523	94,642	105,943
Insurance	16,833	30,437	40,422	24,728	37,350	43,226	192,996	174,226
Landfill liability expense	-	-	-	-	529,517	-	529,517	40,962
Office, telephone and sundry	50,556	10,815	59,126	14,059	-	12,996	147,552	199,329
Professional fees	234,062	-	-	-	-	-	234,062	191,157
Program support	83,942	15,105	248,719	266,149	15,447	81,405	710,767	753,795
Retail cost of goods sold	-	-	93,507	-	-	-	93,507	86,196
Roads, parking and grounds maintenance	-	18,242	37,248	-	2,283	63,257	121,030	174,851
Utilities	5,802	10,869	356,407	7,355	32,180	7,017	419,630	527,119
Vehicle, building and equipment	3,852	51,886	36,781	48,599	7,040	4,257	152,415	180,499
Waste disposal	-	16,961	53,471	-	136,305	4,751	211,488	144,448
	1,130,539	966,541	1,481,691	479,466	760,122	231,432	5,049,791	4,723,086
Amortization	71,477	199,560	220,127	44,877	71,670	31,949	639,660	659,667
Recoveries from other segments	(1,095,086)	(966,276)	463,206	(276,012)	883,283	990,885	-	-
<b>Annual surplus (deficit)</b>	<b>\$ (28,571)</b>	<b>\$ (198,746)</b>	<b>\$ 776,873</b>	<b>\$ 66,664</b>	<b>\$ (262,050)</b>	<b>\$ (646,460)</b>	<b>\$ (292,290)</b>	<b>\$ 430,260</b>





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 3900

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

**SUBJECT:** 2020 DRAFT Financial Statements

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#### **PURPOSE:**

To provide the Board with the 2020 DRAFT Financial Statements for approval.

#### **RECOMMENDATION:**

***THAT** the report from the Chief Financial Officer regarding the 2020 DRAFT Financial Statements be received; and*

***THAT** the 2020 Financial Statements be approved.*

#### **DISCUSSION:**

The financial statements for the Cultus Lake Park Board (CLPB) have been audited by KPMG, the CLPB's auditor. Representatives from KPMG, along with staff, are in attendance to present the 2020 DRAFT Financial Statements to the Board. The Independent Auditors Report states that the financial statements accurately reflect the financial position of the Park on December 31, 2020.

Highlights from the 2020 Financial Statements include:

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

The financial position of the CLPB decreased over 2019 as a result of the \$292,290 annual deficit. The main contributor to the annual deficit was the significant increase in the Landfill Closure Liability recorded as an extraordinary expense for 2020. In 2020 a new auditing standard, CAS 540, was introduced that required the auditors to perform a more granular review of the Landfill Liability estimate. In response management took additional steps to reduce the uncertainty and subjectivity of the estimate, which resulted in the Landfill Closure Liability increasing by \$516,832.

The Park also saw a decrease in its Net Tangible Capital Assets totaling \$339,645. This decrease occurred as many capital projects scheduled for 2020 were deferred due to the effect that Covid-19 had on the Park's operations and to preserve the Park's reserve funds.

As planned the deferral of significant purchases of Tangible Capital Assets in 2020 resulted in an increase in CLPB's Investments and Cash holdings by approximately \$1,412,100. Account Payable, Deposits and Deferred Revenue also increased on December 31<sup>st</sup> by \$670,000. This increase was largely due to Covid-19 related closures in 2020 that resulted in refunds to customers that were held to cover services for the 2021 season as deferred revenue.



Operationally, 2020 was a challenging year due the Pandemic. Due to Covid-19 the Parking Lots were closed from the end of March to mid-May and the opening of Sunnyside Campground was delayed from it typical opening at the beginning of April to the end of May, causing lower than originally budgeted revenues in these areas. Staff worked hard to reduce spending and defer projects to preserve the Park's reserve funds. .

Despite the delayed opening a number of the Park's revenue streams remained very strong. Sunnyside overnight camping, additional user fees and store revenues exceeded budgeted levels by approximately \$250,000 and exceeded 2019 revenues, commercial lease income exceeded budget levels by more than \$40,000 and sale of services income was in line with the budget for 2020.

On the expenditure side, excluding the extraordinary landfill liability closure expense, overall costs for the Park were lower than budgeted for 2020.

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

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

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

In 2020 a new auditing standard, CAS 540, was introduced that required the auditors to perform a more granular review of the Landfill Liability estimate. This led management to do a closer review of the estimate to reduce its uncertainty and subjectivity. In response to the review, management applied an inflationary increase from the original estimate in 2015 to bring the costs up to a current estimated value. In addition, post closure costs were estimated based on a review of other municipalities ongoing costs and were added to the 2020 liability.

In 2020, \$516,832 was recorded to increase the liability.

### **b) Segmented Reporting**

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

This format is continued in 2020.

### **c) Contractual Rights**

Background: In 2018, a new disclosure requirement regarding contractual rights commenced. With this change a contractual rights note (#9) was added that outlines the amounts Cultus Lake Park Board is scheduled to receive from 2021 to 2025 and thereafter from contracts the Board has entered into for various residential and commercial property leases and cost share agreements.

This format is continued in 2020.

The approval of the 2020 DRAFT Financial Statements concludes the annual financial audit process.

**STRATEGIC PLAN:**

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

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Prepared by:



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Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer







## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, APRIL 21, 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 - Via Zoom

**Staff** Chief Administrative Officer – J. Lamb  
Manager of Finance – E. Lee  
Manager of Park Operations – D. Driediger  
Manager of Corporate Services / Corporate Officer – R. Litchfield  
Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer  
Communications, Media and Event Coordinator – A. Nadeau

### Regrets

#### (1) CALL TO ORDER

The Chair called the meeting to order at 4:31 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), 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 4:58 pm.

#### (4) APPROVAL OF AGENDA

**4765-21** Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of April 21, 2021; and*

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

**CARRIED**

**(5) ADOPTION OF MINUTES**

4766-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 17, 2021.***

**CARRIED**

**(6) ADOPTION OF COMMITTEE MINUTES**

4767-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board approve the February 18, 2021 Community Events and Engagement Committee Minutes.***

**CARRIED**

4768-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board approve the March 25, 2021 Community Events and Engagement Committee Minutes.***

**CARRIED**

4769-21 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board approve the February 19, 2021 Village Center Planning and Development Committee Minutes.***

**CARRIED**

Commissioner Dzaman noted that he is impressed with the group of volunteers and he noted that he is looking forward to the working with the committee and he is confident that they will move forward to come up with something that will benefit the Park and the City of Chilliwack.

4770-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board approve the February 23, 2021 Foreshore Fundraising and Improvement Committee Minutes.***

**CARRIED**

4771-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board approve the March 23, 2021 Foreshore Fundraising and Improvement Committee Minutes.***

**CARRIED**

4772-21 Moved by: Commissioner Dzaman Seconded by: Commissioner s

***THAT the Cultus Lake Park Board approve the March 2, 2021 Commercial Leaseholder Committee Minutes.***

**CARRIED**

**(7) CORRESPONDENCE**

**(a) Development Variance Referral – 244 First Avenue**

- Referral information for Development Variance Permit # 2021-09, 244 First Avenue

The applicants attended the meeting via Zoom. Chief Administrative Officer, Joe Lamb noted that in the Fraser Valley Regional District Zoning Bylaw No. 1375, 2016, there was an item inserted that deals with a corner lot line setbacks that was not in the previous Cultus Lake Specified Area Bylaw. The setback required is 6m for a corner sightline. He noted that the request is to reduce from 6m to 3m at the southwest corner of intersection of First Ave/Pine Street for a single-family dwelling.

The applicants noted that the width of the lot is now 9.1m and asking for 6m across the front seemed bit grievance in order to build a home. The visibility to go down to 3m is sufficient for the corner. He noted that some of the trees located on the corner property would be blocked with trees. They hope to clean this up or remove one or two trees with approval should the variance be considered. He noted that the map appears to be small area however, it is large area. They noted that they would like to have two cars underground but with the 6m allowance they would have one however with the 3m reduction this would support the parking.

4773-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board approve the application to reduce the visual clearance area (sight triangle) required under FVRD Cultus Lake Park Zoning Bylaw No. 1375 from 6.0 meters to 3.0 meters at the southeast west corner of the intersection of First Avenue and Pine Street to facilitate the construction of a single-family home at 244 First Avenue; and***

***THAT the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 244 First Avenue.***

**CARRIED**

**(b) Development Variance Referral – 207 Lakeshore Drive**

- Referral information for Development Variance Permit # 2021-12, 207 Lakeshore Drive

The applicants attended the meeting via Zoom. They noted that the design that they were hoping to proceed with, how can the utilize the lot with the elevation of the property and noted that it would work with the contour. They noted that they would like to maximize view potentials and adding the extra story allows for the garage at Lakeshore Drive side with two full spots and one on Munroe Ave. side. They had hoped that this would be considered as the area is congested with parking.

Jesse Raynor, designer noted that there was an application on Munroe Ave that was very similar situation and was approved. He noted that they are trying to accommodate for extra

parking spaces and would like the access of Lakeshore Dr. He noted that there was discussion surrounding Board and staff at FVRD to determine if the frontage is off of Lakeshore Dr. With access off of Munroe for storage and also noted that they are not over the height allowance of 28ft. for the highest point on the property line high side at rather 24.4ft. He noted they would be at four stories or other option for four stories ten being 43.5ft at three stories.

Chief Administrative Officer, Joe Lamb noted that he would request direction from the Board on the encroachment over Munroe Ave. for the additional garage as it is not serviced from Munroe Ave. and this would apply to the first eleven lots.

***THAT the Cultus Lake Park Board approve the application to increase the number of allowable stories permitted under FVRD Cultus Lake Park Zoning Bylaw No. 1375 from two (2) stories plus a basement to three (3) stories plus a basement to facilitate the construction of a new single-family home at 207 Lakeshore Drive; and***

***THAT the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 207 Lakeshore Drive.***

**MOTION LOST FOR WANT OF SECONDER**

4774-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board is not in support the application to increase the number of allowable stories permitted under FVRD Cultus Lake Park Zoning Bylaw No. 1375 from two (2) stories plus a basement to three (3) stories plus a basement to facilitate the construction of a new single-family home at 207 Lakeshore Drive.***

***THAT the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 207 Lakeshore Drive.***

**CARRIED**

4775-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board request that staff advise Fraser Valley Regional District FVRD and advise them that lots 200 – 210B Lakeshore Drive, for servicing and parking purposes be accessed off of Lakeshore Drive not Munroe Avenue with respect to the regulations outlined in the Cultus Lake Park Zoning Bylaw No.1375.***

**CARRIED**

(c) **CLASS Cultus Lake Stewards & a DO/T Meter**

- Email dated April 7, 2021 from Ernie Vance, Cultus Lake Steward Society

4776-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board receive the CLASS Cultus Lake Stewards & a DO/T Meter for information.***

**CARRIED**

4777-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board donate \$500 towards the CLASS Cultus Lake Stewards & a DO/T Meter.*

**CARRIED**

**(8) BYLAWS**

**(a) Parking and Traffic Regulation Bylaw No. 1190, 2021**

- Parking and Traffic Regulation Bylaw No. 1190, 2021

4778-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give Final reading to the Parking and Traffic Regulation Bylaw No. 1190, 2021.*

**CARRIED**

**(b) Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1192, 2021**

- Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1192, 2021

4779-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give Final reading to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1192, 2021.*

**CARRIED**

**(9) STAFF REPORTS**

**(a) 2021 Residential Parking Permits**

- Report dated April 21, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4780-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board approve that the current residential parking permits, that expire on April 30, 2021, be extended until June 30, 2021.*

***THAT** the Cultus Lake Park Board approve to allow leaseholders to be able to purchase, from the Park office, up to 2 additional annual electronic residential parking permits, per lease lot, to be valid for one year running from May 1<sup>st</sup> to April 30<sup>th</sup> at a cost of \$100 per year; and*

***THAT** the Cultus Lake Park Board approve these permits to be prorated through the period of May 1<sup>st</sup> to April 30<sup>th</sup>.*

***THAT** the Cultus Lake Park Board approve to allow leaseholders to be able to purchase, through online registration, 2 residential daily permits per day, per lease lot, at a cost of \$6 per day (quantities of this daily pass would be varied by the Park and would be subject to available parking).*

***THAT the Cultus Lake Park Board receive the attached parking and fee schedule for information.***

**CARRIED**

(b) **Administrative Policy – Advertising on Public Bulletin Boards in the Park**

- Report dated April 21, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4881-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board approve the Advertising on Public Bulletin Boards Policy.***

**CARRIED**

(c) **Residential Leaseholder Private Facebook Group or Cultus Lake Park User Application**

- Report dated April 21, 2021 from Amanda Nadeau Communications, Media and Events Coordinator

***THAT the Cultus Lake Park Board consider implementing the launch of a Residential Leaseholder Private Facebook Group.***

**MOTION FAILED**

***THAT the Cultus Lake Park Board consider implementing a Cultus Lake Park User Application through MyCivicApp.***

**MOTION FAILED**

4782-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board consider implementing the launch of both Residential Leaseholder Private Facebook Group and the MyCivicApp.***

**CARRIED**

Commissioner Smit voted in opposition.

(d) **Pikeminnow Fishing Derby Special Event**

- Report dated April 21, 2021 from Amanda Nadeau Communications, Media and Events Coordinator

4783-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

***THAT the Cultus Lake Park Board support the Lions Club Covid-19 Fishing Derby for removal of Pikeminnow and Small Mouth Bass on June 16, 2021; and***

***THAT the Cultus Lake Park Board support and allow placement of disposal boxes along the Foreshore and Main Beach.***

**CARRIED**

(e) **Alternate Logo for Cultus Lake Park**

- Report dated April 21, 2021 from Amanda Nadeau Communications, Media and Events Coordinator

4784-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board approve the alternative logo for Cultus Lake Park created by Tourism Chilliwack.***

**CARRIED**

**(9) COMMISSIONERS REPORTS**

(a) **Recommendations from the Foreshore Fundraising and Improvement Committee**

- Report dated April 21, 2021 from Casey Smit, Chair, Foreshore Fundraising Improvement Committee

4784-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT the Foreshore Fundraising and Improvement Committee recommend the Cultus Lake Park Board approve that an engineered dock system that is the best available, to the Park, that is approved by FLINRO, at the time of replacement, be installed.***

**CARRIED**

(b) **Recommendations from the Community Events and Engagement Committee**

- Report dated April 21, 2021 from Kirk Dzaman Chair, Community Events and Engagement Committee

***THAT the Cultus Lake Park Board approve the 2021 Cultus Lake Park Christmas lights display.***

**MOTION FAILED**

4785- 21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board support the Community event and engagement event committee in pursuing the 2021 Cultus Lake Park Christmas lights display and to provide budget information and time to be determined and to be provided to the Board.***

**CARRIED**

Vice Chair Bauer, on behalf of the Environmental and Public Areas Planning Committee thanked the volunteers and staff for the planting of trees and understory plants. In addition, to also thank the volunteers and staff for the placement of the milfoil matting.

Commissioner Payeur invited volunteers to come out and join the planting that is happening this upcoming weekend.



**(10) COMMUNITY ASSOCIATION**

Q: When will Parking Lot B be opening?

A: Chief Administrative Officer, Joe Lamb noted somewhere between May 7<sup>th</sup> - 10<sup>th</sup> 2021,

Q: Is the project on budget?

A: Chief Administrative Officer, Joe Lamb noted that the project is under budget.

Q: Has there been a change to the number of parking stalls since the original drawings?

A: Chief Administrative Officer, Joe Lamb noted there is approximately 21 less stalls than in the original plan. (approximate total of 345 stalls).

Q: Will any changes be made to the number of pedestrian crosswalks immediately in the area of Parking Lot B on Sunnyside Blvd, currently there are three within a very small area and this caused traffic to back up onto Columbia Valley Highway as cars are continually stopping for pedestrians on busy days.

A: Chief Administrative Officer, Joe Lamb noted the crosswalk across Columbia Valley Highway and the first crosswalk on Sunnyside, immediately exiting the roundabout onto Sunnyside Blvd are not controlled by the Park but by BC Highways, however, the two remaining crosswalks will be reduced to one.

**(11) PUBLIC QUESTION PERIOD**

Q: Ernie Vance, Mountain View, inquired on the Foreshore Committee, he noted that it was mentioned that the two million dollars was the goal to be raised. He noted that in the report it totals approximately 1.2 million. He inquired as to where those numbers came from. He further noted that some of the other docks are reported to be in bad shape and asked where will funds come for their replacement. He also inquired if there is any opportunity for grants. He further inquired on behalf of another resident; the name of the company that is being used for the new parking system. Will the park staff be cross referencing with accounts to cars for registration purposes? He also inquired on collection process. He also inquired on Chilliwack Tourism's membership and Park Board membership. He also inquired about the Air bnb Regional Tax.

A: Chief Administrative Officer, Joe Lamb noted that the Main Beach docks do not require replacement under that report. The Committee is set to replacing the Main Beach docks and committee members have sourced companies for quotes and these are based on the materials that could be used. He further noted that the funds would come out of the Cultus Lake Park Foreshore Reserve Fund. He noted that there may be opportunities for grants if there were approved. He noted that we are waiting to hear on the grant for the Foreshore Erosion project that we applied for and we will apply for grants as they become available. He noted that the name of the company that is implementing the new parking system is Getcha. He noted that staff will only be cross referencing for ticketing purposes. He noted that with respect to collections, with residential they will have to pay the ticket before their lease payment, or it may go into default. There are three ways to pay, online, Park office and or the City. If tickets are not paid it will go to collections. Bylaw Enforcement will respond to calls if people are uncertain about people parking to see if they should or should not be there. He noted that we will have the ability to check to see if plate numbers are registered. Chief Administrative Officer, Joe Lamb noted that we are a third Municipal partner with Chilliwack Tourism. He noted that the Air bnb Regional Tax goes back to the City of Chilliwack and what is collected goes back for Cultus Lake Park. An agreement was

made to trade for them to collect the tax and no funds are paid to Tourism Chilliwack as in the past.

Q: Brent Shirley, Mountain View inquired what areas are required for permit registration and asked for clarification if your vehicle is parked solely on the leaseholders lot.

A Chief Administrative Officer, Joe Lamb noted that if the vehicle were on the property you would not need to register. All other areas outside this will need to be registered.

Q: Laurel Shear, Lakeshore Drive inquired about survey pins that the Department of Fisheries and Oceans place near # 7 Lakeshore Drive pose to be a trip hazard and asked if they could be removed. She further inquired on a fire that took place Easter Monday. She noted that she did not see any signage with respect to no fires on the beach. She inquired on what the reporting process would be for situations like this. She noted signage would help to let people know and further the My City App would be a excellent way to report these situations.

A: Chief Administrative Officer, Joe Lamb that we will contact the City of Chilliwack regarding the stakes on Lakeshore Drive to see if they can now be removed. He noted that 911 should be called and the Fire Department would then respond.

Q: Charlotte Barich, First Avenue inquired if the Park has plans to put up the blue fencing in the residential area again to control the crowds. She further inquired if the highway cones would also be placed to help with traffic.

A: Chair Renwick noted that there are no plans for fencing placement. He noted that beachfront is public and part of the Trans Canada Trail. The Ministry of Transportation initiated that project last year with Email Anderson. Chief Administrative Officer, Joe Lamb noted that he will be attending an upcoming meeting with the Ministry of Transportation, FVRD, and he believes that the cones will be placed along the highway under the direction of the Ministry of Transportation.

Q: Colleen Rogosinski, Community Association inquired as to whether the Board has received any update on the sewer.

A: Chair Renwick noted that the budgets are now in from the Federal and Provincial Governments and the Board is waiting to hear from the FVRD application submitted for funding for sewer would be considered by them. She also inquired the legal aspect of the sewer system and where that was at. He further noted that the exchange of documents is where legal aspect of the sewer system is at.

## **(12) ADJOURNMENT**

4786-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT*** the Regular Meeting of the Cultus Lake Park Board held on April 21, 2021 be adjourned at 6:51 pm.

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held April 21, 2021.

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David Renwick  
Chair

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Joe Lamb  
Chief Administrative Officer



# FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE MEETING MINUTES

TUESDAY APRIL 20, 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** G. Senft – Via Zoom  
B. Dyck – Via Zoom  
N. McKenzie – Via Zoom  
C. Elstak – Via Zoom

**Staff** Chief Administrative Officer – J. Lamb  
Lease Administrator – K. Craig  
Communications, Media and Events Coordinator – A. Nadeau

## Regrets

### (1) CALL TO ORDER

The Chair called the meeting to order at 9:02 am.

### (2) APPROVAL OF AGENDA

Moved by: C. Elstak Seconded by: N. McKenzie

***THAT** the agenda for the April 20, 2021 Foreshore Fundraising and Improvement Committee be approved.*

**CARRIED**

### (3) ADOPTION OF MINUTES

Moved by: L. Payeur Seconded by: C. Elstak

***THAT** the minutes for the March 30, 2021 Foreshore Fundraising and Improvement Committee be approved.*

### (4) NEW BUSINESS

Colleen Rogozinski has resigned from the Foreshore Fundraising and Improvement Committee for 2021.

#### Canada Helps and Go Fund Me

- Staff investigated these platforms. If these are utilized, tax receipts will not be an option for donations made through them.
- If people donate directly through Cultus Lake Park's website, a tax receipt can be issued.

The next version of the brochure will be emailed to the committee members for email approval.

Staff to compose a template email, with links and more information that this brochure will be attached to and will be used by all Committee members.

**(5) PUBLIC QUESTION PERIOD**

No public questions at this meeting

**(6) NEXT MEETING DATE AND TIME**

April 20, 2021 at 9:00am

**(7) ADJOURNMENT**

Moved by: N. McKenzie Moved. by: B. Dyck

***THAT*** the Foreshore Fundraising and Improvement Committee meeting held on March 30, 2021 be adjourned at 10:10 am.

**CARRIED**



# FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE MEETING MINUTES

TUESDAY MARCH 30, 2021  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

<b>Present</b>	Commissioner C. Smit – Chair Commissioner L. Payeur – Vice Chair
<b>Committee Members</b>	G. Senft – Via Zoom B. Dyck – Via Zoom N. McKenzie – Via Zoom
<b>Staff</b>	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communications, Media and Events Coordinator – A. Nadeau
<b>Regrets</b>	C. Rogozinski C. Elstak –

## (1) CALL TO ORDER

The Chair called the meeting to order at 9:01 am.

## (2) APPROVAL OF AGENDA

Moved by: L. Payeur Seconded by: N. McKenzie

***THAT** the agenda for the March 30, 2021 Foreshore Fundraising and Improvement Committee be approved.*

**CARRIED**

## (3) ADOPTION OF MINUTES

Moved by: N. McKenzie Seconded by: B. Dyck.

***THAT** the minutes for the March 23, 2021 Foreshore Fundraising and Improvement Committee be approved.*

## (4) BROCHURE REVIEW

The Foreshore Fundraising and Improvement Committee reviewed and discussed the updated version of the brochure to be used for fundraising for raising funds for the Main Beach Dock replacement.

The Communications, Media and Events Coordinator explained the changes from the last version.

The committee would like to see a picture of paddle boarders instead of the kayakers.

Other changes to be incorporated - the visa and mastercard logo, add buy a plank as a \$500 sponsorship level, and switch the order of the levels from largest to smallest.

***THAT the Foreshore Fundraising The committee agreed to move forward with a Go Fund Me campaign and to direct people to the Park's website for people who want to donate and receive a tax receipt.***

Moved by: C. Elstak Seconded by: L. Payeur

**Carried**

- C. Elstak to look into Go Fund Me. Staff to look into when would be a good time to go forward with the campaign. Having the website running and to work in conjunction with Parking Lot B opening for advertising would be beneficial. Planning for mid-May.

Cultus Lake Park has not heard back about the Provincial grant that was applied for to be used for foreshore erosion. A discussion was had regarding the distribution of funds if this grant was received. The CAO explained that the application was made for funds specifically for foreshore erosion.

**Miscellaneous**

G. Senft reached out to larger sponsors and looking into donation matching from the larger corporations and how it could work with "naming rights".

***THAT the Foreshore Fundraising and Improvement Committee request that the Cultus Lake Park Board approve that signage will be placed and that it will acknowledge significant donors to the Main Beach Docks Fundraising Project.***

Moved by: G. Senft Seconded by: C. Elstak

**CARRIED**

C. Elstak reminded the committee that the spreadsheet can be utilized for the committee to keep track of who has approached who as a donor.

**(5) PUBLIC QUESTION PERIOD**

No public at this meeting

**(6) NEXT MEETING DATE AND TIME**

May 11, 2021 at 9:00 am

**(7) ADJOURNMENT**

Moved by: N. McKenzie Seconded. by: G. Senft

***THAT the Foreshore Fundraising and Improvement Committee meeting held on April 30, 2021 be adjourned at 9:35 am.***

**CARRIED**



# VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

FRIDAY, MARCH 26, 2021  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

<b>Present</b>	Commissioner K. Dzaman – Chair Commissioner D. Bauer – Vice-Chair
<b>Committee Members</b>	B. Vandenbrink C. Elstak – Via Zoom B. Shirley – Via Zoom E. Vance – Via Zoom P. Vander Helm – Via Zoom G. Senft – Via Zoom C. Rogozinski – Via Zoom K. Renwick – Via Zoom
<b>Staff</b>	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communications, Media and Events Coordinator – A. Nadeau
<b>Regrets</b>	

## (1) CALL TO ORDER

The Chair called the meeting to order at 8:59 pm.

## (2) APPROVAL OF AGENDA

Moved by: D. Bauer                      Seconded by: P. Vander Helm

***THAT** the agenda for the March 26, 2021 Village Center Planning and Development Committee be approved.*

**CARRIED**

## (3) APPROVAL OF THE MINUTES

Moved by: D. Bauer                      Seconded by: C. Elstak

***THAT** the minutes of the February 19, 2021 Village Center Planning and Development Committee be approved.*

## (4) LANDFILL SOIL UPDATE

Verbal update by CAO

- It is unlikely that the fill from the Septic Area will be usable for the Landfill, but it does have value and will help offset the costs for the Landfill closure.



## **(5) POTENTIAL VILLAGE CENTER AREA SITE SURVEYS**

The areas that were discussed in Plan Cultus were surveyed. The committee discussed the surveys and the potential for usage.

A discussion was had regarding a potential location for the Public Works Yard.

The Fire Hall was discussed in regard to location. Should a developer want to discuss including a new hall within a development plan, the committee will discuss it then. Staff to find out when the hall was built.

## **(6) SCOPE OF PROJECT**

Traffic and traffic flow could impact the potential size of the development. Are there traffic studies ? Question for FVRD?

The committee discussed having this be a “Phased Project” and for it to be a mixed-use concept. Retail below and residence above.

The committee needs to discuss what they would like to see, ex who owns what after it is built, will it be leases, will there be an area for seniors, and community needs, prior to discussing the direction with developers. A discussion with FVRD on what we can and cannot do, and community consultation need to happen prior to developers. A guideline for developers needs to be created.

The committee feels it would be difficult to consult with the community without conceptual drawings.

Residential leases – 21 Years and Commercial leases have 5 Year terms.

It would be beneficial to get the City of Chilliwack and the FVRD involved.

Once we have more information and answers to questions from the FVRD, guidelines for the scope of project can be developed.

The chair of the committee discussed the process for a large development, similar to this, that he was involved in.

## **(7) TOPICS AND QUESTIONS FOR FVRD DELEGATION**

Understand what the Waste Treatment Plant will be able to handle? Current capacity? Planned capacity? And Expanded capacity?

As soon as the Waste Treatment Plant gets the green light, how long until the current plan is completed? Or an expansion?

Plan Cultus amendments? And will the FVRD help with the public consultation process?

Will the water storage be able to handle more residents?

Traffic study? Or any other study that needs to be completed?

How do we go about rezoning?

How are we going to service this area? Cost for expansion?

Has the FVRD planned a project like this before?

What is the scope of the FVRD, services provided?

Any other questions to go to CAO prior to sending them to the FVRD.

**(8) RFP PROCESS AND TIMELINE DISCUSSION**

RFP as discussed above. Chair to look into RFP for this project and have something for the committee at the next meeting.

It was suggested an expression of interest be posted and then invite for an RFP. BC Bid was discussed.

Timeline – committee would like to see shovels in the ground in 2 years.

**(9) NEXT DIRECTION/REQUESTS TO STAFF**

Staff to look into the next steps re: expression of interest/RFP/BC Bid

- Different options regarding the minimum and maximum number of units that could work

**(10) PUBLIC QUESTION PERIOD**

No public at this meeting

**(11) NEXT MEETING DATE AND TIME**

April 23, 2021 at 9:00 am  
FVRD staff to attend

**(12) ADJOURNMENT**

Moved by: D. Bauer Seconded by: E, Vance

***THAT** the Village Center Planning and Development Committee meeting held on March 26, 2021 be adjourned at 10:21 pm.*

**CARRIED**





## COMMERCIAL LEASEHOLDER COMMITTEE MEETING MINUTES

TUESDAY, APRIL 6, 2021  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

<b>Present</b>	Commissioner C. Smit – Chair Commissioner L. Payeur – Vice Chair
<b>Committee Members</b>	Christy. Ovens – Lakeside Beach Club E. Maarhuis – Maars Burger Bar
<b>Staff</b>	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communications, Media and Events Coordinator – A. Nadeau
<b>Regrets</b>	
<b>Members of the Public</b>	E. Vance A. Steunenberg B. McCrea S. Lim

### (1) CALL TO ORDER

The Chair called the meeting to order at 9:02 am.

### (2) APPROVAL OF AGENDA

Moved by: L. Payeur Seconded by: C. Ovens

***THAT** the agenda for the April 6, 2021 Commercial Leaseholder Committee be approved as amended by adding Public Question Period after New Business.*

**CARRIED**

### (3) ADOPTION OF MINUTES

Moved by: E. Maarhuis Seconded by: C. Ovens

***THAT** the minutes for the March 2, 2021 Commercial Leaseholder Committee be approved.*

**CARRIED**

### (4) COMMUNICATIONS, MEDIA AND EVENTS COORDINATOR

A. Nadeau, the new Communications, Media and Events Coordinator introduced herself to the committee and gave a brief description of her role.

**(5) ELECTRONIC PARKING PROGRAM**

The CAO briefly described the electronic parking program that will be in place in the spring and how it will work for Commercial Leaseholders staff members and that the signage will be updated in the Plaza.

A discussion was had regarding Plaza parking management and the potential of lights being placed near the staff parking area for safety.

The committee was given an update on Parking Lot B opening.

**(6) NEW BUSINESS**

Electronic highway signs – During the first week of May there will be a meeting to discuss traffic calming during the summer months. This will include Fraser Valley Regional District, Ministry of Transportation, The City of Chilliwack, and Cultus Lake Park.

E. Maarihus is in discussion with a company to have an oil bin removal system in place for the Plaza Leaseholders. Staff to work with him regarding space near the garbage bins.

**(7) PUBLIC QUESTION PERIOD**

E. Vance asked for clarification regarding Plaza staff parking and the new parking management plan.

A. Steunenber – Parmenter signage – did the discussion include that the intent of the signage was to direct people to restaurants and local businesses? Yes, it was part of the discussion.

CAO suggested prior to a board motion re: the Parmenter Signage, a discussion should be had among the interested Commercial Leaseholders and have a proposal with costs, sizes and who pays.

C. Ovens suggested that there was a sign it should be reflective of seasonal business hours.

E. Maarhuis recapped some of the last meeting's discussion regarding the Parmenter signage and that they felt that it was unlikely that mountain bikers don't know that there are business in Cultus Lake.

B. McCrea – Mentioned that the kiosk signs with local businesses advertisements are out of date and clarified that in the past each merchant paid for their own ads. He also asked the CAO to explain the security for the Park, who explained that it will be the same as the last two years.

A. Steunenberg ask about the traffic calming meeting that will be in the first week of May and wanted to know how the Commercial Leaseholders could have an input on the electronic signage that is placed on the highway. Staff to reach out to the Commercial Leaseholders via email to ask for input on the verbiage to take to the meeting.

**(8) NEXT MEETING DATE AND TIME**

May 4, 2021 at 9:00 am

**(9) ADJOURNMENT**

Moved by: L. Payeur Seconded by: C. Ovens

***THAT*** the Commercial Leaseholder Committee meeting held on April 6, 2021 be adjourned at 9:40 am.

**CARRIED**





File No. 0530-01

May 6, 2021

David Renwick, Chair  
Cultus Lake Parks Board  
4169 Columbia Valley Highway  
Cultus Lake, BC V2R 4Z9

Via email: [david.renwick@cultuslake.bc.ca](mailto:david.renwick@cultuslake.bc.ca)

Dear Chair Renwick and Members of the Board:

**RE: Restructuring of the FVRD Regional Indigenous Relations Committee**

The FVRD Board of Directors recently revisited its Strategic Plan for the purpose of identifying immediate and long term goals for the remainder of the Board term. As an outcome of that exercise, the Board has renewed its commitment to raise the profile of our Indigenous Relations portfolio by enhancing opportunities for collaboration, relationship building and engagement with Indigenous Leadership and communities in the region in a more meaningful and concrete way. Towards that end, and in order to better advance the strategic direction of the Board, the Board has decided to restructure the Regional Indigenous Relations Committee by bringing all Indigenous Relations matters under the umbrella of our Regional and Corporate Services Committee. In practical terms the Regional Indigenous Relations Committee has now been disbanded and there will be no future meetings. We wish to thank the Cultus Lake Park Board for its years of political and staff representation as observers on the Regional Indigenous Relations Committee going back to the mid-1990s. We are confident that the new Committee structure will continue to allow the Cultus Lake Parks Board to bring forward any Indigenous Relations matters of interest to our Board through Electoral Area Director Taryn Dixon.

Thank you again for your past participation on the Regional Indigenous Relations Committee.

Sincerely,



Jason Lum, Chair

Cc: Director Al Stobbart  
Director Taryn Dixon  
Jennifer Kinneman, Chief Administrative Officer, FVRD  
Joe Lamb, Chief Administrative Officer, Cultus Lake Parks Board



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 3900  
**SUBMITTED BY:** Erica Lee, Chief Financial Officer  
**SUBJECT:** 2021 - 2025 Financial Plan Amendment

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#### **PURPOSE:**

To provide the Board with background information and rationale for considering the 2021-2025 Financial Plan Amendment Bylaw 1193, 2021.

#### **RECOMMENDATION:**

***THAT*** the Cultus Lake Park Board give First, Second and Third reading to Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1193, 2021.

#### **DISCUSSION:**

The 2021-2025 Five Year Financial Plan Bylaw No. 1181, 2020 was adopted on December 22, 2020. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time.

As we have now worked through the financial year-end process staff has been able to confirm actual vs. budgeted spending on specific items and the level of carryforward budget funds that exist. In order to see these projects either continue or start in 2021, staff have put forth a financial plan amendment bylaw for the Board's consideration. The amendments proposed include:

#### **Sunnyside Campground**

##### Capital Projects

1. Fencing (GL9000 – Project# 72)

*Request: \$6,000*

The total 2020 budget of \$13,685 set aside for fencing at Sunnyside Campground was unspent because this project was deferred due to Covid. Staff is requesting \$6,000 to be carried forward to 2021 to allow for a portion of this deferred project to be completed in 2021.

2. Delineation of Dog Swim Areas (GL9000 – Project# 160)

*Request: \$2,500*

The total 2020 budget of \$13,500 set aside for Delineation of the Dog Swim Areas at Sunnyside Campground was unspent because this project was deferred due to Covid. Staff is requesting \$2,500 to be carried forward to 2021 to allow for this deferred project to be completed in 2021.

Therefore, the amendment reflects a total increase of \$8,500 in the capital project budget being funded from the Sunnyside Campground Reserve Fund as a carryforward balance.



## **Cabins (Visitor Services)**

### **Operations**

#### 3. Ground Maintenance (GL 6000)

*Request: \$2,775*

Approximately \$2,775 (\$5,755 total budget) remains unused. If approved for transfer the funds will be used to replace the cracked sidewalk at Lakeview cabin. This project was originally scheduled to occur in 2020 but was deferred to reserve funds.

#### 4. Equipment and Materials Replacement (GL 6000)

*Request: \$2,000*

Approximately \$5,400 (\$5,800 total budget) remains unused. If approved for transfer the funds will be used to replace curtains in the cabins.

Therefore, the amendment reflects a proposal to fund these carry forward requests for 2021 totaling \$4,775 from the Operating Surplus Fund as the underspending in this area contributed to a higher balance in accumulated surplus for 2020.

## **General Administration**

### **Operations**

#### 5. Contract Services (GL5375)

*Request: \$16,000*

Approximately \$40,000 (\$75,900 total budget) of funding remains unused from 2020. Staff is requesting to carry forward \$16,000 of this balance to fund the Asset Management project that was not completed in 2020.

Therefore, the amendment reflects an increase of \$16,000 in operating costs budgeted for 2021 being funded through the Operating Surplus Fund as the underspending in this area contributed to a higher level of overall surplus for 2020.

## **FINANCIAL PLAN IMPLICATION:**

The requests above will have no direct impact to the budgeted surplus as the requests will be funded from Reserves or the Operating Surplus Fund. Therefore, there is no impact to residential or commercial lease rates.

Refer to Schedule "A" for the final draft amended 2021 Financial Plan and Schedule "B" for the final draft amended 2021-2025 Financial Plan. The summary of changes to the 2021 Financial Plan Bylaw are identified in Schedule "C".

## **STRATEGIC PLAN:**

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

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Prepared by:



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Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer





# Cultus Lake Park

## 2021-2025 Five-Year Financial Plan Amendment Bylaw No. 1193, 2021

A Bylaw to amend The Cultus Lake Park Board 2021-2025 Financial Plan

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The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2021-2025 Financial Plan Bylaw Bylaw 1181, 2020*”.

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

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

### 1. TITLE

This Bylaw may be cited for all purposes as “The Cultus Lake Park 2021-2025 Financial Plan Amendment Bylaw No. 1193, 2021”

### 2. AMENDMENTS

Schedule “A” titled 2021 Financial Plan and Schedule “B” titled 2021-2021 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2021-2025 Amended Financial Plan for Cultus Lake Park.

### 3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXXX, 2021

READ A SECOND TIME this XX day of XXXX, 2021

READ A THIRD TIME this XX day of XXXX, 2021

ADOPTED this XX day of XXXX, 2021

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David Renwick, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of "Cultus Lake Park  
2021-2025 Five-Year Financial Plan  
Amendment Bylaw No. 1193, 2021"

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Chief Administrative Officer

CULTUS LAKE PARK  
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
<b>REVENUES</b>													
Sunnyside Campground	\$ 2,996,710	\$ 3,299,400	\$ 3,299,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	601,025	651,292	-	651,292	-	-	-	-	-	-	-	-	-
Residential Leases	895,269	870,389	-	-	870,389	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	268,260	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	710,500	856,500	-	-	-	-	856,500	-	-	-	-	-	-
Foreshore Lease	45,200	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	273,430	281,590	-	-	-	-	-	-	281,590	-	-	-	-
Protective Services	3,500	106,850	-	-	-	-	-	-	-	-	106,850	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	36,000	36,700	-	-	-	-	-	-	-	-	-	-	36,700
<b>TOTAL REVENUES</b>	<b>\$ 5,884,344</b>	<b>\$ 6,485,871</b>	<b>\$ 3,299,400</b>	<b>\$ 651,292</b>	<b>\$ 870,389</b>	<b>\$ 11,950</b>	<b>\$ 1,076,200</b>	<b>\$ 109,000</b>	<b>\$ 281,590</b>	<b>\$ -</b>	<b>\$ 106,850</b>	<b>\$ 42,500</b>	<b>\$ 36,700</b>
<b>EXPENDITURES</b>													
Advertising	\$ 18,350	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,870	18,085	-	-	-	-	-	-	-	-	-	18,085	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	60,850	69,700	31,500	8,000	-	3,500	11,400	-	4,800	6,200	1,200	3,100	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,780	16,830	3,330	-	-	-	-	-	-	2,500	-	11,000	-
Contract Services	581,800	521,900	198,300	-	-	-	40,600	-	-	5,000	242,000	36,000	-
Data Processing	43,900	61,170	34,270	-	-	-	1,500	-	2,000	1,000	5,900	16,500	-
Education & Training	47,450	47,200	4,500	-	-	-	400	-	32,000	2,100	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	70,300	76,200	11,500	-	-	-	8,800	1,500	40,900	11,500	1,000	1,000	-
Equipment Fuel	4,915	5,010	500	-	-	-	-	800	-	3,710	-	-	-
Garbage Collection/Recycle	181,815	187,542	53,500	18,347	100,535	-	7,200	-	-	7,960	-	-	-
General Maintenance	20,000	20,000	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	91,415	99,195	47,500	2,800	-	1,000	35,805	10,000	500	1,590	-	-	-
Insurance - Business	162,800	176,300	28,500	33,500	6,700	8,600	33,900	16,400	11,900	13,500	7,700	15,600	-
Insurance - Vehicles	29,465	29,831	1,560	-	-	-	-	100	5,950	18,740	1,400	2,081	-
Janitorial Supplies	45,500	45,300	22,500	-	-	-	21,800	-	1,000	-	-	-	-
Legal/Professional Fees	159,675	175,000	20,000	-	-	-	-	-	-	-	5,000	150,000	-
Licences/Permits/Taxes	5,500	9,750	1,200	-	-	-	-	1,100	-	450	7,000	-	-
Memberships/Dues/Subscriptions	5,330	5,335	185	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,830	30,085	4,400	-	-	-	650	-	1,400	1,560	1,200	20,000	875
Interest and Bank Charges	5,400	5,450	950	-	-	-	500	-	-	-	-	4,000	-
POS Charges	75,300	77,300	56,000	-	-	-	12,300	-	-	-	-	9,000	-
Retail Sales (COGS)	69,800	58,025	57,200	-	-	-	825	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,500	-	-	-	-	10,200	-	-	-	-	15,300	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	47,300	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-



CULTUS LAKE PARK  
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
Security Systems/Supplies	4,750	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,800	26,210	2,500	-	-	-	-	-	6,100	17,610	-	-	-
Special Events	58,280	58,940	12,080	-	-	-	12,000	-	-	-	-	-	34,860
Telecommunications	42,030	40,680	12,700	-	-	200	4,780	-	8,450	4,000	2,050	8,500	-
Utilities	505,460	483,135	377,600	6,760	35,900	4,640	32,500	-	6,740	11,580	875	6,540	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	37,210	37,750	1,330	-	-	-	-	200	10,000	25,200	1,020	-	-
Vehicle/Boat Fuel	23,500	23,930	760	-	-	-	-	-	2,200	18,640	1,530	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	9,700	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 2,610,365</b>	<b>\$ 2,596,193</b>	<b>\$ 1,028,455</b>	<b>\$ 70,607</b>	<b>\$ 143,135</b>	<b>\$ 17,940</b>	<b>\$ 282,010</b>	<b>\$ 56,250</b>	<b>\$ 136,190</b>	<b>\$ 177,340</b>	<b>\$ 282,825</b>	<b>\$ 365,706</b>	<b>\$ 35,735</b>
<b>WAGES &amp; BENEFITS:</b>													
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,470	\$ -
Management Salaries	282,427	304,689	71,970	-	-	-	-	-	5,600	87,890	-	139,230	-
Staff Wages	1,517,560	1,722,674	449,290	-	-	-	54,130	-	57,000	634,860	130,170	397,223	-
Employee Benefits	398,610	508,207	119,720	-	-	-	11,370	-	7,010	194,000	33,017	143,090	-
<b>TOTAL PAYROLL</b>	<b>\$ 2,282,597</b>	<b>\$ 2,621,040</b>	<b>\$ 640,980</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,500</b>	<b>\$ -</b>	<b>\$ 69,610</b>	<b>\$ 916,750</b>	<b>\$ 163,188</b>	<b>\$ 765,013</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,892,962</b>	<b>\$ 5,217,233</b>	<b>\$ 1,669,435</b>	<b>\$ 70,607</b>	<b>\$ 143,135</b>	<b>\$ 17,940</b>	<b>\$ 347,510</b>	<b>\$ 56,250</b>	<b>\$ 205,800</b>	<b>\$ 1,094,090</b>	<b>\$ 446,013</b>	<b>\$ 1,130,719</b>	<b>\$ 35,735</b>
<i>Reserve Allocations</i>	967,280	1,219,835	448,130	158,780	63,230	10,000	257,260	56,250	58,220	115,000	2,000	50,000	965
Capital Projects	1,387,470	1,839,560	627,000	84,070	10,000	2,070	835,510	120,000	42,070	42,770	5,500	70,570	-
<i>Internal Wage Allocations</i>	-	-	162,380	80,300	302,220	21,870	306,460	88,430	8,270	(878,130)	46,010	(137,810)	-
<i>Overhead Expense Allocations</i>	-	-	350,699	238,968	358,095	31,800	479,850	243,130	-	(330,960)	(387,173)	(984,409)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,247,712</b>	<b>\$ 8,276,628</b>	<b>\$ 3,257,644</b>	<b>\$ 632,725</b>	<b>\$ 876,680</b>	<b>\$ 83,680</b>	<b>\$ 2,226,590</b>	<b>\$ 564,060</b>	<b>\$ 314,360</b>	<b>\$ 42,770</b>	<b>\$ 112,350</b>	<b>\$ 129,070</b>	<b>\$ 36,700</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(1,363,368)</b>	<b>(1,790,757)</b>	<b>41,756</b>	<b>18,567</b>	<b>(6,291)</b>	<b>(71,730)</b>	<b>(1,150,390)</b>	<b>(455,060)</b>	<b>(32,770)</b>	<b>(42,770)</b>	<b>(5,500)</b>	<b>(86,570)</b>	<b>-</b>
<b>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</b>	<b>1,382,990</b>	<b>1,816,035</b>	<b>627,000</b>	<b>84,070</b>	<b>10,000</b>	<b>2,070</b>	<b>805,285</b>	<b>120,000</b>	<b>32,770</b>	<b>42,770</b>	<b>5,500</b>	<b>86,570</b>	<b>-</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 19,622</b>	<b>\$ 25,278</b>	<b>\$ 668,756</b>	<b>\$ 102,637</b>	<b>\$ 3,709</b>	<b>\$ (69,660)</b>	<b>\$ (345,105)</b>	<b>\$ (335,060)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



CULTUS LAKE PARK  
2021 - 2025 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK**  
**2021-2025 Financial Plan Summary**

	<b>TOTAL 2021 BUDGET</b>	<b>TOTAL 2022 BUDGET</b>	<b>TOTAL 2023 BUDGET</b>	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>
<b>REVENUES</b>					
Sunnyside Campground	\$ 3,299,400	\$ 3,334,800	\$ 3,390,000	\$ 3,430,900	\$ 3,488,030
Commercial Leases	651,292	658,402	665,612	672,822	680,132
Residential Leases	870,389	893,899	916,799	933,789	950,982
Community Hall	11,950	11,950	11,950	11,950	11,951
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	219,700
Parking/Public Area Revenue	856,500	856,500	856,500	856,500	856,500
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	281,590	279,000	292,620	288,130	302,740
Protective Services	106,850	109,500	110,900	112,300	113,700
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,700	36,904	37,612	37,824	38,040
<b>TOTAL REVENUES</b>	<b>\$ 6,485,871</b>	<b>\$ 6,552,155</b>	<b>\$ 6,653,193</b>	<b>\$ 6,715,415</b>	<b>\$ 6,813,275</b>
<b>EXPENDITURES</b>					
Advertising	\$ 13,500	\$ 13,500	\$ 13,550	\$ 13,600	\$ 13,600
Audit/Accounting	18,085	18,450	18,820	19,195	19,578
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	69,700	70,750	72,210	73,590	74,990
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,830	16,880	16,930	16,980	17,030
Contract Services	521,900	514,800	524,100	533,500	543,000
Data Processing	61,170	61,270	62,370	62,470	62,570
Education & Training	47,200	47,850	48,600	49,350	50,110
Election Expenses	-	18,000	-	-	-
Equipment Maintenance	76,200	75,500	76,800	78,100	79,400
Equipment Fuel	5,010	5,105	5,210	5,290	5,370
Garbage Collection/Recycle	187,542	187,642	193,742	193,842	194,042
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	99,195	97,790	99,160	100,580	102,000
Insurance - Business	176,300	180,000	183,700	187,400	191,200
Insurance - Vehicles	29,831	30,102	30,475	30,845	31,216
Janitorial Supplies	45,300	45,800	46,300	46,800	47,300
Legal/Professional Fees	175,000	145,000	145,000	145,000	145,000
Licences/Permits/Taxes	9,750	9,750	9,750	9,750	9,750
Memberships/Dues/Subscriptions	5,335	5,340	5,345	5,345	5,345
Office Supplies	30,085	30,115	30,670	31,300	31,830
Interest and Bank Charges	5,450	5,450	5,500	5,550	5,550
POS Charges	77,300	79,300	81,500	81,500	81,500
Retail Sales (COGS)	58,025	58,025	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	25,500	25,800	26,100	26,400	26,700
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,340	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,800	4,800
Small Tools/Shop & Safety	26,210	26,620	27,040	27,460	<u>059</u> 27,890



CULTUS LAKE PARK  
2021 - 2025 FINANCIAL PLAN

Schedule "B"

	<b>TOTAL 2021 BUDGET</b>	<b>TOTAL 2022 BUDGET</b>	<b>TOTAL 2023 BUDGET</b>	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>
Special Events	58,940	59,610	60,300	60,990	61,130
Telecommunications	40,680	41,430	41,880	42,730	43,080
Utilities	483,135	492,840	503,555	514,750	526,235
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,750	38,300	38,860	39,430	40,010
Vehicle/Boat Fuel	23,930	24,160	24,390	24,620	24,850
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
<b>SUBTOTAL</b>	<b>\$ 2,596,193</b>	<b>\$ 2,596,519</b>	<b>\$ 2,621,247</b>	<b>\$ 2,655,857</b>	<b>\$ 2,689,766</b>
<i>WAGES &amp; BENEFITS:</i>					
Commissioners Indemnities	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040	\$ 91,620
Management Salaries	304,689	309,930	315,260	320,670	326,191
Staff Wages	1,722,674	1,752,960	1,783,770	1,815,150	1,847,070
Employee Benefits	508,207	515,230	526,610	533,950	545,550
<b>TOTAL PAYROLL</b>	<b>\$ 2,621,040</b>	<b>\$ 2,665,090</b>	<b>\$ 2,714,130</b>	<b>\$ 2,759,810</b>	<b>\$ 2,810,431</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 5,217,233</b>	<b>\$ 5,261,609</b>	<b>\$ 5,335,377</b>	<b>\$ 5,415,667</b>	<b>\$ 5,500,197</b>
<i>Reserve Allocations</i>	1,219,835	1,228,939	1,238,002	1,242,884	1,246,730
Capital Projects	1,839,560	1,149,690	865,590	883,490	761,890
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,276,628</b>	<b>\$ 7,640,238</b>	<b>\$ 7,438,969</b>	<b>\$ 7,542,041</b>	<b>\$ 7,508,817</b>
<b><i>SURPLUS/(DEFICIT)</i></b>	<b>(1,790,757)</b>	<b>(1,088,083)</b>	<b>(785,776)</b>	<b>(826,626)</b>	<b>(695,542)</b>
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,816,035)	(1,112,350)	(819,860)	(847,700)	(716,820)
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 25,278</b>	<b>\$ 24,267</b>	<b>\$ 34,084</b>	<b>\$ 21,074</b>	<b>\$ 21,278</b>



CULTUS LAKE PARK  
2021 FINANCIAL PLAN

Schedule "C"

	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
<b>REVENUES</b>												
Sunnyside Campground	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-
Parking/Public Area Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>												
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	16,000	-	-	-	-	-	-	-	-	[5]	16,000	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	2,000	-	-	-	-	[3]	2,000	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	2,775	-	-	-	-	[4]	2,775	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK  
2021 FINANCIAL PLAN

Schedule "C"

	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 20,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,000</b>	<b>\$ -</b>
<b>WAGES &amp; BENEFITS:</b>												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL PAYROLL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 20,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,000</b>	<b>\$ -</b>
<i>Reserve Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	8,500	(1/2) 8,500	-	-	-	-	-	-	-	-	-	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,275</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,000</b>	<b>\$ -</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(29,275)</b>	<b>(8,500)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,775)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(16,000)</b>	<b>-</b>
<b>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</b>	<b>29,275</b>	<b>8,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,775</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,000</b>	<b>-</b>
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 1610

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

**SUBJECT:** 2021 First Quarter Financial Report

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#### PURPOSE:

To provide the Board with an update on the financial results for the First Quarter of 2021.

#### RECOMMENDATION:

***THAT** the report from the Manager of Finance providing an update to the Cultus Lake Park Board on the 2021 First Quarter financial results be received and approved.*

#### DISCUSSION:

The financial results for the First Quarter of 2021 are being provided to the Board for information and circulation. Included with this report is a Consolidated Balance Sheet listing the assets and liability of Cultus Lake Park along with Income Statements for each business unit. As the First Quarter typically has limited financial transactions, resulting in many variances, information is only provided for items where variances are significantly higher than expected at this time in the fiscal year.

##### Sunnyside Campground

With Sunnyside Campground opening in early April, limited revenues have been realized in the First Quarter. During quarter one Staff focus their attention on completing a number of capital and maintenance projects as part of the campground opening.

##### Volunteer Fire Department

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

##### Commercial Leases

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

##### Residential Leases

All residential lease revenue has been invoiced in the First Quarter for 2021.

### Overall

With the close of the First Quarter, Cultus Lake Park is currently in an overall surplus position of \$5,690. Quarter one typically sees a high allotment of expenses for maintenance and capital expenses in order for the Park to get ready for the summer season. Additionally, transfers for capital expenses from reserves to offset the cost of the capital costs have not been completed. Revenue from campground operations will be realized as sites are used, allowing for this significant revenue source to offset Cultus Lake Park operations and planned capital improvement projects.

### **STRATEGIC PLAN:**

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

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Prepared by:

Approved for submission to the Board:



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Erica Lee  
Chief Financial Officer



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Joe Lamb  
Chief Administrative Officer



# CULTUS LAKE PARK

## 2021 Financial Report

As at March 31, 2021, with comparative figures at March 31, 2020

### Balance Sheet

	2021	2020
<b><u>ASSETS</u></b>		
Cash	\$ 3,564,768	\$ 2,574,735
Investments	6,050,528	5,832,723
Accounts Receivable	136,788	140,282
Prepaid Accounts and Inventory	98,269	96,049
Capital Assets (net)	<u>3,473,763</u>	<u>3,813,408</u>
 TOTAL ASSETS	 \$ 13,324,116	 \$ 12,457,197
 <b><u>LIABILITIES</u></b>		
Accounts Payable	\$ 736,221	\$ 359,300
Payroll Liabilities	13,319	18,328
Capital Lease Liability	22,900	35,226
Deferred Revenue	2,592,962	2,044,834
Performance Bonds & Refundable Deposits	78,995	76,701
Landfill Closure Liability	1,452,700	935,868
Equity in Capital Assets	3,450,863	3,778,181
Operating Fund Surplus	588,174	850,447
Restricted Reserve Funds	<u>4,382,293</u>	<u>4,084,984</u>
 TOTAL LIABILITIES	 \$ 13,318,427	 \$ 12,183,869
  CURRENT YEAR SURPLUS	  <u>\$ 5,689</u>	  <u>\$ 273,328</u>



**CULTUS LAKE PARK**  
**2021 Financial Report**

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

**CONSOLIDATED INCOME STATEMENT**

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD
<b>REVENUE</b>					
Sunnyside Campground	\$ 3,898	\$ 3,299,400	\$ (3,295,502)	-99.9%	\$ 9,297
Protective Services	2,677	106,850	(104,173)	-97.5%	-
Visitor Services (Cabins)	18,730	219,700	(200,970)	-91.5%	5,067
Volunteer Fire Department	180,868	281,590	(100,722)	-35.8%	178,916
Commercial Leases	95,534	651,292	(555,758)	-85.3%	64,310
Residential Leases	842,944	870,389	(27,445)	-3.2%	755,397
General Administration	5,644	42,500	(36,856)	-86.7%	32,020
Community Hall	(892)	11,950	(12,842)	-107.5%	2,710
Foreshore lease	101,100	109,000	(7,900)	-7.2%	33,765
Public Areas	37,413	856,500	(819,087)	-95.6%	6,631
Community Events Committee	80	36,700	(36,620)	-99.8%	220
	<u>\$ 1,287,996</u>	<u>\$ 6,485,871</u>	<u>\$ (5,197,875)</u>	<u>-80.1%</u>	<u>\$ 1,088,333</u>
<b>EXPENDITURES</b>					
Advertising and Promotion	\$ 252	\$ 86,780	\$ 86,528	99.7%	\$ 1,496
Bank, Credit Card and Interest Charges	35,917	82,750	46,833	56.6%	26,678
Commissioners Indemnities	21,613	85,470	63,857	74.7%	21,441
Grounds Maintenance	13,661	96,420	82,759	85.8%	31,085
Information Systems	19,423	61,170	41,747	68.2%	17,803
Inspections, Permits and Fees	4,181	15,085	10,904	72.3%	1,420
Insurance	50,500	206,131	155,631	75.5%	45,532
Janitorial	12,971	45,300	32,329	71.4%	626
Office, Telephone and Sundry	44,192	233,765	189,573	81.1%	35,561
Professional Fees	61,311	699,860	638,549	91.2%	63,594
Repairs and Maintenance	59,111	284,400	225,289	79.2%	59,170
Roads and Parking	1,361	43,300	41,939	96.9%	1,673
Security	1,656	4,750	3,094	65.1%	2,106
Sewer, Septic and Water Systems	20,427	310,300	289,873	93.4%	-
Travel and Conferences	-	20,030	20,030	100.0%	223
Utilities	27,883	182,835	154,952	84.7%	28,930
Waste Disposal	40,927	187,542	146,615	78.2%	37,547
Waterfront Maintenance	5,401	15,000	9,599	64.0%	-
Wages and Benefits	375,294	2,535,571	2,160,277	85.2%	373,450
<b>TOTAL OPERATING &amp; WAGES AND BENEFITS</b>	<u>\$ 796,081</u>	<u>\$ 5,196,459</u>	<u>\$ 4,400,378</u>		<u>\$ 748,335</u>
<b>NET OPERATING INCOME</b>	<u>\$ 491,915</u>	<u>\$ 1,289,412</u>	<u>\$ 797,497</u>		<u>\$ 339,998</u>
Capital Purchases	486,226	1,831,060	1,344,834	73.4%	66,670
Transfer from Reserve for Capital Purchases	-	(1,756,760)	(1,756,760)	100.0%	-
Transfer from Accumulated Surplus	-	(30,000)	(30,000)	100.0%	-
Transfer to Reserves	-	1,219,835	1,219,835	100.0%	-
	<u>\$ 1,282,307</u>	<u>\$ 6,460,594</u>	<u>\$ 5,178,287</u>		<u>\$ 815,005</u>
<b>NET CONTRIBUTION TO PARK</b>	<u>\$ 5,689</u>	<u>\$ 25,277</u>	<u>\$ 19,588</u>		<u>\$ 273,328</u>

# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### SUNNYSIDE CAMPGROUND

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011004000 SS Seasonal Waterfront Lots	\$ -	\$ 545,800	\$ (545,800)	-100.0%	\$ -	
1011004001 SS Seasonal View Lots	-	194,400	(194,400)	-100.0%	-	
1011004002 SS Seasonal Regular Lots	-	1,030,900	(1,030,900)	-100.0%	-	
1011004003 SS Overnight Full Hook Up	-	526,400	(526,400)	-100.0%	-	
1011004004 SS Overnight No Hook Up	-	205,800	(205,800)	-100.0%	-	
1011004005 SS Overnight View Lots	-	85,100	(85,100)	-100.0%	-	
1011004006 SS Overnight Waterfront Lots	-	110,100	(110,100)	-100.0%	-	Sunnyside Campground opens in early April, therefore limited revenues have been realized in the st quarter.
1011004011 SS Group Area A & B	-	30,000	(30,000)	-100.0%	-	
1011004015 SS Pay Parking/Miscellaneous Revenue	3,898	380,000	(376,102)	-99.0%	9,297	
1011004090 SS Infrastructure Reserve Fees	-	35,000	(35,000)	-100.0%	-	
1011004016 SS Milfoil Revenue	-	5,600	(5,600)	-100.0%	-	
1011004017 SS WIFI	-	2,500	(2,500)	-100.0%	-	
1011004050 Sunnyside Store Sales	-	141,000	(141,000)	-100.0%	-	
1011004910 SS Laundromat	-	4,800	(4,800)	-100.0%	-	
1011004950 Promotional Items Sales	-	2,000	(2,000)	-100.0%	-	
	\$ 3,898	\$ 3,299,400	\$ (3,295,502)		\$ 9,297	
<b>EXPENDITURES</b>						
1021005000 Advertising	\$ 90	\$ 9,550	\$ 9,460	99.1%	\$ 519	
1021005300 Building Maintenance/Materials	4,433	31,500	27,067	85.9%	6,450	
1021005375 Contract Services	195	198,300	198,105	99.9%	-	Security Services
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	-	
1021005500 Data Processing	7,317	34,270	26,953	78.6%	8,058	IT Services and Rez Expert
1021005700 Education & Training	-	4,500	4,500	100.0%	-	Software Charges
1021005800 Equipment Maintenance	7,460	11,500	4,040	35.1%	-	
1021005820 Equipment Fuel	-	500	500	100.0%	-	
1021005900 Garbage Collection & Recycling	15,134	53,500	38,366	71.7%	13,289	
1021006000 Ground Maintenance Materials	10,893	47,500	36,607	77.1%	16,105	
1021006100 Commercial Insurance	7,094	28,500	21,406	75.1%	6,378	
1021006200 Vehicle Insurance	356	1,560	1,204	77.2%	376	
1021006300 Janitorial Contracts/Supplies	4,903	22,500	17,597	78.2%	-	
1021006400 Legal Fees	10,000	20,000	10,000	50.0%	-	
1021006500 Licences & Permits	1,711	1,200	(511)	-42.6%	505	
1021006600 Membership Dues & Subscriptions	-	185	185	100.0%	120	
1021006800 Office Supplies & Expenses	755	4,400	3,645	82.8%	81	
1021006810 Bank Charges/ Cash Short (Over)	238	950	712	74.9%	-	
1021006812 Point of Sales Fees	28,233	56,000	27,767	49.6%	24,418	
1021006817 Retail Cost of Goods Sold	-	57,200	57,200	100.0%	-	
1021006822 Office Furniture	-	500	500	100.0%	-	
1021007000 Printing Expense	2,611	5,000	2,389	47.8%	2,072	
1021007100 Public Relations	69	3,840	3,771	98.2%	-	
1021007200 Roads & Parking Maintenance	1,361	8,000	6,639	83.0%	-	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	444	2,000	1,556	77.8%	443	
1021007500 Sewer	16,723	116,600	99,877	85.7%	-	
1021007625 Shop Supplies	56	2,500	2,444	97.8%	-	
1021007700 Special Events	-	12,080	12,080	100.0%	-	
1021007800 Telephone	4,456	12,700	8,244	64.9%	4,430	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	1,120	8,000	6,880	86.0%	781	
1021008005 Hydro Consumption	1,965	85,000	83,035	97.7%	2,878	
1021008020 Water	-	173,000	173,000	100.0%	-	
1021008100 Vehicle Maintenance	-	1,330	1,330	100.0%	-	
1021008130 Vehicle Fuel	125	760	635	83.6%	-	
1021008201 Signage	1,300	2,000	700	35.0%	-	
1021008300 Water System Maintenance	3,704	5,000	1,296	25.9%	-	
1021008600 Management/Administration Salaries	17,135	185,470	168,335	90.8%	15,835	
1021008700 Staff Wages - Gatehouse	22,937	110,370	87,433	79.2%	17,280	
1021008701 Staff Wages - Maintenance	7,086	194,040	186,954	96.3%	-	

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
1021008710 Staff Wages - Store	47	31,380	31,333	99.9%	-	
1021008800 Employee Benefits	11,085	118,020	106,935	90.6%	8,672	
1021008825 Uniforms & Clothing Allowance	110	1,700	1,590	93.5%	55	
TOTAL OPERATING EXPENSES	\$ 191,146	\$ 1,669,435	\$ 1,478,289		\$ 131,576	
NET OPERATING INCOME	\$ (187,248)	\$ 1,629,965	\$ 1,817,213	111.5%	\$ (122,279)	
1021009000 Capital Purchases	132,718	618,500	485,782	78.5%	9,185	
1021009800 Transfer to Reserves	-	448,130	448,130	100.0%	-	
1021009805 Transfer from Reserve Capital Purchases	-	(618,500)	(618,500)	100.0%	-	
1021009810 Transfer from Accumulated Surplus	-	-	-	0.0%	-	
1021009998 Overhead Expenses	-	350,699	350,699	100.0%	-	
1021009999 Allocated Services	-	162,380	162,380	100.0%	-	
	\$ 323,864	\$ 2,630,644	\$ 2,306,780		\$ 140,761	
NET CONTRIBUTION TO (FROM)	\$ (319,966)	\$ 668,756	\$ 988,722		\$ (131,464)	



# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### PARK PATROL-BYLAWE ENFORCEMENT

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011254675 Bylaw Enforcement Fines	\$ 2,677	\$ 106,850	\$ (104,173)	-97.5%	\$ -	
<b>EXPENDITURES</b>						
1021255300 Building Maintenance Materials	\$ 188	\$ 1,200	\$ 1,012	84.3%	\$ -	
1021255375 Contract Services	3,247	242,000	238,753	98.7%	3,900	Security and Policing Contracts
1021255500 Data Processing	742	5,900	5,158	87.4%	120	
1021255700 Education & Training	-	3,200	3,200	100.0%	-	
1021255800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1021256100 Commercial Insurance	1,925	7,700	5,775	75.0%	1,725	
1021256200 Vehicle Insurance	319	1,400	1,081	77.2%	337	
1021256450 Professional Fees	-	5,000	5,000	100.0%	-	
1021256500 Licences & Permits	-	7,000	7,000	100.0%	-	
1021256800 Office Supplies & Expenses	-	1,200	1,200	100.0%	-	
1021257000 Printing Expense	1,712	750	(962)	-128.3%	-	
1021257100 Public Relations	15	500	485	97.0%	-	
1021257400 Security Systems & Supplies	-	500	500	100.0%	-	
1021257800 Telephone	1,367	2,050	683	33.3%	433	
1021258000 Propane & Natural Gas	300	875	575	65.7%	380	
1021258100 Vehicle Maintenance	-	1,020	1,020	100.0%	-	
1021258130 Vehicle Fuel	-	1,530	1,530	100.0%	-	
1021258700 Staff Wages - Bylaw Enforcement	13,865	66,660	52,795	79.2%	697	
1021258715 Staff Wages - Parking Enforcement	-	51,000	51,000	100.0%	-	
1021258715 Staff Wages - Admin	-	12,510	12,510	100.0%	-	
1021258800 Employee Benefits	2,134	31,017	28,883	93.1%	77	
1021258825 Uniforms & Clothing Allowance	-	2,000	2,000	100.0%	203	
TOTAL OPERATING EXPENSES	\$ 25,814	\$ 446,012	\$ 420,198		\$ 7,872	
NET OPERATING INCOME	\$ (23,137)	\$ (339,162)	\$ (316,025)	93.2%	\$ (7,872)	
1021259000 Capital Purchases	-	5,500	5,500	100.0%	-	
1021259800 Transfer to Reserves	-	2,000	2,000	100.0%	-	
1021259805 Transfer from Reserve Capital Purchases	-	(5,500)	(5,500)	100.0%	-	
1021259998 Overhead Expenses	-	(387,173)	(387,173)	100.0%	-	
1021259999 Allocated Services	-	46,011	46,011	100.0%	-	
	\$ 25,814	\$ 106,850	\$ 81,036		\$ 7,872	
NET CONTRIBUTION TO (FROM)	\$ (23,137)	\$ -	\$ 23,137		\$ (7,872)	

# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### VISITOR SERVICES & CABINS

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011504400 Cabin Rentals	\$ 17,945	\$ 214,700	\$ (196,755)	-91.6%	\$ 4,916	
1011504900 Miscellaneous Revenue	785	5,000	(4,215)	-84.3%	151	
	<u>\$ 18,730</u>	<u>\$ 219,700</u>	<u>\$ (200,970)</u>		<u>\$ 5,067</u>	
<b>EXPENDITURES</b>						
1021505000 Advertising	\$ -	\$ 1,900	\$ 1,900	100.0%	\$ -	
1021505300 Building Maintenance Materials	1,088	5,200	4,112	79.1%	2,231	
1021505500 Data Processing	128	1,500	1,372	91.5%	64	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	-	5,800	5,800	100.0%	-	
1021506000 Grounds Maintenance Materials	-	3,030	3,030	100.0%	-	
1021506100 Commercial Insurance	3,250	13,000	9,750	75.0%	2,725	
1021506300 Janitorial Contracts/Supplies	1,076	4,000	2,924	73.1%	134	
1021506301 Linens	-	3,800	3,800	100.0%	-	
1021506800 Office Supplies & Expenses	17	650	633	97.4%	20	
1021506810 Bank Charges/Point of Sales Fees	1,104	5,300	4,196	79.2%	489	
1021506817 Retail Cost of Goods Sold	-	825	825	100.0%	-	
1021507000 Printing Expense	-	250	250	100.0%	-	
1021507100 Public Relations	77	500	423	84.6%	-	
1021507200 Roads & Parking Maintenance	-	300	300	100.0%	-	
1021507500 Sewer & Septic System Maintenance	-	4,900	4,900	100.0%	-	
1021507800 Telephone/Cable	1,485	4,780	3,295	68.9%	1,013	
1021508000 Propane & Natural Gas	1,002	3,600	2,598	72.2%	759	
1021508005 Hydro Consumption	4,606	10,600	5,994	56.5%	3,412	
1021508020 Water	-	5,100	5,100	100.0%	-	
1021508201 Signage	-	500	500	100.0%	-	
1021508700 Staff Wages - Visitor Services	5,055	54,130	49,075	90.7%	1,909	
1021508800 Employee Benefits	504	11,370	10,866	95.6%	167	
TOTAL OPERATING EXPENSES	<u>\$ 19,392</u>	<u>\$ 141,435</u>	<u>\$ 122,043</u>		<u>\$ 12,923</u>	
NET OPERATING INCOME	<u>\$ (662)</u>	<u>\$ 78,265</u>	<u>\$ 78,927</u>	100.8%	<u>\$ (7,856)</u>	
1021509000 Capital Purchases	-	42,610	42,610	100.0%	29,635	
1021509800 Transfer to Reserves	-	29,060	29,060	100.0%	-	
1021509805 Transfer from Reserve Capital Purchases	-	(42,610)	(42,610)	100.0%	-	
1021509999 Allocated Services	-	41,560	41,560	100.0%	-	
	<u>\$ 19,392</u>	<u>\$ 212,055</u>	<u>\$ 192,663</u>		<u>\$ 42,558</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (662)</u>	<u>\$ 7,645</u>	<u>\$ 8,307</u>		<u>\$ (37,491)</u>	

# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### VOLUNTEER FIRE DEPARTMENT

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1013004600 Local Services Revenue VFD CL	\$ 6,770	\$ 39,800	\$ (33,030)	-83.0%	\$ 5,545	Recoveries from FVRD and Soowahlie
1013004601 Fire Protection Agreements	-	67,690	(67,690)	-100.0%	-	
1013004605 Residential Lease Revenue VFD	174,098	174,100	(2)	0.0%	173,371	
	\$ 180,868	\$ 281,590	\$ (100,722)		\$ 178,916	
<b>EXPENDITURES</b>						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	0
1023005300 Building Maintenance Materials	815	4,800	3,985	83.0%	2,643	
1023005500 Data Processing	-	2,000	2,000	100.0%	-	
1023005700 Education & Training	2,927	32,000	29,073	90.9%	5,818	
1023005800 Firefighting Equipment Fuel & Maintenance	6,518	30,400	23,882	78.6%	8,224	
1023005850 Fire Protection Equip Annual Testing	2,037	10,500	8,463	80.6%	-	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	2,725	11,900	9,175	77.1%	2,375	
1023006200 Vehicle Insurance	1,334	5,950	4,616	77.6%	1,451	
1023006300 Janitorial Contracts/Supplies	537	1,000	463	46.3%	-	
1023006600 Membership Dues & Subscriptions	765	700	(65)	-9.3%	-	
1023006800 Office Supplies & Expenses	110	1,400	1,290	92.1%	305	
1023007100 Public Relations	-	500	500	100.0%	-	
1023007400 Security Systems & Supplies	128	500	372	74.4%	128	
1023007500 Sewer & Septic System Maintenance	-	560	560	100.0%	-	
1023007600 Shop Supplies	15	1,000	985	98.5%	514	
1023007625 Small Tools	-	1,000	1,000	100.0%	-	
1023007655 Medical Supplies	-	4,100	4,100	100.0%	-	
1023007800 Telephone	2,510	8,450	5,940	70.3%	793	
1023008000 Propane & Natural Gas	669	1,900	1,231	64.8%	854	
1023008005 Hydro Consumption	1,180	3,700	2,520	68.1%	1,136	
1023008020 Water	-	580	580	100.0%	-	
1023008100 Vehicle Maintenance	9,020	10,000	980	9.8%	5,433	
1023008130 Vehicle Fuel	149	2,200	2,051	93.2%	547	
1023008600 Mgmt. Salaries - Fire Chief	1,125	5,600	4,475	79.9%	1,125	
1023008700 Staff Wages - VFD	6,570	57,000	50,430	88.5%	11,705	
1023008760 WCB/EHT Expense	378	3,010	2,632	87.4%	348	
1023008825 Uniforms & Clothing Allowance	478	4,000	3,522	88.1%	1,734	
TOTAL OPERATING EXPENSES	\$ 39,990	\$ 205,800	\$ 165,810		\$ 45,133	
NET OPERATING INCOME	\$ 140,878	\$ 75,790	\$ (65,088)	-85.9%	\$ 133,783	
1023009000 Capital Purchases	-	42,070	42,070	100.0%	1,180	
1023009800 Transfer to Reserves	-	58,220	58,220	100.0%	-	
1023009805 Transfer from Reserve Capital Purchases	-	(13,300)	(13,300)	100.0%	-	
Transfer from Operating Reserve	-	(19,470)	(19,470)	100.0%	-	
1023009999 Allocated Services	-	8,270	8,270	100.0%	-	
	\$ 39,990	\$ 281,590	\$ 241,600		\$ 46,313	
NET CONTRIBUTION TO (FROM)	\$ 140,878	\$ -	\$ (140,878)		\$ 132,603	



# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### PUBLIC WORKS

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>EXPENDITURES</b>						
1024005300 Building Maintenance Materials	\$ 335	\$ 6,200	\$ 5,865	94.6%	\$ 346	
1024005375 Contract Services	-	5,000	5,000	100.0%	-	WorkSafeBC Requirement - OH&S program.
1024005400 Conferences/Meetings	-	2,500	2,500	100.0%	-	
1024005500 Data Processing	-	1,000	1,000	100.0%	-	
1024005700 Education & Training	400	2,100	1,700	81.0%	-	
1024005800 Equipment Maintenance	2,164	11,500	9,336	81.2%	4,249	
1024005820 Equipment Fuel	462	3,710	3,248	87.5%	-	
1024005900 Garbage Collection & Recycling	2,678	7,960	5,282	66.4%	2,692	
1024006000 Grounds Maintenance Materials	648	1,590	942	59.2%	-	
1024006100 Commercial Insurance	3,325	13,500	10,175	75.4%	3,000	
1024006200 Vehicle Insurance	4,236	18,740	14,504	77.4%	4,428	
1024006300 Janitorial Contracts	-	-	-	0.0%	66	
1024006500 Licences & Permits	-	450	450	100.0%	-	
1024006600 Membership Dues & Subscriptions	-	750	750	100.0%	-	
1024006800 Office Supplies & Expenses	313	1,560	1,247	79.9%	125	
1024007200 Roads & Parking Maintenance	-	23,000	23,000	100.0%	1,673	Dust Control
1024007400 Security Systems & Supplies	642	750	108	14.4%	1,091	
1024007500 Sewer	-	560	560	100.0%	-	
1024007600 Shop Supplies	4,719	10,610	5,891	55.5%	2,248	
1024007625 Small Tools	34	3,500	3,466	99.0%	1,578	
1024007650 Safety Supplies	500	3,500	3,000	85.7%	630	
1024007800 Telephone	1,644	4,000	2,356	58.9%	1,637	
1024008000 Propane & Natural Gas	2,580	6,200	3,620	58.4%	3,120	
1024008005 Hydro Consumption	1,283	4,240	2,957	69.7%	1,237	
1024008020 Water	-	580	580	100.0%	-	
1024008100 Vehicle Maintenance	13,297	25,200	11,903	47.2%	8,061	
1024008130 Vehicle Fuel	3,273	18,640	15,367	82.4%	3,031	
1024008600 Management Salaries	18,742	87,890	69,148	78.7%	19,865	
1024008700 Staff Wages - Supervisor	16,273	66,460	50,187	75.5%	17,253	
1024008701 Staff Wages - Custodian	12,389	99,220	86,831	87.5%	1,689	
1024008710 Staff Wages - Public Works	83,173	469,180	386,007	82.3%	107,164	
1024008800 Employee Benefits	39,136	186,300	147,164	79.0%	38,911	
1024008825 Uniforms & Clothing Allowance	1,440	7,700	6,260	81.3%	1,440	Annual allowance
TOTAL OPERATING EXPENSES	\$ 213,686	\$ 1,094,090	\$ 880,404		\$ 225,534	
NET OPERATING INCOME	\$ (213,351)	\$ (1,087,890)	\$ (874,539)	80.4%	\$ (225,188)	
1024009000 Capital Purchases	4,658	42,770	38,112	89.1%	15,220	
1024009800 Transfer to Reserves	-	115,000	115,000	100.0%	-	
1024009805 Transfer from Reserve Capital Purchases	-	(42,770)	(42,770)	100.0%	-	
1024009998 Overhead Expenses	-	(330,960)	(330,960)	100.0%	-	
1024009999 Allocated Services	-	(878,130)	(878,130)	100.0%	-	
	\$ 218,344	\$ -	\$ 218,344		\$ 240,754	
NET CONTRIBUTION TO (FROM)	\$ (218,344)	\$ -	\$ 218,344		\$ (240,754)	

# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### COMMERCIAL LEASES

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1015004200 Commercial Leases	\$ 76,653	\$ 608,292	\$ (531,639)	-87.4%	\$ 58,304	
1015004201 CL- Public Works	1,533	8,500	(6,967)	-82.0%	1,227	
1015004202 CL - Bylaw Enforcement	5,893	34,500	(28,607)	-82.9%	4,778	
1015004900 Miscellaneous Revenue	11,455	-	11,455	0.0%	-	
	<u>\$ 95,534</u>	<u>\$ 651,292</u>	<u>\$ (555,758)</u>		<u>\$ 64,309</u>	
<b>EXPENDITURES</b>						
1025005300 Building Maintenance Materials	\$ 423	\$ 8,000	\$ 7,577	94.7%	2,121	
1025005900 Garbage Collection & Recycling	3,255	18,347	15,092	82.3%	2,643	
1025006000 Grounds Maintenance Materials	-	2,800	2,800	100.0%	-	
1025006100 Commercial Insurance	8,375	33,500	25,125	75.0%	7,125	
1025006810 Bank Charges	25	-	(25)	0.0%	-	
1025007500 Sewer	-	560	560	100.0%	-	
1025008000 Propane & Natural Gas	153	500	347	69.4%	175	
1025008005 Hydro Consumption	2,215	5,120	2,905	56.7%	2,636	
1025008020 Water	-	580	580	100.0%	-	
1025008201 Signage	-	1,200	1,200	100.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 14,446</u>	<u>\$ 70,607</u>	<u>\$ 56,161</u>		<u>\$ 14,700</u>	
NET OPERATING INCOME	<u>\$ (14,446)</u>	<u>\$ (70,607)</u>	<u>\$ (56,161)</u>	79.5%	<u>\$ (14,700)</u>	
1025009000 Capital Purchases	-	84,070	84,070	100.0%	-	
1025009800 Transfer to Reserves	-	158,780	158,780	100.0%	-	
1025009805 Transfer from Reserve Capital Purchases	-	(84,070)	(84,070)	100.0%	-	
1025009998 Overhead Expenses	-	238,968	238,968	100.0%	-	
1025009999 Allocated Services	-	80,300	80,300	100.0%	-	
	<u>\$ 14,446</u>	<u>\$ 548,655</u>	<u>\$ 534,209</u>		<u>\$ 14,700</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 81,088</u>	<u>\$ 102,637</u>	<u>\$ 21,549</u>		<u>\$ 49,609</u>	

**CULTUS LAKE PARK**  
**2021 Financial Report**

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

**RESIDENTIAL LEASES**

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1016004100 Residential Leases	\$ 694,686	\$ 694,769	\$ (83)	0.0%	\$ 648,365	
1016004101 RL - Bylaw Enforcement	100,227	100,220	7	0.0%	97,330	
1016004110 Delinquent Fees	3,881	5,400	(1,519)	-28.1%	2,809	
1016004700 Lease Services- OTHER	8,650	25,000	(16,350)	-65.4%	6,850	
1016004611 Lease Services- STVR/BL	35,500	45,000	(9,500)	-21.1%	44	Licencing
	<u>\$ 842,944</u>	<u>\$ 870,389</u>	<u>\$ (27,445)</u>		<u>\$ 755,398</u>	
<b>EXPENDITURES</b>						
1026005375 Contract Services	\$ 2,500	\$ -	\$ (2,500)	0.0%	\$ -	Land Survey
1026005900 Garbage Collection & Recycling	18,044	100,535	82,491	82.1%	17,858	
1026006100 Commercial Insurance	1,675	6,700	5,025	75.0%	1,500	
1026008005 Hydro Consumption	5,880	35,900	30,020	83.6%	6,100	
TOTAL OPERATING EXPENSES	<u>\$ 28,099</u>	<u>\$ 143,135</u>	<u>\$ 115,036</u>		<u>\$ 25,458</u>	
NET OPERATING INCOME	<u>\$ 814,845</u>	<u>\$ 727,254</u>	<u>\$ (87,591)</u>	-12.0%	<u>\$ 729,940</u>	
1026009000 Capital Purchases	-	10,000	10,000	100.0%	-	
1026009800 Transfer to Reserves	-	63,230	63,230	100.0%	-	Main Beach & Milfoil
1026009810 Transfer from Accumulated Surplus	-	(10,000)	(10,000)	100.0%	-	
1026009998 Overhead Expenses	-	358,095	358,095	100.0%	-	
1026009999 Allocated Services	-	302,220	302,220	100.0%	-	
	<u>\$ 28,099</u>	<u>\$ 866,680</u>	<u>\$ 838,581</u>		<u>\$ 25,458</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 814,845</u>	<u>\$ 3,709</u>	<u>\$ (811,136)</u>		<u>\$ 729,940</u>	



# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### GENERAL ADMINISTRATION

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1017004800 Interest Earned	\$ 3,469	\$ 40,000	\$ (36,531)	-91.3%	\$ 29,947	
1017004900 Miscellaneous Revenue/Encroachment	1,665	2,000	(335)	-16.8%	1,744	
1017004904 Donations	290	-	290	0.0%	0	Milfoil Matting
1017004915 Dog Licenses	220	500	(280)	-56.0%	330	
	<u>\$ 5,644</u>	<u>\$ 42,500</u>	<u>\$ (36,856)</u>		<u>\$ 32,021</u>	
<b>EXPENDITURES</b>						
1027005000 Advertising	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 425	
1027005100 Accounting & Auditing Fees	(3,959)	18,085	22,044	121.9%	(3,745)	
1027005175 Board Level Expenses	1,008	17,000	15,992	94.1%	360	
1027005300 Building Maintenance Materials	141	3,100	2,959	95.5%	1,249	
1027005375 Contract Services	-	20,000	20,000	100.0%	13,453	
1027005400 Conferences/Meetings	-	11,000	11,000	100.0%	54	
1027005500 Data Processing	19,096	16,500	(2,596)	-15.7%	9,562	
1027005700 Education & Training	-	5,000	5,000	100.0%	-	
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1027006100 Commercial Insurance	3,900	15,600	11,700	75.0%	3,475	
1027006200 Vehicle Insurance	480	2,081	1,601	76.9%	532	
1027006400 Legal Fees	44,812	130,000	85,188	65.5%	39,115	
1027006450 Professional Fees	-	20,000	20,000	100.0%	8,311	
1027006600 Membership Dues & Subscriptions	1,645	3,700	2,055	55.5%	795	
1027006800 Office Supplies & Expenses	2,148	9,000	6,852	76.1%	1,911	
1027006801 Staff Recognition Expenses	-	6,000	6,000	100.0%	-	
1027006800 Breakroom Supplies	-	5,000	5,000	100.0%	-	
1027006812 Bank Charges/Point of Sale Fees	3,847	13,000	9,153	70.4%	1,427	
1027006815 Postage & Courier	1,000	4,000	3,000	75.0%	1,540	
1027006820 Equipment Leases	2,967	15,300	12,333	80.6%	4,152	
1027006822 Office Furniture	1,697	4,000	2,303	57.6%	-	
1027007000 Printing Expense	121	1,000	879	87.9%	-	
1027007100 Public Relations	-	4,000	4,000	100.0%	554	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	443	
1027007500 Sewer & Septic System Maintenance	-	560	560	100.0%	-	
1027007700 Special Events - CWFPP	-	5,000	5,000	100.0%	-	
1027007800 Telephone	3,010	8,500	5,490	64.6%	3,626	
1027007900 Travel Expense	-	2,000	2,000	100.0%	169	
1027008000 Propane & Natural Gas	448	1,900	1,452	76.4%	580	
1027008005 Hydro Consumption	1,162	3,500	2,338	66.8%	1,045	
1027008020 Water	-	580	580	100.0%	-	
1027008100 Vehicle Maintenance/Fuel	82	800	718	89.8%	295	
1027008500 Commissioners Indemnity	21,612	85,470	63,858	74.7%	21,441	
1027008600 Management Salaries	24,172	139,230	115,058	82.6%	26,796	
1027008601 Finance Salaries	29,046	141,180	112,134	79.4%	31,010	
1027008710 Staff Wages - CO/Communications	13,311	138,980	125,669	90.4%	14,076	
1027008715 Staff Wages - Admin / CSR	19,169	117,063	97,894	83.6%	23,916	
1027008800 Employee Benefits	29,935	143,090	113,155	79.1%	28,689	
TOTAL OPERATING EXPENSES	<u>\$ 221,293</u>	<u>\$ 1,114,719</u>	<u>\$ 893,426</u>		<u>\$ 235,256</u>	
NET OPERATING INCOME	<u>\$ (215,649)</u>	<u>\$ (1,072,219)</u>	<u>\$ (856,570)</u>	79.9%	<u>\$ (203,235)</u>	
1027009000 Capital Purchases	14,749	70,570	55,821	79.1%	4,237	
1027009800 Transfer to Reserves	-	50,000	50,000	100.0%	-	
1027009805 Transfer from Reserve Capital	-	(70,570)	(70,570)	100.0%	-	
1027009998 Overhead Expenses	-	(984,409)	(984,409)	100.0%	-	
1027009999 Allocated Services	-	(137,810)	(137,810)	100.0%	-	
	<u>\$ 236,042</u>	<u>\$ 42,500</u>	<u>\$ (193,542)</u>		<u>\$ 239,493</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (230,398)</u>	<u>\$ -</u>	<u>\$ 230,398</u>		<u>\$ (207,472)</u>	

# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### COMMUNITY HALL

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1018004920 Community Hall Rentals	\$ (892)	\$ 11,950	\$ (12,842)	-107.5%	\$ 2,710	Due to the pandemic, the majority of the Hall rentals were cancelled in 2020 and Q1 of 2021.
<b>EXPENDITURES</b>						
1028005300 Building Maintenance Materials	\$ 165	\$ 3,500	\$ 3,335	95.3%	\$ 110	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	-	
1028006100 Commercial Insurance	2,150	8,600	6,450	75.0%	1,900	
1028007500 Sewer	-	560	560	100.0%	-	
1028007800 Telephone	58	200	142	71.0%	58	
1028008000 Propane & Natural Gas	606	1,900	1,294	68.1%	607	
1028008005 Hydro Consumption	266	1,600	1,334	83.4%	444	
1028008020 Water	-	580	580	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 3,245	\$ 17,940	\$ 14,695		\$ 3,119	
NET OPERATING INCOME	\$ (4,137)	\$ (5,990)	\$ (1,853)	30.9%	\$ (409)	
1028009000 Capital Purchases	-	2,070	2,070	100.0%	-	
1028009800 Transfer to Reserves	-	10,000	10,000	100.0%	1,929	
1028009805 Transfer from Reserve Capital Purchases	-	(2,070)	(2,070)	100.0%	-	
1028009998 Overhead Expenses	-	31,800	31,800	100.0%	-	
1028009999 Allocated Services	-	21,870	21,870	100.0%	-	
	\$ 3,245	\$ 81,610	\$ 78,365		\$ 5,048	
NET CONTRIBUTION TO (FROM)	\$ (4,137)	\$ (69,660)	\$ (65,523)		\$ (2,338)	



# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### FORESHORE LEASE

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1018504936 Boat Mooring - Public Areas/VS	\$ 41,400	\$ 52,750	\$ (11,350)	-21.5%	\$ 33,750	
1018504941 Foreshore Reserve Revenue	56,250	56,250	-		-	
1018504900 Delinquency Fees	3,450	-	3,450	0.0%	15	
	<u>\$ 101,100</u>	<u>\$ 109,000</u>	<u>\$ (7,900)</u>		<u>\$ 33,765</u>	
<b>EXPENDITURES</b>						
1028505800 Equipment Maintenance	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 55	
1028505820 Equipment Fuel	-	800	800	100.0%	-	
1028505850 Floats & Buoys	-	10,000	10,000	100.0%	519	
1028506000 Grounds Maintenance Materials	-	10,000	10,000	100.0%	12,441	
1028506100 Commercial Insurance	4,100	16,400	12,300	75.0%	3,550	
1028506200 Vehicle Insurance	31	100	69	69.0%	30	
1028506500 Licences & Permits	60	1,100	1,040	94.5%	-	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance/Fuel	28	200	172	86.0%	-	
1028508200 Foreshore Maintenance (Wharfs)	5,401	15,000	9,599	64.0%	-	
1028508201 Signage	-	1,000	1,000	100.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 9,620</u>	<u>\$ 56,250</u>	<u>\$ 46,630</u>		<u>\$ 16,595</u>	
NET OPERATING INCOME	<u>\$ 91,480</u>	<u>\$ 52,750</u>	<u>\$ (38,730)</u>	-73.4%	<u>\$ 17,170</u>	
1028509000 Capital Purchases	-	120,000	120,000	100.0%	-	Boat Launch Repairs and Milfoil
1028509800 Transfer to Reserves	-	56,250	56,250	100.0%	-	
1028509805 Transfer from Reserve Capital Purchases	-	(120,000)	(120,000)	100.0%	-	
1028509998 Overhead Expenses	-	243,130	243,130	100.0%	-	
1028509999 Allocated Services	-	88,430	88,430	100.0%	-	
	<u>\$ 9,620</u>	<u>\$ 444,060</u>	<u>\$ 434,440</u>		<u>\$ 16,595</u>	
	<u>\$ 91,480</u>	<u>\$ (335,060)</u>	<u>\$ (426,540)</u>		<u>\$ 17,170</u>	

# CULTUS LAKE PARK

## 2021 Financial Report

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

### PUBLIC AREAS

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b>REVENUE</b>						
1019004700 Tree Removal Fees	\$ 19,840	\$ 1,500	\$ 18,340	1222.7%	\$ -	
1019004900 Miscellaneous Revenue	-	15,000	(15,000)	-100.0%	1,168	
1019004926 Infrastructure Reserve	-	42,000	(42,000)	-100.0%	-	
1019004927 Foreshore Reserve	-	18,000	(18,000)	-100.0%	-	
1019004910 Pay Parking	17,573	780,000	(762,427)	-97.7%	5,463	
	<u>\$ 37,413</u>	<u>\$ 856,500</u>	<u>\$ (819,087)</u>		<u>\$ 6,631</u>	
<b>EXPENDITURES</b>						
1029005300 Building Maintenance Materials	\$ 138	\$ 6,200	\$ 6,062	97.8%	\$ 106	
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	-	
1029005360 Commemorative Benches	-	1,900	1,900	100.0%	669	
1029005375 Contract Services	4,516	40,600	36,084	88.9%	2,560	Lions Parking/Sign Inventory
1029005800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1029005900 Garbage Collection & Recycling	1,817	7,200	5,383	74.8%	1,065	
1029006000 Grounds Maintenance Materials	2,121	30,000	27,879	92.9%	2,539	
1029006010 General Maintenance	65	20,000	19,935	99.7%	6,717	
1029006100 Commercial Insurance	5,225	20,900	15,675	75.0%	4,625	
1029006300 Janitorial Contracts/Supplies	6,454	14,000	7,546	53.9%	426	
1029006810 Bank Charges	150	500	350	70.0%	57	
1029006812 Point of Sale Fees	2,117	7,000	4,883	69.8%	287	
1029006820 Equipment Leases	12,080	10,200	(1,880)	-18.4%	7,186	Lions Parking Meter Leases
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	-	12,000	12,000	100.0%	-	
1029007300 Vandalism Repairs	-	2,500	2,500	100.0%	-	
1029008005 Hydro Consumption	2,448	8,300	5,852	70.5%	2,788	
1029008201 Signage	78	6,500	6,422	98.8%	1,145	
TOTAL OPERATING EXPENSES	<u>\$ 37,209</u>	<u>\$ 201,300</u>	<u>\$ 164,091</u>		<u>\$ 30,170</u>	
NET OPERATING INCOME	<u>\$ 204</u>	<u>\$ 655,200</u>	<u>\$ 654,996</u>	100.0%	<u>\$ (23,539)</u>	
1029009000 Capital Purchases	326,242	792,900	466,658	58.9%	5,284	
1029009800 Transfer to Reserves	-	228,200	228,200	100.0%	-	
1029009805 Transfer from Reserve Capital Purchases	-	(727,900)	(727,900)	100.0%	-	
1029009810 Transfer from Accumulated Surplus	-	(30,000)	(30,000)	100.0%	-	
1029009998 Overhead Expenses	-	479,850	479,850	100.0%	-	
1029009999 Allocated Services	-	264,900	264,900	100.0%	-	
	<u>\$ 363,451</u>	<u>\$ 1,209,250</u>	<u>\$ 845,799</u>		<u>\$ 35,454</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (326,038)</u>	<u>\$ (352,750)</u>	<u>\$ (26,712)</u>		<u>\$ (28,823)</u>	

**CULTUS LAKE PARK**  
**2021 Financial Report**

For the THREE Months Ending March 31, 2021, with comparative figures for 2020

**Community Events Committee**

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<b><u>REVENUE</u></b>						
1019504900 Miscellaneous Revenue	\$ 80	\$ 10,200	\$ (10,120)	-99.2%	\$ 220	Events at Cultus Lake Park were cancelled in 2020 & Q1 of 2021.
1019504902 Public Areas - Contribution		12,000	(12,000)	-100.0%	-	
1019504996 Grants from other Agency's	-	14,500	(14,500)	-100.0%	-	
	\$ 80	\$ 36,700	\$ (36,620)		\$ 220	
<b><u>EXPENDITURES</u></b>						
1029506800 Office Supplies & Misc. Expenses	\$ -	\$ 875	\$ 875	100.0%	\$ -	
1029507700 Special Events CEAC	-	34,860	34,860	100.0%	-	
1029509800 Transfer to (from) Reserves	-	965	965	100.0%	-	
	\$ -	\$ 36,700	\$ 36,700		\$ -	
	\$ 80	\$ -	\$ (80)		\$ 220	







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 0550-70

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

**SUBJECT:** 2021 Lions Parking First Quarter Report

---

#### PURPOSE:

To provide the Board with an overview of parking revenue for the first quarter of 2021.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receives the 2021 Lions Parking First Quarter Report for information.*

#### DISCUSSION:

As expected, 2021 First Quarter parking revenue was modest. Revenue is up from 2020 by approximately 23% as parking lots were closed effective as of March 22<sup>nd</sup> due to the Covid Pandemic in 2020. However, Net Revenue is down from Q1 of 2020 as expenses were higher than normal due to the need to purchase fourteen new batteries for the parking meters.

The tables below show First Quarter Gross Revenue (A), Expenses (B) and Net Revenue (C).

#### STRATEGIC PLAN:

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

---

Prepared by:

---

Erica Lee  
Chief Financial Officer

Approved for submission to the Board:

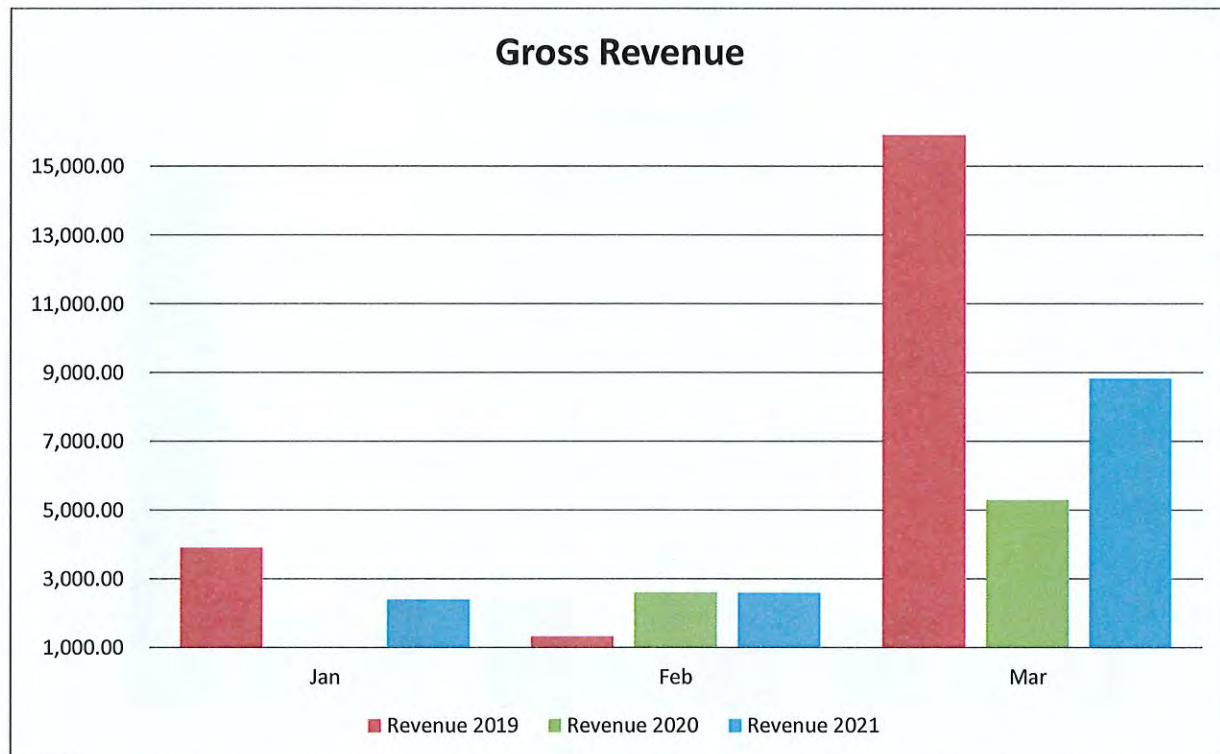
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Joe Lamb  
Chief Administrative Officer



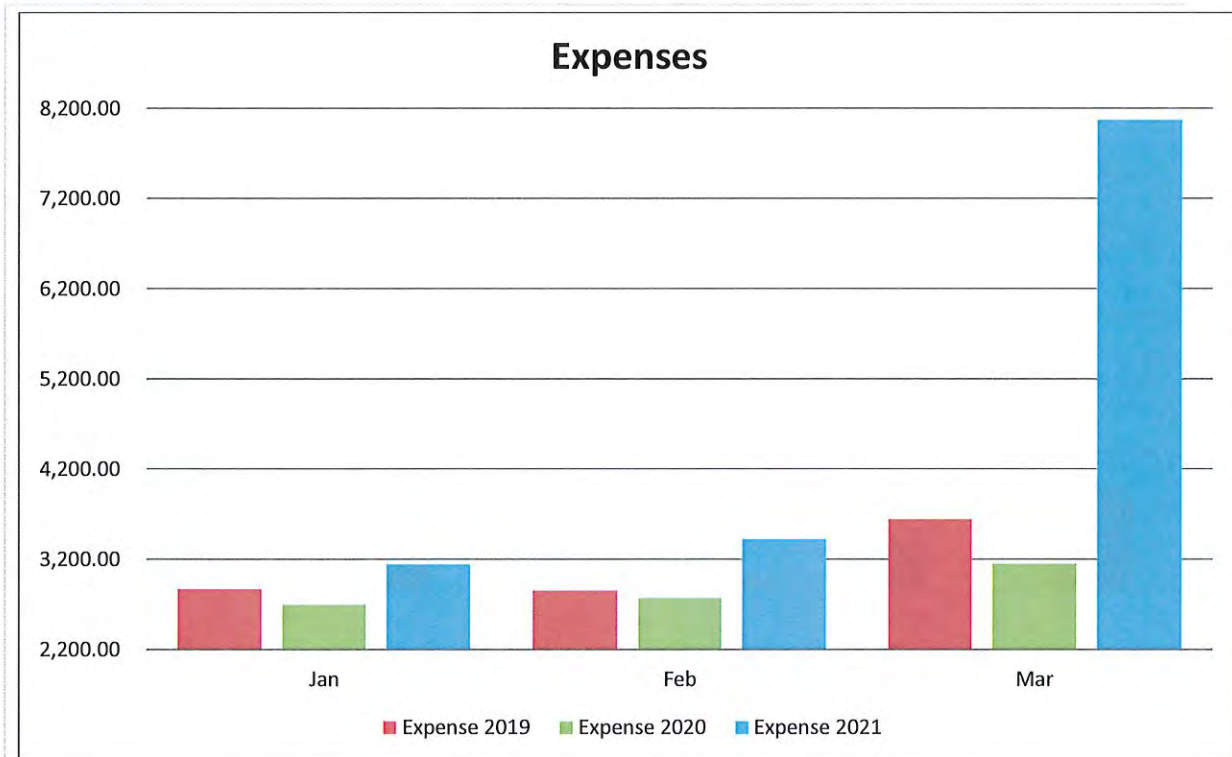
(A) Gross Revenue

Mth	Revenue 2016	Revenue 2017	Revenue 2018	Revenue 2019	Revenue 2020	Revenue 2021
Jan	1,762.80	1,489.00	1,166.50	3,918.55	1,025.85	2,407.25
Feb	2,020.05	1,770.30	2,411.25	1,332.80	2,607.35	2,601.80
Mar	4,318.85	3,390.30	6,327.80	15,916.20	5,298.20	8,835.00
Apr	13,041.15	9,140.45	13,879.00	12,959.65	-	
May	22,309.45	51,080.85	46,410.05	42,989.90	22,119.65	
Jun	36,773.60	58,267.90	59,045.15	98,875.92	54,322.05	
Jul	126,468.55	189,066.40	212,401.10	183,729.72	187,815.40	
Aug	169,123.20	187,968.95	148,324.05	218,821.40	201,442.70	
Sep	28,815.70	64,541.25	35,045.35	41,059.65	59,270.15	
Oct	5,904.00	6,446.95	6,052.80	4,497.95	5,453.72	
Nov	1,036.65	663.05	2,379.90	2,077.55	2,872.30	
Dec	525.25	1,095.55	1,791.00	1,882.00	1,907.60	
Total	412,099.25	574,920.95	535,233.95	628,061.29	544,134.97	13,844.05



(B) Expenses

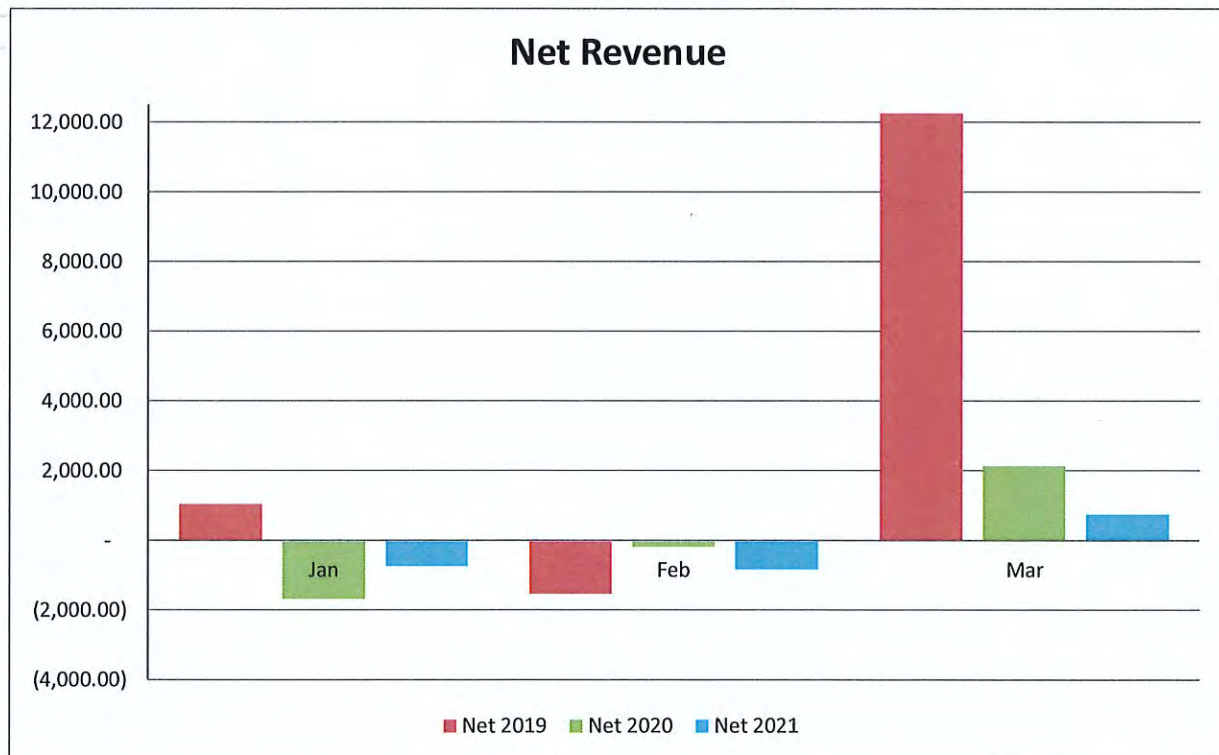
Mth	Expense 2016	Expense 2017	Expense 2018	Expense 2019	Expense 2020	Expense 2021
Jan	2,593.55	904.17	2,290.07	2,871.72	2,698.58	3,145.30
Feb	2,630.86	941.07	2,369.52	2,853.60	2,773.36	3,424.50
Mar	2,867.56	1,118.62	2,663.48	3,644.02	3,150.38	8,072.38
Apr	5,565.25	1,722.73	3,640.50	4,756.79	2,738.28	
May	4,871.93	6,264.79	5,393.68	6,578.19	4,009.69	
Jun	4,878.78	6,733.90	6,977.74	10,201.82	8,920.75	
Jul	18,925.36	16,018.94	21,125.57	15,219.55	15,358.46	
Aug	20,759.76	25,042.07	19,095.63	20,109.44	18,307.34	
Sep	7,892.87	15,182.08	9,070.22	10,795.71	10,951.44	
Oct	2,056.23	4,505.68	4,304.80	4,390.29	5,192.42	
Nov	976.66	2,436.78	2,937.25	2,842.27	3,502.82	
Dec	809.39	2,273.67	2,749.02	2,752.35	3,079.34	
Total	74,828.19	83,144.49	82,617.48	87,015.75	80,682.85	14,642.18





(C) Net Revenue

Mth	Net 2016	Net 2017	Net 2018	Net 2019	Net 2020	Net 2021
Jan	(830.75)	584.83	(1,123.57)	1,046.83	(1,672.73)	(738.05)
Feb	(610.81)	829.23	41.73	(1,520.80)	(166.01)	(822.70)
Mar	1,451.29	2,271.68	3,664.32	12,272.18	2,147.82	762.62
Apr	7,475.90	7,417.72	10,238.50	8,202.86	(2,738.28)	-
May	17,437.53	44,816.06	41,016.37	36,411.71	18,109.96	-
Jun	31,894.82	51,534.00	52,067.41	88,674.10	45,401.30	-
Jul	107,543.20	173,047.46	191,275.53	168,510.17	172,456.94	-
Aug	148,363.44	162,926.88	129,228.42	198,711.96	183,135.36	-
Sep	20,922.83	49,359.17	25,975.13	30,263.94	48,318.71	-
Oct	3,847.77	1,941.27	1,748.00	107.66	261.30	-
Nov	60.00	(1,773.73)	(557.35)	(764.72)	(630.52)	-
Dec	(284.14)	(1,178.12)	(958.02)	(870.35)	(1,171.74)	-
Total	337,271.07	491,776.46	452,616.47	541,045.54	463,452.12	(798.13)





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 0550-70

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

**SUBJECT:** Public Works 2021 First Quarter Report

---

#### **PURPOSE:**

To provide the Board with an update on Public Works projects completed during the First Quarter of 2021.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the Public Works 2021 First Quarter Report for information.*

#### **DISCUSSION:**

The following list summarizes various tasks and projects completed by Public Works staff during the First Quarter of 2021.

##### Commercial Leases:

- Building and grounds maintenance - 15 days labour
- Garbage collection and janitorial service - 21 days labour

##### Community Hall:

- Building and grounds maintenance - 1 day labour
- Janitorial service and rental set up - 3 days labour

##### Fire Hall:

- Building and equipment maintenance - 4 days labour
- Emergency response and administration - 2 days labour

##### Foreshore:

- Wharf maintenance - 16 days labour

##### Park Office:

- Building and grounds maintenance - 4 days labour

##### Public Areas:

- Building and structure maintenance - 23 days labour
- Daily parking lot opening - 5 days labour



- Environment and Public Areas Planning Committee assistance - 8 days labour
- Garbage collection and inspections - 42 days labour
- Grounds maintenance - 15 days labour
- Janitorial service - 49 days labour
- Roads and parking lot maintenance - 19 days labour
- Tree maintenance - 2 days labour

Public Works:

- Administration - 31 days labour
- Fleet and equipment maintenance - 26 days labour
- Yard and building maintenance and janitorial service - 11 days labour

Residential Leases:

- Grounds and tree maintenance - 2 days labour
- Road maintenance and drainage - 3 days labour

Sunnyside Campground:

- Building maintenance - 29 days labour
- Grounds and tree maintenance - 22 days labour
- Janitorial service - 7 days labour
- Roads and parking maintenance - 9 days labour
- Site maintenance - 88 days labour
- Water and sewer maintenance - 64

Visitor Services/Cabins:

- Building maintenance - 4 days labour
- Grounds maintenance - 2 day labour
- Janitorial service - 6 days labour

**STRATEGIC PLAN:**

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

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Prepared by:




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Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:




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Joe Lamb  
Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 0550

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

**SUBJECT:** 2021 Campgrounds and Cabins First Quarter Report

---

#### **PURPOSE:**

To provide the Board with an update on the Campgrounds and Cabins operations for the First Quarter of 2021.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2021 Campground and Cabins First Quarter report for information.*

#### **DISCUSSION:**

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the first quarter of 2021.

#### Sunnyside Campground

Continuing with annual trends, reservation request volume increased significantly immediately following the start of the New Year. During this time staff processed the seasonal non-refundable prepayment, organized a site exchange and worked on the site distribution. Following the seasonal non-refundable prepayment deadline in February, 29 seasonal sites were turned over for the season. Reasons for letting the sites go included: rate increase; retirement/other travel; divorce/change in family dynamics; loss of job; and personal mobility issues.

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

The Campground cleanup commenced on March 1, 2021 and got off to a good start due to the dry weather.

Capital projects for 2021 included the renovation of Washroom #2 & #9, paving a portion of Beach Drive and the Sunnyside Compound, staff area upgrades, fencing repairs, playground equipment repairs and 100 trees planted throughout the campground.

Griffin Security has been contracted to provide security and bylaw services at Sunnyside for the third season commencing April 1, 2021.

## Cabins

During the first quarter of the year, the Cabins revenue saw an increase of \$13, 663 in comparison to the same period last year. This was due to a couple of long-term rentals over the winter months.

Windows were replaced in Twin Alders and 5 cabins have had some of the bed mattresses replaced, as they were worn out.

### **STRATEGIC PLAN:**

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

---

Prepared by:



---

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

Approved for submission to the Board:



---

Joe Lamb  
Acting Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 3900

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

**SUBJECT:** 2021 Bylaw Compliance and Enforcement First Quarter Report

---

#### **PURPOSE:**

To provide the Board with an update on Bylaw Compliance and Enforcement Operations for the First Quarter of 2021.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2021 Bylaw Compliance and Enforcement First Quarter report for information.*

#### **DISCUSSION:**

Several changes were made to the Sunnyside Campground Bylaw, as well, amendments were made to the Parking and Traffic Regulations Bylaw and the Bylaw Enforcement Bylaw.

Thirty-three yearly permits and two weekly permits for short term rentals have been processed to date.

Cultus Lake Park Administration are preparing for the upcoming season for the community policing at Cultus Lake Park. The RCMP will be on the ground for the May long weekend through to September 6, 2021.

Park staff have been working with GTechna., a company that provides software for parking permits as well as electronic ticketing for Bylaw Enforcement. The residential permit program is scheduled to commence on May 10, 2021 and the parking and bylaw electronic program is scheduled to commence on May 17, 2021. Staff training is currently underway.

Part of this years' Park operations will be to hire Parking Enforcement Officers to oversee the parking lots. A job description and hiring procedures have been prepared. Three full time and two part-time positions will be filled to commence the week of May 17 through to September 6, 2021. Customer Service will be the focus for these positions.

### **Cultus Lake Park Stats –January 2021 – March 31, 2021**

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



<b>2021 Statistics</b>	<b><u>Zones 1 &amp; 2</u></b>	<b><u>Zone 3 &amp; 4</u></b>	<b><u>Total</u></b>
Verbal Warnings	3	16	19
Written Warnings	0	38	38
Fines	0	2	2
Emergency Medical Services	0	0	0
TOTAL			59

**STRATEGIC PLAN:**

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

---

Prepared by:



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Jacquie Spencer  
Manager of Visitor Services,  
Accommodations & Bylaw Enforcement

Approved for submission to the Board:



---

Joe Lamb  
Acting Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 0550

**SUBMITTED BY:** Warren Mazuren  
Fire Chief

**SUBJECT:** 2021 Fire Department First Quarter Report

---

#### **PURPOSE:**

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of January, February, and March 2021.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2021 Fire Department First Quarter report for information.*

#### **BACKGROUND:**

The first quarter of 2021 was about average in call volume compared to last year's First Quarter.

There were 10 calls in January, 8 calls in February, and 15 calls in March of 2021.

Total calls for the Quarter were 33 compared to 27 in the First quarter of 2020.

Six Calls were in Cultus Lake Park, six calls were in Soowhalie, and 21 calls were in the FVRD.

The CLVFD had a significant water leak in Engine 1 that was repaired early this year.

The CLVFD received our new rescue truck after being out of service due to required warranty work completed late in 2020.

The CLVFD continued with maintenance training as required by the Playbook. Practice nights were continued with masks and gloves being mandatory and all covid protocols in place.

The CLVFD welcomed four new members to our Department for 2021 and they have all recently completed the requirements to carry the pager and attend calls!

We are currently at a roster of 21 members for the upcoming busy season.

The CLVFD had all members attend and complete the HCP- C and AED training for 2021. There were no calls of note this quarter.

The CLVFD had no end of year dinner this year due to Covid but handed out the following awards for 2020.

**"Firefighter of the Year"** for 2020 awarded to **Wesley Jones**.

**"Chiefs Choice"** Award recipients for 2020 are:

**Jessica Gilbert**  
**Aaron Smith**  
**Tyler Oskam**

Congratulations to all!

Cultus Lake Park is a smoke free community. Please butt out responsibly.

### **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:** May 19, 2021 **FILE:** 0870  
**SUBMITTED BY:** Katrina Craig, Lease Administrator  
**SUBJECT:** Lease Assignments | First Quarter 2021

---

#### PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of January through March 2021.

#### DISCUSSION:

During the first quarter of 2021, the Park processed the following: (3) family assignment and (6) residential assignments: lease transfers totaling (9) for the quarter; and

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

(5) Mortgage Refinances/Filing Mortgages; and (9) Mortgage Discharges.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2021 Lease Assignments First Quarter report for information.*

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**DATE OF ASSIGNMENT:** JANUARY 26, 2021  
**PROPERTY:** 265 FIR STREET, CULTUS LAKE BC V2R 4Y5  
**SALE PRICE:** N/A FAMILY TRANSFER

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**DATE OF ASSIGNMENT:** JANUARY 27, 2021  
**PROPERTY:** 201 LAKESHORE DRIVE, CULTUS LAKE, BC, V2R 5A1  
**SALE PRICE:** \$1,080,000



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DATE OF ASSIGNMENT: **FEBRUARY 16, 2021**  
PROPERTY: **645 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z5**  
SALE PRICE: **\$880,000**

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DATE OF ASSIGNMENT: **MARCH 1, 2021**  
PROPERTY: **138 FIRST AVENUE, CULTUS LAKE BC V2R 4Y6**  
SALE PRICE: **\$1,451,000**

---

DATE OF ASSIGNMENT: **MARCH 4, 2021**  
PROPERTY: **229 W LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A2**  
SALE PRICE: **\$1,150,000**

---

DATE OF ASSIGNMENT: **MARCH 5, 2021**  
PROPERTY: **626 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z7**  
SALE PRICE: **N/A FAMILY TRANSFER**

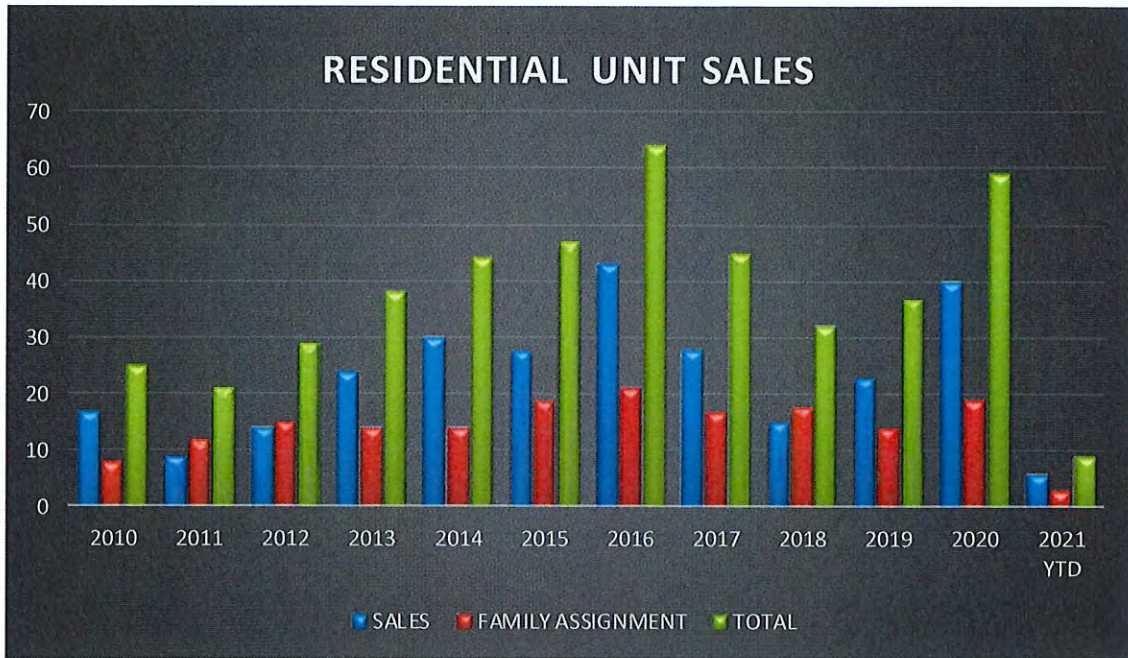
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DATE OF ASSIGNMENT: **MARCH 8, 2021**  
PROPERTY: **393 ALDER STREET, CULTUS LAKE BC V2R 4Z1**  
SALE PRICE: **\$655,000**

---

DATE OF ASSIGNMENT: **MARCH 12, 2021**  
PROPERTY: **328 SECOND STREET, CULTUS LAKE BC V2R 4Y6**  
SALE PRICE: **N/A FAMILY TRANSFER**

---



**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:** May 19, 2021 **FILE:** 0550

**SUBMITTED BY:** Amanda Nadeau Communications, Media and Events Coordinator

**SUBJECT:** Cultus Lake Park User Application

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#### PURPOSE:

The purpose of the report is to provide the Board with further information regarding a Cultus Lake Park User Application with respect to functionality and annual cost for Modules 1 and 2.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the implementation of the Cultus Lake Park User Application through MyCivicApp.*

#### DISCUSSION:

On April 21, 2021 staff presented information on the introduction of a Cultus Lake Park User Application through MyCivicApp, consisting of two separate modules, MyCivic and MyCivic311.

Further to the April 21, 2021 request for staff to provide more detailed information on the functionality and annual cost for creating and maintaining the app.

The Cultus Lake Park App will be the main location for all communications and information sharing for residential leaseholders and Park users. The app can be downloaded onto any device, making it completely accessible for all Park users to receive up to date information in real time. (see Attachment one)

Staff will have access to review total downloads of the app, types of devices, reported issues from users and total resolved reports through the Backoffice of the app (see Attachment two). The Cultus Lake Park App will not only streamline communications from the Park to the user, but it will also increase communication efficiency among staff, reduce administrative tasks and create opportunity to reduce time and cost to complete incident reports.

The first module of the app is the platform for all community engagement, allowing the Cultus Lake Park office to customize push notifications about:

- Events
- Job postings
- Staff developed surveys
- Local news
- Emergency updates



The main screen of the app will have a customizable menu where app users will be able to find information like (see Attachment three):

- Staff Directory
- Links to all social and news media platforms
- Pay parking and other infraction tickets
- Link to our RSS feed from our website
- A calendar of committee/Board meetings that can be linked to their personal device
- Etc

The second module of the app is the platform for residents and users to report incidents or requests at any time from their mobile device, Cultus Lake Park website and/or Facebook Page. The user will have the option to:

- Report the incident anonymously
- With photographs of the issue
- Detailed time and location
- Description of the incident

The app can be customized to provide the user with an automated response allowing a specified timeline for each job to be completed. Cultus Lake Park staff that are assigned to the job type, can also reply to the user personally with updates on when the job will be completed and request more information. Department supervisors will be able to assign incidents, track completion time and final notes from the staff member who completed (see Attachment four).

The Cultus Lake App will take roughly two months to create and customize both modules to the Park's needs.

The cost breakdown for the app is as follows:

Year One - \$10,524 (includes development of both modules and annual maintenance fee)  
Year Two - \$6,578 (annual maintenance fee)  
Year Three - \$6,578 (annual maintenance fee)  
Total for first three years: \$23,680 plus tax

The cost for the maintenance fee is secured for three years, and would be subject to a 2% - 3% increase annually.

Further to the April 21, 2021 request for staff to create a Private Facebook group for Residential Leaseholders, staff are recommending the MyCityApp to be the primary mode of communication. Staff are recommending that we revisit the Private Facebook group at a later date.

## **STRATEGIC PLAN:**

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

Prepared by:

Approved for submission to the Board:



---

Amanda Nadeau  
Communication,  
Media and Events Coordinator



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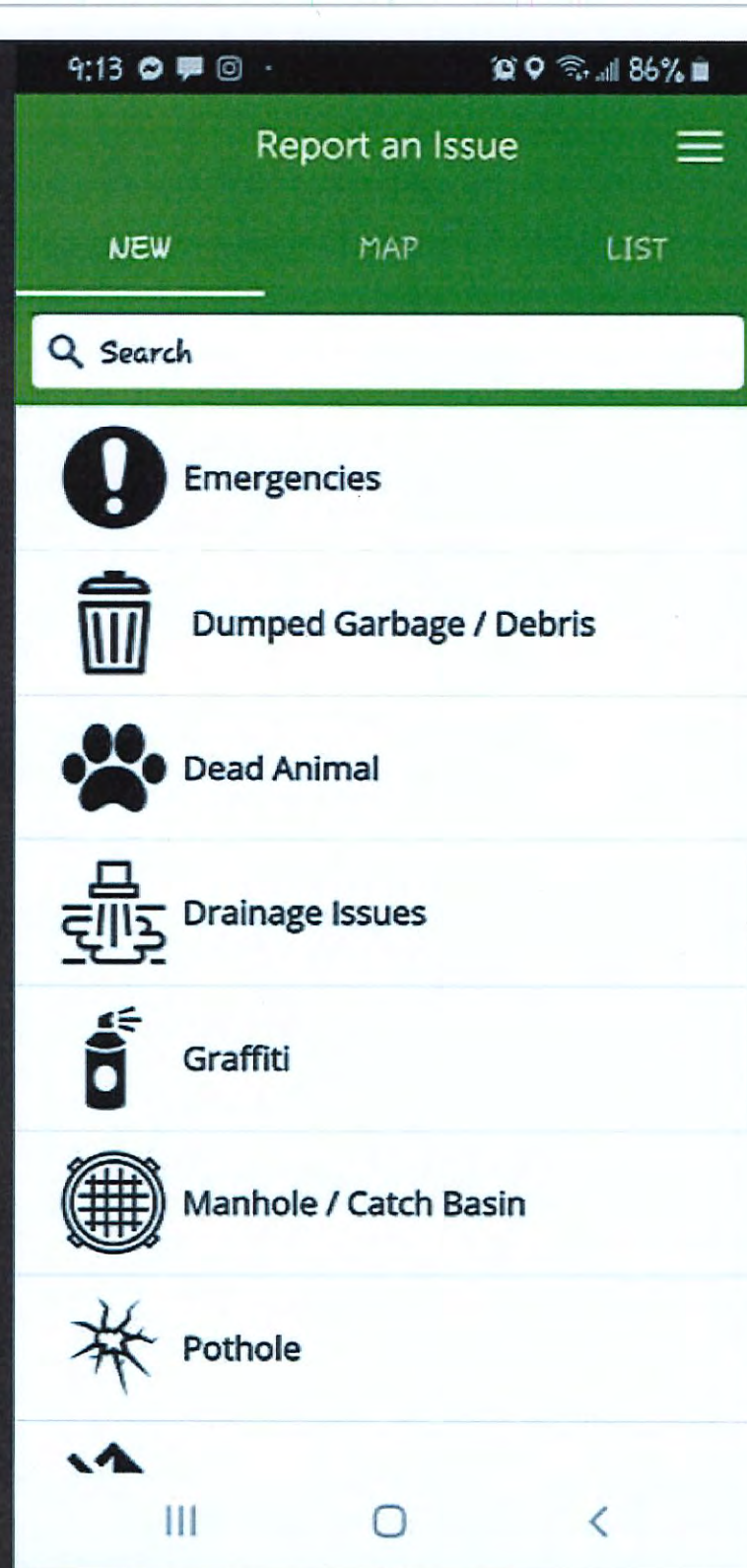
Joe Lamb  
Chief Administrative Officer



# ATTACHMENT #1









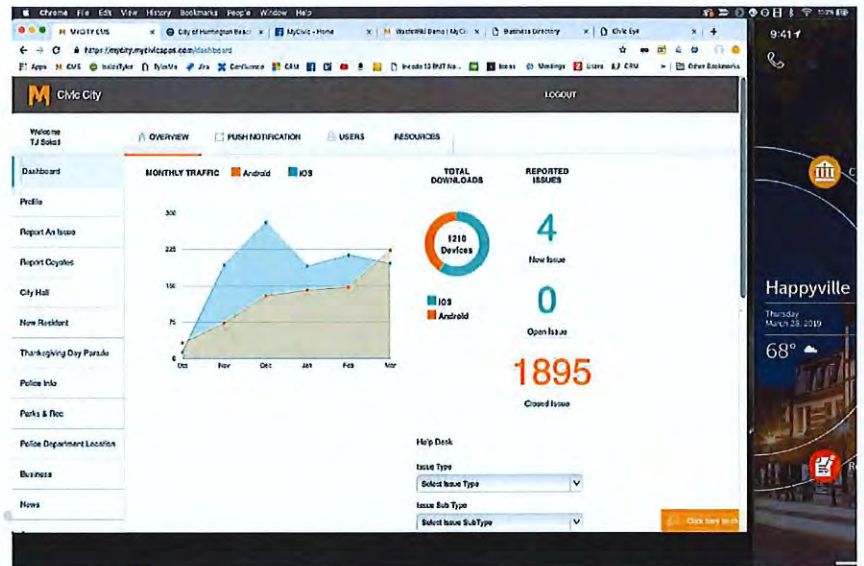




## Webinar Recording

### MyCivic

MyCivic™ is the first "Whole Civic App" for cities, towns, villages, and other local governments. MyCivic empowers your residents with local news, social media channels, services, event calendars, parks and amenities, as well as the ability to communicate with elected officials — all from a single app. With several integration points, MyCivic allows residents to easily report issues, request services, and stay informed. Best of all, flexible, customizable design options allow you to tailor the app to the unique needs of your community.



Corporate Headquarters

5101 Tennyson Parkway, Plano, Texas 75024 | 972-713-3700 | [info@tylertech.com](mailto:info@tylertech.com)

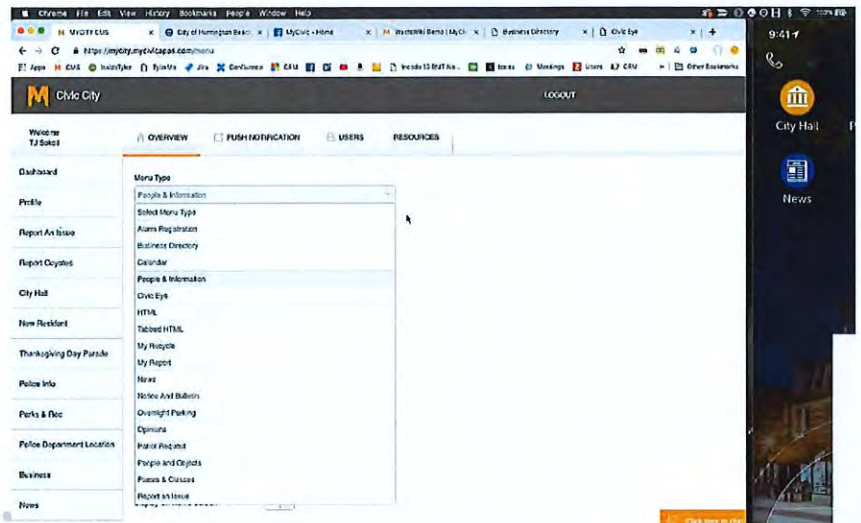
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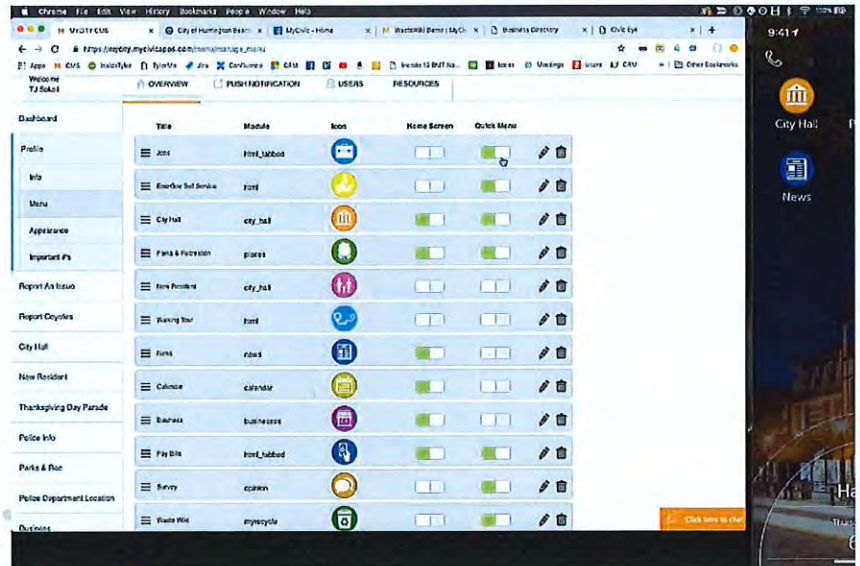
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### Follow

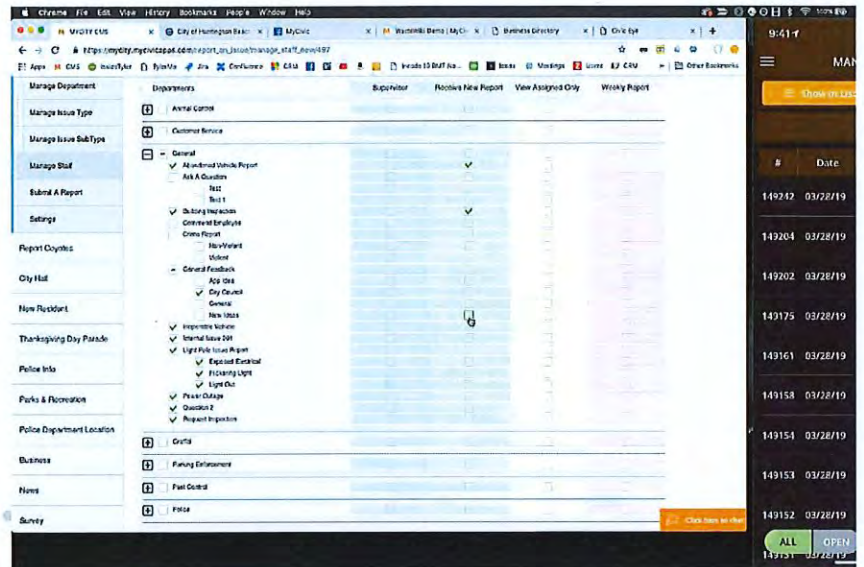
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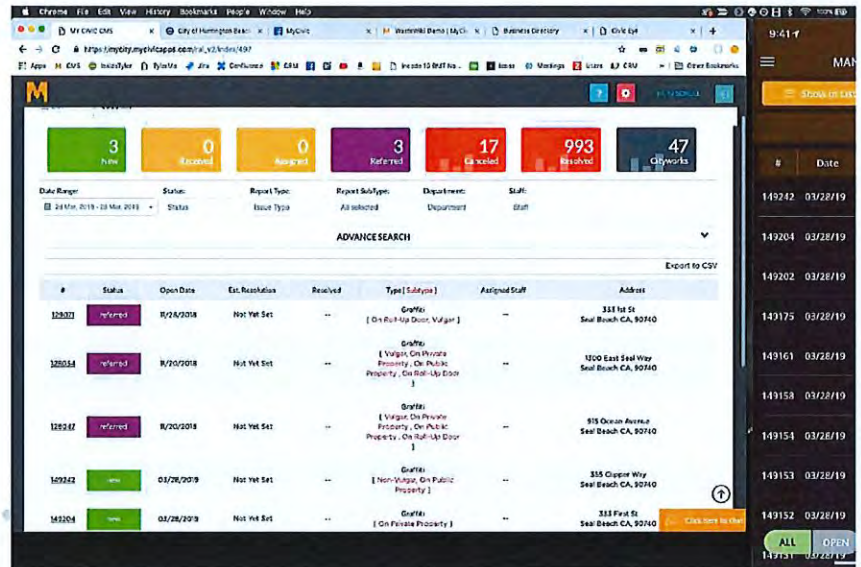
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# Webinar Recording

## MyCivic

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Corporate Headquarters

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## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 8100 - 20

**SUBMITTED BY:** Amanda Nadeau  
Communications, Media and Events Coordinator

**SUBJECT:** Amendment to resolution 4783-21 on the April 21, 2021 Regular Board Meeting  
– Pikeminnow Fishing Derby Special Event

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#### PURPOSE:

To provide the Board with the corrected date pertaining to the upcoming Lions Club Covid-19 Pikeminnow Fishing Derby supported by the Cultus Lake Aquatic Stewardship Society.

#### RECOMMENDATION:

***THAT** resolution 4783-21 from the April 21, 2021 Regular Board Meeting minutes be amended to change the date of June 16, 2021 to June 19, 2021 so that the resolution reads:*

***THAT** the Cultus Lake Park Board support the Lions Club Covid-19 Fishing Derby for removal of Pikeminnow and Small Mouth Bass on June 19, 2021; and*

***THAT** the Cultus Lake Park Board support and allow placement of disposal boxes along the Foreshore and Main Beach.*

#### DISCUSSION:

At the April 21, 2021 Regular Board Meeting staff presented the Board with a report with information to support the Pikeminnow Fishing Derby at the April 21, 2021 Regular Board Meeting. At this meeting, the Board approved resolutions with the event date being scheduled for June 16<sup>th</sup>. An error was identified following the approval of the resolution. Staff are presenting an amended resolution to reflect the correct date which is June 19, 2021.

The information that was provided has not changed and remain the same The Lions Club Covid-19 Fishing Derby organizers are applying for Special Event approval for June 19, 2021.

The organizers of the derby are requesting to advertise this as a call to action rather than event, to assist in the control of the Pikeminnow. All advertising to promote social distancing and remaining in small groups as per the current Public Health Order.

The organizers will create unique boxes to dispose of the Pikeminnow and request the assistance of The Park to install the boxes temporarily for the duration of the day.



The event organizers will be taking care of their own garbage removal in partnership with local members of Cultus Lake Aquatic Stewardship Society by end of same day.

The organizers have no additional requests of the Cultus Lake Park Board.

To protect the endangered aquatic environment of the lake for salmon species, staff recommends that this derby be approved for 2021.

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Prepared by:

Approved for submission to the Board:



Amanda Nadeau  
Communications, Media and Events Coordinator



Joe Lamb  
Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 19, 2021 **FILE:** 0540-740

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

**SUBJECT:** Recommendations from the Foreshore Fundraising and Improvement Committee

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#### PURPOSE:

The purpose of this report is to provide the recommendations from the April 20, 2021 meeting of the Foreshore Fundraising and Improvement Committee.

#### RECOMMENDATIONS:

*THAT the Foreshore Fundraising and Improvement Committee request that the Cultus Lake Park Board approve the concept of signage being placed that will acknowledge significant donors to the Main Beach Dock Fundraising project. Staff to submit to the Cultus Lake Park Board signage and potential locations to the Board for final approval upon completion of the project.*

#### DISCUSSION:

At the April 20, 2021 meeting of the Foreshore Fundraising and Improvement Committee a discussion was had regarding the acknowledgment of significant donors to the Main Beach Dock Fundraising project.

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

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Prepared by:

Approved for submission to the Board:



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Commissioner Smit,  
Chair, Foreshore Fundraising and  
Improvement Committee



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Joe Lamb,  
Chief Administrative Officer