



CULTUS LAKE PARK BOARD SPECIAL REGULAR BOARD MEETING NOTICE

Wednesday, December 22, 2021

8:30 am

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

The Special Cultus Lake Park Board Regular Meeting will be held at 8:30 am on December 22, 2021.

The Cultus Lake Park Board Special 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 December 21, 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.

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/81477933514?pwd=WEJUakRzY3JLb2RickpmbnRjeEdXQT09>

Meeting ID: 814 7793 3514

Passcode: 905965

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



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING AGENDA

Wednesday, December 22, 2021

8:30 am

Park Office Boardroom

4165 Columbia Valley Highway, Cultus Lake, BC

(1) CALL TO ORDER

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(2) APPROVAL OF AGENDA

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Special Regular Meeting of December 22, 2021; and*

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

(3) FINANCE

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

- Cultus Lake Park 2022-2026 Five Year Financial Plan Bylaw No. 1199, 2021
- Schedule A, 2022 Financial Plan
- Schedule B, 2022-2026 Financial Plan

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021.

(4) BYLAWS

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

- 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 Final reading to the Cultus Lake Park Parking Lot Infrastructure Reserve Fund Bylaw No. 1200, 2021.

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Amendment Bylaw. No. 1201, 2021.

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(b) **Cultus Lake Park Levying of Rates Bylaw No. 1204, 2021**

- Cultus Lake Park Levying of Rates Bylaw No.1204, 2021

THAT the Cultus Lake Park Board give Final reading to Bylaw No. 1204, 2021 cited as the 2022 Levying of Rates Bylaw.

(c) **Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021**

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- Sunnyside Campground Bylaw No. 1205, 2021
- Sunnyside Campground Administrative Policy

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021; and

THAT the Cultus Lake Park Board approve the Sunnyside Campground Administrative Policy.

(d) **Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1206, 2021**

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- Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1206, 2021
- Schedule A
- Schedule B
- Schedule C

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2021 - 2025 Financial Plan Amendment Bylaw No. 1206, 2021.

(e) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1207, 2021**

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- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1207, 2021

THAT the Cultus Lake Park Board give Final reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1207, 2021.

(5) STAFF REPORTS

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(a) **Release of Closed Meeting Resolutions**

- Report dated December 22, 2021 from Joe Lamb, Chief Administrative Officer

THAT the following Closed Meeting Resolutions be released at the December 22, 2021 Special Regular Board meeting:

IC 4134-21

THAT the Cultus Lake Park Board approve the purchase of the encroachment area into 420 Maple Street, a total of 198 sq. ft or 11% at a cost of \$65,973.60 (as compensation to the current 420 Maple Street leaseholder).

IC 4135-21

THAT the Cultus Lake Park Board approve the funds for the purchase of the noted area be taken from the Land Reserve Fund.

IC 4136-21

THAT the Cultus Lake Park Board approve the Lease Transfer of 419 to the potential purchaser noted on the contract of sale, with condition that the purchasers acknowledge

the encroachment and that they agree to enter into an Encroachment Agreement (including all applicable costs associated) with the Cultus Lake Park Board.

IC 4137-21

THAT *the Cultus Lake Park Board request that the Chief Administrative Officer enter into negotiations with the new leaseholders, once the Lease transfer is approved, with the offer to sell the total area 198 sq. ft or 11% (the encroachment) of 420 Maple Street.*

(6) REPORTS BY COMMISSIONERS

(7) COMMUNITY ASSOCIATION

(8) PUBLIC QUESTION PERIOD

(9) ADJOURNMENT

THAT *the Special Regular Meeting of the Cultus Lake Park Board held on December 22, 2021, be adjourned.*



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 24 day of November, 2021

READ A SECOND TIME this 24 day of November, 2021

READ A THIRD TIME this 15 day of December, 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	<u>009</u> 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

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 24 day of November,

2021 READ A SECOND TIME this 24 day of November,

2021 READ A THIRD TIME this 15 day of December, 2021

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 24 day of November, 2021

READ A SECOND TIME this 24 day of November, 2021

READ A THIRD TIME this 15 day of December, 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

Levying of Rates Bylaw No. 1204, 2021

A Bylaw for the Levying of Rates in 2022

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

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

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

1. TITLE

This Bylaw may be cited for all purposes as the "2022 Levying of Rates Bylaw No. 1204, 2021"

2. GENERAL REGULATIONS

This bylaw has been enacted to impose rates for the year 2022 on residential properties within Cultus Lake Park having 12 (twelve) month and 6 (six) month occupancy leases as follows:

Services	6 month	12 month
Operating Levy		
2014 Increase	6%	6%
2016 Increase	5%	5%
2018 Increase	28%	28%
2019 Increase	12%	12%
2020 Increase	6%	6%
2021 Increase	6%	6%
2022 Increase	6%	6%
Total Operating Levy, as a % of the base lease	69%	69%
Bylaw Enforcement	\$214.18	\$214.18
Fire Protection	\$363.95	\$363.95
Garbage & Recycling	\$157.91	\$210.54
Insurance	\$16.18	\$16.18
Street Lights	\$76.76	\$76.76
Foreshore Improvements	\$50.00	\$50.00
Residential Area Improvements	\$25.00	\$25.00

3. SEVERABILITY

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

4. EFFECTIVE DATE

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

READ A FIRST TIME this 15 day of December, 2021

READ A SECOND TIME this 15 day of December, 2021

READ A THIRD TIME this 15 day of December, 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
2022 Levying of Rates Bylaw No. 1204, 2021

Chief Administrative Officer



Cultus Lake Park

SUNNYSIDE CAMPGROUND BYLAW

Bylaw No. 1205, 2021

A Bylaw to regulate Sunnyside Campground.

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

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

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 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

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

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

“Boulevard” means:

- (a) On a street with curbs, the portion of the street between the outside curb and the adjoining property line;
- (b) on a street without curbs, the portion of the street between the edge of the roadway/highway and the adjoining property line; or
- (c) on a street where traffic is separated by a median, it includes the median.

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

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

“Campground” means Sunnyside Campground including all Public Areas, individual sites, Campground Buildings, Foreshore, beaches, wharves, and any other area within Sunnyside Campground.

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

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

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

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

“Designate” means a Person appointed by the Manager of Sunnyside Campground and Accommodations.

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

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

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

“Guest” means any Person staying overnight with an Overnight Camper or a Seasonal Camper.

“Highway” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

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

“Motor Vehicle” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“Nuisance” means one or more acts by a Person that, individually or in the aggregate over a period of time, does any one of the following or a combination thereof:

- (a) Harms or threatens to harm the life, health, property or comfort of any Person at the Campground;
- (b) obstructs any Person at the Campground in their exercise or enjoyment of the Campground;
- (d) harasses any other Person at the Campground, including but not limited to any Park Staff;
- (c) uses offensive, belligerent, aggressive or derogatory language or behavior towards any Person at the Campground, including but not limited towards any Park Staff; and
- (d) directly or indirectly uses a disproportionate amount of Park resources (including Park Staff time) relative to other Persons at the Campground.

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

“Overnight Camper” means any Person the reservation information states the site is registered to on a nightly basis.

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

“Person” has the same meaning as in the *Interpretation Act* (British Columbia) and for the purpose of this Bylaw may include Seasonal Camper, Overnight Camper, Guest or Visitor.

“Public Area” means any Highway, driveway, parking lot, beach, wharf, school ground, or playground in The Park, or such other premises as the Board may from time to time designate.

“Recreational Vehicle” means any Vehicle designed or used primarily for accommodation during travel or recreation, including but not limited to a “motor home” as defined in the *Motor Vehicle Act* (British Columbia).

“Seasonal Camper” means any Person the reservation information states the site is registered to on a seasonal basis.

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

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

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

“Trailer” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

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

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

- (a) The storage, location or accumulation visible to a Person standing on a public highway or on nearby property, or in a building or structure situated on a public highway or nearby property, of filth, rubbish, graffiti or any other discarded materials;
- (b) the untidy storage, location or placement of building materials on a site where construction is not taking place, except where they cannot be seen from a public highway or from nearby property, or from a building or structure situated on a public highway or nearby property;
- (c) landscaping or vegetation that is dead or characterized by uncontrolled growth or lack of maintenance, or is damaged;
- (d) any other similar conditions of disrepair, dilapidation, or deterioration; and/or
- (e) any unlicensed or unregistered Vehicles in a state of disrepair or disassembly.

“Vehicle” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“Visitor” means any Person visiting an Overnight Camper or Seasonal Camper or a Person in any public area within the Park.

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

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

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

3 RULES AND REGULATIONS

All Overnight Campers, Seasonal Campers, Guests and Visitors in Sunnyside Campground are subject to the provisions as outlined in this Bylaw, the Sunnyside Campground Administrative Policy and all other Cultus Lake Park Bylaws and amendments.

4 NOISE REGULATION

4.1 Exemptions

Notwithstanding anything contained herein, no Person will be guilty of an infraction of this Bylaw while:

- (a) Operating or in charge of Fire Department, Police, Ambulance and Park Staff Vehicles while in the execution of their duties;
- (b) operating any Vehicle, machinery or other apparatus or thing during an emergency or in furtherance of the public interest including, without limiting the generality of the foregoing, water main and sewer main break repairs; or
- (c) performing works of an emergency nature for the preservation or protection of life, health or property, provided that, the responsibility will be on the Person performing the work to show cause that the work was of an emergency nature.

4.2 General Prohibitions

- (a) No Person will make, cause, or permit to be made or caused, any noise in or on any Public Area in the Campground which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any Person or Persons in the vicinity of that place.
- (b) No Overnight Camper, Seasonal Camper, Guest or Visitor will make, cause or permit the registered campsite to be used so that noise or sound which occurs on or emanates from, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any Person or Persons on the same site or in the neighborhood or vicinity of that site.
- (c) Quiet hours will be maintained between 11:00 pm and 7:00 am when the Campground will be free of any excessive noise that could disrupt the peaceful enjoyment of the Campground and no Person will make unnecessary or continuous noise during these quiet hours.
- (d) No Person will possess or discharge fireworks within the Campground without written permission from the CAO.

4.3 Public Address Systems

No Person will possess or operate a public address and/or sound system in the Campground without written permission from the Manager of Sunnyside Campground and Accommodations or Designate.

4.4 Motor Vehicle Noise

- (a) The following noises are considered unnecessary, objectionable, or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of Overnight Campers, Seasonal Campers, Guests and Visitors and while operating a Motor Vehicle, no Person will:

- i. Squeal a tire on a road or highway surface;
- ii. emit a loud, roaring or explosive sound;
- iii. allow amplified sound of a radio, CD-player, or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates and can be easily heard by someone outside the Motor Vehicle;
- iv. allow the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding three (3) minutes, or made more than three (3) times in a 24-hour period; or
- v. allow the sound of a horn or other warning device to be used for any purpose other than as an audible warning incidental to the safe operation of the Motor Vehicle.

4.5 Motor Vehicles Idling and Air Quality

- (a) While operating a Motor Vehicle, no Person will idle or otherwise run continuously for more than three (3) minutes at the same location, except:
 - i. A Vehicle containing equipment that must be operated inside or in association with a Vehicle; or
 - ii. a Vehicle serving as a facility for taking measurements or making observations by or on behalf of the Campground, public utility, police, fire or ambulance.

4.6 Specific Prohibitions

Without limiting the generality of Subsection 4.2 no Person will:

- (a) Play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production or amplification of sound either in or on a campsite or on any road, laneway, Wharf, Foreshore, or other Public Area in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any Person in the neighborhood or vicinity of those premises or place;
- (b) allow or permit any campsite to be used by a Person for playing or operating any radio or stereophonic equipment or other instrument or other apparatus for the production or amplification of sound in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any Person in the neighborhood or vicinity of said campsite;
- (c) will own, keep, or harbor any animal which by its barking, cries or sounds unduly disturbs the peace, quiet, rest or tranquility of the surrounding neighborhood or of Person in the vicinity;
- (d) operate, or cause, suffer or permit the operation of, any motorized lawn-grooming or garden equipment in the Campground between the hours of 7:00 pm and 9:00 am, except for Campground and Park Staff; or

- (e) create a nuisance or disturbance upon any portion of a road, laneway, or other Public Area by participating in a fight or other similar physical confrontation between consenting or non-consenting Person.

5 GATE CLOSURE AND VISITOR DEPARTURE

- 5.1** No Seasonal Campers will share or lend their swipe card to any other Person.
- 5.2** Day Visitors will be required to leave the Campground by 11:00 pm every day.
- 5.3** Overnight Guests will be required to leave the Campground by 11:00 am on the date of Guest pass expiry.

6 OVERNIGHT CAMPERS, GUESTS AND VISITORS

- 6.1** Overnight adult occupancy will not exceed four (4) Persons per campsite.
- 6.2** Site Usage:
 - (a) No Overnight Camper will have more than one (1) Recreational Vehicle unit plus one (1) tent or;
 - (b) Two (2) tents, if no Recreational Vehicle unit is on site.
- 6.3** No Person will enter a campsite, prior to the set check in time of 1:00 pm, without permission from the Manager of Sunnyside Campground and Accommodations or delegate.
- 6.4** No Person will occupy or remain on site beyond the set check out time of 11:00 am, unless they have prior permission from the Manager of Sunnyside Campground and Accommodations or delegate.
- 6.5** No Person will cause a Nuisance anywhere in the Campground. Violators will be subject to fines and/or eviction. Overnight Campers who are ongoing or repeat violators will in all cases be subject to eviction pursuant to Section 21 of this Bylaw.
- 6.6** The Manager of Sunnyside Campground and Accommodations or delegate may refuse admittance to any Person.
- 6.7** No Person will have or cause belligerent or disrespectful behavior anywhere in the Campground. Violators will be subject to fines and/or eviction.

7 PUBLIC AREAS

- 7.1** No Person will operate an Unmanned Aerial Vehicle (commonly known as a drone) within the Campground.
- 7.2** No Person under the age of 18 years will be off their site after 11:00 pm unless accompanied by an adult. Fines will be applied per attendance and may result in eviction.

7.3 All Playgrounds close at dusk.

7.4 No Person will smoke within the Park, except for in the exempted areas.

8 VEHICLES & TRAILERS

8.1 Day Visitor Vehicles: There is a limit of two (2) day Visitor Vehicles per site. Additional fees will apply.

8.2 Overnight Camping Visitor Vehicles: There is a limit of one (1) overnight camping Visitor Vehicles per site, providing that the maximum overnight site occupancy of four (4) adults will not be exceeded. Additional fees will apply.

8.3 No Person will park on Beach Drive Boulevard, unless as designated otherwise by Park signage.

8.4 No Person will contravene the *Motor Vehicle Act*.

8.5 Motorcycles are considered Vehicles for the purposes of the compliance and enforcement of this Bylaw and are required to be registered prior to entry to the Campground.

8.6 No Person operating a Motor Vehicle or Vehicle will exceed the posted speed limit.

8.7 No Person will operate an unlicensed Vehicle or low powered Vehicle in the Campground which include but are not limited to electric bikes, mopeds and scooters, pocket bikes, minibikes, children-sized ride-on Vehicles, Human Transporters, motorized scooters and skateboard, dirt bikes, all-terrain Vehicles, and golf carts, without prior written permission of the Manager of Sunnyside Campground and Accommodations or Designate.

8.8 No person will park a Motor Vehicle or Vehicle in such a way as to impede the flow of traffic on any Highway, road, or laneway.

8.9 No Person will operate a Motor Vehicle or Vehicle within Sunnyside Campground that is not registered at the Sunnyside Gatehouse.

9 LIQUOR

No Person will consume liquor and/or alcoholic beverages or have open liquor and/or alcoholic beverages in their possession within all Public Areas, beaches, Campground Buildings, playgrounds, roadways, Highways, or green spaces. Fines will be levied per attendance.

10 AGE RESTRICTION

No Person under the age of 21 will be permitted to occupy any campsite unless accompanied by the Overnight Camper or Seasonal Camper, aged 21 years of age or older, who will remain responsible for all bylaw contraventions and Visitor and Guest actions on the site during the entirety of stay.

11 PETS

- 11.1** No Person will allow pet(s) to be unsecured or off leash.
- 11.2** No Person will leave pet(s) unattended.
- 11.3** No Person will allow pet(s) to repeatedly disturb the quiet enjoyment of Campers and may be required to be removed from the Campground by their custodian and/or the registered occupant of the site the pet(s) is associated with and will be subject to fines per attendance.
- 11.4** No Person will have pet(s) without ID tags including Owner or custodial contact information attached to collars.
- 11.5** No Seasonal Camper will have pet(s) without ID tags that include the registered campsite number(s).
- 11.6** No Person will allow pet(s) on the beaches, on the wharves, in the water, (except for in the dog swim areas) or in the playground areas.
- 11.7** No Person will leave pet feces anywhere in the Campground other than a garbage receptacle.
- 11.8** No Person will own, keep, or harbor any Dangerous Animal, snakes, lizards, or crocodilians within the Campground.

12 PLANTS AND TREES

- 12.1** No Person will:
 - (a) Cut, trim or damage plants and/or trees, including fallen trees;
 - (b) use nails, screws or any material which could damage a tree;
 - (c) plant any tree, plant or flower in the ground within the Campground, excluding planter boxes and raised garden beds that had been approved by the Park in 2010. Replacement of these previously approved planter boxes and raised garden beds are not allowed without written permission from the Manager of Sunnyside Campground and Accommodations or Designate; or
 - (d) place or store any planter or planting pots outside of the property pins of their seasonal camping site.
- 12.2** Violations will result in fines and may result in eviction.

13 ELECTRICITY

- 13.1** No Person will maintain lit lighting during daylight hours or when retiring for the night.
- 13.2** No Person will operate, or cause to allow to be operated, an air conditioner on a site not occupied for twelve (12) hours or more.
- 13.3** No Person will possess more than one string of Energy Efficient exterior lights, 15m/50' in length.
- 13.4** No Person will leave lights on overnight and/or when the site is not occupied.
- 13.5** No Person will have more than one Energy Efficient 5.0 cubic feet exterior refrigerator, per seasonal site, the refrigerator must be child-proofed with an appropriate locking device, it must display an Energy Guide rating sticker and Seasonal Campers must pay for a decal at time of registration which must be clearly displayed on the outside of the refrigerator.
- 13.6** No Person will possess freezers, electric ranges, and/or generators.
- 13.7** Each seasonal site has been provided a single 30A 115VAC receptacle. This receptacle and the electrical infrastructure are the sole property of Cultus Lake Park. No Person will open, alter, modify, or tamper with the electrical receptacle.
- 13.8** No Person will perform any electrical work within the Park, besides Cultus Lake Park Staff, without written permission from the CAO.
- 13.9** No Person will gain or block access to any electrical equipment, panels, enclosures, outlet boxes, etc.
- 13.10** No Person will use a splitter, break out / tap boxes to provide additional electrical usage points. The provided outlet is intended to feed the occupants RV directly.
- 13.11** Only CSA, or recognized equivalent, devices and equipment will be permitted to be connected, powered, or used within the Park. RV's that have undergone non factory alterations will be required to show proof of inspection and recertification.

14 GARBAGE, RECYCLING AND DISPOSAL OF PROPANE BOTTLES

No Person will:

- (a) Remove any recycling or waste from any disposal or recycling receptacle or remove any recyclable item from any site other than their own or any Campground area, except for Campground Staff;
- (b) solicit any recycling material from any other Person in the Campground; or

- (c) leave behind following departure any propane bottles (white and green) upon departure from the Campground. It is prohibited to deposit or discard any propane bottles anywhere in the Campground, including trash bins.

15 SITE CONDITION

No Overnight Camper or Seasonal Camper will allow their site to become Unsightly in the opinion of the Manager of Sunnyside Campground and Accommodations or Designate.

16 CAMPFIRES AND FIRE BANS

16.1 No Person will light or maintain an open burning wood fire in the Campground except on registered sites and are subject to the following conditions, and must:

- (a) Be in a container, apparatus or physical construct that can control the spread of the fire, such as the fire rings provided by the Campground;
- (b) not be left unattended, and an adult must be always present;
- (c) be a safe distance from any tree, building, Vehicle and combustible structure or any type of material that may be subject to combustion;
- (d) have flames lower than six (6) inches in height;
- (e) the only material permitted to be burned in fire pits, is untreated wood; and
- (f) not be outside of the permitted daily times of; 7:00 am to 1:00 pm and from 5:00 pm to 11:00 pm. Propane campfire pits permitted, up to 11:00 pm.

16.2 No Person will use a Smoker Unit within the Campground.

16.3 No Person will use a propane, natural gas, Charcoal/Coal heater unit or a Barbeque on the wharves or the beach.

16.4 No Person will use charcoal, coal, or briquettes within the Public Areas of the Campground.

16.5 In the event of a Fire Ban all fire ban regulations must be strictly adhered to. Please refer to the current Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw and all amendments pertaining to fire bans within Cultus Lake Park.

17 SEASONAL OCCUPANCY

17.1 No Seasonal Camper will sublet, assign, or allow others to use their seasonal site and will be subject to fines and/or eviction.

17.2 Site Usage

- (a) No Person will have more than one (1) Recreational Vehicle unit plus one (1) tent for immediate family and as the seasonal site size permits in consideration of section 17.3 (b) of this Bylaw, below; or
- (b) Two (2) tents for immediate family only if no Recreational Vehicle unit is on site.

17.3 Vehicle Passes

- (a) Two (2) Seasonal Vehicle Passes are provided at no additional cost for each site. It is the responsibility of the Seasonal Camper to ensure adequate parking is available on site in consideration of the Recreational Vehicle unit or Trailer size and any other tent(s), boat Trailer, shed or utility Trailer the Seasonal Camper place on site.
- (b) A maximum of two (2) Extra Seasonal Vehicle Passes may be purchased; the recipient(s) of which must be authorized, in writing, by the registered Seasonal Camper, who assumes responsibility for the authorized pass holder's conduct. Each Seasonal Vehicle Pass includes one adult and children. Additional adults must register at the gatehouse and pay applicable fees overnight visiting.
- (c) Seasonal passes will not be issued to any camping unit including, but not limited to, truck and camper, Camperized Van or Recreational Vehicle.
- (d) Limited parking spaces may be available for rent by the Campground and may be purchased for additional fees and will be subject to availability at the discretion of the Manager of Sunnyside Campground and Accommodations.
- (e) It is prohibited to affix passes to unregistered Vehicle(s). The pass will be required to be re-purchased by the registered occupant from the remaining available passes. If no available passes remain, the registered occupant will be required to pay daily or nightly Vehicle fees.
- (f) Seasonal Camper entry after gate closure is permitted via keycard swipe system in the pass holders' lane at the entrance of the Campground. A deposit is required for the issue of each card, which will be refunded when the card is returned to the Campground gatehouse staff prior to September 30 at 12:00 pm. If a card is lost, stolen or damaged the deposit will be retained and a further deposit is required to issue a replacement card. Fees and deposits are outlined in Schedule A of this Bylaw.

18 SITE SET-UP AND ALTERATIONS

- 18.1** No Person will set-up or alter a site without prior written approval from the Manager of Sunnyside Campground and Accommodations or designate and

approvals must meet all bylaw requirements and expire at the end of each Season.

- 18.2** No Person will allow any site alterations outside the scope of the written approval and an onsite inspection by the Bylaw Compliance and Enforcement Officer and/or Park Staff may be required.
- 18.3** No Person will allow a Recreation Vehicle to be located on a seasonal site within two (2) feet of the roadway.
- 18.4** No Person will cause, build or permit a deck on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and the deck must;
- (a) remain within site boundaries;
 - (b) be removed at the end of each Season; and
 - (c) not be poured concrete and/or other permanent deck structures. Seasonal Campers decks that have been grandfathered in 2010 are deemed unsafe, by Park Staff, they will be removed, and the site will be brought back to its natural state.
- 18.5** No Person will cause, build or permit a shed on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and must:
- (a) Not exceed 4 feet wide x 8 feet long x 7 feet high;
 - (b) be located within the site boundaries;
 - (c) have a finished exterior; and
 - (d) be used for the solely for storage.
- 18.6** No Person will store a utility trailer without written approval from the Manager of Sunnyside Campground and Accommodations or Designate and must:
- (a) Not exceed 14 feet long;
 - (b) be located within the site boundaries; and
 - (c) be set back two (2) feet from the roadway.
- 18.7** No Person will hang, set, or make use of a tarp unless such tarp is:
- (a) Used as roof covering;
 - (b) secured in a manner that will not harm or damage a tree; and
 - (c) on a seasonal site, a color other than orange.

18.8 No Person will cause, build, or permit a fence on site without written approval from the Manager of Sunnyside Campground and Accommodations or Designate must abide by the following:

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

18.9 No Person will cause or permit a portable carport, Gazebo or metal structures to be unsecured and/or unanchored to the ground.

18.10 No Person will bring landscape or construction materials into the Campground without an approved Site Set-up / Alteration form signed by the Manager of Sunnyside Campground and Accommodations or Designate.

18.11 No Person will have more than the one (1) picnic table per site that is supplied by the Campground.

18.12 No Person will damage or alter in any way (including painting) the provided picnic table and any coverings protecting or attached to the table must be removed upon departure.

18.13 No Person will add any structure to or beside any Recreational Vehicle, travel Trailer or camper other than a deck.

18.14 No Person will add or build an accessory building or structure within the Campground unless approved by the Manager of Sunnyside Campground and Accommodations or Designate.

18.15 No Person will interfere with the operations of the Campground, including but not limited to, tampering with electrical, water, sewer, or site boundary lines.

19 SATELLITE DISH/ANTENNAE

19.1 No Person will install a Satellite dish within the perimeter of seasonal sites, without prior written permission from the Manager of Sunnyside Campground and Accommodations or Designate and such installation must not:

- (a) Extend beyond the seasonal site boundaries;
- (b) be attached to utility poles or the Campground structures;
- (c) have wiring cross over or under any roadway or pathway;
- (d) be attached to trees in such a way to harm the tree in any manner; and
- (e) remain in the Campground beyond October 15, annually.

20 DEPARTURE PROCEDURES

20.1 No Person will depart any campsite prior to:

- (a) Cleaning the site;
- (b) cleaning the fire pit;
- (c) removing all ropes and other tying devices attached to trees; and
- (d) removing all building materials, furniture, appliances, cement blocks, bricks, and any other large items.

20.2 No Person will leave any large items at or within the Campground waste removal bins.

20.3 A clean-up fee will be applied to Seasonal Campers whose site is not cleaned upon departure. The clean-up fee will be added as a site charge levied in the following year to the returning Seasonal Camper.

20.4 Departure time for seasonal camping is no later than 12:00 noon on September 30.

20.5 Departure time for day use camping sites is no later than 11:00 am on the date of check out.

20.6 Failure to comply with these procedures may jeopardize future site occupancy.

21. EVICTIONS

21.1 In the event an Overnight Camper or Seasonal Camper fails to abide by any section of this Bylaw, the Camper may (without any prior notice or warning) be subject to any of the following measures:

- (a) In the case of a Seasonal Camper: eviction from the Campground and given forty-eight (48) hours' notice to remove all of their personal property. For a Seasonal Camper who is evicted, any refund for eviction will be calculated by using the overnight full hook-up rates currently in effect applied to the total number of registered nights prior to the eviction departure date and is subject to a two-week period for Campground Staff to find seasonal occupancy for the site. The number of unregistered nights, to a maximum of 14, will be added to the number of registered nights of the evicted Seasonal Camper prior to calculating the refund.
 - (b) In the case of an Overnight Camper: immediate eviction from the Campground and immediate removal of all their personal property.
- 21.2** Evictions pursuant to Section 21.1 of this Bylaw will be made at the sole discretion of the Manager of Sunnyside Campground, after consultation with the CAO.
- 21.3** A Seasonal Camper or Overnight Camper who has been evicted pursuant to Section 21.1 of this Bylaw will not, in any circumstance, be permitted back to the Campground for two (2) years after eviction and, after two (2) years, only with the prior written approval of the Manager of Sunnyside Campground. If the Manager of Sunnyside Campground grants approval for an evicted Overnight Camper or Seasonal Camper to return to the Campground, the evicted Overnight Camper or Seasonal Camper, as applicable, will be placed on a wait list.
- 21.4** With respect to any eviction pursuant to this Section 21, the Person who are evicted are not entitled to any refunds, damages, or reimbursement for any costs or expenses whatsoever, known, or unknown, arising directly or indirectly from the eviction, provided that a Seasonal Camper is entitled to any refund set out in Section 21.1(a) of this Bylaw.

22 SEASONAL NON-RENEWAL

- 22.1** Annually, registered Seasonal Camper's site files will be reviewed and may be subject to non-renewal of the seasonal site if one or more of the following criteria is applicable:
- (c) Multiple warnings and notice on several occasions during the past Season or previous seasons relating to:
 - i. Belligerent/disrespectful behavior
 - ii. Documentation of reoccurring issues of prohibitive behavior over one or more seasons;
 - iii. Written or verbal warning by Bylaw Compliance Enforcement Officer throughout the Season relating to noise, which are documented in shift patrol logs;
 - iv. Other Bylaw infractions.
 - (d) Occurrences where the attendance of the RCMP is required to attend (including but not limited to: domestic disturbances; physical violence;

public intoxication; belligerent behavior; or threats against Campground Staff).

- (e) Causing a Nuisance during the past Season or any previous Seasons.
- (f) Abusive/disrespectful or threatening behavior or language towards Campground Staff.
- (g) Nonpayment of Campground fees, by the applicable deadline.

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

22.3 Occupants of sites that are subject to non-renewal will not be permitted back to the Campground for two (2) years and, after two (2) years, only with the prior written approval of the Manager of Sunnyside Campground and the CAO.

23 FEES AND FINES

23.1 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.

23.2 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 23.2, 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 Sunnyside Campground, including administration, infrastructure 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 23.2 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 23.2(b), then any Fee Notice from the previous year remains in effect and enforceable.

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

23.4 All outstanding fees and fines must be paid in full before renewal or bookings are permitted.

24 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.

25 REPEAL

Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021 and all amendments are repealed upon adoption.

26 EFFECTIVE DATE

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

READ A FIRST TIME THIS 15 DAY OF December, 2021

READ A SECOND TIME THIS 15 DAY OF December, 2021

READ A THIRD TIME THIS 15 DAY OF December, 2021

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 Park Sunnyside
Campground Bylaw No. 1205, 2021

Chief Administrative Officer

SCHEDULE A: FEES

All Sunnyside Campground Registered and/or Seasonal Campers are subject to the types of fees set out in Table 1, Table 2 and Table 3 below. The amount of each type of fee will be determined from time to time in accordance with Section 23.2 of this Bylaw.

TABLE 1 of SCHEDULE A SEASONAL SITE FEES		
No.	Fee Type	Fee Sub-types
1.	Seasonal site	Regular View Waterfront
2.	Seasonal Site Deposit	Not Applicable
3.	Seasonal non-refundable prepayment	Not Applicable
4.	Seasonal waitlist	Not Applicable
5.	Seasonal Infrastructure Fee	Not Applicable
6.	Seasonal Daily Late Payment Fee	Not Applicable
7.	Seasonal Site Extension Fee	
8.	Annual on site refrigerator fee	Up to 5.0 cu ft Over 5.0 cu ft
9.	Extra seasonal parking spot and/or boat storage	Not Applicable
10.	Extra Seasonal Vehicle Pass (max 2)	Not Applicable
11.	Late night entry key card deposit	Not Applicable
12.	Late night entry key card fee for lost, stolen or damaged cards	Not Applicable
13.	Cost of rectifying non-approved site alterations	Not Applicable
14.	Cost of removal of unauthorized items disposed of	Not Applicable
15.	Cost of removal of unsecured items left after departure	Not Applicable
16.	Cost of replacement tree due to willful damage	Not Applicable
17.	Cost of seasonal site clean-up	Not Applicable

TABLE 2 of SCHEDULE A OVERNIGHT SITE FEES		
No.	Fee Type	Fee Sub-types
1.	Full hookup – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season

		Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
2.	Full hookup – Monthly	Low Season - April, May, June, and September
3.	Tenting – regular – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
4.	Tenting – view – daily	Sunday through Thursday - low Season Friday and Saturday – low season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
5.	Tenting – waterfront – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
6.	Tenting – preferred beachfront sites A, B, C and D – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
7.	Tenting – double site – daily	Sunday through Thursday - low Season Friday and Saturday – low Season Long weekend – low Season Sunday through Thursday – high Season Friday and Saturday – high Season Long weekend – high Season
8.	Group site overnight	Low Season High Season
9.	Group site day use	Low Season High Season

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**TABLE 3 of SCHEDULE A
ADDITIONAL FEES**

No.	Fee Type	Fee Sub-types
1.	Reservation fee	Not Applicable
2.	Administration fee	Not Applicable
3.	Telephone reservation fee	Not Applicable
4.	Online Booking Fee	Not Applicable
5.	Cancellation fee	If cancelled more than 7 days prior to arrival If cancelled within 7 days of arrival
6.	WIFI fee	1 Day Pass 2 Day Pass 3 Day Pass 7 Day Pass Seasonal Pass
7.	Extra Adult, Nightly (no Vehicle)	Not Applicable
8.	Extra Overnight Vehicle, Nightly	Not Applicable
9.	Pet with Overnight Camper, Nightly Per Pet	Not Applicable
10.	Day Visitor, Daily Per Vehicle	Not Applicable
11.	Picnic fee	Low Season
12.	Sani-dump non-camper	Not Applicable
13.	Boat charge	Seasonal camper Overnight camper Visitor
14.	Buoy rental	Weekly Daily
15.	Buoy Cancellation Fee, Daily	Not Applicable



CULTUS LAKE PARK

Sunnyside Campground Administrative Policy

Section:		
Sub-Section:		
Title:	Sunnyside Campground 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, Overnight Campers, Seasonal Campers, Guests and Visitors regarding the rules and regulations of Sunnyside Campground.

DEFINITIONS

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

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

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

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

“Camper” means any Person included in site occupancy.

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

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

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

“Designate” means a Person appointed by the Manager of Sunnyside Campground and Accommodations.

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

“Guest” means any Person(s) included in site occupancy.

“Overnight Camper” means any Person(s) the reservation information states the site is registered to and who is registered on a nightly basis.

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

“Person” has the same meaning as in the *Interpretation Act* (British Columbia).

“Seasonal Camper” means any Person(s) the reservation information states the site is registered to on a seasonal basis.

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

“Trailer” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“**Vehicle**” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“**Visitor**” means any Person visiting an Overnight Camper or Seasonal Camper.

1. GATE CLOSURE AND VISITOR DEPARTURE

- 1.1** Seasonal Campers will have the option of card-swipe entry for the electronic gate outside of gatehouse operational hours.
- 1.2** No Guests or Visitors are permitted entry after 10:00 pm.

2. CAMPERS AND VISITORS

- 2.1** Campsite fees include two adults and multiple children.
- 2.2** Extra Guests 19 years and older will be considered adults and charged an additional fee.
- 2.3** It is the responsibility of the Overnight Camper or Seasonal Camper to ensure that their Guest and Visitor comply with all requirements of the current Cultus Lake Park Sunnyside Campground Bylaw and any other relevant Cultus Lake Park Bylaws and amendments.
- 2.4** The Overnight Camper or Seasonal Camper will be held responsible and accountable for their conduct and the conduct of their Guests and Visitors. Unacceptable conduct will be subject to the Evictions section of the current Cultus Lake Park Sunnyside Campground Bylaw, at the discretion of the Manager of Sunnyside Campground and Accommodations or Designate and in consultation with the CAO.
- 2.5** If an Overnight Camper or Seasonal Camper refuses to pay any outstanding charges, Campground Staff will prohibit the removal of camping materials or unit from the Campground and/or be subject to eviction.
- 2.6** The Manager of Sunnyside Campground and Accommodations or Designate, and Sunnyside Campground Bylaw Compliance and Enforcement Officers reserve the right to refuse admittance to any Person.

3. VEHICLES & TRAILERS

All Seasonal Campers must sign the Indemnity, Insurance & Hold Harmless Agreement, attached Schedule A of this Policy.

4. PETS

Refer to the current Cultus Lake Park Animal Control and Regulations Bylaw for off-leash areas and dog swim areas.

5. INFORMATION

- 5.1** To protect the privacy of Campers, Staff will not release any information about Sunnyside Campground registered customers. If Campers expect Guests, it is required that they ensure that the Guests and Visitors know the Overnight

Campers' or Seasonal Campers' site number and the name of the Person under which it is registered, or entry will be denied.

- 5.2** Phone Messages: Only messages of extreme urgency will be delivered to individual sites.

6. CAMPFIRES AND FIRE BANS

- 6.2** CSA-approved free-standing propane and natural gas fire pits, barbeques and camp stoves are permitted on registered sites.
- 6.3** Camp fire regulations may be relaxed during inclement weather with the approval of the Manager of Sunnyside Campground and Accommodations or Designate.

7. WATERCRAFT

- 7.1** Please refer to the current Cultus Lake Park Boating and Foreshore Bylaw and all amendments, for the rules and regulations relating to watercraft, boating, moorage, and the Foreshore.
- 7.2** All Overnight Campers, Seasonal Campers, Guests and Visitors with a boat, that do not have a registered buoy within the Cultus Lake Park Foreshore, must complete the Boat Registration Form, attached Schedule B of this Policy.

8. SEASONAL OCCUPANCY

- 8.1** Change of site occupancy name is allowed only between spouses and requires the consent of the Manager of Sunnyside Campground and Accommodations or Designate.
- 8.2 Vehicle Passes:**
- (a) A motorcycle is considered a Vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the Vehicles are parked on the seasonal site or in the additional parking space(s) as provided by the current Cultus Lake Park Sunnyside Campground Bylaw and all amendments.
 - (b) In order to obtain passes, proper identification (e.g. driver's license) and the Seasonal Camper's signature will be required at the time such passes are issued and are to be affixed on the Vehicle windshield immediately.
 - (c) In the situation of a registered Vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.
- 8.3** See Schedule C for the Seasonal Calendar of important dates.

9. SITE SET-UP AND ALTERATIONS

- 9.1** When determining approval for any deck built on site, the Manager of Sunnyside Campground and Accommodations or Designate will take in consideration the size, location, and material of the deck.
- 9.2** Relinquished grandfathered sites will be returned to their natural state prior to a new Seasonal Camper registration unless Park Staff deem it unsafe to do so.

10. SATELLITE DISH/ANTENNAE

- 10.1** When determining approval for any satellite dish or antennae, the Manager of Sunnyside Campground and Accommodations or Designate will take in consideration the location of proposed installation and the manner of which it will be installed.
- 10.2** Satellite dishes in violation of the current Cultus Lake Park Sunnyside Bylaw are subject to removal without notice.
- 10.3** Sunnyside Campground is not responsible for any theft of satellite signal or piracy of media content.

11. LIQUOR

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

12. BUOY RENTALS

Sunnyside Campground has two buoys available for Overnight and Seasonal Campers to rent on a daily or weekly basis. Buoys will not be rented to an Overnight or Seasonal Camper for more than seven (7) days per calendar month and are subject to a daily cancellation fee. See the current Sunnyside Bylaw, Schedule A, for the daily and weekly fees and the cancellation fee.

SCHEDULE A

INDEMNITY, INSURANCE & HOLD HARMLESS AGREEMENT

*The **Seasonal Camper** shall indemnify and hold harmless **Cultus Lake Park** and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recoverable against it or them by reason of any negligent act, negligent error, or negligent omission of the **Seasonal Camper**, his/her Guests or agents, for the use of the facilities of **Cultus Lake Park**, including, but not limited to **Sunnyside Campground** and the **Cultus Lake Park Foreshore**.*

*Furthermore, the **Seasonal Camper** shall procure and maintain for the duration of this annual agreement, insurance against claims for injuries to Persons or damages to property which may arise from or in connection with the use of **Cultus Lake Park** facilities, by the Registered Camper, his/her Guests or agents, representatives, employees or subcontractors. It is the **Seasonal Camper** responsibility to adhere to all **Cultus Lake Park** bylaws and to ensure that any Vehicle, motorized watercraft, RV or trailer registered to your site or parked on your site will maintain adequate liability insurance for the entire duration of your stay at **Sunnyside Campground**.*

Signed this _____ day of _____, 202_ at _____, BC

Seasonal Camper Signature

Please Print Name

Witness Signature

Please Print Name

SCHEDULE B
BOAT REGISTRATION FORM

For Overnight Campers and Seasonal Campers - Without a Buoy

Boat Owner Name: _____

Government Registration Number: _____

Trailer Plate Number: _____

Boat Make: _____ **Boat Model:** _____

Boat Description: _____

(Length, Color, etc.)

Site Number: _____

Signature: _____

SCHEDULE C

Seasonal Calendar

Second Friday in January	Deadline for refunds on Seasonal site deposit
First Monday in February	Partial non-refundable site payment due date
Second Monday in March	Final seasonal site payment is due. If payment not received in full a \$5.00 penalty charge will be added each day until final payment is received.
Second Sunday in April	Seasonal move-in day
September 15	Deadline for seasonal deposit. If payment is not received in full a \$5.00 penalty charge will be added each day until final payment is received.
September 30, 12:00 pm	End of season camping season



Cultus Lake Park

2021-2025 Five-Year Financial Plan Bylaw No. 1181, 2020 Amendment Bylaw No. 1206, 2021

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

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

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

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

1. TITLE

This Bylaw may be cited for all purposes as “The Cultus Lake Park 2021-2025 Financial Plan Bylaw 1181, 2020 Amendment Bylaw No. 1206, 2021”

2. AMENDMENTS

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

3. EFFECTIVE DATE

READ A FIRST TIME this 15 day of December, 2021

READ A SECOND TIME this 15 day of December, 2021

READ A THIRD TIME this 15 day of December, 2021

ADOPTED this XX day of XXXX, 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
2021-2025 Five-Year Financial Plan Bylaw No.
1181, 2020 Amendment Bylaw No. 1206, 2021"

Chief Administrative Officer

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
REVENUES													
Sunnyside Campground	\$ 2,996,710	\$ 3,620,500	\$ 3,620,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	601,025	651,292	-	651,292	-	-	-	-	-	-	-	-	-
Residential Leases	895,269	870,389	-	-	870,389	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	268,260	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	710,500	1,083,100	-	-	-	-	1,083,100	-	-	-	-	-	-
Foreshore Lease	45,200	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	273,430	281,590	-	-	-	-	-	-	281,590	-	-	-	-
Protective Services	3,500	106,850	-	-	-	-	-	-	-	-	106,850	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	36,000	36,700	-	-	-	-	-	-	-	-	-	-	36,700
TOTAL REVENUES	\$ 5,884,344	\$ 7,033,571	\$ 3,620,500	\$ 651,292	\$ 870,389	\$ 11,950	\$ 1,302,800	\$ 109,000	\$ 281,590	\$ -	\$ 106,850	\$ 42,500	\$ 36,700
EXPENDITURES													
Advertising	\$ 18,350	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	17,870	18,085	-	-	-	-	-	-	-	-	-	18,085	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	60,850	69,700	31,500	8,000	-	3,500	11,400	-	4,800	6,200	1,200	3,100	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,780	16,830	3,330	-	-	-	-	-	-	2,500	-	11,000	-
Contract Services	581,800	521,900	198,300	-	-	-	40,600	-	-	5,000	242,000	36,000	-
Data Processing	43,900	61,170	34,270	-	-	-	1,500	-	2,000	1,000	5,900	16,500	-
Education & Training	47,450	47,200	4,500	-	-	-	400	-	32,000	2,100	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	70,300	76,200	11,500	-	-	-	8,800	1,500	40,900	11,500	1,000	1,000	-
Equipment Fuel	4,915	5,010	500	-	-	-	-	800	-	3,710	-	-	-
Garbage Collection/Recycle	181,815	187,542	53,500	18,347	100,535	-	7,200	-	-	7,960	-	-	-
General Maintenance	20,000	20,000	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	91,415	99,195	47,500	2,800	-	1,000	35,805	10,000	500	1,590	-	-	-
Insurance - Business	162,800	176,300	28,500	33,500	6,700	8,600	33,900	16,400	11,900	13,500	7,700	15,600	-
Insurance - Vehicles	29,465	29,831	1,560	-	-	-	-	100	5,950	18,740	1,400	2,081	-
Janitorial Supplies	45,500	45,300	22,500	-	-	-	21,800	-	1,000	-	-	-	-
Legal/Professional Fees	159,675	175,000	20,000	-	-	-	-	-	-	-	5,000	150,000	-
Licences/Permits/Taxes	5,500	9,750	1,200	-	-	-	-	1,100	-	450	7,000	-	-
Memberships/Dues/Subscriptions	5,330	5,335	185	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	26,830	30,085	4,400	-	-	-	650	-	1,400	1,560	1,200	20,000	875
Interest and Bank Charges	5,400	5,450	950	-	-	-	500	-	-	-	-	4,000	-
POS Charges	75,300	77,300	56,000	-	-	-	12,300	-	-	-	-	9,000	-
Retail Sales (COGS)	69,800	58,025	57,200	-	-	-	825	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,200	25,500	-	-	-	-	10,200	-	-	-	-	15,300	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	47,300	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "A"

	2020 FINANCIAL PLAN	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
Security Systems/Supplies	4,750	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	25,800	26,210	2,500	-	-	-	-	-	6,100	17,610	-	-	-
Special Events	58,280	58,940	12,080	-	-	-	12,000	-	-	-	-	-	34,860
Telecommunications	42,030	40,680	12,700	-	-	200	4,780	-	8,450	4,000	2,050	8,500	-
Utilities	505,460	483,135	377,600	6,760	35,900	4,640	32,500	-	6,740	11,580	875	6,540	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	37,210	37,750	1,330	-	-	-	-	200	10,000	25,200	1,020	-	-
Vehicle/Boat Fuel	23,500	23,930	760	-	-	-	-	-	2,200	18,640	1,530	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	9,700	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	3,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,610,365	\$ 2,596,193	\$ 1,028,455	\$ 70,607	\$ 143,135	\$ 17,940	\$ 282,010	\$ 56,250	\$ 136,190	\$ 177,340	\$ 282,825	\$ 365,706	\$ 35,735
WAGES & BENEFITS:													
Commissioners Indemnities	\$ 84,000	\$ 85,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,470	\$ -
Management Salaries	282,427	304,689	71,970	-	-	-	-	-	5,600	87,890	-	139,230	-
Staff Wages	1,517,560	1,722,674	449,290	-	-	-	54,130	-	57,000	634,860	130,170	397,223	-
Employee Benefits	398,610	508,207	119,720	-	-	-	11,370	-	7,010	194,000	33,017	143,090	-
TOTAL PAYROLL	\$ 2,282,597	\$ 2,621,040	\$ 640,980	\$ -	\$ -	\$ -	\$ 65,500	\$ -	\$ 69,610	\$ 916,750	\$ 163,188	\$ 765,013	\$ -
TOTAL OPERATING EXPENSES	\$ 4,892,962	\$ 5,217,233	\$ 1,669,435	\$ 70,607	\$ 143,135	\$ 17,940	\$ 347,510	\$ 56,250	\$ 205,800	\$ 1,094,090	\$ 446,013	\$ 1,130,719	\$ 35,735
<i>Reserve Allocations</i>	967,280	1,745,935	664,230	158,780	63,230	10,000	567,260	56,250	58,220	115,000	2,000	50,000	965
Capital Projects	1,387,470	1,952,060	627,000	84,070	10,000	2,070	857,110	137,000	42,070	42,770	5,500	144,470	-
<i>Internal Wage Allocations</i>	-	-	162,380	80,300	302,220	21,870	306,460	88,430	8,270	(878,130)	46,010	(137,810)	-
<i>Overhead Expense Allocations</i>	-	-	350,699	238,968	358,095	31,800	479,850	243,130	-	(330,960)	(387,173)	(984,409)	-
TOTAL EXPENDITURES	\$ 7,247,712	\$ 8,915,228	\$ 3,473,744	\$ 632,725	\$ 876,680	\$ 83,680	\$ 2,558,190	\$ 581,060	\$ 314,360	\$ 42,770	\$ 112,350	\$ 202,970	\$ 36,700
<i>SURPLUS/(DEFICIT)</i>	(1,363,368)	(1,881,657)	146,756	18,567	(6,291)	(71,730)	(1,255,390)	(472,060)	(32,770)	(42,770)	(5,500)	(160,470)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	1,382,990	1,906,935	627,000	84,070	10,000	2,070	805,285	137,000	32,770	42,770	5,500	160,470	-
UNAPPROPRIATED SURPLUS	\$ 19,622	\$ 25,278	\$ 773,756	\$ 102,637	\$ 3,709	\$ (69,660)	\$ (450,105)	\$ (335,060)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2021 - 2025 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2021-2025 Financial Plan Summary

	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,620,500	\$ 3,334,800	\$ 3,390,000	\$ 3,430,900	\$ 3,488,030
Commercial Leases	651,292	658,402	665,612	672,822	680,132
Residential Leases	870,389	893,899	916,799	933,789	950,982
Community Hall	11,950	11,950	11,950	11,950	11,951
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	219,700
Parking/Public Area Revenue	1,083,100	856,500	856,500	856,500	856,500
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	281,590	279,000	292,620	288,130	302,740
Protective Services	106,850	109,500	110,900	112,300	113,700
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,700	36,904	37,612	37,824	38,040
TOTAL REVENUES	\$ 7,033,571	\$ 6,552,155	\$ 6,653,193	\$ 6,715,415	\$ 6,813,275
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,550	\$ 13,600	\$ 13,600
Audit/Accounting	18,085	18,450	18,820	19,195	19,578
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	69,700	70,750	72,210	73,590	74,990
Community Policing	-	-	-	-	-
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,830	16,880	16,930	16,980	17,030
Contract Services	521,900	514,800	524,100	533,500	543,000
Data Processing	61,170	61,270	62,370	62,470	62,570
Education & Training	47,200	47,850	48,600	49,350	50,110
Election Expenses	-	18,000	-	-	-
Equipment Maintenance	76,200	75,500	76,800	78,100	79,400
Equipment Fuel	5,010	5,105	5,210	5,290	5,370
Garbage Collection/Recycle	187,542	187,642	193,742	193,842	194,042
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	99,195	97,790	99,160	100,580	102,000
Insurance - Business	176,300	180,000	183,700	187,400	191,200
Insurance - Vehicles	29,831	30,102	30,475	30,845	31,216
Janitorial Supplies	45,300	45,800	46,300	46,800	47,300
Legal/Professional Fees	175,000	145,000	145,000	145,000	145,000
Licences/Permits/Taxes	9,750	9,750	9,750	9,750	9,750
Memberships/Dues/Subscriptions	5,335	5,340	5,345	5,345	5,345
Office Supplies	30,085	30,115	30,670	31,300	31,830
Interest and Bank Charges	5,450	5,450	5,500	5,550	5,550
POS Charges	77,300	79,300	81,500	81,500	81,500
Retail Sales (COGS)	58,025	58,025	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	25,500	25,800	26,100	26,400	26,700
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,340	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,750	4,800	4,800
Small Tools/Shop & Safety	26,210	26,620	27,040	27,460	27,890

CULTUS LAKE PARK
2021 - 2025 FINANCIAL PLAN

Schedule "B"

	TOTAL 2021 BUDGET	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET
Special Events	58,940	59,610	60,300	60,990	61,130
Telecommunications	40,680	41,430	41,880	42,730	43,080
Utilities	483,135	492,840	503,555	514,750	526,235
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Twin Alders					
Vehicle Maintenance	37,750	38,300	38,860	39,430	40,010
Vehicle/Boat Fuel	23,930	24,160	24,390	24,620	24,850
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,596,193	\$ 2,596,519	\$ 2,621,247	\$ 2,655,857	\$ 2,689,766
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 85,470	\$ 86,970	\$ 88,490	\$ 90,040	\$ 91,620
Management Salaries	304,689	309,930	315,260	320,670	326,191
Staff Wages	1,722,674	1,752,960	1,783,770	1,815,150	1,847,070
Employee Benefits	508,207	515,230	526,610	533,950	545,550
TOTAL PAYROLL	\$ 2,621,040	\$ 2,665,090	\$ 2,714,130	\$ 2,759,810	\$ 2,810,431
TOTAL OPERATING EXPENSES	\$ 5,217,233	\$ 5,261,609	\$ 5,335,377	\$ 5,415,667	\$ 5,500,197
<i>Reserve Allocations</i>	1,745,935	1,228,939	1,238,002	1,242,884	1,246,730
Capital Projects	1,952,060	1,166,690	882,590	900,490	778,890
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 8,915,228	\$ 7,657,238	\$ 7,455,969	\$ 7,559,041	\$ 7,525,817
<i>SURPLUS/(DEFICIT)</i>	(1,881,657)	(1,105,083)	(802,776)	(843,626)	(712,542)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,906,935)	(1,129,350)	(836,860)	(864,700)	(733,820)
UNAPPROPRIATED SURPLUS	\$ 25,278	\$ 24,267	\$ 34,084	\$ 21,074	\$ 21,278

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "C"

	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
REVENUES												
Sunnyside Campground	\$ 321,100	[1] \$ 321,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-
Parking Revenue	226,600	-	-	-	-	[3] 205,000	-	-	-	-	-	-
Public Area Revenue	-	-	-	-	-	21,600	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 547,700	\$ 321,100	\$ -	\$ -	\$ -	\$ 226,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES												
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK
2021 FINANCIAL PLAN

Schedule "C"

	2021 FINANCIAL PLAN	2021 SUNNY- SIDE	2021 COMM LEASE	2021 RESID LEASE	2021 COMM. HALL	2021 VISITOR SERVICES	2021 FORESHORE LEASE	2021 VOLUNTEER FIRE DEPT	2021 PUBLIC WORKS	2021 PROTECTIVE SERVICES	2021 GENERAL & ADMIN	2021 CEAC
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>WAGES & BENEFITS:</i>												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Reserve Allocations</i>	526,100	[2] 216,100	-	-	-	[4] 310,000	-	-	-	-	-	-
Capital Projects	112,500	-	-	-	-	[5] 21,600	[6] 17,000	-	-	-	[7] 73,900	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 638,600	\$ 216,100	\$ -	\$ -	\$ -	\$ 331,600	\$ 17,000	\$ -	\$ -	\$ -	73,900	\$ -
SURPLUS/(DEFICIT)	(90,900)	105,000	-	-	-	(105,000)	(17,000)	-	-	-	(73,900)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	90,900	-	-	-	-	-	17,000	-	-	-	73,900	-
UNAPPROPRIATED SURPLUS	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ (105,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1207 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. 1207, 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-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:
Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.
- 2.3 Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1188, 2021 be removed and replaced with the attached Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.

3. EFFECTIVE DATE

READ A FIRST TIME this 15 day of December, 2021

READ A SECOND TIME this 15 day of December, 2021

READ A THIRD TIME this 15 day of December, 2021

ADOPTED this XX day of XXXXX, 202X

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Bylaw Notice
Enforcement Bylaw No. 1140, 2019 Amendment
Bylaw No. 1207, 2021.

Chief Administrative Officer

Schedule A-11 -Cultus Lake Park Sunnyside Campground

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement
Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021	4.2 (a)	Make/cause noise which disturbs	\$500	\$300	\$700	No
	4.2 (b)	Noise from campsite which disturbs	\$500	\$300	\$700	No
	4.2 (c)	Noise between 11:00 pm and 7:00 am	\$500	\$300	\$700	No
	4.2 (d)	Use of fireworks is prohibited	\$200	\$120	\$280	No
	4.3	Noise from unapproved public address or sound system.	\$500	\$300	\$700	No
	4.4 (a) (i)	Tire noise from a motor vehicle	\$500	\$300	\$700	No
	4.4 (a) (ii)	Noise from a motor vehicle	\$500	\$300	\$700	No
	4.4 (a) (iii)	Amplified noise from a vehicle	\$500	\$300	\$700	No
	4.4 (a) (iv)	Vehicle alarm exceeding (3) minutes	\$500	\$300	\$700	No
	4.4 (a) (v)	Noise from a vehicle horn	\$500	\$300	\$700	No
	4.5 (a)	Vehicle to Idle for more than (3) minutes	\$500	\$300	\$700	No
	4.6 (a)	Amplified noise permitted by registered camper which disturbs	\$500	\$300	\$700	No
	4.6 (b)	Amplified noise which disturbs others	\$500	\$300	\$700	No
	4.6 (c)	Dog(s) barking/howling	\$200	\$120	\$280	No
	4.6 (d)	Prohibited operating of lawn equipment 7:00pm to 9:00pm	\$200	\$120	\$280	No
	4.6 (e)	Creating a nuisance by fighting	\$500	\$300	\$700	No
	5.1	Seasonal campers will not share/lend gate swipe card	\$250	\$150	\$350	No
	5.2	Day visitors past 11:00 pm	\$100	\$60	\$140	No
	5.3	Overnight visitors past 11:00 am	\$100	\$60	\$140	No
	6.1	Campsite exceeds 4 adults	\$100	\$60	\$140	No
	6.2 (a)	Campsite exceeds 1 recreational vehicle unit plus 1 tent	\$100	\$60	\$140	No
	6.2 (b)	Campsite exceeds 2 tents if no RV	\$100	\$60	\$140	No
	6.3	Occupy campsite before 1:00 pm	\$100	\$60	\$140	No
	6.5	Creating a nuisance in the campground	\$100	\$60	\$140	No
	6.4	Failure to depart after 11:00 am	\$100	\$60	\$140	No
	6.7	Belligerent or disrespectful behavior	\$100	\$60	\$140	No
	7.1	Operation of drone	\$100	\$60	\$140	No

7.2	Persons under 18 not accompanied by adult after 11:00pm	\$100	\$60	\$140	No
7.3	Trespassing In the playgrounds after dusk	\$100	\$60	\$140	No
7.4	Smoking in the public areas	\$200	\$120	\$280	No
8.1	Day Visitor exceeds 2 vehicles	\$100	\$60	\$140	No
8.2	Exceeds overnight vehicle capacity (1)	\$100	\$60	\$140	No
8.3	Prohibited parking on Beach Drive Blvd.	\$250	\$150	\$350	No
8.4	Failure to comply with the Motor Vehicle Act	\$250	\$150	\$350	No
8.5	Unregistered motorcycle	\$250	\$150	\$350	No
8.6	Speeding	\$250	\$150	\$350	No
8.7	Prohibited vehicles	\$100	\$60	\$140	No
8.8	Impeding Traffic	\$500	\$300	\$700	No
8.9	Vehicle not registered	\$100	\$60	\$140	No
9	Open liquor in public areas	\$250	\$150	\$350	No
10	Under 21 years of age occupying campsite	\$100	\$60	\$140	No
11.1	Unleashed dog(s)	\$100	\$60	\$140	No
11.2	Pets left unattended	\$100	\$60	\$140	No
11.3	Dog(s) repeatedly disturbing campers	\$200	\$120	\$280	No
11.4	Dog(s) unlicensed	\$200	\$120	\$280	No
11.5	Seasonal dog(s) without ID tags with campsite number	\$200	\$120	\$280	No
11.6	Dog(s) on wharf or beach	\$100	\$60	\$140	No
11.7	Failure to clean-up after dog(s).	\$100	\$60	\$140	No
11.8	Harbouring prohibited/dangerous animals	\$500	\$300	\$700	No
12.1 (a)	Damage to vegetation	\$500	\$300	\$700	No
12.1 (b)	Damage to tree(s) by use of nails, screws or any material	\$100	\$60	\$140	No
12.1 (c)	Planting Vegetation	\$200	\$120	\$280	No
12.1 (d)	Planter/Pot outside property pins	\$100	\$60	\$140	No
13.1	Lights on during prohibited times	\$100	\$60	\$140	No
13.2	Air conditioner violation	\$100	\$60	\$140	No
13.3	Possesing more than one string of lights	\$100	\$60	\$140	No
13.4	Exterior lights not turned off overnight or when site unoccupied	\$100	\$60	\$140	No
13.5	Exceeds (1) Energy Efficient refrigerator and failure to display fridge decal	\$50	\$30	\$70	No
13.6	Use of Freezers, electric ranges or generators	\$100	\$60	\$140	No
13.7	Tampering/Abuse of electrical	\$250	\$150	\$350	No
13.8	Unauthorized electrical work	\$500	\$300	\$700	No

13.9	Blocking access to Breaker Box	\$250	\$150	\$350	No
13.1	Using splitter, break out/ tap boxes	\$250	\$150	\$350	No
13.11	Using non CSA approved device / equipment	\$250	\$150	\$350	No
14 (a)	Removal of Items from receptacle	\$100	\$60	\$140	No
14 (b)	Solicit recycling material	\$100	\$60	\$140	No
14 (c)	Deposit or discard propane bottles	\$100	\$60	\$140	No
15	Unsightly Campsite	\$100	\$60	\$140	No
16.1	Wood fires not on a registered site	\$500	\$300	\$700	No
16.1 (a)	Fire not contained	\$500	\$300	\$700	No
16.1 (b)	Fire left unattended	\$500	\$300	\$700	No
16.1 (c)	Fire not safe distance from trees, buildings, vehicles	\$250	\$150	\$350	No
16.1 (d)	Fire flame exceeds allowable limits (6inch)	\$250	\$150	\$350	No
16.1 (e)	Burning Prohibited Materials	\$100	\$60	\$140	No
16.1 (f)	Use of campfires outside hours	\$100	\$60	\$140	No
16.2	Use of a Smoker unit	\$250	\$150	\$350	No
16.3	Use of propane barbeques/natural gas units on wharves/beach	\$500	\$300	\$700	No
16.4	Use of charcoal/coal/briquettes	\$500	\$300	\$700	No
16.5	Burning during a Fire Ban	\$500	\$300	\$700	No
17.1	Subletting or assignment of seasonal sites	\$500	\$300	\$700	No
17.2 (a)	Too many units on seasonal site	\$100	\$60	\$140	No
17.2 (b)	Exceeding number of tents	\$100	\$60	\$140	No
17.3 (a)	Unauthorized use of Vehicle seasonal parking passes	\$250	\$150	\$350	No
17.3 (b)	Unauthorized use of extra seasonal parking passes	\$250	\$150	\$350	No
17.3 (d)	Unauthorized parking in additional stalls	\$250	\$150	\$350	No
17.3 (e)	Passes affixed to unregistered vehicle	\$250	\$150	\$350	No
18.1	Site alteration without approval	\$250	\$150	\$350	No
18.2	Site alteration beyond approval	\$250	\$150	\$350	No
18.3	Vehicles failure to meet the set backs	\$250	\$150	\$350	No
18.4	Building a deck without approval	\$500	\$300	\$700	No
18.4 (a)	Wood deck outside of site boundaries	\$100	\$60	\$140	No
18.4 (b)	Failure to remove decks at the end of the season	\$100	\$60	\$140	No
18.4 (c)	Unauthorized deck structures	\$100	\$60	\$140	No
18.5	Building a shed without approval	\$500	\$300	\$700	No
18.5 (a)	Shed exceeding the permitted size	\$100	\$60	\$140	No
18.5 (b)	Shed outside the site boundaries	\$100	\$60	\$140	No
18.5 (c)	Shed exterior not finished	\$100	\$60	\$140	No
18.5 (d)	Shed used for other purpose than storage	\$100	\$60	\$140	No

18.6	Storage of utility trailer without approval	\$500	\$300	\$700	No
18.6 (a)	Utility trailer exceeding the permitted size	\$100	\$60	\$140	No
18.6 (b)	Utility trailer outside the site boundaries	\$100	\$60	\$140	No
18.6 (c)	Utility trailers failure to meet the set backs	\$100	\$60	\$140	No
18.7 (a)	Tarps used for reason other than a roof coverings	\$100	\$60	\$140	No
18.7 (b)	Tarps secured to trees that harms/damages	\$100	\$60	\$140	No
18.7 (c)	Use of Orange tarps on seasonal sites	\$100	\$60	\$140	No
18.8	Building a fence without approval	\$500	\$300	\$700	No
18.8 (a)	Fence greater than height restriction	\$100	\$60	\$140	No
18.8 (b)	Fence outside property lines	\$100	\$60	\$140	No
18.8 (c)	Fence outside setback	\$100	\$60	\$140	No
18.8 (d)	Fence picketed with pointed tops	\$100	\$60	\$140	No
18.8 (e)	Fence obstructed view	\$100	\$60	\$140	No
18.8 (f)	Fence contiguous to campground beyond specifications	\$100	\$60	\$140	No
18.8 (g)	Fencing is solid	\$100	\$60	\$140	No
18.8 (g)(i)	Fencing is permanent	\$100	\$60	\$140	No
18.9	Portable structures not securely anchored	\$100	\$60	\$140	No
18.10	Unapproved landscape/construction materials	\$250	\$150	\$350	No
18.11	More than one picnic table per site	\$100	\$60	\$140	No
18.12	Damage or alterations made to picnic table	\$300	\$180	\$420	No
18.13	Unapproved structure other than deck	\$300	\$180	\$420	No
18.14	Unapproved building or structure on campsite or within campground	\$300	\$180	\$420	No
18.15	Interference with campground operations	\$300	\$180	\$420	No
19.1	Satellite installed without approval	\$100	\$60	\$140	No
19.1 (a)	Satellite dish installed outside seasonal site boundaries	\$100	\$60	\$140	No
19.1 (b)	Satellite dish attached to utility poles and/or Campground structure	\$100	\$60	\$140	No
19.1 (c)	Satellite dish have wiring cross over or under any roadway/pathway	\$100	\$60	\$140	No
19.1 (d)	Satellite dish attached to tree in a harmful way	\$100	\$60	\$140	No
19.1 (e)	Satellite dish not removed at the end of the season	\$100	\$60	\$140	No
20.1 (a)	Site not cleaned prior to departure	\$100	\$60	\$140	No
20.1 (b)	Fire pit not cleaned prior to departure	\$100	\$60	\$140	No
20.1 (c)	Removal of rope not complete prior to departure	\$100	\$60	\$140	No
20.1 (d)	Removal of building materials not complete prior to departure	\$100	\$60	\$140	No

	20.2	Failure to remove large items from site prior to departure	\$100	\$60	\$140	No
	20.4	Seasonal camper departure after 12:00 pm September 30	\$100	\$60	\$140	No
	20.5	Day use camper departure after 11:00 am	\$100	\$60	\$140	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 22, 2021 **FILE:** 0550

SUBMITTED BY: Joe Lamb,
Chief Administrative Officer

SUBJECT: Release of Closed Meeting Resolutions

PURPOSE:

To provide Closed Meeting Resolutions that the Cultus Lake Park Board may release at an open meeting.

RECOMMENDATION:

THAT the following Closed Meeting Resolutions be released at the December 22, 2021 Special Regular Board meeting:

IC 4134-21

THAT the Cultus Lake Park Board approve the purchase of the encroachment area into 420 Maple Street, a total of 198 sq. ft or 11% at a cost of \$65,973.60 (as compensation to the current 420 Maple Street leaseholder).

IC 4135-21

THAT the Cultus Lake Park Board approve the funds for the purchase of the noted area be taken from the Land Reserve Fund.

IC 4136-21

THAT the Cultus Lake Park Board approve the Lease Transfer of 419 to the potential purchaser noted on the contract of sale, with condition that the purchasers acknowledge the encroachment and that they agree to enter into an Encroachment Agreement (including all applicable costs associated) with the Cultus Lake Park Board.

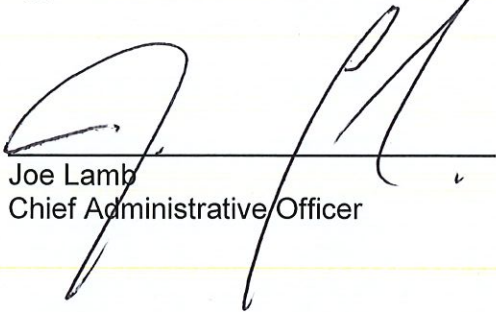
IC 4137-21

THAT the Cultus Lake Park Board request that the Chief Administrative Officer enter into negotiations with the new leaseholders, once the Lease transfer is approved, with the offer to sell the total area 198 sq. ft or 11% (the encroachment) of 420 Maple Street.

STRATEGIC PLAN:

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

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer