



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, November 24, 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 November 24, 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 November 24, 2021.

Members of the public that wish to attend the meeting are required to show proof Vaccination Card.

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/89418474805?pwd=cnNLTGFUeHdjSjNWcmw3TXRLM0FLZz09>

Meeting ID: 894 1847 4805

Passcode: 284779

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, November 23, 2021 by 4:30 pm to Rachel.litchfield@cultuslake.bc.ca



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

Wednesday, November 24, 2021

5:00 pm

Park Office Boardroom

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

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

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

(d) security of the property of the municipality;

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

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

(3) RECONVENE

Page 1

(4) APPROVAL OF AGENDA

- (a) **THAT** the Cultus Lake Park Board approve amending the Agenda for the Regular Meeting of November 24, 2021 by removing and replacing under Section 10 - Staff Reports, Item 10,(b) Flu Vaccination Clinic;

THAT the Cultus Lake Park Board approve the Agenda as amended; and

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

(5) ADOPTION OF MINUTES

Page 5

- (a) **THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 20, 2021.

(6) ADOPTION OF COMMITTEE MINUTES

Page 11

- (a) **THAT** the Cultus Lake Park Board adopt the July 12, 2021 Cultus Lake Park Foreshore Fundraising and Improvement Committee Minutes.

Page 13

- (b) **THAT** the Cultus Lake Park Board adopt the September 8, 2021 Cultus Lake Park Commercial Leaseholder Committee Minutes.

- Page 15 (c) ***THAT the Cultus Lake Park Board adopt the October 1, 2021 Environmental and Public Areas Planning Committee Minutes.***

(7) FINANCE

(a) **Cultus Lake Park 2022 - 2026 DRAFT Financial Plan**

- Page 19
Page 23
Page 25
Page 27
Page 29
Page 59
- Report dated November 24, 2021 from Erica Lee, Chief Financial Officer
 - Cultus Lake Park 2022-2026 Five Year Financial Plan Bylaw No. 1199, 2021
 - Schedule A, 2022 Financial Plan
 - Schedule B, 2022-2026 Financial Plan
 - Business Unit Detail
 - Schedule of Reserves
 - Financial Planning Worksheet, Budget Changes
 - Revenue
 - Expenses
 - Reserves
 - Capital Projects
 - 2022 Budget Highlights
- Page 63
Page 65
Page 67
Page 69
Page 73

THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021.

(b) **Public Consultation on the 2022 - 2026 Cultus Lake Park DRAFT Financial Plan**

(8) BYLAWS

(a) **Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021 and Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021**

- Page 75
Page 77
Page 79
- Report dated November 24, 2021 from Erica Lee, Chief Financial Officer
 - Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021
 - Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021

THAT the Cultus Lake Park Board give First and Second readings to the Cultus Lake to the Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021.

THAT the Cultus Lake Park Board give First and Second readings to the Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021.

(b) **Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021**

- Page 81
- Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

(c) **Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021**

Page 85

- Report dated November 24, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 87

- Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021

Page 93

- Cultus Lake Park Short-term Rental Administrative Policy

Page 99

- Cultus Lake Park Short-term Rental Guide and Application

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Short-term Rental Bylaw No. 1202; 2021;

THAT the Cultus Lake Park Board approve the Cultus Lake Park Short-term Rental Administrative Policy; and

THAT the Cultus Lake Park Board approve the Cultus Lake Park Short-term Rental Guide and Application.

(d) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021**

Page 107

- Report dated November 24, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 109

- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021.

(9) **CONSENT AGENDA**

Pages
113-147

Third Quarter Reports

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

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

(10) **STAFF REPORTS**

(a) **2022 Cultus Lake Park Board Regular Board Meeting Dates**

Page 147

- Report dated November 24, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the Cultus Lake Park Board endorse the following dates for the 2022 calendar year for the Cultus Lake Park Board Regular Board Meeting dates:

January 19, 2022	February 16, 2022
March 16, 2022	April 20, 2022
May 18, 2022	June 15, 2022
July 20, 2022	August 17, 2022
September 21, 2022	October 19, 2021
November 16, 2022	December 14, 2022

Page 149

(b) **Flu Vaccination Clinic – Cultus Lake Park Community Hall**

- Report dated November 24, 2021 from Amanda Nadeau, Communications, Media and Events Coordinator

THAT the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods on Saturday, November 27, 2021 from 10:00 am to 3:00 pm to administer vaccinations free of charge to all community members; and

THAT the Cultus Lake Park Board approve relocating the Flu Vaccination Clinic from the Cultus Lake Community Hall to the Cultus Lake Park Boardroom due to the recent flooding.

(11) REPORTS BY COMMISSIONERS

Page 151

(a) **Christmas Tree Donation to Cultus Lake Elementary Community School**

- Report dated November 24, 2021 from Commissioner Dzaman

THAT the Cultus Lake Park Board approve the donation of \$250 for the purchase of miniature Christmas trees for the students at the Cultus Lake Elementary Community School in partnership with the Parent Advisory Committee.

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on November 24, 2021 be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, October 20, 2021
Cultus Lake Park Office Boardroom
4165 Columbia Valley Highway, Cultus Lake, BC

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

Staff Chief Administrative Officer – J. Lamb
Manager of Finance – E. Lee
Manager of Corporate Services / Corporate Officer – R. Litchfield
Manager of Park Operations – D. Driediger Via Zoom
Manager of Sunnyside Campground & Accommodations – C. Volk
Communications, Media and Event Coordinator – A. Nadeau

(1) CALL TO ORDER

The Chair called the meeting to order at 4:27 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:
Section 90 (1), (d) the security of the property of the Municipality; and
Section 90 (1), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

(3) RECONVENE

The meeting reconvened at 5:01 pm.

(4) APPROVAL OF AGENDA

4856-21 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 20, 2021; and*

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

CARRIED

(5) ADOPTION OF MINUTES

4857-21 Moved by: Commissioner Smit Seconded by: Commissioner Dzaman

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held September 15, 2021.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

4858-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the September 20, 2021 Community Events and Engagement Committee Minutes.*

CARRIED

(7) CORRESPONDENCE

- (a) **Short-term Rental CLCA Survey**

- Short-term Rental CLCA Survey dated October 10, 2021 provided by the Cultus Lake Community Association

4859-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the Short-term Rental CLCA Survey for information.*

CARRIED

(8) BYLAWS

- (a) **Draft Short-term Rental Bylaw No. XXXX**

- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Draft Short-term Rental Bylaw No. XXXX, 2021

Staff provided the Board with an update on the Short-term Rentals in the Park. To date there is a total of forty (40) approved rental operations. It was noted that there was a decline in complaints from previous years. Staff aim to reduce problems related to Short-term Rentals by implementing a higher level of operational standards with enforcement. Staff noted the recommended change of separating procedural information from the Short-term Rental Bylaw into a policy. Staff were provided with a legal opinion with respect to placing a cap on the Short-term Rentals within the Park and based on the opinion do not recommend the Board proceed with placing a limit. The Park Board acts as both manager and landlord potentially creating liability should the Park Board place limits to total Short-term Rentals.

Chief Administrative Officer, Joe Lamb noted that the annual renewal process of Short-term Rental Permits, highlighting the introduction of annual meetings to be held by the Chief Administrative Officer or designate with the respective Short-term Rental operators to review previous years bylaw infractions and issues prior to renewal.

In addition, the Board requested an amendment to the Short-term Rental Policy presented to include an annual review of Short-term Rental Bylaw, Policy and statistics with the Board each November.

Commissioner Payeur noted the three-strike rule applicable to Short-term Rental operators which outlines potential to revoke a Short-term Rental permit due to an excess of three bylaw infractions directly related to the Short-term Rental property.

Chief Administrative Officer discussed the current statistics with respect to bylaw complaints and infractions related to Short-term Rentals. He noted the upcoming MyCivic App that is being developed for the park with respect to the ability to anonymously report issues such as Short-Term Rental complaints.

Commissioner Dzaman highlighted the importance of improving current bylaws to ensure they are enforceable and discussed that complaints should be made directly to the park office to provide collectable data to measure Short-term Rental complaints and issues.

4860-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Cultus Lake Park Board approve the draft version of the Short-term Rental Bylaw No. XXXX;

THAT the Cultus Lake Park Board approve the draft version of the Short-term Rental Policy;

THAT the Cultus Lake Park Board request that staff bring back the Short-term Rental Bylaw No. XXXX and Short-term Rental Policy to the Board at the November 17, 2021 Board Meeting for First, Second, and Third Readings; and

THAT the Cultus Lake Park Board approve staff's recommendation to not pursue placing a cap on the Short-term Rentals.

CARRIED

- (b) **Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021**
- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
 - Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021

4861-21 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give First, Second and Third readings Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

CARRIED

(9) REPORTS BY STAFF

- (a) **Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP**
- Report dated October 20, 2021 from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4862-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Stats on Fire Department, Bylaw Compliance & Enforcement and RCMP report for information.

CARRIED

(10) COMMISSIONERS REPORTS

(a) Recommendation from the Community Events and Engagement Committee

- Report dated October 20, 2021 from Kirk Dzaman, Chair, Community Events and Engagement Committee

Commissioner Bauer inquired whether vaccination passports will be required to participate in the event.

Commissioner Dzaman noted that all current Public Health Order protocols will be followed at the time of the event.

4863-21 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

THAT the Cultus Lake Community Events and Engagement Committee is seeking Board approval for a Covid friendly, "Light up Cultus" event, on Saturday, November 27, 2021 from 5:30 pm – 8:30 pm. The event will kick off the light display at Main Beach and is planned to include hot chocolate, fire pits and the potential for a house decorating competition to promote community engagement during the holiday season.

CARRIED

(11) COMMUNITY ASSOCIATION

Question:

Colleen Rogozinski inquired on how the Board will ensure that the community is not overrun with Short-term Rentals causing it to lose its community identity.

Answer:

Chair Renwick commented that the Board will not be placing a cap on Short-term Rentals. The focus is to monitor, control and enforce the bylaw. Complaints should be coming from the community to the park office to ensure it is included in the enforcement process and statistics. Staff will be able to monitor and better serve the community.

(12) PUBLIC QUESTION PERIOD

- Q: Colleen Rogozinski requested clarity pertaining to the Stats on Fire Department, Bylaw Compliance and Bylaw Enforcement and RCMP Report with respect to what whether the parking section was strictly Parking Tickets? She also inquired on the parking tickets stats referenced and inquired on whether or not they were issued by Security or by the people hired by the Park? She also asked if out of all of the 2738 tickets noted in the report, what percentage of those have been paid?

- A: Chief Administrative Officer, Joe Lamb noted that Griffin Security and the Park do not have ability to issue fine to a moving vehicle. All of these fines would be coming from parking lots or residential areas.

Chief Administrative Officer, Joe Lamb also explained that the first graph is provided by Griffin Security, following this is the Park fines and the third graph is information provided by the RCMP.

Chief Financial Officer, Erica Lee noted approximately fifty (50) percent have been paid.

(13) ADJOURNMENT

4864-21 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

THAT the Regular Meeting of the Cultus Lake Park Board held on October 20, 2021 be adjourned at 5:25 pm.

CARRIED

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

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE MEETING MINUTES

TUESDAY JULY 12, 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 C. Elstak – Via Zoom
Staff	Chief Administrative Officer – J. Lamb Lease Administrator – K. Craig Communications, Media and Events Coordinator – A. Nadeau
Regrets	Commissioner L. Payeur N. McKenzie

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

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

***THAT** the agenda for the July 12, 2021 Foreshore Fundraising and Improvement Committee be approved.*

CARRIED

(3) ADOPTION OF MINUTES

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

***THAT** the minutes for the June 8, 2021 Foreshore Fundraising and Improvement Committee be approved as amended by correcting the seconder in the adjournment section.*

(4) NEW BUSINESS

The committee discussed grant programs. Staff to follow up on provincial grants.

The CAO updated the committee that the Park did not receive the foreshore grant.

G. Senft would like to see more media coverage and a constant reminder that the docks at Main Beach require replacing.

The grand opening for Parking Lot B happened just before the COVID restrictions were relaxed. No media showed up, the Communications, Media and Events Coordinator did send the story to the Chilliwack Progress.

The communication to the public needs to focus on the bigger story, the fact that Cultus Lake Park is self-sustaining and receives no provincial funding.

The committee agreed to suspending the dock fundraising until September, so the Board can prioritize the needs of the Park.

(5) PUBLIC QUESTION PERIOD

No members of the public

(6) NEXT MEETING DATE AND TIME

September 14, 2021 at 9:00 am

(7) ADJOURNMENT

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

THAT the Foreshore Fundraising and Improvement Committee meeting held on July 12, 2021 be adjourned at 9:27 am.

CARRIED



COMMERCIAL LEASEHOLDER COMMITTEE MEETING MINUTES

WEDNESDAY, SEPTEMBER 8, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

Committee Members Christy. Ovens – Lakeside Beach Club
E. Maarhuis – Maars Burger Bar (Arrived at 9:02 am)

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

Regrets

Members of the Public B. McCrea

(1) CALL TO ORDER

The Chair called the meeting to order at 9:00 am.

(2) APPROVAL OF AGENDA

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

***THAT** the agenda for the September 8, 2021 Commercial Leaseholder Committee be approved.*

CARRIED

(3) ADOPTION OF MINUTES

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

***THAT** the minutes for the July 7, 2021, Commercial Leaseholder Committee be approved.*

CARRIED

(4) BUSINESS ARISING FROM MINUTES

- Start date is tentatively September 22, 2021, depending on MOTI approval.

(5) NEW BUSINESS

- CAO updated the committee regarding the parking throughout the summer months.
- CAO updated the committee about parking lot enforcement.

(6) PUBLIC QUESTION PERIOD

No questions from the public

(7) NEXT MEETING DATE AND TIME

TBD

(8) ADJOURNMENT

Moved by: L. Payeur Seconded by: E. Maarhuis

THAT the Commercial Leaseholder Committee meeting held on September 8, 2021 be adjourned at 9:16 am.

CARRIED



ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE MEETING MINUTES

FRIDAY, OCTOBER 1, 2021
CULTUS LAKE PARK OFFICE BOARDROOM
4165 Columbia Valley Highway, Cultus Lake, BC

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

(1) CALL TO ORDER

The Chair called the meeting to order at 9:00 am.

(2) APPROVAL OF AGENDA

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

THAT the agenda for the October 1, 2021 Environmental and Public Areas Planning Committee be approved.

CARRIED

(3) APPROVAL OF THE MINUTES

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

THAT the minutes for the April 30, 2021 Environmental and Public Areas Planning Committee be approved.

(4) OPEN DISCUSSION

- **2021 Project highlights**
 - Parking lot B
 -
 - Tree and understory planting
 -
 - 100 trees planted in Sunnyside Campground

- **2022 Project ideas**

- **Maintenance of the areas that the committee has landscaped in the future**
A continuation of landscaping around Parking Lot B – the basketball court, tennis courts, where the large Fir tree is coming down and depending on the budget, no work to be done in areas without irrigation.
- Root protection around the large tree on Main Beach should be considered for 2022.
- **Ongoing tree care, including pruning**
The committee discussed in the spring needing to go back to the planted trees and loosen/cut the binding.
- To be discussed at budget with respect to staffing.
- **Annual invasive maintenance**
The committee to continue to work on removing invasives within the Park and will work with the Manager of Park Operations to confirm dates.

The committee requested re spraying of the blackberry bushes behind the office and near Fir Lane. To be discussed with staff.

Ivy/invasives removal was discussed. Staff to investigate this regarding leased lots.

- There is an opportunity for the Committee to work with staff during the development of the newly approved parking spots on the residential area on the east side. Would like to mirror the look of Parking Lot B for Park wide consistency.

MISCELLANEOUS DISCUSSIONS

Trees within the Park that were damaged from the heat or foot traffic will be replaced in the fall. Manager of Park Operations to communicate with the committee regarding a date.

Plan to address some of the dying trees – address the irrigation – waiting for budget – there is a plan to expand the irrigation.

Trees planted in Sunnyside Campground – had small route balls, committee member suggested that watering wasn't the biggest issue.

The committee would like to see trees replaced on the tree streets. Staff have been working with the community, through the tree removal process to have trees landscaped back into the area.

The committee had a discussion regarding tree replacement with new construction. Staff to look at the tree bylaw and work on a policy re: tree preservation.

The committee asked about keeping track of how many trees are removed and how many are replaced, within the Park, annually. Staff is working on tracking this.

Foreshore Update

Staff is working on permitting for this area. Staff will bring this back to the committee at a later date for discussion.

The Chair of the Committee thanked the committee for their hard work this year.

(5) PUBLIC QUESTION PERIOD

No public at this meeting

(6) NEXT MEETING DATE AND TIME

No further meetings this year.

(7) ADJOURNMENT

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

THAT the October 1, 2021 Environmental and Public Areas Planning Committee meeting be adjourned.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 3900

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2022-2026 Cultus Lake Park DRAFT Financial Plan

PURPOSE:

The purpose of the report is to present the 2022-2026 Cultus Lake Park DRAFT Financial Plan along with the 2022-2026 Financial Plan Bylaw for First and Second reading.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021.*

DISCUSSION:

Staff have been working hard since August on updating the five-year financial plan for the years 2022-2026. This update includes reviewing 2019, 2020 and 2021 operations to develop revenue and expenditure projections for the year and reviewing what was planned for future years to make inflationary adjustments where supported.

The 2022-2026 DRAFT Financial Plan being presented includes the base budget as approved in the current 2021-2025 Five Year Financial Plan as a starting point. In addition, the base budget also includes a number of operational and capital additions as discussed below. Lastly, the base budget has been adjusted for staff proposed changes to various revenue streams and reserve deposits. .

The “2022-2026 Cultus Lake Park Financial Planning Worksheet – Budget Changes”

This document provides a listing of all the staff proposed changes to implement in the 2022-2026 Financial Plan. The document quantifies their impact to the 2021-2025 base budget as approved last year. This document is split into four sections to outline the changes proposed for expenses, reserve allocations, capital expenditures and revenue.

The “Expense Changes” section provides a listing of items for the Board to consider funding through operations on an ongoing basis.

The “Reserve Funding Changes” section lists all the proposed changes to reserve deposits and documents where the resources for the changes are coming from.

The “Capital” section provides a listing of all capital items, either new or increased/decreased values that are were not included in the 2021-2025 Five Year Financial Plan. The purpose of this listing is to allow the Board to consider which projects are a priority and therefore should be approved in the five-

year financial plan. A proposed funding source is provided for each of the capital items where a reserve is available and applicable to the item.

The “Revenue Changes” section provides a list of the revenue budgets that staff are proposing to adjust or add into the budget. Each revenue change item includes a description outlining any associated changes to rates or operations in order to realize the budget change.

As was already reflected in the 2021-2025 budget, the 2022-2026 Financial Plan has been prepared with a slight increase in the lease operating levy that will see the average residents base lease increase by \$37.15 in order to fund improvements and the sustainability of the park. The proposed budget continues to focus on improvements to areas such as safety and security, environmental sustainability, with an amplified focus on renewal and upgrades to our infrastructure, and upgrading facilities at Sunnyside Campground.

The DRAFT plan also proposes to increase some additional lease charges for specific services as a result of expenditure increases. The table below summarizes the 2021 lease charges vs. proposed 2022 lease charges:

Service Description	2021 Residential Fee	2022 Residential Fee (proposed)
Protective Services	\$ 207.94	\$ 214.18
Fire Protection	361.20	363.95
Garbage & Recycling	210.54	210.54
Insurance	13.90	16.18
Street Lights	74.48	76.76
Milfoil	15.00	15.00
Foreshore Improvements	50.00	50.00
Residential Area Improvements	25.00	25.00

In the proposed budget other business units also have budgeted increased revenues to off-set the increasing costs. The more noteworthy include:

Parking

- Increasing parking revenue for higher than estimated usage based on the rate changes done in 2021. .
- Continue to charge a \$1.00 infrastructure charge per transaction to visitors of the park through parking.
- Staff are proposing to continue to only offer visitors the ability to pay for parking by the hour through the elimination of daily parking rates, with the exceptions of Lot D.

Sunnyside

- Increasing seasonal site rates by 2% plus the implementation of an infrastructure charge.
- Overnight site rates as well as other miscellaneous fees at Sunnyside Campground by 3%
- Continue to charge an infrastructure charge for overnight campers.

Schedule of Reserves

This schedule summarizes all the financial reserves held by Cultus Lake Park showing annual contributions, estimated interest earnings and capital funding allocations over the Five-Year Financial Plan. Prudent financial planning ensures that reserve balances stay positive and are sufficient to fund current and future asset replacement and renewal.

Business Unit Detail

Line by line budget details are provided for each Business Unit with commentary on some lines where changes have been made. These schedules show the revenue, operating expenditures, wages & benefits, allocated services, reserve transfers and the capital projects planned for each unit.

Staff will be providing a presentation on the financial plan along with reviewing the budget documents in greater detail.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2022-2026 Five Year Financial Plan No. 1199, 2021

A Bylaw to Adopt the 2022-2026 Financial Plan

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

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

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as “Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021 ”

2. GENERAL REGULATIONS

- 2.1 Schedule “A” titled 2022 Financial Plan and Schedule “B” titled 2022-2026 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five Year Financial Plan for the years 2022 to 2026.

3. EFFECTIVE DATE

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

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
Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021

Chief Administrative Officer

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "A"

	2021 FINANCIAL PLAN	2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
REVENUES													
Sunnyside Campground	\$ 3,299,400	\$ 3,646,100	\$ 3,646,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	651,292	668,902	-	668,902	-	-	-	-	-	-	-	-	-
Residential Leases	870,389	904,299	-	-	904,299	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	856,500	965,300	-	-	-	-	965,300	-	-	-	-	-	-
Foreshore Lease	109,000	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	281,590	284,210	-	-	-	-	-	-	284,210	-	-	-	-
Protective Services	106,850	120,000	-	-	-	-	-	-	-	-	120,000	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	36,700	36,904											36,904
TOTAL REVENUES	\$ 6,485,871	\$ 7,008,865	\$ 3,646,100	\$ 668,902	\$ 904,299	\$ 11,950	\$ 1,185,000	\$ 109,000	\$ 284,210	\$ -	\$ 120,000	\$ 42,500	\$ 36,904
EXPENDITURES													
Advertising	\$ 13,500	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,085	18,450	-	-	-	-	-	-	-	-	-	18,450	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	69,700	70,750	32,130	8,000	-	3,500	11,500	-	5,000	6,300	1,220	3,100	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,830	16,880	3,330	-	-	-	-	-	-	2,550	-	11,000	-
Contract Services	521,900	520,800	202,000	-	-	-	46,600	-	-	5,000	246,800	20,400	-
Data Processing	61,170	94,800	41,800	-	-	-	1,500	-	2,000	1,000	32,000	16,500	-
Education & Training	47,200	47,850	4,500	-	-	-	400	-	32,600	2,150	3,200	5,000	-
Election Expenses	-	18,000	-	-	-	-	-	-	-	-	-	18,000	-
Equipment Maintenance	76,200	83,800	11,500	-	-	-	6,800	1,500	42,000	20,000	1,000	1,000	-
Equipment Fuel	5,010	5,105	525	-	-	-	-	800	-	3,780	-	-	-
Garbage Collection/Recycle	187,542	197,182	60,500	18,347	100,535	-	7,300	-	-	10,500	-	-	-
General Maintenance	20,000	20,000	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,195	122,790	48,450	2,800	-	1,000	58,420	10,000	500	1,620	-	-	-
Insurance - Business	176,300	205,750	33,650	39,300	7,800	10,000	41,300	18,800	13,600	14,400	9,000	17,900	-
Insurance - Vehicles	29,831	25,600	1,250	-	-	-	-	100	5,950	15,500	1,150	1,650	-
Janitorial Supplies	45,300	45,800	23,000	-	-	-	21,800	-	1,000	-	-	-	-
Legal/Professional Fees	175,000	145,000	20,000	-	-	-	-	-	-	-	5,000	120,000	-
Licences/Permits/Taxes	9,750	9,750	1,200	-	-	-	-	1,100	-	450	7,000	-	-
Memberships/Dues/Subscriptions	5,335	5,340	190	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	30,085	30,115	4,400	-	-	-	650	-	1,400	1,590	1,200	20,000	875
Interest and Bank Charges	5,450	5,450	950	-	-	-	500	-	-	-	-	4,000	-
POS Charges	77,300	102,300	71,000	-	-	-	22,300	-	-	-	-	9,000	-
Retail Sales (COGS)	58,025	58,025	57,200	-	-	-	825	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,500	33,000	-	-	-	-	17,400	-	-	-	-	15,600	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	43,300	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "A"

	2021 FINANCIAL PLAN	2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
Security Systems/Supplies	4,750	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	26,210	26,620	2,500	-	-	-	-	-	6,300	17,820	-	-	-
Special Events	58,940	59,610	12,080	-	-	-	12,000	-	-	-	-	-	35,530
Telecommunications	40,680	41,430	12,800	-	-	200	4,780	-	8,450	4,100	2,100	9,000	-
Utilities	483,135	492,840	385,200	6,780	37,000	4,660	33,000	-	6,860	11,780	900	6,660	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	37,750	38,300	1,360	-	-	-	-	200	10,000	25,700	1,040	-	-
Vehicle/Boat Fuel	23,930	24,160	770	-	-	-	-	-	2,200	18,830	1,560	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,596,193	\$ 2,730,337	\$ 1,076,375	\$ 76,427	\$ 145,335	\$ 19,360	\$ 333,925	\$ 58,650	\$ 140,110	\$ 187,570	\$ 314,920	\$ 341,260	\$ 36,405
WAGES & BENEFITS:													
Commissioners Indemnities	\$ 85,470	\$ 88,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,180	\$ -
Management Salaries	304,689	385,430	128,200	-	-	-	-	-	6,950	92,180	-	158,100	-
Staff Wages	1,722,674	1,891,860	354,610	-	-	-	57,080	-	58,140	724,230	241,090	456,710	-
Employee Benefits	508,207	584,050	116,270	-	-	-	13,350	-	7,140	218,790	64,970	163,530	-
TOTAL PAYROLL	\$ 2,621,040	\$ 2,949,520	\$ 599,080	\$ -	\$ -	\$ -	\$ 70,430	\$ -	\$ 72,230	\$ 1,035,200	\$ 306,060	\$ 866,520	\$ -
TOTAL OPERATING EXPENSES	\$ 5,217,233	\$ 5,679,857	\$ 1,675,455	\$ 76,427	\$ 145,335	\$ 19,360	\$ 404,355	\$ 58,650	\$ 212,340	\$ 1,222,770	\$ 620,980	\$ 1,207,780	\$ 36,405
<i>Reserve Allocations</i>	1,219,835	1,280,379	524,130	158,780	63,230	10,000	241,660	56,250	58,830	115,000	2,000	50,000	499
Capital Projects	1,839,560	2,307,940	1,009,030	115,570	-	5,570	683,460	212,000	16,570	207,170	-	58,570	-
<i>Internal Wage Allocations</i>	-	-	244,230	78,870	325,580	15,560	370,120	67,160	9,030	(990,470)	16,660	(136,740)	-
<i>Overhead Expense Allocations</i>	-	-	436,166	259,589	408,425	24,400	563,300	253,610	-	(347,310)	(519,640)	(1,078,540)	-
TOTAL EXPENDITURES	\$ 8,276,628	\$ 9,268,176	\$ 3,889,011	\$ 689,236	\$ 942,570	\$ 74,890	\$ 2,262,895	\$ 647,670	\$ 296,770	\$ 207,160	\$ 120,000	\$ 101,070	\$ 36,904
<i>SURPLUS/(DEFICIT)</i>	(1,790,757)	(2,259,311)	(242,911)	(20,334)	(38,271)	(62,940)	(1,077,895)	(538,670)	(12,560)	(207,160)	-	(58,570)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	1,816,035	2,268,930	1,009,030	115,570	-	5,570	648,460	212,000	12,560	207,170	-	58,570	-
UNAPPROPRIATED SURPLUS	\$ 25,278	\$ 9,619	\$ 766,119	\$ 95,236	\$ (38,271)	\$ (57,370)	\$ (429,435)	\$ (326,670)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2022 - 2026 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2022-2026 Financial Plan Summary

	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,646,100	\$ 3,717,700	\$ 3,800,000	\$ 3,875,200	\$ 3,926,400
Commercial Leases	668,902	684,812	701,322	718,632	736,552
Residential Leases	904,299	927,799	945,489	968,482	986,661
Community Hall	11,950	11,950	11,950	11,951	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	219,700
Parking/Public Area Revenue	965,300	965,300	973,600	973,600	991,400
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	284,210	297,190	294,270	311,200	309,700
Protective Services	120,000	120,000	124,000	124,000	124,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,904	37,612	37,824	38,040	38,760
TOTAL REVENUES	\$ 7,008,865	\$ 7,133,563	\$ 7,259,655	\$ 7,392,305	\$ 7,496,623
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,550	\$ 13,600	\$ 13,600	\$ 13,600
Audit/Accounting	18,450	18,820	19,195	19,578	19,969
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	70,750	72,210	73,590	74,990	76,400
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,880	16,930	16,980	17,030	17,080
Contract Services	520,800	530,100	539,500	549,000	558,600
Data Processing	94,800	96,400	97,100	97,800	98,500
Education & Training	47,850	48,600	49,350	50,110	50,870
Election Expenses	18,000	-	-	-	20,000
Equipment Maintenance	83,800	85,300	86,800	88,300	89,900
Equipment Fuel	5,105	5,210	5,290	5,370	5,450
Garbage Collection/Recycle	197,182	203,282	203,382	203,582	203,782
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	122,790	124,160	125,580	127,000	128,420
Insurance - Business	205,750	226,300	249,100	274,200	301,600
Insurance - Vehicles	25,600	25,964	26,325	26,686	27,048
Janitorial Supplies	45,800	46,300	46,800	47,300	47,800
Legal/Professional Fees	145,000	145,000	145,000	145,000	145,000
Licences/Permits/Taxes	9,750	9,750	9,750	9,750	9,750
Memberships/Dues/Subscriptions	5,340	5,345	5,345	5,345	5,345
Office Supplies	30,115	30,670	31,300	31,830	32,360
Interest and Bank Charges	5,450	5,500	5,550	5,550	5,550
POS Charges	102,300	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,025	58,050	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	33,000	33,300	33,600	33,900	34,200
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,800	4,800	4,800
Small Tools/Shop & Safety	26,620	27,040	27,460	27,890	28,320

CULTUS LAKE PARK
2022 - 2026 FINANCIAL PLAN

Schedule "B"

	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET
Special Events	59,610	60,300	60,990	61,130	61,860
Telecommunications	41,430	41,880	42,730	43,080	43,940
Utilities	492,840	503,555	514,750	526,235	537,920
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	38,300	38,860	39,430	40,010	40,610
Vehicle/Boat Fuel	24,160	24,390	24,620	24,850	25,080
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,730,337	\$ 2,772,606	\$ 2,827,107	\$ 2,883,106	\$ 2,962,944
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 88,180	\$ 89,940	\$ 91,740	\$ 93,570	\$ 95,440
Management Salaries	385,430	392,990	400,960	409,320	417,370
Staff Wages	1,891,860	1,929,690	1,972,970	2,022,000	2,062,440
Employee Benefits	584,050	598,020	609,480	626,830	639,430
TOTAL PAYROLL	\$ 2,949,520	\$ 3,010,640	\$ 3,075,150	\$ 3,151,720	\$ 3,214,680
TOTAL OPERATING EXPENSES	\$ 5,679,857	\$ 5,783,246	\$ 5,902,257	\$ 6,034,826	\$ 6,177,624
<i>Reserve Allocations</i>	1,280,379	1,290,942	1,299,024	1,304,470	1,264,290
Capital Projects	2,307,940	991,190	959,090	830,890	587,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,268,176	\$ 8,065,378	\$ 8,160,371	\$ 8,170,186	\$ 8,029,504
<i>SURPLUS/(DEFICIT)</i>	(2,259,311)	(931,815)	(900,716)	(777,881)	(532,881)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,268,930)	(945,650)	(923,230)	(784,860)	(550,030)
UNAPPROPRIATED SURPLUS	\$ 9,619	\$ 13,835	\$ 22,514	\$ 6,979	\$ 17,149

