



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, August 18, 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 August 18, 2021 instead of 7:00 pm.

The Cultus Lake Park Board Regular Meeting will be open to the first 10 members of the public by registration. Please email Rachel.litchfield@cultuslake.bc.ca by Noon on August 18, 2021.

Or 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://us06web.zoom.us/j/84887151807?pwd=RVo2OGZuK0kvWUo2UjNzS3V6YmUyZz09>

Meeting ID: 848 8715 1807

Passcode: 016751

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

Please feel free to email questions for the Public Question Period no later than Tuesday, August 17, 2021 by 4:30 pm to Rachel.litchfield@cultuslake.bc.ca



**CULTUS LAKE PARK BOARD
REGULAR MEETING AGENDA**
WEDNESDAY, AUGUST 18, 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 (4:15 PM)

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

*Section 90 (1), (c) labour relations or other employee relations;
Section 90 (1), (d) the security of the property of the Municipality.*

(3) RECONVENE

(4) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of August 18, 2021, to include item 6, (e), Community Events and Engagement Committee Minutes dated August 16, 2021; and*

Items 7, (ai) through 7,(v), Correspondence, Development Variance Referral, emails and letters submitted by the public; and

To include Items 7, (b), Correspondence, Letter submitted August 18, 2021, from residents Tars and Kara Malhi; and

To remove and replace item 8, (b), Bylaws, Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021 and report dated August 18, 2021; and

To remove and replace item 8, (c), Bylaws, Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021 and report dated August 18, 2021; and

To included item 11, (b), Reports by Commissioners, Recommendations from the Community Events and Engagement Committee, report dated August 18, 2021; and

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

(5) ADOPTION OF MINUTES

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

(6) ADOPTION OF COMMITTEE MINUTES

- Page 15 (a) ***THAT*** the Cultus Lake Park Board receive the May 21, 2021, Village Center Planning and Development Committee Minutes.
- Page 19 (b) ***THAT*** the Cultus Lake Park Board receive the June 8, 2021, Foreshore Fundraising and Improvement Committee Minutes.
- Page 21 (c) ***THAT*** the Cultus Lake Park Board receive the July 19, 2021, Community Events and Engagement Committee Minutes.
- Page 23 (d) ***THAT*** the Cultus Lake Park Board receive the July 29, 2021, Community Events and Engagement Committee Minutes.
- Page 27 (e) ***THAT*** the Cultus Lake Park Board receive the August 16, 2021, Community Events and Engagement Committee Minutes.

(7) CORRESPONDENCE

- Page 33 (a) **Development Variance Referral – 40 Lakeshore Drive**
- Page 51
 - Referral information for Development Variance Permit # 2021 – 15, 40 Lakeshore Drive
 - **Emails and letters submitted by the public**

Option 1

THAT the Cultus Lake Park Board supports the Development Variance Permit #2021 – 15, 40 Lakeshore Drive to vary the definition of height in the Zoning Bylaw 1375 from two stories plus basement and roof to three stories plus basement and roof; and

THAT the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 40 Lakeshore Drive.

Option 2

THAT the Cultus Lake Park Board is not in favor of support of varying the definition of height in the Zoning Bylaw 1375 for Development Variance Permit #2021 – 15, 40 Lakeshore Drive from two stories plus basement and roof to three stories plus basement and roof; and

THAT the Cultus Lake Park Board provide the Fraser Valley Regional District with their response to the Development Variance Permit for 40 Lakeshore Drive.

(b) **Parking Allowance Request**

- Page 57
 - Email dated August 3, 2021, from Tom and Shawn Windt regarding parking for residents along First and Second Avenue
- Page 61
 - **Letter submitted August 16, 2021, from residents, Tars and Kara Malhi**

THAT the Cultus Lake Park Board continue to use the area adjacent to 212 First Avenue and 112 First Avenue as designated greenspace lots as outlined in the 2016 Cultus Lake Park Plan Bylaw No. 1080, 2016.

THAT the Cultus Lake Park Board receive the email from Tom and for information and provide the staff with direction regarding the use of the area adjacent to 212 First Avenue and 112 First Avenue.

(c) **Investing in Canada Infrastructure Program (ICIP) – Environmental Quality (EQ) Program, Project #G0329 – Cultus Lake North Wastewater Treatment Plant**

- Letter dated July 8, 2021, from Brian Bedford, Executive Director, Local Government Infrastructure and Finance

THAT the Cultus Lake Park Board release the letter to the public from Brian Bedford, Executive Director, Local Government Infrastructure and Finance with respect to Sewer Project #G0329 – Cultus Lake North Wastewater Treatment Plant.

(8) BYLAWS

(a) **Main Beach Dock Capital Reserve Fund No. 1194, 2021**
Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021

- Main Beach Dock Capital Reserve Fund No. 1194, 2021
- Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021

THAT the Cultus Lake Park Board give Final reading to Main Beach Dock Reserve Fund Bylaw No. 1194, 2021.

THAT the Cultus Lake Park Board give Final reading to the Tree Replacement Reserve Fund Amendment Bylaw No. 1195, 2021.

(b) **Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021**

- Report dated August 18, 2021, from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021

THAT the Cultus Lake Park Board give First, Second and Third Readings to the Boating and Foreshore Bylaw No. 1179, 2020, Amendment Bylaw No. 1196, 2021.

(c) **Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021**

- Report dated August 18, 2021, from Jacquie Spencer, Manager of Visitor Services, Accommodations and Bylaw Enforcement
- Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021

THAT the Cultus Lake Park Board give First, Second and Third Readings to the Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.

(9) CONSENT AGENDA

(a) 2021 Second Quarter Reports

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

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

(10) REPORTS BY STAFF

(a) Media Releases and Staff Contact with the Media Policy

- Report dated August 18, 2021, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the Cultus Lake Park Board approve the Administrative Policy, Media Release and Staff Contact with the Media and that it replace the 2018 Cultus Lake Media Policy.

(b) Star Days Days Event

- Report dated August 18, 2021, from Amanda Nadeau, Communications, Media and Events Coordinator

THAT the Cultus Lake Park Board approve the Star Days Days Special Event on Friday September 24th, Saturday September 25th, and Sunday September 26th, 2021;

THAT the parking fees in Lot A (Main Beach) for the duration of the Star Days Days Special Event, September 24th to September 26th, 2021, be waived;

THAT the Star Days Days Special Event organizers be permitted to collect parking fees at Lot A (Main Beach) for profit for the duration of the event, September 24th to September 26th, 2021;

THAT the Special Event Application fee of \$100 for the 2021 Star Days Days Special Event be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the 2021 Star Days Days Special Event be waived and

THAT participants of the 2021 Star Days Days be permitted to camp at Main Beach in designated areas.

(c) Cultus Lake Community Cleanup

- Report dated August 18, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

THAT the Cultus Lake Park Board approve the Cultus Lake Park Community Cleanup on September 18th, 2021; and

THAT the Cultus Lake Park Board approve waiving the \$100 application fee.

(11) REPORTS BY COMMISSIONERS

(a) Recommendations from the Community Events and Engagement Committee

- Report dated August 18, 2021 from Kirk Dzaman, Chair, Community Events and Engagement Committee

THAT the Cultus Lake Community Events and Engagement Committee requests the Cultus Lake Park Board allow any funds that are raised, above the cost to hold Blanc on the Beach Event, will be allocated to the Foreshore Reserve Fund.

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

- Report dated August 18, 2021 from Kirk Dzaman, Chair, Community Events and Engagement Committee

THAT the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board approve that the Community Events and Engagement Committee be able to host a community movie night at Main Beach on September 3, 2021, pending the approval of licensing and the availability of the equipment required.

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on August 18, 2021 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, July 21, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner D. Renwick – Chair
Commissioner D. Bauer – Vice Chair
Commissioner L. Payeur –
Commissioner C. Smit
Commissioner K. Dzaman

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

(1) CALL TO ORDER

The Chair called the meeting to order at 4:00 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), (c) labour relations or other employee relations; and
Section 90 (1), (d) the security of the property of the Municipality.*

(3) RECONVENE

The meeting reconvened at 5:02 pm.

(4) APPROVAL OF AGENDA

4816-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of July 21, 2021 update resolution 7, (a), Correspondence, Yellow Iris Removal; and

Items 9, Staff Reports, to remove and replace Item (c), Annual Munroe Ave. Block Party; and

Items 9, Staff Reports, to remove and replace Item (e), Blanc on the Beach; and

Items 9, Staff Reports, to remove and replace Item (f), ILWU Local Pensioners Picnic; and

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

received.

CARRIED

(5) ADOPTION OF MINUTES

4817-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

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

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

4819-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the April 28, 2021 Community Events and Engagement Committee Minutes.

CARRIED

4820-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the June 1, 2021 Commercial Leaseholder Committee Minutes.

CARRIED

4821-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the June 23, 2021 Community Events and Engagement Committee Minutes.

CARRIED

4822-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the July 12, 2021 Community Events and Engagement Committee Minutes.

CARRIED

(7) CORRESPONDENCE

(a) **Yellow Iris Removal**

- Email dated July 8, 2021 from Commissioner, Darcy Bauer on behalf of Fraser Valley Invasive Species

4823-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board receive the information on the removal of the Yellow Iris's seed pods located along the banks of Swelter Creek; and

***THAT** the Cultus Lake Park Board acknowledge that the removal was completed by volunteers from Cultus Lake Aquatic Stewardship Society and member of the Environmental and Public Areas Planning Committee on July 21, 2021.*

CARRIED

(8) BYLAWS

**(a) Main Beach Dock Capital Reserve Fund No. 1194, 2021
Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021**

- Report dated July 21, 2021 from Erica Lee, Chief Financial Officer regarding Main Beach Dock and Tree Replacement Reserve Funds
- Main Beach Dock Capital Reserve Fund No. 1194, 2021
- Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021
- Tree Replacement Reserve Fund Bylaw No. 1031-12

4824-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Main Beach Dock Reserve Fund Bylaw No. 1194, 2021; and*

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Tree Replacement Reserve Fund Amendment Bylaw No. 1195, 2021.*

CARRIED

(9) REPORTS BY STAFF

(a) 2021-2022 Insurance Policy Renewal

- Report dated July 21, 2021 from Erica Lee, Chief Financial Officer

4825-21 Moved by: Commissioner Payer Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board received the report from the Chief Financial Officer regarding the 2021-2022 Insurance Policy Renewal.*

CARRIED

(b) Parking Lot B Completion

- Report dated July 21, 2021 from Dave Driediger, Manager of Park Operations

4826-21 Moved by: Commissioner Payer Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the Parking Lot B Completion report for information.*

CARRIED

(c) Annual Munroe Ave. Block Party

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

Chair Renwick excused himself from the meeting at 5:16 pm due to a conflict of interest as the proposed event is his personal request.

4827-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the Annual Munroe Ave. Block Party on Saturday, August 14, 2021; and

THAT the Cultus Lake Park Board approve the partial road closure at the top of Munroe Ave. on Saturday, August 14, 2021 between 10:00am to 8:00pm.

CARRIED

Chair Renwick returned to the meeting at 5:18 pm.

(d) **Fraser Valley British Motor Club Picnic**

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

4828-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Cultus Lake Park Board approve the Fraser Valley British Motor Club Picnic on Sunday, September 12, 2021.

CARRIED

(e) **Blanc on the Beach**

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

4829-21 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Blanc on the Beach event, to be held on September 11, 2021, at Main Beach; and

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve that parking fees be waived for paid attendees and volunteers in Lot A.

CARRIED

(f) **Special Event: ILWU Local 502 Pensioner's Picnic**

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

4829-21 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board approve the ILWU Local 502 Pensioner's Picnic on Wednesday, August 11, 2021.

CARRIED

(12) COMMISSIONERS REPORTS

(13) COMMUNITY ASSOCIATION

Question:

Colleen Rogozinski inquired as to where the Board is at with the legal process with the sewer and the Fraser Valley Regional District? She also noted that the Fraser Valley Regional District was not successful in getting any grant and inquired what the next steps may be moving forward. She also inquired if the Board would be sharing the grant information with the community. She further inquired on the status of the sewer system and noted that there was a pipe failure in Sunnyside and noted that there was a resident that had on occasion, the smell of sewer and had wondered if there is something that they need to be concerned about? She noted that the resident was told they would have to live with the odor as is.

Ernie Vance also noted that the response to the smell, from FVRD, was that the pump station was overloaded and could not keep up. He inquired for a resident, if we are close to being at failure state or is this a weekend kind of thing and noted this is ongoing and some days worse than others.

Answer:

Chair Renwick stated that there has been no change with respect to the litigation. It is still on going, in pre discovery and in the process of exchange of documents with respect to the notice. Chair Renwick noted that we had just been advised of the decision that the grant was not successful and are in the process of going back to the FVRD and the representatives from the province to find out what the plan is moving forward and to have some answers as to why the application was not successful.

Chief Administrative Officer, Joe Lamb noted that the Sunnyside pipe issue is not related to Fraser Valley Regional District sewer system and noted that the upper part of Sunnyside tie into the top part in to avoid and overload. That issue is related to a distribution box to our septic field for the seasonal campers and the washrooms and is now resolved. He noted that if anyone is having issues or concerns that they contact FVRD as they are not sharing information with the Board and staff at this time. He noted that once the Board has as any new information on the letter received and the status of the sewer odor, we will make this available to the public on the August meeting. He further encourages all resident to contact the FVRD, MLA, Taryn Dixon as well as the Chair of FVRD to report concerns and to also copy the Chief Administrative Officer to be aware of the concerns being addressed. He noted that this can add to discussion with FVRD.

(14) PUBLIC QUESTION PERIOD

Question:

Rick Williamson, resident wished to reiterate his concern via email and Blanc on the Beach was respect to users not contributing to the Foreshore Reserve and noted that this was handled and thanked the Board for this.

Question:

Ernie Vance inquired with respect to the donations for Main Beach and transfer to the reserve fund, requested the amount that has been placed in the fund at this time. He further noted that those people that did donate, will they be notified?

Answer:

Chief Administrative Officer noted that the reserve fund that was created is specific to the replacement of the Main Beach docks and once that is fully funded the funds will come back out and this will be put on hold temporarily as the sewer matter is top priority

(15) ADJOURNMENT

4830-21 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

THAT the Regular Meeting of the Cultus Lake Park Board held on July 21, 2021 be adjourned at 5:39 pm.

CARRIED

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

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

FRIDAY, MAY 21, 2021

CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner K. Dzaman – Chair Commissioner D. Bauer – Vice-Chair
Committee Members	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
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communications, Media and Events Coordinator – A. Nadeau
Member of the Public	N/A
Regrets	N/A

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

Moved by: D. Bauer Seconded by: B. Vandenbrink

***THAT** the agenda for the May 21, 2021 Village Center Planning and Development Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: B. Shirley Seconded by: D. Bauer

***THAT** the minutes of the April 23, 2021 Village Center Planning and Development Committee be approved.*

(4) SURVEY QUESTION FOR REVIEW

The committee reviewed the survey questions.

- Remove low rise and change it to multiple story mixed use buildings in the Village Center.
- Elderly care would not be appropriate as we are too far from emergency response, should change the wording to Independent Senior Housing
- To add an additional pay parking for visitors' question to the survey
- Add where do you reside to the survey
- Add a date to complete the survey by

The survey to be sent out through multiple mediums to target CLP residents, City of Chilliwack and Electoral H.

Staff to make the changes and send to the committee for approval. Then it will be sent to the Board for final approval prior to release.

(5) STAFF UPDATES

- Hydroelectric capabilities and utilities
 - Staff reached out to hydro and have given general parameters. They will follow up with staff when they have some information.
- Traffic Study – See attached
- RFP – C. Dzaman has reached out for help with the RFP or an expression of interest RFP and will follow up and find out a time frame when this work can be completed.

(6) CRITICAL PATH

- There was a discussion had regarding the critical path and if there is anything missing.
- A committee member suggested a conversation with the school district regarding more families moving into the community. Staff to review the lease. Add discussion with the school district to the critical path.
- Staff continues to reach out to Soowhalie
- Suggestion to try to move up the starting of the rezoning processes. Staff to discuss with the FVRD the specifics on the timeline regarding the rezoning of the proposed Village Center area.
- What is the environmental impact of having more residents within the Park? Adding to the list; a Park Capacity Study and an Environmental Impact Study.

(7) NEW BUSINESS

- Staff looking into the school lease
- Park Capacity Study and an Environmental Impact Study

(8) PUBLIC QUESTION PERIOD

No public at this meeting

(9) NEXT MEETING DATE AND TIME

July 16, 2021 at 9:00 am

(10) ADJOURNMENT

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

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

CARRIED



FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE MEETING MINUTES

TUESDAY JUNE 8, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner C. Smit – Chair

Committee Members G. Senft – Via Zoom
B. Dyck – Via Zoom
N. McKenzie – Via Zoom

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

Regrets Commissioner L. Payeur – Vice Chair
C. Elstak

(1) CALL TO ORDER

The Chair called the meeting to order at 9:05 am.

(2) APPROVAL OF AGENDA

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

***THAT** the agenda for the June 8, 2021 Foreshore Fundraising and Improvement Committee be approved.*

CARRIED

(3) ADOPTION OF MINUTES

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

***THAT** the minutes for the May 11, 2021 Foreshore Fundraising and Improvement Committee be approved.*

(4) NEW BUSINESS

Verbal update from the CAO regarding grants:

- Federal Grant – The Park does not qualify
- Provincial Grant – Did not get approved as we did not lose money
- Grant in aid from the FVRD – The Main Beach Dock Project does not qualify for COVID relief funds.

Update on the donor page that will be a part of the Cultus Lake Park website; It will be ready to go on the website once we have more than one donor.

Media – Is there any way to get information about the state of the docks and the fundraising options in the news? CAO is waiting for the Provincial Health Orders outside numbers to be increased and the Park will then be working on the grand opening of Parking Lot B. This will include a significant section about the Park not received and outside funds and this will include the parking lot fees and the state of the docks and the fundraising.

The primary message will be that the Park receives no funds and this is the reason for the parking lot fees and project, residential leases, commercial leases and the reason for the need for fundraising for the dock upgrade.

The story of the Park and how it runs and works needs to be bigger than local, it needs to be provincial, ex: Global news or CTV.

(5) PUBLIC QUESTION PERIOD

No public at the meeting

(6) NEXT MEETING DATE AND TIME

July 12, 2021 9:00 am

(7) ADJOURNMENT

Moved by: N. McKenzie Seconded. by: N. McKenzie

THAT the Foreshore Fundraising and Improvement Committee meeting held on June 8, 2021 be adjourned at 9:30 am.

CARRIED



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY JULY 19, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner K. Dzaman – Chair
Committee Members	P. McEwan S. Lamb D. Seeley E. Jartved K. Brauer
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communication, Media, and Event Coordinator – A. Nadeau
Regrets	N/A
Members of the public	N/A

(1) CALL TO ORDER

The Vice Chair called the meeting to order at 6:06 pm.

(2) APPROVAL OF AGENDA

Moved by: S. Lamb Seconded by: K. Brauer

***THAT** the agenda for the July 19, 2021 Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: S. Lamb Seconded by: P. McEwan

***THAT** the minutes for July 12, 2021 Community Events and Engagement Committee were approved via email.*

(4) UPDATES FOR BLANC ON THE BEACH

FOOD

- Lakeside Beach Club – P. McEwan has message them and has received no updates.
- She asked for – 200 people, bussing tables, appetizers to pick from, dessert and coffee and they must supply a prep table and wash station.
- The committee discussed other options for food without having a confirmation from Lakeside Beach Club.
- Frankie's, and Farmhouse are interested.

- Chair Dzaman spoke with the Cultus Lake Golf Course, they are willing to provide food for the event or not, but would like to be involved in the event.
- The committee also discussed the amount of food, should there be more than just appetizers? Yes, more food.
- The event is very soon and the food needs to be confirmed. Chair Dzaman to reach out to LBC one more time.

WINE AND BEER

- The Communication, Media, and Event Coordinator reached out to Vino Veritas and they are unavailable for the event. They suggested purchasing cases of wine through them, but the committee would need to have people to pour. Hiring a professional to pour the wine, not a volunteer. S. Lamb to look for people to hire.
- The committee agreed to go this way.
- The Communication, Media, and Event Coordinator reached out to local breweries and hasn't received any information back and will follow up tomorrow. The committee would like to see two breweries.

LOCATION/MAP

- Needs to include a wash station.
- Jazz band in the gazebo and the other bands will be in the tent. Music and dance floor to be close to the gazebo.
- The committee discussed different tent rental options and site layout.
- The Communication, Media, and Event Coordinator has meetings with tent rental companies and will report back to the committee.
- The committee requested more low seating with chairs, seating for 130+ and less higher/standing tables.

BUDGET

- The committee discussed how ambitious the event should be for the first year and what are the most important priorities.
- The committee needs to fill in the gaps in the budget, ie: audio and lighting, décor, food and security, finalize the budget and see if things need to be scaled back.
- The committee discussed whether or not the event needs a photographer. A small budget was set for this. Committee to report back on options.
- Fencing is included in the budget
- \$500 to be included in the budget for staff. Wine pourers, alcohol ticket sales etc.
- Staff to create a flow budget for the next meeting.

ENTERTAINMENT

- E. Jartved to get an act to play from 8-10 pm and to find out if they provide their own audio equipment.
- Jazz band set to play 2-3 sets, with stock music in between for breaks.
- \$1500 budget set for entertainment.
- The Communication, Media, and Event Coordinator reached out to Go Audio. The committee discussed what they want and she will go back to them for a quote.
- \$1200 budget set for AV equipment

DECOR

- White lanterns with battery operated candles. Decorating the tent, not just the tables, green and white colors, white lights, chandeliers.
- The Communication, Media, and Event Coordinator to look into renting décor.
- Table clothes will need clips/weights to be able to withstand the wind.

SECURITY

- The CAO hasn't received a quote back from Griffen Security

VOLUNTEERS

- Committee to detail out the tasks that need to be done on each day. Friday, Saturday, Sunday.
- The Communication, Media, and Event Coordinator to find out about table and chair set up to be through the rental company instead of volunteers and what the costs are.

LIQUOR LICENCE

- S. Lamb required the number of servings for the license.

GIFT BAGS

- To be placed in miscellaneous in the budget
- Wine glass to be in gift bag. Ken to design a logo.
- P. McEwan to contact Maars Burger Bar to see if they want to donate to the gift bags.

MISCELLANEOUS

- Art tent – one tent required, at least 3 local artists are interested. They will be there from 5-7 pm to showcase their work.
- The Cultus Lake Golf course would like to participate in the event. A suggestion was a putting green.
- Photo booth to be an option if the budget allows for it.

***THAT** the Cultus Lake Community Events and Engagement Committee requests the Cultus Lake Park Board allow any funds that are raised, above the cost to hold the Blanc on the Beach Event, will be allocated to the Foreshore Reserve Fund.*

Moved by: D. Seely Seconded by: P. McEwan

CARRIED

(6) PUBLIC QUESTION PERIOD

No public at meeting

(7) NEXT MEETING DATE AND TIME

Thursday July 29, 2021 at 6:00 pm

(8) ADJOURNMENT

Moved by: P. McEwan Seconded by: S. Lamb

***THAT** the Community Events and Engagement Committee meeting held on July 19, 2021 be adjourned at 8:02 pm.*

CARRIED



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY JULY 29, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present	Commissioner K. Dzaman – Chair
Committee Members	P. McEwan S. Lamb D. Seeley E. Jartved
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communication, Media, and Event Coordinator – A. Nadeau
Regrets	K. Brauer
Members of the public	K. Renwick

(1) CALL TO ORDER

The Chair called the meeting to order at 6:03 pm.

(2) APPROVAL OF AGENDA

Moved by: P. McEwan Seconded by: E. Jartved

***THAT** the agenda for the July 29, 2021 Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: P. McEwan Seconded by: S. Lamb

***THAT** the minutes for July 19, 2021 Community Events and Engagement Committee be approved.*

(4) UPDATES FOR BLANC ON THE BEACH

FOOD

- P. McEwan updated the committee on the menu options and services from the Lakeside Beach Club.
- The committee liked the idea of having tables served by chefs.

***THAT** the Community Events and Engagement Committee agrees to use the Lakeside Beach Club and committee members to work with them to refine the menu, price and timeline.*

Moved by: S. Lamb Seconded: E. Jartved

CARRIED

LIQUOR LICENCE

- Will be \$350

WINE AND BEER

- The committee confirmed the amount of wine to be ordered.
- Fieldhouse and Mountainview Brewery to supply beer and have their own pouring stations with staff.

LOCATION/MAP/DECOR

- K. Renwick presented a design, décor, lighting and tent layout option for the event.
- The committee discussed what they like and the practicality of the options.

ENTERTAINMENT

- Jazz band confirmed
- E. Jartved updated the committee on the entertainment options. She suggested instead of a solo artist, a duo would be more upbeat and better to dance to.
- D. Seely to take care of canned music
- 4:30 – 5:15 Jazz
- 5:30 – 6:15 Jazz
- 6:30 – 7:15 Jazz
- 8:00 – 8:45 Duo
- 9:00 – 9:45 Duo

SECURITY

- Discussion regarding the amount of security required.

VOLUNTEERS

- Saturday 9:00 am – 2:00 pm volunteers
- Sunday 9:00 am until clean-up is complete
- Between 10 - 20 people – two hour shifts

GIFT BAGS

- Committee decided against the gift bags and personalized glasses

BUDGET

- The committee updated the preliminary budget with actual figures from quotes and inquiries from staff and members.
- The committee finalized the budget.
- A discussion was had regarding corporate sponsorships, donations and tax receipts.

STAFF

- To mock up a press release to advertise the event to the community and bring it back to the committee.
- To look into the use of the online portal for ticket purchase.

(6) PUBLIC QUESTION PERIOD

No public at meeting

(7) NEXT MEETING DATE AND TIME

Tuesday August 3, 2021 at 6:00 pm

(8) ADJOURNMENT

Moved by: P. McEwen Seconded by: S. Lamb

***THAT** the Community Events and Engagement Committee meeting held on July 29, 2021 be adjourned at 8:10 pm.*

CARRIED



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

MONDAY AUGUST 16, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

Present Commissioner K. Dzaman – Chair

Committee Members P. McEwan
D. Seeley
E. Jartved
K. Brauer
S. Lamb

Staff Chief Administrative Officer – J. Lamb
Lease Administrator – K. Craig
Communication, Media, and Event Coordinator – A. Nadeau

Regrets

Members of the public

(1) CALL TO ORDER

The Chair called the meeting to order at 6:02 pm.

(2) APPROVAL OF AGENDA

Moved by: P. McEwan Seconded by: E. Jartved

***THAT** the agenda for the August 3, 2021 Community Events and Engagement Committee be approved.*

CARRIED

(3) APPROVAL OF THE MINUTES

Moved by: S. Lamb Seconded by: E. Jartved

***THAT** the minutes for August 16, 2021 Community Events and Engagement Committee be approved.*

(4) UPDATES FOR BLANC ON THE BEACH

BUDGET

- The committee updated the budget with actual costs so far.
- The committee discussed the minimum number of ticket sales to be able to move forward with the event.
- The committee decided to advertise the event to Chilliwack.

FOOD

- P. McEwan updated the committee about the discussions with the Lakeside Beach club regarding the layout of the stations. Menu options and discussions are going well.

WINE AND BEER

- The committee reviewed the wine list and confirmed the wines that will be at the event.
- Staff updated the committee regarding the breweries and prices and will bring back the varieties of each that will be provided for the event.

LOCATION/MAP/DÉCOR

- Staff updated the committee regarding the putting green and Chair Dzaman will contact the Cultus Lake Golf Club for an update.
- The committee discussed the costs spent so far on décor.

ENTERTAINMENT

- No update regarding entertainment.
- A discussion was had regarding the stage for the entertainment.

VOLUNTEERS

- E. Jartved updated the committee on the volunteer recruitment.

MISCELLANEOUS

- The committee discussed Provincial Health Orders regarding outdoor events.
- Chair Dzaman asked the committee which commercial businesses were approached regarding the event.
- Staff presented a local artist for the art walk that reached out to the Park requesting to attend the event. The committee agreed for her to attend.

(5) MOVIE NIGHT IN THE PARK

- The committee discussed the possibility of having a movie night prior to the end of the summer season.

***THAT** the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board approve that the Community Events and Engagement Committee be able to host a community movie night at Main Beach on September 3, 2021, pending the approval of licensing and the availability of the equipment required.*

Moved: D. Seely Seconded: K. Brauer

CARRIED

(6) PUBLIC QUESTION PERIOD

No public at meeting

(7) NEXT MEETING DATE AND TIME

Monday August 23, 2021 at 6:00 pm

(8) ADJOURNMENT

Moved by: K. Brauer Seconded by: P. McEwan

THAT the Community Events and Engagement Committee meeting held on August 16, 2021 be adjourned at 7:51 pm.

CARRIED

From: [Joe Lamb](#)
To: [Rachel Litchfield](#)
Subject: FW: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H
Date: August 10, 2021 9:53:23 AM



From: Amy Hsieh <ahsieh@fvrd.ca>
Date: Monday, August 9, 2021 at 4:18 PM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>
Subject: RE: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Good afternoon Joe,

We have conducted a preliminary review into site plans for the above DVP application. With respect to the northern side wall, we've determined that it will not be permitted as it does not meet the regulations of the Zoning Bylaw.

Per the Section 5.3.4.2 of the Zoning Bylaw, decks and balconies shall have no enclosing walls. Staff considers the northern side wall as an enclosing wall so the current design would not meet this regulation. The designs also appear to extend slightly into the 3m rear setback line.

I have contacted the property owner regarding the above and also informed them of Cultus Lake Park Board's concerns.

I also wanted to know if the Board would give resolution on this variance subject to removal of the northern wall extension and/or changes to its design at the upcoming meeting. Or if a decision will wait until the designs have been revised.

If you have any follow up questions or comments, please do not hesitate to contact me.

Kind regards,

[Amy Hsieh](#)

Planning Technician

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

From: Natalie Pullman <npullman@fvrd.ca>
Sent: August 4, 2021 11:21 AM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>
Cc: Amy Hsieh <ahsieh@fvrd.ca>

Subject: RE: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Hi Joe,

My apologies for not getting back to you. Amy Hsieh (cc'd) is the file manager for this application. She will call you to discuss.

Regards,
Natalie

From: Joe Lamb <joe.lamb@cultuslake.bc.ca>

Sent: July 27, 2021 12:09 PM

To: Natalie Pullman <npullman@fvrld.ca>

Subject: Re: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Natalie, Members of the board have asked that I Inquire about some elements of this design in relation to the current Zoning bylaw.



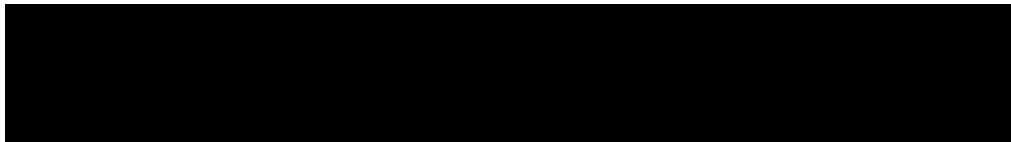
Regards,

Joe Lamb
CAO – Cultus Lake Park

From: Natalie Pullman <npullman@fvrld.ca>

Date: Thursday, July 22, 2021 at 10:50 AM

To: Joe Lamb <joe.lamb@cultuslake.bc.ca>



Subject: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Good morning Joe,

Please find attached the referral for a development variance permit for 40 Lakeshore Dr. The variance is to vary the definition of height in the Zoning Bylaw 1375 from *two stories plus basement and roof to three stories plus basement and roof*. They would meet the 22 feet height maximum.

Please let me know if you have any further questions.

Best regards,

Natalie Pullman (she/her)

Planning Assistant

Fraser Valley Regional District
1-45950 Cheam Avenue, Chilliwack, BC V2P 1N6
604-702-5042 | fvr.d.ca

From: [Joe Lamb](#)
To: [Rachel Litchfield](#)
Subject: FW: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H
Date: July 26, 2021 12:35:52 PM
Attachments: [Referral LTR to CLP.pdf](#)
[APPLICATION_redacted.pdf](#)
[Site Plans \(1\).pdf](#)



Joe Lamb
CAO – Cultus Lake Park

From: Natalie Pullman <npullman@fvrd.ca>
Date: Thursday, July 22, 2021 at 10:50 AM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>



Subject: Referral to CLP - DVP 2021-15, 40 Lakeshore Drive, Area H

Good morning Joe,

Please find attached the referral for a development variance permit for 40 Lakeshore Dr. The variance is to vary the definition of height in the Zoning Bylaw 1375 from *two stories plus basement and roof* to *three stories plus basement and roof*. They would meet the 22 feet height maximum.

Please let me know if you have any further questions.

Best regards,

Natalie Pullman (she/her)
Planning Assistant

Fraser Valley Regional District
1-45950 Cheam Avenue, Chilliwack, BC V2P 1N6
604-702-5042 | fvrd.ca

File Number: 3090-20 2021-15

July 22, 2021

Joe Lamb
Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5
Delivered via Email: joe.lamb@cultuslake.bc.ca

RE: REFERRAL FOR DEVELOPMENT VARIANCE PERMIT 2021-15

The Fraser Valley Regional District has received a Development Variance Permit for the property located at 40 Lakeshore Drive. We are inviting you to provide comments on the enclosed application.

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

This referral to Cultus Lake Park does not replace or duplicate the public notification process. All neighbours within 30.0 metres of the subject property will receive a notice in the mail describing the application and providing details of when the application will be considered by the Fraser Valley Regional District Board. Neighbours should submit their comments directly to FVRD.

In order to expedite the processing of the application, Cultus Lake Park's response is appreciated by August 23, 2021. After this date, the application will be considered by the Fraser Valley Regional District Board.

If you require any additional information or require an extension to the above timeline, please feel free to contact me at 604-702-5042 or npullman@fvrd.ca.

Yours sincerely,

Natalie Pullman
Planning Assistant

cc: Mark & Charlotte Debruyn
Taryn Dixon, Electoral Area Director, Area H

Attachment: Application

SCHEDULE A-4

Permit Application

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

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit

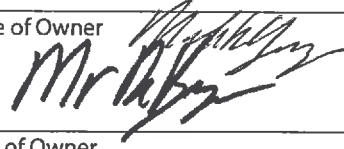

A **non-refundable** application fee in the amount of \$ 1300 as stipulated in FVRD Application Fees Bylaw No. 1560, 2019 must be paid upon submission of this application.

Civic Address 40 LAKESHORE DRIVE Cultus Lake BC
V2R 5A1 PID _____

Legal Description Lot 40W Block 13 Section 25 Township 22 Range _____ Plan _____

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

Owner's
Declaration

Name of Owner (print) MARCUS DEBRUYN	Signature of Owner 	Date JULY 20, 2021
Name of Owner (print) CHARLOTTE DEBRUYN	Signature of Owner 	Date JULY 20, 2021

Owner's
Contact
Information

Address 40 LAKESHORE DRIVE		City CULTUS LAKE
Email [REDACTED]		Postal Code V2R5A1
Phone [REDACTED]	Cell [REDACTED]	Fax [REDACTED]

Office Use Only	Date	File No.
	Received By	Folio No.
	Receipt No.	Fees Paid: \$

Agent

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

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

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

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

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

Signature of Agent	Date
--------------------	------

Development Details

Property Size 0.072 ACRES Present Zoning _____

Existing Use RESIDENTIAL 2 STORY HOME

Proposed Development RESIDENTIAL 4 STORY HOME

Proposed Variation / Supplement 4 STORY CONSTRUCTION STAYING WITHIN THE HEIGHT RESTRICTIONS

(use separate sheet if necessary)

Reasons in Support of Application TO MAKE IT LOOK LIKE OTHER HOMES IN THE AREA. TO HAVE EASY LAKE ACCESS.

We would like the 4th story to close the gap of the ~~existed~~ elevation difference. The house is currently designed to slope into the 4th story. Fits the look and feel of the neighborhood as others have built with the variance being accepted. We will be providing 2 extra parking spaces on the road side.

Page 2 of 4

**Riparian
Areas
Regulation**

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

yes
☐

no
☒

30 metres of the high water mark of any water body

yes
☐

no
☒

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

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

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

**Contaminated
Sites Profile**

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

yes
☐

no
☒

the property has been used for commercial or industrial purposes.

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

**Archaeological
Resources**

Are there archaeological sites or resources on the subject property?

yes
☐

no
☒

I don't know

☐

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

Required Information

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

	Required	Received	Details
Location Map		x	Showing the parcel (s) to which this application pertains and uses on adjacent parcels
Site Plan At a scale of: 1: 50 _____		x	Reduced sets of metric plans
		x	North arrow and scale
		x	Dimensions of property lines, rights-of-ways, easements
		x	Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
		x	Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
		x	Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
		x	Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
		x	Natural & finished grades of site, at buildings & retaining walls
		x	Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
Floor Plans		x	Uses of spaces & building dimensions
			Other:
Landscape Plan Same scale as site plan			Location, quantity, size & species of existing & proposed plants, trees & turf
			Contour information (_____ metre contour intervals)
			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
Reports			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

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



The Mark + Charlotte DeBruyn Lakehouse

40W Lakeshore Drive, Cultus Lake, B.C.
 Project: PN3913
 June 25, 2021

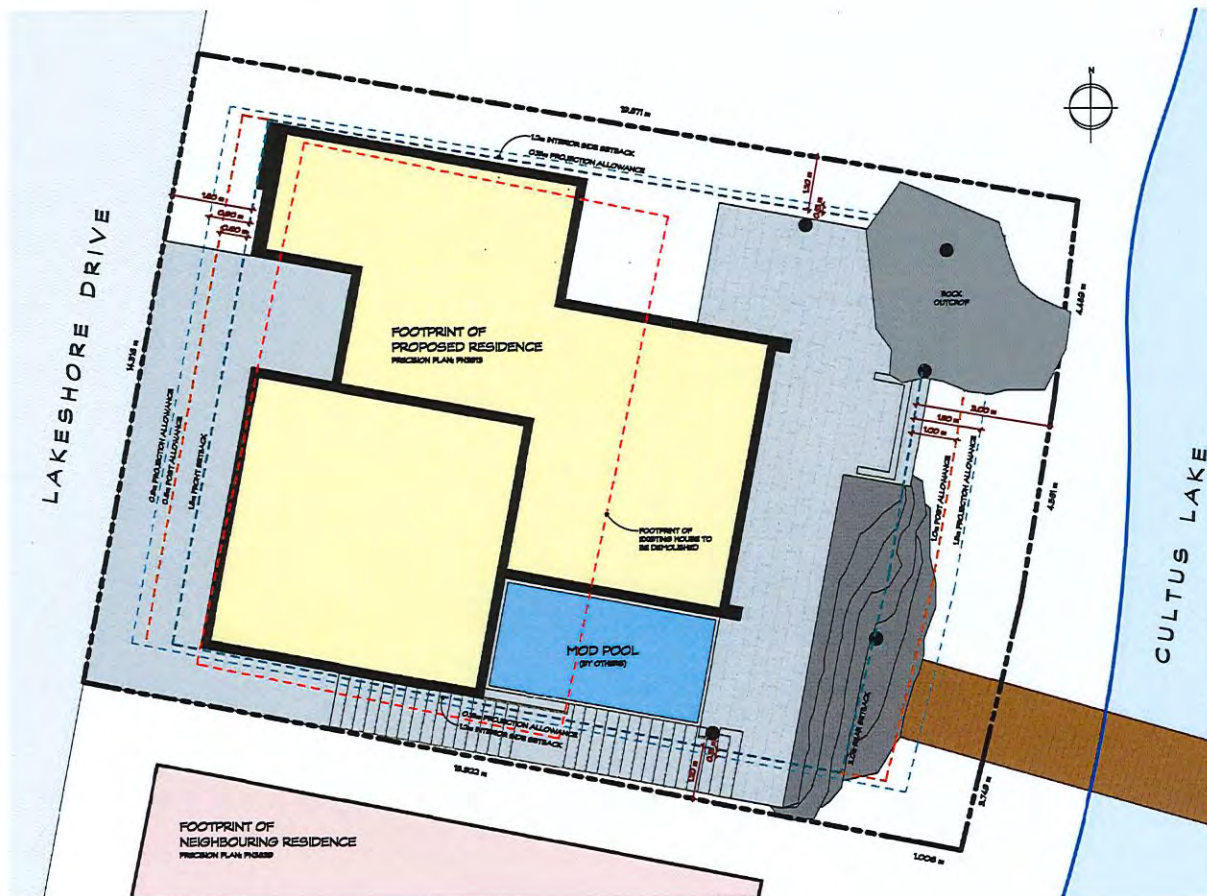
3.45953 Airport Rd
 Chilliwack
 British Columbia
 V2P 1A3
 T. 604.792.0826



PRECISION
 building design associates ltd.

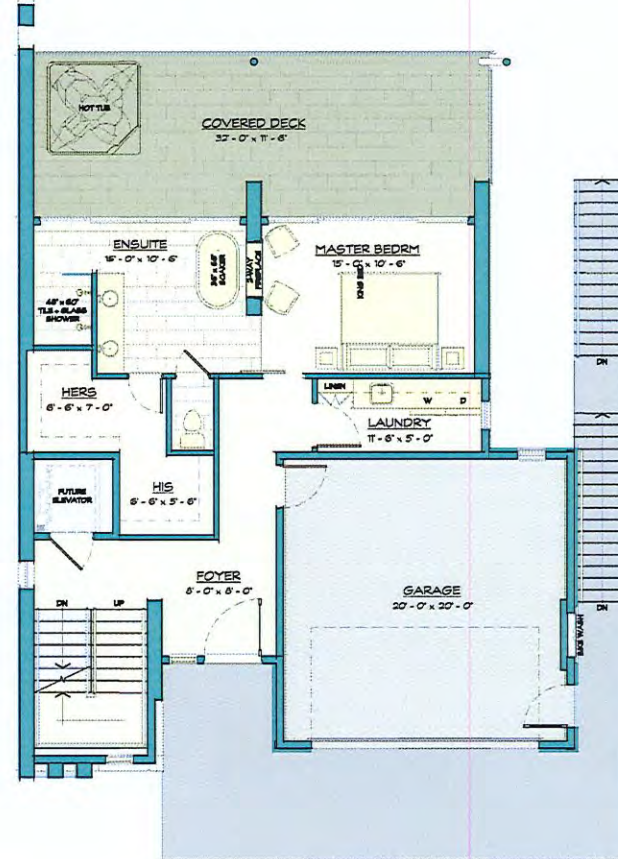


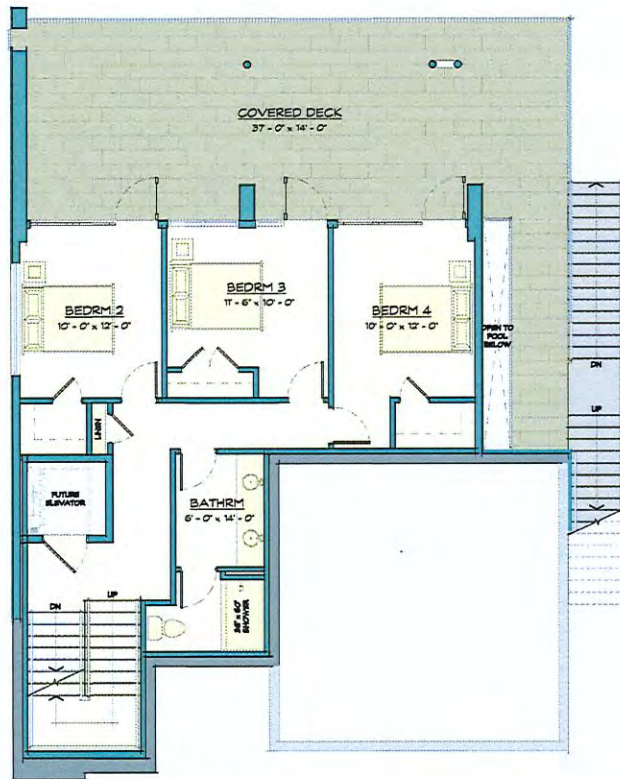
040



SITE PLAN
11.80

ZONING ANALYSIS (R-3)			
EXISTING ZONE		R-3	
CCP DESIGNATION			
DESCRIPTION		WATERFRONT RESIDENTIAL	
PERMITTED USES		SINGLE DETACHED DWELLING	
LOT SIZE		PROP. 35076	MIN. N/A
LOT DIMENSIONS			
LOT WIDTH (m)		PROP. 34.36	MIN. 30.44
LOT DEPTH (m)		PROP. 34.55	MIN. N/A
DENSITY		PROP. 1 DETACHED DWELLING	MAX. 1 DETACHED DWELLING
LOT COVERAGE		PROP. 47.6%	MAX. 60.00%
FLOOR AREA RATIO		PROP. N/A	MAX. N/A
SETBACKS		PROP. N/A	MIN. N/A
FRONT SETBACK (m)		PROP. 1.6	MIN. 1.6
REAR SETBACK (m)		PROP. 1.6	MIN. 1.6
SIDE SETBACK (m)		PROP. 3	MIN. 3
FRONT SETBACK (m)		PROP. 1.3	MIN. 1.3
SIDE SETBACK (m)		PROP. 0.8	MIN. 0.8
RAILWAY SETBACK (m)		PROP. N/A	MIN. N/A
TRANS-CANADA SETBACK (m)		PROP. N/A	MIN. N/A
SUPPLEMENTARY SETBACK (m)		PROP. N/A	MIN. N/A
WATERCLOUSES (m)		PROP. N/A	MIN. N/A
STOPS		PROP. N/A	MIN. N/A
BUILDING HEIGHT		PROP. 6.55	MAX. 6.7
PARKING		PROP. 8 SPACES	MIN. 3 SPACES
OFF STREET PARKING		PROP. N/A	MIN. N/A
OFF STREET LOADING		PROP. N/A	MIN. N/A
ADJUTANT AREA		PROP. N/A	MIN. N/A
PROPOSED/EXISTING LANDSCAPING		PER SECTION 3.5	PER SECTION 3.5
SEAS		PROP. N/A	MIN. N/A
SPECIAL REGULATIONS			
REMARKS			
VARIANCE REQUESTS			
REMARKS			

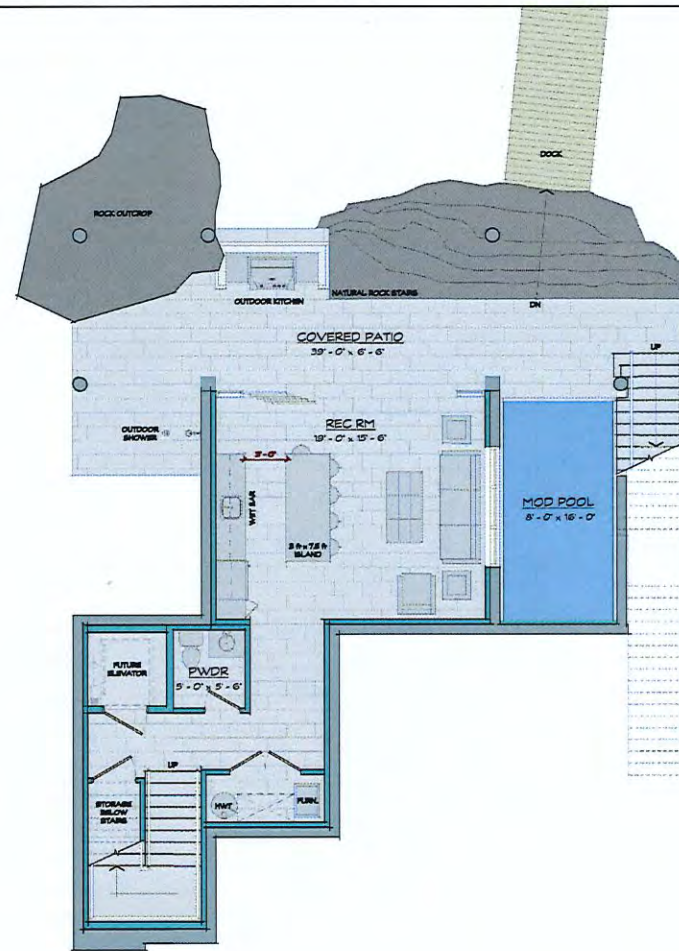




LOWER FLOOR PLAN

1/4" = 1'-0"

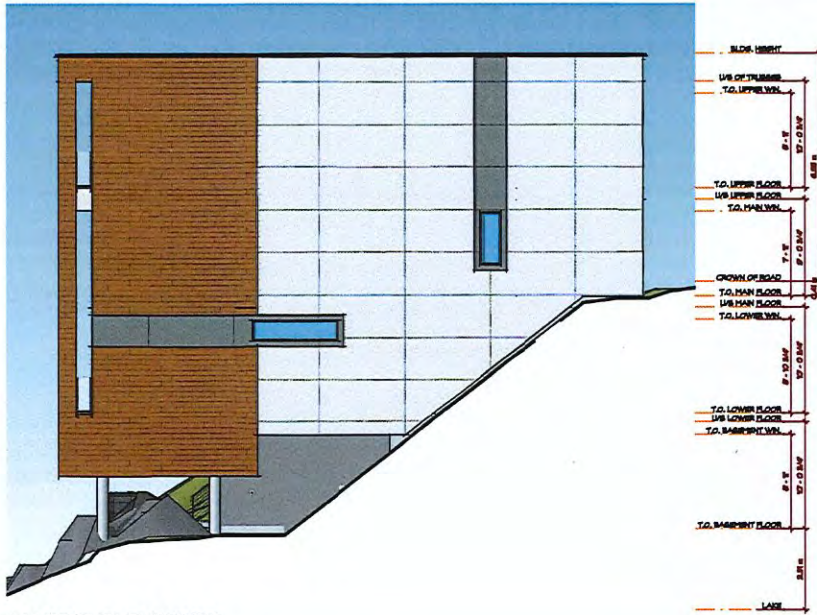
- 870 R² • FINISHED LOWER FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR)
- 610 R² • COVERED DECK FLOOR AREA



BASEMENT FLOOR PLAN

1/4" = 1'-0"

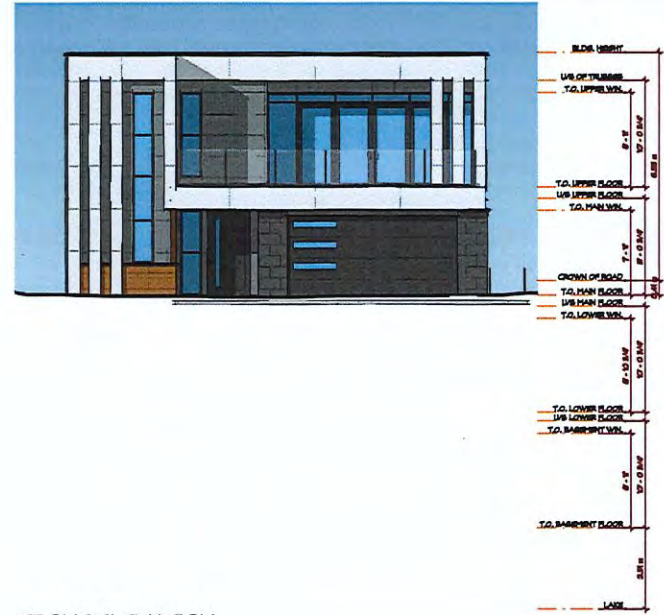
- 670 R² • FINISHED BASEMENT FLOOR AREA (INCLUDING STAIRS, EXCLUDING ELEVATOR)
- 370 R² • COVERED PATIO



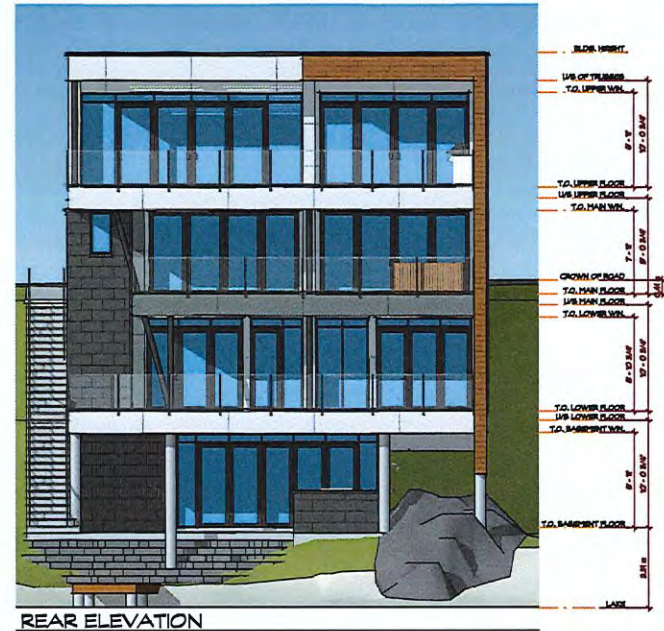
LH SIDE ELEVATION
3/16" = 1'-0"



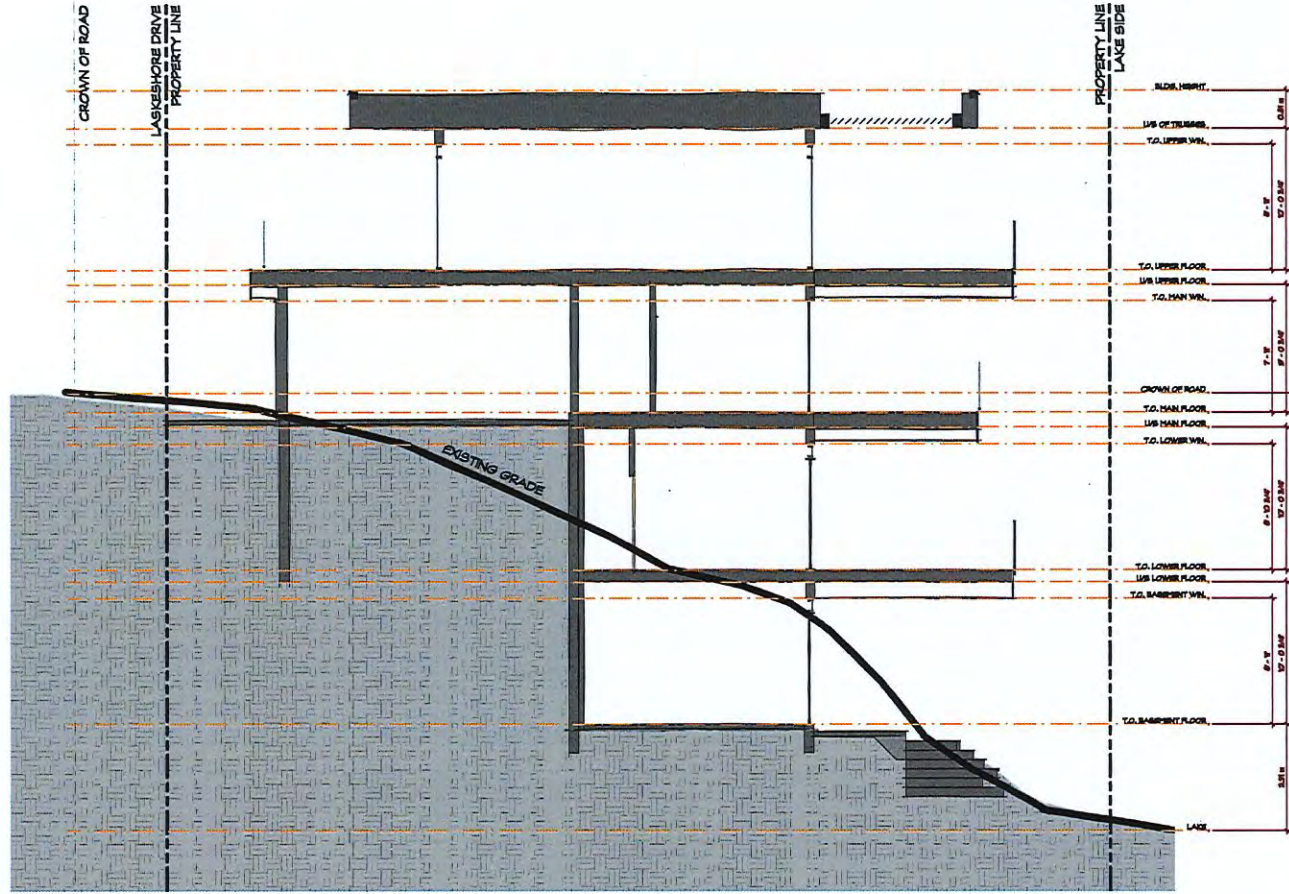
RH SIDE ELEVATION
3/16" = 1'-0"



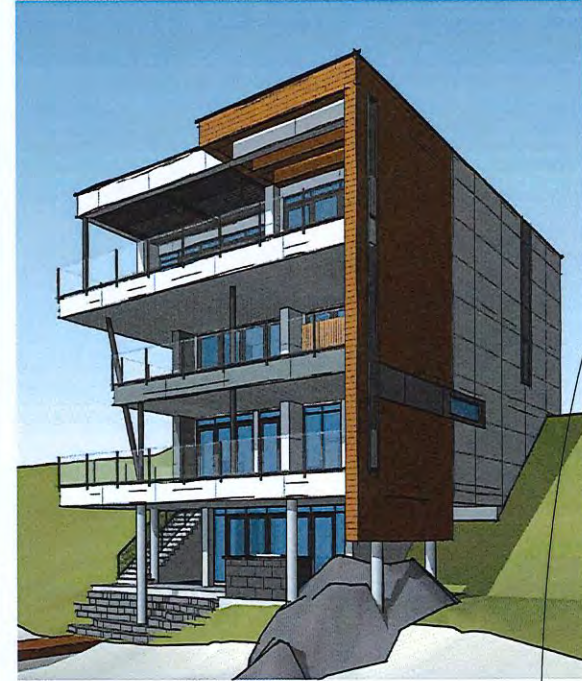
FRONT ELEVATION
3/16" = 1'-0"



REAR ELEVATION
3/16" = 1'-0"



SITE CROSS SECTION
1/4" = 1'-0"





346953 Airport Rd.
Chilliwack
British Columbia
V2P 1A3
Tel: 604 792 0826

The Mark + Charlotte DeBruyn Lakehouse

40W Lakeshore Drive, Cultus Lake, B.C.

Project: PN3913

June 25, 2021

Fai'

Rachel Litchfield

From: Reception
Sent: August 16, 2021 9:18 AM
To: Joe Lamb; Rachel Litchfield
Subject: FW: 40 Lakeshore

Please see below.
Thank you,
Gabija

-----Original Message-----

From: John Lee
Sent: August 15, 2021 10:45 AM
To: Reception <reception@cultuslake.bc.ca>
Subject: 40 Lakeshore

Myself John Lee and my wife Rosemary wish to except our opposition to the variance application for 40 Lakeshore. We are concerned about large mega homes being built on the edge of the lake . It must be remembered this is a park for the benefit of all the public. We note the strong negative reaction to the mega home at 29 Lakeshore. Thanks for considering our concerns.
Sent from my iPhone

August 17, 2021

Cultus Lake Park Board Members
Cultus Lake, BC

Re: Variance Application for 40 Lakeshore Drive, Cultus Lake

To the Cultus Lake Park Board;

As you consider the variance application for 40 Lakeshore Drive, we feel this request should be denied.

Looking at the sketches of the proposed building we feel it would be intrusive for us and the neighbourhood, and is contrary to the spirit of Cultus Lake as a park. It would be another step in normalizing 4-story single family residences on the waterfront of Cultus Lake.

We are relieved to read in the agenda package that the wall enclosing the decks will not be permitted.

We understand that the FVRD is the ultimate decision maker, but we think we should have been notified that this request was being considered (we only know because of the publication of the Board Agenda). We assume the opinion of the CLPB is especially pertinent in the decision-making process of the FVRD, and therefore Park residents should be able to express their concerns before the CLPB recommendation is made.

Thank you very much for giving this application a very careful reading.

Yours truly,

Bill and Coralea Towler
Lakeshore Drive, Cultus Lake

Dear Parks board members,

I am writing you in regard to the No parking signs that you have recently put up on the front and backside of first and Second for lot 212. I would like to thank the board for putting up the signs, for the past six years that my family and I lived on 2nd Ave it has been frustrating and there has been times of anger and have been disheartened to see the amount of cars parked in the greenspace. A few years ago there was a meeting when all these infill lots we are talked about and an overwhelming number of people want the greenspace and not to sell them so after that they were considered greenspace infill lots. I do not feel using the greenspace, as a parking lot was the intention when the vote happened. I can appreciate that parking is a premium but we all have chosen the properties we reside at. Some of our residents have decided to convert their properties into workshops/party areas and enclose fenced areas and limit their parking so they do not even have two parking spots on their lot. This should not be a Me problem but they are making it that. In addition, if parking were allowed we would see what we have been seeing neighbors parking their vehicle for days on end in the greenspace just so they can keep their spots on their property open. When we all purchased our homes, we all should have realized that parking was a premium some of our neighbors that have lived there for a long time may have had extra parking in the past but technically it was not theirs in the first place they were getting it for free. The infill lots should be used for families to enjoy walk-throughs to the beach and so on, not used as a parking lot these infield lots would be some of the most expensive parking/free parking out there and if Parks Board was to allow parking we might as well sell the lots which we do not want. Therefore, I would like to thank the board once again for putting up the No parking signs. So I would like to make it perfectly clear that we 100% support NO PARKING in the infill lots

Chad Machin
Second Ave
Cultus Lake BC

7aiv

-----Original Message-----

From: Nan Vye

Sent: August 18, 2021 11:43 AM

To: Fraser Valley Regional District <planning@fvrld.ca>

Cc: Reception <reception@cultuslake.bc.ca>

Subject: Variance #40 Lakeshore Drive

Attn. Planning department,

The application for #40 Lakeshore Drive should not be allowed.

One can only see from the example of #29 Lakeshore Drive, what a disaster it is when the building bylaws are not followed.

And why has the enforcement of the Cultus Lake Park building bylaws been turned over to the Regional District?

Nanette Vye

Lakeshore Drive

Cultus Lake, BC

-----Original Message-----

From: wendy EHLERS

Sent: August 18, 2021 1:13 PM

To: Reception <reception@cultuslake.bc.ca>

Subject: Development Proposal - 40 Lakeshore Drive

I am a frequent visitor to Cultus Lake, and I am extremely concerned about the size and scale of new houses being built. I am specifically concerned about the proposal at 40 Lakeshore Drive. I believe that these huge houses will detract from the beauty and charm and appeal of Cultus Lake. It is a PARK...and this kind of development does NOT belong in a PARK.

Respectfully submitted,
Wendy Ehlers

Victoria BC

Rachel Litchfield

From: Joe Lamb
Sent: August 3, 2021 9:34 AM
To: Rachel Litchfield
Subject: August meeting

Regards,

Joe Lamb
CAO – Cultus Lake Park

On 2021-08-02, 3:45 PM, 'shaun windt' wrote:

Dear CAO Lamb,

Please accept this letter as a request to allow parking adjacent to the park lands formerly known as 212 First Avenue. The First and Second Avenue frontages have been used for overflow parking for many years and helped alleviate parking shortages in the area. We are hoping these areas can continue to be used for permit parking, similarly as is done at the park land formerly known as 112 First Avenue, at Birch Street and Oak Street. We believe that with the use of signage and pavement markings, this space could accommodate parking, green space and walkway access for all residents.

Thank you for your consideration.

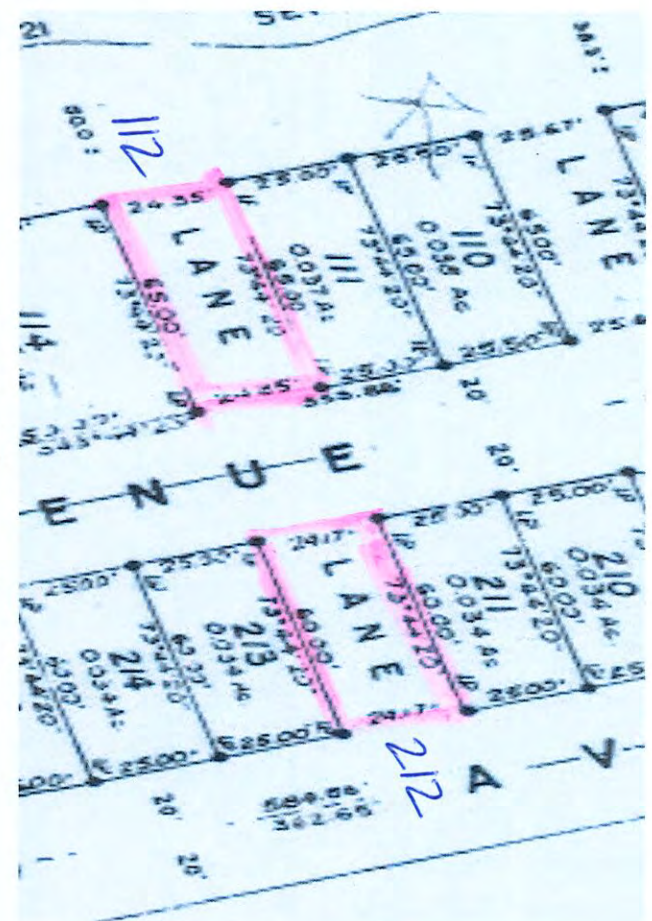
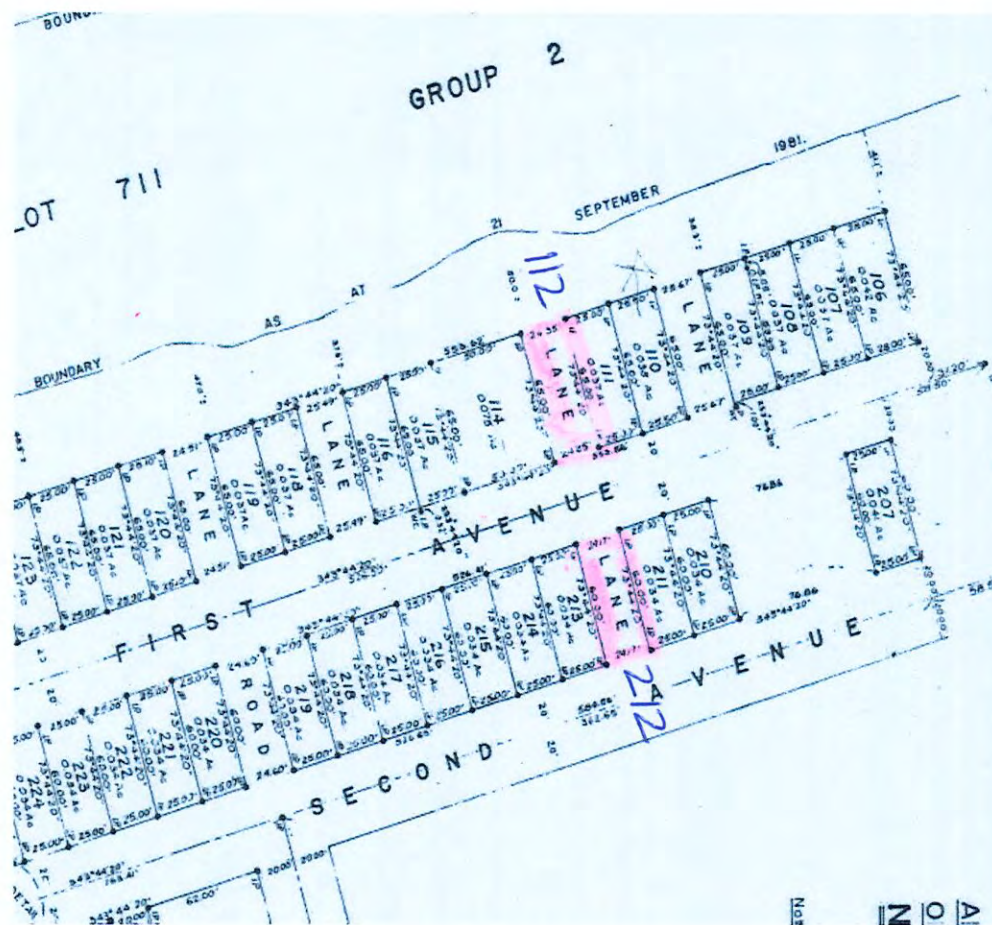
Yours truly,
Tom and Shaun Windt

Sent from my iPad



112 First Ave





Dear Park Board Members,

We are writing to you in regards to the no parking signs recently installed on the parkland next to our property at 212 First Avenue. Please note that we are **IN SUPPORT** of the **“NO PARKING SIGNS”** put up on the parkland near 213 First Avenue. This infill lot was designated PARKLAND. Not a parking lot. We sincerely hope you DO NOT rescind this decision... due to a few squeaky wheels causing all the noise on the matter.

Some of the main causes people are parking on this parkland is that they have chosen to **not** utilize their own property for parking purposes – such as garages being used for storage instead of parking, patios being extended to use for sitting areas instead of parking. As we are all aware, **it is each property owners’ responsibility to demonstrate and create 2 parking spots within their property pins**. This is not being achieved by some of the properties... as such **their problems become the parks problem** – fix the root cause of parking – not create band aid parking pads for residence to fight over who sneaks into these “holes” – if you turn this back into parking spots, again these will be first come first serve and residents will be fighting over who “marks their territory” when really it should be NO ONES territory – these infill lots serve as a great feeding routes to the lake for people to carry their equipment such as kayaks, paddle boards, walk their pets and free flow from street to street. So many more residents utilize this area as “parkland” – if you turn this back into parking , only 2 – 3 people with a **sense of entitlement** will be using this area (for free).

The park board has already provided overflow extra parking in designated areas- all properties within the park need to be treated equal and fair – any parkland lot (13 infill lots) should not be taken advantage of for free – we need to minimize cars and pollution and reduce cars – not create more parking spots to bring more cars into the park. We do not support subsidizing another properties lack of parking by giving away “free” parking for few. We believe the use of this parkland is much broader served by giving the broader residences ability to use it as a park not few to park.

We purchased and paid a premium for a lot next to parkland – not parking and hope it remains that way. Being next door to this property, we felt unsafe when different vehicles were being parked next door. We witnessed neighbors parking their own “permanent” permit vehicles in these spots to make room for their visitors to be able to park within their property pins to get around the parking regulations in effect. Our hope is that we do not create these same problems again by allowing the “no parking” signs to be removed and go back to the old way of existence.

Sincerely

Tars and Kara Malhi

213 First Avenue



July 8, 2021

Ref: 266847

Sterling Chan
Fraser Valley Regional District
Manager of Engineering and Infrastructure
1 - 45950 Cheam Ave
Chilliwack, BC V2P 1N6

Dear Sterling Chan:

Re: Investing in Canada Infrastructure Program (ICIP) – Environmental Quality (EQ) Program
Project # IG0329 - Cultus Lake North Wastewater Treatment Plant

Thank you for your application for funding under the ICIP – Environmental Quality Program (ICIP–EQ).

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP–EQ.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Jyoti Upadhyaya, ICIP–EQ Lead, by email at: Jyoti.Upadhyaya@gov.bc.ca.

Additional program information can be found at the Investing in Canada Infrastructure Program website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. Should future funding become available, staff are pleased to provide advice on preparing an application.

...2

Thank you for your interest in the ICIP–EQ. We wish you every success with your community project.

Best regards,

A handwritten signature in blue ink, appearing to read "Bedford", enclosed within a faint, hand-drawn oval.

Brian Bedford
Executive Director, Local Government Infrastructure and Finance



Cultus Lake Park

Main Beach Dock Capital Reserve Fund No. 1194, 2021

A Bylaw to set up a Main Beach Dock Reserve Fund

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

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

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as "Main Beach Dock Capital Reserve Fund Bylaw No. 1194, 2021 "

2. GENERAL REGULATIONS

- 2.1 Funds donated to Cultus Lake Park Board for the Main Beach Dock shall be deposited into this reserve. The Cultus Lake Park Board may also from time to time deposit additional funds to this reserve.
- 2.2 Funds in this reserve fund, and the interest earned on it, must only be used for the replacement or improvement of the Main Beach Dock.

3. EFFECTIVE DATE

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

READ A FIRST TIME this 21st day of July, 2021

READ A SECOND TIME this 21st day of July, 2021

READ A THIRD TIME this 21st day of July, 2021

ADOPTED this XX day of XXX, 2021

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park
Main Beach Dock Capital Reserve Fund Bylaw No. 1194, 2021.

Joe Lamb
Chief Administrative Officer



Cultus Lake Park

Tree Replacement Reserve Fund Amendment Bylaw No 1195, 2021

A Bylaw to amend the Tree Replacement Reserve Fund Bylaw No. 1031-12

The Board for Cultus Lake Park did enact a bylaw cited as “Tree Replacement Reserve Fund Bylaw No. 1031-12”.

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

- 1.1 This Bylaw may be cited for all purposes as the “Tree Replacement Reserve Fund Amendment Bylaw No. 1195, 2021 ”

2. AMENDMENTS

- 2.1 Amend Section 3 of Tree Replacement Reserve Fund Bylaw 1031-12 so it reads:
3. All funds from fees collected for approved tree removal and donations to the Cultus Lake Tree Canopy Fund shall be deposited to this reserve. The Cultus Lake Park Board may also from time to time deposit additional funds to this reserve.

3. EFFECTIVE DATE

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

READ A FIRST TIME this 21st day of July, 2021

READ A SECOND TIME this 21st day of July, 2021

READ A THIRD TIME this 21st day of July, 2021

ADOPTED this XX day of XXX, 2021

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park
Tree Replacement Reserve Fund
Amendment Bylaw No. 1195, 2021

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Boating and Foreshore Bylaw Amendment

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 Amendment Bylaw No. 1196, 2021.

DISCUSSION:

The current Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 states in Section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property overnight. From a Bylaw enforcement perspective this contravention is too vague, and staff felt it was necessary for this section to be rewritten with definitive parameters to strengthen the ability to enforce.

The proposed amendment of Section 2.2 Add Section 3.3 (m) No person will leave any boat, inflatable, personal watercraft or ancillary or related equipment on Park property between the hours of 11:00 pm and 7:00 am. Boats, inflatables, and personal watercrafts attached to registered buoys, boat lifts and mooring whips or any organizations or persons with written approval from the CAO, will be exempt from this clause, will provide Cultus Lake Park Bylaw Compliance and Enforcement Officers with a contravention that is clearer and enforceable.

Staff has also prepared a bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 to add the updated contravention to the corresponding schedule.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:

Jacquie Spencer
Manager of Visitor Services,
Accommodations and Bylaw Enforcement

Joe Lamb,
Chief Administrative Officer



Cultus Lake Park

BOATING AND FORESHORE BYLAW NO. 1179, 2020

Amendment Bylaw No. 1196, 2021

A Bylaw to amend the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 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 Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 Amendment Bylaw No. 1196, 2021.

2. AMENDMENTS

- 2.1 Delete Section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property overnight.
- 2.2 Add Section 3.3 (m) No person will leave any boat, inflatable, personal watercraft or ancillary or related equipment on Park property between the hours of 11:00 pm and 7:00 am. Boats, inflatables, and personal watercrafts attached to registered buoys, boat lifts and mooring whips or any organizations or persons with written approval from the CAO, will be exempt from this clause.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2021

READ A SECOND TIME this XX day of XXX, 2021

READ A THIRD TIME this XX day of XXX, 2021

ADOPTED this XX day of XXX, 2021

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb,
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Boating
and Foreshore Bylaw No. 1179, 2020 Amendment
Bylaw No. 1196, 2021

Chief Administrative Officer



CULTUS LAKE PARK REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment Bylaw No. 1197, 2021

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1192, 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.*

DISCUSSION:

Staff proposed a bylaw amendment to the Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020 to remove section 3.3 (m) No person will store or leave any boat or ancillary or related equipment on Park property overnight and replace it with Section 3.3 (m) No person will leave any boat, inflatable, personal watercraft or ancillary or related equipment on Park property between the hours of 11:00 pm and 7:00 am. Boats, inflatables, and personal watercrafts attached to registered buoys, boat lifts and mooring whips or any organizations or persons with written approval from the CAO, will be exempt from this clause.

As this changes the corresponding contravention description in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Schedule A-3, this amendment is required to ensure consistency and enforceability.

Staff took the opportunity of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021 to correct a clerical discrepancy in Schedule A-14 and removed section 12.1, Park over delineated parking lines and replaced it with 12.10, Park over delineated parking lines.

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
Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1197, 2021

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

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2021*."

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 Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.

2. AMENDMENTS

- 2.1** From Schedule A-3, Cultus Lake Park Boating and Foreshore Bylaw No. 1179, 2020, delete section 3.3 (m) No person will leave any boat or ancillary or related equipment on Park property overnight and replace with section 3.3 (m) No person will leave any boat, inflatable, personal watercraft or ancillary or related equipment on Park property between the hours of 11:00 pm and 7:00 am. Boats, inflatables, and personal watercrafts attached to registered buoys, boat lifts and mooring whips or any organizations or persons with written approval from the CAO, will be exempt from this clause. Fines stay the same.
- 2.2** From Schedule A-14, Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, delete section 12.1 Park over designated parking lines and replace with 12.10 Park over delineated parking lines. Fines stay the same.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2021

READ A SECOND TIME this XX day of XXX, 2021

READ A THIRD TIME this XX day of XXX, 2021

ADOPTED this XX day of XXX, 202X

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true and correct copy of Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1197, 2021.

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:**

SUBMITTED BY: Erica Lee, Manager of Finance

SUBJECT: 2021 Second Quarter Financial Report

PURPOSE:

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

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2021 Second Quarter financial report for information.

DISCUSSION:

The financial results for the second 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 liabilities of Cultus Lake Park, a consolidated income statement and income statements for each business unit with comparative figures for 2020. The income statements provide additional information for variances noted as significant or that may be of general interest to readers of this information.

With the close of the second quarter, Cultus Lake Park is currently in an overall positive surplus position of \$1,166,663 as a result of residential lease fee collection, strong parking revenue's & seasonal and overnight Sunnyside Campground fees received along with more limited operating expenditures. These operating expenditures will increase over the summer months as the seasonal staffing compliment is increased to complete work duties within the busy park. In addition, budgeted transfers to capital reserves will also be completed closer to the end of the year.

The surplus of \$1,166,663 is larger than usual for the second quarter, these strong results are mostly due to very strong parking revenue and campground revenue's being recorded for June.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:

Erica Lee, CPA, CA
Chief Financial Officer

Joe Lamb
Chief Administrative Officer

CULTUS LAKE PARK

2021 Financial Report

As at June 30, 2021, with comparative figures at June 30, 2020

Balance Sheet

	2021	2020
<u>ASSETS</u>		
Cash	\$ 2,457,904	\$ 2,093,095
Investments	6,059,803	6,026,218
Accounts Receivable	257,520	144,198
Prepaid Accounts and Inventory	216,458	214,210
Capital Assets (net)	<u>3,473,763</u>	<u>3,813,408</u>
 TOTAL ASSETS	 \$ 12,465,448	 \$ 12,291,129
 <u>LIABILITIES</u>		
Accounts Payable	\$ 494,610	\$ 570,920
Payroll Liabilities	25,765	30,124
Capital Lease Liability	-	35,226
Deferred Revenue	803,119	1,087,876
Performance Bonds & Refundable Deposits	78,315	79,198
Landfill Closure Liability	1,452,700	935,868
Equity in Capital Assets	3,473,763	3,778,182
Operating Fund Surplus	588,174	850,447
Restricted Reserve Funds	<u>4,382,339</u>	<u>4,085,029</u>
 TOTAL LIABILITIES	 \$ 11,298,785	 \$ 11,452,870
 CURRENT YEAR SURPLUS	 <u>\$ 1,166,663</u>	 <u>\$ 838,259</u>

CULTUS LAKE PARK
2021 Financial Report

For the SIX Months Ending June 30, 2021, with comparative figures for 2020

CONSOLIDATED INCOME STATEMENT

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD
REVENUE					
Sunnyside Campground	\$ 2,531,422	\$ 3,299,400	\$ (767,978)	-23.3%	\$ 1,478,001
Protective Services	29,954	106,850	(76,896)	-72.0%	4,860
Visitor Services (Cabins)	79,892	219,700	(139,808)	-63.6%	26,811
Volunteer Fire Department	187,978	281,590	(93,612)	-33.2%	185,852
Commercial Leases	224,179	651,292	(427,113)	-65.6%	180,406
Residential Leases	870,810	870,389	421	0.0%	766,672
General Administration	52,133	42,500	9,633	22.7%	53,807
Community Hall	(326)	11,950	(12,276)	-102.7%	650
Foreshore lease	96,031	109,000	(12,969)	-11.9%	35,500
Public Areas	389,293	856,500	(467,207)	-54.5%	109,267
Community Events Committee	220	36,700	(36,480)	-99.4%	220
	<u>\$ 4,461,586</u>	<u>\$ 6,485,871</u>	<u>\$ (2,024,285)</u>	<u>-31.2%</u>	<u>\$ 2,842,046</u>
EXPENDITURES					
Advertising and Promotion	\$ 10,715	\$ 86,780	\$ 76,065	87.7%	\$ 4,524
Bank, Credit Card and Interest Charges	77,956	82,750	4,794	5.8%	47,938
Commissioners Indemnities	43,225	85,470	42,245	49.4%	38,543
Grounds Maintenance	39,753	99,195	59,442	59.9%	39,804
Information Systems	51,195	61,170	9,975	16.3%	43,290
Inspections, Permits and Fees	4,481	15,085	10,604	70.3%	1,420
Insurance	100,263	206,131	105,868	51.4%	91,043
Janitorial	32,522	45,300	12,778	28.2%	15,053
Office, Telephone and Sundry	108,519	233,765	125,246	53.6%	90,903
Professional Fees	375,858	715,860	340,002	47.5%	334,333
Repairs and Maintenance	117,461	286,400	168,939	59.0%	122,096
Roads and Parking	19,253	43,300	24,047	55.5%	7,217
Security	3,115	4,750	1,635	34.4%	3,564
Sewer, Septic and Water Systems	21,748	310,300	288,552	93.0%	2,038
Travel and Conferences	407	20,030	19,623	98.0%	942
Utilities	80,189	182,835	102,646	56.1%	46,171
Waste Disposal	80,992	187,542	106,550	56.8%	64,801
Waterfront Maintenance	7,881	15,000	7,119	47.5%	534
Wages and Benefits	990,874	2,535,571	1,544,697	60.9%	849,317
TOTAL OPERATING & WAGES AND BENEFITS	<u>\$ 2,166,407</u>	<u>\$ 5,217,234</u>	<u>\$ 3,050,827</u>		<u>\$ 1,803,531</u>
NET OPERATING INCOME	<u>\$ 2,295,179</u>	<u>\$ 1,268,637</u>	<u>\$ (1,026,542)</u>		<u>\$ 1,038,515</u>
Capital Purchases	1,128,516	1,839,560	711,044	38.7%	200,256
Transfer from Reserve for Capital Purchases	-	(1,765,260)	(1,765,260)	100.0%	-
Transfer from Accumulated Surplus	-	(50,775)	(50,775)	100.0%	-
Transfer to Reserves	-	1,219,835	1,219,835	100.0%	-
	<u>\$ 3,294,923</u>	<u>\$ 6,460,594</u>	<u>\$ 3,165,671</u>		<u>\$ 2,003,787</u>
NET CONTRIBUTION TO PARK	<u>\$ 1,166,663</u>	<u>\$ 25,277</u>	<u>\$ (1,141,386)</u>		<u>\$ 838,259</u>

CULTUS LAKE PARK

2021 Financial Report

For the SIX Months Ending June 30, 2021, with comparative figures for 2020

SUNNYSIDE CAMPGROUND

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1011004000 SS Seasonal Waterfront Lots	\$ 545,969	\$ 545,800	\$ 169	0.0%	\$ 376,885	
1011004001 SS Seasonal View Lots	199,687	194,400	5,287	2.7%	132,154	
1011004002 SS Seasonal Regular Lots	1,026,165	1,030,900	(4,735)	-0.5%	689,653	
1011004003 SS Overnight Full Hook Up	284,198	526,400	(242,202)	-46.0%	96,053	
1011004004 SS Overnight No Hook Up	85,071	205,800	(120,729)	-58.7%	30,877	Sunnyside Campground typically opens in early April, however in 2020 due to Covid-19 the campground was not opened until early June leading to lower revenues for 2020.
1011004005 SS Overnight View Lots	35,914	85,100	(49,186)	-57.8%	12,935	
1011004006 SS Overnight Waterfront Lots	58,106	110,100	(51,994)	-47.2%	19,231	
1011004011 SS Group Area A & B	-	30,000	(30,000)	-100.0%	2,162	
1011004015 SS Pay Parking/Miscellaneous Revenue	207,705	380,000	(172,295)	-45.3%	83,834	
1011004090 SS Infrastructure Reserve Fees	18,615	35,000	(16,385)	-46.8%	-	
1011004016 SS Milfoil Revenue	3,938	5,600	(1,662)	-29.7%	-	
1011004017 SS WIFI	4,432	2,500	1,932	77.3%	1,446	
1011004050 Sunnyside Store Sales	49,851	141,000	(91,149)	-64.6%	30,744	
1011004910 SS Laundromat	305	4,800	(4,495)	-93.6%	-	
1011004950 Promotional Items Sales	11,466	2,000	9,466	473.3%	2,027	
	\$ 2,531,422	\$ 3,299,400	\$ (767,978)	-23.3%	\$ 1,478,001	
EXPENDITURES						
1021005000 Advertising	\$ 8,479	\$ 9,550	\$ 1,071	11.2%	\$ 1,094	
1021005300 Building Maintenance/Materials	10,327	31,500	21,173	67.2%	16,631	
1021005375 Contract Services	51,910	198,300	146,390	73.8%	29,969	Security Services
1021005400 Conferences/Meetings	407	3,330	2,923	87.8%	-	
						IT Services and Rez Expert
1021005500 Data Processing	24,968	34,270	9,302	27.1%	19,585	Software Charges
1021005700 Education & Training	-	4,500	4,500	100.0%	-	
1021005800 Equipment Maintenance	8,988	11,500	2,512	21.8%	2,982	
1021005820 Equipment Fuel	-	500	500	100.0%	-	
1021005900 Garbage Collection & Recycling	29,287	53,500	24,213	45.3%	22,149	
1021006000 Ground Maintenance Materials	24,575	47,500	22,925	48.3%	22,425	
1021006100 Commercial Insurance	14,188	28,500	14,312	50.2%	12,756	
1021006200 Vehicle Insurance	662	1,560	898	57.6%	760	
1021006300 Janitorial Contracts/Supplies	15,459	22,500	7,041	31.3%	8,690	
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	3,273	4,400	1,127	25.6%	733	
1021006810 Bank Charges/ Cash Short (Over)	1,371	950	(421)	-44.3%	(22)	
1021006812 Point of Sales Fees	49,841	56,000	6,159	11.0%	41,126	
1021006817 Retail Cost of Goods Sold	37,955	57,200	19,245	33.6%	21,442	
1021006822 Office Furniture	230	500	270	54.0%	-	
1021007000 Printing Expense	3,189	5,000	1,811	36.2%	2,773	
1021007100 Public Relations	466	3,840	3,374	87.9%	522	
1021007200 Roads & Parking Maintenance	6,235	8,000	1,765	22.1%	808	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	1,330	2,000	670	33.5%	1,330	
1021007500 Sewer	18,044	116,600	98,556	84.5%	1,161	
1021007625 Shop Supplies	774	2,500	1,726	69.0%	91	
1021007700 Special Events	-	12,080	12,080	100.0%	-	
1021007800 Telephone	9,316	12,700	3,384	26.6%	8,581	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	3,918	8,000	4,082	51.0%	1,707	
1021008005 Hydro Consumption	33,236	85,000	51,764	60.9%	8,997	
1021008020 Water	-	173,000	173,000	100.0%	-	
1021008100 Vehicle Maintenance	70	1,330	1,260	94.7%	-	
1021008130 Vehicle Fuel	440	760	320	42.1%	21	
1021008201 Signage	4,504	2,000	(2,504)	-125.2%	-	
1021008300 Water System Maintenance	3,704	5,000	1,296	25.9%	877	
1021008600 Management/Administration Salaries	90,841	185,470	94,629	51.0%	49,669	
1021008700 Staff Wages - Gatehouse	30,891	110,370	79,479	72.0%	30,593	
1021008701 Staff Wages - Maintenance	60,762	194,040	133,278	68.7%	22,068	

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
1021008710 Staff Wages - Store	8,961	31,380	22,419	71.4%	3,332	
1021008800 Employee Benefits	33,273	118,020	84,747	71.8%	21,208	
1021008825 Uniforms & Clothing Allowance	1,614	1,700	86	5.1%	55	
TOTAL OPERATING EXPENSES	\$ 605,199	\$ 1,669,435	\$ 1,064,236		\$ 354,738	
NET OPERATING INCOME	\$ 1,926,223	\$ 1,629,965	\$ (296,258)	-18.2%	\$ 1,123,263	
1021009000 Capital Purchases	282,721	627,000	344,279	54.9%	47,573	
1021009800 Transfer to Reserves	-	448,130	448,130	100.0%	-	
1021009805 Transfer from Reserve Capital Purchases	-	(627,000)	(627,000)	100.0%	-	
1021009810 Transfer from Accumulated Surplus	-	-	-	0.0%	-	
1021009998 Overhead Expenses	175,350	350,699	175,349	50.0%	164,018	
1021009999 Allocated Services	81,190	162,380	81,190	50.0%	77,690	
	\$ 1,144,460	\$ 2,630,644	\$ 1,486,184		\$ 644,019	
NET CONTRIBUTION TO (FROM)	\$ 1,386,962	\$ 668,756	\$ (718,206)		\$ 833,982	

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PARK PATROL-BYLAW ENFORCEMENT

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1011254675 Bylaw Enforcement Fines	\$ 29,310	\$ 106,850	\$ (77,540)	-72.6%	\$ 4,860	In 2021 Cultus Lake Park began managing the Parking Lots Internally, therefore all parking lot tickets fines are being collected directly rather than by a contractor.
1011254676 Vehicle Booting Fee	-	-	-	0.0%		
1011254900 Miscellaneous Revenue	644	-	644	0.0%		
	\$ 29,954	\$ 106,850	\$ (76,896)		\$ 4,860	
EXPENDITURES						
1021255300 Building Maintenance Materials	\$ 375	\$ 1,200	\$ 825	68.8%	\$ 376	
1021255375 Contract Services	136,980	242,000	105,020	43.4%	111,847	Security and Policing Contracts
1021255500 Data Processing	1,252	5,900	4,648	78.8%	1,135	
1021255700 Education & Training	-	3,200	3,200	100.0%	-	
1021255800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1021256100 Commercial Insurance	3,850	7,700	3,850	50.0%	3,450	
1021256200 Vehicle Insurance	595	1,400	805	57.5%	680	
1021256300 Janitorial Contracts/Supplies	-				63	
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%	-	
1021256810	280					
1021257000 Printing Expense	1,712	750	(962)	-128.3%	-	
1021257100 Public Relations	15	500	485	97.0%	64	
1021257400 Security Systems & Supplies	-	500	500	100.0%	-	
1021257800 Telephone	2,165	2,050	(115)	-5.6%	722	
1021258000 Propane & Natural Gas	628	875	247	28.2%	549	
1021258100 Vehicle Maintenance	-	1,020	1,020	100.0%	-	
1021258130 Vehicle Fuel	111	1,530	1,419	92.7%	-	
1021258700 Staff Wages - Bylaw Enforcement	29,618	66,660	37,042	55.6%	15,645	
1021258715 Staff Wages - Parking Enforcement	13,343	51,000	37,657	73.8%	-	
1021258715 Staff Wages - Admin	2,940	12,510	9,570	76.5%	-	
1021258800 Employee Benefits	6,204	31,017	24,813	80.0%	1,771	
1021258825 Uniforms & Clothing Allowance	464	2,000	1,536	76.8%	468	
TOTAL OPERATING EXPENSES	\$ 200,532	\$ 446,012	\$ 245,480		\$ 136,770	
NET OPERATING INCOME	\$ (170,578)	\$ (339,162)	\$ (168,584)	49.7%	\$ (131,910)	
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	(193,587)	(387,173)	(193,586)	50.0%	(192,258)	
1021259999 Allocated Services	23,005	46,011	23,006	50.0%	22,390	
	\$ 29,950	\$ 106,850	\$ 76,900		\$ (33,098)	
NET CONTRIBUTION TO (FROM)	\$ 4	\$ -	\$ (4)		\$ 37,958	

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VISITOR SERVICES & CABINS

	2021		2021		Variance	Variance	2020	
	Actual YTD	Annual Budget		\$	%		Actual YTD	Variance Comments
REVENUE								
1011504400 Cabin Rentals	\$ 76,798	\$ 214,700	\$ (137,902)		-64.2%	\$ 25,682	Cabins are rented in the off season at a lower monthly rate, therefore more limited revenues are realized in Q1 & Q2.	
1011504900 Miscellaneous Revenue	3,093	5,000	(1,907)		-38.1%	1,129		
	\$ 79,891	\$ 219,700	\$ (139,809)			\$ 26,811		
EXPENDITURES								
1021505000 Advertising	\$ 473	\$ 1,900	\$ 1,427		75.1%	\$ -		
1021505300 Building Maintenance Materials	2,016	5,200	3,184		61.2%	4,084		
1021505500 Data Processing	1,947	1,500	(447)		-29.8%	244		
1021505700 Education & Training	-	400	400		100.0%	-		
1021505800 Equip & Material Replacement	53	7,800	7,747		99.3%	-		
1021506000 Grounds Maintenance Materials	3,292	5,805	2,513		43.3%	452		
1021506100 Commercial Insurance	6,500	13,000	6,500		50.0%	5,450		
1021506300 Janitorial Contracts/Supplies	1,911	4,000	2,089		52.2%	462		
1021506301 Linens	1,203	3,800	2,597		68.3%	527		
1021506800 Office Supplies & Expenses	108	650	542		83.4%	20		
1021506810 Bank Charges/Point of Sales Fees	3,374	5,300	1,926		36.3%	2,002		
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%	450		
1021507200 Roads & Parking Maintenance	95	300	205		68.3%	-		
1021257400 Security Systems & Supplies	443	-	(443)		0.0%	443		
1021507500 Sewer & Septic System Maintenance	-	4,900	4,900		100.0%	-		
1021507800 Telephone/Cable	3,020	4,780	1,760		36.8%	1,936		
1021508000 Propane & Natural Gas	2,225	3,600	1,375		38.2%	1,144		
1021508005 Hydro Consumption	5,953	10,600	4,647		43.8%	4,682		
1021508020 Water	-	5,100	5,100		100.0%	-		
1021508201 Signage	-	500	500		100.0%	-		
1021508700 Staff Wages - Visitor Services	16,696	54,130	37,434		69.2%	5,554		
1021508800 Employee Benefits	1,782	11,370	9,588		84.3%	521		
1021508825 Uniforms	729	-	(729)		0.0%	-		
TOTAL OPERATING EXPENSES	\$ 51,897	\$ 146,210	\$ 94,313			\$ 27,971		
NET OPERATING INCOME	\$ 27,994	\$ 73,490	\$ 45,496		61.9%	\$ (1,160)		
1021509000 Capital Purchases	14,479	42,610	28,131		66.0%	47,490		
1021509800 Transfer to Reserves	-	29,060	29,060		100.0%	-		
1021509805 Transfer from Reserve Capital Purchases	-	(42,610)	(42,610)		100.0%	-		
1021509810 Transfer from Accumulated Surplus	-	(4,775)	(4,775)		100.0%	-		
1021509999 Allocated Services	20,780	41,560	20,780		50.0%	20,340		
	\$ 87,156	\$ 212,055	\$ 124,899			\$ 95,801		
NET CONTRIBUTION TO (FROM)	\$ (7,265)	\$ 7,645	\$ 14,910			\$ (68,990)		

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VOLUNTEER FIRE DEPARTMENT

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1013004600 Local Services Revenue VFD CL	\$ 13,879	\$ 39,800	\$ (25,921)	-65.1%	\$ 12,481	Recoveries from FVRD and Soowahlie will be invoiced in Q3
1013004601 Fire Protection Agreements	-	67,690	(67,690)	-100.0%	-	
1013004605 Residential Lease Revenue VFD	174,098	174,100	(2)	0.0%	173,371	
	<u>\$ 187,977</u>	<u>\$ 281,590</u>	<u>\$ (93,613)</u>		<u>\$ 185,852</u>	
EXPENDITURES						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	
1023005300 Building Maintenance Materials	1,937	4,800	2,863	59.6%	4,954	
1023005500 Data Processing	270	2,000	1,730	86.5%	110	
1023005700 Education & Training	4,518	32,000	27,482	85.9%	5,818	
1023005800 Firefighting Equipment Fuel & Maintenance	15,944	30,400	14,456	47.6%	13,822	
1023005850 Fire Protection Equip Annual Testing	2,942	10,500	7,558	72.0%	2,709	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	5,450	11,900	6,450	54.2%	4,750	
1023006200 Vehicle Insurance	2,531	5,950	3,419	57.5%	2,855	
1023006300 Janitorial Contracts/Supplies	537	1,000	463	46.3%	-	
1023006600 Membership Dues & Subscriptions	765	700	(65)	-9.3%	-	
1023006800 Office Supplies & Expenses	123	1,400	1,277	91.2%	350	
1023007100 Public Relations	-	500	500	100.0%	-	
1023007400 Security Systems & Supplies	257	500	243	48.6%	257	
1023007500 Sewer & Septic System Maintenance	-	560	560	100.0%	-	
1023007600 Shop Supplies	217	1,000	783	78.3%	514	
1023007625 Small Tools	-	1,000	1,000	100.0%	-	
1023007655 Medical Supplies	666	4,100	3,434	83.8%	-	
1023007800 Telephone	3,716	8,450	4,734	56.0%	6,678	
1023008000 Propane & Natural Gas	1,313	1,900	587	30.9%	1,130	
1023008005 Hydro Consumption	1,732	3,700	1,968	53.2%	1,618	
1023008020 Water	-	580	580	100.0%	-	
1023008100 Vehicle Maintenance	17,999	10,000	(7,999)	-80.0%	10,267	
1023008130 Vehicle Fuel	494	2,200	1,706	77.5%	742	
1023008600 Mgmt. Salaries - Fire Chief	2,250	5,600	3,350	59.8%	2,250	
1023008700 Staff Wages - VFD	23,366	57,000	33,634	59.0%	25,487	
1023008760 WCB/EHT Expense	1,090	3,010	1,920	63.8%	886	
1023008825 Uniforms & Clothing Allowance	4,752	4,000	(752)	-18.8%	1,734	
TOTAL OPERATING EXPENSES	<u>\$ 92,869</u>	<u>\$ 205,800</u>	<u>\$ 112,931</u>		<u>\$ 86,931</u>	
NET OPERATING INCOME	<u>\$ 95,108</u>	<u>\$ 75,790</u>	<u>\$ (19,318)</u>	-25.5%	<u>\$ 98,921</u>	
1023009000 Capital Purchases	26,906	42,070	15,164	36.0%	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	4,135	8,270	4,135	50.0%	3,850	
	<u>\$ 123,910</u>	<u>\$ 281,590</u>	<u>\$ 157,680</u>		<u>\$ 91,961</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 64,067</u>	<u>\$ -</u>	<u>\$ (64,067)</u>		<u>\$ 93,891</u>	

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PUBLIC WORKS

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
EXPENDITURES						
1024005300 Building Maintenance Materials	\$ 500	\$ 6,200	\$ 5,700	91.9%	\$ 512	
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	135	1,000	865	86.5%	968	
1024005700 Education & Training	400	2,100	1,700	81.0%	-	
1024005800 Equipment Maintenance	2,638	11,500	8,862	77.1%	12,593	
1024005820 Equipment Fuel	1,646	3,710	2,064	55.6%	945	
1024005900 Garbage Collection & Recycling	5,342	7,960	2,618	32.9%	6,520	
1024006000 Grounds Maintenance Materials	648	1,590	942	59.2%	-	
1024006100 Commercial Insurance	6,650	13,500	6,850	50.7%	6,000	
1024006200 Vehicle Insurance	8,038	18,740	10,702	57.1%	8,881	
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	510	1,560	1,050	67.3%	177	
1024007200 Roads & Parking Maintenance	9,033	23,000	13,967	60.7%	6,409	Dust Control
1024007400 Security Systems & Supplies	642	750	108	14.4%	1,091	
1024007500 Sewer	-	560	560	100.0%	-	
1024007600 Shop Supplies	5,929	10,610	4,681	44.1%	4,465	
1024007625 Small Tools	748	3,500	2,752	78.6%	2,666	
1024007650 Safety Supplies	831	3,500	2,669	76.3%	1,351	
1024007800 Telephone	3,627	4,000	373	9.3%	3,062	
1024008000 Propane & Natural Gas	4,425	6,200	1,775	28.6%	4,033	
1024008005 Hydro Consumption	1,881	4,240	2,359	55.6%	1,755	
1024008020 Water	-	580	580	100.0%	-	
1024008100 Vehicle Maintenance	13,297	25,200	11,903	47.2%	9,916	
1024008130 Vehicle Fuel	7,755	18,640	10,885	58.4%	5,481	
1024008600 Management Salaries	40,365	87,890	47,525	54.1%	39,863	
1024008700 Staff Wages - Supervisor	39,841	66,460	26,619	40.1%	25,510	
1024008701 Staff Wages - Custodian	33,996	99,220	65,224	65.7%	19,957	
1024008710 Staff Wages - Public Works	192,838	469,180	276,342	58.9%	206,534	
1024008800 Employee Benefits	81,823	186,300	104,477	56.1%	74,382	
1024008825 Uniforms & Clothing Allowance	1,820	7,700	5,880	76.4%	1,440	
TOTAL OPERATING EXPENSES	\$ 465,358	\$ 1,094,090	\$ 628,732		\$ 444,577	
NET OPERATING INCOME	\$ (464,858)	\$ (1,087,890)	\$ (623,032)	57.3%	\$ (444,065)	
1024009000 Capital Purchases	7,046	42,770	35,724	83.5%	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	(165,480)	(330,960)	(165,480)	50.0%	(162,310)	
1024009999 Allocated Services	(439,065)	(878,130)	(439,065)	50.0%	(432,215)	
	\$ (132,141)	\$ -	\$ 132,141		\$ (134,728)	
NET CONTRIBUTION TO (FROM)	\$ 132,141	\$ -	\$ (132,141)		\$ 134,728	

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COMMERCIAL LEASES

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1015004200 Commercial Leases	\$ 197,601	\$ 608,292	\$ (410,691)	-67.5%	\$ 167,036	The majority of commercial leaseholders are invoiced during the summer season in Q3.
1015004201 CL- Public Works	2,982	8,500	(5,518)	-64.9%	2,609	
1015004202 CL - Bylaw Enforcement	12,141	34,500	(22,359)	-64.8%	10,761	
1015004900 Miscellaneous Revenue	11,455	-	11,455	0.0%	-	
	<u>\$ 224,179</u>	<u>\$ 651,292</u>	<u>\$ (427,113)</u>		<u>\$ 180,406</u>	
EXPENDITURES						
1025005300 Building Maintenance Materials	\$ 4,617	\$ 8,000	\$ 3,383	42.3%	5,010	
1025005375 Contract Services	2,547	-	(2,547)	0.0%	-	
1025005900 Garbage Collection & Recycling	6,939	18,347	11,408	62.2%	4,455	
1025006000 Grounds Maintenance Materials	-	2,800	2,800	100.0%	165	
1025006100 Commercial Insurance	16,750	33,500	16,750	50.0%	14,250	
1025006810 Bank Charges	329	-	(329)	0.0%	-	
1025007500 Sewer	-	560	560	100.0%	-	
1025008000 Propane & Natural Gas	358	500	142	28.4%	318	
1025008005 Hydro Consumption	4,463	5,120	657	12.8%	3,486	
1025008020 Water	-	580	580	100.0%	-	
1025008201 Signage	-	1,200	1,200	100.0%	380	
TOTAL OPERATING EXPENSES	<u>\$ 36,003</u>	<u>\$ 70,607</u>	<u>\$ 34,604</u>		<u>\$ 28,064</u>	
NET OPERATING INCOME	<u>\$ (36,003)</u>	<u>\$ (70,607)</u>	<u>\$ (34,604)</u>	49.0%	<u>\$ (28,064)</u>	
1025009000 Capital Purchases	15,682	84,070	68,388	81.3%	-	
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	119,484	238,968	119,484	50.0%	108,060	
1025009999 Allocated Services	40,150	80,300	40,150	50.0%	38,625	
	<u>\$ 211,319</u>	<u>\$ 548,655</u>	<u>\$ 337,336</u>		<u>\$ 174,749</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 12,860</u>	<u>\$ 102,637</u>	<u>\$ 89,777</u>		<u>\$ 5,657</u>	

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RESIDENTIAL LEASES

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1016004100 Residential Leases	\$ 658,686	\$ 658,769	\$ (83)	0.0%	\$ 648,365	
1016004102 Residential Area Reserve	12,000	12,000	-	0.0%	-	
1016004103 Foreshore Reserve	24,000	24,000	-	0.0%	-	
1016004101 RL - Bylaw Enforcement	100,227	100,220	7	0.0%	97,330	
1016004110 Delinquent Fees	3,647	5,400	(1,753)	-32.5%	2,440	
1016004700 Lease Services- OTHER	29,650	25,000	4,650	18.6%	10,975	
1016004611 Lease Services- STVR/BL	42,600	45,000	(2,400)	-5.3%	7,562	Licencing
	<u>\$ 870,810</u>	<u>\$ 870,389</u>	<u>\$ 421</u>		<u>\$ 766,672</u>	
EXPENDITURES						
1026005375 Contract Services	\$ 2,500	\$ -	\$ (2,500)	0.0%	\$ 1,500	Land Survey
1026005900 Garbage Collection & Recycling	36,162	100,535	64,373	64.0%	29,763	
1026006810 Bank Charges	363	-	-		-	
1026006100 Commercial Insurance	3,350	6,700	3,350	50.0%	3,000	
1026008005 Hydro Consumption	12,365	35,900	23,535	65.6%	10,125	
TOTAL OPERATING EXPENSES	<u>\$ 54,740</u>	<u>\$ 143,135</u>	<u>\$ 88,395</u>		<u>\$ 44,388</u>	
NET OPERATING INCOME	<u>\$ 816,070</u>	<u>\$ 727,254</u>	<u>\$ (88,816)</u>	-12.2%	<u>\$ 722,284</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	179,048	358,095	179,047	50.0%	167,248	
1026009999 Allocated Services	151,110	302,220	151,110	50.0%	145,830	
	<u>\$ 384,898</u>	<u>\$ 866,680</u>	<u>\$ 481,782</u>		<u>\$ 357,466</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 485,912</u>	<u>\$ 3,709</u>	<u>\$ (482,203)</u>		<u>\$ 409,206</u>	

CULTUS LAKE PARK

2021 Financial Report

For the SIX Months Ending June 30, 2021, with comparative figures for 2020

GENERAL ADMINISTRATION

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1017004800 Interest Earned	\$ 17,024	\$ 40,000	\$ (22,976)	-57.4%	\$ 45,106	
1017004900 Miscellaneous Revenue/Encroachment	9,631	2,000	7,631	381.6%	2,455	
1017004904 Donations	25,118	-	25,118	0.0%	5776	Milfoil Matting
1017004915 Dog Licenses	360	500	(140)	-28.0%	470	
	\$ 52,133	\$ 42,500	\$ 9,633		\$ 53,807	
EXPENDITURES						
1027005000 Advertising	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 695	
1027005100 Accounting & Auditing Fees	2,981	18,085	15,104	83.5%	2,118	
1027005175 Board Level Expenses	1,856	17,000	15,144	89.1%	1,357	
1027005300 Building Maintenance Materials	141	3,100	2,959	95.5%	1,891	
1027005375 Contract Services	22,900	36,000	13,100	36.4%	22,278	
1027005400 Conferences/Meetings	-	11,000	11,000	100.0%	773	
1027005500 Data Processing	22,623	16,500	(6,123)	-37.1%	21,249	
1027005700 Education & Training	-	5,000	5,000	100.0%	-	
1027005800 Equipment Maintenance	119	1,000	881	88.1%	-	
1027006100 Commercial Insurance	7,800	15,600	7,800	50.0%	6,950	
1027006200 Vehicle Insurance	885	2,081	1,196	57.5%	1,049	
1027006400 Legal Fees	80,091	130,000	49,909	38.4%	143,603	
1027006450 Professional Fees	15,081	20,000	4,919	24.6%	9,758	
1027006600 Membership Dues & Subscriptions	1,945	3,700	1,755	47.4%	795	
1027006800 Office Supplies & Expenses	4,436	9,000	4,564	50.7%	4,478	
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	6,438	13,000	6,562	50.5%	3,370	
1027006815 Postage & Courier	2,835	4,000	1,165	29.1%	3,063	
1027006820 Equipment Leases	5,302	15,300	9,998	65.3%	6,519	
1027006822 Office Furniture	1,697	4,000	2,303	57.6%	-	
1027006900 Recruitment Expenses	-	-	-	0.0%	759	
1027007000 Printing Expense	160	1,000	840	84.0%	259	
1027007100 Public Relations	1,204	4,000	2,796	69.9%	554	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	443	
1027007500 Sewer & Septic System Maintenance	-	560	560	100.0%	-	
1027007700 Special Events - CWFPF	-	5,000	5,000	100.0%	-	
1027007800 Telephone	6,096	8,500	2,404	28.3%	6,595	
1027007900 Travel Expense	-	2,000	2,000	100.0%	169	
1027008000 Propane & Natural Gas	972	1,900	928	48.8%	837	
1027008005 Hydro Consumption	1,780	3,500	1,720	49.1%	1,448	
1027008020 Water	-	580	580	100.0%	-	
1027008100 Vehicle Maintenance/Fuel	130	800	670	83.8%	339	
1027008500 Commissioners Indemnity	43,225	85,470	42,245	49.4%	38,543	
1027008600 Management Salaries	59,212	139,230	80,018	57.5%	111,906	
1027008601 Finance Salaries	63,672	141,180	77,508	54.9%	63,089	
1027008710 Staff Wages - CO/Communications	39,930	138,980	99,050	71.3%	28,637	
1027008715 Staff Wages - Admin / CSR	43,807	117,063	73,256	62.6%	40,155	
1027008800 Employee Benefits	63,991	143,090	79,099	55.3%	56,602	
TOTAL OPERATING EXPENSES	\$ 501,752	\$ 1,130,719	\$ 628,967		\$ 580,281	
NET OPERATING INCOME	\$ (449,619)	\$ (1,088,219)	\$ (638,600)	58.7%	\$ (526,474)	
1027009000 Capital Purchases	137,731	70,570	(67,161)	-95.2%	7,355	
1027009800 Transfer to Reserves	-	50,000	50,000	100.0%	-	
1027009805 Transfer from Reserve Capital	-	(70,570)	(70,570)	100.0%	-	
1027009810 Transfer from Accumulated Surplus	-	(16,000)	(16,000)	100.0%	-	
1027009998 Overhead Expenses	(492,205)	(984,409)	(492,204)	50.0%	(436,821)	
1027009999 Allocated Services	(68,905)	(137,810)	(68,905)	50.0%	(59,830)	
	\$ 78,373	\$ 42,500	\$ (35,873)		\$ 90,985	
NET CONTRIBUTION TO (FROM)	\$ (26,240)	\$ -	\$ 26,240		\$ (37,178)	

CULTUS LAKE PARK**2021 Financial Report**

For the SIX Months Ending June 30, 2021, with comparative figures for 2020

COMMUNITY HALL

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<u>REVENUE</u>						
1018004920 Community Hall Rentals	\$ (326)	\$ 11,950	\$ (12,276)	-102.7%	\$ 650	Due to the pandemic, the majority of the Hall rentals were cancelled and refunded in 2020 and Q1/Q2 of 2021.
<u>EXPENDITURES</u>						
1028005300 Building Maintenance Materials	\$ 330	\$ 3,500	\$ 3,170	90.6%	\$ 275	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	-	
1028006100 Commercial Insurance	4,300	8,600	4,300	50.0%	3,800	
1028007500 Sewer	-	560	560	100.0%	-	
1028007800 Telephone	115	200	85	42.5%	115	
1028008000 Propane & Natural Gas	1,170	1,900	730	38.4%	854	
1028008005 Hydro Consumption	369	1,600	1,231	76.9%	557	
1028008020 Water	-	580	580	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 6,284	\$ 17,940	\$ 11,656		\$ 5,601	
NET OPERATING INCOME	\$ (6,610)	\$ (5,990)	\$ 620	-10.4%	\$ (4,951)	
1028009000 Capital Purchases	-	2,070	2,070	100.0%	1,929	
1028009800 Transfer to Reserves	-	10,000	10,000	100.0%	-	
1028009805 Transfer from Reserve Capital Purchases	-	(2,070)	(2,070)	100.0%	-	
1028009998 Overhead Expenses	15,900	31,800	15,900	50.0%	15,158	
1028009999 Allocated Services	10,935	21,870	10,935	50.0%	10,530	
	\$ 33,119	\$ 81,610	\$ 48,491		\$ 33,218	
NET CONTRIBUTION TO (FROM)	\$ (33,445)	\$ (69,660)	\$ (36,215)		\$ (32,568)	

CULTUS LAKE PARK

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FORESHORE LEASE

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1018504936 Boat Mooring - Public Areas/VS	\$ 41,781	\$ 52,750	\$ (10,969)	-20.8%	\$ 35,079	
1018504941 Foreshore Reserve Revenue	52,750	56,250	(3,500)		-	
1018504900 Delinquency Fees	1,500	-	1,500	0.0%	420	
	<u>\$ 96,031</u>	<u>\$ 109,000</u>	<u>\$ (12,969)</u>		<u>\$ 35,499</u>	
EXPENDITURES						
1028505800 Equipment Maintenance	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 55	
1028505820 Equipment Fuel	-	800	800	100.0%	-	
1028505850 Floats & Buoys	598	10,000	9,402	94.0%	519	
1028506000 Grounds Maintenance Materials	-	10,000	10,000	100.0%	9,465	
1028506100 Commercial Insurance	8,200	16,400	8,200	50.0%	7,100	
1028506200 Vehicle Insurance	64	100	36	36.0%	62	
1028506500 Licences & Permits	60	1,100	1,040	94.5%	-	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance/Fuel	47	200	153	76.5%	-	
1028508200 Foreshore Maintenance (Wharfs)	7,880	15,000	7,120	47.5%	534	
1028508201 Signage	-	1,000	1,000	100.0%	58	
TOTAL OPERATING EXPENSES	<u>\$ 16,849</u>	<u>\$ 56,250</u>	<u>\$ 39,401</u>		<u>\$ 17,793</u>	
NET OPERATING INCOME	<u>\$ 79,182</u>	<u>\$ 52,750</u>	<u>\$ (26,432)</u>	-50.1%	<u>\$ 17,706</u>	
1028509000 Capital Purchases	16,478	120,000	103,522	86.3%	16,898	Boat Launch Repairs and
1028509800 Transfer to Reserves	-	56,250	56,250	100.0%	-	Milfoil
1028509805 Transfer from Reserve Capital Purchases	-	(120,000)	(120,000)	100.0%	-	
1028509998 Overhead Expenses	121,565	243,130	121,565	50.0%	110,115	
1028509999 Allocated Services	44,215	88,430	44,215	50.0%	42,930	
	<u>\$ 199,107</u>	<u>\$ 444,060</u>	<u>\$ 244,953</u>		<u>\$ 187,736</u>	
	<u>\$ (103,076)</u>	<u>\$ (335,060)</u>	<u>\$ (231,984)</u>		<u>\$ (152,237)</u>	

CULTUS LAKE PARK

2021 Financial Report

For the SIX Months Ending June 30, 2021, with comparative figures for 2020

PUBLIC AREAS

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1019004700 Tree Removal Fees	\$ 28,440	\$ 1,500	\$ 26,940	1796.0%	\$ -	Parking lots in 2020 were closed for most of March, April and May
1019004900 Miscellaneous Revenue	2,228	15,000	(12,772)	-85.1%	2,981	
1019004926 Infrastructure Reserve	17,314	42,000	(24,686)	-58.8%	-	
1019004927 Foreshore Reserve	7,421	18,000	(10,579)	-58.8%	-	
1019004910 Pay Parking	333,891	780,000	(446,109)	-57.2%	106,286	
	\$ 389,294	\$ 856,500	\$ (467,206)		\$ 109,267	
EXPENDITURES						
1029005300 Building Maintenance Materials	\$ 2,651	\$ 6,200	\$ 3,549	57.2%	\$ 205	Parking Meter Maintenance and Sign Inventory
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	-	
1029005360 Commemorative Benches	-	1,900	1,900	100.0%	669	
1029005375 Contract Services	50,869	40,600	(10,269)	-25.3%	13,260	
1029005800 Equipment Maintenance	902	1,000	98	9.8%	-	
1029005900 Garbage Collection & Recycling	3,261	7,200	3,939	54.7%	1,915	
1029006000 Grounds Maintenance Materials	11,238	30,000	18,762	62.5%	7,296	
1029006010 General Maintenance	5,913	20,000	14,087	70.4%	14,550	
1029006100 Commercial Insurance	10,450	20,900	10,450	50.0%	9,250	
1029006300 Janitorial Contracts/Supplies	13,412	14,000	588	4.2%	5,246	
1029006810 Bank Charges	227	500	273	54.6%	133	Parking Meter Lease Expenses
1029006812 Point of Sale Fees	16,331	7,000	(9,331)	-133.3%	1,308	
1029006820 Equipment Leases	11,563	10,200	(1,363)	-13.4%	15,486	
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	3,890	12,000	8,110	67.6%	-	
1029007300 Vandalism Repairs	30	2,500	2,470	98.8%	113	
1029008005 Hydro Consumption	3,402	8,300	4,898	59.0%	2,931	
1029008201 Signage	784	6,500	5,716	87.9%	2,913	
TOTAL OPERATING EXPENSES	\$ 134,923	\$ 201,300	\$ 66,377		\$ 75,275	
NET OPERATING INCOME	\$ 254,371	\$ 655,200	\$ 400,829	61.2%	\$ 33,992	
1029009000 Capital Purchases	627,473	792,900	165,427	20.9%	62,611	
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	239,925	479,850	239,925	50.0%	226,790	
1029009999 Allocated Services	132,450	264,900	132,450	50.0%	129,860	
	\$ 1,134,771	\$ 1,209,250	\$ 74,479		\$ 494,536	
NET CONTRIBUTION TO (FROM)	\$ (745,477)	\$ (352,750)	\$ 392,727		\$ (385,269)	

CULTUS LAKE PARK
2021 Financial Report

For the SIX Months Ending June 30, 2021, with comparative figures for 2020

Community Events Committee

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
<u>REVENUE</u>						
1019504900 Miscellaneous Revenue	\$ 220	\$ 10,200	\$ (9,980)	-97.8%	\$ 220	Events at Cultus Lake Park were cancelled in 2020 & the beginning of 2021.
1019504902 Public Areas - Contribution		12,000	(12,000)	-100.0%	-	
1019504996 Grants from other Agency's	-	14,500	(14,500)	-100.0%	-	
	\$ 220	\$ 36,700	\$ (36,480)		\$ 220	
<u>EXPENDITURES</u>						
1029506800 Office Supplies & Misc. Expenses	\$ -	\$ 875	\$ 875	100.0%	\$ -	
1029507700 Special Events CEAC	-	34,860	34,860	100.0%	1,141	
1029509800 Transfer to (from) Reserves	-	965	965	100.0%	-	
	\$ -	\$ 36,700	\$ 36,700		\$ 1,141	
	\$ 220	\$ -	\$ (220)		\$ (921)	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550-70
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: 2021 Second Quarter Parking Report

PURPOSE:

To provide the Board with an overview of Parking Revenue for the Second Quarter of 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2021 Second Quarter Parking Report for information.*

DISCUSSION:

Parking revenue, net of GST, for the Second Quarter of 2021 totaled \$276,648. This is up approximately \$203,845 from parking revenue for the Second Quarter of 2020 and up \$129,194 from parking revenue for the Second Quarter of 2019. Parking data from 2019 is a more suitable comparable because in 2020 due to Covid-19 the parking lots were closed for a considerable portion of the Second Quarter.

In the Second Quarter, as seen in Table 1, parking revenue totaled \$276,647 and net parking revenue after parking expenses totaled \$221,067. This is an increase of over \$162,000 net parking revenue for the Second Quarter of 2020 and a net increase of over \$93,600 in 2019. Expenses for the Second Quarter of 2021 were \$55,580, which is \$41,200 higher than in 2020's Second Quarter and \$35,535 higher than in 2019's Second Quarter. Expenses were higher than normal as there were additional expenses related to the Park taking over the management of the parking meters and expenses related to getting the meters all in working order. These expenses were for things like changing the locks in the meters, getting the meters reprogrammed to work with our new parking software, having a training session on the meters, updating all the batteries in the meters and updating some of the key pads in the meters.

Year to date parking revenue, net of GST totals \$289,832 which is an increase of \$208,524 or a 256% increase from 2020 and a \$122,220 or a 73% increase from 2019. The parking revenue budget year to date, up to the end of June, is \$184,400, therefore revenue is currently in surplus position of over \$105,000.

Additionally, in 2021 a \$1 infrastructure fee was implemented on each parking transaction with the funds being placed into reserves to deal with infrastructure needs in public areas and in the foreshore. Therefore, for 2021 we have also collected an additional \$24,600 through the parking meters as infrastructure fees to be allocated to the applicable reserves.

The tables attached show the Second Quarter Revenue (1), Expenses (2) and Net Revenue (3).

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

Table 1 -

Parking Revenue				
Month	Revenue 2018	Revenue 2019	Revenue 2020	Revenue 2021
Jan	1,110.95	3,731.95	977.00	2,292.62
Feb	2,296.43	1,269.33	2,483.19	2,477.90
Mar	6,026.48	15,158.29	5,045.90	8,414.29
Apr	13,218.10	12,342.52	0.00	17,879.90
May	44,200.05	40,942.76	21,066.33	68,042.10
Jun	56,233.48	94,167.54	51,735.29	190,725.22
Jul	202,286.76	174,980.69	178,871.81	0.00
Aug	141,261.00	208,401.33	191,850.19	0.00
Sep	33,376.52	39,104.43	56,447.76	0.00
Oct	5,764.57	4,283.76	5,194.02	0.00
Nov	2,266.57	1,978.62	2,735.52	0.00
Dec	1,705.71	1,792.38	1,816.76	0.00
Total	509,746.63	598,153.60	518,223.77	289,832.03

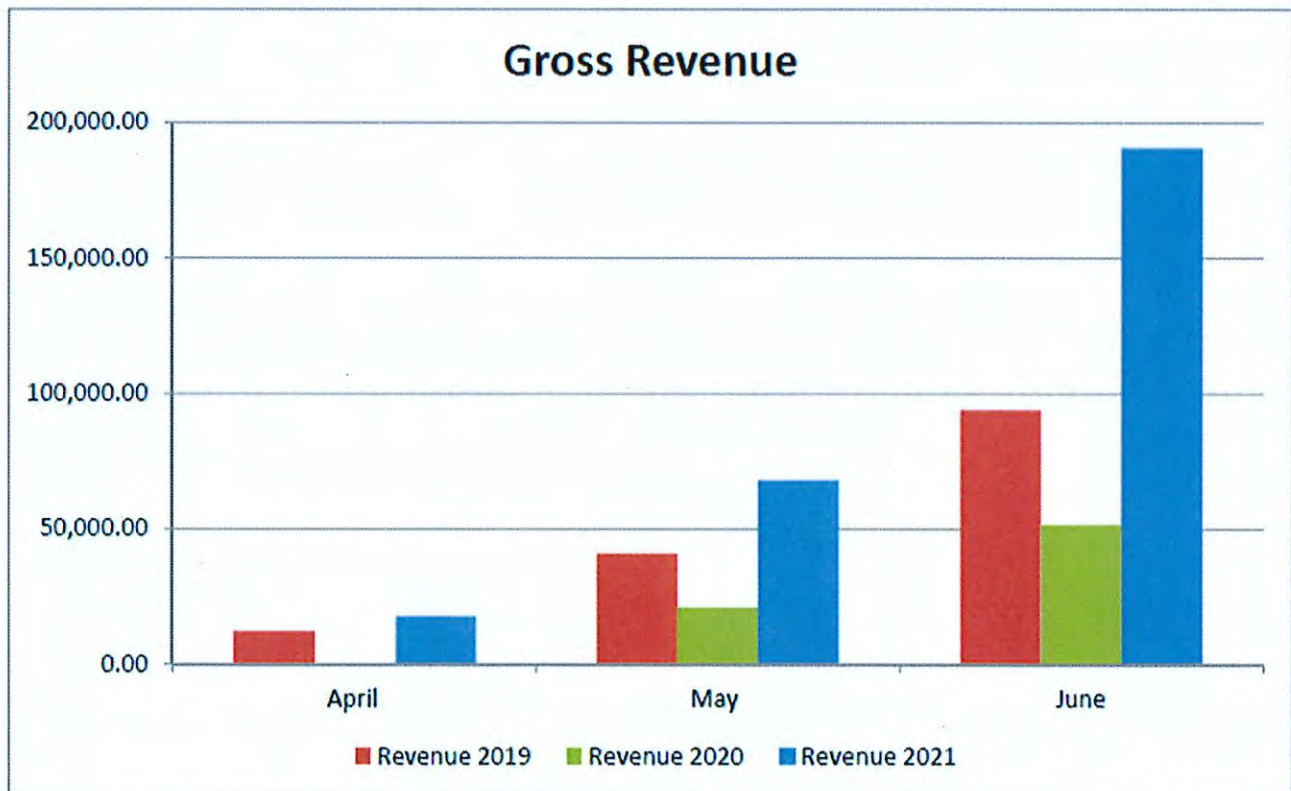


Table 2 -

Parking Expenses				
Month	Expense 2018	Expense 2019	Expense 2020	Expense 2021
Jan	2,059.81	2,590.95	2,426.76	2,866.70
Feb	2,135.41	2,573.33	2,496.64	3,134.19
Mar	2,417.24	3,326.11	2,857.83	7,328.65
Apr	3,328.30	4,344.56	2,469.63	5,985.43
May	5,031.72	6,080.67	3,672.57	4,911.41
Jun	6,577.45	9,620.09	8,227.19	44,683.26
Jul	19,781.56	14,445.12	14,569.52	0.00
Aug	18,188.59	19,244.06	17,500.97	0.00
Sep	8,676.12	10,398.74	10,513.22	0.00
Oct	4,002.23	4,089.52	4,859.70	0.00
Nov	2,661.24	2,567.19	3,213.73	0.00
Dec	2474.83	2477.87	2807.38	0
Total	77,334.50	81,758.21	75,615.14	68,909.64

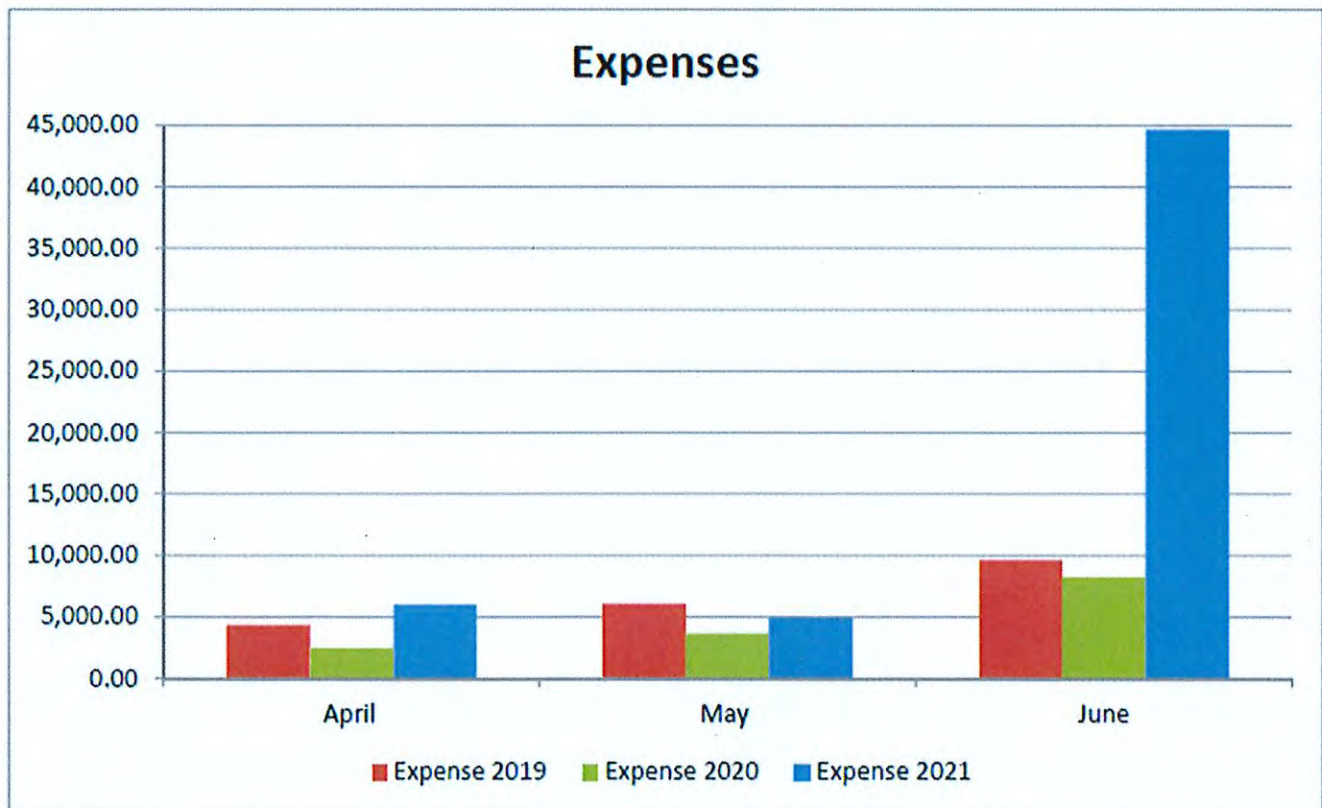
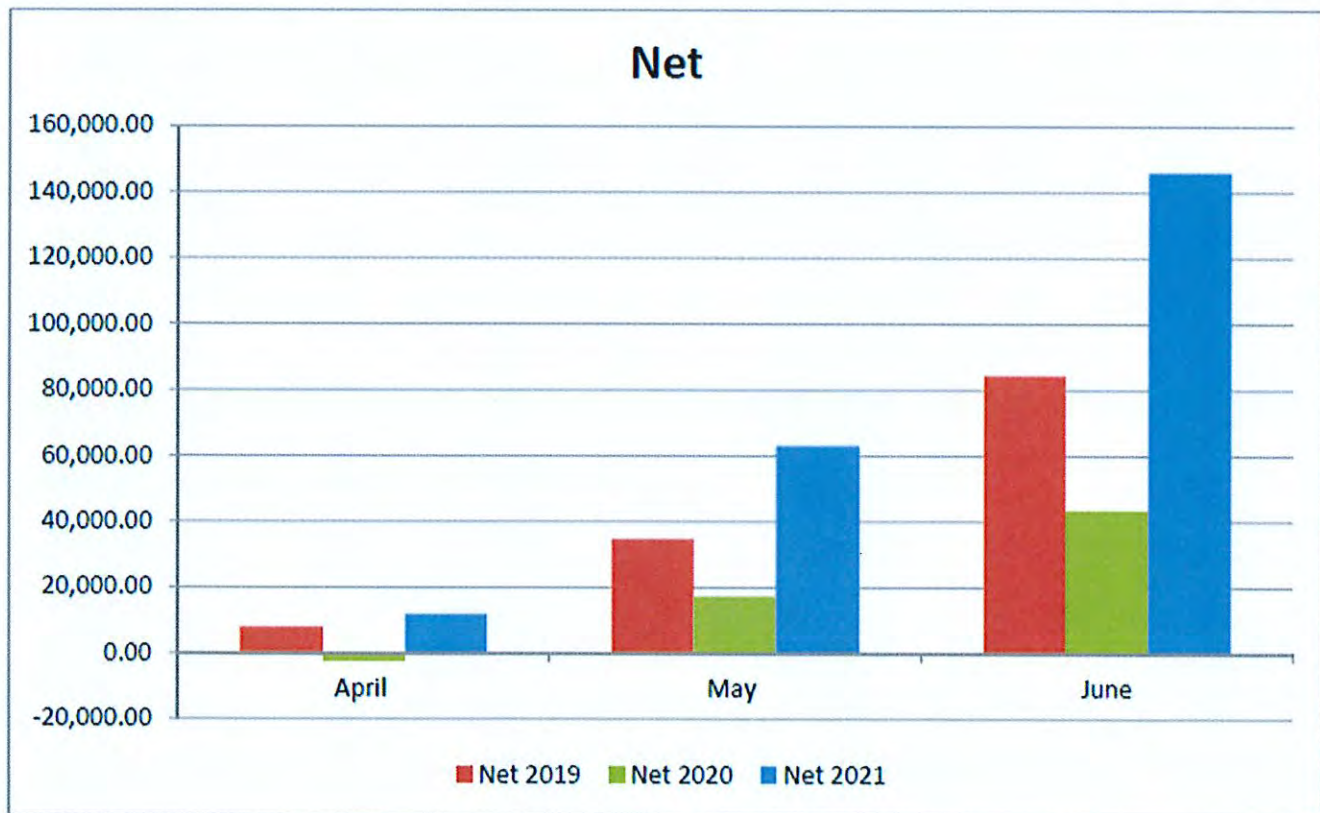


Table 3 -

Net Parking Revenue				
Month	Net 2018	Net 2019	Net 2020	Net 2021
Jan	-948.86	1,141.00	-1,449.76	-574.08
Feb	161.02	-1,304.00	-13.45	-656.29
Mar	3,609.24	11,832.18	2,188.07	1,085.64
Apr	9,889.80	7,997.96	-2,469.63	11,894.47
May	39,168.33	34,862.09	17,393.76	63,130.69
Jun	49,656.03	84,547.45	43,508.10	146,041.96
Jul	182,505.20	160,535.57	164,302.29	0.00
Aug	123,072.41	189,157.27	174,349.22	0.00
Sep	24,700.40	28,705.69	45,934.54	0.00
Oct	1,762.34	194.24	334.32	0.00
Nov	-394.67	-588.57	-478.21	0.00
Dec	-769.12	-685.49	-990.62	0.00
Total	432,412.12	516,395.39	442,608.63	220,922.39





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger,
Manager of Park Operations

SUBJECT: Public Works 2021 Second Quarter Report

PURPOSE:

To provide the Board with an update on Public Works tasks and projects completed during the second quarter of 2021.

RECOMMENDATION:

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

DISCUSSION:

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

Commercial Leases:

- Building and grounds maintenance - 4 days labour
- Garbage collection and janitorial service - 36 days labour
- Parking lot maintenance - 5 days labour

Community Hall:

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

Environmental and Public Areas Planning Committee Work:

- Parking Lot B/Main Beach - 32 days labour

Fire Hall:

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

Foreshore:

- Buoy/swim line maintenance - 17 days labour
- Debris clean-up - 5 days labour
- Wharf/weir maintenance - 34 days labour

Park Office:

- Building and grounds maintenance - 9 days labour

Public Areas:

- Building and structure maintenance - 34 days labour
- Daily parking lot opening - 5 days labour
- Garbage collection and inspections - 55 days labour
- Grounds maintenance - 129 days labour
- Janitorial service - 74 days labour
- Roads and parking lot maintenance - 25 days labour
- Tree maintenance - 2 days labour

Public Works:

- Administration - 31 days labour
- Fleet and equipment maintenance - 2 days labour
- Janitorial service - 6 days labour
- Yard and building maintenance - 5 days labour

Residential Leases:

- Grounds and tree maintenance - 2 days labour
- Road maintenance and drainage - 8 days labour

Sunnyside Campground:

- Building maintenance - 20 days labour
- Equipment maintenance - 3 days labour
- Grounds and tree maintenance - 22 days labour
- Janitorial service - 2 days labour
- Roads and parking maintenance - 2 days labour
- Site maintenance - 7 days labour
- Water and sewer maintenance - 17 days labour

Visitor Services/Cabins:

- Building maintenance - 14 days labour
- Grounds maintenance - 4 day labour
- Janitorial service - 5 days labour

STRATEGIC PLAN:

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

Prepared by:



Dave Driediger
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

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

SUBJECT: 2021 Sunnyside Campground and Cabins Second Quarter Report

PURPOSE:

To provide the Board with an update on Sunnyside Campground and the Cultus Lake Cabins for the second quarter of 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Campground and Cabins second quarter report for information.*

DISCUSSION:

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

Sunnyside Campground:

The Campground cleanup commenced on March 1 and opened on schedule April 1, 2021. COVID-19 Operational Plan was once again implemented to order to keep staff, the guests, and the community safe.

Washrooms #2 & #9 were renovated.

A portion of Beach Drive and the campground works yard was paved.

Minor renovations to the staff room were completed and an outdoor staff shelter was constructed.

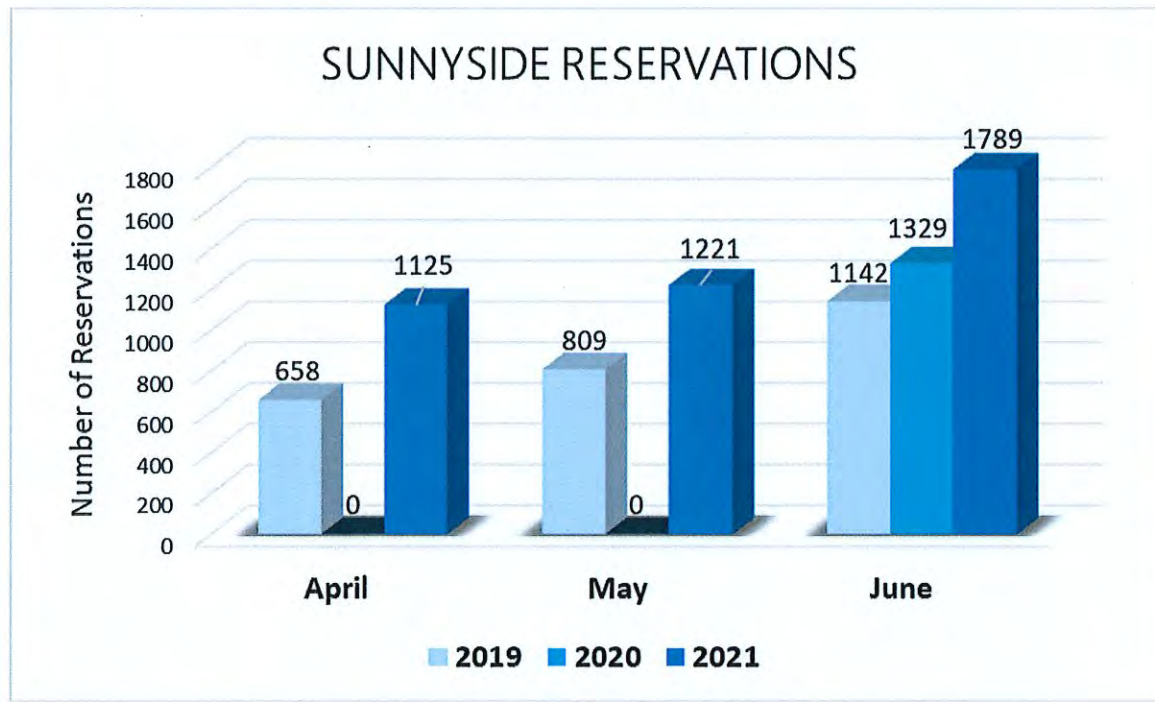
Seasonal Move-In took place on April 10 & 11, 2021.

The seasonal campers Welcome BBQ was cancelled again this year due to COVID-19, as well as the scheduled Mother and Father's Day Pancake Breakfast.

The Sunnyside Store opened the long weekend in May.

As of the end of June 2021, Sunnyside was approximately \$1,053,421 higher in revenue compared to the same time in 2020. This is due to the campground being open 2 months longer in 2021 than in 2020 due to COVID-19, and a much busier Spring.

Sunnyside Reservation Statistics



Cultus Lake Cabins:

Cabin revenue for April – June 2021 was \$37,651 higher than then the same time last year. This was due to the Cabins being closed for April & May 2020 due to COVID-19.

New windows were installed in Twin Alder Cabin this Spring as well as a new sidewalk and landscaping completed at Lakeview Cabin.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:



Jacquie Spencer
Manager of Visitor Services,
Accommodations & Bylaw Enforcement



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

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

SUBJECT: 2021 Bylaw Compliance & Enforcement Second Quarter Report

PURPOSE:

To provide the Board with an update on Bylaw Compliance & Enforcement Operations for the months of April through June, 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2021 Bylaw Compliance & Enforcement Second Quarter report for information.

DISCUSSION:

The following is a breakdown of statistics relating to bylaw compliance and enforcement and security activities for the second quarter of 2021 in comparison to 2020.

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

2020 Statistics	<u>Zones 1 & 2</u>	<u>Zone 3 & 4</u>	<u>Total</u>
Verbal Warnings	276	278	554
Written Warnings	167	43	210
Fines	32	180	212
Verbal Evictions	6	6	12
Written Evictions	3	0	3
RCMP	7	2	9
Emergency Medical Services	1	0	1
Totals	492	509	1001

2021 Statistics	<u>Zones 1 & 2</u>	<u>Zone 3 & 4</u>	<u>Total</u>
Verbal Warnings	176	317	493
Written Warnings	65	47	112
Fines	3	1826	1829
Verbal Evictions	14	8	22
Written Evictions	0	0	0
RCMP	1	0	1
Emergency Medical Services	0	4	4
Totals	242	2202	2444

2021 Statistics		
Bylaw Number	Section	Total Tickets Issued
1146	Management of Public Areas	6
1149	Property Maintenance	1
1190	Parking and Traffic	1819
1188	Sunnyside Campground	3
Totals		1829

The statistics shown above for 2020 were collected from Cultus Lake Park full time Compliance & Bylaw Officer and Griffin Security who commenced on May 20, 2021, providing two staff, seven days per week until the September Labour Day weekend.

Griffin Security started patrols in Sunnyside Campground on April 1, 2021 and will be on site until campground closure on October 11, 2021.

The Community Policing team started at Cultus Lake on May 20, 2021 and will be patrolling on a regular basis until September Labour Day weekend.

Three full time and two part-time Parking Enforcement Officers commenced employment with Cultus Lake Park on May 15, 2021 and will work throughout the summer months.

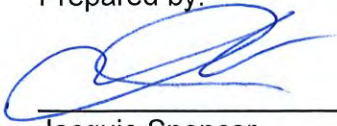
Staff reviewed and amended Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1192, 2021.

As of the end of June 2021, 34 leaseholders have applied for their Short-Term Rental Permit.

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
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 7200

SUBMITTED BY: Warren Mazuren,
Fire Chief

SUBJECT: 2021 Fire Department Second Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of April, May and June 2021.

RECOMMENDATION:

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

BACKGROUND:

The Second Quarter of 2021 was well above average in call volume compared to last year's Second Quarter.

There were nine (9) calls in April, fifteen (15) calls in May, and twenty-one (21) calls in June of 2021. Twenty (20) calls were in Cultus Lake Park, seven (7) calls were in Soowhalie, and eighteen (18) calls were in the Electoral Area H of the Fraser Valley Regional District.

Total calls for the 2021 Second Quarter were forty-five (45) compared to thirty-three (33) in the Second Quarter of 2020. Although there were no major fires of note, Cultus Lake Fire Volunteer Fire Department (CLVFD) did attend and suppress two minor brush fires in this Quarter.

The CLVFD put into service the rescue boat that the community fund raised for. It was quickly utilized for burning complaints, potential rescue situations, as well as training. The CLVFD also had six members complete the in-house rescue swimmer course.

The CLVFD welcomed the most generous donation of \$22,000 dollars from the Lions Club of Chilliwack. The proceeds will be put towards a golf cart, a litter wheel, and portable generator.

Engine 1 and Engine 2 had the annual pump servicing completed, as well as the annual testing for the ladders completed.

The CLVFD received and put into service and new set of Rescue Jaws in late June.

Every home should have an emergency plan as well as a “to go bag” for each member of the family in the event of an emergency. If your family does not consider making one today!

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: August 18, 2021 **FILE:** 0870
SUBMITTED BY: Katrina Craig, Lease Administrator
SUBJECT: Lease Assignments | Second 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 April through June 2021.

DISCUSSION:

During the second quarter of 2021, the Park processed the following: (6) family assignment and (20) residential assignments: lease transfers totaling (26) for the quarter; and

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

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

RECOMMENDATION:

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

DATE OF ASSIGNMENT: **APRIL 1, 2021**

PROPERTY: **207 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **\$549,900**

DATE OF ASSIGNMENT: **APRIL 1, 2021**

PROPERTY: **510 PARK DRIVE, CULTUS LAKE BC V2R 4Z5**

SALE PRICE: **\$1,252,000**

DATE OF ASSIGNMENT: **APRIL 16, 2021**
PROPERTY: **240 FIRST AVENUE, CULTUS LAKE BC, V2R 4Y9**
SALE PRICE: **N/A – FAMILY TRANSFER**

DATE OF ASSIGNMENT: **APRIL 19, 2021**
PROPERTY: **299 HEMLOCK STREET, CULTUS LAKE BC V2R 4Y7**
SALE PRICE: **\$635,000**

DATE OF ASSIGNMENT: **APRIL 23, 2021**
PROPERTY: **354 PINE STREET, CULTUS LAKE BC V2R 4Y9**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **APRIL 23, 2021**
PROPERTY: **289 HEMLOCK STREET, CULTUS LAKE, BC V2R 4Y7**
SALE PRICE: **\$650,000**

DATE OF ASSIGNMENT: **APRIL 29, 2021**
PROPERTY: **374 CEDAR STREET, CULTUS LAKE BC V2R 4Z1**
SALE PRICE: **\$1,150,000**

DATE OF ASSIGNMENT: **APRIL 29, 2021**
PROPERTY: **395 ALDER STREET, CULTUS LAKE BC V2R**
SALE PRICE: **\$730,000**

DATE OF ASSIGNMENT: **APRIL 30, 2021**
PROPERTY: **358 PINE STREET, CULTUS LAKE BC V2R 4Y9**
SALE PRICE: **\$1,299,900**

DATE OF ASSIGNMENT: **MAY 3, 2021**

PROPERTY: **40 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **\$1,325,000**

DATE OF ASSIGNMENT: **MAY 7, 2021**

PROPERTY: **292 HEMLOCK STREET, CULTUS LAKE, BC, V2R 4Y7**

SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **MAY 13, 2021**

PROPERTY: **107 FIRST STREET, CULTUS LAKE, BC, V2R 4Y4**

SALE PRICE: **\$1,150,500**

DATE OF ASSIGNMENT: **MAY 13, 2021**

PROPERTY: **520 PARK DRIVE, CULTUS LAKE BC V2R 4Z8**

SALE PRICE: **\$1,685,000**

DATE OF ASSIGNMENT: **MAY 13, 2021**

PROPERTY: **392 ALDER STREET, CULTUS LAKE, BC V2R 4Z1**

SALE PRICE: **\$1,200,000**

DATE OF ASSIGNMENT: **MAY 20, 2021**

PROPERTY: **417 MAPLE STREET, CULTUS LAKE BC V2R 4Z3**

SALE PRICE: **\$730,000**

DATE OF ASSIGNMENT: **MAY 25, 2021**

PROPERTY: **372 CEDAR STREET, CULTUS LAKE BC V2R 4Z1**

SALE PRICE: **\$950,000**

DATE OF ASSIGNMENT: **MAY 26, 2021**
PROPERTY: **426 WILLOW STREET, CULTUS LAKE BC V2R 4Z4**
SALE PRICE: **\$1,500,000**

DATE OF ASSIGNMENT: **MAY 27, 2021**
PROPERTY: **413 MAPLE STREET, CULTUS LAKE BC V2R 4Z3**
SALE PRICE: **\$770,000**

DATE OF ASSIGNMENT: **MAY 31, 2021**
PROPERTY: **394 ALDER STREET, CULTUS LAKE BC V2R 4Z8**
SALE PRICE: **\$697,500**

DATE OF ASSIGNMENT: **JUNE 4, 2021**
PROPERTY: **419 MAPLE STREET, CULTUS LAKE, BC V2R 4Z3**
SALE PRICE: **\$749,000**

DATE OF ASSIGNMENT: **JUNE 4, 2021**
PROPERTY: **654 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z6**
SALE PRICE: **\$707,000**

DATE OF ASSIGNMENT: **JUNE 15, 2021**
PROPERTY: **404 BIRCH STREET, CULTUS LAKE BC V2R 4Y8**
SALE PRICE: **\$700,000**

DATE OF ASSIGNMENT: **JUNE 16, 2021**
PROPERTY: **298 HEMLOCK STREET, CULTUS LAKE, BC, V2R 4Y7**
SALE PRICE: **N/A – FAMILY TRANSFER**

DATE OF ASSIGNMENT: **JUNE 17, 2021**

PROPERTY: **312 MUNROE AVENUE, CULTUS LAKE BC V2R 5A2**

SALE PRICE: **\$699,000.00**

DATE OF ASSIGNMENT: **JUNE 29, 2021**

PROPERTY: **512 PARK DRIVE, CULTUS LAKE BC V2R 4Z5**

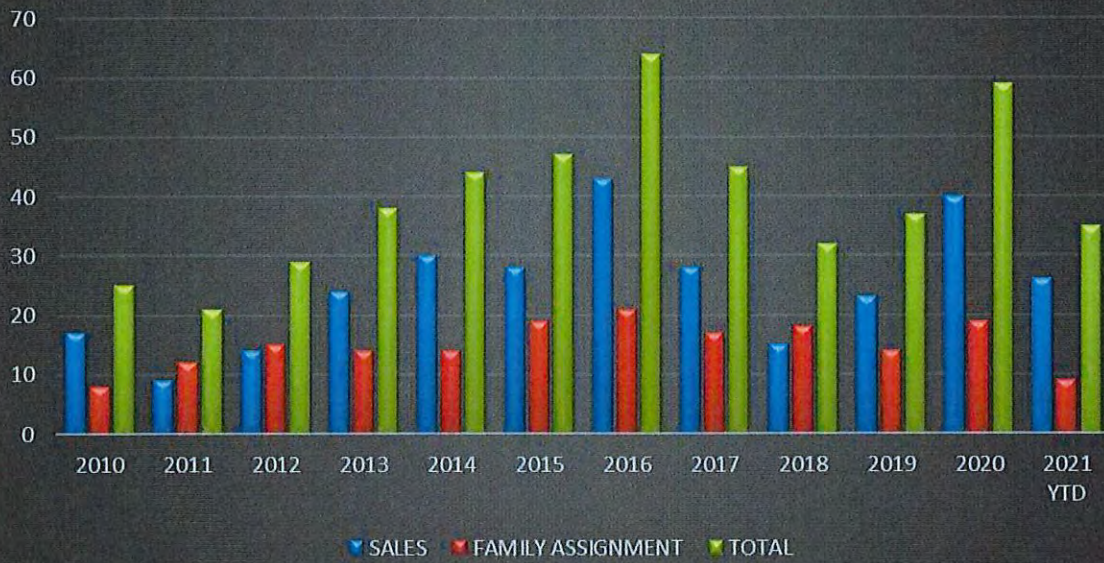
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **JUNE 30, 2021**

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

SALE PRICE: **N/A FAMILY TRANSFER**

RESIDENTIAL UNIT SALES



RESIDENTIAL AVERAGE PRICE



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: August 18, 2021 **FILE:** 0110

SUBMITTED BY: Rachel Litchfield,
Manager of Corporate Services / Corporate Officer

SUBJECT: Administrative Policy – Media Releases and Staff Contact with the Media

PURPOSE:

The purpose of the report is to provide the Board with an updated Administrative Policy for Media Releases and Staff Contact with the media.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Administrative Policy, Media Releases and Staff Contact with the Media and that it replace with the 2018 Cultus Lake Media Policy.

DISCUSSION:

In 2018 staff presented the attached Draft Cultus Lake Park Media Policy that outlined procedures and process for the Board and staff to follow with respect to the designated spokespersons to effectively prepare and respond to media questions and inquiries.

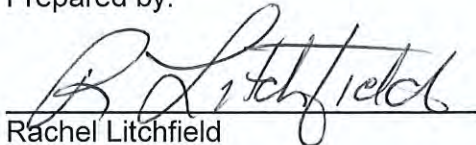
The policy spoke to the Park's contracted staff (journalist). In early 2021 the Park hired an in-house staff member to fill the position of Communications, Media and Events Coordinator who will liaise with the Board Chair and Chief Administrative Officer to respond and coordinate media releases and/or conferences when required.

Staff will provide the Board Commissioners with the relevant information as well as provide the community, and those reflected in an open and transparent manner.

STRATEGIC PLAN:

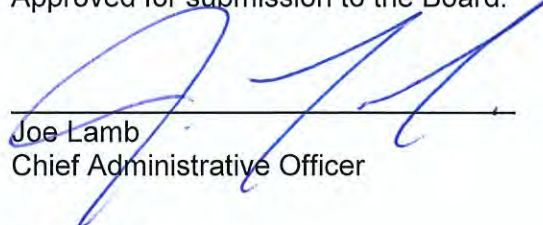
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

Administrative Policy

Section:	
Sub-Section:	
Title:	MEDIA RELEASES AND STAFF CONTACT WITH THE MEDIA

APPROVALS

Approval Date:	Approved by:
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

1. POLICY STATEMENT

To ensure that the public is provided with consistent and accurate information, media releases and staff contact with the media will be in accordance with this policy.

Cultus Lake Park Board and staff are committed to provide accurate and current information to ensure good relations with community members in a transparent manner.

2. PROCEDURES

All requests from the media shall go through the Board Chair or Chief Administrative Officer unless otherwise directed. He or she will ascertain the nature and details of the request and gather the pertinent information in order to respond.

2.1 Media Releases from Staff

- (i) All media releases proposed by Management staff will be submitted to the Chief Administrative Officer. If approved, the media release information will be forwarded to the Communications, Media and Special Events Coordinator to prepare a release. The Chief Administrative Officer or designate shall obtain approval to release from the Board Chair depending on the issue.

2.2 Media Releases from the Board

- (i) All media release requests from the Board shall be directed from the Board Chair and prepared under the direction of the Chief Administrative Officer or designate prior to publication.

2.3 Media Requests to Staff

- (i) All requests from the media to staff for comments will be directed to the Chief Administrative Officer or designate. Staff will ensure that information on the matter will remain confidential and will not be released or relayed unless directed to do so.
- (ii) In the event that the request is technical in nature, the Chief Administrative Officer or designate may consult with the appropriate staff person.

2.4 Media Conferences

- (i) Media Conferences may be organized by the Communications, Media and Events Coordinator under the direction of the Chief Administrative Officer and/or designate as directed by the Board Chair. Members of the Board and appropriate staff may be invited to attend the conference.

2.5 Release

- (i) Information given to the media will be provided to all Commissioners and appropriate staff and will be posted on the Park website.



Cultus Lake Park Media Policy

Draft: February 23, 2018

Purpose

- To ensure that only the designated spokespersons speak with reporters and that the appointed spokespersons are effectively prepared to respond to media questions.

Cultus Lake Park and its Board are committed to transparency and in building and maintaining a strong relationship with its community. To do this, it is crucial that when the appointed spokesperson speaks to a journalist, they are well-prepared and provide relevant, useful and timely information on the topic that the journalist asks about.

Policy

Only the CLP CAO and the Board Chair are authorized to act as spokespersons for Cultus Lake Park.

Should the CAO or Board Chair be unavailable for any reason, a CLP senior staff member will be appointed as acting spokesperson for a defined time frame. This person will be identified and notified in advance that their assistance may be needed in this capacity.

The CLP spokespersons are not available for interviews that have not been scheduled in advance through the CLP communications consultant.

Responding to Media Calls or Requests

All media calls are to be treated as a priority.

It is crucial that the CLP responds immediately to any requests for information or interviews by a journalist.

- The journalist should be provided with the contact information of the CLP communications consultant Ruth Atherley (e-mail: ruth@ahacreative.com, cell: 604-787-7379) or you can take the journalist's contact details and send them to Ruth.
- Ruth will then identify the needs of the journalist and coordinate, as necessary, with the CAO.

Journalists Visiting the CLP Office

Should a reporter come by the CLP office, the response should be the same as if they called the office:

- Provide Ruth's contact information to them and/or get their information. Ruth will immediately contact them to define their needs and to manage the process.

Reporters who drop by the CLP office should NOT be given the opportunity to meet or interview the CAO or the Board Chair at that time. They must go through Ruth to set up a meeting or an interview.

This media policy has been put in place to ensure that Cultus Lake Park is accurately represented in the media.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Special Event: Star Days Days

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the Star Days Days Special Event application.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Star Days Days Special Event on Friday September 24th, Saturday September 25th, and Sunday September 26th, 2021.

THAT the parking fees in Lot A (Main Beach) for the duration of the Star Days Days Special Event, September 24th to September 26th, 2021, be waived;

THAT the Star Days Days Special Event organizers be permitted to collect parking fees at Lot A (Main Beach) for profit for the duration of the event, September 24th to September 26th, 2021;

THAT the Special Event Application fee of \$100 for the 2021 Star Days Days Special Event be waived;

THAT the Swim Line Removal and Replacement fee of \$500 for the 2021 Star Days Days Special Event be waived and

THAT participants of the 2021 Star Days Days be permitted to camp at Main Beach in designated areas.

DISCUSSION:

Star Days Days event organizers Star Nation Canoe Club are requesting Board approval for the Star Days Days on Friday September 24th to Sunday September 26th, 2021.

The race will involve eleven and six-man teams, competing in a variety of swim races. This is a public event that will be held on Cultus Lake, with use of a portion of the Main Beach docks for racers to access the Lake. Participants will arrive on Friday September 24th, to setup campsites at designated areas at Main Beach, for their families and storage of their canoes. Staff outlined specific areas for Recreational Vehicles and tents to be placed overnight, to avoid and protect irrigation systems at Main Beach. See map attached.

The race begins at Main Beach near the Main Beach docks on Saturday September 25th, from 8:00 am to 6:00 pm. The estimated number of participants is 330 and the event will welcome 200 spectators and 40 volunteers.

The event organizers have requested a waiving of the parking fees in Lot A only and permission to collect parking revenue during the event, as the fees help offset their expenses.

During the event, the Park provides washroom maintenance, garbage removal, the use of all three gazebos, access to power supply at the gazebos, an access key for the lower Main Beach gate, the temporary removal of swim lines, and the promotion of the event on the Cultus Lake Park website.


The event organizers are committed to monitoring the parking gate and the lower Main Beach gate (access limited to vehicles carrying canoes). They will provide security guards, and safety boats. The RCMP and Cultus Lake Fire Department will be notified of this event.

The organizer will be required to provide Comprehensive General Liability Insurance of not less than \$5,000,000 and have provided a map of the event. Red Cross will be on site for the duration of the event providing First Aid support.

STRATEGIC PLAN:

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

Prepared by:



Amanda Nadeau
Communication,
Media and Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: August 3, 2021 *\$100 Application Fee must be received with your application.

Name of Event: Star Days Days

Name of Organization: Star Nation Canoe Club

Contact Name(s): Gwen Point and Á'a:líya Warbus

Mailing Address: [REDACTED]

Postal Code: V2R 4L9 [REDACTED]

Alt. Phone: 779-222-6866 [REDACTED] E-Mail: grpoint@shaw.ca

Alternate Contact: Christine Seymour [REDACTED]

Public Contact Info: starnationcanoecub@gmail.com

Would you like your event posted on our website? Yes If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: September 24, 25, 26 **Hours of Use:** Friday 12pm-10pm, Saturday 8am-6pm, Sunday 8am-12pm

Event Type: ☐ Private Event ☒ Free Public Event ☐ Ticketed Event

Location Type: ☒ Park/Trail ☐ Roadway ☒ Public Facility ☒ Main Beach ☒ Parking Area

Event Category: ☒ Race/Walk/Cycle ☒ Festival/Celebration ☐ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Non-profit ☐ Exhibits Other ()

Estimated # of Participants: 330

Estimated # of Staff or Volunteers: 40

Estimated # of Spectators: 200

Event Details: 1.5 day race involving 11 man teams, 6 man teams, double/single races on the water at main beach, access to the dock and potential shut down of that portion of the lake with local authorities assistance

Road Closure Required? _____ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ **Phone:** _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): We would access the main dock off main beach near the rental hut and set up the organizers tent to the right facing the beach

Garbage Cleanup Plan: Volunteer team will be responsible to clean up any leftover garbage or recycling

First Aid Details (if applicable) Copy of contract to be provided: Red Cross to be on site, will forward contract details

ADDITIONAL REQUESTS:

Washrooms opened early? YES **Porta Potties?** YES **Swim line removal?** YES

Access to water? YES **Community Hall Rental:** NO **Gate Access?** YES

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): YES

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): NO

(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: NO

Other/Additional Information: Will be contacting local authorities for support boats and water safety, we will have our own support boats that will be judging the race as well.

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: _____ **Date:** _____

Office Use Only:

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: That the half of the lake we are using is not open to the public during race times and closed off to any recreational boaters and jet skis, monitored by the RCMP.

Notes/Concerns for CAO: Race begins at Main Beach docks. PA system to announce race. Tents set up near docks for sign in and registration of participants. Canoe and camping overnight Friday to Sunday (roughly 300 people). Request for parking payments collected by organizers to offset fees to run the event.

Approved By CAO: _____

Date: _____

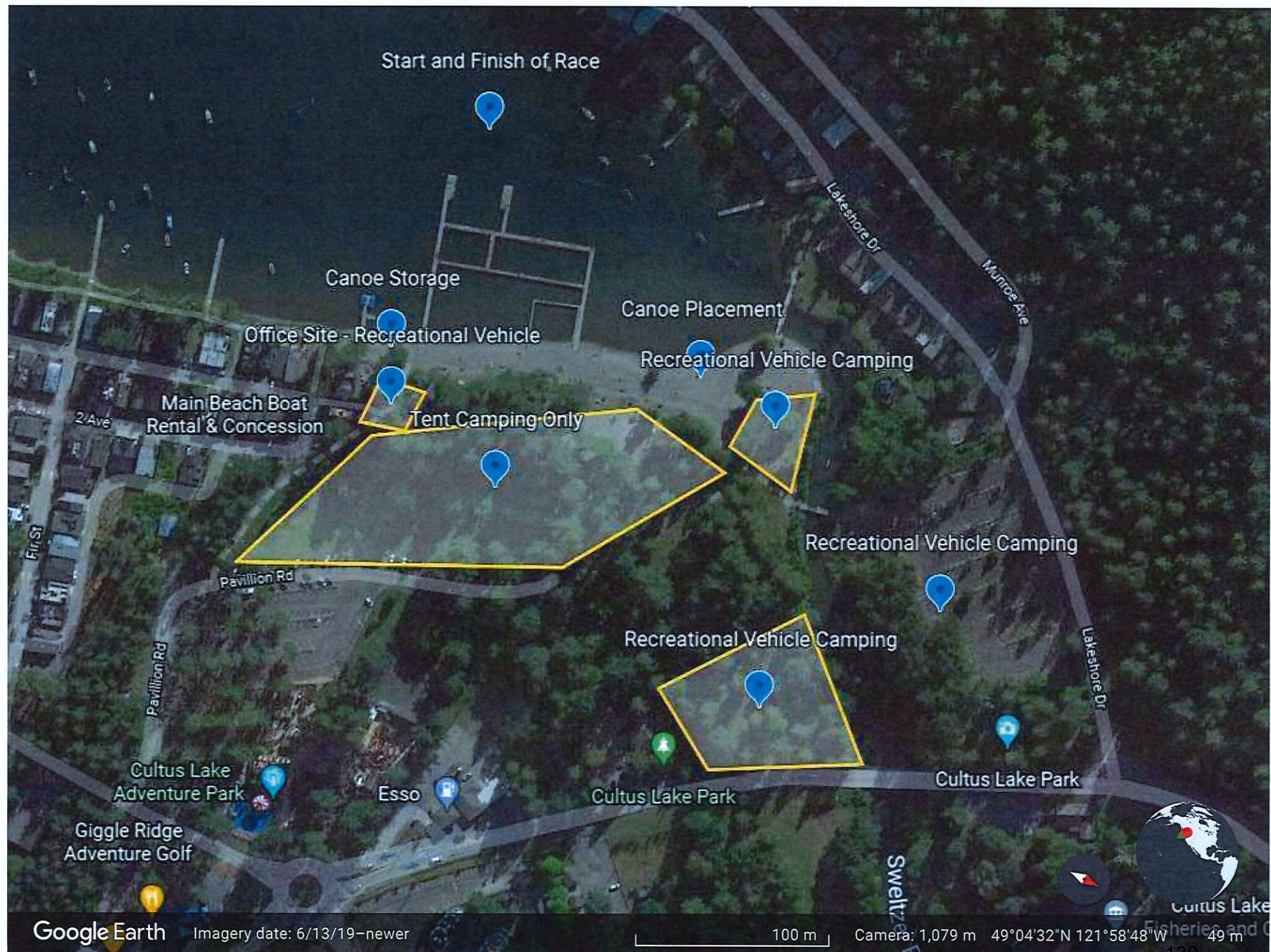
Cost of Rental: _____

Rental Fee/s: _____ **Due by:** _____

Fee/s Paid:

Date: _____

Notes for Public Works:





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator

SUBJECT: Special Event: Cultus Lake Park Community Cleanup

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the Cultus Lake Park Community Cleanup on September 18th, 2021.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Community Cleanup on September 18th, 2021 and*

***THAT** the Cultus Lake Park Board approve waiving the \$100 application fee.*

DISCUSSION:

Cultus Lake Park Community Cleanup event organizers, "Ladies of the Lake" are requesting approval from the Board to hold the Cultus Lake Park Community Cleanup on Saturday, September 18th, 2021, from 10:00am to 12:00pm.

Volunteers will gather to cleanup waste in the community around Mountain View Drive, Park Drive and Sunnyside Campground, with potential to focus on Main Beach pending total volunteers. The organizers aim to have 40 volunteers for this initiative.

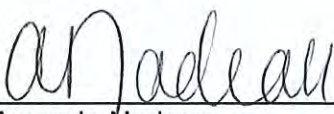
The Park will offer to dispose of all waste collected throughout the Park. Organizers will supply safety vests and appropriate Personal Protective Equipment for all volunteers.

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


Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: August 10, 2021

*\$100 Application Fee must be received with your application.

Name of Event: Cultus Lake Park Community Cleanup

Name of Organization: Ladies of the Lake

Contact Name(s): Jennifer Hewlett

Mailing Address: [REDACTED]

Postal Code V2R4Z6 Phone: [REDACTED]

Alt. Phone: [REDACTED]

Alternate Contact: _____ Phone: _____

Public Contact Info: _____

Would you like your event posted on our website? yes If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: Saturday Sept 18th, 2021 Hours of Use: 10am to 12pm

Event Type: Private Event Free Public Event Ticketed Event

Location Type: X Park/Trail Roadway Public Facility X Main Beach
Parking Area Gazebo Rental

Event Category: Race/Walk/Cycle Festival/Celebration Private Event

Outdoor Market Parade Concert/Performance

X Charity/Volunteer/Non-profit Exhibits Filming

Other (_____)

Estimated # of Participants: _____ Estimated # of Staff or Volunteers: 40

Estimated # of Spectators: _____ Event Details: volunteers collecting waste around Mountain View Drive, Park Drive and Sunnyside Campground. Potential to move to Main Beach pending total number of volunteers **132**

Road Closure Required? No If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: No Phone:

General Description of Proposed Route (Please attach map)

Set Up/Staging Area (Please attach map):

Garbage Cleanup Plan:

First Aid Details (if applicable) Copy of contract to be provided:

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): Porta Potties: Swim line removal:

Access to water: Community Hall Rental: Gate Access:

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information:

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: _____ Date: _____



SPECIAL EVENT APPLICATION

Office Use Only:

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: _____

Notes/Concerns for CAO: _____

Approved By CAO: _____

Date: _____

Cost of Rental: _____

Rental Fee/s: _____ Due by: _____

Fee/s Paid: _____

Date: _____

Special Event Bylaw Fees

Application fee	Non-Refundable	\$100.00
Early Set-up Fee	Day of Event	\$75.00
Late Take Down Fee	Day of Event	\$75.00
Swim Line Removal and Replacement Fee		\$500.00
Garbage Bin Fee	Current Rental Rate	+\$50.00 admin fee
Beverage Garden Fee	If Approved	\$300.00 per day
Food Vendor Fee	If Approved	\$100.00 per vendor per day
Rental Fee 0-100 people		\$100 per day
Rental Fee 101-200 people		\$250 per day
Rental Fee 200+		\$500.00 per day
Security Deposit	Refundable	\$1000.00
Other Areas within the Park		TBD upon application

Rental fees include washroom facilities and electricity at Gazebo(s)

0-100 use of Gazebo A

101-200 use of Gazebos A & B or A & C

200+ use of all Gazebos



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021 **FILE:** 0540-360

SUBMITTED BY: Kirk Dzaman,
Chair, Community Events and Engagement Committee

SUBJECT: Recommendations from the Community Events and Engagement Committee

PURPOSE:

The purpose of this report is to provide the recommendation from the July 19, 2021 meeting of the Community Events and Engagement Committee.

RECOMMENDATIONS:

***THAT** the Cultus Lake Community Events and Engagement Committee requests the Cultus Lake Park Board allow any funds that are raised, above the cost to hold Blanc on the Beach Event, will be allocated to the Foreshore Reserve Fund.*

DISCUSSION:

At the July 19, 2021, meeting of the Community Events and Engagement Committee a discussion was had regarding the allocation of profits, above the cost to hold Blanc on the Beach Event on September 11, 2021.

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

Prepared by:

Kirk Dzaman,
Chair, Community Events and
Engagement Committee

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 18, 2021

FILE: 0540-360

SUBMITTED BY: Kirk Dzaman,
Chair, Community Events and Engagement Committee

SUBJECT: Recommendations from the Community Events and Engagement Committee

PURPOSE:

The purpose of the report is to provide the Board with the recommendation from the August 16th, 2021 meeting of the Community Events and Engagement Committee.

RECOMMENDATION:

***THAT** the Cultus Lake Community Events and Engagement Committee request the Cultus Lake Park Board approve that the Community Events and Engagement Committee be able to host a community movie night at Main Beach on September 3, 2021, pending the approval of licensing and the availability of the equipment required.*

DISCUSSION:

At the August 16th, 2021 meeting of the Community Events and Engagement Committee a discussion was had regarding hosting a Movie Night in the Park on Friday September 3rd, 2021.

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

Prepared by:

Approved for submission to the Board:

Kirk Dzaman
Chair, Community Events and
Engagement Committee

Joe Lamb
Chief Administrative Officer