CULTUS LAKE PARK													
Sunnyside Campground													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
10-1-100-4000	Seasonal - Waterfront Lots	546,377	546,377	545,800	577	0.1%		556,700	567,800	579,200	590,800	602,600	*Overall increase to Seasonal Rates of 2%
10-1-100-4001	Seasonal - View Lots	199,687	199,687	194,400	5,287	2.7%		198,300	202,300	206,300	210,400	214,600	
10-1-100-4002	Seasonal - Regular Lots	1,025,830	1,025,830	1,030,900	(5,070)	-0.5%		1,051,500	1,072,500	1,094,000	1,115,900	1,138,200	
10-1-100-4090	Seasonal - Cultus Lake Infrastructure				-	0.0%		6,090	6,090	6,090	6,090	6,090	*Introduction of an Infrastructure Fee for Seasonal Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Fee \$25 per reservation - 348 sites.
10-1-100-4090	Seasonal Foreshore Reserve				-	0.0%		2,610	2,610	2,610	2,610	2,610	
10-1-100-4003	Overnights - Full Hook Up	712,512	712,512	526,400	186,112	35.4%		645,000	664,400	684,300	704,800	711,800	* Average increase to overnight rates of 3%
10-1-100-4004	Overnights - No Hook Ups	305,192	305,192	205,800	99,392	48.3%		270,000	278,100	286,400	295,000	298,000	
10-1-100-4005	Overnights - View Lots	111,683	111,683	85,100	26,583	31.2%		106,000	109,200	112,500	115,900	117,100	
10-1-100-4006	Overnights - Waterfront Lots	141,008	141,008	110,100	30,908	28.1%		130,000	133,900	137,900	142,000	143,400	
10-1-100-4011	Overnights - Group Area A & B	11,678	11,678	30,000	(18,322)	-61.1%		30,000	30,900	31,800	32,800	33,100	
10-1-100-4015/4900	Other Sundry-Parking/Miscellaneous	501,868	472,284	380,000	92,284	24.3%		449,000	449,000	458,000	458,000	458,000	*Average increases to additional fees of 3%
10-1-100-4016	Overnights - Milfoil Revenue	3,938	5,600	5,600	-	0.0%		5,600	5,600	5,600	5,600	5,600	
10-1-100-4090	Overnights - Cultus Lake Infrastructure	13,030	32,576	24,500	8,076	33.0%		31,500	31,500	31,500	31,500	31,500	*Infrastructure Fee for Overnight Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Fee \$5 per reservation - approximately 9000 reservations per year.
10-1-100-4090	Overnights - Foreshore Reserve	5,585	13,961	10,500	3,461	33.0%		13,500	13,500	13,500	13,500	13,500	
10-1-100-4017	SS WIFI Sales	8,971	11,681	2,500	9,181	367.2%		2,500	2,500	2,500	2,500	2,500	
10-1-100-4050	Sunnyside Store Sales	169,179	169,179	141,000	28,179	20.0%		141,000	141,000	141,000	141,000	141,000	
10-1-100-4910	Laundromat	4,565	4,565	4,800	(235)	-4.9%		4,800	4,800	4,800	4,800	4,800	
10-1-100-4950	Retail Sales	14,534	14,534	2,000	12,534	626.7%		2,000	2,000	2,000	2,000	2,000	
	TOTAL REVENUE	\$ 3,775,637	\$ 3,778,347	\$ 3,299,400	\$ 478,947	14.5%		\$ 3,646,100	\$ 3,717,700	\$ 3,800,000	\$ 3,875,200	\$ 3,926,400	
	EXPENDITURES												
	OPERATING												
10-2-100-5000	Advertising - media	9,546	9,550	9,550	-	0.0%		9,550	9,550	9,550	9,550	9,550	
10-2-100-6050	Building Materials/Electrical Repairs	11,987	31,500	31,500	-	0.0%		32,130	32,770	33,430	34,100	34,780	
10-2-100-5375	Contract Services - Security	133,301	198,300	198,300	-	0.0%		202,000	206,000	210,000	214,000	218,000	
10-2-100-5400	Conferences	407	3,330	3,330	-	0.0%		3,330	3,330	3,330	3,330	3,330	
10-2-100-5500	Data Processing	39,727	41,727	34,270	(7,457)	-21.8%		41,800	41,800	41,800	41,800	41,800	*Increase of \$7,530 to account for increased online reservation software fees as more campers are switching to booking their reservations online.
10-2-100-5700	Education & Training	-	4,500	4,500	-	0.0%		4,500	4,500	4,500	4,500	4,500	
10-2-100-5800	Equipment Maintenance	9,213	11,500	11,500	-	0.0%		11,500	11,500	11,500	11,500	11,500	
10-2-100-5820	Equipment Fuel	53	500	500	-	0.0%		525	550	550	550	550	
													*Increase of \$7,000 to allow for increased number of dumpsters and service frequency in Sunnyside
10-2-100-5900	Garbage Collection/Recycle	41,782	53,500	53,500	-	0.0%		60,500	60,500	60,500	60,500	60,500	
10-2-100-6000	Grounds Maintenance	28,148	47,500	47,500	-	0.0%		48,450	49,400	50,400	51,400	52,400	
10-2-100-6100	Insurance - Business	14,188	28,500	28,500	-	0.0%		33,650	37,000	40,700	44,800	49,300	*Increase to reflect actual premium increases
10-2-100-6200	Insurance -Vehicle	1,274	1,560	1,560	-	0.0%		1,250	1,260	1,270	1,280	1,290	*Decrease to reflect actual premium decreases
10-2-100-6300	Janitorial Supplies	21,869	22,500	22,500	-	0.0%		23,000	23,500	24,000	24,500	25,000	
10-2-100-6400	Legal Fees	10,000	20,000	20,000				20,000	20,000	20,000	20,000	20,000	
10-2-100-6500	Licences	1,711	1,711	1,200	(511)	-42.6%		1,200	1,200	1,200	1,200	1,200	
10-2-100-6450	Professional Fees	-	185	185	-	0.0%		190	195	195	195	195	
10-2-100-6800	Office Supplies	4,593	4,593	4,400	(193)	-4.4%		4,400	4,400	4,400	4,400	4,400	

		2021	2021	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
10-2-100-6805	Interest & Bank Charges/Cash Over-Short	1,399	1,399	950	(449)	-47.3%		950	1,000	1,000	1,000	1,000	
10-2-100-6812	POS Services Charges	70,791	77,300	56,000	(21,300)	-38.0%		71,000	73,000	73,000	73,000	73,000	*Increase of \$13,000 to account for increased fees due to increased reservation revenue.
10-2-100-6817	Retail Sales (COGS)	85,110	90,110	57,200	(32,910)	-57.5%		57,200	57,200	57,200	57,200	57,200	
10-2-100-6822	Other/Office furniture	251	500	500	-	0.0%		500	500	500	500	500	
10-2-100-7000	Printing	3,189	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-100-7100	Promotion/Public Relations	1,037	3,840	3,840	-	0.0%		3,840	3,840	3,840	3,840	3,840	
10-2-100-7200	Roads & Parking	6,235	8,000	8,000	-	0.0%		8,000	8,000	8,000	8,000	8,000	
10-2-100-7300	Vandalism Repairs	-	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
10-2-100-7400	Security Systems/Supplies	1,330	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
10-2-100-7500	Septic System Maintenance	-	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-100-7500	Sewer	24,123	111,600	111,600	-	0.0%		113,800	116,100	118,400	120,800	123,200	
7600/7650/7625	Shop Supplies/Small tools/Safety Supplies	990	2,500	2,500	-	0.0%		2,500	2,500	2,500	2,500	2,500	
10-2-100-7700	Special Programs/Events	-	12,080	12,080	-	0.0%		12,080	12,080	12,080	12,080	12,080	
10-2-100-7800	Telecommunications	12,301	12,700	12,700	-	0.0%		12,800	12,900	12,900	12,900	12,900	
10-2-100-7900	Travel Expense	-	1,200	1,200	-			1,200	1,200	1,200	1,200	1,200	
10-2-100-8000	Propane	5,342	8,000	8,000	-	0.0%		8,200	8,400	8,700	9,000	9,300	
10-2-100-8005	Hydro	71,630	85,000	85,000	-	0.0%		87,600	90,200	92,900	95,700	98,600	
10-2-100-8020	Water	-	173,000	173,000	-	0.0%		175,600	179,100	182,700	186,400	190,100	
10-2-100-8100	Vehicle Maintenance	70	1,330	1,330	-	0.0%		1,360	1,390	1,420	1,450	1,480	
10-2-100-8130	Vehicle Fuel	604	760	760	-	0.0%		770	780	790	800	810	
10-2-100-8201	Signage	2,077	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
10-2-100-8300	Water System Maintenance	3,704	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
	TOTAL OPERATING	\$ 617,982	\$ 1,091,275	\$ 1,028,455	\$ (62,820)	-6.1%		\$ 1,076,375	\$ 1,096,645	\$ 1,115,455	\$ 1,134,975	\$ 1,155,005	
	WAGES & BENEFITS												
10-2-100-8600	Management Salaries	61,217	75,000	71,970	(3,030)	-4.2%		128,200	130,760	133,380	136,050	138,770	*Wage adjustments related to Organizational Structure Changes
10-2-100-8715	Staff Wages - Administration	82,108	113,500	113,500	-	0.0%		-	-	-	-	-	
10-2-100-8700	Staff Wages - Gatehouse	97,888	103,888	110,370	6,482	5.9%		113,100	115,360	117,960	120,910	123,330	*Added costs related to updated wages and benefits outlined in the newly signed collective agreement.
10-2-100-8705	Staff Wages - Site Maintenance/Custodian	143,255	147,446	194,040	46,594	24.0%		208,550	212,720	217,510	222,950	227,410	
10-2-100-8710	Staff Wages - Store	34,871	34,871	31,380	(3,491)	-11.1%		32,960	33,620	34,380	35,240	35,940	
10-2-100-8800	Employee Benefits	66,172	96,758	118,020	21,262	18.0%		114,570	117,030	119,840	123,020	125,660	
10-2-100-8825	Uniforms/Criminal Check	2,006	2,006	1,700	(306)	-18.0%		1,700	1,700	1,700	1,700	1,700	
	TOTAL WAGES & BENEFITS	\$ 487,517	\$ 573,469	\$ 640,980	\$ 67,511	10.5%		\$ 599,080	\$ 611,190	\$ 624,770	\$ 639,870	\$ 652,810	
10-2-100-9800	RESERVE ALLOCATIONS												
	Sunnyside - Septic/Sewer	199,330	199,330	199,330	0	0.0%		199,330	199,330	199,330	199,330	199,330	
													*Proposal to increase the minimum deposit to the Sunnyside reserve be increased from 5% to 6% of revenues to allow for more funds being reinvested back into the Campground Infrastructure
	Sunnyside - 6% of Revenue	185,900	186,600	163,200	(23,400)	-14.3%		215,500	219,800	224,800	229,300	232,400	
	Sunnyside - Electrical (Recycling)	20,000	20,000	20,000	0	0.0%		22,500	25,000	27,500	27,500	27,500	
	Sunnyside - Facility Life Cycle	15,000	15,000	15,000	0	0.0%		17,500	20,000	20,000	20,000	20,000	
	Sunnyside - Utility Vehicle	10,000	10,000	10,000	0	0.0%		10,000	10,000	10,000	10,000	10,000	
	Cultus Lake Infrastructure Reserve	24,500	32,576	24,500	(8,076)	-33.0%		37,590	37,590	37,590	37,590	37,590	Infrastructure Fees for Seasonal and Overnight Campers
	Foreshore Reserve	10,500	13,961	10,500	(3,461)	-33.0%		16,110	16,110	16,110	16,110	16,110	
	Milfoil Control Reserve	5,600	5,600	5,600	0	0.0%		5,600	5,600	5,600	5,600	5,600	
10-2-100-9805	TOTAL RESERVE ALLOCATIONS	\$ 470,830	\$ 483,068	\$ 448,130	\$ (34,938)	-7.8%		\$ 524,130	\$ 533,430	\$ 540,930	\$ 545,430	\$ 548,530	

		2021	2021	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	CAPITAL PROJECTS												
10-2-100-9000	Washroom Renovations	174,736	174,736	186,000	11,264	6.1%		189,700	193,500	197,400	201,300	0	
	Kiosk/Gatehouse Renovations				-	0.0%		40,000					*Funds to renovate the kiosk and gatehouse
	New Office Space				-	0.0%		50,000					*Funds to create a new office on-site at Sunnyside
	Irrigation and Landscaping - Foreshore				-	0.0%		100,000					*Funds to irrigate and landscape along the perimeter of the campground
	Fencing				-	0.0%		5,000	5,000	5,000	5,000	5,000	*Funds to allow privacy fencing to be installed along CVH
	Boat Launch Replacement				-	0.0%		75,000					*Funds to install a new Boat Launch
	Electronic Signature Panel				-	0.0%		2,500					*Funds to purchase an electronic signature pad
	Handheld Printer/Phone (Parking Enforcement)				-	0.0%		5,000					*Funds for parking enforcement equipment
	Washroom Fixtures (Family Washroom)				-	0.0%		5,000					*Funds to transform the bathroom in the rec hall to a family washroom
	Signage				-	0.0%		20,000					*Funds to refresh the signage in Sunnyside
	Licence Plate Reader - Gate				-	0.0%		10,000					*Funds to install a licence plate reader on the gate at Sunnyside
	Redwood Playground	807	10,000	10,000	-	0.0%		-	-	-			
	Wi-Fi Upgrade	1,605	5,000	5,000	-	0.0%		-	-	-	-	-	
	Staff Coffee Room in Compound	22,198	25,000	25,000	-	0.0%							
	Store Cash Register/Inventory	2,867	2,867	2,500	(367)	-14.7%							
													*Carry-forward funds from 2021 for Phase 2 of Connecting Sunnyside to the Sewer System
	Sewer System	-	-	215,000	215,000	100.0%		215,000					
	Sewer System		85,000	85,000	-	0.0%		199,330	199,330	199,330	199,330	199,330	
	Transformer Replacements	13,887	13,887	10,000	(3,887)	-38.9%		10,000	10,000	10,000	10,000	10,000	
	Electric Box Upgrade		10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000	
	Picnic Table Replacement		5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
	Delineation of Dog Swim Areas	2,427	2,500	2,500	-	0.0%							
	Paving	45,000	45,000	45,000	-	0.0%		45,000	45,000	45,000	45,000	45,000	
	AED			-	-	0.0%		2,500	-	-	-	2,500	
	Fencing	3,814	6,000	6,000	-	0.0%		-	-	-	-	-	
	Tree Maintenance/Rehabilitation	22,143	22,143	20,000	(2,143)	-10.7%		20,000	10,000	10,000	10,000	10,000	
	TOTAL CAPITAL	\$ 289,484	\$ 407,133	\$ 627,000	\$ 219,867	35.1%		\$ 1,009,030	\$ 477,830	\$ 481,730	\$ 485,630	\$ 286,830	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 1,865,813	\$ 2,554,945	\$ 2,744,565	\$ 189,620	6.9%		\$ 3,208,615	\$ 2,719,095	\$ 2,762,885	\$ 2,805,905	\$ 2,643,175	
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 162,380	\$ 162,380	\$ 162,380	\$ -	0.0%		\$ 244,230	\$ 248,500	\$ 252,850	\$ 257,270	\$ 261,780	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 350,700	\$ 350,699	\$ 350,699	\$ -	0.0%		\$ 436,166	\$ 442,785	\$ 451,480	\$ 464,879	\$ 479,287	
	TOTAL EXPENDITURES	\$ 2,378,893	\$ 3,068,024	\$ 3,257,644	\$ 189,620	5.8%		\$ 3,889,011	\$ 3,410,380	\$ 3,467,215	\$ 3,528,054	\$ 3,384,242	
	CONTRIBUTION TO (FROM)	\$ 1,396,744	\$ 710,324	\$ 41,756	\$ (668,567)	-1601.1%		\$ (242,911)	\$ 307,320	\$ 332,785	\$ 347,146	\$ 542,158	
	Appropriation from Sunnyside Reserve	-	(407,133)	(627,000)	(219,867)	35.1%		(1,009,030)	(477,830)	(481,730)	(485,630)	(286,830)	
	Appropriation from Land Sale Reserve				-								
	Appropriated from Accumulated Surplus	-	-	-	-	0.0%		-	-	-	-		
	NET CONTRIBUTION TO (FROM)	\$ 1,396,744	\$ 1,117,457	\$ 668,756	\$ (448,700)	-67.1%		\$ 766,119	\$ 785,150	\$ 814,515	\$ 832,776	\$ 828,988	

CULTUS LAKE PARK													
Protective Services													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
													*Increase Fine Revenue Budget to \$120,000. Increase to revenue is expected based on current ticket volumes and collections ratios seen in 2021.
10-1-125-4675	Bylaw/Parking Enforcement Tickets	105,040	120,000	106,850	13,150	12.3%		120,000	120,000	124,000	124,000	124,000	
10-1-125-4900	Miscellaneous Revenue	2,993	2,993										
TOTAL REVENUE		\$ 108,033	\$ 122,993	\$ 106,850	\$ 16,143	15.1%		\$ 120,000	\$ 120,000	\$ 124,000	\$ 124,000	\$ 124,000	
	EXPENDITURES												
	OPERATING												
10-2-125-5300	Building Materials	592	1,200	1,200	-	0.0%		1,220	1,240	1,260	1,290	1,320	
10-2-125-5375	Contract Services	255,555	255,555	242,000	(13,555)	-5.6%		246,800	251,700	256,700	261,800	267,000	
													*Increase to fund the ongoing annual maintenance fee for Gtechna's electronic ticketing system.
10-2-125-5500	Data Processing	1,455	5,900	5,900	-	0.0%		32,000	32,600	33,300	34,000	34,700	
10-2-125-5700	Education & Training	-	3,200	3,200	-	0.0%		3,200	3,200	3,200	3,200	3,200	
10-2-125-5800	Equipment Maintenance	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-125-6100	Insurance - Business	3,850	7,700	7,700	-	0.0%		9,000	9,900	10,900	12,000	13,200	*Increase to reflect actual premium increases
10-2-125-6200	Insurance - Vehicles	1,147	1,400	1,400	-	0.0%		1,150	1,180	1,210	1,240	1,270	*Decrease to reflect actual premium decreases
10-2-125-6450	Professional Fees - Collection Commission		5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-125-6500	Licenses/Permits	-	7,000	7,000	-	0.0%		7,000	7,000	7,000	7,000	7,000	
10-2-125-6800	Office Supplies	792	1,200	1,200	-	0.0%		1,200	1,200	1,200	1,200	1,200	
10-2-125-7000	Printing	1,712	750	750	-	0.0%		750	750	750	750	750	
10-2-125-7100	Public Relations	46	500	500	-	0.0%		500	500	500	500	500	
10-2-125-7400	Security Systems/Supplies	270	500	500	-	0.0%		500	500	500	500	500	
10-2-125-7800	Telecommunications/ Radios	2,697	2,050	2,050	-	0.0%		2,100	2,150	2,200	2,250	2,310	
10-2-125-8000	Propane & Natural Gas	695	875	875	-	0.0%		900	925	950	975	1,000	
10-2-125-8100	Vehicle Maintenance	-	1,020	1,020	-	0.0%		1,040	1,060	1,080	1,100	1,120	
10-2-125-8130	Vehicle Fuel	321	1,530	1,530	-	0.0%		1,560	1,590	1,620	1,650	1,680	
	TOTAL OPERATING	\$ 269,132	\$ 296,380	\$ 282,825	\$ (13,555)	-4.8%		\$ 314,920	\$ 321,495	\$ 328,370	\$ 335,455	\$ 342,750	
	WAGES & BENEFITS												
10-2-125-8700	Staff Wages- Bylaw Officer	49,148	66,660	66,660	-	0.0%		140,400	143,210	146,430	150,090	153,090	*Wage adjustments related to Organizational Structure Changes
10-2-125-8703	Staff Wages - Parking Enforcement	61,921	63,921	51,000	(12,921)	-25.3%		32,530	33,180	33,930	34,780	35,480	1 F/T Bylaw Supervisor
10-2-125-8715	Staff Wages - Administration	2,940	10,000	12,510	2,510	20.1%		68,160	69,520	71,080	72,860	74,320	1 F/T Bylaw Officer
10-2-125-8800	Employee Benefits	14,574	25,000	31,017	6,017	19.4%		62,970	64,230	65,680	67,320	68,670	1 F/T Bylaw Clerk
10-2-125-8825	Uniforms	697	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	2 Seasonal Parking Enforcement Staff
	TOTAL WAGES & BENEFITS	\$ 129,280	\$ 167,581	\$ 163,188	\$ (4,393)	-2.7%		\$ 306,060	\$ 312,140	\$ 319,120	\$ 327,050	\$ 333,560	

		2021	2021									
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget
	RESERVE ALLOCATIONS											
	Equipment	1,000	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000
	Renovations	1,000	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000
	TOTAL RESERVE ALLOCATIONS	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	CAPITAL PROJECTS											
	Air Conditioning - Police Centre		5,000	5,500	500	9.1%						
	TOTAL CAPITAL	\$ -	\$ 5,000	\$ 5,500	\$ 500	9.1%		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 400,412	\$ 470,961	\$ 453,513	\$ (17,448)	-3.8%		\$ 622,980	\$ 635,635	\$ 649,490	\$ 664,505	\$ 678,310
	TOTAL INTERNAL WAGE ALLOCATIONS	46,011	46,010	46,010	-	0.0%		16,660	16,950	17,250	17,550	17,850
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ (387,175)	\$ (387,173)	\$ (387,173)	\$ -			\$ (519,640)	\$ (532,585)	\$ (542,740)	\$ (558,055)	\$ (572,160)
	TOTAL EXPENDITURES	\$ 59,248	\$ 129,798	\$ 112,350	\$ (17,448)	-15.5%		\$ 120,000	\$ 120,000	\$ 124,000	\$ 124,000	\$ 124,000
	CONTRIBUTION TO (FROM)	\$ 48,785	\$ (6,805)	\$ (5,500)	\$ 1,305	-23.7%		\$ -	\$ -	\$ -	\$ -	\$ -
	Appropriated from Protective Services Reserve		(5,500)	(5,500)	-	0.0%		-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ 48,785	\$ (1,305)	\$ -	\$ (1,305)	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK													
Visitor Services													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
10-1-150-4400	Cabin Rentals	218,551	218,851	214,700	4,151	1.9%		214,700	214,700	214,700	214,700	214,700	
10-1-150-4950	Miscellaneous Income	7,006	7,006	5,000	2,006	40.1%		5,000	5,000	5,000	5,000	5,000	
TOTAL REVENUE		\$ 225,557	\$ 225,857	\$ 219,700	\$ 6,157	2.8%		\$ 219,700	\$ 219,700	\$ 219,700	\$ 219,700	\$ 219,700	
	EXPENDITURES												
	OPERATING												
10-2-150-5000	Advertising - media	473	1,900	1,900	-	0.0%		1,900	1,900	1,900	1,900	1,900	
10-2-150-5300	Building Materials/Maintenance/Electrical Repai	3,084	5,200	5,200	-	0.0%		5,200	5,200	5,200	5,200	5,200	
10-2-150-5500	Data Processing	2,529	1,500	1,500	-	0.0%		1,500	1,500	1,500	1,500	1,500	
10-2-150-5700	Education & Training	-	400	400	-	0.0%		400	400	400	400	400	
10-2-150-5800	Equipment & Material Replacement	576	7,800	7,800	-	0.0%		5,800	5,800	5,800	5,800	5,800	
10-2-150-6000	Grounds Maintenance	3,292	5,805	5,805	-	0.0%		3,420	3,810	4,200	4,590	4,980	
10-2-150-6100	Insurance - Business	6,500	13,000	13,000	-	0.0%		15,200	16,700	18,400	20,200	22,200	*Increase to reflect actual premium increases
10-2-150-6300	Janitorial Supplies	2,542	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
10-2-150-6301	Linen	1,410	3,800	3,800	-	0.0%		3,800	3,800	3,800	3,800	3,800	
10-2-150-6800	Office Supplies	292	650	650	-	0.0%		650	650	650	650	650	
10-2-150-6810	POS Charges/Bank Charges	5,473	5,500	5,300	(200)	-3.8%		5,300	5,500	5,500	5,500	5,500	
10-2-150-6817	Cost of Goods Sold	-	825	825	-	0.0%		825	850	850	850	850	
10-2-150-7000	Printing	-	250	250	-	0.0%		250	250	250	250	250	
10-2-150-7100	Promotion/Public Relations	227	500	500	-	0.0%		500	500	500	500	500	
10-2-150-7200	Roads & Parking	95	300	300	-	0.0%		300	300	300	300	300	
10-2-150-7400	Security System & Supplies	443	-	-	-	0.0%		-	-	-	-	-	
10-2-150-7500	Sewer	-	4,900	4,900	-	0.0%		5,000	5,100	5,200	5,300	5,400	
10-2-150-7800	Telecommunications/Cable	4,139	4,780	4,780	-	0.0%		4,780	4,780	4,780	4,780	4,780	
10-2-150-8000	Propane & Natural Gas	2,724	3,600	3,600	-	0.0%		3,700	3,800	3,900	4,000	4,100	
10-2-150-8005	Hydro	7,670	10,600	10,600	-	0.0%		10,800	11,000	11,200	11,400	11,600	
10-2-150-8020	Water	-	5,100	5,100	-	0.0%		5,200	5,300	5,400	5,500	5,600	
10-2-150-8201	Signage	-	500	500	-	0.0%		500	500	500	500	500	
TOTAL OPERATING		\$ 41,469	\$ 80,910	\$ 80,710	\$ (200)	-0.2%		\$ 79,025	\$ 81,640	\$ 84,230	\$ 86,920	\$ 89,810	
	WAGES & BENEFITS												
10-2-150-8700	Staff - Visitor Services	46,112	54,130	54,130	-	0.0%		57,080	58,220	59,530	61,020	62,240	*Added costs related to updated wages and benefits outlined in the newly signed collective agreement.
10-2-150-8800	Employee Benefits	5,132	11,370	11,370	-	0.0%		13,150	13,410	13,710	14,050	14,330	
	Uniforms	845	-	-	-	0.0%		200		200	-	200	
TOTAL WAGES & BENEFITS		\$ 52,089	\$ 65,500	\$ 65,500	\$ -	0.0%		\$ 70,430	\$ 71,630	\$ 73,440	\$ 75,070	\$ 76,770	

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	RESERVE ALLOCATIONS												
	Cabins Reserve	18,500	18,500	18,500	-	0.0%		18,500	19,000	19,000	19,000	19,000	
	Cabin Reserve -Twin Alders	6,000	6,000	6,000	-	0.0%		6,110	6,230	6,350	6,470	6,590	
	Sewer & Septic Reserve	4,560	4,560	4,560	-	0.0%		4,610	4,660	4,710	4,760	4,810	
	TOTAL RESERVE ALLOCATIONS	\$ 29,060	\$ 29,060	\$ 29,060	\$ -	0.0%		\$ 29,220	\$ 29,890	\$ 30,060	\$ 30,230	\$ 30,400	
	CAPITAL PROJECTS												
	Twin Alders Window & AC UNIT	6,850	6,850	8,800	1,950	22.2%							
	Washer and Dryer		4,500	4,500	-	0.0%							
	Air Conditioning				-	0.0%		2,500					*Funds to install Air Conditioning in the Visitor Services Building
	Golf Cart		-		-	0.0%			-				*Remove Funds for Golf Card in 2023 - No longer required
	Irrigation at Cabins and Twin Alders				-	0.0%		5,000					*Funds to put in irrigation at the Cabins and Twin Alders
	Sewer		6,810	6,810	-	0.0%		6,810	6,810	6,810	6,810	6,810	
	Cabin Refresh		8,500	8,500	-	0.0%		8,500	8,500	8,500	8,500	8,500	
	Kitchen & Bath Various, Paving, Parking	2,502	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
	Mattresses/Furniture Replacement	5,127	10,000	10,000	-	0.0%			10,000		10,000		
	TOTAL CAPITAL	\$ 14,479	\$ 40,660	\$ 42,610	\$ 1,950	4.6%		\$ 26,810	\$ 29,310	\$ 19,310	\$ 29,310	\$ 19,310	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 137,097	\$ 216,130	\$ 217,880	\$ 1,750	0.8%		\$ 205,485	\$ 212,470	\$ 207,040	\$ 221,530	\$ 216,290	
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 41,560	\$ 41,560	\$ 41,560	\$ -	0.0%		\$ 37,379	\$ 38,040	\$ 38,710	\$ 39,400	\$ 40,090	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL EXPENDITURES	\$ 178,657	\$ 257,690	\$ 259,440	\$ 1,750	0.7%		\$ 242,864	\$ 250,510	\$ 245,750	\$ 260,930	\$ 256,380	
	CONTRIBUTION TO (FROM)	\$ 46,900	\$ (31,833)	\$ (39,740)	\$ (7,907)	19.9%		\$ (23,164)	\$ (30,810)	\$ (26,050)	\$ (41,230)	\$ (36,680)	
	Appropriated from Cabins Reserve	-	(35,800)	(35,800)	-	0.0%		(20,000)	(22,500)	(12,500)	(22,500)	(12,500)	
	Appropriated from Sewer & Septic Reserve	-	(6,810)	(6,810)	-	0.0%		(6,810)	(6,810)	(6,810)	(6,810)	(6,810)	
	Appropriated from Accumulated Surplus	-	(4,775)	(4,775)	-	0.0%			-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ 46,900	\$ 15,552	\$ 7,645	\$ (7,907)	-103.4%		\$ 3,646	\$ (1,500)	\$ (6,740)	\$ (11,920)	\$ (17,370)	

CULTUS LAKE PARK		FVRD				CLPB								
Fire Department		2 Year Average		Actual 2020	Actual 2021									
2022 - 2026 Financial Planning Worksheet		24.20%		24.0%	24.4%	75.6%	Commercial	0.8%	2.3%	2.3%	2.3%	2.4%		
YTD - Updated to Oct 6 2021							Residential	0.8%	2.3%	2.4%	2.3%	2.4%		
		2021	2021											
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026		
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget		2022 Comments
	REVENUE													
10-1-300-4600	Commercial Leases	33,329	39,800	39,800	-	0.0%		40,125	41,050	41,990	42,970	43,985	*Decrease in revenue increase from a 1.7% increase to a 0.8% increase - due to increased revenue from FVRD	
10-1-300-4605	Residential Leases	174,098	174,098	174,100	2	0.0%		175,425	179,530	183,880	188,200	192,635		
	Donations		22,000		- 22,000	0.0%								
10-1-300-4601	Agreements/Transfer Payments:													
	FVRD - Operations	53,560	47,310	47,310	-	0.0%		53,570	54,990	56,460	57,920	59,440		
	FVRD - Capital		9,300	9,300	-	0.0%		4,010	10,540	860	11,030	2,560		
	Soowahlie	-	11,080	11,080	-	0.0%		11,080	11,080	11,080	11,080	11,080		
TOTAL REVENUE		\$ 260,987	\$ 303,588	\$ 281,590	\$ (21,998)	-7.8%		\$ 284,210	\$ 297,190	\$ 294,270	\$ 311,200	\$ 309,700		
	EXPENDITURES													
	OPERATING													
10-2-300-5000	Advertising	-	550	550	-	0.0%		550	600	650	650	650		
10-2-300-5300	Building Maintenance	2,275	4,800	4,800	-	0.0%		5,000	5,500	6,000	6,500	7,000		
10-2-300-5500	Data Processing	270	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000		
10-2-300-5700	Education & Training	4,903	32,000	32,000	-	0.0%		32,600	33,300	34,000	34,700	35,400		
10-2-300-5820	Fire Fighting Equipment & Maint & Fuel	26,710	30,400	30,400	-	0.0%		31,000	31,600	32,200	32,800	33,500		
10-2-300-5850	Fire Prot. Equip Annual Testing	11,818	11,818	10,500	(1,318)	-12.6%		11,000	11,500	12,000	12,500	13,000		
10-2-300-6000	Grounds Maintenance	-	500	500	-	0.0%		500	500	500	500	500		
10-2-300-6100	Insurance - Business	5,450	11,900	11,900	-	0.0%		13,600	15,000	16,500	18,200	20,000	*Increase to reflect actual premium increases	
10-2-300-6200	Insurance - Vehicles	4,925	5,950	5,950	-	0.0%		5,950	6,050	6,150	6,250	6,350		
10-2-300-6300	Janitorial Contracts/Supplies	781	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-6600	Memberships/Dues/Subscription	765	700	700	-	0.0%		700	700	700	700	700		
6800/6810	Office Supplies & Bank Charges	149	1,400	1,400	-	0.0%		1,400	1,400	1,500	1,500	1,500		
10-2-300-7100	Promotion/Public Relations	-	500	500	-	0.0%		500	500	550	550	550		
10-2-300-7400	Security Systems/Supplies	385	500	500	-	0.0%		500	500	550	550	550		
10-2-300-7600	Shop Supplies	363	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-7625	Small Tools	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-7655	Medical Supplies	1,155	4,100	4,100	-	0.0%		4,300	4,500	4,700	4,900	5,100		
10-2-300-7800	Telecommunications/Cable	4,587	8,450	8,450	-	0.0%		8,450	8,650	8,850	9,050	9,250		
10-2-300-8000	Propane/Gas	1,409	1,900	1,900	-	0.0%		1,900	2,000	2,000	2,000	2,000		
10-2-300-8005	Hydro	2,285	3,700	3,700	-	0.0%		3,800	3,900	4,000	4,100	4,200		
10-2-300-8020	Water	-	580	580	-	0.0%		590	600	600	600	600		
10-2-300-7500	Sewer	-	560	560	-	0.0%		570	580	590	600	610		
10-2-300-8100	Vehicle Maintenance	9,524	10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000		
10-2-300-8130	Vehicle Fuel	928	2,200	2,200	-	0.0%		2,200	2,200	2,200	2,200	2,200		
TOTAL OPERATING		\$ 78,682	\$ 137,508	\$ 136,190	\$ (1,318)	-1.0%		\$ 140,110	\$ 144,580	\$ 149,240	\$ 153,850	\$ 158,660		

		2021	2021											
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026		
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget		2022 Comments
	WAGES & BENEFITS													
														*Increase for Fire Management allocations for the Fire Chief, Deputy Fire Chief, Battalion Chief and Captains.
10-2-300-8600	Management Salaries	3,375	5,600	5,600	-	0.0%		6,950	6,950	6,950	6,950	6,950		
10-2-300-8700	Staff Wages	46,398	57,000	57,000	-	0.0%		58,140	59,300	60,490	61,700	62,930		
10-2-300-8760	Employee Benefits (WCB/EHT)	2,248	3,010	3,010	-	0.0%		3,140	3,200	3,260	3,330	3,400		
10-2-300-8825	Uniforms & Clothing Allowance	4,752	4,000	4,000	-			4,000	4,000	4,000	4,000	4,000		
	TOTAL WAGES & BENEFITS	\$ 56,773	\$ 69,610	\$ 69,610	\$ -	0.0%		\$ 72,230	\$ 73,450	\$ 74,700	\$ 75,980	\$ 77,280		
10-2-300-9800	RESERVE ALLOCATIONS													
	Fire - Equipment	27,000	27,000	27,000	-	0.0%		27,000	27,000	27,000	27,000	27,000		
	Fire - New Pumper	31,220	31,220	31,220	-	0.0%		31,830	32,430	33,120	33,820	34,520		
	TOTAL RESERVE ALLOCATIONS	\$ 58,220	\$ 58,220	\$ 58,220	\$ -	0.0%		\$ 58,830	\$ 59,430	\$ 60,120	\$ 60,820	\$ 61,520		
	CAPITAL PROJECTS													
														*Carry-forward funds to purchase a storage container for Fire Department
	Storage Container		-	6,000	6,000	100.0%		6,000						
	SCBA Replacement (5 sets)		-		-	0.0%			40,000	-	42,000			
	Rescue Jaws	14,633	25,000	25,000	-			-	-	-	-			
	AED Replacement		3,000	3,000	-	0.0%		-	3,000	3,000	3,000			
	Replace at 2.5" hose with 4" hose		-	-	-	0.0%		-	-					*Remove project as is has already been completed
	Golf Cart	13,985	13,985	-	(13,985)									
	Training Ground Upgrades		-	-	-	0.0%		10,000	-	-	-			
	Building Upgrades		-	-	-	0.0%		-	-	-	-	10,000		*General Upgrades to Fire Hall in 2026
	Air Bottles (x 10)		7,500	7,500	-	0.0%		-	-	-	-			
	Sewer		570	570	-	0.0%		570	570	570	570	570		
	TOTAL CAPITAL	\$ 28,618	\$ 50,055	\$ 42,070	\$ (7,985)	-19.0%		\$ 16,570	\$ 43,570	\$ 3,570	\$ 45,570	\$ 10,570		
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 222,293	\$ 315,393	\$ 306,090	\$ (9,303)	-3.0%		\$ 287,740	\$ 321,030	\$ 287,630	\$ 336,220	\$ 308,030		
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 8,271	\$ 8,270	\$ 8,270	\$ -	0.0%		\$ 9,030	\$ 9,190	\$ 9,350	\$ 9,520	\$ 9,680		
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -		
	TOTAL EXPENDITURES	\$ 230,564	\$ 323,663	\$ 314,360	\$ (9,303)	-3.0%		\$ 296,770	\$ 330,220	\$ 296,980	\$ 345,740	\$ 317,710		
	CONTRIBUTION TO (FROM)	30,423	(20,075)	(32,770)	\$ (12,695)	38.7%		(12,560)	(33,030)	(2,710)	(34,540)	(8,010)		
	Appropriated from Fire Reserve	-	(13,300)	(13,300)	-	0.0%		(12,560)	(33,030)	(2,710)	(34,540)	(8,010)		
	Appropriated from Fire Operating Reserve		(5,063)	(19,470)	(14,407)	74.0%		-						
	NET CONTRIBUTION TO (FROM)	\$ 30,423	\$ (1,712)	\$ -	\$ 1,712			\$ -	\$ -	\$ -	\$ -	\$ -		

CULTUS LAKE PARK													
Public Works													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	EXPENDITURES												
	OPERATING												
10-2-400-5000	Advertising	-			-	0.0%							
10-2-400-5300	Building Materials	1,173	6,200	6,200	-	0.0%	6,300	6,400	6,500	6,600	6,700		
10-2-400-5375	Contract Services	-	5,000	5,000	-	0.0%	5,000	5,000	5,000	5,000	5,000		
10-2-400-5400	Conferences	-	2,500	2,500	-	0.0%	2,550	2,600	2,650	2,700	2,750		
10-2-400-5500	Data Processing	135	1,000	1,000	-	0.0%	1,000	1,000	1,000	1,000	1,000		
10-2-400-5700	Education & Training	400	2,100	2,100	-	0.0%	2,150	2,200	2,250	2,310	2,370		
													*Increase to Equipment Maintenance budgets to allow for a more proactive approach to maintaining the Parks Equipment
10-2-400-5800	Equipment Maintenance	20,686	11,500	11,500	-	0.0%	20,000	20,400	20,800	21,200	21,600		
10-2-400-5820	Equipment Fuel	2,349	3,710	3,710	-	0.0%	3,780	3,860	3,940	4,020	4,100		
10-2-400-5900	Garbage Collection/Recycle	7,132	7,960	7,960	-	0.0%	10,500	10,500	10,500	10,500	10,500		*Increase funds to reflect increased pick up needs
10-2-400-6000	Grounds Materials	648	1,590	1,590	-	0.0%	1,620	1,650	1,680	1,710	1,740		
10-2-400-6100	Insurance - Business	6,650	13,500	13,500	-	0.0%	14,400	15,800	17,400	19,100	21,000		*Increase to reflect actual premium increases
10-2-400-6200	Insurance - Vehicles	15,642	18,740	18,740	-	0.0%	15,500	15,690	15,880	16,070	16,260		*Decrease to reflect actual premium decreases
10-2-400-6500	Licences/Permits	-	450	450	-	0.0%	450	450	450	450	450		
10-2-400-6600	Memberships/Dues/Subs	-	750	750	-	0.0%	750	750	750	750	750		
6800/6810/7000	Office Supplies/Printing & Bank Charges	920	1,560	1,560	-	0.0%	1,590	1,620	1,650	1,680	1,710		
10-2-400-7200	Roads and Parking	9,033	23,000	23,000	-	0.0%	23,000	23,000	23,000	23,000	23,000		
10-2-400-7400	Security Systems/Supplies	642	750	750	-	0.0%	750	750	750	750	750		
10-2-400-7600	Shop Supplies	7,047	10,610	10,610	-	0.0%	10,820	11,040	11,260	11,490	11,720		
10-2-400-7625	Small Tools	829	3,500	3,500	-	0.0%	3,500	3,500	3,500	3,500	3,500		
10-2-400-7650	Safety Supplies	831	3,500	3,500	-	0.0%	3,500	3,500	3,500	3,500	3,500		
10-2-400-7800	Telecommunications	4,956	4,000	4,000	-	0.0%	4,100	4,200	4,300	4,400	4,500		
10-2-400-8000	Propane & Natural Gas	4,635	6,200	6,200	-	0.0%	6,300	6,400	6,500	6,600	6,700		
10-2-400-8005	Hydro	2,495	4,240	4,240	-	0.0%	4,320	4,410	4,500	4,590	4,680		
10-2-400-8020	Water	-	580	580	-	0.0%	590	600	610	610	620		
10-2-400-7500	Sewer	-	560	560	-	0.0%	570	580	590	600	610		
10-2-400-8100	Vehicle Maintenance	13,677	25,200	25,200	-	0.0%	25,700	26,210	26,730	27,260	27,810		
10-2-400-8130	Vehicle Fuel	11,311	18,640	18,640	-	0.0%	18,830	19,020	19,210	19,400	19,590		
	TOTAL OPERATING	\$ 111,191	\$ 177,340	\$ 177,340	\$ -	0.0%	\$ 187,570	\$ 191,130	\$ 194,900	\$ 198,790	\$ 202,910		

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	WAGES & BENEFITS	0.244		0.258				0.261	0.261	0.261	0.261	0.261	
10-2-400-8600	Management Salaries	64,690	87,890	87,890	-	0.0%		92,180	94,020	96,140	98,540	100,510	
10-2-400-8700	Staff Wages - Supervisor (CUPE)	64,374	66,460	66,460	-	0.0%		135,900	138,620	141,740	145,280	148,190	*Wage adjustments related to Organizational Structure Changes
10-2-400-8701	Staff Wages - Custodian / Bldg. Maint (CUPE)	67,421	99,220	99,220	-	0.0%		108,580	110,750	113,240	116,070	118,390	*Added costs related to updated wages and benefits outlined in the newly signed collective agreement.
10-2-400-8702	Staff Wages - Other/PW Staff (CUPE)	344,591	469,180	469,180	-	0.0%		479,750	489,350	500,360	512,870	523,130	
Multiple	Employee Benefits	131,819	186,300	186,300	-	0.0%		213,090	217,350	222,240	227,800	232,360	
10-2-400-8826	Uniforms (Clothing Allowance)	5,580	7,700	7,700	-	0.0%		5,700	8,300	6,300	8,800	8,800	
	TOTAL WAGES & BENEFITS	\$ 678,475	\$ 916,750	\$ 916,750	\$ -	0.0%		\$ 1,035,200	\$ 1,058,390	\$ 1,080,020	\$ 1,109,360	\$ 1,131,380	
10-2-400-9800	RESERVE ALLOCATIONS												
	Community Services - Building (Recycling)	60,000	60,000	60,000	-	0.0%		60,000	60,000	60,000	60,000	60,000	
	Community Services - Vehicles	40,000	40,000	40,000	-	0.0%		40,000	40,000	40,000	40,000	40,000	
	Community Services - Equipment	15,000	15,000	15,000	-	0.0%		15,000	15,000	15,000	15,000	15,000	
	TOTAL RESERVE ALLOCATIONS	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	0.0%		\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	
	CAPITAL PROJECTS												
	Backhoe & Skid Steer Tires	4,658	10,000	10,000	-	0.0%							
	Staff Room Improvements		-	10,000	10,000	100.0%							
	Honda 2000w inverter	2,388	2,500	2,500	-	0.0%							
	Utility Trailer		8,500	8,500	-	0.0%							
	Skid Steer (Net)				-	0.0%		50,000					*Funds to purchase a new Skid Steer net of the funds to resale the current one in the fleet.
	Garbage Truck				-	0.0%		65,000	65,000				*Funds to purchase a small garbage truck
	Street Sweeper		-		-	0.0%							*Funds removed as this equipment is no longer being replaced.
	Generator - Honda 6500		-		-	0.0%			8,000				
	Skid Steer		-		-	0.0%				90,000			
	Undefined equipment		11,200	11,200	-	0.0%		11,600	12,100	12,600	13,100	13,600	
	Sewer		570	570	-	0.0%		570	570	570	570	570	
	Vehicle Replacement		-	-	-	0.0%		40,000	42,000	42,000			
	PW Equipment - Sanding Unit		-	-	-	0.0%		40,000	-	-			
	TOTAL CAPITAL	\$ 7,046	\$ 32,770	\$ 42,770	\$ -	0.0%		\$ 207,170	\$ 127,670	\$ 145,170	\$ 13,670	\$ 14,170	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 911,712	\$ 1,241,860	\$ 1,251,860	\$ -	0.0%		\$ 1,544,940	\$ 1,492,190	\$ 1,535,090	\$ 1,436,820	\$ 1,463,460	
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ (878,131)	\$ (878,130)	\$ (878,130)	\$ -	0.0%		\$ (990,470)	\$ (1,007,810)	\$ (1,025,460)	\$ (1,043,420)	\$ (1,061,680)	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ (330,960)	\$ (330,960)	\$ (330,960)	\$ -	0.0%		\$ (347,310)	\$ (356,710)	\$ (364,460)	\$ (379,730)	\$ (387,610)	
	TOTAL EXPENDITURES	\$ (297,379)	\$ 32,770	\$ 42,770	\$ -	0.0%		\$ 207,160	\$ 127,670	\$ 145,170	\$ 13,670	\$ 14,170	
	CONTRIBUTION TO (FROM)	\$ 297,379	\$ (32,770)	\$ (42,770)	\$ (10,000)	23.4%		\$ (207,160)	\$ (127,670)	\$ (145,170)	\$ (13,670)	\$ (14,170)	
	Appropriated from Public Works Reserve	-	(32,770)	(42,770)	(10,000)	23.4%		(207,170)	(127,670)	(145,170)	(13,670)	(14,170)	
	NET CONTRIBUTION TO (FROM)	\$ 297,379	\$ -	\$ -	-			-	-	-	-	-	

CULTUS LAKE PARK													
Commercial Leases													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance	2022	2023	2024	2025	2026		
GL	Account Name	Actual	Projection	Budget	(\$)	(%)	Budget	Budget	Budget	Budget	Budget		2022 Comments
	REVENUE												
10-1-500-4200	Commercial Base Lease (net of GST) **	543,268	540,500	540,500	-	0.0%	551,300	562,300	573,500	585,000	596,700	Increased Base Lease Revenue for inflationary increases contained in commercial leases	
	Commercial Lease - Other		7,800	7,800	-	0.0%	7,800	7,800	7,800	7,800	7,800		
	Waterpark (Dump Site Lease)		4,240	4,240	-	0.0%	4,240	4,240	4,240	4,240	4,240		
	Garbage		18,347	18,347	-	0.0%	18,347	18,347	18,347	18,347	18,347		
	Insurance		33,500	33,500	-	0.0%	39,300	43,200	47,500	52,300	57,500		
	Milfoil		210	210	-	0.0%	210	210	210	210	210		
	Parking Lot Maintenance		710	710	-	0.0%	720	730	740	750	770		
10-1-500-4201	Public Works	7,031	8,500	8,500	-	0.0%	8,700	8,900	9,100	9,300	9,500		
10-1-500-4202	Protective Services	28,882	34,500	34,500	-	0.0%	35,200	35,900	36,600	37,300	38,000		
	Septic System		85	85	-	0.0%	85	85	85	85	85		
	Street Lights (Hydro)		2,900	2,900	-	0.0%	3,000	3,100	3,200	3,300	3,400		
	Fire	35,572	39,800	39,800	-	0.0%	40,125	41,050	41,990	42,970	43,985		
	Less: Fire Protection	(35,572)	(39,800)	(39,800)	-	0.0%	(40,125)	(41,050)	(41,990)	(42,970)	(43,985)		
10-1-500-4900	Miscellaneous Revenue	11,455	-		-	0.0%							
TOTAL REVENUE		\$ 590,636	\$ 651,292	\$ 651,292	\$ -	0.0%	\$ 668,902	\$ 684,812	\$ 701,322	\$ 718,632	\$ 736,552		
	EXPENDITURES												
	OPERATING												
10-2-500-5300	Building Materials - Plaza	6,191	8,000	8,000	-	0.0%	8,000	8,000	8,000	8,000	8,000		
10-2-500-5375	Contract Services	3,242	3,242	-	(3,242)	0.0%	-	-	-	-	-		
10-2-500-5900	Garbage Collection/Recycle	9,322	18,347	18,347	-	0.0%	18,347	18,347	18,347	18,347	18,347		
10-2-500-6000	Grounds Maintenance	-	2,800	2,800	-	0.0%	2,800	2,800	2,800	2,800	2,800		
10-2-500-6100	Insurance - Business	16,750	33,500	33,500	-	0.0%	39,300	43,200	47,500	52,300	57,500	*Increase to reflect actual premium increases	
10-2-500-6812	Bank Charges/POS	792	-	-									
10-2-500-8000	Propane & Natural Gas	472	500	500	-	0.0%	500	500	500	500	500		
10-2-500-8005	Hydro	4,918	5,120	5,120	-	0.0%	5,120	5,120	5,120	5,120	5,120		
10-2-500-7500	Sewer- Operating	-	560	560	-	0.0%	570	580	590	600	600		
10-2-500-8020	Water	-	580	580	-	0.0%	590	600	600	600	600		
10-2-500-8201	Signage	75	1,200	1,200	-	0.0%	1,200	1,200	1,200	1,200	1,200		
TOTAL OPERATING		\$ 41,762	\$ 73,849	\$ 70,607	\$ (3,242)	-4.6%	\$ 76,427	\$ 80,347	\$ 84,657	\$ 89,467	\$ 94,667		
	RESERVE ALLOCATIONS												
	Plaza - Sewer	570	570	570	-	0.0%	570	570	570	570	570		
	Landfill Closure Reserve	75,000	75,000	75,000	-	0.0%	75,000	75,000	75,000	75,000	75,000		
	Milfoil Reserve	210	210	210	-	0.0%	210	210	210	210	210		
	Plaza - Paving	3,000	3,000	3,000	-	0.0%	3,000	3,000	3,000	3,000	3,000		
	Plaza - Building Life Cycle	80,000	80,000	80,000	-	0.0%	80,000	80,000	80,000	80,000	80,000		
TOTAL RESERVE ALLOCATIONS		\$ 158,780	\$ 158,780	\$ 158,780	\$ -	0.0%	\$ 158,780	\$ 158,780	\$ 158,780	\$ 158,780	\$ 158,780		

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	CAPITAL PROJECTS												
	Irrigation/Lawn - Sunnyside Boulevard	4,082	5,000	5,000	-	0.0%							
	Sailing Club/Dragon Boat Fencing		10,000	10,000	-	0.0%							
	Removal of Lining - Tree at Plaza				-	0.0%		15,000					*Funds to remove a poly lining on the trees at the Plaza
	Plaza Redevelopment - Consultant				-	0.0%		100,000					*Funds to hire a consultant to beginning the planning stages of the Plaza Redevelopment
	First Nations War Canoes Fencing		15,000	15,000	-	0.0%							
	Garbage Compound Expansion		-	4,500	4,500	100.0%							
	Lakeside Beach Club Exterior of Building	11,600	11,600	35,000	23,400	66.9%							
	Sewer	-	570	570	-	0.0%		570	570	570	570	570	
	Farmers Market Grounds Improvements		-	4,000	4,000	100.0%							
	Irrigation/Lawn - Columbia Valley Highway		10,000	10,000	-	0.0%							
	TOTAL CAPITAL	\$ 15,682	\$ 52,170	\$ 84,070	\$ 31,900	37.9%		\$ 115,570	\$ 570	\$ 570	\$ 570	\$ 570	
				\$ 69,500									
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 216,224	\$ 284,799	\$ 313,457	\$ 28,658	9.1%		\$ 350,777	\$ 239,697	\$ 244,007	\$ 248,817	\$ 254,017	
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 80,300	\$ 80,300	\$ 80,300	\$ -	0.0%		\$ 78,870	\$ 80,250	\$ 81,650	\$ 83,080	\$ 84,540	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 238,968	\$ 239,268	\$ 239,268	\$ -	0.0%		\$ 259,589	\$ 260,929	\$ 266,100	\$ 272,105	\$ 281,325	
	TOTAL EXPENDITURES	\$ 535,492	\$ 604,367	\$ 633,025	\$ 28,658	4.5%		\$ 689,236	\$ 580,876	\$ 591,757	\$ 604,002	\$ 619,882	
	CONTRIBUTION TO (FROM)	\$ 55,144	\$ 46,925	\$ 18,267	\$ (28,658)	-156.9%		\$ (20,334)	\$ 103,936	\$ 109,565	\$ 114,630	\$ 116,670	
	Appropriated from Plaza Reserve		(52,170)	(84,070)	(31,900)	37.9%		(15,570)	(570)	(570)	(570)	(570)	
	Appropriated from Accumulated Surplus	-	-	-	-	0.0%		(100,000)	-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ 55,144	\$ 99,095	\$ 102,337	\$ 3,242	3.2%		\$ 95,236	\$ 104,506	\$ 110,135	\$ 115,200	\$ 117,240	

CULTUS LAKE PARK													
Residential Leases													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
10-1-600-4100	Residential Base Lease	297,804	297,804	297,800	(4)	0.0%		297,800	297,800	297,800	297,800	297,800	*Proposed operating levy increase averaging \$37.15 per resident in 2021
	Operating Levy Adjustment (2014, 2016, 2018 & 2019)	187,550	187,550	187,650	100	0.1%		205,550	217,450	229,350	241,250	253,150	
	Cultus Lake Elementary School - Base	13,848	13,848	13,848	-	0.0%		13,848	13,848	13,848	13,849	13,849	
	CL Elementary - Operating Levy	9,106	9,106	9,106	-	0.0%		9,906	10,506	11,106	11,706	12,306	
	Garbage	89,100	89,100	89,000	100	0.1%		89,000	95,000	95,000	95,000	95,000	
	Recycling	11,511	11,511	11,535	(24)	-0.2%		11,535	11,535	11,535	11,535	11,535	
	Insurance - Business	6,638	6,638	6,700	(62)	-0.9%		7,800	8,600	9,500	10,500	11,600	
	Street Lights (Hydro)	35,899	35,899	35,900	(1)	0.0%		37,000	38,100	39,200	40,400	41,600	
	Milfoil Reserve	7,230	7,230	7,230	-	0.0%		7,230	7,230	7,230	7,230	7,230	
10-1-600-4101	Protective Services	100,227	100,227	100,220	7	0.0%		103,230	106,330	109,520	112,810	116,190	
	Fire	173,371	174,100	174,100	-	0.0%		175,425	179,530	183,880	188,200	192,635	
	Less: Fire Protection	(173,371)	(174,100)	(174,100)	0.0%	0.0%		(175,425)	(179,530)	(183,880)	(188,200)	(192,635)	
10-1-600-4102	Residential Area Reserve	12,000	12,000	12,000	100.0%	0.0%		12,000	12,000	12,000	12,000	12,000	*A \$25 charge per lease lot to directly fund the Residential Area Reserve
10-1-600-4103	Foreshore Reserve	24,000	24,000	24,000	100.0%	0.0%		24,000	24,000	24,000	24,000	24,000	*A \$50 charge per lease lot to directly fund the Foreshore Reserve
10-1-600-4110	Delinquent Fees	3,647	5,400	5,400	-	0.0%		5,400	5,400	5,400	5,402	5,400	
10-1-600-4900	Lease Services - Residential/Misc.	40,642	25,000	25,000	-	0.0%		35,000	35,000	35,000	40,000	40,000	
10-1600-4611	Licence Fees - STVR/BL	48,575	45,000	45,000	-	0.0%		45,000	45,000	45,000	45,000	45,000	
TOTAL REVENUE		\$ 887,777	\$ 870,313	\$ 870,389	\$ 118	0.0%		\$ 904,299	\$ 927,799	\$ 945,489	\$ 968,482	\$ 986,661	
	EXPENDITURES												
	OPERATING												
10-2-600-5375	Contract Services	8,538	-	-	-	0.0%							
10-2-600-5900	Garbage Collection/Recycle	48,191	100,535	100,535	-	0.0%		100,535	106,535	106,535	106,535	106,535	
10-2-600-6100	Insurance - Business	3,350	6,700	6,700	-	0.0%		7,800	8,600	9,500	10,500	11,600	*Increase to reflect actual premium increases
10-2-600-6812	Point of Sale Fees	2,170	-										
10-2-600-8005	Hydro	16,827	35,900	35,900	-	0.0%		37,000	38,100	39,200	40,400	41,600	
	TOTAL OPERATING	\$ 79,076	\$ 143,135	\$ 143,135	\$ -	0.0%		\$ 145,335	\$ 153,235	\$ 155,235	\$ 157,435	\$ 159,735	

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	RESERVE ALLOCATIONS												
	Main Beach Reserve	20,000	20,000	20,000	-	0.0%		20,000	20,000	20,000	20,000	20,000	
	Foreshore Reserve	24,000	24,000	24,000	-	0.0%		24,000	24,000	24,000	24,000	24,000	
	Residential Area Reserve	12,000	12,000	12,000	-	0.0%		12,000	12,000	12,000	12,000	12,000	
	Milfoil Control Reserve	7,230	7,230	7,230	-	0.0%		7,230	7,230	7,230	7,230	7,230	
	TOTAL RESERVE ALLOCATIONS	\$ 63,230	\$ 63,230	\$ 63,230	\$ -	0.0%		\$ 63,230	\$ 63,230	\$ 63,230	\$ 63,230	\$ 63,230	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 142,306	\$ 206,365	\$ 206,365	\$ -	0.0%		\$ 208,565	\$ 216,465	\$ 218,465	\$ 220,665	\$ 222,965	
	CAPITAL PROJECTS												
	Traffic Calming		10,000	10,000				-	-	-	-	-	
	TOTAL CAPITAL	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 302,220	\$ 302,220	\$ 302,220	\$ -	0.0%		\$ 325,580	\$ 331,280	\$ 337,070	\$ 342,970	\$ 348,970	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 358,096	\$ 358,095	\$ 358,095	\$ -	0.0%		\$ 408,425	\$ 413,765	\$ 421,980	\$ 433,180	\$ 445,840	
	TOTAL EXPENDITURES	\$ 802,622	\$ 876,680	\$ 876,680	\$ -	0.0%		\$ 942,570	\$ 961,510	\$ 977,515	\$ 996,815	\$ 1,017,775	
	CONTRIBUTION TO (FROM)	\$ 85,155	\$ (6,367)	\$ (6,291)	\$ 76	-1.2%		\$ (38,271)	\$ (33,711)	\$ (32,026)	\$ (28,333)	\$ (31,114)	
	Appropriated from Residential Area Reserve		(10,000)	(10,000)				-	-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ 85,155	\$ (6,367)	\$ 3,709	\$ 76	2.0%		\$ (38,271)	\$ (33,711)	\$ (32,026)	\$ (28,333)	\$ (31,114)	

CULTUS LAKE PARK													
General Administration													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
10-1-700-4800	Interest Earned	20,921	23,000	40,000	17,000	42.5%		40,000	40,000	40,000	40,000	40,000	
10-1-700-4900	Miscellaneous Revenue	12,072	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
10-1-700-4915	Dog License Fees	380	500	500	-	0.0%		500	500	500	500	500	
	Donations	49,203	49,203	-	49,203	0.0%		-	-	-	-	-	
TOTAL REVENUE		\$ 82,576	\$ 74,703	\$ 42,500	\$ (32,203)	-75.8%		\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	
	EXPENDITURES												
	OPERATING												
10-2-700-5000	Advertising - media	-	1,500	1,500	-	0.0%		1,500	1,500	1,500	1,500	1,500	
10-2-700-5100	Audit/Accounting	2,981	18,085	18,085	-	0.0%		18,450	18,820	19,195	19,578	19,969	
10-2-700-5175	Board Level Expenses	3,500	17,000	17,000	-	0.0%		17,000	17,000	17,000	17,000	17,000	
10-2-700-5300	Building Materials/Maintenance	421	3,100	3,100	-	0.0%		3,100	3,200	3,200	3,200	3,200	
10-2-700-5375	Contract Services	-	36,000	36,000	-	0.0%		20,400	20,800	21,200	21,600	22,000	
10-2-700-5400	Conferences	-	11,000	11,000	-	0.0%		11,000	11,000	11,000	11,000	11,000	
10-2-700-5500	Data Processing	38,677	40,000	16,500	(23,500)	-142.4%		16,500	17,500	17,500	17,500	17,500	
10-2-700-5700	Education & Training	-	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-700-5750	Election Expenses	-	-	-	-	0.0%		18,000	-	-	-	20,000	
10-2-700-5800	Equipment Maintenance	119	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-700-6100	Insurance - Business	7,800	15,600	15,600	-	0.0%		17,900	19,700	21,700	23,900	26,300	*Increase to reflect actual premium increases
10-2-700-6200	Insurance - Vehicles	1,695	2,081	2,081	-	0.0%		1,650	1,684	1,715	1,746	1,778	*Decrease to reflect actual premium decreases
10-2-700-6400	Legal Fees	88,810	130,000	130,000	-	0.0%		100,000	100,000	100,000	100,000	100,000	
10-2-700-6450	Professional Fees	27,327	27,327	20,000	(7,327)	-36.6%		20,000	20,000	20,000	20,000	20,000	
10-2-700-6600	Memberships/Dues/Subs	1,945	3,700	3,700	-	0.0%		3,700	3,700	3,700	3,700	3,700	
10-2-700-6801	Staff Recognition	-	6,000	6,000	-	0.0%		6,000	6,250	6,250	6,500	6,500	
10-2-700-6802	Breakroom Supplies	-	5,000	5,000	-	0.0%		5,000	5,250	5,250	5,500	5,500	
10-2-700-6800	Office Supplies	6,794	9,000	9,000	-	0.0%		9,000	9,000	9,500	9,500	10,000	
10-2-700-6810	Banking Charges	4,098	4,098	4,000	(98)	-2.5%		4,000	4,000	4,000	4,000	4,000	
10-2-700-6812	POS Charges	5,809	9,000	9,000	-	0.0%		9,000	9,000	9,000	9,000	9,000	
10-2-700-6815	Postage & Courier	7,158	7,500	4,000	(3,500)	-87.5%		4,000	4,000	4,000	4,000	4,000	
10-2-700-6820	Equipment Leases	6,576	15,300	15,300	-	0.0%		15,600	15,900	16,200	16,500	16,800	
10-2-700-6822	Office Furniture	1,697	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-7000	Printing	160	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-700-7100	Promotion/Public Relations	1,273	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-7400	Security Systems/Supplies	443	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-700-7700	Community Wildfire Prot Plan	232	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-700-7800	Telecommunications	11,443	15,000	8,500	(6,500)	-76.5%		9,000	9,000	9,500	9,500	10,000	
10-2-700-7900	Travel	-	-	2,000	2,000	100.0%		2,000	2,000	2,000	2,000	2,000	

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
10-2-700-8000	Propane & Natural Gas	1,079	1,900	1,900	-	0.0%		2,000	2,000	2,100	2,100	2,200	
10-2-700-8005	Hydro	2,388	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500	
10-2-700-8020	Water		580	580	-	0.0%		590	600	620	640	660	
10-2-700-7500	Sewer	-	560	560	-	0.0%		570	580	590	600	610	
8100\8130	Vehicle Fuel and Maintenance	176	800	800	-	0.0%		800	800	800	800	800	
	TOTAL OPERATING	\$ 245,501	\$ 404,631	\$ 365,706	\$ (38,925)	-10.6%		\$ 341,260	\$ 327,784	\$ 332,020	\$ 335,864	\$ 360,517	
	WAGES & BENEFITS			0.267				0.233	0.266	0.266	0.266	0.266	
10-2-700-8500	Commissioners Indemnities	64,838	85,470	85,470	-	0.0%		88,180	89,940	91,740	93,570	95,440	
10-2-700-8600	Management Salaries	98,880	139,230	139,230	-	0.0%		158,100	161,260	164,490	167,780	171,140	*Wage adjustments related to Organizational Structure Changes
10-2-700-8601	Finance Salaries (CUPE/Management)	103,473	141,180	141,180	-	0.0%		174,550	178,040	182,050	186,600	190,330	*Added costs related to updated wages and benefits outlined in the newly signed collective agreement.
10-2-700-8710	CO and Communications	75,153	138,980	138,980	-	0.0%		193,160	197,020	201,450	206,490	210,620	
10-2-700-8715	Admin. Reception / Lease Clerk	87,355	117,063	117,063	-	0.0%		89,000	90,780	92,820	95,140	97,040	*Increase to GA Salary & Benefit budget to align budget with current contracts and \$15K to allow for wage adjustments to have salaries stay competitive.
Multiple	Employee Benefits	101,772	143,090	143,090	-	0.0%		163,530	166,800	170,550	174,810	178,310	
	TOTAL WAGES & BENEFITS	\$ 531,471	\$ 765,013	\$ 765,013	\$ -	0.0%		\$ 866,520	\$ 883,840	\$ 903,100	\$ 924,390	\$ 942,880	
	RESERVE ALLOCATIONS												
	Reserve	-	-	-	-	0.0%		-	-	-	-	-	
	Main Beach Reserve (Subdivision Fee)	-	-	-	-	0.0%		-	-	-	-	-	
	Park Office Life Cycle Reserve	50,000	50,000	50,000	-	0.0%		50,000	50,000	50,000	50,000	50,000	
	TOTAL RESERVE ALLOCATIONS	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
	CAPITAL PROJECTS												
	Irrigation		-	2,000	2,000	100.0%		2,000					*Carry-forward funds to install irrigation for the flower beds at the Park Office.
	Lunch Room Dishwasher		-	2,000	2,000	100.0%							
	Computer Upgrades	8,560	25,000	25,000	-	0.0%		10,000	10,000	10,000	10,000	10,000	
	My City App				-	0.0%		10,600	6,600	6,600			
	Car Charging Station				-	0.0%		25,000					*Funds to install a Car Charging Station in the Park
	Boardroom Computer Equipment				-	0.0%		5,000					*Funds to improve audio and video in the Boardroom for meetings
	E-Ticketing Module (Gtechna)	55,667	55,667	32,000	(23,667)	-74.0%							
	Permit Management Module (Gtechna)		9,000	9,000	-	0.0%		5,400					
	Sewer		570	570	-	0.0%		570	570	570	570	570	
	Land #420 Maple	65,974	65,974		(65,974)	0.0%							
	Phone System	7,860	7,860		(7,860)	0.0%							
	TOTAL CAPITAL	\$ 138,061	\$ 164,071	\$ 70,570	\$ (73,834)	-104.6%		\$ 58,570	\$ 17,170	\$ 17,170	\$ 10,570	\$ 10,570	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 965,033	\$ 1,383,715	\$ 1,251,289	\$ (112,759)	-9.0%		\$ 1,316,350	\$ 1,278,794	\$ 1,302,290	\$ 1,320,824	\$ 1,363,967	

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ (137,811)	\$ (137,810)	\$ (137,810)	\$ -	0.0%		\$ (136,740)	\$ (139,140)	\$ (141,570)	\$ (144,050)	\$ (146,560)	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ (984,409)	\$ (984,409)	\$ (984,409)	\$ -	0.0%		\$ (1,078,540)	\$ (1,079,984)	\$ (1,101,050)	\$ (1,123,704)	\$ (1,164,337)	
	TOTAL EXPENDITURES	\$ (157,187)	\$ 261,496	\$ 129,070	\$ (132,426)	-102.6%		\$ 101,070	\$ 59,670	\$ 59,670	\$ 53,070	\$ 53,070	
	CONTRIBUTION TO (FROM)	\$ 239,763	\$ (186,793)	\$ (86,570)	\$ 100,223	-115.8%		\$ (58,570)	\$ (17,170)	\$ (17,170)	\$ (10,570)	\$ (10,570)	
	Appropriated from Land Sale Reserve		(65,974)	-	65,974	0.0%							
	Appropriated from Park Office Reserve		(98,097)	(70,570)	27,527	-39.0%		(33,570)	(17,170)	(17,170)	(10,570)	(10,570)	
	Appropriated from Accumulated Surplus		(32,675)	(16,000)	16,675	-104.2%		(25,000)	-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ 239,763	\$ 9,953	\$ -	\$ 56,020			\$ -	\$ -	\$ -	\$ -	\$ -	

CULTUS LAKE PARK													
Community Hall													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
10-1-800-4920	Hall Rentals	1,092	1,000	11,950	10,950	91.6%		11,950	11,950	11,950	11,951	11,950	
	TOTAL REVENUE	\$ 1,092	\$ 1,000	\$ 11,950	\$ 10,950	91.6%		\$ 11,950	\$ 11,950	\$ 11,950	\$ 11,951	\$ 11,950	
	EXPENDITURES												
	OPERATING												
10-2-800-5300	Building Materials	560	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500	
10-2-800-6100	Insurance - Business	4,300	8,600	8,600	-	0.0%		10,000	11,000	12,100	13,300	14,600	*Increase to reflect actual premium increases
10-2-800-6000	Grounds Maintenance - Materials	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-800-7800	Telecommunications	154	200	200	-	0.0%		200	200	200	200	200	
10-2-800-8000	Propane & Natural Gas	1,249	1,900	1,900	-	0.0%		1,900	1,900	1,900	1,900	1,900	
10-2-800-8005	Hydro	452	1,600	1,600	-	0.0%		1,600	1,600	1,600	1,600	1,600	
10-2-800-7500	Sewer	-	560	560	-	0.0%		570	580	590	600	610	
10-2-800-8020	Water	-	580	580	-	0.0%		590	600	600	600	600	
	TOTAL OPERATING	\$ 6,715	\$ 17,940	\$ 17,940	\$ -	0.0%		\$ 19,360	\$ 20,380	\$ 21,490	\$ 22,700	\$ 24,010	
	RESERVE ALLOCATIONS												
	Sewer & Septic Reserve	2,000	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
	Community Hall - Building	5,000	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
	Community Hall - Paving	3,000	3,000	3,000	-	0.0%		3,000	3,000	3,000	3,000	3,000	
	TOTAL RESERVE ALLOCATIONS	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
	CAPITAL PROJECTS												
	Sewer	-	570	570	-	0.0%		570	570	570	570	570	
	Air Conditioning				-	0.0%		5,000					*Funds to install an Air Conditioning at the Community Hall
	Irrigation		1,500	1,500	-	0.0%		-	-	-	-	-	
	AED	-	-	-	-	0.0%		-	-	-	-	-	
	TOTAL CAPITAL	\$ -	\$ 2,070	\$ 2,070	\$ -	0.0%		\$ 5,570	\$ 570	\$ 570	\$ 570	\$ 570	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 16,715	\$ 30,010	\$ 30,010	\$ -	0.0%		\$ 34,930	\$ 30,950	\$ 32,060	\$ 33,270	\$ 34,580	
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 21,871	\$ 21,870	\$ 21,870	\$ -	0.0%		\$ 15,560	\$ 15,830	\$ 16,110	\$ 16,390	\$ 16,670	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 31,800	\$ 31,950	\$ 31,950	\$ -	0.0%		\$ 24,400	\$ 24,730	\$ 25,210	\$ 25,850	\$ 26,580	
	TOTAL EXPENDITURES	\$ 70,386	\$ 83,830	\$ 83,830	\$ -	0.0%		\$ 74,890	\$ 71,510	\$ 73,380	\$ 75,510	\$ 77,830	
	CONTRIBUTION TO (FROM)	\$ (69,294)	\$ (82,830)	\$ (71,880)	\$ 10,950	-15.2%		\$ (62,940)	\$ (59,560)	\$ (61,430)	\$ (63,559)	\$ (65,880)	
	Appropriated from Sewer & Septic Reserve		(570)	(570)	-	0.0%		(570)	(570)	(570)	(570)	(570)	
	Appropriated from Community Hall Reserve	-	(1,500)	(1,500)	-	0.0%		(5,000)	-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ (69,294)	\$ (80,760)	\$ (69,810)	\$ 10,950	-15.7%		\$ (57,370)	\$ (58,990)	\$ (60,860)	\$ (62,989)	\$ (65,310)	

CULTUS LAKE PARK													
Foreshore													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
10-1-850-4938	Boat Mooring - Sunnyside	4,186	4,186	7,750	3,564	46.0%		7,750	7,750	7,750	7,750	7,750	
10-1-850-4936	Boat Mooring - Public Areas	39,000	39,000	45,000	6,000	13.3%		45,000	45,000	45,000	45,000	45,000	*Annual Moorage Operations
10-1-850-4941	Boat Mooring - Public Areas (Reserves)	52,750	52,750	56,250	3,500	6.2%		56,250	56,250	56,250	56,250	56,250	*Foreshore Reserve Fund
10-1-850-4900	Miscellaneous Revenue	1,500	1,500	-	1,500	0.0%		-	-	-	-	-	
	TOTAL REVENUE	\$ 97,436	\$ 97,436	\$ 109,000	\$ 14,564	13.4%		\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000	
	EXPENDITURES												
	OPERATING												
10-2-850-5300	Building Maint Materials	-	-	-	-			-	-	-	-	-	
10-2-850-5800	Harbercraft #QBSY4994L405 (Boat)	-	1,500	1,500	-	0.0%		1,500	1,500	1,500	1,500	1,500	
10-2-850-5820	Equipment Fuel (Boat)	-	800	800	-	0.0%		800	800	800	800	800	
10-2-850-5850	Floats & buoys & misc.	632	10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000	
10-2-850-6000	Grounds Maintenance (Beach)	-	10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000	
10-2-850-6100	Insurance - Business	8,200	16,400	16,400	-	0.0%		18,800	20,700	22,800	25,100	27,600	*Increase to reflect actual premium increases
10-2-850-6200	Insurance - Vehicles & Equipment	130	100	100	-	0.0%		100	100	100	100	100	
10-2-850-6500	Licences/Permits	60	1,100	1,100	-	0.0%		1,100	1,100	1,100	1,100	1,100	
10-2-850-7000	Printing	-	150	150	-	0.0%		150	150	150	150	150	
10-2-850-8130	Vehicle Maintenance/Fuel	82	200	200	-	0.0%		200	200	200	200	200	
10-2-850-8200	Wharfs & Foreshore Materials	8,027	15,000	15,000	-	0.0%		15,000	15,000	15,000	15,000	15,000	
10-2-850-8201	Signage	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
	TOTAL OPERATING	\$ 17,131	\$ 56,250	\$ 56,250	\$ -	0.0%		\$ 58,650	\$ 60,550	\$ 62,650	\$ 64,950	\$ 67,450	
	RESERVE ALLOCATIONS												
	Milfoil Donations		-										
	Foreshore Area General Reserve	52,750	52,750	56,250	3,500	6.2%		56,250	56,250	56,250	56,250	56,250	
	TOTAL RESERVE ALLOCATIONS	\$ 52,750	\$ 52,750	\$ 56,250	\$ 3,500	6.2%		\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	CAPITAL PROJECTS												
	Boat Launch Replacement				-	0.0%		75,000					*Funds to replace the Main Beach Boat Launch
													*Increase in project funding from 15K to 32K to allow for the Milfoil mats to be moved twice per year by a team of divers.
	Milfoil Control Project	31,118	31,118	15,000	(16,118)	-107.5%		32,000	32,000	32,000	32,000	32,000	
	Dock Structural Upgrades		15,000	15,000	-	0.0%		15,000	15,000	15,000	15,000	15,000	
	Lakeshore Erosion Project		-	90,000	90,000	100.0%		90,000	90,000	90,000	90,000	90,000	
	TOTAL CAPITAL	\$ 31,118	\$ 46,118	\$ 120,000	\$ 73,882	61.6%		\$ 212,000	\$ 137,000	\$ 137,000	\$ 137,000	\$ 137,000	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 100,999	\$ 155,118	\$ 232,500	\$ 77,382	33.3%		\$ 326,900	\$ 253,800	\$ 255,900	\$ 258,200	\$ 260,700	
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 88,431	\$ 88,430	\$ 88,430	\$ -	0.0%		\$ 67,160	\$ 68,340	\$ 69,540	\$ 70,760	\$ 71,990	
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 243,131	\$ 243,380	\$ 243,380	\$ -	0.0%		\$ 253,610	\$ 254,860	\$ 259,850	\$ 265,705	\$ 274,745	
	TOTAL EXPENDITURES	\$ 432,561	\$ 486,928	\$ 564,310	\$ 77,382	13.7%		\$ 647,670	\$ 577,000	\$ 585,290	\$ 594,665	\$ 607,435	
	CONTRIBUTION TO (FROM)	\$ (335,125)	\$ (389,492)	\$ (455,310)	\$ (65,818)	14.5%		\$ (538,670)	\$ (468,000)	\$ (476,290)	\$ (485,665)	\$ (498,435)	
	Appropriated from Milfoil Control Reserve		(31,118)	(15,000)	16,118	-107.5%		(32,000)	(32,000)	(32,000)	(32,000)	(32,000)	
	Appropriated from Foreshore Area Reserve		(15,000)	(105,000)	(90,000)	85.7%		(180,000)	(105,000)	(105,000)	(105,000)	(105,000)	
	NET CONTRIBUTION TO (FROM)	\$ (335,125)	\$ (343,374)	\$ (335,310)	\$ 8,064	-2.4%		\$ (326,670)	\$ (331,000)	\$ (339,290)	\$ (348,665)	\$ (361,435)	

CULTUS LAKE PARK													
Public Areas													
2022 - 2026 Financial Planning Worksheet													
YTD - Updated to Oct 6 2021													
		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	REVENUE												
													* Increase in expected revenue for 2022 as the move to hourly parking has increased revenue more than originally expected.
10-1-900-4910	Pay Parking - Lions, Waterpark, Other	987,900	987,900	780,000	(207,900)	-26.7%		883,000	883,000	891,300	891,300	909,100	<u>Summer</u> Weekend \$6.00/hour Weekday \$4/hour
													<u>Offseason</u> \$4/hour
10-1-900-4926	Parking - CL Infrastructure Reserve	52,469	52,469	42,000	(10,469)	-24.9%		46,100	46,100	46,100	46,100	46,100	*Infrastructure Fee per Parking Transactions. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Theses funds will be used to enhance Cultus Lake Capital Infrastructure. Charge \$1 per transaction for parking patrons - approximately 65,600 transactions
10-1-900-4927	Parking - Foreshore Reserve	22,486	22,486	18,000	(4,486)	-24.9%		19,700	19,700	19,700	19,700	19,700	
10-1-900-4700	Tree Replacement	31,940	25,000	1,500	(23,500)	-1566.7%		1,500	1,500	1,500	1,500	1,500	
10-1-900-4900	Miscellaneous	7,213	15,000	15,000	-	0.0%		15,000	15,000	15,000	15,000	15,000	
TOTAL REVENUE		\$ 1,102,008	\$ 1,102,855	\$ 856,500	\$ (246,355)	-28.8%		\$ 965,300	\$ 965,300	\$ 973,600	\$ 973,600	\$ 991,400	
EXPENDITURES													
OPERATING													
10-2-900-5300	Building Materials & Maintenance	2,652	6,200	6,200	-	0.0%		6,300	6,400	6,500	6,600	6,700	
10-2-900-5355	CEA Committee - Base	-	6,000	6,000	-	0.0%		6,000	6,000	6,000	6,000	6,000	
10-2-900-5355	CEA Committee - Xmas Festival	-	6,000	6,000	-	0.0%		6,000	6,000	6,000	6,000	6,000	
10-2-900-5360	Commemorative Benches	-	1,900	1,900	-	0.0%		1,900	1,900	1,900	1,900	1,900	
													*Porta Pottie funds increased by \$6,000 to \$22,000 to allow for washroom facilities at Oak Street Park/Parking Meters Maintenance Costs \$24,600
10-2-900-5375	Contract Services	66,462	66,462	40,600	(25,862)	-63.7%		46,600	46,600	46,600	46,600	46,600	
10-2-900-5800	Equipment Maintenance	902	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-900-5900	Garbage Collection/Recycle	4,532	7,200	7,200	-	0.0%		7,300	7,400	7,500	7,700	7,900	
10-2-900-6000	Grounds Materials	13,749	30,000	30,000	-	0.0%		55,000	55,000	55,000	55,000	55,000	*Increase Ground Maintenance to facilitate Tree Maintenance
10-2-900-7500	General Maintenance	9,402	20,000	20,000	-	0.0%		20,000	20,000	20,000	20,000	20,000	
10-2-900-6100	Insurance - Business	10,450	20,900	20,900	-	0.0%		26,100	28,700	31,600	34,800	38,300	*Increase to reflect actual premium increases
10-2-900-6300	Janitorial Supplies	18,862	14,000	14,000	-	0.0%		14,000	14,000	14,000	14,000	14,000	
10-2-900-6810	Bank Charges	227	500	500	-	0.0%		500	500	550	550	550	
10-2-900-6812	Point of Sale Fees	48,217	7,000	7,000	-	0.0%		17,000	17,000	17,000	17,000	17,000	*Increase to reflect increased parking revenues
													*Increase to reflect actual Parking Communication Costs and Warranty Costs
10-2-900-6820	Equipment Lease & Rentals	14,471	10,200	10,200	-	0.0%		17,400	17,400	17,400	17,400	17,400	
10-2-900-7000	Printing	-	500	500	-	0.0%		500	500	500	500	500	
10-2-900-7200	Roads & Parking	5,232	12,000	12,000	-	0.0%		12,000	12,000	12,000	12,000	12,000	
10-2-900-7300	Vandalism Repairs	940	2,500	2,500	-	0.0%		2,500	2,500	2,500	2,500	2,500	
10-2-900-8005	Hydro	3,756	8,300	8,300	-	0.0%		8,300	8,300	8,500	8,700	8,900	
10-2-900-5000	Signage/Advertising	2,060	6,500	6,500	-	0.0%		6,500	6,500	6,500	6,500	6,500	
TOTAL OPERATING		\$ 201,914	\$ 227,162	\$ 201,300	\$ (25,862)	-12.8%		\$ 254,900	\$ 257,700	\$ 261,050	\$ 264,750	\$ 268,750	

		2021	2021										
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2022 Comments
	RESERVE ALLOCATIONS												
	Tree Replacement Reserve	16,000	21,025	16,000	(5,025)	-31.4%		15,000	15,000	15,000	15,000	15,000	
	Cultus Lake Infrastructure Reserve	50,130	252,469	42,000	(210,469)	-501.1%		46,100	46,100	46,100	46,100	46,100	Infrastructure Fees for Parking Patrons
	Foreshore Reserve	21,480	22,486	18,000	(4,486)	-24.9%		19,700	19,700	19,700	19,700	19,700	
													*Proposal to introduce a new Reserve to ensure a minimum of 2.5% of parking revenue shall be deposited to the reserve to keep the parking lot equipment in working order.
	Parking Lot Equipment Reserve	-	10,000	-	(10,000)	0.0%		22,100	22,100	22,300	22,300	22,700	*As the 2021 year was very successful staff are proposing to make an additional lump sum payment of \$300,000 back to the reserve in 2021 from surplus operating funds, then resume payment for the next 4 years (instead of 6 as originally budgeted) at a reduced annual rate.
	Land Sale Reserve - Parking Lot Repayment	87,200	387,200	87,200	(300,000)	-344.0%		44,540	44,540	44,540	44,540	-	
	Main Beach Dock Donations	10,000	10,000			0.0%							
	Main Beach - Building	45,000	45,000	45,000	-	0.0%		45,000	45,000	45,000	45,000	45,000	
	Main Beach - Grounds & Equipment	20,000	20,000	20,000	-	0.0%		20,000	20,000	20,000	20,000	20,000	
	TOTAL RESERVE ALLOCATIONS	\$ 249,810	\$ 768,180	\$ 228,200	\$ (529,980)	-232.2%		\$ 212,440	\$ 212,440	\$ 212,640	\$ 212,640	\$ 168,500	
	CAPITAL PROJECTS												
	Upgrade and Replace Signage	18,381	20,000	20,000	-	0.0%		-	-	-	-	-	
	Danger Tree Assessment		10,000	10,000	-	0.0%		-	-	-	-	-	
	Playground and Volleyball Court Perimeter	4,278	4,300	8,500	4,200	49.4%		-	7,500	-	-	-	
	Main Beach Root Zone Enhancement	9,747	9,747	10,000	253	2.5%		10,000	10,000	10,000	10,000	10,000	*Environmental Committee Main Beach Funding
													*Carry Forward \$30,000, Add \$200,000 to allow for a complete renovation of Main Beach Washroom
	Main Beach Washroom		-	30,000	30,000	100.0%		350,000	-	-	-	-	*Funds to adjust the irrigation heads in Lot B
	Lot B - Irrigation Head adjustments				-	0.0%		20,000	-	-	-	-	
	Parking Lot B Construction	560,778	561,000	592,400	31,400	5.3%		-	-	-	-	-	
													*Reintroduce the funds for the replacement of the Munroe Ave retaining wall
	Munroe Ave - retaining wall replacement		-	-	-	0.0%		120,000	40,000	40,000	40,000	40,000	
	Paving General	4,700	35,000	35,000	-	0.0%		35,000	35,000	35,000	35,000	35,000	
	Tree Management Plan		-	30,000	30,000	100.0%		-	-	-	-	-	
	Tree Replacement	13,354	16,000	16,000	-	0.0%		15,000	15,000	15,000	15,000	15,000	
	Basketball Court	21,600	21,600		(21,600)	0.0%		-	-	-	-	-	
													*Carry forward \$22,000 of 2021 Spending to 2022 as the project was not started in 2021
	Irrigation	4,762	5,000	27,000	22,000	81.5%		38,000	11,000	11,000	-	-	*Funds to upgrade 3 parking meters
	Replace 3 Parking Meters in Lots A & B				-	0.0%		28,650	-	-	-	-	
	Upgrade Main Beach Electrical Service		-	-	-	0.0%		20,000	15,000	15,000	-	-	
	Master Lock and key sets		-	-	-	0.0%		6,000	-	-	-	-	
	Utility Mapping		-	-	-	0.0%		-	-	20,000	-	-	
	Parking Pay Station Upgrade		6,000	6,000	-	0.0%		6,000	6,000	-	-	-	
	Sunnyside Boulevard drainage improvements		-	-	-	0.0%		-	10,000	-	-	-	
	Bear Bins		8,000	8,000	-	0.0%		8,000	8,000	8,000	8,000	8,000	
	TOTAL CAPITAL	\$ 637,600	\$ 696,647	\$ 792,900	\$ 96,253	12.1%		\$ 656,650	\$ 157,500	\$ 154,000	\$ 108,000	\$ 108,000	

		2021	2021									
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 1,089,324	\$ 1,691,989	\$ 1,222,400	\$ (469,589)	-38.4%		\$ 1,123,990	\$ 627,640	\$ 627,690	\$ 585,390	\$ 545,250
	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 264,900	\$ 264,900	\$ 264,900	\$ -	0.0%		\$ 332,741	\$ 338,570	\$ 344,500	\$ 350,530	\$ 356,670
	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 479,847	\$ 482,620	\$ 482,620	\$ -	0.0%		\$ 563,300	\$ 572,210	\$ 583,630	\$ 599,770	\$ 616,330
	TOTAL EXPENDITURES	\$ 1,834,071	\$ 2,439,509	\$ 1,969,920	\$ (469,589)	-23.8%		\$ 2,020,031	\$ 1,538,420	\$ 1,555,820	\$ 1,535,690	\$ 1,518,250
	CONTRIBUTION TO (FROM)	\$ (732,063)	\$ (1,336,654)	\$ (1,113,420)	\$ 223,234	-20.0%		\$ (1,054,731)	\$ (573,120)	\$ (582,220)	\$ (562,090)	\$ (526,850)
	Appropriated from Main Beach Reserve		(63,047)	(89,500)	(26,453)	29.6%		(108,000)	(67,500)	(64,000)	(18,000)	(18,000)
	Appropriated from Cultus Lake Infr. Reserve		-	(30,000)	(30,000)	100.0%		(350,000)	-	-	-	-
	Appropriated from Tree Replace Reserve		(16,000)	(16,000)	-	0.0%		(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
	Appropriated from Land Sales Reserve		(561,000)	(592,400)	(31,400)	5.3%		(120,000)	(40,000)	(40,000)	(40,000)	(40,000)
	Appropriated from Parking Lot Inf. Reserve							(28,650)				
	Appropriated from Accumulated Surplus		-	(30,000)	(30,000)	100.0%		-	-	-	-	-
	NET CONTRIBUTION TO (FROM)	\$ (732,063)	\$ (696,607)	\$ (355,520)	\$ 311,087	-87.5%		\$ (433,081)	\$ (450,620)	\$ (463,220)	\$ (489,090)	\$ (453,850)

CULTUS LAKE PARK														
CEAC Committee														
2022 - 2026 Financial Planning Worksheet														
YTD - Updated to Oct 6 2021														
		2021	2021											
		YTD	Yearend	2021	Variance	Variance		2022	2023	2024	2025	2026		
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget		2022 Comments
	REVENUE													
10-1-950-4900	Miscellaneous	892	-	10,200	10,200			10,404	10,612	10,824	11,040	11,260		\$1,250 -Bricks, Summer Farmers Market \$7500 - Beer Garden Proceeds Donations
10-1-950-4902	Public Areas - Base Contribution			6,000	6,000			6,000	6,000	6,000	6,000	6,000		Public Areas
10-1-950-4902	Public Areas - Christmas Festival	-	-	6,000	6,000			6,000	6,000	6,000	6,000	6,000		
10-1-950-4996	Grant Funding	-	-	14,500	14,500	100.0%		14,500	15,000	15,000	15,000	15,500		~FVRD Grant in Aid - \$4,000, possibility of 2 further \$3,000 grants in aids (Cultus Lake Days, Christmas Market etc., and ~Tourism Chilliwack - payment towards specific events or programs maximum approx. \$5,000 (Summer events, hiring a summer student etc.) ~Baker Newby - \$1,000 donation in past years. ~Estimate we receive \$4,000 from FVRD, plus two additional grant of \$3,000 from FVRD and \$4,000 from Tourism Chilliwack.
TOTAL REVENUE		\$ 892	\$ -	\$ 36,700	\$ 36,700	100.0%		\$ 36,904	\$ 37,612	\$ 37,824	\$ 38,040	\$ 38,760		
	EXPENDITURES													
	OPERATING													
10-2-950-5375	Contract Services	-	-		-	0.0%								Events Coordinator
10-2-950-6800	Office Supplies/Various Expenses	235	500	875	375	42.9%		875	900	900	900	900		Office/Printing/Supplies
10-2-950-7700	Special Events - Blanc on the Beach	-	-	-	-	0.0%								
10-2-950-7700	Special Events - Movie Nights	-	-	1,530	1,530	100.0%		1,560	1,590	1,620	1,620	1,650		Movie Nights/Cultus Lake Days/Liquor licence & Supplies/Parade Supplies/Christmas Event - Lights, Supplies, boom lift/Elvis
10-2-950-7700	Special Events - Cultus Lake Days	-	-	5,510	5,510	100.0%		5,620	5,730	5,840	5,840	5,960		
10-2-950-7700	Special Events - Parade Supplies/Entertainment - CLD	-	-	3,570	3,570	100.0%		3,640	3,710	3,780	3,780	3,860		
10-2-950-7700	Special Events - Production/Music - CLD	-	-	3,570	3,570	100.0%		3,640	3,710	3,780	3,780	3,860		
10-2-950-7700	Special Events - Beer Garden Supplies/Fencing - CLD	-	-	7,850	7,850	100.0%		8,010	8,170	8,330	8,330	8,500		
10-2-950-7700	Special Events - Blanc on the Beach	307												
10-2-950-7700	Special Events - Fireworks Display - CLD	-	-	5,200	5,200	100.0%		5,300	5,410	5,520	5,520	5,630		
	Total Cultus Lake Days:	307	-	25,700	25,700			26,210	26,730	27,250	27,250	27,810		
10-2-950-7700	Special Events - Elvis			1,000	1,000			1,000	1,000	1,000	1,000	1,000		
10-2-950-7700	Special Event- Christmas Light Event (Lights, Supplies and Boom)	-	-	6,630	6,630			6,760	6,900	7,040	7,180	7,320		
10-2-950-7700	Brick Engraving				-									
TOTAL OPERATING		\$ 542	\$ 500	\$ 35,735	\$ 35,235	98.6%		\$ 36,405	\$ 37,120	\$ 37,810	\$ 37,950	\$ 38,680		
10-2-950-9800	RESERVE ALLOCATION													
	CEAC Reserve	350	-	965	965	100.0%		499	492	14	90	80		
TOTAL RESERVE ALLOCATIONS		\$ 350	\$ -	\$ 965	\$ 965	100.0%		\$ 499	\$ 492	\$ 14	\$ 90	\$ 80		
TOTAL EXPENDITURES		\$ 892	\$ 500	\$ 36,700		0.0%		\$ 36,904	\$ 37,612	\$ 37,824	\$ 38,040	\$ 38,760		
CONTRIBUTION TO (FROM)		-	(500)	-	\$ (500)	0.0%		-	-	-	-	-		
				-	-	0.0%		-	-	-	-	-		
	Appropriation from CEAC Reserve	-	-	-	-	0.0%		-	-	-	-	-		
NET CONTRIBUTION TO (FROM)		\$ -	\$ (500)	\$ -	\$ (500)	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -		

Schedule of Reserves

	Audited Actuals 2020	YTD 2021	2022	2023	2024	2025	2026
<u>Milfoil Control (Bylaw 1027-12)</u>			11-4-101-3515				
Beginning Balance	\$ 115,349	\$ 118,038	\$ 101,213	\$ 83,337	\$ 65,283	\$ 47,048	\$ 28,631
Contribution from Residential Leases	7,230	7,230	7,230	7,230	7,230	7,230	7,230
Contribution from Commercial Leases	255	210	210	210	210	210	210
Contribution from Sunnyside Campground	5,600	5,600	5,600	5,600	5,600	5,600	5,600
Contribution from Foreshore Donations	6,279	-	-	-	-	-	-
Interest Earned	1,680	1,253	1,084	906	725	543	359
Less: Capital Funding	(18,355)	(31,118)	(32,000)	(32,000)	(32,000)	(32,000)	(32,000)
Ending Balance	\$ 118,038	\$ 101,213	\$ 83,337	\$ 65,283	\$ 47,048	\$ 28,631	\$ 10,029
<u>Water Utility (Bylaw 1017-12)</u>			11-4-101-3520				
Beginning Balance	\$ 206,662	\$ 209,657	\$ 211,754	\$ 213,871	\$ 216,010	\$ 218,170	\$ 220,352
Interest Earned	2,995	2,097	2,118	2,139	2,160	2,182	2,204
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 209,657	\$ 211,754	\$ 213,871	\$ 216,010	\$ 218,170	\$ 220,352	\$ 222,555
<u>Main Beach (Bylaw 1022-12)</u>			11-4-101-3525				
Beginning Balance	\$ 51,646	\$ 58,753	\$ 81,944	\$ 60,413	\$ 79,167	\$ 101,609	\$ 170,275
Contribution from Public Areas	40,000	65,000	65,000	65,000	65,000	65,000	65,000
Contribution from Residential Leases	-	20,000	20,000	20,000	20,000	20,000	20,000
Interest Earned	794	1,238	1,469	1,254	1,442	1,666	2,353
Less: Capital Funding	(33,687)	(63,047)	(108,000)	(67,500)	(64,000)	(18,000)	(18,000)
Ending Balance	\$ 58,753	\$ 81,944	\$ 60,413	\$ 79,167	\$ 101,609	\$ 170,275	\$ 239,628
<u>Plaza (Bylaw 1024-12)</u>			11-4-101-3535				
Beginning Balance	\$ 10,992	\$ 64,843	\$ 97,727	\$ 167,540	\$ 253,051	\$ 339,417	\$ 426,647
Contribution from Commercial Leases	53,570	83,570	83,570	83,570	83,570	83,570	83,570
Interest Earned	546	1,484	1,813	2,511	3,366	4,230	5,102
Less: Capital Funding	(265)	(52,170)	(15,570)	(570)	(570)	(570)	(570)
Ending Balance	\$ 64,843	\$ 97,727	\$ 167,540	\$ 253,051	\$ 339,417	\$ 426,647	\$ 514,749
<u>Tree Replacement 1031-12)</u>			11-4-101-3542				
Beginning Balance	\$ 6,427	\$ 15,888	\$ 21,282	\$ 21,645	\$ 22,011	\$ 22,382	\$ 22,755
Contribution from Public Areas	27,300	21,025	15,000	15,000	15,000	15,000	15,000
Interest Earned	161	369	363	366	370	374	378
Less: Capital Funding	(18,000)	(16,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Ending Balance	\$ 15,888	\$ 21,282	\$ 21,645	\$ 22,011	\$ 22,382	\$ 22,755	\$ 23,133
<u>Protective Services</u>			11-4-101-3545				
Beginning Balance	\$ 18,654	\$ 18,925	\$ 15,634	\$ 17,811	\$ 20,009	\$ 22,229	\$ 24,471
Contribution from Protective Services	-	2,000	2,000	2,000	2,000	2,000	2,000
Interest Earned	271	209	176	198	220	242	265
Less: Capital Funding	-	(5,500)	-	-	-	-	-
Ending Balance	\$ 18,925	\$ 15,634	\$ 17,811	\$ 20,009	\$ 22,229	\$ 24,471	\$ 26,736
<u>Public Works (1134, 2018)</u>			11-4-101-3555				
Beginning Balance	\$ 240,820	\$ 227,817	\$ 313,475	\$ 225,590	\$ 216,326	\$ 189,469	\$ 293,844
Contribution from Public Works	1,079	115,000	115,000	115,000	115,000	115,000	115,000
Interest Earned	3,372	3,428	4,285	3,406	3,313	3,045	4,088
Less: Capital Funding	(17,454)	(32,770)	(207,170)	(127,670)	(145,170)	(13,670)	(14,170)
Ending Balance	\$ 227,817	\$ 313,475	\$ 225,590	\$ 216,326	\$ 189,469	\$ 293,844	\$ 398,762
<u>Land Sales Reserve (1036-13)</u>			11-4-101-3600				
Beginning Balance	\$ 1,816,456	\$ 1,797,506	\$ 1,579,579	\$ 1,520,360	\$ 1,540,549	\$ 1,560,940	\$ 1,581,535
Contribution from Public Areas	-	387,200	44,540	44,540	44,540	44,540	-
Interest Earned	26,001	21,847	16,241	15,649	15,851	16,055	15,815
Less: Capital Funding	(44,951)	(626,974)	(120,000)	(40,000)	(40,000)	(40,000)	(40,000)
Ending Balance	\$ 1,797,506	\$ 1,579,579	\$ 1,520,360	\$ 1,540,549	\$ 1,560,940	\$ 1,581,535	\$ 1,557,350

Schedule of Reserves

	Audited Actuals 2020	YTD 2021	2022	2023	2024	2025	2026
<u>Sunnyside Campground (Bylaw 1028-12)</u>							
			11-4-101-3550				
Beginning Balance	\$ 1,171,892	\$ 1,254,403	\$ 1,295,053	\$ 768,452	\$ 777,178	\$ 789,666	\$ 802,924
Contribution from Sunnyside Campground	211,187	430,930	464,830	474,130	481,630	486,130	489,230
Interest Earned	17,457	16,853	17,599	12,426	12,588	12,758	12,922
Less: Capital Funding	(146,133)	(407,133)	(1,009,030)	(477,830)	(481,730)	(485,630)	(286,830)
Ending Balance	\$ 1,254,403	\$ 1,295,053	\$ 768,452	\$ 777,178	\$ 789,666	\$ 802,924	\$ 1,018,246
<u>Cabins Reserve (1086-17)</u>							
			11-4-101-3560				
Beginning Balance	\$ 7,804	\$ 18,266	\$ 7,394	\$ 12,324	\$ 15,429	\$ 28,687	\$ 32,199
Contribution from Visitor Services	23,500	24,500	24,610	25,230	25,350	25,470	25,590
Interest Earned	188	428	320	376	408	542	578
Less: Capital Funding	(13,226)	(35,800)	(20,000)	(22,500)	(12,500)	(22,500)	(12,500)
Ending Balance	\$ 18,266	\$ 7,394	\$ 12,324	\$ 15,429	\$ 28,687	\$ 32,199	\$ 45,866
<u>Fire Department (Bylaw 1136, 2018)</u>							
			11-4-101-3562				
Beginning Balance	\$ 20,914	\$ 72,925	\$ 119,156	\$ 167,206	\$ 195,873	\$ 255,843	\$ 285,289
Contribution from Cultus Lake Fire	57,580	58,220	58,830	59,430	60,120	60,820	61,520
Interest Earned	676	1,311	1,780	2,266	2,560	3,167	3,468
Less: Capital Funding	(6,245)	(13,300)	(12,560)	(33,030)	(2,710)	(34,540)	(8,010)
Ending Balance	\$ 72,925	\$ 119,156	\$ 167,206	\$ 195,873	\$ 255,843	\$ 285,289	\$ 342,267
<u>Park Office Life Cycle (Bylaw 1023-12)</u>							
			11-4-101-3565				
Beginning Balance	\$ 179,992	\$ 167,283	\$ 121,359	\$ 139,502	\$ 174,227	\$ 209,300	\$ 251,323
Contribution from General Administration	2,600	50,000	50,000	50,000	50,000	50,000	50,000
Interest Earned	2,499	2,173	1,714	1,895	2,242	2,593	3,013
Less: Capital Funding	(17,808)	(98,097)	(33,570)	(17,170)	(17,170)	(10,570)	(10,570)
Ending Balance	\$ 167,283	\$ 121,359	\$ 139,502	\$ 174,227	\$ 209,300	\$ 251,323	\$ 293,766
<u>Sewer & Septic Reserve (1021-12)</u>							
			11-4-101-3575				
Beginning Balance	\$ 16,807	\$ 24,132	\$ 23,599	\$ 23,111	\$ 22,669	\$ 22,273	\$ 21,923
Contribution from Visitor Services	5,560	4,560	4,610	4,660	4,710	4,760	4,810
Contribution from Community Hall	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest Earned	294	287	282	278	274	270	267
Less: Capital Funding	(529)	(7,380)	(7,380)	(7,380)	(7,380)	(7,380)	(7,380)
Ending Balance	\$ 24,132	\$ 23,599	\$ 23,111	\$ 22,669	\$ 22,273	\$ 21,923	\$ 21,620
<u>Community Hall (1026-12)</u>							
			11-4-101-3580				
Beginning Balance	\$ 46,274	\$ 45,002	\$ 52,032	\$ 55,632	\$ 64,269	\$ 72,991	\$ 81,801
Contribution from Community Hall	-	8,000	8,000	8,000	8,000	8,000	8,000
Interest Earned	657	530	600	636	723	810	898
Less: Capital Funding	(1,929)	(1,500)	(5,000)	-	-	-	-
Ending Balance	\$ 45,002	\$ 52,032	\$ 55,632	\$ 64,269	\$ 72,991	\$ 81,801	\$ 90,699
<u>Landfill Closure Reserve (1018-12)</u>							
			11-4-101-3590				
Beginning Balance	\$ 129,768	\$ 207,193	\$ 285,015	\$ 363,615	\$ 443,001	\$ 523,181	\$ 604,163
Contribution from Commercial Leases	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Interest Earned	2,425	2,822	3,600	4,386	5,180	5,982	6,792
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 207,193	\$ 285,015	\$ 363,615	\$ 443,001	\$ 523,181	\$ 604,163	\$ 685,955
<u>Foreshore Area General Reserve (1085-2017)</u>							
			10-4-101-3605				
Beginning Balance	\$ 7,584	\$ 640	\$ 99,371	\$ 36,987	\$ 48,980	\$ 61,092	\$ 73,325
Contribution from Foreshore/Mooring	5,000	52,750	56,250	56,250	56,250	56,250	56,250
Contribution from Residential Areas	-	24,000	24,000	24,000	24,000	24,000	24,000
Contribution from Public Areas	-	22,486	19,700	19,700	19,700	19,700	19,700
Contribution from Sunnyside	-	13,961	16,110	16,110	16,110	16,110	16,110
Interest Earned	56	534	1,556	932	1,052	1,173	1,296
Less: Capital Funding	(12,000)	(15,000)	(180,000)	(105,000)	(105,000)	(105,000)	(105,000)
Ending Balance	\$ 640	\$ 99,371	\$ 36,987	\$ 48,980	\$ 61,092	\$ 73,325	\$ 85,681

Schedule of Reserves

	Audited Actuals 2020	YTD 2021	2022	2023	2024	2025	2026
<u>Residential Areas Reserve (1185-2020)</u>							
Beginning Balance	\$ -	\$ -	\$ 2,120	\$ 14,261	\$ 26,524	\$ 38,909	\$ 51,418
Contribution from Residential Areas	-	12,000	12,000	12,000	12,000	12,000	12,000
Interest Earned	-	120	141	263	385	509	634
Less: Funding	-	(10,000)	-	-	-	-	-
Ending Balance	\$ -	\$ 2,120	\$ 14,261	\$ 26,524	\$ 38,909	\$ 51,418	\$ 64,052
<u>Cultus Lake Infrastructure Reserve (1184-2020)</u>							
Beginning Balance	\$ -	\$ -	\$ 287,896	\$ 24,926	\$ 109,326	\$ 194,570	\$ 280,667
Contribution from Public Areas	-	252,469	46,100	46,100	46,100	46,100	46,100
Contribution from Sunnyside	-	32,576	37,590	37,590	37,590	37,590	37,590
Interest Earned	-	2,850	3,340	710	1,554	2,407	3,268
Less: Funding	-	-	(350,000)	-	-	-	-
Ending Balance	\$ -	\$ 287,896	\$ 24,926	\$ 109,326	\$ 194,570	\$ 280,667	\$ 367,625
<u>Main Beach Dock Reserve (1194-2021)</u>							
Beginning Balance	\$ -	\$ -	\$ 10,100	\$ 10,201	\$ 10,303	\$ 10,406	\$ 10,510
Contribution from Public Areas	-	10,000	-	-	-	-	-
Interest Earned	-	100	101	102	103	104	105
Less: Funding	-	-	-	-	-	-	-
Ending Balance	\$ -	\$ 10,100	\$ 10,201	\$ 10,303	\$ 10,406	\$ 10,510	\$ 10,615
<u>Parking Lot Infrastructure Reserve</u>							
Beginning Balance	\$ -	\$ -	\$ 10,100	\$ 3,872	\$ 26,232	\$ 49,017	\$ 72,030
Contribution from Public Areas	-	10,000	22,100	22,100	22,300	22,300	22,700
Interest Earned	-	100	322	260	485	713	947
Less: Funding	-	-	(28,650)	-	-	-	-
Ending Balance	\$ -	\$ 10,100	\$ 3,872	\$ 26,232	\$ 49,017	\$ 72,030	\$ 95,678
<u>Fire Department Operating Reserve (Bylaw 1137-18)</u>							
Beginning Balance	\$ 36,631	\$ 80,699	\$ 76,443	\$ 77,207	\$ 77,979	\$ 78,759	\$ 79,547
Contribution from Fire Dept Surplus	43,224	-	-	-	-	-	-
Interest Earned	844	807	764	772	780	788	795
Less: Funding	-	(5,063)	-	-	-	-	-
Ending Balance	\$ 80,699	\$ 76,443	\$ 77,207	\$ 77,979	\$ 78,759	\$ 79,547	\$ 80,342
<u>CEAC Operating Surplus (1138-18)</u>							
Beginning Balance	\$ 275	\$ 279	\$ 282	\$ 789	\$ 1,293	\$ 1,321	\$ 1,425
Contribution from CEAC Surplus	-	-	499	492	14	90	80
Interest Earned	4	3	8	13	13	14	15
Less: Funding	-	-	-	-	-	-	-
Ending Balance	\$ 279	\$ 282	\$ 789	\$ 1,293	\$ 1,321	\$ 1,425	\$ 1,520
<u>Accumulated Operating Surplus</u>							
Beginning Balance	\$ 850,448	\$ 588,175	\$ 662,156	\$ 546,775	\$ 560,620	\$ 583,144	\$ 590,133
Contribution from Projected Surplus	(167,846)	111,431	9,619	13,845	22,524	6,989	17,159
Less: Funding	(94,427)	(37,450)	(125,000)	-	-	-	-
Ending Balance	\$ 588,175	\$ 662,156	\$ 546,775	\$ 560,620	\$ 583,144	\$ 590,133	\$ 607,292
<u>Reserve Consolidation</u>							
Beginning Balance	\$ 4,935,395	\$ 4,970,424	\$ 5,474,683	\$ 4,555,428	\$ 4,966,309	\$ 5,420,423	\$ 6,007,187
Contributions	399,118	1,901,719	1,289,998	1,304,787	1,321,548	1,311,459	1,281,449
Interest Earnings	60,920	60,843	59,677	51,744	55,795	60,165	65,561
Capital Funding	(425,009)	(1,458,302)	(2,268,930)	(945,650)	(923,230)	(784,860)	(550,030)
Ending Balance	\$ 4,970,424	\$ 5,474,683	\$ 4,555,428	\$ 4,966,309	\$ 5,420,423	\$ 6,007,187	\$ 6,804,167

Cultus Lake Park

2022 - 2026 Financial Planning Worksheet - Revenue Changes

Business Unit	Request Description	2022 Financial Plan Impact	
Sunnyside (Dept. 100)	Overnight Camping Nightly Fees	223,600	Overnight Nightly Camping Rates - Increased Demand and 3% Average Nightly Rate Increase - Increase budget from \$957,400 to \$1,181,000
	Parking and Other Miscellaneous Fees	69,000	Parking and Other Misc. Fees Increased Demand and 3% Average Rate Increase - Increase budget from \$380,000 to \$449,000
	Overnight Campers - Cultus Lake Infrastructure Fee	10,000	Infrastructure Fee (Increase Demand) Fee \$5 per reservation - approximately 9000 reservations per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Seasonal Campers - Cultus Lake Infrastructure Fee	8,700	Introduction of Infrastructure Fee Fee \$25 per reservation - 348 reservations per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Total Sunnyside	311,300	
Protective Services (Dept. 125)	Parking Lot Fine Revenue	10,500	Collection of Parking Fine Revenue higher than anticipated in 2021.
	Total Protective Services	10,500	
Commercial Leases (Dept. 500)	Commercial Lease Revenue	5,400	Increase in revenue due to updates in commercial lease rates.
	Total Commercial Leases	\$ 5,400	
Residential Areas (Dept. 600)	Lease Services	9,500	Increased demand for lease services
	Total Residential Areas	\$ 9,500	
Public Areas (Dept. 900)	Parking Revenue	103,000	Estimated increase to parking revenue through new parking rates implemented in 2021: High Season - Weekend's \$6.00/hour Low Season - \$4/hour - Weekday's \$4/hour
	Parking - Cultus Lake Infrastructure Fee	5,600	Infrastructure Fee (Increase Demand) Fee \$1 per transaction - approximately 65,600 transactions per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Total Public Areas	\$ 108,600	
Total		\$ 445,300	

Cultus Lake Park
 2022 - 2026 Financial Planning Worksheet - Expense Changes

Business Unit	Request Description	2022 Financial Plan Impact	
Fire (Dept. 300)	Fire Management	1,100	Increase to Fire Management allocations for the Fire Chief, Deputy Fire Chief, Battalion Chief and Captains.
	Total Fire	\$ 1,100	
Sunnyside (Dept. 100)	Manager of Visitor Services, Accommodations and Bylaw Enforcement - Wages and Benefits	(110,760)	Decrease to Sunnyside Budget due to retirement of manager and reorganization of positions.
	Sunnyside Manager - Wages and Benefits	15,910	Increase to Sunnyside Salary & Benefit budget for promotion the Campground Administrator position to Campground and Visitor Services Manager Position.
	Point of Sale Fees	13,000	Increase in budget for point of sale fees as more individuals move to paying online by credit card.
	Data Processing	7,530	Increase to Data Processing to adjust for increased online reservations fees as more campers switch to booking their reservations online rather than over the phone.
	Garbage	7,000	Increase in budget for garbage to allow for increased number of dumpsters and service frequency
	Union Negotiations	22,760	Added costs related to updated costs and benefits outlined in the newly signed collective agreement.
	Total Sunnyside	\$ (44,560)	
Protective Services (Dept. 125)	Parking Enforcement - Wages and Benefits	(23,430)	Decrease in budget, reduced parking enforcement staff from 3 full-time summer staff to 2 full-time summer staff.
	Bylaw Clerk (1.0 FTE) - Wages and Benefits	70,960	Salary and Benefits for a Bylaw Clerk to work full-time to deal with the administration related to bylaw enforcement and parking enforcement.
	Bylaw Officer (1.0 FTE) - Wages and Benefits	91,440	Salary and Benefits for a Bylaw Enforcement Officer to work full-time along side the current bylaw enforcement officer and parking enforcement.
	Data Processing	26,000	Additional costs related to parking and bylaw enforcement software annual maintenance
	Union Negotiations	1,080	Added costs related to updated wages and benefits outlined in the newly signed collective agreement.
	Total Protective Services	\$ 166,050	
Visitor services (Dept. 150)	Union Negotiations	\$ 3,560	Added costs related to updated wages and benefits outlined in the newly signed collective agreement.

Cultus Lake Park
 2022 - 2026 Financial Planning Worksheet - Expense Changes

Business Unit	Request Description	2022 Financial Plan Impact	
Public Works (Dept. 400)	Supervisor Position (1.0FTE) - Wages and Benefits	86,020	Increase the number of Public Works Supervisors from 1 to 2, in order to allow a supervisor to monitor work being done in Sunnyside Campground during the busy season.
	Equipment Maintenance	8,300	Increase to Equipment Maintenance budgets to allow for a more proactive approach to maintaining the Parks Equipment
	Garbage	2,540	Increase funds to reflect increased pick up needs
	Union Negotiations	15,020	Added costs related to updated wages and benefits outlined in the newly signed collective agreement.
	Total Public Works	\$ 111,880	
General Admin (Dept. 700)	Accounting Clerk (0.50 FTE) - Wages and Benefits	32,390	Salary and Benefits for a part-time accounting clerk to allow for a shuffle in responsibilities due to reorganization.
	Corporate Clerk (1.0 FTE) - Wages and Benefits	65,300	Salary and Benefits for a corporate clerk to allow for a shuffle in responsibilities due to reorganization.
	Lease Clerk (1.0 FTE to 0.50 FTE) - Wage and Benefits	(36,300)	Salary and Benefits savings to adjust the Lease Clerk Position from 1.0 FTE to 0.50 FTE for a shuffle in responsibilities due to reorganization.
	General Admin - Wages and Benefits	48,320	Increase to General Administration Salary & Benefit budget to align budget with current contracts, and \$15K to provide the CAO the ability to have discretion of exempt staff wages to have salaries stay competitive.
	Union Negotiations	820	Added costs related to updated wages and benefits outlined in the newly signed collective agreement.
	Total General Admin	\$ 110,530	
Public Areas (Dept. 900)	Contract Services	6,000	Increase to allow for more porta potties/mobile washroom near Oak Street Park and Lot C.
	Equipment Expenses	7,200	Increase to allow for all the parking meters to be covered by warranty.
	Point of Sale Fees	10,000	Increase Point of Sales Fees to align with higher Parking Revenue budgeted.
	Grounds Maintenace	22,000	Increase Ground Maintenance to allow for necessary increased Tree Maintenance in the Park
	Total Public Areas	\$ 45,200	
Various Departments	Commercial Insurance	\$ 19,420	The following represent the estimated increases in commercial insurance costs for 2022 due to claims history, increasing insured revenue levels and large increases seen in the insurance market.
	Vehicle Insurance	\$ (4,502)	Savings due to ICBC changes to fleet Insurance
	Total Insurance	\$ 14,918	
Total		\$ 408,678	

Cultus Lake Park
2022 - 2026 Financial Planning Worksheet - Reserve Funding Changes

Business Unit	Request Description	2022 Financial Plan Impact	
Sunnyside (Dept. 100)	Sunnyside Reserve Deposit	50,500	Increase deposit to Sunnyside Reserve - amend the Sunnyside Reserve bylaw to deposit a minimum of 6% of revenue to be deposited to the reserve. Funded through increase in Sunnyside Rates and Increased Demand for Camping
	Overnight Campers - Cultus Lake Infrastructure Fee	10,000	Infrastructure Fee (Increased Demand) Fee \$5 per reservation - approximately 9000 reservations per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Seasonal Campers - Cultus Lake Infrastructure Fee	8,700	Introduction of Infrastructure Fee Fee \$25 per reservation - 348 reservations per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
Public Areas (Dept. 900)	Parking - Cultus Lake Infrastructure Fee	5,600	Infrastructure Fee (Increased Demand) Fee \$1 per transactions - approximately 65,600 transactions per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Parking Lot Equipment Reserve	21,800	Introduction of Parking Equipment Reserve Proposal to introduce a new reserve and bylaw to ensure a minimum of 2.5% of parking revenue shall be deposited to the reserve to keep the parking lot equipment in working order.
	Land sale Reserve Deposit	(42,660)	In 2021 the Land sale Reserve was used temporarily to fund the reconstruction of Parking Lot B. Through increased Parking Rates and the move to Hourly Parking Rate the 2021 Season has been very successful staff are proposing to make an additional lump sum repayment of funds in 2021 of \$300,000 back to the Land Sale Reserve, then the remaining funds owing will be paid back over the next 4 years rather than 6 at a reduced annual rate.
		\$ 53,940	

Cultus Lake Park

2022 - 2026 Financial Planning Worksheet - Capital Project Changes

Business Unit	Request Description	2022	2023	2024	2025	2026	Proposed Funding	Comments
Fire (Dept. 300)	Storage Container	6,000					Fire Capital Reserve	Carry Forward funds to purchase a storage container for the fire department to allow for additional secure storage.
	Hose Replacement		(5,000)					Remove project to replace at 2.5" hose with 4" hose as the work has already been completed.
	Building Upgrades					10,000		Funds to do general building upgrades at the Fire Hall
	Total Fire	6,000	(5,000)	-	-	10,000		
Sunnyside Campground (Dept. 100)	Gatehouse/Kiosk Renovations	40,000					Sunnyside Reserve	Renovate the front Gatehouse and Kiosk as the interiors of these two buildings are in need of updates.
	Office Space	50,000						A new office space to be purchased to be used as office space for the Sunnyside Manager and Assistant Manager.
	Irrigation and Landscaping	100,000						Funds for irrigation and landscaping along the foreshore/perimeter of Sunnyside campground.
	Fencing	5,000	5,000	5,000	5,000	5,000		Funds to allow for privacy fencing to be installed in a phased approach for the camping spaces closes to Columbia Valley Highway.
	Phase 2 Connection - Sewer System	215,000						Carry-forward funds from 2021 as this project has not yet been started. These funds are for Phase 2 of connecting Sunnyside to the Sewer System.
	Boat Launch Replacement	75,000						Funds to install a new boat launch in Sunnyside Campground as the current launch is at the end of its life.
	Electronic Signature Pad	2,500						Funds to purchase an electronic signature pad to facilitate going paperless.
	Parking Enforcement - Phone and Printers	5,000						Funds to equip security with parking enforcement equipment
	Signage	20,000						Funds to refresh the signage in Sunnyside Campground for the 2022 season.
	Licence Plate Reader	10,000						Funds to install a licence plate reader at the entrance of the gatehouse. This will ensure only registered vehicles enter the campground.
	Family Washroom Fixtures.	5,000						Funds for fixtures to transform the bathroom in the rec hall into a family washroom.
	Total Sunnyside	527,500	5,000	5,000	5,000	5,000		

Cultus Lake Park

2022 - 2026 Financial Planning Worksheet - Capital Project Changes

Business Unit	Request Description	2022	2023	2024	2025	2026	Proposed Funding	Comments
Visitor Services (Dept. 150)	Irrigation	5,000					Cabins Reserve	Funds to put in irrigation at the Cabins and Twin Alders
	Air Conditioning	2,500						Funds to install air conditioning in the lower level of the Visitor Services building.
	Total Visitor Services	7,500	-	-	-	-		
Public Works (Dept. 400)	Skid Steer	50,000					Public Works Reserve	Funds to replace the Public Works Skid Steer. (Net amount after sale of current skid steer)
	Garbage Truck	65,000	65,000					Funds to purchase a Garbage Truck to make garbage collection in public areas more efficient.
	Street Sweeper	(180,000)						Removal of Street Sweeper from 2021 budget.
	Public Work Building Improvements	5,000						Funds to make improvements to the Public Works Lunch Room
	Total Public Works	(60,000)	65,000	-	-	-		
Commercial Leases (Dept. 500)	Plaza Redevelopment - Consultation	100,000					Accumulated Surplus	Funds to hire a consultant to facilitate the Plaza Redevelopment Project.
	Removal of Poly Lining	15,000					Commercial Reserve	Funds to remove the poly lining around the trees at the plaza as it is a detriment to the trees health.
	Total Commercial Leases	115,000	-	-	-	-		
General Admin (Dept. 700)	Car Charging Station	25,000					Accumulated Surplus	Funds to install a Car Charging Station, final location to be determined.
	Irrigation	2,000					Park Office Reserve	Carry-forward funds to install irrigation for the flower beds at the Park office.
	MyCivicApp	10,600	6,600	6,600				Funds to implement the Cultus Lake Park User Application through MyCivic App.
	Boardroom Computer Equipment	5,000						Funds to allow for updates to Boardroom computer equipment to make better the sound and video for remote board meetings.
	Total General Admin	42,600	6,600	6,600	-	-		

Cultus Lake Park
2022 - 2026 Financial Planning Worksheet - Capital Project Changes

Business Unit	Request Description	2022	2023	2024	2025	2026	Proposed Funding	Comments
Community Hall (Dept. 800)	Air Conditioning	5,000					Community Hall Reserve	Funds to install an air conditioning unit at the community hall.
	Total Community Hall	5,000	-	-	-	-		
Foreshore (Dept. 850)	Milfoil Project	17,000	17,000	17,000	17,000	17,000	Milfoil Reserve	Increase in project funding from 15K to 32K to allow for the Milfoil mats to be moved twice per year by a team of divers.
	Boat Launch Replacement	75,000					Foreshore Reserve	Funds to replace the boat launch at the Marina as the current boat launch is at the end of its life.
	Total Foreshore	92,000	17,000	17,000	17,000	17,000		
Public Areas (Dept. 900)	Renovate Main Beach Washrooms	230,000					Cultus Lake Infrastructure Reserve	Carry Forward \$30,000 unspent for the Main Beach Washrooms from 2021 and add an additional \$200,000 to the \$120,000 already in the budget for 2021 for a total of \$350,000 in funds from the Cultus Lake Infrastructure Reserve.
	Parking Meters	28,650					Parking Lot Equipment Reserve	Funds to replace 3 parking meters in Lots A & B.
	Lot-B - Irrigation Adjustments	20,000					Main Beach Reserve	Funds to allow for new irrigation heads to be placed on the irrigation in Lot B
	Irrigation	22,000						Carry-forward funds to install irrigation at Main Beach that was deferred in 2021.
	Main Beach Environmental Enhancements	10,000	10,000	10,000	10,000	10,000		Funds for Main Beach Environmental Committee to complete enhancements in the Main Beach area.
	Munroe Ave - Retaining Wall Replacement	120,000	40,000	40,000	40,000	40,000	Land Sale Reserve	Funds for Retaining Wall Replacement on the West Side.
	Total Public Areas	430,650	50,000	50,000	50,000	50,000		
Total Capital Initiatives		1,166,250	138,600	78,600	72,000	82,000		



2022 BUDGET

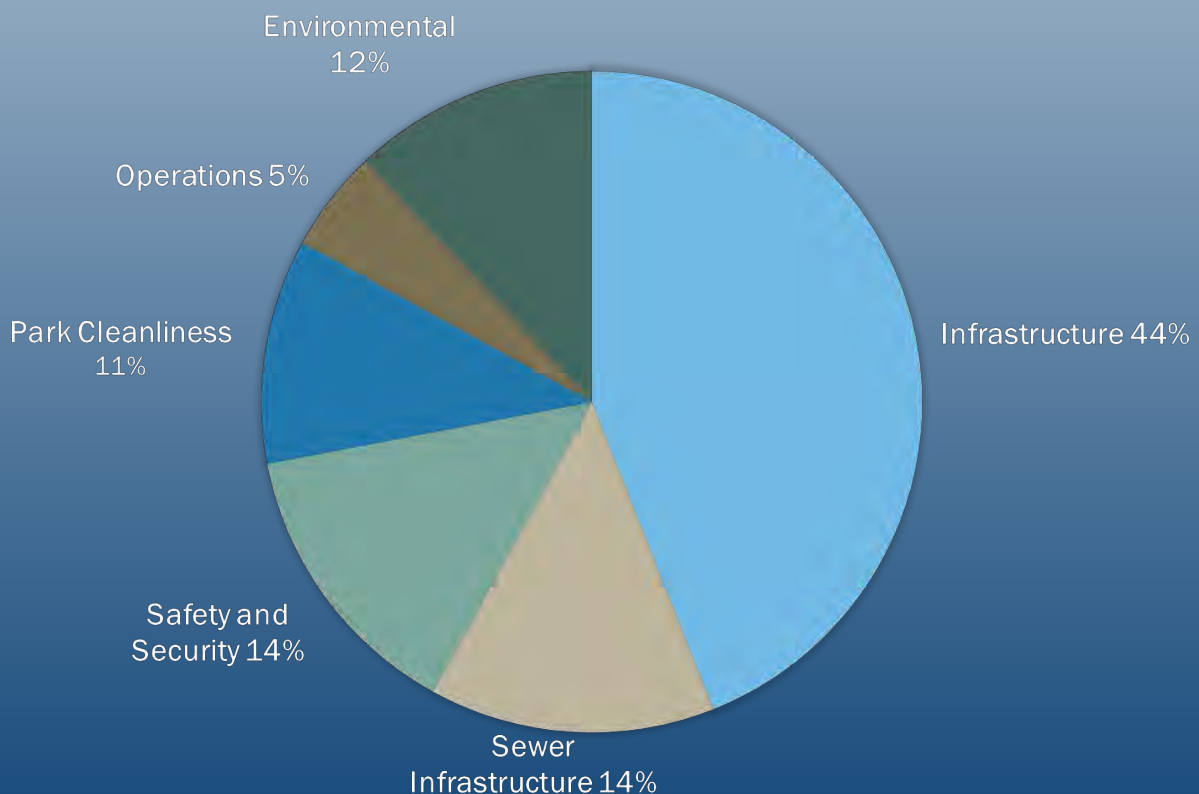
Investing in the Future of our Community

Cultus Lake Park is one of the most beautiful places in the world that boasts an informed and engaged community of residential and commercial leaseholders.

Cultus Lake is truly a unique and exceptional place to live, work and play.

The 2022 Budget continues to speak to the value and importance our community places on renewing our aging infrastructure and protecting our natural beauty for future generations.

2022 BUDGET HIGHLIGHTS





2022 BUDGET HIGHLIGHTS

Investing in the Future of Our Community

2022 EXPENDITURES

SAFETY AND SECURITY

- Continue with Enhanced security coverage
- Continue to Internally manage visitor parking lots
- New Positions—Bylaw Enforcement and Bylaw Clerk
- Increase Automation

INFRASTRUCTURE

- Dock structural upgrades
- Public Works building improvements
- Plaza redevelopment consultation
- Sunnyside gatehouse and kiosk renovations
- Addition of office space at Sunnyside
- Washroom Overhauls and Boat Launch Replacement
 - At Main Beach and Sunnyside
- Increase reserve funding for Sunnyside and Parking
- Continue upgrading the sewer system

ENVIRONMENT

- Main Beach green space irrigation
- Tree and root enhancement
- Reserve funding for Foreshore improvements
- Lakeshore erosion
- Expansion of irrigation at Main Beach and Sunnyside

PARK CLEANLINESS

- Additional Public Works staff position
- Increase garbage service frequency
- Garbage truck

WHERE IS THE REVENUE EARNED?

- Sunnyside Campground 52.0%
- Parking Lot and Public Areas 13.8%
- Residential Leases 12.9%
- Commercial Leases 9.5%
- Fire Department 4.1%
- Cabin Rentals 3.1%
- Protective Services 1.7%
- Foreshore Lease 1.6%

RESIDENTIAL LEASES

- Operating levy to increase by \$37.00 annually
- Proposed increase to other residential fees
 - Protective Services \$6.24
 - Fire \$2.75
 - Insurance \$2.28
 - Street Lights \$2.28

PARKING

- High Season Parking: -
 - Weekend \$6.00 per hour
 - Weekday \$4.00 per hour
 - \$1 Infrastructure Fee per transaction
- Higher than Estimated Demand

SUNNYSIDE CAMPGROUND

- Seasonal Camping rates increase of 2%
- Overnight Camping rates increase of 3%
- Parking and Miscellaneous fee increase of 3%
- Higher than Estimated Demand for Overnight Camping
- Infrastructure and Foreshore charge
 - Overnight campers \$5 per reservation
 - Seasonal campers \$25 per season



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 3900
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: Bylaws to Establish and Amend Capital Reserve Funds

PURPOSE:

To provide the Board with a recommendation and rationale for setting up the Cultus Lake Parking Infrastructure Fund and to amend the Sunnyside Campground Improvement Reserve Fund.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First and Second readings to the Cultus Lake Parking Infrastructure Reserve Fund Bylaw No. 1200, 2021*

***THAT** the Cultus Lake Park Board give First and Second readings to the Sunnyside Campground Improvement Reserve Fund Amendment Bylaw No. 1201, 2021.*

DISCUSSION:

At the November 17th Board meeting the 2022-2026 Financial Plan Bylaw (1199, 2021) is proposed to be given First and Second reading and it is anticipated that this bylaw will receive Third reading at the December 15th meeting.

As noted in the budget presentation and included in the Draft 2022-2026 Financial Plan there is a new capital reserve fund to support the renewal of the parking lot infrastructure Cultus Lake Park. The Draft 2022-2026 Financial Plan also proposes to amend the Sunnyside Campground Improvement Reserve Fund bylaw. Therefore, staff are recommending the following:

I) Cultus Lake Parking Infrastructure Reserve Fund Bylaw No. 1200, 2021

That the Cultus Lake Park Board establish the Cultus Lake Parking Infrastructure Reserve Fund Bylaw. Staff are proposing this bylaw require a minimum allocation of 2.5% of parking revenue to be allocated to this reserve. The reserve will then be used for the replacement, improvement or addition of parking infrastructure within Cultus Lake Public Parking Lots as directed by the Board through the annual financial planning process.

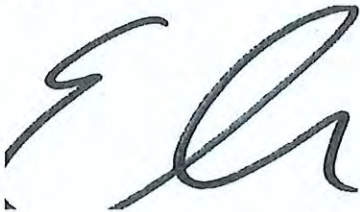
Funds allocated to this reserve will allow staff to ensure that the Parking Infrastructure continues to be in working order as parking revenue is a large contributor to the Park's overall budget.

II) Sunnyside Campground Improvement Reserve Fund Amendment Bylaw No. 1201, 2021

That the Sunnyside Campground Improvement Reserve Bylaw be amended to increase the minimum required annual allocation to the reserve be increased from 5% to 6% of all Sunnyside Campground revenue.

Staff are recommending an increase with the minimum funds being allocated to the Sunnyside Reserve to ensure the infrastructure at Sunnyside is continued to be renewed as Sunnyside is the largest contributor to the Park's overall budget.

Prepared by:



Erica Lee, CPA, CMA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021

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

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

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

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

1. TITLE

1.1 This Bylaw may be cited for all purposes as "Cultus Lake Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021 "

2. GENERAL REGULATIONS

2.1 Annually two and a half percent (2.5%) of all Parking revenue shall be deposited into this reserve by December 31 of each year. 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, improvement or addition of parking lot infrastructure within Cultus Lake Park.

3. EFFECTIVE DATE

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

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

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

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

ADOPTED this XX day of XXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Parking Lot
Infrastructure Reserve Fund Bylaw No. 1200, 2021

Chief Administrative Officer



Cultus Lake Park

Sunnyside Campground Improvement Reserve Fund Amendment

Bylaw No. 1201, 2021

A Bylaw to amend the Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12

The Board for Cultus Lake Park did enact a bylaw cited as "*Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12*".

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

This Bylaw may be cited for all purposes as "Sunnyside Campground Improvement Reserve Fund Amendment Bylaw No. 1201, 2021 "

2. AMENDMENTS

Amend Section 4 of Sunnyside Campground Improvement Reserve Fund Bylaw 1028-12 so it reads:

Annually six percent (6%) of all Sunnyside campground revenue shall be deposited into this reserve by December 31 of each year. 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 XX day of November, 20XX

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

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

ADOPTED this XX day of XXX, 20XX

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Sunnyside Campground Improvement
Reserve Fund Amendment Bylaw No. 1201, 2021

Chief Administrative Officer



Cultus Lake Park

BOARD PROCEDURES BYLAW No. 1125, 2018

Amendment Bylaw No. 1198, 2021

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

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

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 Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

2. AMENDMENTS

The Cultus Lake Park Board Procedures Bylaw 1125, 2018 is amended as follows:

2.1 In section 2. DEFINITONS add

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

"Electronic Meeting" means a meeting where all attendees participate electronically.

"Electronic Participation" means the electronic participation of one or more attendees at an in-person meeting.

"Hybrid Meeting" means a meeting where some members are attending in-person and some members are attending electronically.

"Mailed" means the distribution of information through the traditional postal system, electronic mail, or any other means of delivery required by the recipient

2.2 Delete section 14.10 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

2.3 Add section 14.10 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been approved by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter

will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

2.4 Add sections:

3.12 Electronic Meetings

3.12.1 A regular, closed, or special Board meeting, or other Board committee meetings may be conducted by electronic means.

3.12.2 Electronic Meetings will follow the rules established by the *Community Charter* and Board policies pertaining to Electronic Meetings.

3.12.3 Advance public notice of

(a) the way in which the Electronic Meeting will be conducted, and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in the bylaw for giving notice in section **3.9 Advance Public Notice of Board and Committee Meetings**.

3.13 Electronic Participation at Hybrid Meetings – Board Members

3.13.1 A member of the Board may attend an in-person regular, closed, or special Board meeting, or other Board committee meeting by electronic means or other communication facilities, as available.

3.13.2 The following rules apply to Electronic Participation referred to in subsection 3.13.1:

(a) A member who wishes to attend an in-person meeting via electronic means must provide notice to the CAO and/or the Corporate Officer no less than forty- eight (48) hours prior to the meeting;

(b) electronic participants will be noted in the meeting minutes as having participated electronically;

(c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during the meeting will be noted in the minutes as having left the meeting;

(d) if a member must be recused due to a conflict of interest, section **11 CONFLICT OF INTEREST** of this bylaw will be followed and they will temporarily be disconnected or place in a “waiting room” if possible;

(e) electronic participants will abide by the rules and procedures established in this bylaw.

3.14 Electronic Participation at Hybrid Meetings – The Public

3.14.1 A member of the Public may attend an in-person regular, special regular Board meeting, or other Board committee meetings by electronic means or other communication facilities, as available.

3.14.2 The following rules apply to Electronic Participation referred to in subsection 3.14.1:

(a) The opportunity for public engagement will be provided at every regular, special regular Board meeting, or other Board committee meetings during each Public Question Period; and

(b) electronic participants will abide by the rules and procedures established in this bylaw.

3.15 Electronic Participation at Hybrid Meetings – Delegations

3.15.1 A delegation may attend an in-person regular, regular, closed (if deemed necessary), or special Board meeting or Board committee meetings by electronic means or other communication facilities, as available.

3.15.2 The following rules apply to Electronic Participation referred to in subsection 3.15.1:

(a) **Section 15. DELEGATIONS**, as set out in this bylaw will be followed; and

(b) electronic participants will abide by the rules and procedures established in this bylaw.

14.11.1 The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.

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

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

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

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

3 EFFECTIVE DATE

READ A FIRST TIME this 20th day of October, 2021

READ A SECOND TIME this 20th day of October 2021

READ A THIRD TIME this 20th day of October 2021

PUBLIC NOTICE OF INTENTION TO CONSIDER GIVEN ON THE 29th day of
OCTOBER 2021 and the 5th day of November, 2021

ADOPTED this XX day of XXXX, 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 Board Procedures
Bylaw No. 1125, 2018 Amendment Bylaw No. 1198, 2021

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 6440-90

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

SUBJECT: Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021 and Short-term Rental Policy

PURPOSE:

The purpose of the report is to provide the Cultus Lake Park Board with the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021 and Short-term Rental Policy.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third reading to the Cultus Lake Park Short-term Rental Bylaw No.1202, 2021; and

THAT the Cultus Lake Park Board approve the Short-term Rental Policy.

DISCUSSION:

At the October 20, 2021, Cultus Lake Park Board Meeting the Board reviewed and approved the Draft version of the Short-term Rental Bylaw No. and Short-term Rental Policy.

At that meeting staff also provided the Board with and update on the status of Short-term Rentals. Staff noted that the Park currently has approved forty (40) Short-term Rental applications throughout Cultus Lake Park. Staff are presenting recommended changes to the bylaw along with the implementation of a policy to separate the enforcement aspects from process to better manage the bylaw and implement a higher level of operational standards.

Staff have made the applicable changes to the policy with respect to the following Sections:


3.1 Annual Short-term Rental permit renewal form and invoice will be distributed from the Cultus Lake Park office. Completed forms and payments are due no later than March 15 of each year. If payment is not received by the due date a new application and application fee will need to be processed.

3.3 Prior to the distribution of the renewal form and invoice to Short-term Rental Permittees for renewal, Park staff will review Park records to determine if there any concerns with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may;

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Short-term rentals.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

SHORT-TERM RENTAL BYLAW

Bylaw No. 1202, 2021

A Bylaw to regulate Short-term Rentals.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* apply to the enforcement of the Bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park Bylaw must be paid to the Park.

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

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

1. TITLE

- 1.1 This Bylaw may be cited as “Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021”.

2. INTERPRETATION

- 2.1 Words or phrases defined in the *Cultus Lake Park Act* (British Columbia), the *Interpretation Act* (British Columbia), the *Motor Vehicle Act* (British Columbia), the *Transportation Act* (British Columbia), the *Local Government Act* (British Columbia), the *Community Charter* (British Columbia) or any successor legislation to any of them, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITIONS OF TERMS

“Act” means the *Cultus Lake Park Act* (British Columbia).

“Area” means a self-contained space, used for a Short-term Rental, within a residence.

“Board” means the Cultus Lake Park Board.

“Bylaw Compliance and Enforcement Officer” means a person acting as a Cultus Lake Park Bylaw Compliance and Enforcement Officer, or any other person acting in another capacity on behalf of the Cultus Lake Park Board.

“Bylaw Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards, or pandemics.

“Fee Notice” has the meaning ascribed to that term in Section 5.2(b) of this Bylaw.

“Leased Lot” means real property, with or without improvements, that is located within the Park and that is used for residential and/or commercial purposes.

“Leaseholder” means (a) a Person having a current and valid lease with the Board; or (b) a Person (i) renting a residence in the Park from a Person having a current and valid lease with the Board, and (ii) the address of that residence is the Person’s permanent address.

“Park” means the area within the Park boundaries as outlined in the *Cultus Lake Park Act, 1932*, and the foreshore assigned to the Park by the Province of British Columbia.

“Post/Posted” means keeping continuously displayed in a conspicuous area of the home.

“Short-term Rental” means the rental of all or an area of the residence, used to provide accommodation, for a period of less than thirty (30) days.

2.3 In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.

2.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

3. GENERAL REGULATIONS

3.1 No Leaseholder will operate a Short-term Rental within Cultus Lake Park:

- (a) Without a valid Short-term Rental permit issued from Cultus Lake Park;
- (b) with more than one (1) Area used for the purpose of the Short-term Rental permit.
- (c) without providing guests with adequate parking spaces and valid parking permits registered with the Park, as per the current Cultus Lake Park Parking and Traffic Bylaw and all amendments;

- (d) without all garbage, recycling and green waste bins secured, as per the current Cultus Lake Park Property Maintenance Bylaw and all amendments;
 - (e) without having all garbage, recycling and green waste bins roadside only during pick up time, as per the current Cultus Lake Park Property Maintenance Bylaw and all amendments;
 - (f) without responding to Short-term Rental Bylaw issues within two hours of being notified of any issue;
 - (g) without a copy of the permit Posted in a conspicuous place in the premises; and
 - (h) if the Cultus Lake Park Board has suspended Short-term Rental permits due to an Emergency.
- 3.2** Weekly Short-term Rental permits will be valid for the date specific weeks applied and paid for.
- 3.3** No person may obstruct a Bylaw Compliance and Enforcement Officer in the fulfilment of his or her duties under this Bylaw.

4. ADVERTISING AND ONLINE BOOKING PLATFORM REGULATIONS

- 4.1** Every online advertisement for a permitted Short-term Rental must disclose:
- (a) The valid permit number;
 - (b) the maximum number of parking spaces available to guests at the residence;
 - (c) the location of parking available for permits issued that may exceed allowable parking spaces at the residence;
 - (d) the maximum permitted guest occupancy applicable to the Short-term Rental; and
 - (e) must not include provisions that were not on the approved application form.
- 4.2** No advertising signs will be placed on the Leased Lot or on Park property.

5. FEES AND FINES

- 5.1** All Persons are subject and will pay the types of fees as listed in Schedule A of this Bylaw and the provisions and fines set out in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, as amended from time to time.
- 5.2** The amounts of all fees listed in Schedule A of this Bylaw are determined and set from time to time as follow:
- (a) The Board hereby delegates to the Chief Financial Officer all of the powers, duties and functions of the Board under Sections 14(a.1) and 14(f.1) of the *Act* to determine and publish, on an annual basis, the amount of each fee;
 - (b) by March 31 of each calendar year, the Chief Financial Officer will determine

and publish, or cause to be published, a notice (the "Fee Notice") in the Cultus Lake Park Office stating the amount of each fee, and such Fee Notice will remain published in the Cultus Lake Park Office until such fee amounts are no longer in effect;

- (c) all fee amounts go into effect the later of (i) 14 days after the applicable Fee Notice is published, or (ii) such other date specified in the Fee Notice, and supersede any prior Fee Notices and fee amounts;
- (d) in determining any fee amounts pursuant to this Section 5.2, the Chief Financial Officer will consider, acting reasonably, all of the following factors:
 - (i) all costs to the Board of enforcing this Bylaw;
 - (ii) all costs to the Board in managing and maintaining the Short-term Rental permitting process, including administration and security;
 - (iii) the most recently passed budget of the Board;
 - (iv) the financial circumstances of the Board;
 - (v) the best interests of the Board; and
 - (vi) the mandate of the Board;
- (e) the amount for each type of fee determined pursuant to Section 5.2 will not increase more than 20% year-over-year;
- (f) the Chief Financial Officer may publish copies of the Fee Notice at locations that are in addition to the Cultus Lake Park Office, but in the event of a conflict or inconsistency between the Fee Notice published in the Cultus Lake Park Office and any other notice, the Fee Notice published in the Cultus Lake Park Office will prevail and govern; and
- (g) if no Fee Notice is published by the Chief Financial Officer by the deadline set out in Section 5.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

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

6. SEVERABILITY

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

7. REPEAL

The Cultus Lake Park Short-term Rental Bylaw No 1174, 2020 and all amendments are repealed upon adoption of Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021.

8. EFFECTIVE DATE

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

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 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 Short-term
Rental Bylaw No. 1202, 2021

Chief Administrative Officer

SCHEDULE A: FEES

All Short-term Rentals are subject to the types of fees set out in Table 1 below. The amount of each type of fee will be determined from time to time in accordance with Section 5.2 of this Bylaw.

TABLE 1 of SCHEDULE A		
No.	Fee Type	Fee Sub-types
1.	Non-refundable application fee	Not applicable.
2.	Annual permit fee	Not applicable.
3.	Weekly permit fee	Not applicable.
4.	Annual renewal fee	Not applicable.



CULTUS LAKE PARK

Short-term Rental Administrative Policy

Section:		
Sub-Section:		
Title:	Short-term Rental Administrative Policy	

APPROVALS

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

PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff and applicants regarding the Short-term Rental Bylaw permitting process.

DEFINITIONS

“Applicant” means the leaseholder that is applying for a Short-term Rental permit.

“Area” means a self-contained space, used for a Short-term Rental, within a residence.

“Bylaw Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

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

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards, or pandemics.

“Leaseholder” means (a) a Person having a current and valid lease with the Board; or (b) a Person (i) renting a residence in the Park from a Person having a current and valid lease with the Board, and (ii) the address of that residence is the Person’s permanent address.

“Permittee” means a leaseholder who holds a valid permit from Cultus Lake Park to operate a Short-term rental.

“Short-term Rental” means the rental of all or a portion of the residence, used to provide accommodation, for a period of less than thirty (30) days.

“Substantiated” means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation.

1. GENERAL RULES

- 1.1 Prior to any leaseholder applying for a Short-term Rental permit they must ensure that all outstanding fines, fees, and encumbrances are removed, via payment or compliance, from title.
- 1.2 For a Leaseholder to be eligible to apply for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for such use.
- 1.3 Annual Short-term Rental permits will be valid for one (1) year, to commence on January 1 and to terminated on December 31 of each year. Fees will only be prorated if an application is submitted by a new leaseholder.
- 1.4 Permittees must contact the Cultus Lake Park office, no less than seven (7) business days prior to receiving and paying for a weekly permit.

- 1.5 Short-term Rental permits are only transferable to a new leaseholder in the case of a lease transfer.
- 1.6 Short-term Rental permits are nonrefundable.
- 1.7 All Short-term Rental Applicants must provide contact information for one (1) local contact, other than the Applicant, who is available on a 24/7 basis, during the use of Short-Term Rental by a guest, to respond within two (2) hours to any telephone enquiries regarding the Short-term Rental, and who have consented to the Applicant to allow their contact information to be made available to the Cultus Lake Park staff.
- 1.8 All Short-term Rental related contraventions that Cultus Lake Park Bylaw staff or security respond to, or substantiated complaints that are received will be dealt with as required, and the registered leaseholders will be notified of the infraction.
- 1.9 All Short-term Rental permits can be suspended in the case of an Emergency. This is at the sole discretion of the Board.

2. APPLICATION PROCEDURE

- 2.1 Applicants must submit a completed application form, along with all supporting documentation required as noted on the application, to the Cultus Lake Park office. Payment of the nonrefundable application fee is required at this time.
- 2.2 All leaseholders registered on title must sign the application form.
- 2.3 All Short-term Rental permits are valid for one rental Area per leased lot.
- 2.4 All Short-term permit applications will be reviewed and approved or denied by the CAO.
- 2.5 The Applicant will be notified on the status of the application.
- 2.6 If approved, the Applicant will be required to pay the Short-term Rental permit fee.
- 2.7 Once the Short-term Rental permit fee has been received, the Applicant will receive a Short-term Rental permit and permit number.
- 2.8 Once the permit is approved/renewed and the fee is paid, prior to advertising or commencing rentals, the Permittee must have a meeting, with the CAO or delegate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park.
- 2.9 Within 30 days of approval, Permittees must provide the Park office with a link, or a screen shot of any online advertisements they have placed. Failure to do so may result in the revocation of the Short-term Rental Permit.
- 2.10 The CAO or delegate will hold an annual meeting with all Short-term Rental Permittees to discuss issues and concerns throughout the season.

3. RENEWAL PROCEDURE

- 3.1 Annual Short-term Rental permit renewal form and invoice will be distributed from the Cultus Lake Park office. Completed forms and payments are due no later than March 15 of each year. If payment is not received by the due date a new application and application fee will need to be processed.
- 3.2 Weekly Short-term Rental permits will be subject to a new application and application fee every three (3) years.
- 3.3 Prior to the distribution of the renewal form and invoice to Short-term Rental Permittees for renewal, Park staff will review Park records to determine if there any concerns with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may;
 - (a) consider whether a Short-Term Rental permit held by the Applicant has been revoked in the preceding two (2) permit periods;
 - (b) consider not renewing the permit, if there are Park records that show there were more than three Substantiated reports of any Cultus Lake Bylaw violation occurring at the residence while it was rented out;
 - (c) consider not renewing the permit, if there are Park records that show there were any contraventions, which resulted in a Bylaw Notice or a warning, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaw; or
 - (d) withhold approval of a permit if an Applicant has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.
- 3.4 Once the renewal process is complete and the Applicant has their new permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in this Bylaw.

4. REVOKING CANCELLATION OR REFUSAL OF PERMIT

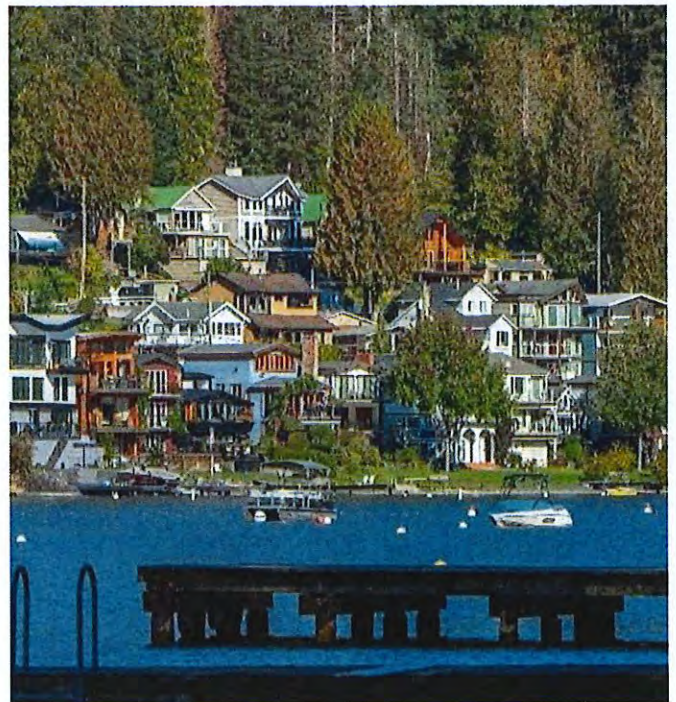
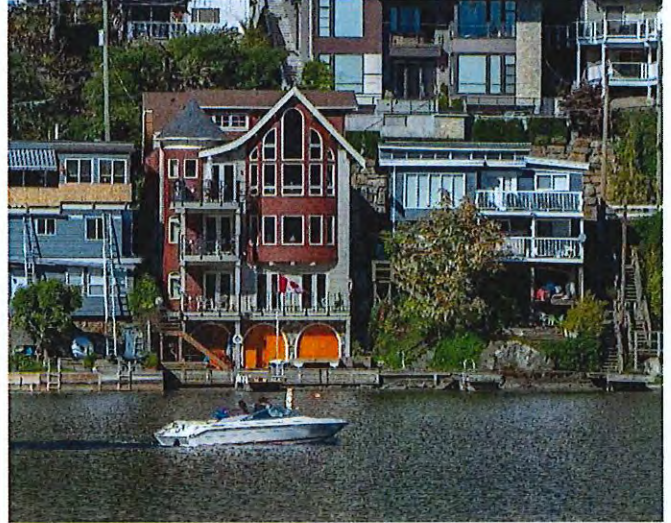
- 4.1 Revoking, cancellation or refusal of a Short-term Rental permit will be at the sole discretion of the CAO in consultation with staff.
- 4.2 Where the application for a Short-term Rental permit is refused, or a Short-term Rental permit is cancelled or revoked, notice will be provided to the Applicant or Permittee who is subject to the decision. The Applicant or Permittee is entitled to have the Board reconsider the matter.
- 4.3 A notice under Section 4.2 of this Policy, will be issued to the Applicant or Permittee or delivered by registered mail to the address given by the Applicant or Permittee on the application for the permit within 14 days.
- 4.4 An Applicant or Permittee who wishes to have the Board reconsider the refusal, revocation or cancellation of a Short-term Rental permit will give written notice of their request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be

made within 28 days of the date on the letter noted in Section 4.3 of this Policy. Where the request for reconsideration has not been received within the time specified, the Applicant will have lost the right for reconsideration.

- 4.5 Upon receipt of a written notice under Section 4.4 of this Policy, CAO will respond within 28 days.



SHORT-TERM RENTALS



A Guide to Responsibly Running a Short-term Rental at Cultus Lake Park

What you need to know and do to operate a Short-term rental accommodation in Cultus Lake Park





SHORT-TERM RENTALS



Being a Responsible Short-term Rental Operator in Cultus Lake Park

Cultus Lake Park allows residential leaseholders to rent all or a portion of the residence, for stays of no longer than thirty (30) days. Before you list, advertise, or rent your property, you must get a Short-term Rental permit. Your registration is valid for one year, to commence on January 1 and to be terminated on December 31 of each year. Annual Short-term Rental Permit renewal should be completed no later than thirty (30) days prior to the expiration date. Permittees may also request a Weekly Short-term Rental Permit.

Read more about the requirements and renewal at <https://www.cultuslake.bc.ca/wp-content/uploads/2020/05/Short-Term-Rental-Bylaw-No.-1174-2020.pdf>

Before You Rent

- Complete the Short-term Rental Permit Application and pay nonrefundable Application Fee
- Receive approval from Cultus Lake Park
- Pay your Short-term Rental Permit Fee
- Receive your Short-term Rental Permit and Permit Number
- Post the Short-term Rental Permit inside the residence
- Contact your insurance provider to advise the use of the property as a Short-term Rental
- Post your completed Fire Safety Plan
- Create information package for your guests

Advertising Your Short-term Rental

Upon receiving approval from Cultus Lake Park to operate your Short-term rental, your marketing must disclose:

- the valid permit number
- the maximum number of parking stalls available to guests
- the location of the parking available for permits issued
- the maximum permitted guest-occupancy applicable

Please note – No advertising signs are allowed to be placed on leased lots or Park property.

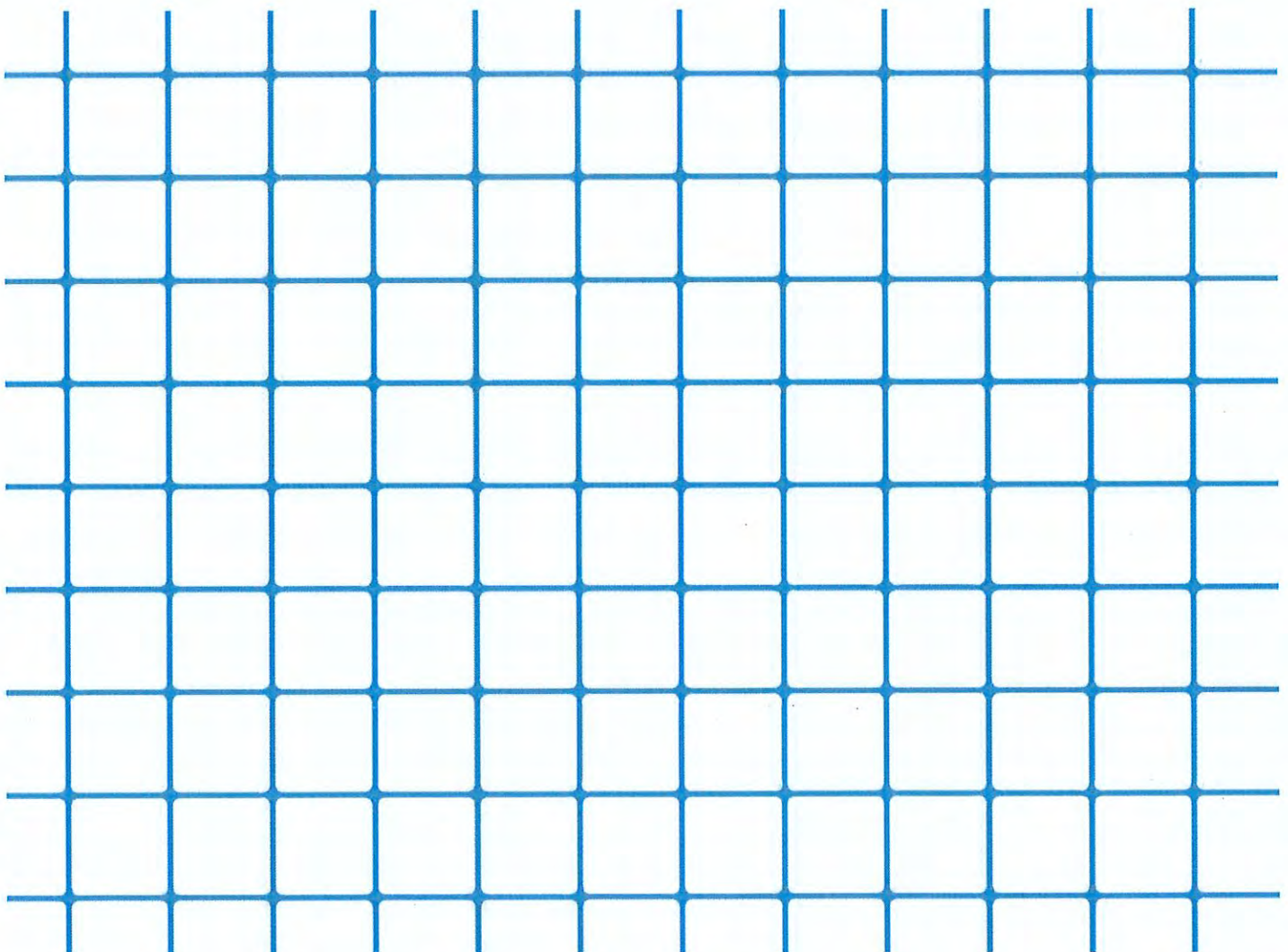


SHORT-TERM RENTALS



Fire Safety Plan

Use the grid below to draw the floor plan of your home. Provide multiple exits in the case of an emergency and mark all fire extinguishers. Post this plan at entrances and exits of your residence.



Operator's name:

Address of the Short-term Rental:

Local Emergency contact:



SHORT-TERM RENTALS



Information for your guests

Cultus Lake Park has a number of bylaws that help make our community a safe and enjoyable place for residents and visitors. It is important to highlight these regulations so that your guests are aware prior to their arrival.

Noise:

Cultus Lake Park is a popular destination in the summer season and is home to many full-time residents year-round. It is important that guests are mindful of noise and do not disturb or be a nuisance to the neighbours. Read more: <https://www.cultuslake.bc.ca/wp-content/uploads/2019/06/Noise-Regulation-Bylaw-No.-1147-2019.pdf>

Vehicle parking:

Provide designated parking stalls for your guests. If you do not have sufficient parking within your property pins, you will need to register their license plate into the online parking permit account. Read more:

<https://www.cultuslake.bc.ca/wp-content/uploads/2021/04/Parking-and-Traffic-Regulations-Bylaw-No.-1190-2021.pdf>

Dogs:

Guests who bring their pets must be mindful of noise and do not disturb or be a nuisance to the neighbours. All dogs must be leashed at all times and guests must pick up after their dog. Read more: <https://www.cultuslake.bc.ca/wp-content/uploads/2019/06/Animal-Control-and-Regulations-Bylaw-No.-1142-2019.pdf>

Garbage and Recycling:

Your guests should have access to the appropriate garbage and recycling receptables and be made aware of the pickup schedule. Read more: <https://www.cultuslake.bc.ca/wp-content/uploads/2019/06/Property-Maintenance-Bylaw-No.-1149-2019.pdf>

Smoking

Cultus Lake Park is a Smoke-Free community to contribute to a healthy and safe environment. Guests are not permitted to smoke outside the residential property, in any public green spaces, beach and trails. Read more: <https://www.cultuslake.bc.ca/wp-content/uploads/2019/06/No-Smoking-Bylaw-No.-1148-2019.pdf>



SHORT-TERM RENTALS



Have More Questions?

Leasing

Cultus Lake Park Lease Administrator
604-847-2044
leaseadmin@cultuslake.bc.ca

Short-term Rental Applications

Cultus Lake Park Reception
604-858-3334
reception@cultuslake.bc.ca

Bylaw Enforcement

Cultus Lake Park Bylaw Enforcement Officer
604-858-5298
bylaw@cultuslake.bc.ca

Quick Links

STR Operator's Guidebook: <https://www.cultuslake.bc.ca/wp-content/uploads/2020/05/Short-Term-Rental-Operators-Guidebook.pdf>

STR Application Form: <https://www.cultuslake.bc.ca/wp-content/uploads/2020/05/Short-term-Rental-Permit-Application-Form.pdf>

Cultus Lake Park STR Bylaw: <https://www.cultuslake.bc.ca/wp-content/uploads/2020/05/Short-Term-Rental-Bylaw-No.-1174-2020.pdf>

Cultus Lake Park Bylaws: <https://www.cultuslake.bc.ca/bylaws/>



SHORT-TERM RENTAL PERMIT APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

APPLICANT INFORMATION

Applicant Name(s):

Mailing Address:

Telephone:

Cell:

Email:

CURRENT LEASE LOT DETAILS

☐ Annual Permit ☐ Weekly Permit

Cultus Lake Park Address:

Total number of designated parking spaces provided for your Short-term Rental:

Total guest occupancy for your Short-term Rental:

Have you previously held a Short-term Rental Permit for this leased lot?

☐ Yes

☐ No

Have you previously applied and been refused a Short-term Rental for this leased lot?

☐ Yes

☐ No

If yes, when?

Have you previously had a Short-term Rental cancelled for this leased lot?

☐ Yes

☐ No

If yes, when?

Is this application for whole house rental use?

☐ Yes

☐ No

Is the Short-term Rental provided with:

a) Hardwired/interconnected smoke detectors in each bedroom?

☐ Yes

☐ No

b) Battery operated/interconnected smoke detectors in each bedroom?

☐ Yes

☐ No

c) Carbon Monoxide detectors?

☐ Yes

☐ No

d) Fire extinguishers?

☐ Yes

☐ No

Is there a Fire Escape Plan easily visible to guests and posted near the exits?

☐ Yes

☐ No

SHORT-TERM PERMIT APPLICATION

ACKNOWLEDGEMENTS — Failure to comply with the statements below may result in suspension, revocation and/or denial of future Short-term Rental permits. Applicant must initial each box.

Initial:

7. I understand that I will be informed of all guest related Bylaw infractions and it is my responsibility to contact guests within two hours of being notified to rectify the issue. I also understand that it is my responsibility for fines and acknowledge that **those fines may be places as rent, per lease.**
8. I further understand that all Short-term Rental Permits expire on December 31st of each year and must be renewed each year prior to January 1st. Every Short-term Rental Permit is subject to review at any time and may be suspended or revoked for cause.
9. I acknowledge that the personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act* and that Cultus Lake has authority to collect my/our information for the purposes of administering this Permit according the *Local Government Act* or *Regulations* and the *Cultus Lake Park Act*.
10. I understand payment of the Permit Application Fee does not guarantee approval of the Permit and I cannot commence business until such time as the Permit has been approved and issued. I will also notify Cultus Lake Park of any changes in the above stated particulars, approvals and acknowledgements.
11. I acknowledge that operating a Short-term Rental without a valid Permit is an offence for which penalties are prescribed, and if found guilty of offence under the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020 and all Amendments is subject to applicable fees.
12. I acknowledge that I am required to meet with the Chief Administrative Officer and/or delegate annually to review the bylaws and the responsibilities of operating a Short-term Rental within the Park.

LEASEHOLDER APPROVAL— ALL applicable leaseholders listed for your property must sign.

By signing below, I/We approve and agree to the use of a Short-term Rental operation on the above stated property that the applicant and I/We are on title as Leaseholders 'Jointly' or 'In Common' with. I also understand and agree to equal responsibility and obligation contained in the current Cultus Lake Bylaws for Short-term Rentals (STR's).

Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:



**CULTUS LAKE PARK
REPORT/RECOMMENDATION TO BOARD**

DATE: November 24, 2021 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment
Bylaw No. 1203, 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. 1203, 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. 1204, 2021.*

DISCUSSION:

Staff proposed the current Cultus Lake Park Short-term Rental Bylaw be rescinded and restructured. The bylaw has been divided into a bylaw and an administrative policy, keeping contraventions separate from procedures and guidelines.

As this changes the corresponding contravention descriptions in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Schedule A - 16, this amendment is required to ensure consistency and enforceability.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:

Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Joe Lamb
Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1203, 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, 2019."*

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

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

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1203, 2021.

2. AMENDMENTS

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

- 2.1 Section 12 - SCHEDULES is amended by removing the following wording:
Schedule A-16 - Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:
Schedule A-16 - Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021.
- 2.3 Schedule A-16 - Cultus Lake Park Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020 be removed and replaced with the attached Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021.

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 XXXXX, 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 Bylaw Notice
Enforcement Bylaw No. 1140, 2019 Amendment
Bylaw No. 1203, 2021.

Chief Administrative Officer

Schedule A-16 - Cultus Lake Park Short-term Rental

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Short- term Rental Bylaw No. 1202, 2021	3.1(a)	Operating a Short-term Rental without a valid permit	\$500	\$300	\$700	No
	3.1(b)	Operating more than one STR area per leased lot	\$500	\$300	\$700	No
	3.1(c)	Failure to provide guests with valid parking spaces and permits	\$100	\$60	\$140	No
	3.1(d)	Failure to ensure bins are secured within lease lot	\$100	\$60	\$140	No
	3.1(e)	Bins on roadside outside Pick up Time	\$100	\$60	\$140	No
	3.1(f)	Failure to respond to a bylaw issue within two hours of notification	\$300	\$180	\$420	No
	3.1(g)	Failure to post permit	\$300	\$180	\$420	No
	3.1(h)	Operating a STR during a Board emergency suspension	\$500	\$300	\$700	No
	3.2	Operating STR outside of permit duration	\$500	\$300	\$700	No
	3.3	Obstructing a Bylaw Officer	\$500	\$300	\$700	No
	4.1(a)	Failure to advertise valid permit number	\$500	\$300	\$700	No
	4.1(b)	Failure to disclose maximum number of parking	\$250	\$150	\$350	No
	4.1.(c)	Failure to disclose location for available parking	\$100	\$60	\$140	No
	4.1(d)	Failure to disclose maximum guest-occupancy permitted	\$100	\$60	\$140	No
	4.1(e)	Advertising unapproved provisions	\$500	\$300	\$700	No
	4.2	Advertisement sign on leased lot or Park land	\$200	\$120	\$280	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 0550
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2021 Third Quarter Financial Report

PURPOSE:

To provide the Board with an update on financial results for the Third quarter of 2021.

RECOMMENDATION:

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

DISCUSSION:

The financial results for the Third Quarter of 2021 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liability of Cultus Lake Park, a consolidated income statement and income statements for each business unit. The income statements provide some additional information for variances though it is not exhaustive. Further information regarding specific variances can easily be provided as requested by the Board or public.

With the close of the third quarter, Cultus Lake Park is currently in an overall surplus position of \$1,944,349 as a result of the recently completed summer high season where the majority of campground and parking revenues are received. As shown by the statements, most revenues have been fully received at this point and park operating expenses and completion of some capital projects remain for 2021. This surplus position also reflects the recording of the transfer to reserves expected for 2021 and funding from reserves for those capital costs incurred to date.

STRATEGIC PLAN:

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

Prepared by:

Erica Lee, CPA, CMA
Chief Financial Officer

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer

CULTUS LAKE PARK

2021 Financial Report

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

Balance Sheet

	2021	2020
<u>ASSETS</u>		
Cash	\$ 1,634,699	\$ 2,334,834
Investments	7,661,144	6,029,784
Accounts Receivable	112,260	177,259
Prepaid Accounts and Inventory	204,346	161,620
Capital Assets (net)	<u>3,473,763</u>	<u>3,813,408</u>
 TOTAL ASSETS	 \$ 13,086,212	 \$ 12,516,905
 <u>LIABILITIES</u>		
Accounts Payable	\$ 295,435	\$ 387,352
Payroll Liabilities	73,427	66,160
Capital Lease Liability	-	35,226
Deferred Revenue	695,541	720,015
Performance Bonds & Refundable Deposits	54,715	77,781
Landfill Closure Liability	1,452,700	935,868
Equity in Capital Assets	3,473,763	3,778,182
Operating Fund Surplus	588,174	840,645
Restricted Reserve Funds	<u>4,508,108</u>	<u>4,286,041</u>
 TOTAL LIABILITIES	 \$ 11,141,863	 \$ 11,127,270
 CURRENT YEAR SURPLUS	 <u>\$ 1,944,349</u>	 <u>\$ 1,389,635</u>

CULTUS LAKE PARK
2021 Financial Report

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

CONSOLIDATED INCOME STATEMENT

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD
REVENUE					
Sunnyside Campground	\$ 3,740,450	\$ 3,299,400	\$ 441,050	13.4%	\$ 2,699,467
Protective Services	127,500	106,850	20,650	19.3%	22,475
Visitor Services (Cabins)	225,963	219,700	6,263	2.9%	155,388
Volunteer Fire Department	281,019	281,590	(571)	-0.2%	264,008
Commercial Leases	566,286	651,292	(85,006)	-13.1%	550,676
Residential Leases	888,927	870,389	18,538	2.1%	801,498
General Administration	39,365	42,500	(3,135)	-7.4%	62,405
Community Hall	1,092	11,950	(10,858)	-90.9%	1,050
Foreshore lease	98,236	109,000	(10,764)	-9.9%	36,732
Public Areas	1,145,145	856,500	288,645	33.7%	540,088
Community Events Committee	200	36,700	(36,500)	-99.5%	220
	\$ 7,114,183	\$ 6,485,871	\$ 628,312	9.7%	\$ 5,134,007
EXPENDITURES					
Advertising and Promotion	\$ 14,933	\$ 86,780	\$ 71,847	82.8%	\$ 8,944
Bank, Credit Card and Interest Charges	141,419	82,750	(58,669)	-70.9%	86,757
Commissioners Indemnities	64,838	85,470	20,632	24.1%	58,112
Grounds Maintenance	58,039	99,195	41,156	41.5%	69,798
Information Systems	97,065	61,170	(35,895)	-58.7%	70,438
Inspections, Permits and Fees	4,481	15,085	10,604	70.3%	3,209
Insurance	157,779	206,131	48,352	23.5%	141,970
Janitorial	48,004	45,300	(2,704)	-6.0%	29,406
Office, Telephone and Sundry	207,924	233,765	25,841	11.1%	199,287
Professional Fees	667,115	715,860	48,745	6.8%	601,010
Repairs and Maintenance	183,840	286,400	102,560	35.8%	161,092
Roads and Parking	22,256	43,300	21,044	48.6%	27,293
Security	3,513	4,750	1,237	26.0%	4,955
Sewer, Septic and Water Systems	29,978	310,300	280,322	90.3%	5,331
Travel and Conferences	815	20,030	19,215	95.9%	2,181
Utilities	153,054	182,835	29,781	16.3%	121,875
Waste Disposal	124,925	187,542	62,617	33.4%	118,388
Waterfront Maintenance	8,027	15,000	6,973	46.5%	1,702
Wages and Benefits	1,871,057	2,535,571	664,514	26.2%	1,583,577
TOTAL OPERATING & WAGES AND BENEFITS	\$ 3,859,062	\$ 5,217,234	\$ 1,358,172		\$ 3,295,325
NET OPERATING INCOME	\$ 3,255,121	\$ 1,268,637	\$ (1,986,484)		\$ 1,838,682
Capital Purchases	1,185,113	1,839,560	654,447	35.6%	257,711
Transfer from Reserve for Capital Purchases	(507,412)	(1,765,260)	(1,257,848)	71.3%	(203,927)
Transfer from Accumulated Surplus	-	(50,775)	(50,775)	100.0%	(9,802)
Transfer to Reserves	633,071	1,219,835	586,764	48.1%	405,065
	\$ 5,169,834	\$ 6,460,594	\$ 1,290,760		\$ 3,744,372
NET CONTRIBUTION TO PARK	\$ 1,944,349	\$ 25,277	\$ (1,919,072)		\$ 1,389,635

CULTUS LAKE PARK

2021 Financial Report

For the SIX Months Ending September 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	\$ 546,377	\$ 545,800	\$ 577	0.1%	\$ 370,235	
1011004001 SS Seasonal View Lots	199,687	194,400	5,287	2.7%	129,685	
1011004002 SS Seasonal Regular Lots	1,026,044	1,030,900	(4,856)	-0.5%	691,328	
1011004003 SS Overnight Full Hook Up	688,554	526,400	162,154	30.8%	502,122	
1011004004 SS Overnight No Hook Up	305,083	205,800	99,283	48.2%	243,788	
1011004005 SS Overnight View Lots	111,432	85,100	26,332	30.9%	84,842	
1011004006 SS Overnight Waterfront Lots	138,180	110,100	28,080	25.5%	96,067	
1011004011 SS Group Area A & B	11,678	30,000	(18,322)	-61.1%	18,288	
1011004015 SS Pay Parking/Miscellaneous Revenue	462,564	380,000	82,564	21.7%	354,405	
1011004090 SS Infrastructure Reserve Fees	43,600	35,000	8,600	24.6%	-	
1011004016 SS Milfoil Revenue	9,664	5,600	4,064	72.6%	5,600	
1011004017 SS WIFI	9,994	2,500	7,494	299.8%	7,745	
1011004050 Sunnyside Store Sales	169,179	141,000	28,179	20.0%	181,080	
1011004910 SS Laundromat	4,565	4,800	(235)	-4.9%	5,329	
1011004950 Promotional Items Sales	13,849	2,000	11,849	592.5%	8,953	
	\$ 3,740,450	\$ 3,299,400	\$ 441,050	13.4%	\$ 2,699,467	
EXPENDITURES						
1021005000 Advertising	\$ 9,971	\$ 9,550	\$ (421)	-4.4%	\$ 2,850	
1021005300 Building Maintenance/Materials	15,214	31,500	16,286	51.7%	18,701	
1021005375 Contract Services	161,886	198,300	36,414	18.4%	136,171	Security Services
1021005400 Conferences/Meetings	407	3,330	2,923	87.8%	-	
1021005500 Data Processing	42,020	34,270	(7,750)	-22.6%	33,461	IT Services and Rez Expert
1021005700 Education & Training	3,990	4,500	510	11.3%	447	Software Charges
1021005800 Equipment Maintenance	9,213	11,500	2,287	19.9%	7,830	
1021005820 Equipment Fuel	53	500	447	89.4%	300	
1021005900 Garbage Collection & Recycling	47,769	53,500	5,731	10.7%	39,868	
1021006000 Ground Maintenance Materials	31,986	47,500	15,514	32.7%	28,083	
1021006100 Commercial Insurance	22,660	28,500	5,840	20.5%	19,850	
1021006200 Vehicle Insurance	968	1,560	592	37.9%	1,144	
1021006300 Janitorial Contracts/Supplies	23,791	22,500	(1,291)	-5.7%	15,999	
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%	-	
1021006800 Office Supplies & Expenses	5,641	4,400	(1,241)	-28.2%	2,608	
1021006810 Bank Charges/ Cash Short (Over)	1,415	950	(465)	-48.9%	286	
1021006812 Point of Sales Fees	71,171	56,000	(15,171)	-27.1%	63,143	
1021006817 Retail Cost of Goods Sold	92,307	57,200	(35,107)	-61.4%	94,110	
1021006822 Office Furniture	251	500	249	49.8%	-	
1021007000 Printing Expense	3,784	5,000	1,216	24.3%	2,773	
1021007100 Public Relations	1,524	3,840	2,316	60.3%	1,003	
1021007200 Roads & Parking Maintenance	6,235	8,000	1,765	22.1%	1,720	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	1,330	2,000	670	33.5%	1,646	
1021007500 Sewer	25,859	116,600	90,741	77.8%	3,961	
1021007625 Shop Supplies	990	2,500	1,510	60.4%	249	
1021007700 Special Events	-	12,080	12,080	100.0%	-	
1021007800 Telephone	14,811	12,700	(2,111)	-16.6%	13,194	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	6,802	8,000	1,198	15.0%	4,623	
1021008005 Hydro Consumption	86,941	85,000	(1,941)	-2.3%	63,115	
1021008020 Water	-	173,000	173,000	100.0%	-	
1021008100 Vehicle Maintenance	70	1,330	1,260	94.7%	-	
1021008130 Vehicle Fuel	604	760	156	20.5%	134	
1021008201 Signage	2,077	2,000	(77)	-3.9%	54	
1021008300 Water System Maintenance	3,756	5,000	1,244	24.9%	1,370	
1021008600 Management/Administration Salaries	143,325	185,470	42,145	22.7%	60,015	
1021008700 Staff Wages - Gatehouse	97,888	110,370	12,482	11.3%	115,414	
1021008701 Staff Wages - Maintenance	143,255	194,040	50,785	26.2%	113,087	

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
1021008710 Staff Wages - Store	34,871	31,380	(3,491)	-11.1%	25,674	
1021008800 Employee Benefits	66,172	118,020	51,848	43.9%	48,611	
1021008825 Uniforms & Clothing Allowance	2,061	1,700	(361)	-21.2%	255	
TOTAL OPERATING EXPENSES	\$ 1,194,779	\$ 1,669,435	\$ 474,656		\$ 922,254	
NET OPERATING INCOME	\$ 2,545,671	\$ 1,629,965	\$ (915,706)	-56.2%	\$ 1,777,213	
1021009000 Capital Purchases	292,358	627,000	334,642	53.4%	49,498	
1021009800 Transfer to Reserves	485,294	448,130	(37,164)	-8.3%	137,000	
1021009805 Transfer from Reserve Capital Purchases	(292,358)	(627,000)	(334,642)	53.4%	(49,498)	
1021009810 Transfer from Accumulated Surplus	-	-	-	0.0%	-	
1021009998 Overhead Expenses	263,025	350,699	87,674	25.0%	246,027	
1021009999 Allocated Services	121,785	162,380	40,595	25.0%	116,535	
	\$ 2,064,883	\$ 2,630,644	\$ 565,761		\$ 1,421,816	
NET CONTRIBUTION TO (FROM)	\$ 1,675,567	\$ 668,756	\$ (1,006,811)		\$ 1,277,651	

CULTUS LAKE PARK

2021 Financial Report

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

PARK PATROL-BYLAWE ENFORCEMENT

	2021		Variance		2020	
	Actual YTD	Annual Budget	\$	%	Actual YTD	Variance Comments
REVENUE						
1011254675 Bylaw Enforcement Fines	\$ 124,140	\$ 106,850	\$ 17,290	16.2%	\$ 22,475	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.
1011254900 Miscellaneous Revenue	3,360	-	3,360	0.0%	-	
	\$ 127,500	\$ 106,850	\$ 20,650		\$ 22,475	
EXPENDITURES						
1021255300 Building Maintenance Materials	\$ 592	\$ 1,200	\$ 608	50.7%	\$ 1,044	
1021255375 Contract Services	255,881	242,000	(13,881)	-5.7%	188,903	Security and Policing Contracts
1021255500 Data Processing	1,455	5,900	4,445	75.3%	1,954	
1021255700 Education & Training	-	3,200	3,200	100.0%	60	
1021255800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1021256100 Commercial Insurance	6,100	7,700	1,600	20.8%	5,375	
1021256200 Vehicle Insurance	871	1,400	529	37.8%	1,023	
1021256300 Janitorial Contracts/Supplies	-	-	-	0.0%	63	
1021256450 Professional Fees	3,217	5,000	1,783	35.7%	-	
1021256500 Licences & Permits	-	7,000	7,000	100.0%	-	
1021256800 Office Supplies & Expenses	589	1,200	611	50.9%	298	
1021256810	280	-	(280)	0.0%	-	
1021257000 Printing Expense	1,712	750	(962)	-128.3%	380	
1021257100 Public Relations	104	500	396	79.2%	64	
1021257400 Security Systems & Supplies	270	500	230	46.0%	-	
1021257800 Telephone	2,966	2,050	(916)	-44.7%	1,441	
1021258000 Propane & Natural Gas	736	875	139	15.9%	702	
1021258100 Vehicle Maintenance	-	1,020	1,020	100.0%	-	
1021258130 Vehicle Fuel	419	1,530	1,111	72.6%	143	
1021258700 Staff Wages - Bylaw Enforcement	49,148	66,660	17,512	26.3%	33,601	
1021258715 Staff Wages - Parking Enforcement	61,921	51,000	(10,921)	-21.4%	-	
1021258715 Staff Wages - Admin	2,940	12,510	9,570	76.5%	-	
1021258800 Employee Benefits	14,574	31,017	16,443	53.0%	3,758	
1021258825 Uniforms & Clothing Allowance	697	2,000	1,303	65.2%	580	
TOTAL OPERATING EXPENSES	\$ 404,472	\$ 446,012	\$ 41,540		\$ 239,389	
NET OPERATING INCOME	\$ (276,972)	\$ (339,162)	\$ (62,190)	18.3%	\$ (216,914)	
1021259000 Capital Purchases	-	5,500	5,500	100.0%	-	
1021259800 Transfer to Reserves	2,000	2,000	-	0.0%	-	
1021259805 Transfer from Reserve Capital Purchases	-	(5,500)	(5,500)	100.0%	-	
1021259998 Overhead Expenses	(290,381)	(387,173)	(96,792)	25.0%	(288,387)	
1021259999 Allocated Services	34,508	46,011	11,503	25.0%	33,585	
	\$ 150,599	\$ 106,850	\$ (43,749)		\$ (15,413)	
NET CONTRIBUTION TO (FROM)	\$ (23,099)	\$ -	\$ 23,099		\$ 37,888	

CULTUS LAKE PARK
2021 Financial Report

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

VISITOR SERVICES & CABINS

	2021		2021		Variance	Variance	2020	
	Actual YTD	Annual Budget		\$	%		Actual YTD	Variance Comments
REVENUE								
1011504400 Cabin Rentals	\$ 218,928	\$ 214,700	\$ 4,228	2.0%		\$ 150,621	Due to Covid-19 revenues in 2020 were lower than typical Cabin revenues.	
1011504900 Miscellaneous Revenue	7,035	5,000	2,035	40.7%		4,766		
	\$ 225,963	\$ 219,700	\$ 6,263			\$ 155,387		
EXPENDITURES								
1021505000 Advertising	\$ 473	\$ 1,900	\$ 1,427	75.1%		\$ -		
1021505300 Building Maintenance Materials	3,326	5,200	1,874	36.0%		5,629		
1021505500 Data Processing	2,795	1,500	(1,295)	-86.3%		372		
1021505700 Education & Training	-	400	400	100.0%		-		
1021505800 Equip & Material Replacement	3,093	7,800	4,707	60.3%		393		
1021506000 Grounds Maintenance Materials	3,292	5,805	2,513	43.3%		452		
1021506100 Commercial Insurance	10,300	13,000	2,700	20.8%		8,700		
1021506300 Janitorial Contracts/Supplies	3,061	4,000	939	23.5%		1,560		
1021506301 Linens	1,410	3,800	2,390	62.9%		2,298		
1021506800 Office Supplies & Expenses	430	650	220	33.8%		224		
1021506810 Bank Charges/Point of Sales Fees	5,494	5,300	(194)	-3.7%		4,303		
1021506817 Retail Cost of Goods Sold	-	825	825	100.0%		-		
1021507000 Printing Expense	-	250	250	100.0%		-		
1021507100 Public Relations	227	500	273	54.6%		1,225		
1021507200 Roads & Parking Maintenance	95	300	205	68.3%		2,555		
102157400 Security Systems & Supplies	443	-	(443)	0.0%		759		
1021507500 Sewer & Septic System Maintenance	-	4,900	4,900	100.0%		-		
1021507800 Telephone/Cable	4,601	4,780	179	3.7%		3,040		
1021508000 Propane & Natural Gas	3,040	3,600	560	15.6%		1,820		
1021508005 Hydro Consumption	8,499	10,600	2,101	19.8%		7,075		
1021508020 Water	-	5,100	5,100	100.0%		-		
1021508201 Signage	-	500	500	100.0%		-		
1021508700 Staff Wages - Visitor Services	46,112	54,130	8,018	14.8%		30,683		
1021508800 Employee Benefits	5,132	11,370	6,238	54.9%		3,307		
1021508825 Uniforms	845	-	(845)	0.0%		-		
TOTAL OPERATING EXPENSES	\$ 102,668	\$ 146,210	\$ 43,542			\$ 74,395		
NET OPERATING INCOME	\$ 123,295	\$ 73,490	\$ (49,805)	-67.8%		\$ 80,992		
1021509000 Capital Purchases	14,479	42,610	28,131	66.0%		49,652		
1021509800 Transfer to Reserves	29,060	29,060	-	0.0%		29,060		
1021509805 Transfer from Reserve Capital Purchases	(14,479)	(42,610)	(28,131)	66.0%		(49,652)		
1021509810 Transfer from Accumulated Surplus	-	(4,775)	(4,775)	100.0%		-		
1021509999 Allocated Services	31,170	41,560	10,390	25.0%		30,510		
	\$ 162,898	\$ 212,055	\$ 49,157			\$ 133,965		
NET CONTRIBUTION TO (FROM)	\$ 63,065	\$ 7,645	\$ (55,420)			\$ 21,422		

CULTUS LAKE PARK

2021 Financial Report

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

VOLUNTEER FIRE DEPARTMENT

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1013004600 Local Services Revenue VFD CL	\$ 31,361	\$ 39,800	\$ (8,439)	-21.2%	\$ 32,984	
1013004601 Fire Protection Agreements	53,560	67,690	(14,130)	-20.9%	57,653	Recoveries from FVRD and Soowahlie
1013004605 Residential Lease Revenue VFD	174,098	174,100	(2)	0.0%	173,371	
1013004900 Miscellaneous Revenue	22,000	-	22,000	0.0%	-	Donations
	<u>\$ 281,019</u>	<u>\$ 281,590</u>	<u>\$ (571)</u>		<u>\$ 264,008</u>	
EXPENDITURES						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	
1023005300 Building Maintenance Materials	2,329	4,800	2,471	51.5%	5,686	
1023005500 Data Processing	270	2,000	1,730	86.5%	174	
1023005700 Education & Training	4,903	32,000	27,097	84.7%	6,955	
1023005800 Firefighting Equipment Fuel & Maintenance	27,618	30,400	2,782	9.2%	20,023	
1023005820 Equipment Fuel	52	-	(52)	0.0%	12	
1023005850 Fire Protection Equip Annual Testing	11,818	10,500	(1,318)	-12.6%	5,067	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	8,850	11,900	3,050	25.6%	7,475	
1023006200 Vehicle Insurance	3,728	5,950	2,222	37.3%	4,259	
1023006300 Janitorial Contracts/Supplies	781	1,000	219	21.9%	-	
1023006600 Membership Dues & Subscriptions	765	700	(65)	-9.3%	750	
1023006800 Office Supplies & Expenses	378	1,400	1,022	73.0%	753	
1023007100 Public Relations	-	500	500	100.0%	-	
1023007400 Security Systems & Supplies	385	500	115	23.0%	700	
1023007500 Sewer & Septic System Maintenance	-	560	560	100.0%	-	
1023007600 Shop Supplies	363	1,000	637	63.7%	514	
1023007625 Small Tools	-	1,000	1,000	100.0%	-	
1023007655 Medical Supplies	1,155	4,100	2,945	71.8%	271	
1023007800 Telephone	4,959	8,450	3,491	41.3%	8,778	
1023008000 Propane & Natural Gas	1,477	1,900	423	22.3%	1,426	
1023008005 Hydro Consumption	2,828	3,700	872	23.6%	2,639	
1023008020 Water	-	580	580	100.0%	-	
1023008100 Vehicle Maintenance	11,236	10,000	(1,236)	-12.4%	10,267	
1023008130 Vehicle Fuel	1,590	2,200	610	27.7%	1,243	
1023008600 Mgmt. Salaries - Fire Chief	3,375	5,600	2,225	39.7%	3,375	
1023008700 Staff Wages - VFD	46,398	57,000	10,602	18.6%	39,421	
1023008760 WCB/EHT Expense	2,248	3,010	762	25.3%	1,542	
1023008825 Uniforms & Clothing Allowance	4,752	4,000	(752)	-18.8%	1,734	
TOTAL OPERATING EXPENSES	<u>\$ 142,258</u>	<u>\$ 205,800</u>	<u>\$ 63,542</u>		<u>\$ 123,064</u>	
NET OPERATING INCOME	<u>\$ 138,761</u>	<u>\$ 75,790</u>	<u>\$ (62,971)</u>	-83.1%	<u>\$ 140,944</u>	
1023009000 Capital Purchases	28,618	42,070	13,452	32.0%	4,629	
1023009800 Transfer to Reserves	58,220	58,220	-	0.0%	57,580	
1023009805 Transfer from Reserve Capital Purchases	(10,573)	(13,300)	(2,727)	20.5%	(3,518)	
1023009806 Transfer from Operating Reserve	(11,063)	(19,470)	(8,407)	43.2%	-	
1023009999 Allocated Services	6,203	8,270	2,067	25.0%	5,775	
	<u>\$ 213,663</u>	<u>\$ 281,590</u>	<u>\$ 67,927</u>		<u>\$ 187,530</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 67,356</u>	<u>\$ -</u>	<u>\$ (67,356)</u>		<u>\$ 76,478</u>	

CULTUS LAKE PARK

2021 Financial Report

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

PUBLIC WORKS

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
EXPENDITURES						
1024005300 Building Maintenance Materials	\$ 1,173	\$ 6,200	\$ 5,027	81.1%	\$ 1,906	WorkSafeBC Requirement - OH&S program.
1024005375 Contract Services	-	5,000	5,000	100.0%	-	
1024005400 Conferences/Meetings	94	2,500	2,406	96.2%	-	
1024005500 Data Processing	270	1,000	730	73.0%	1,987	
1024005700 Education & Training	400	2,100	1,700	81.0%	180	
1024005800 Equipment Maintenance	26,663	11,500	(15,163)	-131.9%	10,691	Backhoe hydraulic cylinders and Skid Steer Hydraulic work done in 2021
1024005820 Equipment Fuel	3,072	3,710	638	17.2%	1,779	
1024005900 Garbage Collection & Recycling	7,526	7,960	434	5.5%	12,237	
1024006000 Grounds Maintenance Materials	648	1,590	942	59.2%	-	
1024006100 Commercial Insurance	10,250	13,500	3,250	24.1%	9,375	
1024006200 Vehicle Insurance	11,840	18,740	6,900	36.8%	13,334	
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	955	1,560	605	38.8%	1,070	
1024007200 Roads & Parking Maintenance	9,033	23,000	13,967	60.7%	16,880	
1024007400 Security Systems & Supplies	642	750	108	14.4%	1,407	
1024007500 Sewer	-	560	560	100.0%	-	
1024007600 Shop Supplies	7,326	10,610	3,284	31.0%	6,101	
1024007625 Small Tools	829	3,500	2,671	76.3%	3,136	
1024007650 Safety Supplies	990	3,500	2,510	71.7%	2,204	
1024007800 Telephone	5,320	4,000	(1,320)	-33.0%	4,871	
1024008000 Propane & Natural Gas	4,766	6,200	1,434	23.1%	4,566	
1024008005 Hydro Consumption	3,105	4,240	1,135	26.8%	2,989	
1024008020 Water	-	580	580	100.0%	-	
1024008100 Vehicle Maintenance	15,348	25,200	9,852	39.1%	17,213	
1024008130 Vehicle Fuel	15,206	18,640	3,434	18.4%	9,180	
1024008600 Management Salaries	64,690	87,890	23,200	26.4%	63,193	
1024008700 Staff Wages - Supervisor	64,374	66,460	2,086	3.1%	50,619	
1024008701 Staff Wages - Custodian	67,421	99,220	31,799	32.0%	36,892	
1024008710 Staff Wages - Public Works	344,591	469,180	124,589	26.6%	363,456	
1024008800 Employee Benefits	131,819	186,300	54,481	29.2%	118,424	
1024008825 Uniforms & Clothing Allowance	5,580	7,700	2,120	27.5%	1,440	
TOTAL OPERATING EXPENSES	\$ 803,931	\$ 1,094,090	\$ 290,159		\$ 755,196	
NET OPERATING INCOME	\$ (802,758)	\$ (1,087,890)	\$ (285,132)	26.2%	\$ (753,290)	
1024009000 Capital Purchases	7,046	42,770	35,724	83.5%	15,220	
1024009800 Transfer to Reserves	115,000	115,000	-	0.0%	-	
1024009805 Transfer from Reserve Capital Purchases	(7,046)	(42,770)	(35,724)	83.5%	(15,220)	
1024009998 Overhead Expenses	(248,220)	(330,960)	(82,740)	25.0%	(243,465)	
1024009999 Allocated Services	(658,598)	(878,130)	(219,532)	25.0%	(648,322)	
	\$ 12,113	\$ -	\$ (12,113)		\$ (136,591)	
NET CONTRIBUTION TO (FROM)	\$ (12,113)	\$ -	\$ 12,113		\$ 136,591	

CULTUS LAKE PARK

2021 Financial Report

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

COMMERCIAL LEASES

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1015004200 Commercial Leases	\$ 521,054	\$ 608,292	\$ (87,238)	-14.3%	\$ 515,788	
1015004201 CL- Public Works	6,640	8,500	(1,860)	-21.9%	6,872	
1015004202 CL - Bylaw Enforcement	27,138	34,500	(7,362)	-21.3%	28,015	
1015004900 Miscellaneous Revenue	11,454	-	11,454	0.0%	-	
	\$ 566,286	\$ 651,292	\$ (85,006)		\$ 550,675	
EXPENDITURES						
1025005300 Building Maintenance Materials	\$ 6,492	\$ 8,000	\$ 1,508	18.9%	6,164	
1025005375 Contract Services	3,242	-	(3,242)	0.0%	-	
1025005900 Garbage Collection & Recycling	10,514	18,347	7,833	42.7%	9,177	
1025006000 Grounds Maintenance Materials	-	2,800	2,800	100.0%	2,283	
1025006100 Commercial Insurance	26,575	33,500	6,925	20.7%	22,625	
1025006810 Bank Charges	792	-	(792)	0.0%	-	
1025007500 Sewer	-	560	560	100.0%	-	
1025008000 Propane & Natural Gas	535	500	(35)	-7.0%	529	
1025008005 Hydro Consumption	5,276	5,120	(156)	-3.0%	4,822	
1025008020 Water	-	580	580	100.0%	-	
1025008201 Signage	75	1,200	1,125	93.8%	607	
TOTAL OPERATING EXPENSES	\$ 53,501	\$ 70,607	\$ 17,106		\$ 46,207	
NET OPERATING INCOME	\$ (53,501)	\$ (70,607)	\$ (17,106)	24.2%	\$ (46,207)	
1025009000 Capital Purchases	15,682	84,070	68,388	81.3%	-	
1025009800 Transfer to Reserves	158,780	158,780	-	0.0%	128,825	
1025009805 Transfer from Reserve Capital Purchases	(15,682)	(84,070)	(68,388)	81.3%	-	
1025009998 Overhead Expenses	179,226	238,968	59,742	25.0%	162,090	
1025009999 Allocated Services	60,225	80,300	20,075	25.0%	57,938	
	\$ 451,732	\$ 548,655	\$ 96,923		\$ 395,060	
NET CONTRIBUTION TO (FROM)	\$ 114,554	\$ 102,637	\$ (11,917)		\$ 155,615	

CULTUS LAKE PARK
2021 Financial Report

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

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	41,775	25,000	16,775	67.1%	27,400	
1016004611 Lease Services- STVR/BL	48,592	45,000	3,592	8.0%	25,963	Licencing
	<u>\$ 888,927</u>	<u>\$ 870,389</u>	<u>\$ 18,538</u>		<u>\$ 801,498</u>	
EXPENDITURES						
1026005375 Contract Services	\$ 4,000	\$ -	\$ (4,000)	0.0%	\$ 1,500	Land Surveys
1026005900 Garbage Collection & Recycling	54,206	100,535	46,329	46.1%	54,266	
1026006000 Ground Maintenance Materials	4,538	-	(4,538)	0.0%	-	
1026006100 Commercial Insurance	5,300	6,700	1,400	20.9%	4,675	
1026006810 Bank Charges/Point of Sale	1,936	-	-	0.0%	-	
1026006815 Postage & Courier	234	-	-	0.0%	-	
1026008005 Hydro Consumption	19,039	35,900	16,861	47.0%	18,174	
TOTAL OPERATING EXPENSES	<u>\$ 89,253</u>	<u>\$ 143,135</u>	<u>\$ 53,882</u>		<u>\$ 78,615</u>	
NET OPERATING INCOME	<u>\$ 799,674</u>	<u>\$ 727,254</u>	<u>\$ (72,420)</u>	-10.0%	<u>\$ 722,883</u>	
1026009000 Capital Purchases	-	10,000	10,000	100.0%	9,802	Residential, Foreshore, Main Beach & Milfoil
1026009800 Transfer to Reserves	63,230	63,230	-	0.0%	-	
1026009810 Transfer from Accumulated Surplus	-	(10,000)	(10,000)	100.0%	(9,802)	
1026009998 Overhead Expenses	268,572	358,095	89,523	25.0%	250,872	
1026009999 Allocated Services	226,665	302,220	75,555	25.0%	218,745	
	<u>\$ 647,720</u>	<u>\$ 866,680</u>	<u>\$ 218,960</u>		<u>\$ 548,232</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 241,207</u>	<u>\$ 3,709</u>	<u>\$ (237,498)</u>		<u>\$ 253,266</u>	

CULTUS LAKE PARK

2021 Financial Report

For the SIX Months Ending September 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	\$ 22,262	\$ 40,000	\$ (17,738)	-44.3%	\$ 51,655	
1017004900 Miscellaneous Revenue/Encroachment	12,395	2,000	10,395	519.8%	3,013	
1017004904 Donations	4,309	-	4,309	0.0%	7,226	
1017004915 Dog Licenses	400	500	(100)	-20.0%	510	
	\$ 39,366	\$ 42,500	\$ (3,134)		\$ 62,404	
EXPENDITURES						
1027005000 Advertising	\$ 52	\$ 1,500	\$ 1,448	96.5%	\$ 697	
1027005100 Accounting & Auditing Fees	2,981	18,085	15,104	83.5%	2,118	
1027005175 Board Level Expenses	5,009	17,000	11,991	70.5%	3,694	
1027005300 Building Maintenance Materials	421	3,100	2,679	86.4%	2,221	
1027005375 Contract Services	22,900	36,000	13,100	36.4%	32,491	
1027005400 Conferences/Meetings	174	11,000	10,826	98.4%	1,774	
1027005500 Data Processing	50,255	16,500	(33,755)	-204.6%	32,469	
1027005700 Education & Training	-	5,000	5,000	100.0%	-	
1027005800 Equipment Maintenance	119	1,000	881	88.1%	-	
1027006100 Commercial Insurance	12,275	15,600	3,325	21.3%	10,850	
1027006200 Vehicle Insurance	1,290	2,081	791	38.0%	1,566	
1027006400 Legal Fees	100,705	130,000	29,295	22.5%	178,263	
1027006450 Professional Fees	27,327	20,000	(7,327)	-36.6%	9,758	Union Negotiations
1027006600 Membership Dues & Subscriptions	1,945	3,700	1,755	47.4%	1,954	
1027006800 Office Supplies & Expenses	5,326	9,000	3,674	40.8%	9,535	
1027006801 Staff Recognition Expenses	572	6,000	5,428	90.5%	-	
1027006800 Breakroom Supplies	2,360	5,000	2,640	52.8%	-	
1027006812 Bank Charges/Point of Sale Fees	9,934	13,000	3,066	23.6%	6,050	
1027006815 Postage & Courier	8,044	4,000	(4,044)	-101.1%	4,199	
1027006820 Equipment Leases	7,927	15,300	7,373	48.2%	8,902	
1027006822 Office Furniture	1,697	4,000	2,303	57.6%	254	
1027006900 Recruitment Expenses	-	-	-	0.0%	759	
1027007000 Printing Expense	160	1,000	840	84.0%	259	
1027007100 Public Relations	1,854	4,000	2,146	53.7%	1,964	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	443	
1027007500 Sewer & Septic System Maintenance	-	560	560	100.0%	-	
1027007700 Special Events - CWFPP	232	5,000	4,768	95.4%	-	
1027007800 Telephone	11,781	8,500	(3,281)	-38.6%	9,212	
1027007900 Travel Expense	139	2,000	1,861	93.1%	407	
1027008000 Propane & Natural Gas	1,145	1,900	755	39.7%	1,063	
1027008005 Hydro Consumption	2,994	3,500	506	14.5%	2,483	
1027008020 Water	-	580	580	100.0%	-	
1027008100 Vehicle Maintenance/Fuel	325	800	475	59.4%	471	
1027008500 Commissioners Indemnity	64,838	85,470	20,632	24.1%	58,112	
1027008600 Management Salaries	98,880	139,230	40,350	29.0%	153,255	
1027008601 Finance Salaries	103,473	141,180	37,707	26.7%	100,515	
1027008710 Staff Wages - CO/Communications	73,230	138,980	65,750	47.3%	48,052	
1027008715 Staff Wages - Admin / CSR	89,278	117,063	27,785	23.7%	76,520	
1027008800 Employee Benefits	102,007	143,090	41,083	28.7%	90,151	
TOTAL OPERATING EXPENSES	\$ 812,092	\$ 1,130,719	\$ 318,627		\$ 850,461	
NET OPERATING INCOME	\$ (772,726)	\$ (1,088,219)	\$ (315,493)	29.0%	\$ (788,057)	
1027009000 Capital Purchases	154,692	70,570	(84,122)	-119.2%	13,205	
1027009800 Transfer to Reserves	50,000	50,000	-	0.0%	2,600	
1027009805 Transfer from Reserve Capital	(154,692)	(70,570)	84,122	-119.2%	(13,205)	
1027009810 Transfer from Accumulated Surplus	-	(16,000)	(16,000)	100.0%	-	
1027009998 Overhead Expenses	(738,307)	(984,409)	(246,102)	25.0%	(655,232)	
1027009999 Allocated Services	(103,358)	(137,810)	(34,452)	25.0%	(89,745)	
	\$ 20,427	\$ 42,500	\$ 22,073		\$ 108,084	
NET CONTRIBUTION TO (FROM)	\$ 18,939	\$ -	\$ (18,939)		\$ (45,680)	

CULTUS LAKE PARK

2021 Financial Report

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

COMMUNITY HALL

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1018004920 Community Hall Rentals	\$ 1,092	\$ 11,950	\$ (10,858)	-90.9%	\$ 1,050	
EXPENDITURES						
1028005300 Building Maintenance Materials	\$ 560	\$ 3,500	\$ 2,940	84.0%	\$ 1,128	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	-	
1028006100 Commercial Insurance	6,800	8,600	1,800	20.9%	5,950	
1028007500 Sewer	-	560	560	100.0%	-	
1028007800 Telephone	173	200	27	13.5%	173	
1028008000 Propane & Natural Gas	1,298	1,900	602	31.7%	993	
1028008005 Hydro Consumption	542	1,600	1,058	66.1%	874	
1028008020 Water	-	580	580	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 9,373	\$ 17,940	\$ 8,567		\$ 9,118	
NET OPERATING INCOME	\$ (8,281)	\$ (5,990)	\$ 2,291	-38.2%	\$ (8,068)	
1028009000 Capital Purchases	1,520	2,070	550	26.6%	1,929	
1028009800 Transfer to Reserves	10,000	10,000	-	0.0%	2,000	
1028009805 Transfer from Reserve Capital Purchases	(1,520)	(2,070)	(550)	26.6%	(1,929)	
1028009998 Overhead Expenses	23,850	31,800	7,950	25.0%	22,737	
1028009999 Allocated Services	16,403	21,870	5,467	25.0%	15,795	
	\$ 59,626	\$ 81,610	\$ 21,984		\$ 49,650	
NET CONTRIBUTION TO (FROM)	\$ (58,534)	\$ (69,660)	\$ (11,126)		\$ (48,600)	

CULTUS LAKE PARK

2021 Financial Report

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

FORESHORE LEASE

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1018504936 Boat Mooring - Public Areas/SS	\$ 43,186	\$ 52,750	\$ (9,564)	-18.1%	\$ 36,462	
1018504941 Foreshore Reserve Revenue	52,750	56,250	(3,500)	-6.2%	-	
1018504904 Donations - Foreshore	800	-	800	0.0%	-	
1018504900 Delinquency Fees/Misc	1,500	-	1,500	0.0%	270	
	<u>\$ 98,236</u>	<u>\$ 109,000</u>	<u>\$ (10,764)</u>		<u>\$ 36,732</u>	
EXPENDITURES						
1028505800 Equipment Maintenance	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 1,096	
1028505820 Equipment Fuel	-	800	800	100.0%	34	
1028505850 Floats & Buoys	633	10,000	9,367	93.7%	730	
1028506000 Grounds Maintenance Materials	-	10,000	10,000	100.0%	14,004	
1028506100 Commercial Insurance	12,900	16,400	3,500	21.3%	11,200	
1028506200 Vehicle Insurance	97	100	3	3.0%	94	
1028506500 Licences & Permits	60	1,100	1,040	94.5%	-	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance/Fuel	147	200	53	26.5%	-	
1028508200 Foreshore Maintenance (Wharfs)	8,027	15,000	6,973	46.5%	1,702	
1028508201 Signage	-	1,000	1,000	100.0%	58	
TOTAL OPERATING EXPENSES	<u>\$ 21,864</u>	<u>\$ 56,250</u>	<u>\$ 34,386</u>		<u>\$ 28,918</u>	
NET OPERATING INCOME	<u>\$ 76,372</u>	<u>\$ 52,750</u>	<u>\$ (23,622)</u>	-44.8%	<u>\$ 7,814</u>	
1028509000 Capital Purchases	31,118	120,000	88,882	74.1%	27,951	
1028509800 Transfer to Reserves	52,750	56,250	3,500	6.2%	5,000	
1028509805 Transfer from Reserve Capital Purchases	(31,118)	(120,000)	(88,882)	74.1%	(25,355)	
1028509998 Overhead Expenses	182,348	243,130	60,782	25.0%	165,172	
1028509999 Allocated Services	66,323	88,430	22,107	25.0%	64,395	
	<u>\$ 323,285</u>	<u>\$ 444,060</u>	<u>\$ 120,775</u>		<u>\$ 266,081</u>	
	<u>\$ (225,049)</u>	<u>\$ (335,060)</u>	<u>\$ (110,011)</u>		<u>\$ (229,349)</u>	

CULTUS LAKE PARK

2021 Financial Report

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

PUBLIC AREAS

	2021 Actual YTD	2021 Annual Budget	Variance \$	Variance %	2020 Actual YTD	Variance Comments
REVENUE						
1019004910 Pay Parking	\$ 987,243	\$ 780,000	\$ 207,243	26.6%	\$ 535,439	Parking lots in 2020 were closed for most of March, April and May
1019004926 Infrastructure Reserve	52,469	42,000	10,469	24.9%	-	
1019004927 Foreshore Reserve	22,486	18,000	4,486	24.9%	-	
1019004700 Tree Removal Fees	37,711	1,500	36,211	2414.1%	-	
						Funds in Trust adjusted to revenue in 2021- Basketball Court Replacement
1019004900 Miscellaneous Revenue	28,813	15,000	13,813	92.1%	4,649	
1019004904 Donations	16,423	-	16,423	0.0%	-	
	<u>\$ 1,145,145</u>	<u>\$ 856,500</u>	<u>\$ 288,645</u>		<u>\$ 540,088</u>	
EXPENDITURES						
1029005300 Building Maintenance Materials	\$ 2,652	\$ 6,200	\$ 3,548	57.2%	\$ 244	
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	-	
1029005360 Commemorative Benches	-	1,900	1,900	100.0%	669	
						Parking Meter Maintenance and Sign Inventory
1029005375 Contract Services	74,976	40,600	(34,376)	-84.7%	51,805	
1029005800 Equipment Maintenance	902	1,000	98	9.8%	1,000	
1029005900 Garbage Collection & Recycling	4,910	7,200	2,290	31.8%	3,408	
1029006000 Grounds Maintenance Materials	17,575	30,000	12,425	41.4%	24,976	
1029006010 General Maintenance	4,663	20,000	15,337	76.7%	10,608	
1029006100 Commercial Insurance	16,975	20,900	3,925	18.8%	14,475	
1029006300 Janitorial Contracts/Supplies	18,962	14,000	(4,962)	-35.4%	9,420	
1029006810 Bank Charges	227	500	273	54.6%	173	
1029006812 Point of Sale Fees	50,657	7,000	(43,657)	-623.7%	12,537	
						Parking Meter Lease Expenses
1029006820 Equipment Leases	15,925	10,200	(5,725)	-56.1%	21,384	
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	6,893	12,000	5,107	42.6%	5,570	
1029007300 Vandalism Repairs	940	2,500	1,560	62.4%	723	
1029007500 Sewer & Septic System Maintenance	360	-	(360)	0.0%	-	
1029008005 Hydro Consumption	4,032	8,300	4,268	51.4%	3,984	
1029008201 Signage	3,494	6,500	3,006	46.2%	5,589	
TOTAL OPERATING EXPENSES	<u>\$ 224,143</u>	<u>\$ 201,300</u>	<u>\$ (22,843)</u>		<u>\$ 166,565</u>	
NET OPERATING INCOME	<u>\$ 921,002</u>	<u>\$ 655,200</u>	<u>\$ (265,802)</u>	-40.6%	<u>\$ 373,523</u>	
1029009000 Capital Purchases	639,600	792,900	153,300	19.3%	85,824	
1029009800 Transfer to Reserves	253,155	228,200	(24,955)	-10.9%	43,000	
1029009805 Transfer from Reserve Capital Purchases	(613,300)	(727,900)	(114,600)	15.7%	(45,550)	
1029009810 Transfer from Accumulated Surplus	-	(30,000)	(30,000)	100.0%	-	
1029009998 Overhead Expenses	359,886	479,850	119,964	25.0%	340,185	
1029009999 Allocated Services	198,675	264,900	66,225	25.0%	194,790	
	<u>\$ 1,062,159</u>	<u>\$ 1,209,250</u>	<u>\$ 147,091</u>		<u>\$ 784,814</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 82,986</u>	<u>\$ (352,750)</u>	<u>\$ (435,736)</u>		<u>\$ (244,726)</u>	

CULTUS LAKE PARK
2021 Financial Report

For the SIX Months Ending September 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	\$ 200	\$ 10,200	\$ (10,000)	-98.0%	\$ 220	Due to Covid 19 all Special Events at Cultus Lake Park were cancelled in 2020 & 2021.
1019504902 Public Areas - Contribution	-	12,000	(12,000)	-100.0%	-	
1019504996 Grants from other Agency's	-	14,500	(14,500)	-100.0%	-	
	\$ 200	\$ 36,700	\$ (36,500)		\$ 220	
<u>EXPENDITURES</u>						
1029506800 Office Supplies & Misc. Expenses	\$ 235	\$ 875	\$ 640	73.1%	\$ -	
1029507700 Special Events CEAC	495	34,860	34,365	98.6%	1,141	
1029509800 Transfer to (from) Reserves	-	965	965	100.0%	-	
	\$ 730	\$ 36,700	\$ 35,970		\$ 1,141	
	\$ (530)	\$ -	\$ 530		\$ (921)	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE:

November 24, 2021

FILE: 0550-70

SUBMITTED BY:

Erica Lee
Chief Financial Officer

SUBJECT:

2021 Cultus Lake Park Parking Third Quarter Report

PURPOSE:

To provide the Board with an overview of parking revenue for the Third Quarter of 2021.

RECOMMENDATION:

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

DISCUSSION:

Parking revenue, net of GST, for the Third Quarter totaled \$647,650. This is an increase of approximately \$220,480 over parking revenue for the Third Quarter of 2020. In the Third Quarter, as seen in Table 3 net parking revenue totaled \$597,800. This is an increase of more than \$213,220 over net parking revenue for the Third Quarter of 2020.

Parking revenue, net of GST, Year to Date totals \$937,487 which is an increase of more than \$429,000 or 84.4% from 2020. The tables below show the Third 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	369,153.90
Aug	141,261.00	208,401.33	191,850.19	232,956.90
Sep	33,376.52	39,104.43	56,447.76	45,544.95
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	937,487.78

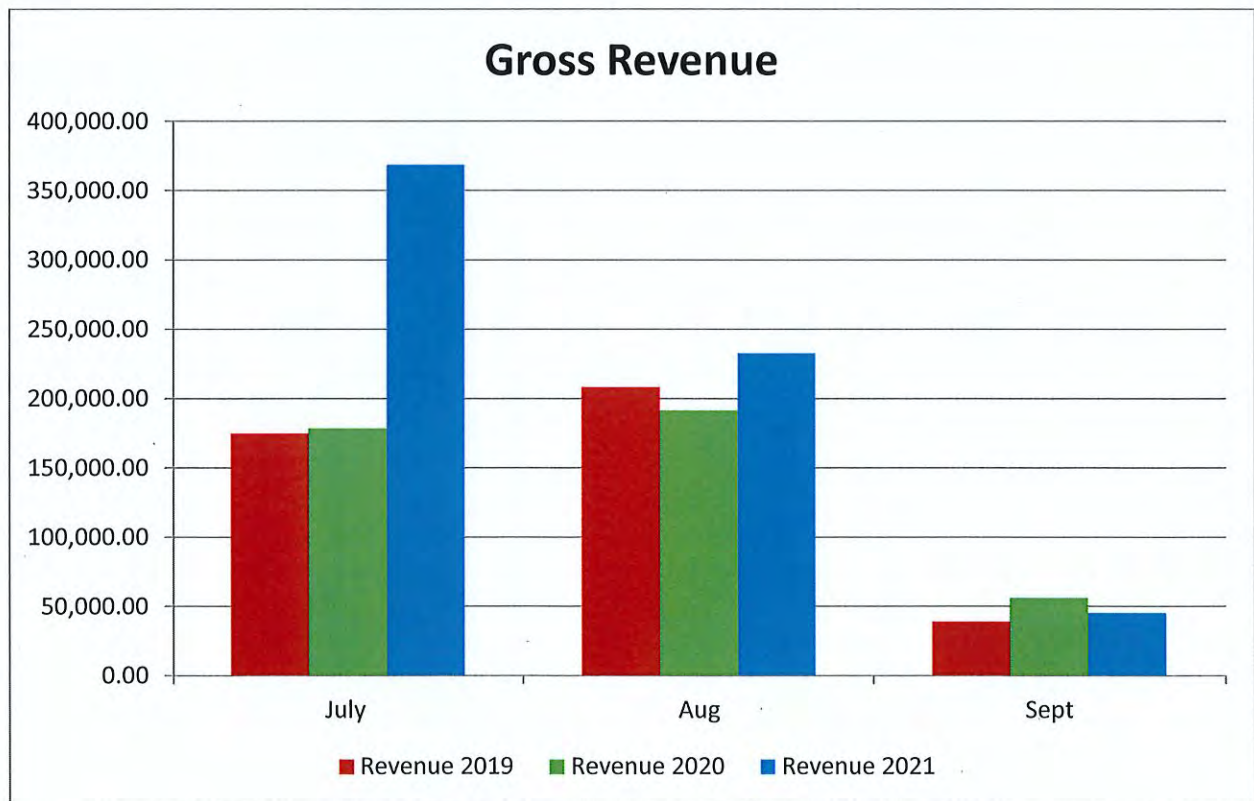


Table 2 –

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	23,017.96
Aug	18,188.59	19,244.06	17,500.97	18,033.66
Sep	8,676.12	10,398.74	10,513.22	8,797.80
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	118,759.06

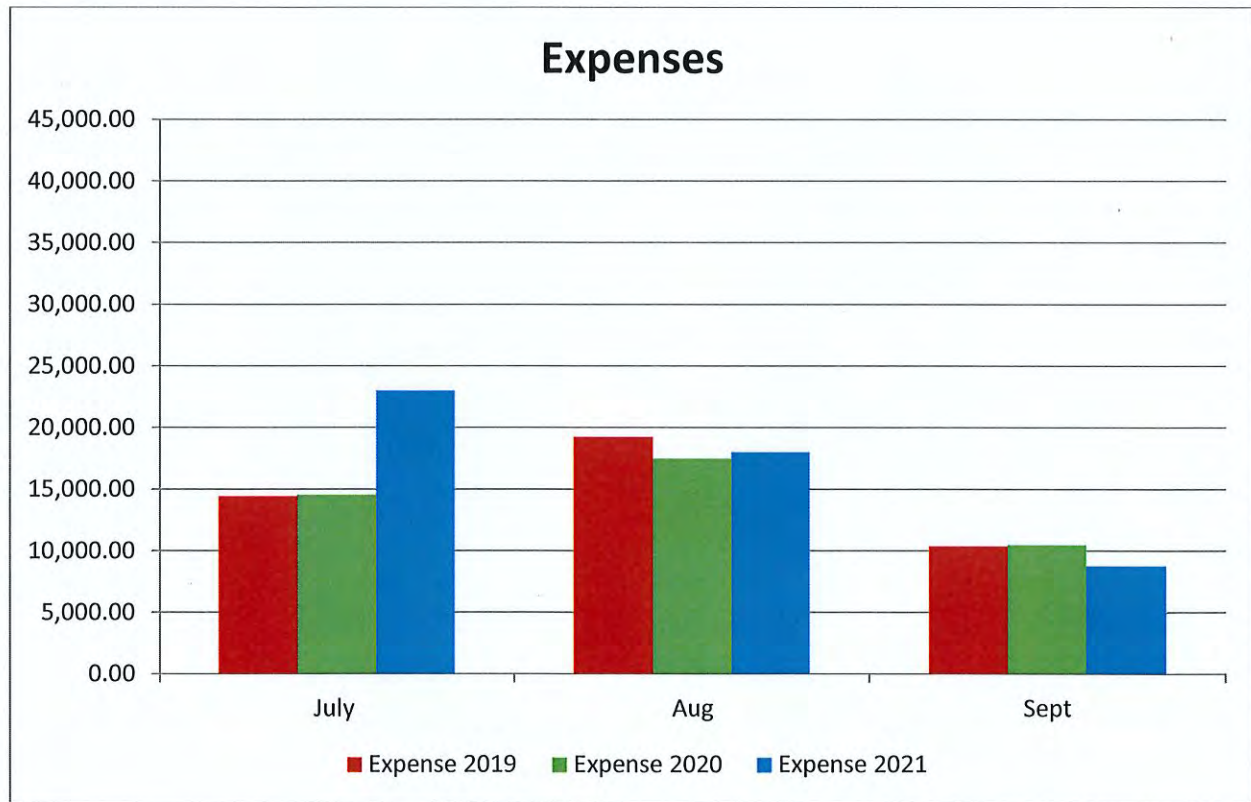
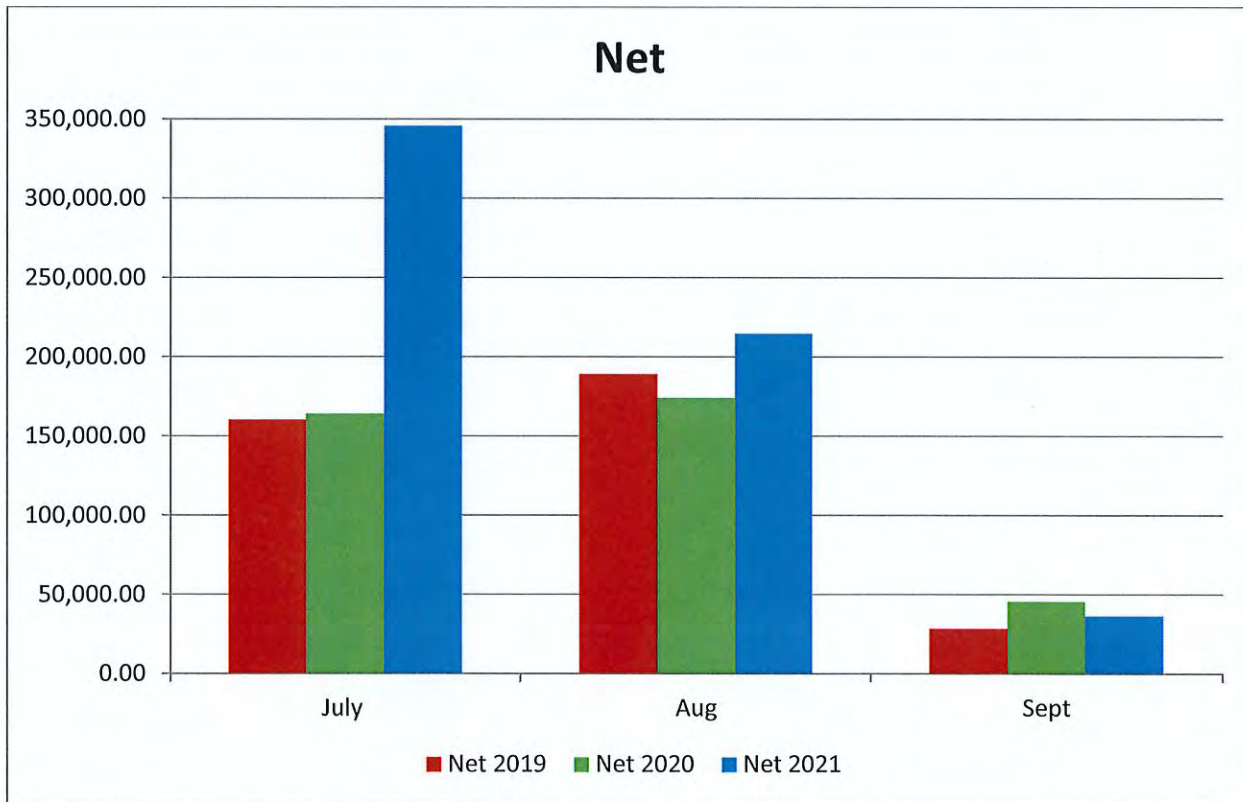


Table 3 –

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	346,135.94
Aug	123,072.41	189,157.27	174,349.22	214,923.24
Sep	24,700.40	28,705.69	45,934.54	36,747.15
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	818,728.72





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 0550-70

SUBMITTED BY: Dave Driediger,
Manager of Park Operations

SUBJECT: Public Works 2021 Third Quarter Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

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

Commercial Leases:

- Buildings, grounds and parking lot maintenance - 4 days labour
- Garbage collection - 8 days labour
- Janitorial service - 26 days labour

Community Hall:

- Building and grounds maintenance - 2 days labour
- Janitorial service and rental set up - 6 days labour

Fire Hall:

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

Foreshore:

- Swim line maintenance - 5 days labour
- Wharf, weir and buoy maintenance - 14 days labour
- Float beach - 8 days labour

Park Office:

- Building and grounds maintenance - 9 days labour

Public Areas:

- Building and structure maintenance - 19 days labour
- Daily parking lot opening - 5 days labour
- Garbage collection and inspections - 75 days labour
- Grounds maintenance - 133 days labour
- Janitorial service - 101 days labour
- Roads and parking lot maintenance - 8 days labour
- Tree maintenance - 2 days labour

Public Works:

- Administration - 30 days labour
- Fleet and equipment maintenance - 12 days labour
- Yard and building maintenance - 12 days labour

Residential Leases:

- Grounds and tree maintenance - 2 days labour
- Road and drainage maintenance - 4 days labour

Special Events:

- Public Works staff - 4 days labour

Sunnyside Campground:

- Building maintenance - 17 days labour
- Grounds and tree maintenance - 12 days labour
- Roads and parking maintenance - 2 days labour
- Site maintenance - 27 days labour
- Water and sewer maintenance - 11 days labour

Visitor Services/Cabins:

- Building and grounds maintenance - 17 days 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: November 24, 2021 **FILE:** 0550

SUBMITTED BY: Carly Volk
Manager of Sunnyside Campground & Accommodations

SUBJECT: 2021 Campground and Cabins Third Quarter Report

PURPOSE:

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

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Campground and Cabins Third Quarter Report for information.*

DISCUSSION:

This report provides a summary of the events and financial analysis of the revenue received for July, August, and September of 2021 compared to the same time in 2020 for Sunnyside Campground and the Cabins at Cultus Lake Park.

Sunnyside Campground

The Third Quarter of 2021 generated approximately \$11,930 higher revenue in the overnight camping areas compared to the same period in 2020.

Staff noted an increase in cancellation requests for both July and August resulting from concerns over extreme heat, and poor air quality. However, with the high demand of camping during the pandemic staff were able to fill vacant sites and maintain 98 percent occupancy rate in all site types.

The miscellaneous revenue that is generated from site bookings (reservation fee, pets, extra adults, and parking) increased in 2021 by \$12,298. This increase is attributed to an increase in fees, as well as easing of provincial health order restrictions to allow more day visitors per site.

Group sites A & B revenue decreased by \$4109 compared to 2020, this was most likely due to a delay in ability to book group events with frequent changing of provincial public health orders regarding group sizes.

Sunnyside Store revenue decreased by \$31,000, this decrease was attributed to lack of firewood sales due the fire ban which came into effect on June 28th and continued throughout July and August.

Seasonal Site Exchange was held online this year and took place on September 25th. A total of 11 Seasonal sites were given up this year.

Cultus Lake Cabins

The Cabins revenue for the Third Quarter was up from 2020 by \$17,191. This was due to a rate increase. Local demand for cabin rentals were higher this year due to travel restrictions, and wildfire concerns across BC.

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:



Carly Volk
Manager of Sunnyside Campground
& Accommodations



Joe Lamb
Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 0550

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

SUBJECT: 2021 Bylaw Compliance & Enforcement Third Quarter Report

PURPOSE:

To provide the Cultus Lake Park Board with an update on Bylaw Compliance and Enforcement throughout the Park for the third quarter of 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Bylaw Compliance and Enforcement Third Quarter Report for information.

DISCUSSION:

The following is a breakdown of statistics relating to bylaw compliance and enforcement and security activities from July 1 to September 30, 2021.

Stats for this quarter are approximate and have been provided by Griffin Security for the following zones and do not include Cultus Lake Park warnings and/or fines.

As noted in the report to the Board dated October 20, 2021, regarding the request for stat information to provide to the Community Association Annual General Meeting. Please note that staff had hoped to provide a season overview from the RCMP however, the report has been delayed. We are hoping to provide this information at the December 15, 2021, Board Meeting.

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, Parameter Road.

2021 Statistics	Zones 1 & 2	Zone 3 & 4	Total
Verbal Warnings	72	11	83
Written Warnings	45	1	46
Fines	9	1	10
Verbal Evictions	1	0	1
Written Evictions	0	0	0
RCMP	5	2	7
Emergency Medical Services	5	0	5
TOTALS	137	15	152

Fines & Written Warnings

Bylaw Name	Bylaw Number	Total Tickets Issued
Bylaw Notice	1140	0
Management of Public Areas	1146	1
Noise Regulation Bylaw	1147	1
Tree and Plant	1153	0
Parking and Traffic	1154	0
Sunnyside Campground	1165	54
Short Term Rental	1174	0
TOTAL		56

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

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 7200

SUBMITTED BY: Warren Mazuren,
Fire Chief

SUBJECT: 2021 Fire Department Third Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of July, August and September 2021.

RECOMMENDATION:

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

BACKGROUND:

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

There were 34 calls in July, 31 calls in August, and 11 calls in September of 2021. Total calls for the Quarter were 76 compared to 27 in the Third Quarter of 2020. There were 31 calls were in Cultus Lake Park, 10 calls were on the Soowahlie First Nations, and 35 calls were in the Electoral Area H of the FVRD.

The CLVFD continued with playbook maintenance training in house and repairs were done to the rescue boat in the Third quarter. In addition, we had four members complete a Team Leader course hosted by Chilliwack River Valley. As well, we received two new sets of turnout gear for our members this quarter. We are also awaiting our new Golf Kart and the litter wheel and stretcher which have been back ordered for quite a while due to limited stock.

There was one fire of note this quarter which was reported very late on the evening of July 13, 2021 and went into the early morning hours of July 14, 2021. Members were called to an RV fire in Sunnyside Campground. Upon arrival, crews found a fully engulfed RV with one individual who was inside and was removed from the vehicle prior to our arrival. Members were able to knock down the fire before it could jump into the treetops. Unfortunately, the individual who was inside the RV when the fire started passed away a few days later. Our thoughts and prayers go out to his family and friends.

Ensure you have your chimney swept and your natural gas appliances serviced before the cold winter season begins.

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: November 24, 2021 **FILE:** 0870

SUBMITTED BY: Katrina Craig, Lease Administrator

SUBJECT: Lease Assignments | Third 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 July through September 2021.

DISCUSSION:

During the third quarter of 2021, the Park processed the following: (1) family assignment and (10) residential assignments: lease transfers totaling (11) for the quarter; and

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

(5) Mortgage Refinances/Filing Mortgages; and (15) Mortgage Discharges.

RECOMMENDATION:

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

DATE OF ASSIGNMENT: JULY 8, 2021

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

SALE PRICE: \$1,325,000

DATE OF ASSIGNMENT: JULY 8, 2021

PROPERTY: 267 FIR STREET, CULTUS LAKE BC V2R 4Y5

SALE PRICE: \$ 1,690,000

DATE OF ASSIGNMENT: **JULY 12, 2021**

PROPERTY: **414 MAPLE STREET, CULTUS LAKE BC V2R 4Z3**

SALE PRICE: **\$744,000**

DATE OF ASSIGNMENT: **JULY 15, 2021**

PROPERTY: **270 FIRST AVENUE, CULTUS LAKE BC V2R 4Z4**

SALE PRICE: **\$1,350,000**

DATE OF ASSIGNMENT: **AUGUST 5, 2021**

PROPERTY: **616 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z6**

SALE PRICE: **\$990,000**

DATE OF ASSIGNMENT: **AUGUST 12, 2021**

PROPERTY: **234 FIRST AVENUE, CULTUS LAKE BC V2R 4Y6**

SALE PRICE: **\$825,000**

DATE OF ASSIGNMENT: **AUGUST 16, 2021**

PROPERTY: **538 PARK DRIVE, CULTUS LAKE BC V2R 4Z5**

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

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

PROPERTY: **260 FIRST AVENUE, CULTUS LAKE BC V2R 4Z4**

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

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

PROPERTY: **115 FIRST AVENUE, CULTUS LAKE BC V2R 4Y4**

SALE PRICE: **\$600,000**

DATE OF ASSIGNMENT: **SEPTEMBER 9, 2021**

PROPERTY: **170 FIRST AVENUE, CULTUS LAKE BC V2R 4Z3**

SALE PRICE: **\$1,369,900**

DATE OF ASSIGNMENT: **SEPTEMBER 28, 2021**

PROPERTY: **177 FIRST AVENUE, CULTUS LAKE BC V2R 4Z4**


SALE PRICE: **\$1,635,000.00**



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: November 24, 2021 **FILE:** 0550

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

SUBJECT: 2022 Cultus Lake Park Board Regular Board Meeting Dates

PURPOSE:

To provide the Cultus Lake Park Board with the proposed 2022 Cultus Lake Park Board Regular Board Meeting dates:

RECOMMENDATION:

THAT the Cultus Lake Park Board endorse the following dates for the 2022 calendar year for the Cultus Lake Park Board Regular Board Meeting dates:

January 19, 2022	February 16, 2022
March 16, 2022	April 20, 2022
May 18, 2022	June 15, 2022
July 20, 2022	August 17, 2022
September 21, 2022	October 19, 2022
November 16, 2022	December 14, 2022

DISCUSSION:

Staff are proposing to hold twelve Board meetings in 2022, one meeting per month as what we have continued for meeting schedules for the past five years. We would like to continue with the schedule of one meeting per month to allow additional time between meetings to research information and prepare reports. Meetings will continue to be held the third Wednesday of the month except for the month of December to allow time for budget process.

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



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CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 0550
SUBMITTED BY: Amanda Nadeau
Communications, Media and Events Coordinator
SUBJECT: Flu Vaccination Clinic – Cultus Lake Park Boardroom

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the opportunity to assist the community by providing a local venue to receive annual flu vaccinations.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods on Saturday, November 27, 2021 from 10:00 am to 3:00 pm to administer vaccinations free of charge to all community members; and*

***THAT** the Cultus Lake Park Board approve relocating the Flu Vaccination Clinic from the Cultus Lake Community Hall to the Cultus Lake Park Boardroom due to the recent flooding.*

DISCUSSION:

In October, Cultus Lake Park staff connected with the Manager of Save on Foods Pharmacy to discuss holding a Flu Vaccination Clinic at Cultus Lake Community Hall. In 2019, approximately twenty-two community members utilized this service as well as a few drop-in appointments.

Due to the recent damages to the Community Hall caused by flooding, staff are proposing that the Flu Vaccination Clinic be held in the Boardroom of the Cultus Lake Park office. Staff will support with making the Boardroom accessible to the community between 10:00am to 3:00pm on Saturday, November 27, 2021.

In addition, staff have tentatively advertised to the community to schedule appointments and to provide Save on Foods Pharmacy with approximate quantities of vaccinations required for the clinic.

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



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 24, 2021 **FILE:** 0540-360
SUBMITTED BY: Commissioner Dzaman
SUBJECT: Christmas Tree Donation to Cultus Lake Elementary Community School

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the donation of miniature Christmas trees to the Cultus Lake Elementary Community School.

RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board approve the donation of \$250 for the purchase of miniature Christmas trees for the students at the Cultus Lake Elementary Community School in partnership with the Parent Advisory Committee.*

DISCUSSION:

At a recent Parent Advisory Committee Meeting at Cultus Lake Elementary Community School, a discussion was had with respect to donations for miniature Christmas trees for the students to decorate at the school for the upcoming holiday season. I am seeking support from the Board for approval to collaborate with the Parent Advisory Committee and the local businesses involved by donating \$250 to purchase the trees from Minter Gardens. In addition, offer approximately one hour of staff time may be required to capture photographs and support the delivery and decorating of the trees with the students.

I would also like to welcome Board members if they would like to participate on this day.

Prepared by:

Commissioner Dzaman

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer