



## CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, May 18, 2022

5:00 PM

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

Time Change Notice - Cultus Lake Park Board Regular Meeting will be held at 5:00 pm on May 18, 2022 instead of 7:00 pm.

Or please feel free to join the meeting, participants will be muted upon entry to the meeting but will be able to ask questions during question period.

Join Zoom Meeting

<https://us06web.zoom.us/j/82164048530?pwd=RlI0RnZ3dmZuaHExSTFyZURCYmRkdz09>

Meeting ID: 821 6404 8530

Passcode: 154662

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

Please feel free to email questions for the Public Question Period no later than Tuesday, May 17, 2022 by 4:30 pm to [emma.dion@cultuslake.bc.ca](mailto:emma.dion@cultuslake.bc.ca).



# CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, MAY 18, 2022

5:00 PM

PARK OFFICE BOARDROOM

4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

## (1) CALL TO ORDER

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

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

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

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

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

## (3) RECONVENE

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## (4) APPROVAL OF AGENDA

- (a) **THAT** the Cultus Lake Park Board approve the amending Agenda for the Regular Meeting of May 18, 2022 by adding under Section 13, Commissioner Reports, Item 13, (a) Verbal Report from Commissioner Smit, Chair of the Commercial Leaseholder Committee; and

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

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

## (5) DELEGATION

### 2021 Draft Financial Statements

Page 5

Page 7

- Report dated May 18, 2022 from Erica Lee, Chief Financial Officer
- Sean Reid, KPMG regarding the 2021 Audit Financial Statements (to be reviewed at 4:45 pm)

**THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2021 DRAFT Financial Statements; and

**THAT** the 2021 Financial Statements be approved.

**(6) ADOPTION OF MINUTES**

- Page 27 (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held April 20, 2022.***

**(7) ADOPTION OF COMMITTEE MINUTES**

- Page 37 (a) ***THAT the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from March 15, 2022.***

- Page 39 (b) ***THAT the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from April 12, 2022.***

- Page 43 (c) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from April 4, 2022.***

- Page 49 (d) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from April 19, 2022.***

**(8) CORRESPONDENCE**

**Balsam Street Dock Management**

- Page 55 (a) • Letter dated April 11, 2022 from Colleen Rogozinski, Resident, regarding managing Balsam Street Dock during the summer season

***THAT the Cultus Lake Park Board receive the Letter from Colleen Rogozinski regarding the Balsam Dock management during the summer season.***

**(9) FINANCE**

(a) **2021 Statement of Financial Information**

- Page 57 • Report dated May 18, 2022 from Erica Lee, Chief Financial Officer  
Page 59 • Statement of Financial Information

***THAT the Cultus Lake Park Board approve the report dated May 18, 2022 from the Chief Financial Officer regarding the 2021 Statement of Financial Information and that the report be placed on the Cultus Lake Park website.***

**(10) BYLAWS**

(a) **General Local Government Election Bylaw No. 1213, 2022**  
**Mail Ballot Authorization and Procedure Bylaw 1214, 2022**

- Page 65 • General Local Government Election Bylaw No. 1213, 2022  
Page 69 • Mail Ballot Authorization Bylaw No. 1214, 2022

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022.***

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022.***

- Page 77 (b) **Election Signage and Canvassing Bylaw No. 1215, 2022**
- Election Signage and Canvassing Bylaw No. 1215, 2022.

***THAT the Cultus Lake Park Board give Final Reading of the Election Signage and Canvassing Bylaw No. 1215, 2022.***

- Page 81 (c) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022**
- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022

***THAT the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022.***

- Page 91 (d) **Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022**
- Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022

***THAT the Cultus Lake Park Board give Final Reading to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1217, 2022.***

- Page 95 (e) **Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022**
- Report dated May 18, 2022 by Rachel Litchfield, Manager of Corporate Services / Corporate Officer

***THAT the Cultus Lake Park Board give First, Second and Third Reading to Cultus Lake Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022.***

**(11) CONSENT AGENDA**

- Page 97-131 (a) 2022 First Quarter Reports
- Finance
  - Parking
  - Public Works
  - Bylaw Compliance and Enforcement
  - Campground and Accommodations
  - Fire Department
  - Lease Assignment

***THAT the Cultus Lake Park Board receive the 2022 First Quarter reports for information.***



**(12) STAFF REPORTS**

**(a) Cultus Lake Park Dock Repair and Replacement Status Update**

Page 133  
Page 135  
Page 159  
Page 163

- Report dated May 9, 2022 from Chief Administrative Officer, Joe Lamb
- Attachment 1, Ellis Don Dock Repair Scope
- Attachment 2, Dock Specifications
- Attachment 3, Quotation from Queensboro Dock & Marine

***THAT** the Cultus Lake Park Board receive the Dock Status Repair and Replacement Status Update Report for information.*

**(b) Cultus Lake Community School Kinder Fair Special Event**

Page 167

- Report dated May 18, 2022 from Amanda Nadeau, Communication, Media, and Events Coordinator

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for thirty parent vehicles in Parking Lot B on June 15, 2022, from 12:00 pm to 2:00 pm.*

**(c) Relocation of the Totem Pole Project**

Page 171

- Report dated May 18, 2022, from Amanda Nadeau, Communications Media and Events Coordinator

***THAT** the Cultus Lake Park Board approve the relocation of the Cultus Lake Park Totem Pole dedicated to Chief, Richard Malloway.*

**(13) REPORTS BY COMMISSIONERS**

**(a) Parmenter Road Signage**

- Verbal Report from Commissioner Smit, Chair of the Commercial Leaseholder Committee

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee, under conditional approval for the proposed sign from the Cultus Lake Business Association, approve a 12 ft x 8 ft sign funded by participating Cultus Lake Park Commercial Leaseholders, to be placed at Parmenter Road with a minimum of thirty feet from the center line of the roadway subject to the Chief Administrative Officers final design approval.*

**(14) COMMUNITY ASSOCIATION**

**(15) PUBLIC QUESTION PERIOD**

**(16) ADJOURNMENT**

***THAT** the Regular Meeting of the Cultus Lake Park Board held on May 18, 2022, be adjourned.*



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 1680

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

**SUBJECT:** 2021 DRAFT Financial Statements

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#### **PURPOSE:**

To provide the Board with the 2021 DRAFT Financial Statements for approval.

#### **RECOMMENDATION:**

***THAT** the report from the Chief Financial Officer regarding the 2021 DRAFT Financial Statements be received; and*

***THAT** the 2021 Financial Statements be approved.*

#### **DISCUSSION:**

The financial statements for the Cultus Lake Park Board (CLPB) have been audited by KPMG, the CLPB's auditor. Representatives from KPMG, along with Staff, are in attendance to present the 2021 DRAFT Financial Statements to the Board. The Independent Auditors Report states that the financial statements accurately reflect the financial position of the Park at December 31, 2021.

Highlights from the 2021 Financial Statements include:

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

Operationally, 2021 was a very solid year for CLPB. The financial position of the CLPB increased over 2020 as a result of the \$1,417,407 annual surplus. This surplus is credited to several changes made in 2021 that were more successful than expected combined with a nice warm summer. In 2021 we made many changes like internally managing the parking lots, implementing infrastructure fees on parking, camping, residents and mooring and only allowing hourly parking in most of the parking lots.

Parking - In 2021 we moved from having hourly and daily parking rates to only hourly parking rates. This change as well as good weather in early summer had allowed for parking revenue to be more than \$200K larger than originally budgeted.

Sunnyside – The Campground this year was also extremely successful with a revenue seeing an overall surplus of more than \$500K in 2021.

The Park also saw an increase in its Net Tangible Capital Assets totaling \$461,097. This increase was quite large due to several significant capital purchases made in 2021 including: Major Washroom Renovations at Sunnyside, Gtechna ticketing system and the Redesign of Lot B.

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

a) Landfill Closure Liability

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

In 2020 a new auditing standard, CAS 540, was introduced that required the auditors to perform a more granular review of the Landfill Liability estimate. This led management to do a closer review of the estimate to reduce its uncertainty and subjectivity. In response to the review, management applied an inflationary increase from the original estimate in 2015 to bring the costs up to a current estimated value. In addition, post closure costs were estimated based on a review of other municipalities ongoing costs and were added to the 2020 liability. This resulted in an extraordinary expense of \$516,832 in 2015.

In 2021, \$11,100 was recorded to increase the liability.

b) Segmented Reporting

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

This format is continued in 2021.

c) Contractual Rights

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

This format is continued in 2021.

The approval of the 2021 DRAFT Financial Statements concludes the annual financial audit process.

**STRATEGIC PLAN:**

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

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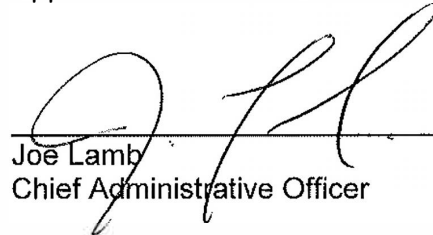
Prepared by:



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Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer

***DRAFT*** Financial Statements of

# **CULTUS LAKE PARK BOARD**

And Independent Auditors' Report thereon

Year ended December 31, 2021

## INDEPENDENT AUDITORS' REPORT

To the Commissioners of Cultus Lake Park Board

### ***Opinion***

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

- the statement of financial position as at December 31, 2021
- the statement of operations and accumulated surplus for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Cultus Lake Park Board as at December 31, 2021 and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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

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

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

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

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

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

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

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

***Auditors' Responsibility***

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

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

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

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

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

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

We also:

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

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

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

***DRAFT***

Chartered Professional Accountants

Chilliwack, Canada

# CULTUS LAKE PARK BOARD

Statement of Financial Position

## **DRAFT**

December 31, 2021, with comparative information for 2020

	2021	2020
<b>Financial assets:</b>		
Cash (note 2)	\$ 4,379,151	\$ 1,795,223
Investments (note 2)	4,038,499	6,048,816
Accounts receivable (note 3)	193,623	35,204
	8,611,273	7,879,243
<b>Liabilities:</b>		
Accounts payable and deposits	664,081	807,690
Deferred revenue	738,705	772,126
Landfill closure liability (note 4)	1,463,800	1,452,700
Obligations under capital leases	-	22,900
	2,866,586	3,055,416
Net financial assets	5,744,687	4,823,827
<b>Non-financial assets:</b>		
Tangible capital assets (note 5)	3,934,860	3,473,763
Prepaid expenses	159,147	123,697
	4,094,007	3,597,460
Commitments (note 7)		
Contingency (note 9)		
<b>Accumulated surplus (note 6)</b>	<b>\$ 9,838,694</b>	<b>\$ 8,421,287</b>

See accompanying notes to financial statements.

On behalf of the Cultus Lake Park Board:

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

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



# CULTUS LAKE PARK BOARD

Statement of Operations and Accumulated Surplus

**DRAFT**

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget	2021 Actual	2020 Actual
Revenues:			
Sunnyside Campground	\$ 3,297,400	\$ 3,814,145	\$ 2,758,019
Pay parking	832,900	1,073,336	543,607
Residential leases	1,044,489	1,066,709	985,106
Commercial leases	691,092	699,778	680,841
Other	172,650	414,720	66,985
Cabin rentals	214,700	238,005	168,577
Sales of services	192,640	204,994	119,290
Interest income	40,000	36,041	74,736
	6,485,871	7,547,728	5,397,161
Expenses:			
Campground and visitor services	1,812,445	1,837,401	1,481,691
General government	1,118,469	1,122,954	1,130,539
Public works	1,093,540	1,074,835	966,541
Public safety	650,063	656,480	479,466
Public open space	308,049	446,822	231,432
Lease services	213,892	197,108	760,122
	5,196,458	5,335,600	5,049,791
Surplus before amortization	1,289,413	2,212,128	347,370
Amortization	-	(794,721)	(639,660)
Annual surplus (deficit)	1,289,413	1,417,407	(292,290)
Accumulated surplus, beginning of year	8,421,287	8,421,287	8,713,577
Accumulated surplus, end of year	\$ 9,710,700	\$ 9,838,694	\$ 8,421,287

See accompanying notes to financial statements.

# CULTUS LAKE PARK BOARD

## Statement of Change in Net Financial Assets

### ***DRAFT***

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget	2021 Actual	2020 Actual
Annual surplus (deficit)	\$ 1,289,413	\$ 1,417,407	\$ (292,290)
Acquisition of tangible capital assets	(1,831,060)	(1,255,818)	(300,015)
Amortization of tangible capital assets	-	794,721	639,660
	(541,647)	956,310	47,355
Change in prepaid expenses	-	(35,450)	(10,942)
Change in net financial assets	(541,647)	920,860	36,413
Net financial assets, beginning of year	4,823,827	4,823,827	4,787,414
Net financial assets, end of year	\$ 4,282,180	\$ 5,744,687	\$ 4,823,827

See accompanying notes to financial statements.

# CULTUS LAKE PARK BOARD

## Statement of Cash Flows

### **DRAFT**

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus (deficit)	\$ 1,417,407	\$ (292,290)
Items not involving cash:		
Amortization of tangible capital assets	794,721	639,660
Change in non-cash operating assets and liabilities:		
Accounts receivable	(158,419)	197,587
Prepaid expenses	(35,450)	(10,942)
Accounts payable and deposits	(143,609)	328,774
Deferred revenue	(33,421)	344,817
Landfill closure liability	11,100	516,832
	1,852,329	1,724,438
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(1,255,818)	(300,015)
<b>Investing activities:</b>		
Decrease (increase) in investments	2,010,317	(243,190)
<b>Financing activities:</b>		
Decrease in obligations under capital lease, net	(22,900)	(12,326)
Increase in cash	2,583,928	1,168,907
Cash, beginning of year	1,795,223	626,316
Cash, end of year	\$ 4,379,151	\$ 1,795,223

See accompanying notes to financial statements.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements

**DRAFT**

Year ended December 31, 2021

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## General:

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

## 1. Significant accounting policies:

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

### (a) Financial instruments:

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

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

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

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

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

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

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

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## 1. Significant accounting policies (continued):

### (c) Leased tangible capital assets:

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

### (d) Long-lived assets:

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

### (e) Landfill closure liability:

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

### (f) Revenue recognition:

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

### (g) Use of estimates:

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

### (h) Budget figures:

The budget figures presented in these financial statements are based on the 2021 five-year financial plan approved by the Commissioners on December 22, 2020.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

## 2. Restricted Assets:

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

	2021	2020
Cash	\$ 4,379,151	\$ 1,795,223
Term deposits	2,135	2,018,611
Municipal Finance Authority	4,036,364	4,030,205
	8,417,650	7,844,039
Less restricted for:		
Reserve funds	(4,979,614)	(4,382,249)
Available for general use	\$ 3,438,036	\$ 3,461,790

As at December 31, 2021, investments consist of term deposits, earning interest at 0.30% per annum, with maturity dates in April 2022. In addition, the Park Board has invested in the Municipal Finance Authority Money Market fund.

## 3. Accounts receivable:

	2021	2020
Trade accounts	\$ 193,086	\$ 34,521
GST	537	683
	\$ 193,623	\$ 35,204

## 4. Landfill closure liability:

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

In 2015, the Park Board obtained a new report that reassessed the closure costs required to close the landfill in accordance with the expected minimum standards imposed by the Province of British Columbia. In 2020 the Park Board increased the estimated capital closure costs from the 2015 report for inflation in construction costs and estimated post-closure costs. The landfill site has been inactive for many years, however, the Park Board does not expect to formally close the landfill site until 2026. Once closed, the landfill site may require post-closure care for up to 25 years. These estimated closure and post-closure costs of \$1,463,800 (2020 - \$1,452,700) is the net present value of estimated future cash flows using a discount rate of 2.58% (2020 - 2.10%).

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

## 5. Tangible capital assets:

### Cost

	Balance at December 31, 2020	Additions	Disposals and write-downs	Balance at December 31, 2021
Land	\$ 485,820	\$ 65,974	\$ -	\$ 551,794
Buildings	2,134,721	228,048	-	2,362,769
Fire truck and equipment	961,278	40,324	-	1,001,602
Office and general equipment	437,741	94,306	-	532,047
Park equipment	2,183,484	13,328	-	2,196,812
Plaza building and equipment	993,084	15,682	-	1,008,766
Property improvement and roads	1,846,376	613,711	-	2,460,087
Sunnyside property and equipment	2,335,943	98,529	-	2,434,472
Waterfront equipment	441,794	85,916	-	527,710
Water system	874,046	-	-	874,046
<b>Total</b>	<b>\$ 12,694,287</b>	<b>\$ 1,255,818</b>	<b>\$ -</b>	<b>\$ 13,950,105</b>

### Accumulated amortization

	Balance at December 31, 2020	Amortization	Disposals and write-downs	Balance at December 31, 2021
Land	\$ -	\$ -	\$ -	\$ -
Buildings	1,805,050	127,490	-	1,932,540
Fire truck and equipment	661,484	49,798	-	711,282
Office and general equipment	408,856	40,646	-	449,502
Park equipment	1,676,703	104,075	-	1,780,778
Plaza building and equipment	570,312	64,220	-	634,532
Property improvement and roads	1,312,976	194,562	-	1,507,538
Sunnyside property and equipment	1,649,618	173,389	-	1,823,007
Waterfront equipment	261,479	40,541	-	302,020
Water system	874,046	-	-	874,046
<b>Total</b>	<b>\$ 9,220,524</b>	<b>\$ 794,721</b>	<b>\$ -</b>	<b>\$ 10,015,245</b>

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

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## 5. Tangible capital assets (continued):

### Net book value of tangible capital assets

	Net book value December 31, 2021	Net book value December 31, 2020
Land	\$ 551,794	\$ 485,820
Buildings	430,229	329,671
Fire truck and equipment	290,320	299,794
Office and general equipment	82,545	28,885
Park equipment	416,034	506,781
Plaza building and equipment	374,234	422,772
Property improvement and roads	952,549	533,400
Sunnyside property and equipment	611,465	686,325
Waterfront equipment	225,690	180,315
Water system	-	-
Total	\$ 3,934,860	\$ 3,473,763



# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

## 6. Accumulated surplus:

At December 31, 2021, the balance consists of:

	2021	2020
Operating funds	\$ 924,220	\$ 588,175
Reserve funds	4,979,614	4,382,249
Equity in tangible capital assets	3,934,860	3,450,863
	<b>\$ 9,838,694</b>	<b>\$ 8,421,287</b>

Reserve funds are as follows:

	2021	2020
Cabins	\$ 21,018	\$ 18,266
Community event	1,956	279
Community hall	51,801	45,002
Community services	338,237	227,817
Fire department	227,047	153,623
Foreshore area	95,685	640
Land sales	1,569,093	1,797,506
Landfill closure	283,817	207,193
Main beach	102,763	58,753
Milfoil	105,168	118,038
Park office	123,661	167,283
Park patrol	16,161	18,925
Plaza	133,108	64,843
Sewer	30,317	24,132
Sunnyside capital	1,308,241	1,254,403
Tree	52,672	15,888
Water	211,048	209,658
Residential areas	12,040	-
Public areas	285,748	-
Parking lot capital	10,033	-
	<b>\$ 4,979,614</b>	<b>\$ 4,382,249</b>

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

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## 7. Commitments:

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

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2022	\$	31,861
2023		29,634
2024		22,301
2025		21,928
2026		6,990
	\$	112,714

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## 8. Contractual rights:

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

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2022	\$	856,373
2023		607,075
2024		346,708
2025		252,126
2026		220,011
Thereafter		2,111,887
	\$	4,394,180

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The amounts Cultus Lake Park Board is scheduled to receive beyond 2026 substantially relate to residential property leases that have varying expiry dates between 2033 and 2041.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

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## 9. Contingency:

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

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

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

## 10. Financial risks:

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

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

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

There has been no change to the risk exposures outlined above from 2020 other than the pervasive impact of the ongoing COVID-19 pandemic, of which, may lead to adverse changes in cash flows and working capital levels, which may also have a direct impact on the Park Board's operating results and financial position in the future. The situation is dynamic and the ultimate duration and magnitude is unknown.

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

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## 11. Pension plan:

The Park Board and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 41,000 contributors from local governments.

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

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

The Park Board paid \$118,503 (2020 - \$102,515) for employer contributions to the plan in fiscal 2020.

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

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

## 12. Comparative information:

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2021

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## 13. Segmented information:

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

(a) General government:

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

(b) Public works:

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

(c) Campground and visitor services:

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

(d) Public safety:

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

(e) Lease services:

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

(f) Public open spaces:

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

# CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2021

## 13. Segmented information (continued):

	General Government	Public Works	Campground and Visitor Services	Public Safety	Lease Services	Public Open Space	2021	2020
<b>Revenues:</b>								
Sunnyside Campground	\$ -	\$ -	\$ 3,814,145	\$ -	\$ -	\$ -	\$ 3,814,145	\$ 2,758,019
Pay parking	-	-	-	-	-	1,073,336	1,073,336	985,106
Residential leases	-	-	-	174,099	892,610	-	1,066,709	680,841
Commercial leases	-	-	-	39,797	659,981	-	699,778	543,607
Other	14,181	871	7,797	206,314	11,479	174,078	414,720	66,985
Cabin rentals	-	-	238,005	-	-	-	238,005	168,577
Sales of services	420	-	14,635	53,560	-	136,379	204,994	119,290
Interest income	36,041	-	-	-	-	-	36,041	74,736
	50,642	871	4,074,582	473,770	1,564,070	1,383,793	7,547,728	5,397,161
<b>Expenses:</b>								
Salaries and benefits	671,115	909,721	635,283	227,527	-	-	2,443,646	2,049,802
Commissioner's expenses	100,708	-	-	-	-	-	100,708	92,383
Bank and POS charges	12,225	-	83,005	-	3,736	51,395	150,361	94,642
Insurance	18,445	29,492	46,506	26,672	43,650	50,530	215,295	192,996
Landfill liability expense	-	-	-	-	11,100	-	11,100	529,517
Office, telephone and sundry	55,413	8,666	78,103	12,232	-	19,659	174,073	147,552
Professional fees	184,916	-	10,000	19,954	-	-	214,870	234,062
Program support	71,998	12,893	355,998	313,558	7,984	238,979	1,001,410	710,767
Retail cost of goods sold	-	-	91,351	-	-	-	91,351	93,507
Roads, parking and grounds maintenance	-	10,573	45,796	713	4,538	66,507	128,127	121,030
Utilities	6,495	11,544	390,650	7,642	33,935	7,035	457,301	419,630
Vehicle, building and equipment	1,639	82,336	39,278	48,182	7,213	5,479	184,127	152,415
Waste disposal	-	9,610	61,431	-	84,952	7,238	163,232	211,488
	1,122,954	1,074,835	1,837,401	656,480	197,108	446,822	5,335,600	5,049,791
Amortization	79,887	297,888	262,388	49,798	64,220	40,540	794,721	639,660
Recoveries from other segments	(1,145,358)	(1,189,557)	530,698	(300,499)	979,658	1,125,058	-	-
Annual surplus (deficit)	\$ (6,841)	\$ (182,295)	\$ 1,444,095	\$ 67,991	\$ 323,084	\$ (228,627)	\$ 1,417,407	\$ (292,290)





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, APRIL 20, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

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

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

**Regrets** Commissioner C. Smit

### (1) CALL TO ORDER

The Chair called the meeting to order at 5:00 pm

### (2) RESOLUTION TO PROCEED TO CLOSED MEETING

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

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

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

### (3) RECONVENE

The meeting reconvened at 5:00 pm

### (4) APPROVAL OF AGENDA

**4952-22** Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of April 20th, 2022; and

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



**CARRIED**

**(5) DELEGATION**

**Craig and Nancy Philbrook, Regarding Fire Lane Designation**

- Letter dated April 10, 2022 from Craig and Nancy Philbrook, 139 First Avenue

Craig and Nancy Philbrook, residents, presented to the Board that they have done work for the access road that has been designated as a fire lane and they wish to continue parking in this area. Photos were distributed at the meeting of the lane itself when construction began years ago and of vehicles parked in that area. They were under the understanding that they were given permission to park there. They addressed the concern that the fire lane designation now inhibits them from parking in this area.

Last September, staff was directed to conduct a study. The Board directed Staff to create additional guest and residential parking and be consistent with fire lanes being zero (0) to nine (9) where there were no fire lanes. Fourteen (14) were created on First and Second Avenue, including the area near 139. The purpose is to access water from the lake in case of emergency. Between lots 145 and 146, there is a breezeway that is a designated area for parking.

4953-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board receive the letter and direct staff with the decision on the fire lane designation.***

**CARRIED**

**(6) ADOPTION OF MINUTES**

4954-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 16, 2022.***

**CARRIED**

**(7) ADOPTION OF COMMITTEE MINUTES**

4955-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from February 15, 2022.***

***THAT the Cultus Lake Park Board approve the Village Center Planning Committee Minutes from February 16, 2022.***

***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from February 23, 2022; and.***

***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from March 17, 2022.***

**CARRIED**

**(8) CORRESPONDENCE**

**Gravel Fines Flow into Cultus/Sweltzer Salmon Spawning Grounds**

- (a) • Letter dated March 29, 2022, from Dave Clyne, Chair of the Cultus Lake Stewardship Society regarding Kirkness Holdings Gravel Pit
- (b) • Letter dated May 13, 2016, from Cultus Lake Aquatic Stewardship Strategy regarding Hatchery debris

4956-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the Letter from Dave Clyne, Chair of the Cultus Lake Stewardship Society regarding Kirkness Holdings Gravel Pit's silt.*

4957-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receive the letter from the Cultus Lake Aquatic Stewardship Strategy regarding gravel debris in Sweltzer Creek.*

**CARRIED**

4958-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board direct staff to draft a letter addressing the gravel pit silt flowing into the creek to the respective parties.*

**CARRIED**

**(9) BYLAWS**

(a) **Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022**

- Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022

4959-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give Final Reading of Cultus Lake Park Property Maintenance Bylaw No. 1210, 2022.*

**CARRIED**

(b) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022**

- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022

4960-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give Final Reading of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1211, 2022.*

**CARRIED**

(c) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022**

- Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022

4961-22 Moved by: Commissioner Bauer Seconded By: Commissioner Dzaman

***THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1212, 2022.***

**CARRIED**

(d) **General Local Government Elections Bylaw No. 1213, 2022 Mail Ballot Authorization and Procedure Bylaw 1214, 2022**

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services and Corporate Officer
- General Local Government Election Bylaw No. 1213, 2022
- Mail Ballot Authorization Bylaw No. 1214, 2022

4962-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022; and***

***THAT the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022.***

**CARRIED**

(e) **Election Signage and Canvassing Bylaw No. 1215, 2022**

- Report dated April 20, 2022 from Rachel Litchfield, Manager of Corporate Services and Corporate Officer
- Election Signage and Canvassing Bylaw No. 1215, 2022.

4963-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT the Cultus Lake Park Board give First, Second and Third Readings of the Election Signage and Canvassing Bylaw No. 1215, 2022.***

**CARRIED**

(f) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022**

- Report dated April, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1216, 2022

4964-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No.1216, 2022.*

**CARRIED**

(g) **Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022**

- Report dated April 20, 2022, from Erica Lee, Chief Financial Officer
- Financial Plan Bylaw 1199, 2021, Amendment Bylaw 1217, 2022

4965-22 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1217, 2022.*

**CARRIED**

**(10) STAFF REPORTS**

(a) **Cultus Lake Dock Status Update**

- Report dated April 20, 2022 from Joe Lamb, Chief Administrative Officer
- Dock Repair Scope- March 31 2022

4966-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board receives the Cultus Lake Dock status report and the Ellis Don repair scope document for information.*

**CARRIED**

(b) **Request to Subdivide – 441 Oak Street**

- Report dated April 20, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

4967-22 Moved by: Commissioner Payeur Seconded by: Commissioner Dzaman

***THAT** the Cultus Lake Park Board receive the letter from Gerald and Susan Lim of 441 Oak Street requesting consideration to subdivide Lot 441 Oak Street;*

**CARRIED**

4968-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board request that staff amend the Subdivision and Land Development Bylaw to include under "Schedule A" Lot 441 as qualifying subdividable property; and*

**CARRIED**

Commissioner Payeur voted in opposition.

4970-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board approve the Application for Subdivision from Gerald and Susan Lim of 441 Oak Street and request that staff prepare a letter of approval with respect to the bylaw change.***

**CARRIED**

4971-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board further consider adding Lot 443 Oak Street to "Schedule A" of the Subdivision and Land Development Bylaw.***

**MOTION DEFEATED**

(c) **Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby Special Event**

- Report dated April 20, 2022 from Amanda Nadeau, Communications, Media and Events Coordinator

4972-22 Moved by: Commissioner Dzaman Seconded By: Commissioner Bauer

***THAT the Cultus Lake Park Board approve the Lions Cultus Lake Pike Minnow and Small Mouth Bass Derby to be held on Saturday, June 18, 2022;***

***THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 30 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 18, 2022; and***

***THAT the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 17, 2022, to 5:00 am on June 18, 2022, for security purposes.***

**CARRIED**

(d) **Cultus Lake Water Sport Festival Special Event**

- Report dated April 20, 2022 from Amanda Nadeau, Communications, Media, and Events Coordinator

4973-22 Moved by: Commissioner Dzaman Seconded By: Commissioner Payeur

***THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 3 to Sunday, June 5, 2022;***

***THAT the participant and volunteer parking fees in Lot B for the duration of the Cultus Lake Water Sports Festival Special Event on Friday, June 3 to Sunday, June 5, 2022, be waived;***

***THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot B (to offset expenses) for the duration of the event from Friday, June 3 to Sunday, June 5, 2022,***

***THAT the requirement for the \$1,000 security deposit for the Cultus Lake Water Sports Festival be reduced to \$500:***

***THAT the Special Event Application fee of \$100 for the Cultus Lake Water Sports Festival be waived;***

***THAT the Special Event Rental Fees of \$1,500 for the Cultus Lake Water Sports Festival be waived;***

***THAT the Swim Line Removal and Replacement fee of \$500 for the Cultus Lake Water Sports Festival be waived;***

***THAT the Garbage Bin and Admin fees for the Cultus Lake Water Sports Festival be waived;***

***THAT food vendors be permitted at the Cultus Lake Water Sports Festival (names of vendors to be provided one week prior to the event);***

***THAT food vendor fees of \$100 per vendor per day for the Cultus Lake Water Sports Festival be waived;***

***THAT participants of the Water Sports Festival be permitted to camp at Main Beach for the duration of the event;***

***THAT the portable toilets fees for the Cultus Lake Water Sports Festival be waived; and***

***THAT Cultus Lake Park Board provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot B from Friday, June 3 to Sunday, June 5, 2022 (to offset expenses).***

**CARRIED**

**4974-22** Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT Cultus Lake Park Board provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A from Friday, June 3 to Sunday, June 5, 2022 (to offset expenses);***

***THAT the participant and volunteer parking fees in Lot A for the duration of the Cultus Lake Water Sports Festival Special Event on Friday, June 3 to Sunday, June 5, 2022, be waived; and***

***THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A (to offset expenses) for the duration of the event from Friday, June 3 to Sunday, June 5, 2022.***

**CARRIED**

**(e) Cultus Lake Showcase Event**

- Report dated April 20, 2022 from Amanda Nadeau, Communications, Media and Events Coordinator

**4975-22** Moved by: Commissioner Dzaman Seconded By: Commissioner Bauer

***THAT the Cultus Lake Park Board approve the Cultus Lake Showcase Special Event to be held on Saturday, August 6, 2022, from 10:00 am to 4:00 pm; and***

***THAT the Cultus Lake Park Board approve to waive parking fees for ten volunteers in Parking Lot B for the duration of the event.***

**CARRIED**

**(f) Cultus Lake Days Special Event**

- Report dated April 20, 2022, from Amanda Nadeau, Communications, Media and Events Coordinator

**4976-22** Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board approve the Cultus Lake Days Special Event to be held on Saturday, June 25, 2022;***

***THAT the Cultus Lake Park Board approve free parking in Lot D for up to 150 vendors and volunteers for the duration of the event on June 25, 2022; and***

***THAT the Cultus Lake Park Board approve a beverage garden at the Main Beach grassy area from 11:30 am to 9:30 pm on June 25, 2022.***

**CARRIED**

**(11) COMMISSIONERS REPORTS**

**(a) Community Events and Engagement Committee Membership Appointment**

- Report from Vice Chair Kirk Dzaman, Committee Chair dated April 20, 2022.

**4977-22** Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

***THAT the Cultus Lake Park Board receive the resignation notice from Drew McTaggart.***

***THAT the Cultus Lake Park Board receive the application from Shannon Lamb for the membership of the Community Events and Engagement Committee; and***

***THAT the Cultus Lake Park Board appoint Shannon Lamb as a member of the Community Events and Engagement Committee.***

**CARRIED**

**(12) COMMUNITY ASSOCIATION**

**Q:** Rita Leblanc, Community Association, inquired if there were any updates on the sewer system project?

**A:** Chair Renwick noted that he understood the communities concern and interest in the matter, and the Board and staff are working with Fraser Valley Regional District to create means for resolution. There is no current timeline, as the Board and staff seek a solution that works for the community and that is affordable.

**(13) PUBLIC QUESTION PERIOD**

Q: R. Williamson, Resident, requested clarity with respect to the approval of both Parking Lots A and B for the Water Sports Special Event request.

A: Chair Renwick confirmed that the motion was approved for the use of both lots of this event.

D. Ehlert, resident, inquired into the previous request to subdivide this lot approximately ten years ago and it's denial by the Board of that time.

A: Chief Administrative Officer J. Lamb noted that this lot does meet the required frontage for subdivision according to the Bylaw.

Q: G. Lister noted that he requested subdivision in 2003, 2005 and 2009 and was denied approval due to the frontage dimensions of his lot. He inquired as to why the Board would approve the lot in question today. He also noted that his lot was not two separate lots historically.

A: The Board inquired whether G. Lister's lot was ever two separate lots.

Chief Administrative Officer J. Lamb highlighted that the Bylaw states that a lot must have 70ft frontage to be eligible for subdivision and that G. Lister's lot was deemed ineligible due to frontage falling short of this requirement.

#### **(14) ADJOURNMENT**

4978-22 Moved by: Commissioner Bauer Seconded by: Commissioner Dzaman

***THAT** the Regular Meeting of the Cultus Lake Park Board held on April 20, 2022 be adjourned at 6:28 pm.*

#### **CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held April 20, 2022.

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David Renwick  
Chair

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Joe Lamb  
Chief Administrative Officer







**CULTUS LAKE PARK BOARD  
COMMERCIAL LEASEHOLDER COMMITTEE  
MEETING MINUTES**

TUESDAY, MARCH 15, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

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

**Committee Members** Christy. Ovens – Lakeside Beach Club  
S. Marks – Cultus Lake Marina – Via Zoom

**Staff** Chief Administrative Officer – J. Lamb  
Communication, Media, and Event Coordinator – A. Nadeau

**(1) CALL TO ORDER**

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

**(2) APPROVAL OF AGENDA**

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

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee approve the agenda for the March 15, 2022.*

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

**CARRIED**

**(3) APPROVAL OF COMMITTEE MINUTES**

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

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee approve the Minutes for the Meeting of February 15, 2022.*

**CARRIED**

**(4) CORRESPONDENCE**

**(5) NEW BUSINESS**

Chief Administrative Officer J. Lamb reviewed that the meters in the plaza will be operable this week as of Friday, March 18, 2022. In addition, the locks on the dumpsters at the plaza will be replaced.

Chief Administrative J. Lamb noted that Valley Waste and Recycling addressed the recycling totes at the plaza with clarifying signage.

C. Ovens requested staff to resend the link for the parking portal to all commercial leaseholders.

L. Payeur inquired on when MOTI is going to repair the section of Columbia Valley Highway past Lakeshore Drive.

Chief Administrative Officer J. Lamb noted that the old culvert needs reengineering prior to the highway repair being completed.

**(6) STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Tuesday, April 12, 2022 at 9:00 am

**(9) ADJOURNMENT**

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

***THAT*** the Commercial Leaseholder Committee meeting held on March 15, 2022, be adjourned at 9:14 am.

**CARRIED**



**CULTUS LAKE PARK BOARD  
COMMERCIAL LEASEHOLDER COMMITTEE  
MEETING MINUTES**

TUESDAY, APRIL 12, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

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

**Committee Members** Christy. Ovens – Lakeside Beach Club – Via Zoom  
S. Marks – Cultus Lake Marina – Via Zoom

**Staff** Chief Administrative Officer – J. Lamb  
Communication, Media, and Event Coordinator – A. Nadeau

**(1) CALL TO ORDER**

The Chair called the meeting to order at 9:04 am.

**(2) APPROVAL OF AGENDA**

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

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee approve the agenda for the April 12, 2022.*

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

**CARRIED**

**(3) APPROVAL OF COMMITTEE MINUTES**

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

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee approve the Minutes for the Meeting of March 15, 2022.*

**CARRIED**

**(4) CORRESPONDENCE**

**(5) NEW BUSINESS**

**(6) STAFF REPORTS**

**(a) Cultus Lake Days**

- Commercial Leaseholder Participation

Staff noted that the Community Events and Engagement Committee is planning Cultus Lake Days for June 25, 2022 pending Board approval in April. Staff have reached out to commercial

leaseholders in mid-March for interest in participating in the parade, food vendors and/or vendor's market. If any commercial leaseholder wishes to participate, they can email A. Nadeau, Communication, Media and Events Coordinator.

S. Marks will connect with A.Nadeau following the meeting.

(b) **Marketing Opportunities**

- Advertising in Visitor Service Building

Staff reviewed that the Visitor Service building has the ability to advertise for any commercial leaseholder interested in providing pamphlets or marketing materials. Commercial leaseholders can submit their materials directly to staff at the Visitor Service Building.

- Social Media Posting for Re-Opening Dates

Staff reviewed the opportunity for commercial leaseholders to submit marketing for social media either for re-opening or other special events through the park's website and Facebook page. Any marketing can be submitted directly to A. Nadeau, Communications, Media and Events Coordinator.

- Cabins Information

Staff noted that a binder will be created this year to inform guests of the Cultus Lake Park Cabins of commercial leaseholder hours of operation, marketing materials, menus, etc. Guests frequently make requests to staff upon check-in with respect to information on local businesses.

Chief Administrative Officer, J. Lamb noted that this could also be turned into a PDF file and shared with the Short-term Rental operators within the park.

S. Marks suggested that this could also be shared either online or hard copy at the Gatehouse/Store for Sunnyside campers.

Page 5

- 2022 Events Calendar

Staff provided a current list of the events approved and/or proposed for Cultus Lake Park in 2022. Staff will email this directly to all commercial leaseholders following the meeting.

S. Marks inquired where the park could facilitate an event closer to the Marina at Oak Street.

Chief Administrative Officer J. Lamb noted that staff would bring this to the Community Events and Engagement Committee for further discussion.

(c) **Bylaw Enforcement**

- Security, Bylaw Enforcement and Parking Enforcement Officers

Staff noted that security has begun monitoring Sunnyside Campground. This year an additional Bylaw Enforcement Officer will be hired, and three less Parking Enforcement Officers.

Chief Administrative Officer J. Lamb highlighted that the additional Bylaw Enforcement Officer will support the park's ability to monitor and issue tickets outside of the public parking lots.

- Gatehouse at Sunnyside Boulevard Overflow

Chief Administrative Officer J. Lamb noted the recommendation from staff to move the current Marina signage from the gatehouse onto two poles on either side of the roadway. Further discussion will follow the meeting.

Staff reviewed that the gatehouse will be utilized this summer season as an additional location for security, Bylaw Enforcement Officers and Parking Enforcement Officers to facilitate breaks and rotations in schedules throughout residential and public areas. The building will not be manned full-time and will increase visibility of security for residents and visitors to the area.

Chief Administrative Officer J. Lamb added that staff will not be stationed at the gatehouse and staff will not be stopping vehicles upon entry. This building will allow for additional workspace for these departments and make them more accessible to the community.

S. Marks noted concerns surrounding potential congestion and delays to the Marina as vehicles will stop at the gatehouse for inquiries and information. Staff and S. Marks will discuss this further to ensure proper support and flow of traffic is facilitated.

(d) Parking Lot Information

- Parking Lot D Opening

Staff noted that Parking Lot D will be open as of May 1, 2022.

- Staff Overflow Lot Opening

Staff noted that this lot will be open and accessible as of May 1, 2022.

S. Marks inquired whether his business could utilize 10 parking passes in the overflow lot for the summer. Staff will review and confirm following the meeting.

- Plaza Parking Lot Map

Staff reviewed the map and parking rates with the committee for both winter and summer seasons.

**(7) PUBLIC QUESTION PERIOD**

B. McCrea requested that staff email the Plaza Parking Lot Map and 2022 Events Calendar to all commercial leaseholders. In addition, inquired whether staff had already connected with commercial leaseholder with respect to Cultus Lake Days participation.

Staff will send an email to all commercial leaseholders following the meeting to include the parking lot map, events calendar and a reminder for participation in Cultus Lake Days.

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

Tuesday, May 17, 2022 at 9:00 am confirmed via email.

**(9) ADJOURNMENT**

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

***THAT the Commercial Leaseholder Committee meeting held on April 12, 2022, be adjourned at 9:39 am.***

**CARRIED**





# **CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES**

MONDAY APRIL 4, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

<b>Present</b>	Commissioner K. Dzaman – Chair
<b>Committee Members</b>	P. McEwan – Vice Chair E. Jartved T. Seeley K. Brauer R. LeBlanc
<b>Staff</b>	Chief Administrative Officer – J. Lamb Communication, Media, and Event Coordinator – A. Nadeau
<b>Members of The Public</b>	S. Dzaman K. Fitzner

## **(1) CALL TO ORDER**

The Chair called the meeting to order at 6:00 pm.

## **(2) APPROVAL OF AGENDA**

Moved by: E. Jartved Seconded by: R. LeBlanc

***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of April 4, 2022.***

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

**CARRIED**

## **(3) APPROVAL OF COMMITTEE MINUTES**

Moved by: R. LeBlanc Seconded by: E. Jartved

***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of March 17, 2022.***

**CARRIED**

## **(4) CORRESPONDENCE**



**(5) NEW BUSINESS**

**(a) Committee Member Resignation**

The Chair noted the email sent from D. McTaggart notifying of his resignation from the committee.

The committee discussed reassigning his roles to other committee members in partnership with the two noted community members from the previous meeting.

The committee discussed opening the role of the parade to the community through multiple social platforms.

The committee discussed connecting with S. Lamb to join the committee.

The committee requested staff to send the parade contact information to all members through email.

T. Seeley and K. Brauer were assigned the parade. Chair Dzaman will connect with the two community members to confirm their support of the parade in partnership with the committee members. Staff will support with the logistical process in coordinating the parade.

**(b) 2022 Cultus Lake Days Planning**

- List of topics for discussion:
  - Committee members update on respective roles of responsibilities
  - Commercial Leaseholder participation
  - Pancake Breakfast details
  - Volunteer Parking
  - Contact Information – Request for Volunteers
  - Farmers Market Planning
  - Email submitted by Erika Jartved regarding Farmers Market

***THAT the Community Events and Engagement committee request the Cultus Lake Park Board approve the Cultus Lake Days event, to be held on June 25, 2022, at Main Beach; and***

***THAT the Community Events and Engagement committee request the Cultus Lake Park Board approve that parking fees be waived for volunteers and support staff in parking lot D for the duration of the event.***

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

**CARRIED**

**Sponsorship**

Chair Dzaman noted that S. Dzaman would connect with The Drive to formulate some content for advertising and sponsorship.

Staff provided an update with respect to sponsorship from Tourism Chilliwack, Envision Financial and Fraser Valley Regional District.

**Volunteers**

E. Jartved and R. LeBlanc noted that they have formulated a preliminary contact list for volunteers and highlighted that they need to identify how many volunteers are required per area

with a maximum of 2hr timeslots. They have begun connecting with the community in search of volunteers.

Vice Chair P. McEwan noted that in 2019 there was discussion to schedule volunteers in a rotation throughout all respective areas.

Chair Dzaman suggested that R. LeBlanc and E. Jartved breakdown all the areas that they require volunteers for the next meeting.

Chief Administrative Officer J. Lamb noted that staff could draft a letter following the completion of volunteering for each individual to build their respective portfolios.

R. LeBlanc highlighted that she connected with Starbucks' employees to see if they are interested in volunteering at the event.

S. Dzaman noted that there is a Leadership Program through the local high schools specifically grade eleven in the summer leading up to their final year. In addition, the event planning program through FVRD requires hours of volunteering for their practicum.

Chair Dzaman will reach out to these contacts and report back at the next meeting.

### **Farmer's Market – change to Vendor's Market**

Vice Chair McEwan noted that her, S. Lamb and K. Fitzner discussed facilitating the market at Cultus Lake Days and potential for future dates more consistently.

K. Fitzner introduced herself to the committee and highlighted her experience with local Farmer's Markets. She stated that in her opinion the 2022 market following Cultus Lake Days would not be recommended as planning is already behind in comparison to other markets. She suggested that an information stand would be a good idea at Cultus Lake Days to identify the community's desire for future markets. She offered to support vendors this year at Cultus Lake Days specifically to secure vendors and increase potential revenue. Up to 50 vendors with more diversity of agriculturalists and local artisans.

The committee discussed the cost for vendors to participate in the market. K. Fitzner will discuss this with P. McEwan and S. Lamb and bring to the next meeting.

T. Seeley will forward contact information for the food vendors that she connected with to the responsible committee members.

### **Kid's Activities**

E. Jartved submitted her request for this specific area to the committee. Request was made to increase the amount of fun bouncers to avoid delays.

### **Musicians**

P. McEwan will bring back pricing for the next meeting. In 2019, the cost was approximately \$150 per band plus equipment.

### **Beer Garden**

P. McEwan noted that Farmhouse cannot participate and Fieldhouse is pending. Old Yale, Mountainview and Vino Veritas were also contacted however we do not have any response currently.

The committee discussed incorporating Molson in the event for beer supply and sponsorship. Chair Dzaman will connect with them for their interest.

Staff provided an update with respect to the commercial leaseholder interest in participation as food vendors at the event.

Staff will bring back the details with respect to the pancake breakfast at the next meeting.

The committee discussed giving any volunteer free parking in parking lot D for the duration of the event.

Staff will arrange to have the volunteer emails directed internally and then forwarded to R. LeBlanc and E. Jartved.

Staff can create a fillable form for the parade participation and an email address to utilize as well.

Staff will update the poster to include the email contact information

The committee discussed to reduce the kids activities from 11:30 to 3:30pm. Staff will update the poster to identify this change.

### **Parade**

T. Seeley will meet with the volunteer community members to discuss the parade to identify total volunteers and budget for the next meeting.

The committee will discuss the parade theme at the next meeting.

### **Pony Rides**

The committee discussed the ideal location for this with potential to host near the movie screen.

P. McEwan will connect with the organizer of the pony rides to discuss timelines. Potential to have the pony rides in replacement of the kids' activities location at 3:30 pm.

The committee discussed fencing for the event and potential to have this donated for the event.

Chief Administrative Officer J. Lamb noted that the committee should consider security and six custodial staff for two hour shifts throughout the event. He will discuss this requirement with respect to Public Works.

Chief Administrative Officer J. Lamb will get a quote for security for the next meeting.

#### **(c) 2022 Cultus Lake Days Budget Review**

- Committee members update on cost with respective roles of responsibilities

P. McEwan noted that sound equipment and stage cost will be identified for the next meeting. \$2500 is the current approximate cost for tables, music, décor, additional games and liquor license.

Chief Administrative Officer J. Lamb will review the cost of fireworks for the next meeting.

Kids activities approximate budget is \$2500 with potential to reduce.

#### **(d) 2022 Softball Tournament Planning**

- List of topics for discussion:
  - Cultus Lake Elementary Community School Rental
  - Committee Member Roles of Responsibility

The committee discussed that they would not be hosting the softball tournament this year.

(e) **2022 Party in the Plaza Planning**

- Committee members update on Community Association participation

Chair Dzaman reviewed that the Community Association would be interested in hosting the event if the fees were covered by the Board and the Community Association was permitted to fundraise for themselves through a 50/50 draw.

The committee agreed that the committee members would facilitate the event, with minimal staff requirements and no 50/50 draw.

The committee will discuss the location and other details at the next meeting. The committee agreed to have the event on Friday, August 12, 2022.

Chief Administrative Officer J. Lamb highlighted that K. Fitzner noted that having other events at the barn location would bring awareness to this location for future events such as the vendor's market.

Chair Dzaman will connect with the individual performing to confirm the date.

**(6) STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Tuesday, April 19, 2022, at 6:00 pm.

**(9) ADJOURNMENT**

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

***THAT*** the Community Events and Engagement Committee meeting held on April 4, 2022 be adjourned at 7:41 pm.

**CARRIED**





# **CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES**

TUESDAY, APRIL 19, 2022  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

<b>Present</b>	Commissioner K. Dzaman – Chair
<b>Committee Members</b>	P. McEwan – Vice Chair E. Jartved T. Seeley K. Brauer R. LeBlanc
<b>Staff</b>	Chief Administrative Officer – J. Lamb Communication, Media, and Event Coordinator – A. Nadeau
<b>Members of the Public</b>	S. Lamb

## **(1) CALL TO ORDER**

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

## **(2) APPROVAL OF AGENDA**

Moved by: E. Jartved Seconded by: R. LeBlanc

***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of April 19, 2022.***

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

**CARRIED**

## **(3) APPROVAL OF COMMITTEE MINUTES**

Moved by: R. LeBlanc Seconded by: P. McEwan

***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of April 4, 2022.***

**CARRIED**

## **(4) CORRESPONDENCE**

## **(5) NEW BUSINESS**

### **(a) 2022 Cultus Lake Days Planning**

- List of topics for discussion:
  - Committee members update on respective roles of responsibility
    - Parade – K. Brauer and T. Seeley
    - Sponsorship – K. Dzaman
    - Volunteers – E. Jartved and R. LeBlanc
    - Vendor's Market and Food Trucks
    - Musicians – P. McEwan
    - Beer Garden – P. McEwan
  - Security quote
  - Custodial staff update
  - Pancake breakfast details
  - Advertising and Staff Communication

The Chair requested that all information on future email chains be copied to staff to ensure all communication is gathered and compiled.

#### **Parade**

T. Seeley reviewed the information provided by G. Smit with respect to the parade details. The committee discussed \$2500 as the budget for the parade. Staff will be creating a google document for parade participation and waiver on the website. In addition, the parade email login will be given to the respective committee members. The committee discussed the route for the Rotary Train to include the Commercial Leaseholders and cross the road at the cross walk. The committee discussed other members of the community to assist with the parade. The committee discussed keeping the same categories for prizes and locations for sourcing the trophies and dog treats.

#### **Sponsorship**

Lakeside Beach Club and Naomi Adams are sponsoring musicians for \$300 to \$400. The committee discussed that the minimum sponsorship for musicians is approximately \$400 to cover costs. In addition, a request was made to Sleepy Hollow Gems, Maars Burger Bar and Ink Boy for sponsorship.

The committee discussed having Vice Chair McEwan interviewed on The Drive for advertising.

#### **Volunteers**

E. Jartved noted that they have approximately 25 volunteers committed with potentially an equal amount that will commit later. Chair Dzaman added that the school was contacted for volunteers as well.

The committee discussed that they would like to connect with the Community Association for support with advertising through their social pages and newsletter in May. The committee discussed that they require approximately 60 volunteers total for the event.

The committee discussed creating and posting general content for volunteers on Facebook to the private groups including the Sunnyside Campers page and Cultus Lake Residents page.

The committee discussed advertising through paid posts online for the event. In addition, noted connecting with the Rotary Club and other various community groups.

The committee noted that they do not require volunteers to serve alcohol however, will need approximately five for the cleanup of the beer garden. The parade will require approximately twelve volunteers.

E. Jartved will be responsible for creating the schedule and locations for volunteers.

All setup and road closures will be completed by park staff. Approximately two custodial staff could support from 12pm to 8pm. Any gaps in volunteers can be supplemented by park staff if outlined by the committee.

The committee discussed organizing something for volunteer appreciation, with potential to have a meal voucher or gift from the Commercial Leaseholders or food trucks.

#### **Kid's Activities**

The committee discussed the budget with respect to the bouncers as \$2300. The three generators will be provided by the park. The committee noted that K. Fitzner may have other contacts for the face painters. Staff will email E. Jartved, K. Fitzner's contact information.

#### **Vendor's Market and Food Truck**

K. Fitzner and S. Lamb walked the site and identified that there is potential for an additional 15 vendors compared to previous years. Food trucks and other vendors are currently being contacted.

Staff will send Vice Chair McEwan any potential vendor inquiries directly to her personal email.

#### **Musicians**

P. McEwan noted that they have procured seven acts, a stage and all lighting and equipment for \$7000. The list of acts will be sent to staff following the meeting. The committee discussed having the stage on the roadway to protect the irrigation and green space.

The committee is working on getting a \$2000 sponsorship for all equipment and musicians for the event.

#### **Beer Garden**

Chief Administrative Officer J. Lamb noted that we could place washrooms outside and inside of the fenced area.

Lake Bottom Cidery and Old Yale Brewing have confirmed participation. Bricklayer is interested in participating; the committee will contact him directly with more details.

Chair Dzaman noted that he emailed Molson and Vino Veritas. The committee discussed limiting the wine selection for this event and the ticket pricing. Each vendor is responsible for tracking their own beer and wine tickets redeemed at their booth.

#### **Pony's**

The committee discussed having the ponies located on the pathway along Main Beach instead of the grass. The organizers would be required to complete all setup and cleanup. No volunteers are required. S. Lamb will be organizing this section of the event.

#### **Security Quote**

Chief Administrative Officer J. Lamb noted that the cost is approximately \$5000 for security for this event.

#### **Pancake Breakfast**

Staff reviewed the Fire Department's needs for the pancake breakfast. The time will be extended until 10:30am, with use of two tents and first vehicle in the parade.



**Fencing**

Chief Administrative Officer J. Lamb recommended that the committee confirm the total fencing requirements as approximately 1400 linear feet.

The committee discussed meeting to review the site for entire fencing on Thursday, April 21, 2022 at 5:30pm. Staff will ensure the committee members have tools to complete this.

**Fireworks**

Chief Administrative Officer J. Lamb will get information with respect to the fireworks for the next meeting.

**Advertising and Staff Communication**

The committee discussed the importance of keeping staff up to date with communications and advertising for all events to provide best support.

Chief Administrative Officer J. Lamb noted that advertising should be post Board approval to ensure proper process is fulfilled.

The committee will send an invite to the Community Events and Engagement Facebook Page. In addition, will make A. Nadeau an admin.

Staff will create an email address for S. Lamb [cultuslakeday@cultuslake.bc.ca](mailto:cultuslakeday@cultuslake.bc.ca) to contact potential vendors.

The committee discussed reaching out to Gidney Signs for sign sponsorship.

Chief Administrative Officer J. Lamb requested staff to create content to be shared from the committee and social pages with respect to the volunteers. Volunteers are required to be 16+ in age.

(b) **2022 Cultus Lake Days Budget Review**

- Committee members update on cost for respective roles of responsibility

**Sponsorship**

Tourism Chilliwack \$3000

FVRD \$2500

Next Level \$1000

Musicians \$700

Stage \$2000

**Potential Sponsorships**

Baker Newby

Sonia Toor

Other revenue – Drink Ticket sales \$2000

**Total Revenue \$14, 200**

**External Marketing \$1000**

**Fencing** – potential to sponsor

**Kid's Activities \$2300**

**Security \$1000**

**Music and Equipment \$7000**

**Incidentals \$1000**

(c) **2022 Party in the Plaza Planning**

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

***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee host the Party in the Plaza to be held on Friday, August 12, 2022.

**CARRIED**

**(6) STAFF REPORTS**

**(7) PUBLIC QUESTION PERIOD**

No public questions.

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

Tuesday, May 3, 2022, at 6:00 pm.

**(9) ADJOURNMENT**

Moved by: R. LeBlanc Seconded by: E. Jartved

***THAT*** the Community Events and Engagement Committee meeting held on April 19, 2022 be adjourned at 7:45 pm.

**CARRIED**



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**From:** Colleen Rogozinski [REDACTED] >  
**Date:** Monday, April 11, 2022 at 2:44 PM  
**To:** Joe Lamb <joe.lamb@cultuslake.bc.ca>, Dave Driediger  
<dave.driediger@cultuslake.bc.ca>  
**Subject:** Balsam Street Dock

Joe & Dave,

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Over the weekend it came to my attention that the first usable dock from Main Beach is the Balsam dock. Historically, the Balsam dock has been a very busy dock and now that it is the only dock available for those on the west side between Balsam and Main Beach we can anticipate that the usage will increase dramatically.

I am writing this email in hopes that some proactive measures can be implemented prior to the busy season. There are two main concerns:

1. There are too many buoys /boats that impede access to this dock. (I believe they do not conform to the Park by-laws in regards to distance from the dock,etc) This issue has been ongoing and not resolved over several seasons. With the anticipated increased boat traffic to this dock it would seem there is now some urgency to resolve this problem.
2. For years there has been an issue of people (mostly teens) laying/sitting on the docks making it difficult to load/off-load passengers from boats as they simply refused to move or get out of the way. During Covid we had the "Covid Dock" which allowed those getting on/off boats to appropriately social distance while giving other guests the ability to sit on the dock in the non-designated area. Would it be possible to designate the end of the Balsam dock as a loading area/ /no sitting area? The goal of this would be to facilitate the quicker loading and unloading of boats without having to navigate around guests you are laying on the dock.

Thanks you for your consideration,

Colleen Rogozinski





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:**

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

**SUBJECT:** 2021 Statement of Financial Information

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#### PURPOSE:

To provide the Board with the 2021 Statement of Financial Information report for approval.

#### DISCUSSION:

For typical local governments, Section 376 of the *Local Government Act*, Section 168 of the *Community Charter* and Section 2 of the *Financial Information Act* (FIA) require that a statement of financial information for the previous year be prepared and presented to the Board by June 30. In addition, the 2019 amendments to The *Cultus Lake Park Act* include a revision to Section 17(3). This section now states that "Section 168 [reporting of council remuneration, expenses and contracts] of the *Community Charter*, as it applies to the council of a municipality and applies to the board. Therefore, a schedule of remuneration, allowances and expense paid to board members for the purposes of carrying out their duties in office is now required. While the remaining components of the statement are not required, historically Cultus Lake Park Board has followed these provisions in the interest of financial transparency.

The Statement of Financial Information includes a number of components:

- a schedule of guarantee and indemnity agreements entered into;
- a schedule of severance agreements initiated in the year;
- a schedule itemizing the total employer contributions to Employment Insurance and Canada Pension Plan.
- a schedule listing all suppliers paid more than \$10,000 (lower standard than required in FIA), along with a consolidated total of all payments made to suppliers for goods and services;
- a schedule of remuneration, allowances and expenses paid to board commissioners for the purpose of carrying out the duties of office; and
- a schedule of remuneration and expenses paid to employees earning more than \$75,000, along with a consolidated total of all remuneration paid to all other employees.

#### RECOMMENDATION:

***THAT the Cultus Lake Park Board approve the report dated May 18, 2022 from the Chief Financial Officer regarding the 2021 Statement of Financial Information be approved and that the report be placed on the Cultus Lake Park website.***

#### STRATEGIC PLAN:

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

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Prepared by:



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Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer



## Statement of Financial Information

2021



## Cultus Lake Park

### Schedules of Financial Information Pursuant to the Financial Information Act for the Year Ended December 31, 2021

#### GUARANTEE & INDEMINITY AGREEMENTS: 2021

No agreements existed in 2021.

#### SEVERANCE AGREEMENTS: 2021

There were no severance agreements under which payment commenced between Cultus Lake Park and its non-unionized employees in 2021.

#### EMPLOYER'S PORTION OF EMPLOYMENT INSURANCE AND CANADA PENSION

Employer's total CPP	\$85,417.86
total EI	\$36,282.54

Prepared pursuant to the Financial Information Regulations, Schedule 1, Sections 5 and 6 (6), (7) and (8).

## CULTUS LAKE PARK

### Schedule of Payments to Suppliers of Goods and Services over \$10,000 For the Fiscal Year Ended December 31, 2021

Vendor	Amount
ADAMS EXCAVATING	\$ 67,327.68
AON REED STENHOUSE INC	230,987.00
ARCTIC ARROW POWERLINE GROUP	19,966.35
ARCTIC GLACIER CANADA INC.	13,248.76
ASSOCIATED FIRE SAFETY	14,898.63
BC HYDRO	146,909.63
BIG THUNDER GOLF CARTS LTD	14,638.40
BRAD'S CONTRACTING	552,721.27
BRANDT TRACTOR LTD	37,991.77
CAN-DIVE CONSTRUCTION LTD.	35,101.50
CASCADE RAIDER HOLDINGS LTD	11,669.72
CENTRALSQUARE CANADA SOFTWARE INC.	11,250.18
CITY OF CHILLIWACK	173,483.55
CORE-MARK	20,213.06
CUPE LOCAL 458	24,571.41
CUSTOM TANK SERVICES LTD.	10,764.56
DIGITAL REZ SOFTWARE	40,206.56
FARRIS LLP	114,552.28
FORTINS SUPPLY LTD	38,914.34
FORTIS BC	21,810.35
FRASER VALLEY REGIONAL DIST	519,048.76
GIDNEY SIGNS INC.	22,759.69
GRIFFIN INVESTIGATION & SECURITY SERVICES LTD.	265,800.28
GTECHNA	85,623.38
HARRIS & COMPANY LLP	46,087.68
I C B C	24,072.00
IMPERIAL OIL	29,123.45
KELMOR ENTERPRISES LTD	38,339.11
KPMG LLP	21,892.37
LIONS PARKING	11,320.00
MAGNUM DISTRIBUTION LTD.	11,415.55
MCRAE'S SEPTIC TANK SERVI	25,282.62
M DICKEY & SONS LTD	11,458.67
MINISTER OF FINANCE - PST	22,749.40
MINISTER OF FINANCE - FLNRO	26,815.36
MINISTER OF FINANCE - EHT	33,869.75
MUNICIPAL PENSION PLAN	233,880.73
MYRIAD INFORMATION TECHNOLOGY	102,786.17
PACIFIC BLUE CROSS	122,055.29
PINE MEADOWS TREE FARM LTD	10,983.21
PIONEER BUILDING SUPPLIES LTD	20,902.92
PRECISE PARKLINK INC.	94,224.07
RAINBOW COUNTRY IRRIGATION LTD	23,919.00
RECEIVER GENERAL (GST)	160,768.04
RECEIVER GENERAL FOR CANADA-PAYROLL	547,720.63
RESCUE TOOLS CANADA INC.	15,316.90
RIM TREE SERVICES LTD.	31,683.75
ROCKY MOUNTAIN PHOENIX	20,779.54
SHAW CABLE	34,972.29
SPECIMEN TREES	29,436.44

Vendor	Amount
SUMAS CONSTRUCTION LTD	12,040.88
SUPREME PAVING LTD.	54,915.00
TELUS MOBILITY	11,578.95
TWIN MAPLE CONSTRUCTION LTD	189,265.45
URBAN JANITORIAL SUPPLIES LTD.	11,117.68
VALLEY WASTE & RECYCLING INCORPORATED	207,271.92
WELLS JIM	12,180.00
WORKSAFE BC	55,581.68
	<hr/>
	\$ 4,800,265.61
<b>Consolidated total of suppliers receiving \$10,000 or less</b>	<b>\$ 567,111.44</b>
	<hr/>
<b>Total payments to suppliers of goods and services</b>	<b>\$ 5,367,377.05</b>
	<hr/>

The schedule of payments to suppliers is reported on a cash basis and totals will therefore differ from expenses in the consolidated financial statements which are reported on an accrual basis, resulting in timing differences.

Pursuant to Financial Information Regulations, Schedule 1, Section 7

## CULTUS LAKE PARK

### Gross remuneration paid to Commissioners in 2021

Paid to		Amount	Other Expenses
BAUER, Darcy	January - December	\$ 17,492.02	\$ 318.27
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 18,692.02</u>	<u>\$ 318.27</u>
DZAMAN, Kirk	January - December	\$ 14,919.67	\$ 150.00
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 16,119.67</u>	<u>\$ 150.00</u>
PAYEUR, Lawrence	January - December	\$ 14,919.67	150.00
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 16,119.67</u>	<u>\$ 150.00</u>
RENEWICK, David	January - December	\$ 24,180.08	\$ 150.00
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 25,380.08</u>	<u>\$ 150.00</u>
SMIT, Casey	January - December	\$ 14,919.67	\$ 150.00
	Communications Expense	1,200.00	
	Total Wages and Communications Expense	<u>\$ 16,119.67</u>	<u>\$ 150.00</u>
<b>Total remuneration and expenses for Commissioners</b>		<u><b>\$ 92,431.11</b></u>	<u><b>\$ 768.27</b></u>

### Staff salaries over \$75,000.00

		(Note 1)	
DRIEDIGER, David	Manager of Park Operations	94,013.30	200.05
GEHMAN, Regan	Public Works - Supervisor	82,959.92	99.00
LAMB, Joseph	Chief Administrative Officer	149,484.00	1,608.68
LEE, Erica	Chief Financial Officer	92,942.20	1,807.21
LITCHFIELD, Rachel	Manager of Coporate Services / Corporate Officer	79,355.13	150.00
MAZUREN, Warren	Public Works / Fire Chief	82,760.54	354.00
SPENCER, Jacquie	Manager of VS, Accomodations and Bylaw Enforcement	77,008.00	31.00
Subtotal		<u>\$ 658,523.09</u>	<u>\$ 4,249.94</u>
<b>Consolidated total of other employees earning less than \$75,000</b>		<u><b>\$ 1,355,550.55</b></u>	<u><b>\$ 10,633.78</b></u>
<b>Total Remuneration and Expenses for Employees</b>		<u><b>\$ 2,014,073.64</b></u>	<u><b>\$ 14,883.72</b></u>

Note 1: includes taxable benefits for Life Insurance, AD&D

Prepared pursuant to Financial Information Regulations, Schedule 1, Sections 6(2), (3), (4), (5) and (6).

### Statement of Financial Information Approval

The undersigned represents the Board and Management of Cultus Lake Park, which at the May 18, 2022 meeting of the board, approved the statements and schedules included in the 2021 Statement of Financial Information, pursuant to the *Financial Information Act*.

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David Renwick  
Chair

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Erica Lee, CPA, CA  
Chief Financial Officer

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Date

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Date



# Cultus Lake Park

## GENERAL LOCAL GOVERNMENT ELECTION BYLAW

### Bylaw No. 1213, 2022

A Bylaw to provide for the determination of various procedures of elections and assent voting

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Section 12 of the *Cultus Lake Park Act*, SBC 1932, c 63, as amended, enables the Cultus Lake Park Board to adopt bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* (British Columbia) 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* (British Columbia) provides that fines and other penalties imposed and collected under or because of Cultus Lake Park bylaws must be paid to the Board.

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 fines as outlined in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

Under the *Local Government Act* the Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting.

The Cultus Lake Park Board will establish voting procedures and requirements under that authority; and

In open meeting assembled, enacts as follows:

#### 1. TITLE

This Bylaw may be cited as “Cultus Lake Park General Local Government Election Bylaw No. 1213, 2022”.

#### 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 DEFINITION OF TERMS

**“Board”** means the Cultus Lake Park Board.

**“Elector”** means an Eligible Resident Voter or an Eligible Non-Resident Leasehold Voter of the jurisdiction.

**“Eligible Resident Voter”** means a person, with a Cultus Lake Park mailing address.

**“Eligible Non-Resident Leasehold Voter”** means a person, with a mailing address outside of Cultus Lake Park. One ballot per leased lot will be accepted regardless of the number of leaseholders listed on the residential lease document. Leaseholders must designate one (1) leaseholder to vote, and must submit the completed Eligible Non-Resident Leasehold Voter Affidavit Form

**“Eligible Non-Resident Leasehold Voter Affidavit Form”** means the form, required to be signed by all leaseholders of a leased lot, to designate one (1) leaseholder to vote.

**“Qualified Nominators”** means a person who is an Eligible Resident Voter, or an Eligible Non-Resident Leasehold Voter.

## 3. MINIMUM NUMBER OF NOMINATORS

The minimum number of Qualified Nominators required to make a nomination for office as a Cultus Lake Park Board Member will be two (2).

## 4. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

**4.1** As authorized under section 89(7) of the *Local Government Act*, public access to nomination documents will be provided by posting the information on the Cultus Lake Park website or by viewing the documents in the Cultus Lake Park office located at 4165 Columbia Valley Highway from the time of delivery until 30 (thirty) days after the declaration of the election results under section 146 of the *Local Government Act*.

**4.2** As authorized under section 89(7) of the *Local Government Act*, public access to Elector organization endorsement documents will be provided by posting the information on the Cultus Lake Park website or by viewing the documents in the Cultus Lake Park office located at 4165 Columbia Valley Highway from the time of delivery until 30 (thirty) days after the declaration of the election results under section 146 of the *Local Government Act*.

## 5. ELECTOR REGISTRATION

**5.1** As authorized under section 69 of the *Local Government Act*, for all elections and assent voting, a person will register as an Elector only at the time of voting.

**5.2** Each Eligible Resident Voter will be entitled to submit one accepted ballot.

**5.3** One ballot per leased lot will be accepted for an Eligible Non-Resident

Leasehold Voter, regardless of the number of leaseholders listed on the residential lease document. Leaseholders must designate one (1) leaseholder to vote, and at the time of voting, must submit the completed Eligible Non-Resident Leasehold Voter affidavit Form.

## **6. ADVANCE VOTING OPPORTUNITIES**

**6.1** As required under section 107 of the *Local Government Act*, an advance voting opportunity will be held on the 10<sup>th</sup> day before the General Voting Day.

**6.2** In accordance with section 107 of the *Local Government Act*, a second advance voting opportunity will not be held.

## **7. ORDER OF NAMES ON BALLOT**

The names of the candidates will be arranged alphabetically by their surnames, and if 2 (two) or more candidates have the same surnames, the name of those candidates will be arranged alphabetically in the order of their given first names.

## **8. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

In the event of a tie vote, after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

## **9. 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.

## **10. REPEAL**

The Cultus Lake Park General Local Government Election Bylaw No. 1115, 2018 and all amendments are repealed.

## **11. EFFECTIVE DATE**

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

READ A FIRST TIME this XX day of XXX, 202X

READ A SECOND TIME this XX day of XXX, 202X

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXX, 202X

---

Joe Lamb,  
Chief Administrator Officer

---

David Renwick, Chair  
Cultus Lake Park Board



I HEREBY CERTIFY the foregoing to be a  
True and correct copy of Cultus Lake Park  
General Local Government Election Bylaw  
No. 1213, 2022

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Chief Administrative Officer



# Cultus Lake Park

## MAIL BALLOT AUTHORIZATION AND PROCEDURE BYLAW

### Bylaw No. 1214, 2022

A Bylaw to provide for the use of mail voting and to establish procedures

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Section 12 of the *Cultus Lake Park Act*, SBC 1932, c 63, as amended, enables the Cultus Lake Park Board to adopt bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* (British Columbia) 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* (British Columbia) provides that fines and other penalties imposed and collected under or because of Cultus Lake Park bylaws must be paid to the Board.

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 fines as outlined in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

Under the *Local Government Act* the Board may, by bylaw, permit voting by mail ballot and establish procedures; and

In open meeting assembled, enacts as follows:

#### 1. TITLE

This Bylaw may be cited as “Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1214, 2022”.

#### 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 DEFINITION OF TERMS

“**Applicant**” means an Elector who wants to vote by mail and makes a request for a mail ballot.

**“Authorized Person”** means a person that the Applicant has authorized, on the Applicant’s behalf, to:

- (a) Pick up a mail ballot package; or
- (b) Drop off a completed mail ballot package.

**“Board”** means the Cultus Lake Park Board.

**“Chief Election Officer”** means the person responsible for the administration of the election for the Cultus Lake Park Board.

**“Designate”** means the Deputy Chief Election Officer, or Cultus Lake Park Staff member, as appointed by the Chief Election Officer.

**“Elector”** means an Eligible Resident Voter or an Eligible Non-Resident Leasehold Voter of the jurisdiction.

**“Eligible Resident Voter”** means a person, with a Cultus Lake Park mailing address.

**“Eligible Non-Resident Leasehold Voter”** means a person, with a mailing address outside of Cultus Lake Park. One ballot per leased lot will be accepted regardless of the number of leaseholders listed on the residential lease document. Leaseholders must designate one (1) leaseholder to vote, and must submit the completed Eligible Non-Resident Leasehold Voter affidavit Form

**“Eligible Non-Resident Leasehold Voter Affidavit Form”** means the form, required to be signed by all leaseholders of a leased lot, to designate one (1) leaseholder to vote.

**“General Voting Day”** means the 3<sup>rd</sup> Saturday of October in the year of the General Local Government election.

**“Register of Mail Ballots”** the records that the Chief Election Officer, or Designate, must keep to address any challenges to an Elector’s right to vote.

### **3. AUTHORIZATION**

- 3.1** Voting by mail ballot and Elector registration by mail in conjunction with mail ballot voting are authorized.
- 3.2** All Eligible Resident Voters and Eligible Non-Resident Leasehold Voters are allowed to vote by mail ballot.

### **4. APPLICATION PROCEDURE**

- 4.1** A person requesting to vote by mail ballot will apply by giving their name and address to the Chief Election Officer or Designate, during the period commencing seven (7) days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before General Voting Day.

**4.2** Upon receipt of a request for a mail ballot, the Chief Election Officer or Designate will, between the first day of advanced voting and 4:00 pm on the Thursday two days before General Voting Day:

(a) Make available to the Applicant, a mail ballot package which contains:

- (i) the content set out in section 110(7) of the *Local Government Act*;
- (ii) a statement advising the Elector that they must meet the eligibility to vote criteria;
- (iii) Eligible Non-Resident Leasehold Voter Affidavit Form, if required;
- (iv) any additional instructions; and

(b) record in the Register of Mail Ballots and, upon request, make available for inspection:

- (i) the name and address of the Elector to whom the mail ballot package was issued; and
- (ii) any other information that the Chief Election Officer deems helpful to maintain the Register of Mail Ballots.

**4.3** As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:

- (a) Sending the mail ballot package by Canada Post;
- (b) sending the mail ballot package by courier at the expense of the Applicant;
- (c) having the mail ballot package picked up by the Applicant at a designated time and location; or
- (d) having the mail ballot package picked up by an Authorized Person at a designated time and location.

**4.4** The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

## **5. VOTING PROCEDURE**

**5.1** To vote using a mail ballot, the Elector will mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

**5.2** After marking the ballot, the Elector will:

- (a) Place the ballot in the secrecy envelope provided and seal the secrecy envelope;

- (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (c) place the certification envelope, together with a completed Elector registration application and the Eligible Non-Resident Leasehold Voter Affidavit Form, if required, in the outer envelope, and then seal the outer envelope;
- (d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on General Voting Day.

## **6. BALLOT ACCEPTANCE OR REJECTION**

**6.1** Until 4:00 pm, on the Thursday two days before General Voting Day, upon receipt of the outer envelope and its contents, the Chief Election Officer or Designate will immediately record the date of such receipt and will then open the outer envelope and remove and examine the certification envelope and the completed Elector registration application and the Eligible Non-Resident Leasehold Voter Affidavit Form, if applicable, and if satisfied as to:

- (a) The identity and entitlement to vote of the Elector whose ballot is enclosed;
- (b) the completeness of the certification;
- (c) the fulfilment of the requirements of section 70 of the *Local Government Act* in the case of a person who is registering as a new Elector; and
- (d) the completion of the Eligible Non-Resident Leasehold Voter Affidavit Form, if applicable;

the Chief Election Officer or Designate will mark the certification envelope as “accepted” and will retain in their custody all such certification envelopes to deal with any challenges made in accordance with section 7 of this bylaw.

**6.2** Where:

- (a) Upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the Elector whose ballot is enclosed; or
- (b) in the case of a person required to complete an application for registration or the Eligible Non-Resident Leasehold Voter Affidavit Form, if required, as an Elector and such application has not been completed in accordance with section 70 of the *Local Government Act*; or
- (c) the outer envelope is received by the Chief Election Officer or Designated after the close of voting on General Voting Day,

the certification envelope will remain unopened, and the Chief Election Officer will mark such envelope as “rejected”, and will note the reasons, and the ballot contained therein will not be counted in the election.

- 6.3** The unopened certification envelopes will remain in the custody of the Chief Election Officer or Designate until 4:00 pm on the Thursday two days before General Voting Day, at which time the certification envelopes containing the secrecy envelopes will be opened in the presence of at least one other person, including any scrutineers present.
- 6.4** At 4:00 pm on the Thursday two days before General Voting Day, the Chief Election Officer or Designate will place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from Electors whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged Elector is permitted to vote.
- 6.5** Where an outer envelope and its contents are received by the Chief Election Officer or Designate between 4:00 pm on the Thursday two days before General Voting Day and the close of voting day, the provisions of section 6.1 of this bylaw, regarding ballot acceptance, will apply. The Chief Election Officer or Designate will retain such envelopes in their possession until the close of voting and at that time, will open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.
- 6.6** After all the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box will be opened under the supervision of the Chief Election Officer or Designate. In the presence of at least one other person and any scrutineers present, the secrecy envelopes will be opened, and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.
- 6.7** Any certification envelopes and their contents rejected in accordance with section 6.2 of this bylaw will remain unopened and will be subject to the provisions of section 160(2) of the *Local Government Act* regarding their destruction.

## **7. CHALLENGE OF ELECTOR**

- 7.1** A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in section 126 of the *Local Government Act*, until 4:00 pm on the Thursday two days before General Voting Day.
- 7.2** The provisions of sections 126(2) to (5) inclusive of the *Local Government Act* will apply where a challenge of an Elector using a mail ballot has been made.

## **8. ELECTOR'S NAME ALREADY USED**

If upon receiving a request for a mail ballot, the Chief Election Officer or Designate, determines that another person had voted or has already been issued a mail ballot in the Elector's name, the Chief Election Officer will comply with section 127 of the *Local Government Act*.

## **9. REPLACEMENT OF SPOILED BALLOT**

**9.1** If an Elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or Designate, the Elector may request a replacement ballot by:

(a) Advising the Chief Election Officer or Designate, of the ballot spoilage; and

(b) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or Designate.

**9.2** Upon receipt of the spoiled ballot package, the Chief Election Office or Designate, will record such fact and proceed according to section 4.2 of this bylaw.

## **10. 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.

## **11. REPEAL**

The Cultus Lake Park Mail Ballot Authorization and Procedure Bylaw No. 1116, 2018 and all amendments are repealed.

**12. EFFECTIVE DATE**

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

READ A FIRST TIME this XX day of XXX, 202X

READ A SECOND TIME this XX day of XXX, 202X

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXX, 202X

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Joe Lamb,  
Chief Administrator Officer

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David Renwick, Chair  
Cultus Lake Park Board

I HEREBY CERTIFY the foregoing to be a  
True and correct copy of Cultus Lake Park  
Mail Ballot Authorization and Procedure  
Bylaw No. 1214, 2022

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Chief Administrative Officer







# Cultus Lake Park

## ELECTION SIGNAGE AND CANVASSING BYLAW

### Bylaw No. 1215, 2022

A Bylaw to regulate signs and canvassing during the local government election

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Section 12 of the *Cultus Lake Park Act*, SBC 1932, c 63, as amended, enables the Cultus Lake Park Board to adopt bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* (British Columbia) 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* (British Columbia) provides that fines and other penalties imposed and collected under or because of Cultus Lake Park bylaws must be paid to the Board.

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 fines as outlined in the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

Under the *Local Government Act* the Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and voting.

The Cultus Lake Park Board will establish voting procedures and requirements under that authority; and

In open meeting assembled, enacts as follows:

#### 1. TITLE

This Bylaw may be cited as “Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022”.

#### 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 DEFINITION OF TERMS

“**Elector**” means an Eligible Resident Voter or an Eligible Non-Resident Leasehold Voter of the jurisdiction.

“**General Voting Day**” means the 3rd Saturday of October in the year of the General Local Government election.

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

“**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.

## 3. CAMPAIGN ADVERTISING SIGN AND POSTERS

**3.1** No Person will place or maintain campaign signs or posters on residential or commercial property unless the signs or posters are further than:

- (a) Seven (7) metres from an intersection; or
- (b) six (6) metres from a fire hydrant.

**3.2** No Person will place or erect campaign signs or posters:

- (a) Prior to the close of nominations;
- (b) after General Voting Day;
- (c) in a Public Area;
- (d) between the hours of 10:00 pm and 7:00 am; or
- (e) without removing all signs and posters within three (3) days of General Voting Day.

**3.3** No Person will, within 100 metres of a building or other place where voting proceedings are being conducted at the time:

- (a) Canvass or solicit votes or attempt to influence how an Elector votes;
- (b) carry, wear, or supply anything indicating that the person using it is a supporter of a particular candidate; or
- (c) display, distribute, post, or openly leave a representation of a ballot marked for a particular candidate in an election.

**4. 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.

**5. EFFECTIVE DATE**

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

READ A FIRST TIME this XX day of XXX, 202X

READ A SECOND TIME this XX day of XXX, 202X

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXX, 202X

---

Joe Lamb,  
Chief Administrator Officer

---

David Renwick, Chair  
Cultus Lake Park Board

I HEREBY CERTIFY the foregoing to be a  
True and correct copy of Cultus Lake Park  
Cultus Lake Park Election Signage and  
Canvassing Bylaw No. 1215, 2022

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Chief Administrative Officer





# Cultus Lake Park

## BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

### Amendment Bylaw No. 1216, 2022

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

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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. 1216, 2022.

#### 2. AMENDMENTS

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

- 2.1 Schedule A-11 - Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021 be removed and replaced with the revised and attached Cultus Lake Park Sunnyside Campground Bylaw No. 1205, 2021.
- 2.2 Section 12 - SCHEDULES is amended by adding the following wording:  
Schedule A-20 - Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022.
- 2.3 The attached Schedule A-20 Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022 be added.

#### 3. EFFECTIVE DATE

READ A FIRST TIME this 20 day of APRIL, 2022

READ A SECOND TIME this 20 day of APRIL, 2022

READ A THIRD TIME this 20 day of APRIL, 2022

ADOPTED this XX day of XXX, 202X

---

David Renwick, Chair  
Cultus Lake Park Board

---

Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Bylaw Notice  
Enforcement Bylaw No. 1140, 2019 Amendment  
Bylaw No. 1216, 2022.

---

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
	6.4	Failure to depart after 11:00 am	\$100	\$60	\$140	No
	6.5	Creating a nuisance in the campground	\$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	Possessing 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

## Schedule A-20 - Election Signage and Canvassing Bylaw

<b>Bylaw Notice Bylaw Citation</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
Cultus Lake Park Election Signage and Canvassing Bylaw No. 1215, 2022	3.1(a)	Place or maintain sign within 7m of intersection	\$100	\$60	\$140	No
	3.1(b)	Place or maintain sign within 6m of a fire hydrant	\$100	\$60	\$140	No
	3.2(a)	Place or erect sign or poster prior to close of nomination	\$100	\$60	\$140	No
	3.2(b)	Place or erect sign or poster after general voting day	\$100	\$60	\$140	No
	3.3(c)	Place or erect sign or poster in a public area	\$100	\$60	\$140	No
	3.2(d)	Place or erect sign or poster between 10:00 pm and 7:00 am	\$100	\$60	\$140	No
	3.2(e)	Failure to remove sign or poster within 3 days of general voting day	\$100	\$60	\$140	No
	3.3(a)	Canvassing or soliciting votes	\$100	\$60	\$140	No
	3.3(b)	Carrying, wearing or suppling anything supporting a candidate	\$100	\$60	\$140	No
	3.3(c)	Displaying distributing, posting or leaving a ballot marked for a candidate	\$100	\$60	\$140	No

## Schedule A-9 - Cultus Lake Park Property Maintenance

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<i>Cultus Lake Park Property Maintenance Bylaw No. 1211, 2022</i>	3.1 (a)	Permit rubbish, to collect	\$500	\$300	\$700	No
	3.1 (b)	Rubbish to overflow from container	\$500	\$300	\$700	No
	3.1 (c)	Leased lot unsightly	\$500	\$300	\$700	No
	3.1 (d)	ground cover over 25 cm in height	\$200	\$120	\$280	No
	3.1 (e)	Permit dead landscaping/vegetation	\$200	\$120	\$280	No
	3.1 (f)	Infestation insects or vermin	\$500	\$300	\$700	No
	3.1 (g)	Accumulation of construction waste	\$500	\$300	\$700	No
	3.1 (h)	Accumulation of motor vehicle or parts	\$500	\$300	\$700	No
	3.2	Vacant building In disrepair.	\$500	\$300	\$700	No
	3.3	Place graffiti on any structure	\$500	\$300	\$700	No
	3.4 (a)	Permit boulevard to become untidy	\$500	\$300	\$700	No
	3.4 (b)	Permit the accumulation of weeds	\$200	\$120	\$280	No
	3.4 (c)	Accumulation of hazardous objects	\$500	\$300	\$700	No
	3.4 (d)	Permit landscaping to obstruct site lines	\$200	\$120	\$280	No
	3.5 (a)	Receptacles and/or bins not kept entirely on leased lot	\$100	\$60	\$140	No
	3.5 (b)	Receptacles and/or bins not stored in a safe, sanitary and Inoffensive manner	\$300	\$180	\$420	No
	3.5 (c)	Receptacles and/or bins placed outside of designated time	\$100	\$60	\$140	No
	3.5 (d)	Receptacles and/or bins not returned to lease lot on same day	\$100	\$60	\$140	No
	3.5 (e)	Issued labels not affixed to waste receptacles	\$100	\$60	\$140	No
	3.6	(Wild and domestic animal attractancies) not stored properly	\$300	\$180	\$420	No
	3.7	Permit garden waste on public area	\$500	\$300	\$700	No





# Cultus Lake Park

## **2022-2026 Five-Year Financial Plan Bylaw No. 1199, 2021 Amendment Bylaw No. 1217, 2022**

A Bylaw to amend The Cultus Lake Park Board 2022-2026 Financial Plan

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The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2022-2026 Financial Plan Bylaw Bylaw 1199, 2021*”.

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

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

### **1. TITLE**

This Bylaw may be cited for all purposes as “The Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021 Amendment Bylaw No. 1217, 2022”

### **2. AMENDMENTS**

Schedule “A” titled 2022 Financial Plan and Schedule “B” titled 2022-2026 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2022-2026 Amended Financial Plan for Cultus Lake Park.

### **3. EFFECTIVE DATE**

READ A FIRST TIME this 20 day of APRIL, 2022

READ A SECOND TIME this 20 day of APRIL, 2022

READ A THIRD TIME this 20 day of APRIL, 2022

ADOPTED this XX day of XXXX, 2022

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David Renwick, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer



I HEREBY CERTIFY the foregoing to be a true  
and correct copy of "Cultus Lake Park  
2022-2026 Five-Year Financial Plan Bylaw No.  
1199, 2021 Amendment Bylaw No. 1217, 2022"

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Chief Administrative Officer



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

**DATE:** May 18, 2022 **FILE:** 3900

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

**SUBJECT:** Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12  
Amendment Bylaw No. 1218, 2022.

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**PURPOSE:**

To present to the Board the proposed amendment to the current Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022.

**RECOMMENDATION:**

***THAT** the Cultus Lake Park Board give First, Second, and Third Readings of Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022.*

**DISCUSSION:**

At the April 20, 2022, Cultus Lake Park Board Meeting, the following motions were carried:

***THAT** the Cultus Lake Park Board receive the letter from Gerald and Susan Lim of 441 Oak Street requesting consideration to subdivide Lot 441 Oak Street;*

***THAT** the Cultus Lake Park Board request that staff amend the Subdivision and Land Development Bylaw to include under "Schedule A" Lot 441 as qualifying subdividable property;*

Staff has prepared the above-mentioned bylaw amendment to include 441 Oak St as this property qualifies to be subdividable as per the General Provision of the Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12, section 12.

**STRATEGIC PLAN:**

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

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Prepared by:

  
\_\_\_\_\_  
Rachel Litchfield  
Manager of Corporate Services /  
Corporate Officer

Approved for submission to the Board:

  
\_\_\_\_\_  
Joe Lamb  
Chief Administrative Officer



# Cultus Lake Park

## Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022

A Bylaw to amend the Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12

The Board for Cultus Lake Park did enact a bylaw cited as "*Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12*".

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 Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12 Amendment Bylaw No. 1218, 2022.

### 2. AMENDMENTS

Cultus Lake Park Subdivision and Land Development Bylaw No. 2007-12 is amended as follows:

#### 2.1 By adding:

Lease lot 441 Oak Street <b>Minimum 70 foot frontage</b>	.100 acre	LR441
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to SCHEDULE A.

### 3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 202X

READ A SECOND TIME this XX day of XXX, 202X

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXX, 202X

\_\_\_\_\_  
David Renwick, Chair  
Cultus Lake Park Board

\_\_\_\_\_  
Joe Lamb  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Subdivision  
and Land Development Bylaw No. 2007-12  
Amendment Bylaw No. 1218, 2022

---

Chief Administrative Officer





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 1610

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

**SUBJECT:** 2022 First Quarter Financial Report

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#### **PURPOSE:**

To provide the Board with an update on the financial results for the First Quarter of 2022.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board the report from the Manager of Finance providing an update to the Board on the 2022 First Quarter financial results be received and approved.*

#### **DISCUSSION:**

The financial results for the First Quarter of 2022 are being provided to the Board for information and circulation. As the First Quarter typically has limited financial transactions, resulting in many variances, information is only provided for items where variances are significantly higher than expected at this time in the fiscal year.

##### Sunnyside Campground

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

##### Residential Leases

All residential lease revenue has been invoiced in the First Quarter for 2022.

##### Flood Recovery

At various locations within Cultus Lake Park, unbudgeted spending occurred to continue with the recovery efforts following the November flooding. Recovery work has occurred at Twin Alders Cabin, the Community Hall, and on the Foreshore to remove debris and restore the grounds.

##### Overall

With the close of the First Quarter, Cultus Lake Park is currently in an overall deficit position of \$214,210. The First Quarter typically sees a high allotment of expenses for maintenance and capital expenses in order for the Park to get ready for the summer season. Additionally, transfers for capital expenses from reserves to offset the cost of the capital costs have not been completed. Revenue from campground operations will be realized as sites are used, allowing for this significant revenue source to offset Cultus Lake Park operations and planned capital improvement projects.

**STRATEGIC PLAN:**

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

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Prepared by:



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Erica Lee  
Chief Financial Officer

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer

# CULTUS LAKE PARK

## 2022 Financial Report

As at March 31, 2022, with comparative figures at March 31, 2021

### Balance Sheet

	2022	2021
<b><u>ASSETS</u></b>		
Cash	\$ 2,105,072	\$ 3,564,768
Investments	7,675,621	6,050,528
Accounts Receivable	219,133	136,788
Prepaid Accounts and Inventory	122,426	98,269
Capital Assets (net)	<u>3,934,860</u>	<u>3,473,763</u>
 TOTAL ASSETS	 \$ 14,057,112	 \$ 13,324,116
 <b><u>LIABILITIES</u></b>		
Accounts Payable	\$ 250,851	\$ 736,221
Payroll Liabilities	26,696	13,319
Capital Lease Liability	-	22,900
Deferred Revenue	2,637,106	2,592,962
Performance Bonds & Refundable Deposits	54,132	78,995
Landfill Closure Liability	1,463,800	1,452,700
Equity in Capital Assets	3,934,860	3,450,863
Operating Fund Surplus	924,219	588,174
Restricted Reserve Funds	<u>4,979,658</u>	<u>4,382,293</u>
 TOTAL LIABILITIES	 \$ 14,271,322	 \$ 13,318,427
 <b>CURRENT YEAR SURPLUS</b>	 <b><u>\$ (214,210)</u></b>	 <b><u>\$ 5,689</u></b>



# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### CONSOLIDATED INCOME STATEMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD
<b>REVENUE</b>					
Sunnyside Campground	\$ 6,913	\$ 3,646,100	\$ (3,639,187)	-99.8%	\$ 3,898
Protective Services	5,329	120,000	(114,671)	-95.6%	2,677
Visitor Services (Cabins)	15,099	219,700	(204,601)	-93.1%	18,730
Volunteer Fire Department	182,250	284,210	(101,960)	-35.9%	180,868
Commercial Leases	86,466	668,902	(582,436)	-87.1%	95,534
Residential Leases	875,817	904,299	(28,482)	-3.1%	842,944
General Administration	34,910	42,500	(7,590)	-17.9%	5,644
Community Hall	-	11,950	(11,950)	-100.0%	(892)
Foreshore lease	93,350	109,000	(15,650)	-14.4%	101,100
Public Areas	30,721	965,300	(934,579)	-96.8%	37,413
Community Events Committee	20	36,904	(36,884)	-99.9%	80
	<u>\$ 1,330,875</u>	<u>\$ 7,008,865</u>	<u>\$ (5,677,990)</u>	<u>-81.0%</u>	<u>\$ 1,287,996</u>
<b>EXPENDITURES</b>					
Advertising and Promotion	\$ 1,198	\$ 87,450	\$ 86,252	98.6%	\$ 252
Bank, Credit Card and Interest Charges	30,946	107,750	76,804	71.3%	35,917
Commissioners Indemnities	22,455	88,180	65,725	74.5%	21,613
Election Expense	350	18,000	17,650	98.1%	
Grounds Maintenance	21,529	122,790	101,261	82.5%	13,661
Information Systems	32,528	94,800	62,272	65.7%	19,423
Inspections, Permits and Fees	1,052	15,090	14,038	93.0%	4,181
Insurance	57,215	231,350	174,135	75.3%	50,500
Janitorial	6,416	45,800	39,384	86.0%	12,971
Office, Telephone and Sundry	41,089	243,570	202,481	83.1%	44,192
Professional Fees	158,405	684,250	525,845	76.8%	61,311
Repairs and Maintenance	75,255	296,335	221,080	74.6%	59,111
Roads and Parking	8,873	43,300	34,427	79.5%	1,361
Security	1,766	4,750	2,984	62.8%	1,656
Sewer, Septic and Water Systems	518	126,650	126,132	99.6%	20,427
Travel and Conferences	-	20,080	20,080	100.0%	-
Utilities	33,904	376,190	342,286	91.0%	27,883
Waste Disposal	39,074	197,182	158,108	80.2%	40,927
Waterfront Maintenance	-	15,000	15,000	100.0%	5,401
Wages and Benefits	412,665	2,861,350	2,448,685	85.6%	375,294
<b>TOTAL OPERATING &amp; WAGES AND BENEFITS</b>	<u>\$ 945,238</u>	<u>\$ 5,679,867</u>	<u>\$ 4,734,629</u>		<u>\$ 796,081</u>
<b>NET OPERATING INCOME</b>	<u>\$ 385,637</u>	<u>\$ 1,328,998</u>	<u>\$ 943,361</u>		<u>\$ 491,915</u>
Capital Purchases	599,847	2,307,940	1,708,093	74.0%	486,226
Transfer from Reserve for Capital Purchases	-	(2,143,930)	(2,143,930)	100.0%	-
Transfer from Accumulated Surplus	-	(125,000)	(125,000)	100.0%	-
Transfer to Reserves	-	1,280,379	1,280,379	100.0%	-
	<u>\$ 1,545,085</u>	<u>\$ 6,999,256</u>	<u>\$ 5,454,171</u>		<u>\$ 1,282,307</u>
<b>NET CONTRIBUTION TO PARK</b>	<u>\$ (214,210)</u>	<u>\$ 9,609</u>	<u>\$ 223,819</u>		<u>\$ 5,689</u>

## CULTUS LAKE PARK

### 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

#### SUNNYSIDE CAMPGROUND

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011004000 SS Seasonal Waterfront Lots	\$ -	\$ 556,700	\$ (556,700)	-100.0%	\$ -	
1011004001 SS Seasonal View Lots	-	198,300	(198,300)	-100.0%	-	
1011004002 SS Seasonal Regular Lots	-	1,051,500	(1,051,500)	-100.0%	-	
1011004003 SS Overnight Full Hook Up	3	645,000	(644,997)	-100.0%	-	
1011004004 SS Overnight No Hook Up	(163)	270,000	(270,163)	-100.1%	-	
1011004005 SS Overnight View Lots	-	106,000	(106,000)	-100.0%	-	
1011004006 SS Overnight Waterfront Lots	(11)	130,000	(130,011)	-100.0%	-	Sunnyside Campground opens in early April, therefore limited revenues have been realized in the 1st quarter.
1011004011 SS Group Area A & B	-	30,000	(30,000)	-100.0%	-	
1011004016 SS Milfoil Revenue	-	5,600	(5,600)	-100.0%	-	
1011004017 SS WIFI	-	2,500	(2,500)	-100.0%	-	
1011004050 Sunnyside Store Sales	-	141,000	(141,000)	-100.0%	-	
1011004090 SS Infrastructure Reserve Fees	-	53,700	(53,700)	-100.0%	-	
1011004900 SS Pay Parking/Miscellaneous Revenue	7,084	449,000	(441,916)	-98.4%	3,898	
1011004910 SS Laundromat	-	4,800	(4,800)	-100.0%	-	
1011004950 Promotional Items Sales	-	2,000	(2,000)	-100.0%	-	
	\$ 6,913	\$ 3,646,100	\$ (3,639,187)		\$ 3,898	
<b>EXPENDITURES</b>						
1021005000 Advertising	\$ 599	\$ 9,550	\$ 8,951	93.7%	\$ 90	
1021005300 Building Maintenance/Materials	5,670	32,130	26,460	82.4%	4,433	
1021005375 Contract Services	180	202,000	201,820	99.9%	195	Security Services
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	-	
						IT Services and Rez Expert
1021005500 Data Processing	12,792	41,800	29,008	69.4%	7,317	Software Charges
1021005700 Education & Training	-	4,500	4,500	100.0%	-	
1021005800 Equipment Maintenance	8,166	11,500	3,334	29.0%	7,460	
1021005820 Equipment Fuel	66	525	459	87.4%	-	
1021005900 Garbage Collection & Recycling	14,153	60,500	46,347	76.6%	15,134	
1021006000 Ground Maintenance Materials	11,420	48,450	37,030	76.4%	10,893	
1021006100 Commercial Insurance	8,472	33,650	25,178	74.8%	7,094	
1021006200 Vehicle Insurance	289	1,250	961	76.9%	356	
1021006300 Janitorial Contracts/Supplies	2,504	23,000	20,496	89.1%	4,903	
1021006400 Legal Fees	-	20,000	20,000	100.0%	10,000	
1021006500 Licences & Permits	532	1,200	668	55.7%	1,711	
1021006600 Membership Dues & Subscriptions	-	190	190	100.0%	-	
1021006800 Office Supplies & Expenses	794	4,400	3,606	82.0%	755	
1021006810 Bank Charges/ Cash Short (Over)	366	950	584	61.5%	238	
1021006812 Point of Sales Fees	24,080	71,000	46,920	66.1%	28,233	
1021006817 Retail Cost of Goods Sold	-	57,200	57,200	100.0%	-	
1021006822 Office Furniture	-	500	500	100.0%	-	
1021007000 Printing Expense	1,835	5,000	3,165	63.3%	2,611	
1021007100 Public Relations	-	3,840	3,840	100.0%	69	
1021007200 Roads & Parking Maintenance	801	8,000	7,199	90.0%	1,361	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	443	2,000	1,557	77.9%	444	
1021007500 Sewer	518	118,800	118,282	99.6%	16,723	
1021007625 Shop Supplies	-	2,500	2,500	100.0%	56	
1021007700 Special Events	-	12,080	12,080	100.0%	-	
1021007800 Telephone	3,419	12,800	9,381	73.3%	4,456	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	1,474	8,200	6,726	82.0%	1,120	
1021008005 Hydro Consumption	2,348	87,600	85,252	97.3%	1,965	
1021008020 Water	-	175,600	175,600	100.0%	-	
1021008100 Vehicle Maintenance	-	1,360	1,360	100.0%	-	
1021008130 Vehicle Fuel	140	770	630	81.8%	125	
1021008201 Signage	625	2,000	1,375	68.8%	1,300	
1021008300 Water System Maintenance	1,157	5,000	3,843	76.9%	3,704	
1021008600 Management/Administration Salaries	25,735	128,200	102,465	79.9%	17,135	
1021008700 Staff Wages - Gatehouse	8,596	113,100	104,504	92.4%	22,937	
1021008701 Staff Wages - Maintenance	8,878	208,550	199,672	95.7%	7,086	

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
1021008710 Staff Wages - Store	-	32,960	32,960	100.0%	47	
1021008800 Employee Benefits	10,641	114,570	103,929	90.7%	11,085	
1021008825 Uniforms & Clothing Allowance	55	1,700	1,645	96.8%	110	
TOTAL OPERATING EXPENSES	\$ 156,748	\$ 1,675,455	\$ 1,518,707		\$ 191,146	
NET OPERATING INCOME	\$ (149,835)	\$ 1,970,645	\$ 2,120,480	107.6%	\$ (187,248)	
1021009000 Capital Purchases	352,508	1,009,030	656,522	65.1%	132,718	Bathroom Renovations, New Office Space, Paving, Irrigation
1021009800 Transfer to Reserves	-	524,130	524,130	100.0%	-	
1021009805 Transfer from Reserve Capital Purchases	-	(1,009,030)	(1,009,030)	100.0%	-	
1021009998 Overhead Expenses	109,042	436,166	327,124	75.0%	-	
1021009999 Allocated Services	61,058	244,230	183,172	75.0%	-	
	\$ 679,356	\$ 2,879,981	\$ 2,200,625		\$ 323,864	
NET CONTRIBUTION TO (FROM)	\$ (672,443)	\$ 766,119	\$ 1,438,562		\$ (319,966)	

# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### PARK PATROL-BYLAWE ENFORCEMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011254675 Bylaw Enforcement Fines	\$ 5,245	\$ 120,000	\$ (114,755)	-95.6%	\$ 2,677	
1011254900 Miscellaneous Revenue	84		84	0.0%	-	
	<u>\$ 5,329</u>	<u>\$ 120,000</u>	<u>\$ (114,671)</u>		<u>\$ 2,677</u>	
<b>EXPENDITURES</b>						
1021255300 Building Maintenance Materials	\$ 188	\$ 1,220	\$ 1,032	84.6%	\$ 188	
1021255375 Contract Services	1,951	246,800	244,849	99.2%	3,247	Security and Policing Contracts
1021255500 Data Processing	1,459	32,000	30,541	95.4%	742	
1021255700 Education & Training	-	3,200	3,200	100.0%	-	
1021255800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1021256100 Commercial Insurance	2,250	9,000	6,750	75.0%	1,925	
1021256200 Vehicle Insurance	260	1,150	890	77.4%	319	
1021256450 Professional Fees	840	5,000	4,160	83.2%	-	
1021256500 Licences & Permits	-	7,000	7,000	100.0%	-	
1021256800 Office Supplies & Expenses	-	1,200	1,200	100.0%	-	
1021257000 Printing Expense	-	750	750	100.0%	1,712	
1021257100 Public Relations	-	500	500	100.0%	15	
1021257400 Security Systems & Supplies	110	500	390	78.0%	-	
1021257800 Telephone	690	2,100	1,410	67.1%	1,367	
1021258000 Propane & Natural Gas	474	900	426	47.3%	300	
1021258100 Vehicle Maintenance	-	1,040	1,040	100.0%	-	
1021258130 Vehicle Fuel	67	1,560	1,493	95.7%	-	
1021258700 Staff Wages - Bylaw Enforcement	14,755	140,400	125,645	89.5%	13,865	
1021258715 Staff Wages - Parking Enforcement	-	32,530	32,530	100.0%	-	
1021258715 Staff Wages - Admin	-	68,160	68,160	100.0%	-	
1021258800 Employee Benefits	2,658	62,970	60,312	95.8%	2,134	
1021258825 Uniforms & Clothing Allowance	-	2,000	2,000	100.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 25,702</u>	<u>\$ 620,980</u>	<u>\$ 595,278</u>		<u>\$ 25,814</u>	
NET OPERATING INCOME	<u>\$ (20,373)</u>	<u>\$ (500,980)</u>	<u>\$ (480,607)</u>	95.9%	<u>\$ (23,137)</u>	
1021259000 Capital Purchases	-	-	-	0.0%	-	
1021259800 Transfer to Reserves	-	2,000	2,000	100.0%	-	
1021259998 Overhead Expenses	(129,910)	(519,640)	(389,730)	75.0%	-	
1021259999 Allocated Services	4,165	16,660	12,495	75.0%	-	
	<u>\$ (100,043)</u>	<u>\$ 120,000</u>	<u>\$ 220,043</u>		<u>\$ 25,814</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 105,372</u>	<u>\$ -</u>	<u>\$ (105,372)</u>		<u>\$ (23,137)</u>	

# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### VISITOR SERVICES & CABINS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1011504400 Cabin Rentals	\$ 13,964	\$ 214,700	\$ (200,736)	-93.5%	\$ 17,945	
1011504900 Miscellaneous Revenue	1,136	5,000	(3,864)	-77.3%	785	
	<u>\$ 15,100</u>	<u>\$ 219,700</u>	<u>\$ (204,600)</u>		<u>\$ 18,730</u>	
<b>EXPENDITURES</b>						
1021505000 Advertising	\$ 599	\$ 1,900	\$ 1,301	68.5%	\$ -	
1021505300 Building Maintenance Materials	3,695	5,200	1,505	28.9%	1,088	
1021505375 Contract Services	4,751	-	(4,751)	0.0%	-	Flood Recovery Costs
1021505500 Data Processing	774	1,500	726	48.4%	128	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	-	5,800	5,800	100.0%	-	
1021506000 Grounds Maintenance Materials	5,008	3,420	(1,588)	-46.4%	-	
1021506100 Commercial Insurance	3,800	15,200	11,400	75.0%	3,250	
1021506300 Janitorial Contracts/Supplies	-	4,000	4,000	100.0%	1,076	
1021506301 Linens	524	3,800	3,276	86.2%	-	
1021506800 Office Supplies & Expenses	75	650	575	88.5%	17	
1021506810 Bank Charges/Point of Sales Fees	1,009	5,300	4,291	81.0%	1,104	
1021506817 Retail Cost of Goods Sold	-	825	825	100.0%	-	
1021507000 Printing Expense	-	250	250	100.0%	-	
1021507100 Public Relations	-	500	500	100.0%	77	
1021507200 Roads & Parking Maintenance	-	300	300	100.0%	-	
1021507500 Sewer & Septic System Maintenance	-	5,000	5,000	100.0%	-	
1021507800 Telephone/Cable	1,673	4,780	3,107	65.0%	1,485	
1021508000 Propane & Natural Gas	1,478	3,700	2,222	60.1%	1,002	
1021508005 Hydro Consumption	4,102	10,800	6,698	62.0%	4,606	
1021508020 Water	-	5,200	5,200	100.0%	-	
1021508201 Signage	-	500	500	100.0%	-	
1021508700 Staff Wages - Visitor Services	4,016	57,080	53,064	93.0%	5,055	
1021508800 Employee Benefits	428	13,150	12,722	96.7%	504	
1021508825 Uniforms	-	200	200	100.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 31,932</u>	<u>\$ 149,455</u>	<u>\$ 117,523</u>		<u>\$ 19,392</u>	
NET OPERATING INCOME	<u>\$ (16,832)</u>	<u>\$ 70,245</u>	<u>\$ 87,077</u>	124.0%	<u>\$ (662)</u>	
1021509000 Capital Purchases	-	26,810	26,810	100.0%	-	
1021509800 Transfer to Reserves	-	29,220	29,220	100.0%	-	
1021509805 Transfer from Reserve Capital Purchases	-	(26,810)	(26,810)	100.0%	-	
1021509999 Allocated Services	9,345	37,379	28,034	75.0%	-	
	<u>\$ 41,277</u>	<u>\$ 216,054</u>	<u>\$ 174,777</u>		<u>\$ 19,392</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (26,177)</u>	<u>\$ 3,646</u>	<u>\$ 29,823</u>		<u>\$ (662)</u>	

# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### VOLUNTEER FIRE DEPARTMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1013004600 Local Services Revenue VFD CL	\$ 6,826	\$ 40,125	\$ (33,299)	-83.0%	\$ 6,770	Recoveries from FVRD and Soowahlie
1013004601 Fire Protection Agreements	-	68,660	(68,660)	-100.0%	-	
1013004605 Residential Lease Revenue VFD	175,424	175,425	(1)	0.0%	174,098	
	<u>\$ 182,250</u>	<u>\$ 284,210</u>	<u>\$ (101,960)</u>		<u>\$ 180,868</u>	
<b>EXPENDITURES</b>						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	
1023005300 Building Maintenance Materials	539	5,000	4,461	89.2%	815	
1023005500 Data Processing	631	2,000	1,369	68.5%	-	
1023005700 Education & Training	10,013	32,600	22,587	69.3%	2,927	
1023005800 Firefighting Equipment Fuel & Maintenance	6,219	31,000	24,781	79.9%	6,518	
1023005850 Fire Protection Equip Annual Testing	1,747	11,000	9,253	84.1%	2,037	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	3,400	13,600	10,200	75.0%	2,725	
1023006200 Vehicle Insurance	1,154	5,950	4,796	80.6%	1,334	
1023006300 Janitorial Contracts/Supplies	173	1,000	827	82.7%	537	
1023006600 Membership Dues & Subscriptions	-	700	700	100.0%	765	
1023006800 Office Supplies & Expenses	288	1,400	1,112	79.4%	110	
1023007100 Public Relations	-	500	500	100.0%	-	
1023007400 Security Systems & Supplies	128	500	372	74.4%	128	
1023007500 Sewer & Septic System Maintenance	-	570	570	100.0%	-	
1023007600 Shop Supplies	(13)	1,000	1,013	101.3%	15	
1023007625 Small Tools	-	1,000	1,000	100.0%	-	
1023007655 Medical Supplies	-	4,300	4,300	100.0%	-	
1023007800 Telephone	2,595	8,450	5,855	69.3%	2,510	
1023008000 Propane & Natural Gas	997	1,900	903	47.5%	669	
1023008005 Hydro Consumption	1,188	3,800	2,612	68.7%	1,180	
1023008020 Water	-	590	590	100.0%	-	
1023008100 Vehicle Maintenance	5,558	10,000	4,442	44.4%	9,020	
1023008130 Vehicle Fuel	94	2,200	2,106	95.7%	149	
1023008600 Mgmt. Salaries - Fire Chief	1,125	6,950	5,825	83.8%	1,125	
1023008700 Staff Wages - VFD	10,397	58,140	47,743	82.1%	6,570	
1023008760 WCB/EHT Expense	369	3,140	2,771	88.2%	378	
1023008825 Uniforms & Clothing Allowance	2,694	4,000	1,306	32.7%	478	
TOTAL OPERATING EXPENSES	<u>\$ 49,296</u>	<u>\$ 212,340</u>	<u>\$ 163,044</u>		<u>\$ 39,990</u>	
NET OPERATING INCOME	<u>\$ 132,954</u>	<u>\$ 71,870</u>	<u>\$ (61,084)</u>	-85.0%	<u>\$ 140,878</u>	
1023009000 Capital Purchases	8,297	16,570	8,273	49.9%	-	
1023009800 Transfer to Reserves	-	58,830	58,830	100.0%	-	
1023009805 Transfer from Reserve Capital Purchases	-	(12,560)	(12,560)	100.0%	-	
1023009999 Allocated Services	2,258	9,030	6,772	75.0%	-	
	<u>\$ 59,851</u>	<u>\$ 284,210</u>	<u>\$ 224,359</u>		<u>\$ 39,990</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 122,399</u>	<u>\$ -</u>	<u>\$ (122,399)</u>		<u>\$ 140,878</u>	

# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### PUBLIC WORKS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>EXPENDITURES</b>						
1024005300 Building Maintenance Materials	\$ 1,945	\$ 6,300	\$ 4,355	69.1%	\$ 335	WorkSafeBC Requirement - OH&S program.
1024005375 Contract Services	317	5,000	4,683	93.7%	-	
1024005400 Conferences/Meetings	-	2,550	2,550	100.0%	-	
1024005500 Data Processing	631	1,000	369	36.9%	-	
1024005700 Education & Training	-	2,150	2,150	100.0%	400	
1024005800 Equipment Maintenance	13,351	20,000	6,649	33.2%	2,164	
1024005820 Equipment Fuel	59	3,780	3,721	98.4%	462	
1024005900 Garbage Collection & Recycling	2,380	10,500	8,120	77.3%	2,678	
1024006000 Grounds Maintenance Materials	-	1,620	1,620	100.0%	648	
1024006100 Commercial Insurance	3,600	14,400	10,800	75.0%	3,325	
1024006200 Vehicle Insurance	3,601	15,500	11,899	76.8%	4,236	
1024006500 Licences & Permits	-	450	450	100.0%	-	
1024006600 Membership Dues & Subscriptions	-	750	750	100.0%	-	
1024006800 Office Supplies & Expenses	163	1,590	1,427	89.7%	313	
1024006810 Bank Charges	201	-	(201)	0.0%	-	
1024007200 Roads & Parking Maintenance	406	23,000	22,594	98.2%	-	Dust Control
1024007400 Security Systems & Supplies	642	750	108	14.4%	642	
1024007500 Sewer	-	570	570	100.0%	-	
1024007600 Shop Supplies	2,261	10,820	8,559	79.1%	4,719	
1024007625 Small Tools	144	3,500	3,356	95.9%	34	
1024007650 Safety Supplies	136	3,500	3,364	96.1%	500	
1024007800 Telephone	1,756	4,100	2,344	57.2%	1,644	
1024008000 Propane & Natural Gas	4,395	6,300	1,905	30.2%	2,580	
1024008005 Hydro Consumption	1,365	4,320	2,955	68.4%	1,283	
1024008020 Water	-	590	590	100.0%	-	
1024008100 Vehicle Maintenance	8,790	25,700	16,910	65.8%	13,297	
1024008130 Vehicle Fuel	4,630	18,830	14,200	75.4%	3,273	
1024008600 Management Salaries	20,275	92,180	71,905	78.0%	18,742	
1024008700 Staff Wages - Supervisor	22,419	135,900	113,481	83.5%	16,273	
1024008701 Staff Wages - Custodian	11,167	108,580	97,413	89.7%	12,389	
1024008710 Staff Wages - Public Works	86,973	479,750	392,777	81.9%	83,173	
1024008800 Employee Benefits	43,700	213,090	169,390	79.5%	39,136	
1024008825 Uniforms & Clothing Allowance	1,620	5,700	4,080	71.6%	1,440	
TOTAL OPERATING EXPENSES	\$ 236,927	\$ 1,222,770	\$ 985,843		\$ 213,686	
NET OPERATING INCOME	\$ (234,982)	\$ (1,216,470)	\$ (981,488)	80.7%	\$ (213,351)	
1024009000 Capital Purchases	95,206	207,170	111,964	54.0%	4,658	
1024009800 Transfer to Reserves	-	115,000	115,000	100.0%	-	
1024009805 Transfer from Reserve Capital Purchases	-	(207,170)	(207,170)	100.0%	-	
1024009998 Overhead Expenses	(86,828)	(347,300)	(260,472)	75.0%	-	
1024009999 Allocated Services	(247,618)	(990,470)	(742,852)	75.0%	-	
	\$ (2,313)	\$ -	\$ 2,313		\$ 218,344	
NET CONTRIBUTION TO (FROM)	\$ 2,313	\$ -	\$ (2,313)		\$ (218,344)	

# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### COMMERCIAL LEASES

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1015004200 Commercial Leases	\$ 79,161	\$ 625,002	\$ (545,841)	-87.3%	\$ 76,653	
1015004201 CL- Public Works	1,568	8,700	(7,132)	-82.0%	1,533	
1015004202 CL - Bylaw Enforcement	6,011	35,200	(29,189)	-82.9%	5,893	
1015004900 Miscellaneous Revenue	-	-	-	0.0%	11,455	
	<u>\$ 86,740</u>	<u>\$ 668,902</u>	<u>\$ (582,162)</u>		<u>\$ 95,534</u>	
<b>EXPENDITURES</b>						
1025005300 Building Maintenance Materials	\$ 5,435	\$ 8,000	\$ 2,565	32.1%	423	
1025005900 Garbage Collection & Recycling	3,130	18,347	15,217	82.9%	3,255	
1025006000 Grounds Maintenance Materials	-	2,800	2,800	100.0%	-	
1025006100 Commercial Insurance	9,825	39,300	29,475	75.0%	8,375	
1025006810 Bank Charges	350	-	(350)	0.0%	25	
1025007500 Sewer	-	570	570	100.0%	-	
1025008000 Propane & Natural Gas	175	500	325	65.0%	153	
1025008005 Hydro Consumption	2,632	5,120	2,488	48.6%	2,215	
1025008020 Water	-	590	590	100.0%	-	
1025008201 Signage	76	1,200	1,124	93.7%	-	
TOTAL OPERATING EXPENSES	<u>\$ 21,623</u>	<u>\$ 76,427</u>	<u>\$ 54,804</u>		<u>\$ 14,446</u>	
NET OPERATING INCOME	<u>\$ (21,623)</u>	<u>\$ (76,427)</u>	<u>\$ (54,804)</u>	71.7%	<u>\$ (14,446)</u>	
1025009000 Capital Purchases	-	115,570	115,570	100.0%	-	
1025009800 Transfer to Reserves	-	158,780	158,780	100.0%	-	
1025009805 Transfer from Reserve Capital Purchases	-	(15,570)	(15,570)	100.0%	-	
1025009810 Transfer from Accumulated Surplus	-	(100,000)	-	0.0%	-	
1025009998 Overhead Expenses	64,897	259,589	194,692	75.0%	-	
1025009999 Allocated Services	19,718	78,870	59,152	75.0%	-	
	<u>\$ 106,238</u>	<u>\$ 573,666</u>	<u>\$ 467,428</u>		<u>\$ 14,446</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (19,498)</u>	<u>\$ 95,236</u>	<u>\$ 114,734</u>		<u>\$ 81,088</u>	



# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### RESIDENTIAL LEASES

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1016004100 Residential Leases	\$ 715,583	\$ 715,669	\$ (86)	0.0%	\$ 694,686	
1016004101 RL - Bylaw Enforcement	103,235	103,230	5	0.0%	100,227	
1016004110 Delinquent Fees	3,866	5,400	(1,534)	-28.4%	3,881	
1016004700 Lease Services- OTHER	6,733	35,000	(28,267)	-80.8%	8,650	
1016004611 Lease Services- STVR/BL	46,125	45,000	1,125	2.5%	35,500	Licencing
	<u>\$ 875,542</u>	<u>\$ 904,299</u>	<u>\$ (28,757)</u>		<u>\$ 842,944</u>	
<b>EXPENDITURES</b>						
1026005375 Contract Services	\$ -	\$ -	\$ -	0.0%	\$ 2,500	Land Survey
1026005900 Garbage Collection & Recycling	18,177	100,535	82,358	81.9%	18,044	
1026006100 Commercial Insurance	1,950	7,800	5,850	75.0%	1,675	
1026006812 Point of Sales Fees	190	-	-	0.0%	-	
1026008005 Hydro Consumption	5,691	37,000	31,309	84.6%	5,880	
TOTAL OPERATING EXPENSES	<u>\$ 26,008</u>	<u>\$ 145,335</u>	<u>\$ 119,327</u>		<u>\$ 28,099</u>	
NET OPERATING INCOME	<u>\$ 849,534</u>	<u>\$ 758,964</u>	<u>\$ (90,570)</u>	-11.9%	<u>\$ 814,845</u>	
1026009800 Transfer to Reserves	-	63,230	63,230	100.0%	-	Main Beach & Milfoil
1026009998 Overhead Expenses	102,106	408,425	306,319	75.0%	-	
1026009999 Allocated Services	81,395	325,580	244,185	75.0%	-	
	<u>\$ 209,509</u>	<u>\$ 942,570</u>	<u>\$ 733,061</u>		<u>\$ 28,099</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 666,033</u>	<u>\$ (38,271)</u>	<u>\$ (704,304)</u>		<u>\$ 814,845</u>	

# CULTUS LAKE PARK

## 2022 Financial Report

For the THREE Months Ending March 31, 2022, with comparative figures for 2021

### GENERAL ADMINISTRATION

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1017004800 Interest Earned	\$ 4,029	\$ 40,000	\$ (35,971)	-89.9%	\$ 3,469	
1017004900 Miscellaneous Revenue/Encroachment	30,581	2,000	28,581	1429.1%	1,665	
1017004904 Donations	-	-	-	0.0%	290	Milfoil Matting
1017004915 Dog Licenses	300	500	(200)	-40.0%	220	
	\$ 34,910	\$ 42,500	\$ (7,590)		\$ 5,644	
<b>EXPENDITURES</b>						
1027005000 Advertising	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ -	
1027005100 Accounting & Auditing Fees	(4,173)	18,450	22,623	122.6%	(3,959)	
1027005175 Board Level Expenses	513	17,000	16,487	97.0%	1,008	
1027005300 Building Maintenance Materials	22	3,100	3,078	99.3%	141	
1027005375 Contract Services	5,000	20,400	15,400	75.5%	-	
1027005400 Conferences/Meetings	-	11,000	11,000	100.0%	-	
1027005500 Data Processing	15,761	16,500	739	4.5%	19,096	
1027005700 Education & Training	375	5,000	4,625	92.5%	-	
1027005750 Election Expenses	350	18,000	17,650	98.1%	-	
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1027006100 Commercial Insurance	4,475	17,900	13,425	75.0%	3,900	
1027006200 Vehicle Insurance	383	1,650	1,267	76.8%	480	
1027006400 Legal Fees	29,320	100,000	70,680	70.7%	44,812	
1027006450 Professional Fees	-	20,000	20,000	100.0%	-	
1027006600 Membership Dues & Subscriptions	520	3,700	3,180	85.9%	1,645	
1027006800 Office Supplies & Expenses	1,820	9,000	7,180	79.8%	2,148	
1027006801 Staff Recognition Expenses	40	6,000	5,960	99.3%	-	
1027006800 Breakroom Supplies	-	5,000	5,000	100.0%	-	
1027006812 Bank Charges/Point of Sale Fees	3,596	13,000	9,404	72.3%	3,847	
1027006815 Postage & Courier	2,000	4,000	2,000	50.0%	1,000	
1027006820 Equipment Leases	3,047	15,600	12,553	80.5%	2,967	
1027006822 Office Furniture	-	4,000	4,000	100.0%	1,697	
1027007000 Printing Expense	669	1,000	331	33.1%	121	
1027007100 Public Relations	-	4,000	4,000	100.0%	-	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	443	
1027007500 Sewer & Septic System Maintenance	-	570	570	100.0%	-	
1027007700 Special Events - CWFPP	-	5,000	5,000	100.0%	-	
1027007800 Telephone	4,904	9,000	4,096	45.5%	3,010	
1027007900 Travel Expense	-	2,000	2,000	100.0%	-	
1027008000 Propane & Natural Gas	821	2,000	1,179	59.0%	448	
1027008005 Hydro Consumption	935	3,500	2,565	73.3%	1,162	
1027008020 Water	-	590	590	100.0%	-	
1027008100 Vehicle Maintenance/Fuel	196	800	604	75.5%	82	
1027008500 Commissioners Indemnity	22,455	88,180	65,725	74.5%	21,612	
1027008600 Management Salaries	17,420	158,100	140,680	89.0%	24,172	
1027008601 Finance Salaries	31,814	174,550	142,736	81.8%	29,046	
1027008710 Staff Wages - CO/Communications	28,865	193,160	164,295	85.1%	13,311	
1027008715 Staff Wages - Admin / CSR	20,278	89,000	68,722	77.2%	19,169	
1027008800 Employee Benefits	37,789	163,530	125,741	76.9%	29,935	
TOTAL OPERATING EXPENSES	\$ 229,638	\$ 1,207,780	\$ 978,142		\$ 221,293	
NET OPERATING INCOME	\$ (194,728)	\$ (1,165,280)	\$ (970,552)	83.3%	\$ (215,649)	
1027009000 Capital Purchases	-	58,570	58,570	100.0%	14,749	
1027009800 Transfer to Reserves	-	50,000	50,000	100.0%	-	
1027009805 Transfer from Reserve Capital	-	(33,570)	(33,570)	100.0%	-	
1027009810 Transfer from Accumulated Surplus	-	(25,000)	(25,000)	100.0%	-	
1027009998 Overhead Expenses	(269,635)	(1,078,540)	(808,905)	75.0%	-	
1027009999 Allocated Services	(34,185)	(136,740)	(102,555)	75.0%	-	
	\$ (74,182)	\$ 42,500	\$ 116,682		\$ 236,042	
NET CONTRIBUTION TO (FROM)	\$ 109,092	\$ -	\$ (109,092)		\$ (230,398)	

**CULTUS LAKE PARK**  
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**COMMUNITY HALL**

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b><u>REVENUE</u></b>						
1018004920 Community Hall Rentals	\$ -	\$ 11,950	\$ (11,950)	-100.0%	\$ (892)	Due to the pandemic, the majority of the Hall rentals were cancelled in 2021. Flood recovery caused the community Hall to be closed in Q1 of 2022.
<b><u>EXPENDITURES</u></b>						
1028005300 Building Maintenance Materials	\$ 2,326	\$ 3,500	\$ 1,174	33.5%	\$ 165	
1028005375 Contract Services	6,993	-	(6,993)	0.0%	\$ -	Flood Recovery Expenses
1028005500 Data Processing	480	-	(480)	0.0%	-	
1028006000 Grounds Maintenance Materials	1,304	1,000	304	-30.4%	-	
1028006100 Commercial Insurance	2,500	10,000	7,500	75.0%	2,150	
1028007500 Sewer	-	570	570	100.0%	-	
1028007800 Telephone	58	200	142	71.0%	58	
1028008000 Propane & Natural Gas	1,268	1,900	632	33.3%	606	
1028008005 Hydro Consumption	674	1,600	926	57.9%	266	
1028008020 Water	-	590	590	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 15,603	\$ 19,360	\$ 3,757		\$ 3,245	
NET OPERATING INCOME	\$ (15,603)	\$ (7,410)	\$ 8,193	-110.6%	\$ (4,137)	
1028009000 Capital Purchases	-	5,570	5,570	100.0%	-	
1028009800 Transfer to Reserves	-	10,000	10,000	100.0%	-	
1028009998 Overhead Expenses	6,100	24,400	18,300	75.0%	-	
1028009999 Allocated Services	3,890	15,560	11,670	75.0%	-	
	\$ 25,593	\$ 69,320	\$ 43,727		\$ 3,245	
NET CONTRIBUTION TO (FROM)	\$ (25,593)	\$ (57,370)	\$ (31,777)		\$ (4,137)	

**CULTUS LAKE PARK**  
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**FORESHORE LEASE**

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1018504936 Boat Mooring - Public Areas/VS	\$ 39,000	\$ 52,750	\$ (13,750)	-26.1%	\$ 41,400	
1018504941 Foreshore Reserve Revenue	52,850	56,250	(3,400)	-6.0%	56,250	
1018504900 Delinquency Fees	1,500	-	1,500	0.0%	3,450	
	<u>\$ 93,350</u>	<u>\$ 109,000</u>	<u>\$ (15,650)</u>		<u>\$ 101,100</u>	
<b>EXPENDITURES</b>						
1028505375 Contract Services	\$ 108,310	\$ -	\$ (108,310)	0.0%	\$ -	Flood Recovery Expenses
1028505800 Equipment Maintenance	-	1,500	1,500	100.0%	\$ -	
1028505820 Equipment Fuel	-	800	800	100.0%	-	
1028505850 Floats & Buoys	535	10,000	9,465	94.7%	-	
1028506000 Grounds Maintenance Materials	-	10,000	10,000	100.0%	-	
1028506100 Commercial Insurance	4,700	18,800	14,100	75.0%	4,100	
1028506200 Vehicle Insurance	31	100	69	69.0%	31	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	60	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance/Fuel	-	200	200	100.0%	28	
1028508200 Foreshore Maintenance (Wharfs)	-	15,000	15,000	100.0%	5,401	
1028508201 Signage	86	1,000	914	91.4%	-	
TOTAL OPERATING EXPENSES	<u>\$ 113,662</u>	<u>\$ 58,650</u>	<u>-\$ 55,012</u>		<u>\$ 9,620</u>	
NET OPERATING INCOME	<u>\$ (20,312)</u>	<u>\$ 50,350</u>	<u>\$ 70,662</u>	140.3%	<u>\$ 91,480</u>	
1028509000 Capital Purchases	18,071	212,000	193,929	91.5%	-	Boat Launch Repairs and Milfoil
1028509800 Transfer to Reserves	-	56,250	56,250	100.0%	-	
1028509805 Transfer from Reserve Capital Purchases	-	(212,000)	(212,000)	100.0%	-	
1028509998 Overhead Expenses	63,403	253,610	190,207	75.0%	-	
1028509999 Allocated Services	16,790	67,160	50,370	75.0%	-	
	<u>\$ 211,926</u>	<u>\$ 435,670</u>	<u>\$ 223,744</u>		<u>\$ 9,620</u>	
	<u>\$ (118,576)</u>	<u>\$ (326,670)</u>	<u>\$ (208,094)</u>		<u>\$ 91,480</u>	

# CULTUS LAKE PARK

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### PUBLIC AREAS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b>REVENUE</b>						
1019004700 Tree Removal Fees	\$ 3,500	\$ 1,500	\$ 2,000	133.3%	\$ 19,840	
1019004900 Miscellaneous Revenue	636	15,000	(14,364)	-95.8%	-	
1019004910 Pay Parking	23,020	883,000	(859,980)	-97.4%	17,573	
1019004926 Infrastructure Reserve	2,496	46,100	(43,604)	-94.6%	-	
1019004927 Foreshore Reserve	1,069	19,700	(18,631)	-94.6%	-	
	<u>\$ 30,721</u>	<u>\$ 965,300</u>	<u>\$ (934,579)</u>		<u>\$ 37,413</u>	
<b>EXPENDITURES</b>						
1029005300 Building Maintenance Materials	\$ -	\$ 6,300	\$ 6,300	100.0%	\$ 138	
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	-	
1029005360 Commemorative Benches	-	1,900	1,900	100.0%	-	
1029005375 Contract Services	4,916	46,600	41,684	89.5%	4,516	Precise Parklink/Public Washroom Facilities
1029005800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1029005900 Garbage Collection & Recycling	1,234	7,300	6,066	83.1%	1,817	
1029006000 Grounds Maintenance Materials	3,798	55,000	51,202	93.1%	2,121	
1029006010 General Maintenance	130	20,000	19,870	99.4%	65	
1029006100 Commercial Insurance	6,525	26,100	19,575	75.0%	5,225	
1029006300 Janitorial Contracts/Supplies	3,214	14,000	10,786	77.0%	6,454	
1029006810 Bank Charges	-	500	500	100.0%	150	
1029006812 Point of Sale Fees	1,157	17,000	15,843	93.2%	2,117	
1029006820 Equipment Leases	4,362	17,400	13,038	74.9%	12,080	Parking Meters
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	7,665	12,000	4,335	36.1%	-	
1029007300 Vandalism Repairs	417	2,500	2,083	83.3%	-	
1029008005 Hydro Consumption	2,729	8,300	5,571	67.1%	2,448	
1029008201 Signage	1,952	6,500	4,548	70.0%	78	
TOTAL OPERATING EXPENSES	<u>\$ 38,099</u>	<u>\$ 254,900</u>	<u>\$ 216,801</u>		<u>\$ 37,209</u>	
NET OPERATING INCOME	<u>\$ (7,378)</u>	<u>\$ 710,400</u>	<u>\$ 717,778</u>	101.0%	<u>\$ 204</u>	
1029009000 Capital Purchases	125,765	656,650	530,885	80.8%	326,242	
1029009800 Transfer to Reserves	-	212,440	212,440	100.0%	-	
1029009805 Transfer from Reserve Capital Purchases	-	(621,650)	(621,650)	100.0%	-	
1029009810 Transfer from Accumulated Surplus	-	-	-	0.0%	-	
1029009998 Overhead Expenses	140,825	563,300	422,475	75.0%	-	
1029009999 Allocated Services	83,184	332,741	249,557	75.0%	-	
	<u>\$ 387,873</u>	<u>\$ 1,398,381</u>	<u>\$ 1,010,508</u>		<u>\$ 363,451</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (357,152)</u>	<u>\$ (433,081)</u>	<u>\$ (75,929)</u>		<u>\$ (326,038)</u>	

**CULTUS LAKE PARK**  
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**Community Events Committee**

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<b><u>REVENUE</u></b>						
1019504900 Miscellaneous Revenue	\$ 20	\$ 10,404	\$ (10,384)	-99.8%	\$ 80	
1019504902 Public Areas - Contribution	-	12,000	(12,000)	-100.0%	-	
1019504996 Grants from other Agency's	-	14,500	(14,500)	-100.0%	-	
	<u>\$ 20</u>	<u>\$ 36,904</u>	<u>\$ (36,884)</u>		<u>\$ 80</u>	
<b><u>EXPENDITURES</u></b>						
1029506800 Office Supplies & Misc. Expenses	\$ -	\$ 875	\$ 875	100.0%	\$ -	
1029507700 Special Events CEAC	-	35,530	35,530	100.0%	-	
1029509800 Transfer to (from) Reserves	-	499	499	100.0%	-	
	<u>\$ -</u>	<u>\$ 36,904</u>	<u>\$ 36,904</u>		<u>\$ -</u>	
	<u>\$ 20</u>	<u>\$ -</u>	<u>\$ (20)</u>		<u>\$ 80</u>	





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 0550-70  
**SUBMITTED BY:** Erica Lee  
Chief Financial Officer  
**SUBJECT:** 2022 Parking Lot Revenue First Quarter Report

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#### PURPOSE:

To provide the Board with an overview of parking revenue for the First Quarter of 2022.

#### RECOMMENDATION:

*THAT the Cultus Lake Park Board receive the 2022 Parking Lot First Quarter Report for information.*

#### DISCUSSION:

As expected, 2022 First Quarter parking revenue was modest. Revenue is up from 2021 by approximately 51% from \$13,184 in 2021 to \$19,992 in 2022. Net Revenue is also up from the First Quarter of 2021 from a deficit of \$145 in 2021 to a surplus of \$13,140 in 2022. This is from expenses being up higher than normal in 2021 due to the need to purchase fourteen (14) new batteries for the parking meters.

The tables below show First Quarter Gross Revenue (Table 1), Expenses (Table 2) and Net Revenue (Table 3).

#### STRATEGIC PLAN:

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

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Prepared by:

Erica Lee, CPA, CA  
Chief Financial Officer

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer



Table 1 –

Parking Revenue					
Month	Revenue 2018	Revenue 2019	Revenue 2020	Revenue 2021	Revenue 2022
Jan	1,110.95	3,731.95	977.00	2,292.62	2,538.19
Feb	2,296.43	1,269.33	2,483.19	2,477.90	5,315.33
Mar	6,026.48	15,158.29	5,045.90	8,414.29	12,138.31
Apr	13,218.10	12,342.52	-	17,879.90	-
May	44,200.05	40,942.76	21,066.33	68,042.10	-
Jun	56,233.48	94,167.54	51,735.29	190,725.22	-
Jul	202,286.76	174,980.69	178,871.81	369,153.90	-
Aug	141,261.00	208,401.33	191,850.19	232,956.90	-
Sep	33,376.52	39,104.43	56,447.76	45,544.95	-
Oct	5,764.57	4,283.76	5,194.02	6,286.58	-
Nov	2,266.57	1,978.62	2,735.52	1,000.05	-
Dec	1,705.71	1,792.38	1,816.76	1,249.96	-
<b>Total</b>	<b>509,746.63</b>	<b>598,153.60</b>	<b>518,223.77</b>	<b>946,024.37</b>	<b>19,991.83</b>

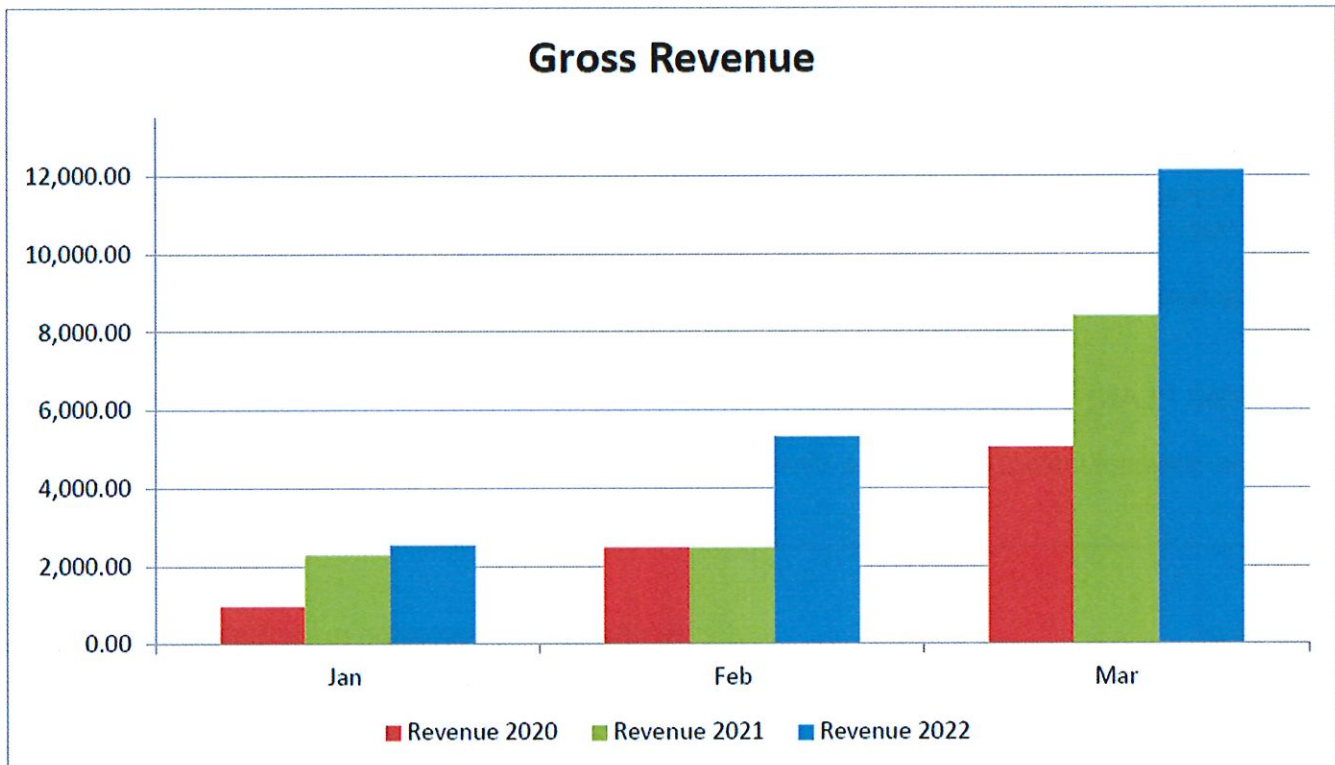


Table 2-

Parking Expenses					
Month	Expense 2018	Expense 2019	Expense 2020	Expense 2021	Expense 2022
Jan	2,059.81	2,590.95	2,426.76	2,866.70	2,063.70
Feb	2,135.41	2,573.33	2,496.64	3,134.19	2,240.81
Mar	2,417.24	3,326.11	2,857.83	7,328.65	2,546.76
Apr	3,328.30	4,344.56	2,469.63	5,985.43	-
May	5,031.72	6,080.67	3,672.57	4,911.41	-
Jun	6,577.45	9,620.09	8,227.19	44,683.26	-
Jul	19,781.56	14,445.12	14,569.52	23,017.96	-
Aug	18,188.59	19,244.06	17,500.97	18,033.66	-
Sep	8,676.12	10,398.74	10,513.22	8,797.80	-
Oct	4,002.23	4,089.52	4,859.70	2,900.94	-
Nov	2,661.24	2,567.19	3,213.73	1,966.98	-
Dec	2,474.83	2,477.87	2,807.38	1,960.13	-
<b>Total</b>	<b>77,334.50</b>	<b>81,758.21</b>	<b>75,615.14</b>	<b>125,587.11</b>	<b>6,851.27</b>

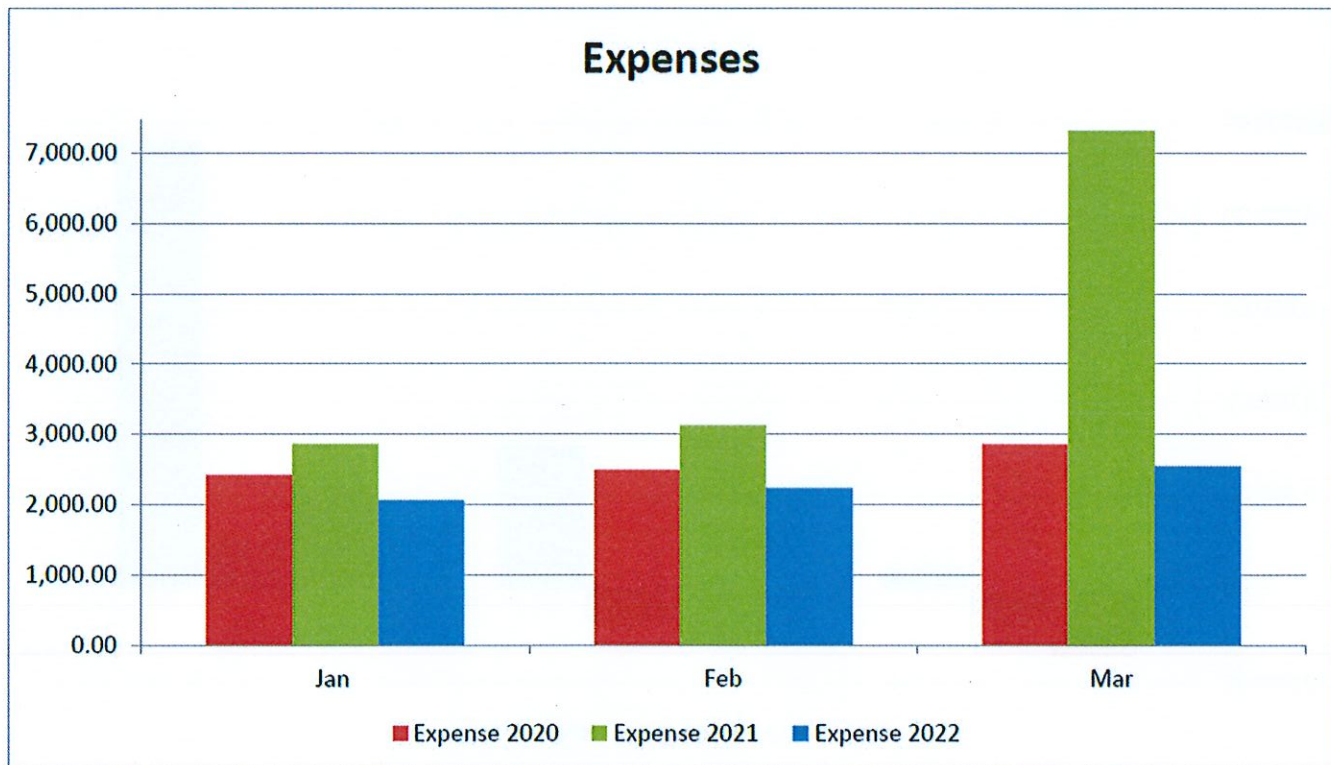
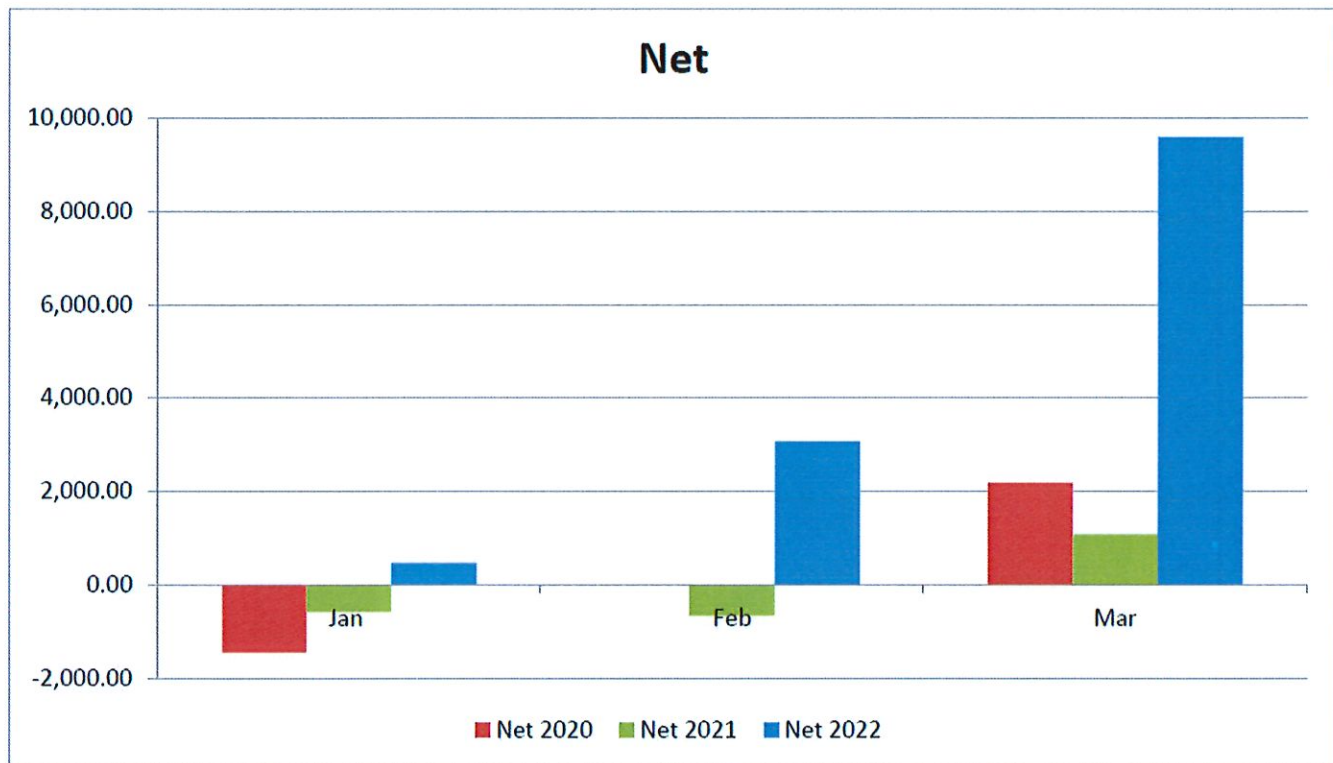




Table 3 –

Net Parking Revenue					
Month	Net 2018	Net 2019	Net 2020	Net 2021	Net 2022
Jan	(948.86)	1,141.00	(1,449.76)	(574.08)	474.49
Feb	161.02	(1,304.00)	(13.45)	(656.29)	3,074.52
Mar	3,609.24	11,832.18	2,188.07	1,085.64	9,591.55
Apr	9,889.80	7,997.96	(2,469.63)	11,894.47	-
May	39,168.33	34,862.09	17,393.76	63,130.69	-
Jun	49,656.03	84,547.45	43,508.10	146,041.96	-
Jul	182,505.20	160,535.57	164,302.29	346,135.94	-
Aug	123,072.41	189,157.27	174,349.22	214,923.24	-
Sep	24,700.40	28,705.69	45,934.54	36,747.15	-
Oct	1,762.34	194.24	334.32	3,385.64	-
Nov	(394.67)	(588.57)	(478.21)	(966.93)	-
Dec	(769.12)	(685.49)	(990.62)	(710.17)	-
<b>Total</b>	<b>432,412.12</b>	<b>516,395.39</b>	<b>442,608.63</b>	<b>820,437.26</b>	<b>13,140.56</b>





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 0550-70

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

**SUBJECT:** Public Works 2022 First Quarter Report

---

#### **PURPOSE:**

To provide the Board with an update on Public Works tasks and projects completed during the First Quarter of 2022.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the Public Works 2022 First Quarter Report for information.*

#### **DISCUSSION:**

The following list summarizes various tasks and projects completed by Public Works staff over the First Quarter of 2022.

##### Commercial Leases:

- Buildings, grounds, and parking lot maintenance - 6 days labour
- Garbage collection - 3 days labour
- Janitorial service - 20 days labour

##### Community Hall:

- Building and grounds maintenance - 1 days labour
- Janitorial service and rental set up - 7 days labour

##### Fire Hall:

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

##### Foreshore:

- Wharf maintenance and debris removal - 12 days labour

##### Park Office:

- Building and grounds maintenance - 4 days labour

##### Public Areas:

- Building and structure maintenance - 13 days labour
- Daily parking lot opening - 5 days labour

- Environment and Public Areas Planning Committee work - 4 days labour
- Garbage collection and inspections - 20 days labour
- Grounds and tree maintenance - 42 days labour
- Janitorial service - 34 days labour
- Roads and parking maintenance - 28 days labour

Public Works:

- Administration - 34 days labour
- Fleet and equipment maintenance - 6 days labour
- Yard and building maintenance - 38 days labour

Residential Leases:

- Grounds and tree maintenance - 6 days labour
- Roads and drainage maintenance - 30 days labour

Special Events:

- Public Works staff - 8 days labour

Sunnyside Campground:

- Building maintenance - 50 days labour
- Grounds and tree maintenance - 11 days labour
- Janitorial service - 7 days labour
- Roads and parking maintenance - 6 days labour
- Site maintenance - 65 days labour
- Water and sewer maintenance - 22 days labour

Visitor Services/Cabins:

- Buildings and grounds maintenance - 18 days labour
- Janitorial service - 5 days labour

**STRATEGIC PLAN:**

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

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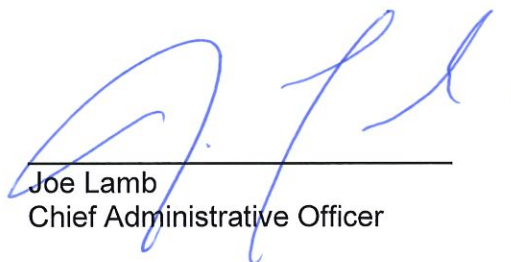
Prepared by:




---

Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:




---

Joe Lamb  
Chief Administrative Officer



## REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 0550

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

**SUBJECT:** 2022 Bylaw Compliance & Enforcement First Quarter Report

---

### PURPOSE:

To provide the Cultus Lake Park Board with an update on Bylaw Compliance and Enforcement throughout the Park for the First Quarter of 2022.

### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Bylaw Compliance and Enforcement 2022 First Quarter Report for information.*

### DISCUSSION:

The following is a breakdown of statistics relating to Bylaw Compliance and Enforcement from January 1, 2022 to March 31, 2022.

The layout to the stats has been updated to show the fines and written warnings but to also capture the estimated number of issues per bylaw. For this quarters report the calculations are an estimate however, moving forward we hope to report on the matters by bylaw to track areas of improvement and to seek further compliance.

**Zone 1** – Sunnyside Campground gatehouse area, full hook-up, seasonal sites and group sites

**Zone 2** – Sunnyside Campground overnight tenting and Sunnyside Campground beach

**Zone 3** – Residential areas, Commercial areas, Park Office, Columbia Valley Highway

**Zone 4** – Main Beach, Cabins, Community Hall, Parameter Road.

### Fines & Written Warnings

<u>2021 Statistics</u>	<u>Zones 1 &amp; 2</u>	<u>Zone 3 &amp; 4</u>	<u>Total</u>
Verbal Warnings	0	51	51
Written Warnings	0	5	5
Fines	0	159	159
Verbal Evictions	0	0	0
Written Evictions	0	0	0
RCMP	0	0	0
Emergency Medical Services	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>215</b>	<b>215</b>



<b><u>Bylaw Name</u></b>	<b><u>Estimate number of issues</u></b>
Parking and Traffic Regulations Bylaw	23
Management of Public Areas Bylaw	5
Property Maintenance Bylaw	9
Short Term Rental Bylaw	0
Noise Regulation Bylaw	0
Encroachment Bylaw	3
Boating and Foreshore Bylaw	0
Tree and Plant Bylaw	4
Animal Control Bylaw	13
No Smoking Bylaw	9
Littering Bylaw	1
Canvassing, Panhandling and Busking Bylaw	0
Sunnyside Campground Bylaw	0
Cabins at Cultus Lake Bylaw	0
Burning Conditions & Restrictions	2
<b>TOTAL</b>	<b>69</b>

#### **STRATEGIC PLAN:**

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

Prepared by:

Approved for submission to the Board:

  
 Rachel Litchfield  
 Manager of Corporate Services /  
 Corporate Officer

  
 Joe Lamb  
 Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 0550

**SUBMITTED BY:** Carly Volk  
Manager of Sunnyside Campground and Accommodations

**SUBJECT:** 2022 Campground and Cabins First Quarter Report

---

#### PURPOSE:

To provide the Board with an update on the Campground and Cabins operation for the First Quarter of 2022.

#### RECOMMENDATION:

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

#### DISCUSSION:

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the First Quarter of 2022.

#### Sunnyside Campground

Reservation volume increased significantly immediately following the start of the New Year. During this time staff processed both the Seasonals non-refundable prepayment, and the final seasonal payment which was due March 7, 2022. A total of 24 Seasonal sites were turned over this year and they all have been filled. Reasons for giving up sites included retirement, change in family dynamics, cost, and moving.

The staff recall process began in February for gatehouse, site maintenance, and custodial staff. A total of twelve (12) staff are returning for the 2022 season. The new Public Works Supervisor position was filled and commenced on February 14, 2022.

Capital Projects for 2022 included installation of irrigation along perimeter of the campground, the renovation of Washroom #7 & #8 which included the addition of one (1) shower stall per side, construction of the new Managers Office, and paving the remaining portion of Beach Drive.

Griffin Security has been contracted to provide security and bylaw services at Sunnyside for the fourth season commenced on April 1, 2022.



With the easing of Public Health Orders staff were able to host an Easter Event, although much smaller than in previous years, this event was well received and attended by both seasonal and overnight campers.

### Cabins

During the first quarter of 2022 the cabins saw a decrease in revenue of \$3630.00, staff noted that there were not as many longer stay guests than in previous years.

### **STRATEGIC PLAN:**

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

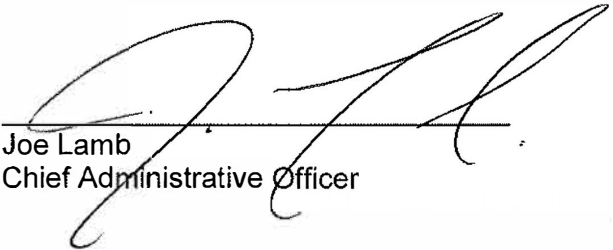
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Prepared by:



\_\_\_\_\_  
Carly Volk  
Manager of Sunnyside Campground  
& Accommodation

Approved for submission to the Board:



\_\_\_\_\_  
Joe Lamb  
Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 0550

**SUBMITTED BY:** Warren Mazuren  
Fire Chief

**SUBJECT:** 2022 Fire Department First Quarter Report

---

#### **PURPOSE:**

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of January, February, March of 2022.

#### **RECOMMENDATION:**

***THAT** the Cultus Lake Park Board receive the 2022 Fire Department First Quarter report for information.*

#### **BACKGROUND:**

The First quarter of 2022 was a little below average in call volume compared to last year's Fourth quarter.

There were (10) ten calls in January, (5) calls in February, and (11) eleven calls in March of 2022.

Last year there was (33) thirty-three calls in the First quarter.

The (14) fourteen calls were in the "FVRD Electoral H", (6) six calls were in the park, and (6) six calls were on Soowahlie First Nation.

The CLVFD had three members attend and complete the Train the Trainer program for Red Cross First Responders.

The CLVFD had five members attend and complete the Red Cross first responders.

The CLVFD welcomed two new members at the start of the year. Welcome Mitch Isaak and Aaron Henry.

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

In March we purchased and received a 40' Sea Can help alleviate clutter and clear out some old equipment as well as much needed storage for the department.

We are currently recruiting for new members who live and or work in the Cultus Lake area. If you know anyone interested, please see the park website for an application.

**STRATEGIC PLAN:**

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

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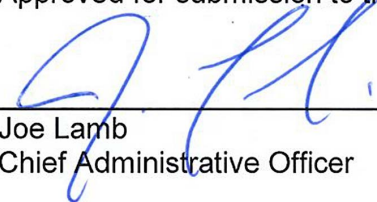
Prepared by:



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Warren Mazuren  
Fire Chief

Approved for submission to the Board:



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Joe Lamb  
Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 0870

**SUBMITTED BY:** Katrina Craig, Lease Administrator

**SUBJECT:** Lease Assignments | First Quarter 2022

---

#### PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of January through March 2022.

#### DISCUSSION:

During the First Quarter of 2022, the Park processed the following: (4) family assignments and (7) residential assignments: lease transfers totaling (11) for the quarter; and

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

(6) Mortgage Refinances/Filing Mortgages; and (18) Mortgage Discharges.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board receive the 2022 Lease Assignments First Quarter report for information.

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**DATE OF ASSIGNMENT:** JANUARY 12, 2022

**PROPERTY:** 257 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2

**SALE PRICE:** \$757,700

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**DATE OF ASSIGNMENT:** FEBRUARY 3, 2022

**PROPERTY:** 612 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z5

**SALE PRICE:** \$1,220,000

---

DATE OF ASSIGNMENT: **FEBRUARY 9, 2022**  
PROPERTY: **250 FIRST AVENUE, CULTUS LAKE BC V2R 4Z2**  
SALE PRICE: **N/A FAMILY TRANSFER**

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DATE OF ASSIGNMENT: **FEBRUARY 16, 2022**  
PROPERTY: **116 FIRST AVENUE, CULTUS LAKE BC V2R 4Y4**  
SALE PRICE: **\$1,599,900**

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DATE OF ASSIGNMENT: **FEBRUARY 22, 2022**  
PROPERTY: **366 CEDAR STREET, CULTUS LAKE BC V2R 4Z1**  
SALE PRICE: **N/A FAMILY TRANSFER**

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DATE OF ASSIGNMENT: **MARCH 9, 2022**  
PROPERTY: **216B LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1**  
SALE PRICE: **\$750,000**

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DATE OF ASSIGNMENT: **MARCH 16, 2022**  
PROPERTY: **635 MOUNTAIN VIEW RD CULTUS LAKE BC V2R4Z6**  
SALE PRICE: **\$1,425,000**

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DATE OF ASSIGNMENT: **MARCH 24, 2022**  
PROPERTY: **260 FIRST AVENUE, CULTUS LAKE BC V2R 4Z4**  
SALE PRICE: **N/A – FAMILY TRANSFER**

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DATE OF ASSIGNMENT: **MARCH 28, 2022**  
PROPERTY: **236 FIRST AVENUE, CULTUS LAKE, BC**  
SALE PRICE: **N/A – FAMILY TRANSFER**

---

DATE OF ASSIGNMENT: **MARCH 24, 2022**

PROPERTY: **416 MAPLE STREET, CULTUS LAKE BC V2R**

SALE PRICE: **\$1,550,000**

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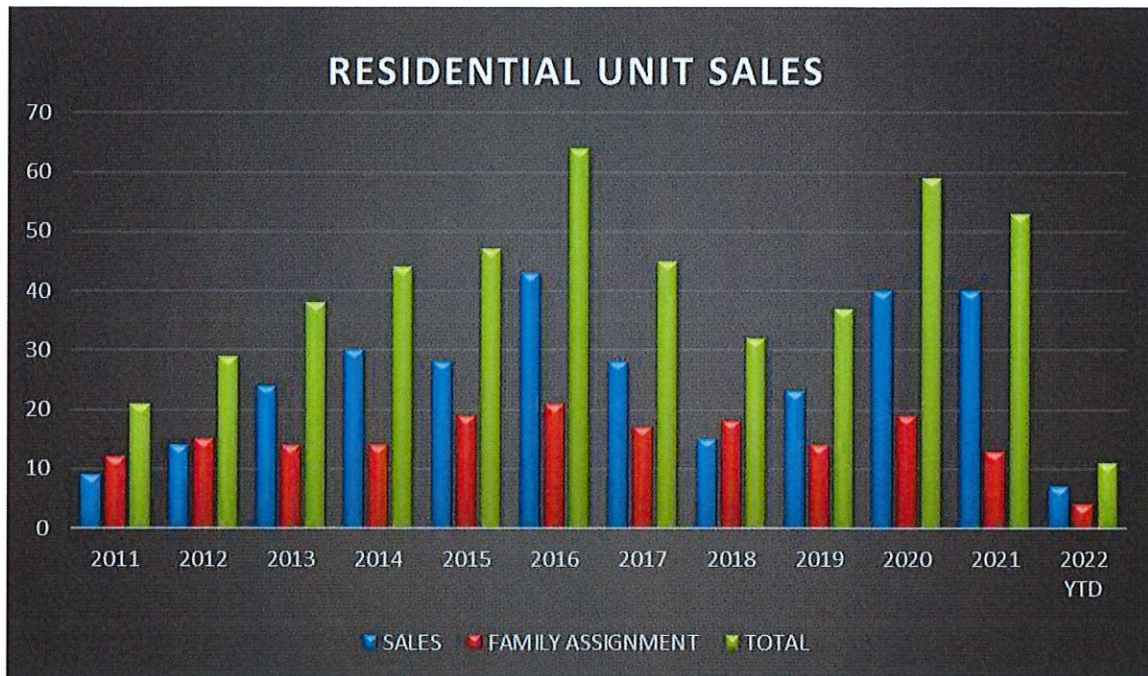
DATE OF ASSIGNMENT: **MARCH 31, 2022**

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

SALE PRICE: **\$1,275,500**

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**STRATEGIC PLAN:**

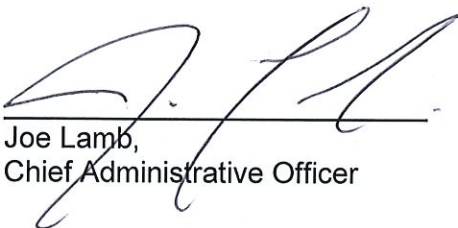
This report does not impact the Board's Strategic Plan Initiative.

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Prepared by:

  
\_\_\_\_\_  
Katrina Craig  
Lease Administrator

Approved for submission to the Board:

  
\_\_\_\_\_  
Joe Lamb,  
Chief Administrative Officer







## CULTUS LAKE PARK

### STAFF REPORT/RECOMMENDATION TO BOARD

**DATE:** May 9, 2022 **FILE:** 0550

**SUBMITTED BY:** Joe Lamb, Chief Administrative Officer

**SUBJECT:** Dock Repair and Replacement Status Update

---

#### PURPOSE:

The purpose of the report is to provide the Board with information on the current dock status regarding the quotation for the replacement of the docks and recent negotiations with the insurance providers.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Dock Repair and Replacement Status Update for information.*

#### DISCUSSION:

As the Board is aware, in November of 2021, after the atmospheric river flooding event, there were several docks that were damaged by the hydrostatic pressure from the rise in the lake level. Once the event had passed, staff reached out and filed an insurance claim for the damages that the docks sustained. Park staff and the insurance provider worked together over three (3) months to assess the damages and create a scope of work for repair.

The report prepared by Ellis Don formalized the scope of repairs required (Attachment 1). Through the process it was discovered that there were twelve (12) public docks that did not sustain damage from the storm and staff took steps to reopen those docks on April 20, 2022. The following docks that were reopened are as followed: 1,2,3,5,6,7,9,11,12,14,15,21.

There are ten (10) public access docks that require substantial repair (Attachment 1). The docks will be removed by Queensboro Marine Ltd starting May 18, 2022.

The Request for Proposal (RFP) issued March 3, 2022 for the repair of the damaged public docks received no response prior to the April 18, 2022 deadline. I inquired with the insurance providers as to what the next steps are to rectify the situation. I then contracted Queensborough Marine Equipment Ltd, who initially conducted the assessment of the docks in December 2021 as to why they did not submit a bid in response to the Request for Proposal for the repairs of the docks. Due to the age and condition of the docks, marine construction companies were hesitant to repair and place warranty on them. The only viable recourse is to receive tender was to replace the docks which the insurance provider originally denied as an option.

Queensborough Marine Equipment Ltd is willing to offer replacement and removal of the damaged docks after our discussion, therefore I asked for a quotation on the cost of replacement of the damaged docks. After receiving the quotation, I began discussing with the insurance providers to explain that replacement of the docks was the only option at this time since no company would bid on the repair. The insurance adjustor agreed that we proceed with the removal and replacement.

Ellis Don completed a control estimate in order for the insurance adjustor to approve replacement of the docks. Queensborough Marine Equipment Ltd. will complete the removal and replacement of the damaged docks. The project is to proceed by removing all damage dock structures, disposing of the materials, and to replace them with ten (10) inch steel pilings, with aluminum structures and composite decking design on the deck of the docks. The specifications of these docks are listed in attachment two (2).

The advantage of using steel pilings and aluminum structures is that they can withstand hydrostatic pressure preventing dislodgment in the case of future atmospheric river flooding events.

The leaseholders with westside docks who have access to the remaining damaged residential access docks were notified of a meeting on May 12, 2022 at 3:00 pm to discuss the repair or replacement.

Dock removal is planned to commence starting of May 18, 2022.

**STRATEGIC PLAN:**

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

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Prepared by:



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Joe Lamb  
Chief Administrative Officer



## DOCK REPAIR SCOPE

FOR

## ATTACHMENT #1

**Building Identifier:** Cultus Lake Park  
**Location of Loss:** 4220 Columbia Valley Road  
Cultus Lake, BC

**Client:** Tyler Ducheminsky  
ClaimsPro Canada  
**Phone:** 604-349-3506  
**Email:** tyler.ducheminsky@scm.ca  
**File:** 53910-10285

Issued for Tender March 31, 2022  
Issued for Review March 25, 2022

**TENDER SUBMISSIONS TO BE RECEIVED IN ELLISDON CONSULTING OFFICES VIA  
ELECTRONIC OR TRADITIONAL MAIL AT THE BELOW NOTED ADDRESSES NO LATER  
THAN 12:00PM ON**

**APRIL 18, 2022**



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## **Invitation To Tender**

**You are hereby invited to submit a Fixed Price Tender Submission for the:**

**Repair/Replacement of a Flood Damaged Public Docks**

**at**

**4220 Columbia Valley Road  
Cultus Lake, BC**

- (1) The intent of the tender is to establish a fixed price for the work as per the general requirements, specifications, scope of work and appendices attached to this document.
- (2) Tender documents have been sent out by EllisDon Insurance Consulting on:  
**MARCH 31, 2022**
- (3) Site access is access instructions:  
Email: [joe.lamb@cultuslake.bc.ca](mailto:joe.lamb@cultuslake.bc.ca)  
Phone: (604) 847-2040  
Address: 4169 Columbia Valley Hwy  
Cultus Lake, BC V2R 4Z9
- (4) Contact person for inquiries is Jonathan Motyka:  
Email: [jmotyka@ellisdon.com](mailto:jmotyka@ellisdon.com)  
Phone: (604) 218-2730  
Address: 13775 Commerce Parkway  
Richmond, BC V6V 2V4
- (5) Tender submissions will be accepted via email, fax, courier, or hand no later than:  
**12:00PM Pacific Time April 18, 2022**  

**at**

  
Email: [jmotyka@ellisdon.com](mailto:jmotyka@ellisdon.com)  
Phone: (604) 218-2730  
Address: 13775 Commerce Parkway  
Richmond, BC V6V 2V4
- (6) All tender submissions must be received in the format provided in the Tender Submission form, including additional addenda. Incomplete submission forms will be considered not valid and may be rejected.
- (7) Any additional work required, but not identified within the Invitation to Tender Document, must be clearly identified and priced on the provided Additional Costs Document. The Additional Costs Document must be submitted with the Tender Submission Form.

### **General Requirements**

1. The EllisDon Invitation to Tender Document is to be read in conjunction with Architectural, Consultant and Professional Engineer reports and or drawings, if any, for this project. The entire suite of documents forms the Initiation to Tender Document. Within the Invitation to Tender Document, Architectural, Consultant and Professional Engineer reports and their drawings shall take precedence when there is a conflict in the following order:
  - a. Architectural Drawings and Specifications
  - b. Structural Drawings and Specifications
  - c. EllisDon Specifications and Scope of Work
2. Silence by a consultant on a pre-loss assembly or finish is not a conflict and contractors are required to respond to the most onerous scope.
3. The General Contractor shall be the 'Prime Contractor' as defined in WorkSafe BC regulations and in accordance with the responsibilities described in WorkSafe BC legislation.
4. Perform the work in accordance with the latest edition of The BC Building Code, including code supplements, safety codes, workers compensation legislation, local bylaws and all applicable governing legislation.
5. The General Contractor shall be responsible for obtaining and payment of any and all necessary licenses, fees, permits, inspections etc. that are required to perform the work in the locale in which it is situated.
6. All materials and workmanship shall be of like kind and quality as existed prior to the loss and shall be in accordance with the trade standard manuals denoting workmanship, for that particular trade.
7. The General Contractor shall be responsible for the complete work in this Tender Package including those items dictated by good practice in the details of all materials and methods even if they are not minutely detailed.
8. The General Contractor will be responsible to confirm all measurements and quantities by their own measurement.
9. Any contract awarded to the successful bidder will be between the General Contractor and the property owner.
10. The bid submission will include, for reference, a proposed start and completion date. This information will be used in the decision making process.
11. The lowest or any bid submission may not necessarily be chosen.
12. The General Contractor will obtain and hold in force, until the completion of this job, a minimum of \$ 5,000,000 Contractor General Liability insurance and a current account in accordance with Workers Compensation Legislation and whatever other insurance are deemed necessary by the contractor.
13. The General Contractor shall provide a qualified job superintendent to be on site, or available by phone, at all times that work is being done under this Tender Package.
14. The General Contractor shall be responsible to maintain the work site in a neat and orderly fashion to allow for safe entrance to the site and completion of the work.
15. The site shall be maintained free of waste and debris and to a broom clean condition on a daily basis.
16. The construction site is deemed to be a non-smoking site. The General Contractor shall be responsible for the enforcement of this requirement. Violation of this requirement shall result in the immediate and permanent dismissal of the offending person from the site.



17. The General Contractor shall be responsible for cleanup of the site in preparation for interim or final inspections.
18. The General Contractor shall be responsible for the reparation of any damages caused by, or as a result of, the demolition work being carried out under this Tender Package.
19. The General Contractor shall provide a one (1) full year warranty on materials and workmanship for all work provided under this Tender Package. This warranty to be dated from the signing of the completion certificate by the owner, or the signing of the substantial completion certificate by the consultant.
20. Bid submissions will be submitted on the attached form and will be valid for a period of 60 days.
21. Supplements will only be accepted for items that are not outlined in the tender package.
22. No supplements will be accepted unless they are approved by the adjuster on record.
23. All supplemental work involving sub-contractors must be supported by two (2) sub-contractor quotations and all back up must be provided prior to approving the work.
24. All supplemental work involving the General Contractor's own forces must be fully documented prior to approving the work.
25. While General Contractors are being asked to submit tenders based on the complete bid package please recognize, in your tender proposal, that base building items costed on a per unit basis have the potential to be removed from the work by unit owners who wish to retain their own forces. The credit calculation for any base building item removed from the work shall be inclusive of overhead and profit.
26. Please direct questions, discrepancies, noted errors, omissions or concerns to Jonathan Motyka at (604) 218-2730.

**-End of General Requirements-**



## **Assemblies and Finish Details**

### **Assemblies**

#### **PILES**

- Wood
  - 6' – 8' below ground
    - Placed approximate 20' apart
    - Untreated
    - Peeled Douglas Fir
    - 9" diameter - 12" diameter

#### **STRINGERS**

- Wood
  - 3" x 12" x 19.5'
  - Butts up to next stringer and bolted in place
    - Select grade ACQ pressure treated 2x6 Douglas fir or
    - untreated Western red cedar
    -

#### **DECK**

- Wood
  - 1 ½" x 7 ½" x 96"
    - Select grade ACQ pressure treated 2x6 Douglas fir or
    - untreated Western red cedar

#### **JOISTS**

- Wood
  - 3" x 12" x 96"
    - Select grade ACQ pressure treated 2x6 Douglas fir or
    - untreated Western red cedar

#### **CROSS CAPS**

- Wood
  - 3" x 11"
    - Select grade ACQ pressure treated 2x6 Douglas fir or
    - untreated Western red cedar

#### **FACIA**

- Wood
  - 1" x 9" x 96"
    - Select grade ACQ pressure treated 2x6 Douglas fir or
    - untreated Western red cedar

## ABUTMENTS

- Concrete
  - Exposed aggregate
    - 8' x 8' Landing
    - Flush with Decking

## STAIRS

- Concrete
  - Exposed aggregate
    - 2 Steps
    - 1' Tread
    - 1' Rise

## HARDWARE

- Carriage Bolts
  - 1" Square head
  - Galvanized
  - 14.5" long
  - 5/8" diameter
- Nuts
  - 1" Square
  - Galvanized
  - 1"
- Washer
  - Galvanized
  - 4" x 4" square
  - 1/4" thick
- Nails
  - Galvanized
  - 4" long
  - Spiral Spike

## STEPS

- Ladder
  - Metal
  - Per (Dock Edge "Aluminum Dock Ladder, 4-Step – Model: DE2014F)

## SIGNAGE

- Aluminum
  - 6" White
  - Black bold font
  - "NO MOORAGE" signage posted on front fascia board
  - Dock Number label posted on front fascia board

## **Scope of Work – Demolition & Repair**

FOR THE PURPOSE OF THIS SCOPE PLEASE REFERENCE SITE PLANS

### **Preamble**

At this time Cultus Lake Park Operations has control of site and is completed preliminary emergency clean up, as required, to make the site safe for public access. Each bidding contractor should expect and reflect in their tender submissions that the following site conditions will be evident upon taking control of site as demolition contractor.

- All damaged structures will need to be removed safely
- Environmental protocols will need to be set in place
- Proper safety signage and flaggers are required
- All debris from site will be removed.
- The successful general contractor will be responsible for all Permits, Project Management, and Final Stages.
- Project will be broken into phases with essential areas requiring repairs to be completed prior to other phases.
  - a. Phase 1: Main Beach Docks and Sunny Side Campgrounds
  - b. Phase 2: East Side Docks
  - c. Phase 3: Private Dwelling Docks (West Side)
- Certain areas will be sectioned off to allow for material and equipment drop off and provide more logistics support, please refer to maps at Appendix B. Additional areas further away from beach areas can be provided by the Cultus Lake Park Board
- There will be certain time frames during park peak season that work must be rescheduled.
- Coordination with Park administration is required to discuss schedule of work

### **Dock by Dock Scope**

#### **DOCK 0**

- May have consisted of 16 piles, 73 feet of dock and a concrete abutment.
- Remove and dispose of remaining piles
- Remove and dispose of remaining stringers, and joists
- Supply and install new piles in in original location
- Supply and install new stringers
- Supply and install new joists
- Supply and install new decking
- Supply and install all new hardware

#### **DOCK 1**

- Consists of 10 piles, 76 feet of dock and a wood abutment.
- No work required

- **Please Note:** Existing rot requiring repairs not part of scope work

#### DOCK 2

- Consists of 14 piles and 133 feet of dock with a rock and concrete abutment.
- No work required
  - **Please Note:** Existing rot requiring repairs not part of scope work

#### DOCK 3

- Consists of 16 piles, 150 feet of dock and a rock abutment.
- No work required
  - **Please Note:** Existing rot requiring repairs not part of scope work

#### DOCK 4

- Consists of 6 piles, 66 feet of dock and a concrete abutment.
- Remove and dispose of remaining piles
- Remove and dispose of remaining stringers, and joists
- Remove and dispose of remaining cross caps
- Supply and install new piles in in original location
- Supply and install new stringers
- Supply and install new cross caps
- Supply and install new joists
- Supply and install new decking
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage

#### BOAT LAUNCH AT DOCK 4

- Remove and reinstall metal dock ladder to facilitate repairs
- Remove and dispose of six (6) 16' x 5' concrete pads
- Remove and dispose of ten (10) 11' x 4' slatted concrete pads
- Supply and pour gravel to required slope for approx. 30' x 36'
- Supply and install rebar support
- Supply and install all formwork required for concrete pour
- Pump out water from form work
- Supply and pour concrete
  - **Please Note:** Additional Geotech Engineering/inspection required

#### DOCK 5

- Consists of 12 piles, 127 feet of dock and a concrete abutment Remove and dispose of piles
- No Work Required
  - **Please Note:**
    - Existing rot requiring repairs not part of scope work.
    - Remaining debris from storm will be handled by Cultus Lake



#### DOCK 6

- Consists of 14 piles, 137 feet of dock and a rock abutment.
- No Work Required
  - **Please Note:**
    - Existing rot requiring repairs not part of scope work.
    - Remaining debris from storm will be handled by Cultus Lake

#### DOCK 7

- Consists of 16 piles, 151 feet of dock.
- No Work Required
  - **Please Note:**
    - Existing rot requiring repairs not part of scope work.
    - Remaining debris from storm will be handled by Cultus Lake

#### DOCK 8

- Consists of 6 piles and 46 feet of dock.
- Remove set aside, and reinstall decking
- Remove and dispose of piles
- Remove set aside, and reinstall of salvageable stringers, and joists
- Supply and install new piles in in original location
- Supply and install new stringers, and joists where required
- Supply and install new cross caps
- Supply and install all new hardware
  - **Please Note:** Deck is to be reused, all piles have shifted and needs replacement

#### BOAT LAUNCH AT DOCK 8

- Remove and dispose of concrete edge barriers
- Remove and dispose of three (3) 6' x 20' concrete pads
- Remove and dispose of four (4) 4' x 24' concrete pads
- Supply and pour gravel to required slope for approx. 16' x 43.5' area
- Supply and install rebar support
- Supply and install all formwork required for concrete pour
- Pump out water from form work
- Supply and pour concrete
  - **Please Note:** Additional Geotech Engineering/inspection required

#### DOCK 9

- Consists of 12 piles and 110 feet of dock.
- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

#### DOCK 10

- Consists of 20 piles and 126' 5" of dock.
- Remove and dispose of eight (8) piles and joists
- Remove and dispose of eight (8) cross caps
- Remove, set aside, and reinstall four (4) stringers

- Supply and install eight (8) new piles in original location
- Supply and install eight (8) new cross caps
- Supply and install new four (4) new stringers
- Supply and install eight (8) new cross caps
- Supply and install eight (8) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
  - **Please Note:**
    - Removal of dislocated piles, joist, deck, and cross caps north of original deck included as part of this scope.
    - First half of dock is salvageable

#### **DOCK 11**

- Consists of 12 piles and 116 feet of dock.
- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

#### **DOCK 12**

- Consists of 25 piles and 135 feet of dock
- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

#### **DOCK 13**

- Consists of 12 piles and 110 feet of dock.
- Remove and reinstall salvable decking
- Resecure one pile halfway down dock on south side
- Supply and install all new hardware to repaired areas
  - **Please Note:** Existing rot requiring repairs not part of scope work.

#### **DOCK 14**

- Consists of 10 piles and 111 feet of dock.
- No Work Required
  - **Please Note:** Existing rot requiring repairs, and floating dock not part of scope work.

#### **DOCK 15**

- Consists of 14 piles and 127 feet of dock.
- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

#### **DOCK 16**

- Consists of 14 piles and 128' 6" of dock.

- Remove and dispose of four (4) piles and joists
- Remove and dispose of four (4) cross caps
- Remove, set aside, and reinstall two (2) stringers
- Supply and install four (4) new piles in original location
- Supply and install four (4) new cross caps
- Supply and install new two (2) new stringers
- Supply and install two (2) new cross caps
- Supply and install four (4) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
  - **Please Note:** First half of dock is salvageable

#### DOCK 17

- Consists of 12 piles and 110' 3" of dock.
- Remove and reinstall metal dock ladder to facilitate repairs
- Remove and dispose of six (6) piles
- Remove and dispose of six (6) cross caps
- Remove, set aside, and reinstall six (6) stringers
- Remove and reinstall decking
- Supply and install six (6) piles in original location
- Supply and install six (6) cross caps
- Supply and install all hardware

#### DOCK 18

- Consists of 12 piles and 110 feet of dock.
- Remove, set aside, and reinstall metal dock ladder to facilitate repairs
- Remove and dispose of four (4) piles and joists
- Remove and dispose of four (4) cross caps
- Remove, set aside, and reinstall two (2) stringers
- Supply and install four (4) new piles in original location
- Supply and install four (4) new cross caps
- Supply and install new two (2) new stringers
- Supply and install two (2) new cross caps
- Supply and install four (4) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
  - **Please Note:** First half of dock is salvageable



#### MAIN BEACH GATED DOCK

- No work required

#### DOCK 19 – MAIN BEACH DOCKS

- Consists of 26 piles and 285 feet of dock.
- Remove and reinstall metal dock ladders to facilitate repairs
- Remove, set aside, and reinstall salvageable decking
- Remove and dispose of all affected piles
- Remove and dispose of all affected stringers and joists
- Remove, set aside, and reinstall any salvageable stringers and joists
- Reuse and resecure any salvageable piles
- Supply and install new piles in original location where required
- Supply and install new stringers where required
- Supply and install new joists where required
- Supply and install new decking where required
- Supply and install new metal dock ladder
- Supply and install all new hardware
  - **Please Note:** Majority of decking is salvageable

#### DOCK 20

- Consists of 8 piles and 78' of dock.
- Remove and dispose of four (4) piles and joists
- Remove and dispose of four (4) cross caps
- Remove, set aside, and reinstall two (2) stringers
- Supply and install four (4) new piles in original location
- Supply and install four (4) new cross caps
- Supply and install new two (2) new stringers
- Supply and install two (2) new cross caps
- Supply and install four (4) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage
  - **Please Note:** First half of dock is salvageable

#### DOCK 21

- Consists of 8 piles and 57' 6" of dock.
- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

#### DOCK 22

- Consists of 8 steel piles and 75' of dock.
- Remove, set aside, and reinstall salvageable decking
- Remove and dispose of six (6) piles and joists



- Remove and dispose of six (6) cross caps
- Remove, set aside, and reinstall four (4) stringers
- Supply and install six (6) new piles in original location
- Supply and install six (6) new cross caps
- Supply and install new four (4) new stringers
- Supply and install six (6) new cross caps
- Supply and install six (6) new joists
- Supply and install new decking
- Supply and install new metal dock ladder
- Supply and install front fascia board
- Supply and install all new hardware
- Supply and install new signage

#### **DOCK 23 & 24 ( RESIDENTIAL PRIVATE DOCK)**

- Consists of various materials
- Remove, set aside, and reinstall metal dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

#### **DOCK 25 (RESIDENTIAL PRIVATE DOCK)**

- Remove, set aside, and reinstall metal dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

#### **DOCK 26 (PUBLIC ACCESS DOCK)**

- Originally had cribbing
- Remove and dispose of cribbing
- Supply and install new piles in original location
- Supply and install cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

- **Please Note:** This dock is completely missing

**DOCK 27 (RESIDENTIAL PRIVATE DOCK)**

- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

**DOCK 28 (RESIDENTIAL PRIVATE DOCK)**

**LABELED AS 34 MCCREA**

- Remove and dispose of piles
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

**DOCK 29 (RESIDENTIAL PRIVATE DOCK)**

- Remove and dispose of cribbing
- Supply and install six (6) new piles
- Supply and install new stringers
- Supply and install new joists
- Supply and install new decking
- Supply and install all new hardware

**DOCK 30 (RESIDENTIAL PRIVATE DOCK)**

- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

**DOCK 31 (PUBLIC ACCESS DOCK)**

- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of all piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

**DOCK 32 (RESIDENTIAL PRIVATE DOCK)**

- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

**DOCK 33 (RESIDENTIAL PRIVATE DOCK)**

- Piles are metal
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

**DOCK 34 (RESIDENTIAL PRIVATE DOCK)**

- Piles are metal
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

**DOCK 35 (RESIDENTIAL PRIVATE DOCK)**

- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

**DOCK 36 (RESIDENTIAL PRIVATE DOCK)**

- Piles are metal
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Remove and dispose of stringers
- Remove and dispose of joists
- Supply and install new piles in original location
- Supply and install new cross caps
- Remove, set aside, and reinstall new stringers
- Remove, set aside, and reinstall new joists
- Supply and install all new hardware
- Supply and install new signage

**DOCK 37 (RESIDENTIAL PRIVATE DOCK)**

- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work



**DOCK 38 (RESIDENTIAL PRIVATE DOCK)**

- No Work Required
  - **Please Note:** Existing rot requiring repairs not part of scope work

**DOCK 39 (PUBLIC ACCESS DOCK)**

- Piles are wood with concrete abutment
- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Remove and dispose of cross caps
- Remove and dispose of stringers
- Remove and dispose of joists
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

**DOCK 40 (RESIDENTIAL PRIVATE DOCK)**

- Remove, set aside, and reinstall dock ladder to facilitate repairs
- Remove, set aside and reinstall decking
- Remove and dispose of piles
- Remove and dispose of cross caps
- Remove and dispose of stringers
- Remove and dispose of joists
- Supply and install new piles in original location
- Supply and install new cross caps
- Supply and install new stringers
- Supply and install new joists
- Supply and install all new hardware
- Supply and install new signage

**WALKING BRIDGE LARGE**

- No work required

**WALKING BRIDGE SMALL**

- No work required

### **Attachments**

Appendix A – Photo Documentation-Cultus Lake Docks PDF\_March 28 2022

<https://drive.google.com/file/d/1rvMWPkuvvyXeDQNvCBTeLv00XHBjfKTP/view?usp=sharing>

Appendix B – Cultus Lake Map of Docks with Markup PDF\_March 28 2022

### Tender Submission

COMMERCIAL PROPERTY LOSS, REPAIRS AS PER SPECIFICATIONS, SCOPE AND APPENDICES  
FOR:

**Cultus Lake Park**  
**4220 Columbia Valley Road**  
**Cultus Lake, BC**

<b>00 PROCUREMENT AND CONTRACTING REQUIREMENTS</b>	
Permits and Fees	
Permits	\$ _____
Other Fees	\$ _____
<b>01 GENERAL REQUIREMENTS</b>	
Project Coordination	\$ _____
Site Security	\$ _____
Temporary Utilities	\$ _____
Temporary Barriers and Enclosures	\$ _____
Debris Removal and Disposal	\$ _____
<b>02 SITE PREPARATION</b>	
Selective Demolition	\$ _____
<b>03 CONCRETE</b>	
Structural Concrete	\$ _____
<b>05 METALS</b>	
Hardware	\$ _____
<b>06 WOODS, PLASTICS AND COMPOSITES</b>	
Rough Carpentry	\$ _____
Heavy Timber Construction	\$ _____
<b>31 EARTHWORK</b>	
Excavation and Fill	\$ _____
Shoring	\$ _____
Concrete Raising	\$ _____

<b>OTHER (Provide itemized description)</b>	\$ .....
---	----------

<b>CODE AND BYLAW</b> Pricing to consider the variance between the original material and/or component and the upgraded material and/or component required by the Authority having Jurisdiction.	
<b>Environmental Survey</b>	\$ .....
<b>Local Bylaws</b>	\$ .....
<b>Other</b>	\$ .....

<b>SUBTOTAL</b>		\$
<b>OVERHEAD</b>	%	\$
<b>PROFIT</b>	%	\$
<b>SUBTOTAL EXCLUDING TAXES</b>		\$
<b>GST/HST</b>	%	\$

<b>TOTAL BID PRICE</b>	\$
------------------------	----

<b>PROJECT DURATION:</b>	
	<b>TOTAL DAYS</b>
	<b>PROPOSED START DATE</b>



<b>COMPANY</b>	
<b>NAME AND TITLE</b>	
<b>ADDRESS</b>	
<b>DATE</b>	
<b>SIGNATURE</b>	



### Additional Costs

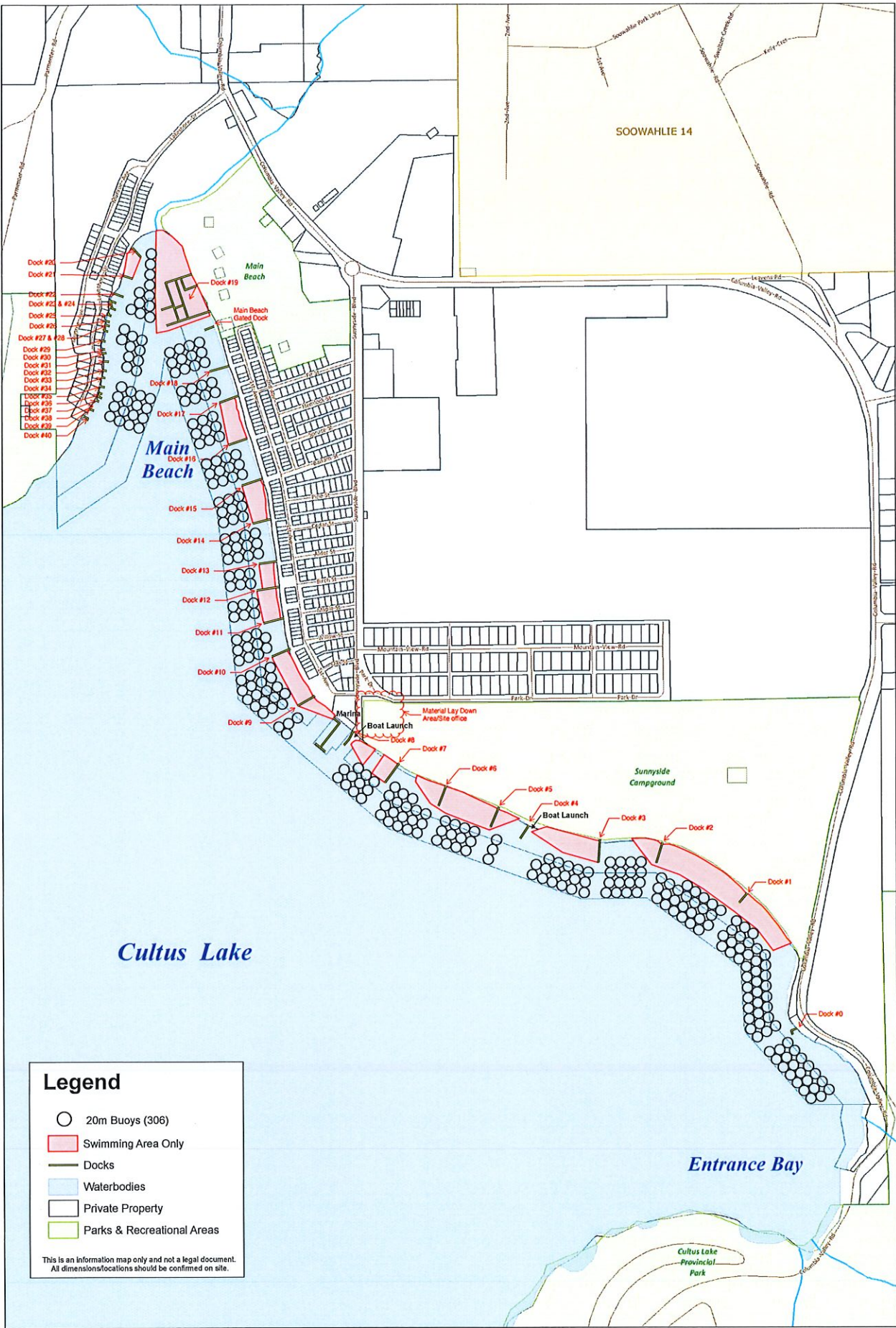
<b>CONTRACTOR ADDITIONAL COSTS ITEMS</b>		
This value will be considered as part of the total bid price.		
<b>1</b>		\$
<b>2</b>		\$
<b>3</b>		\$
<b>4</b>		\$

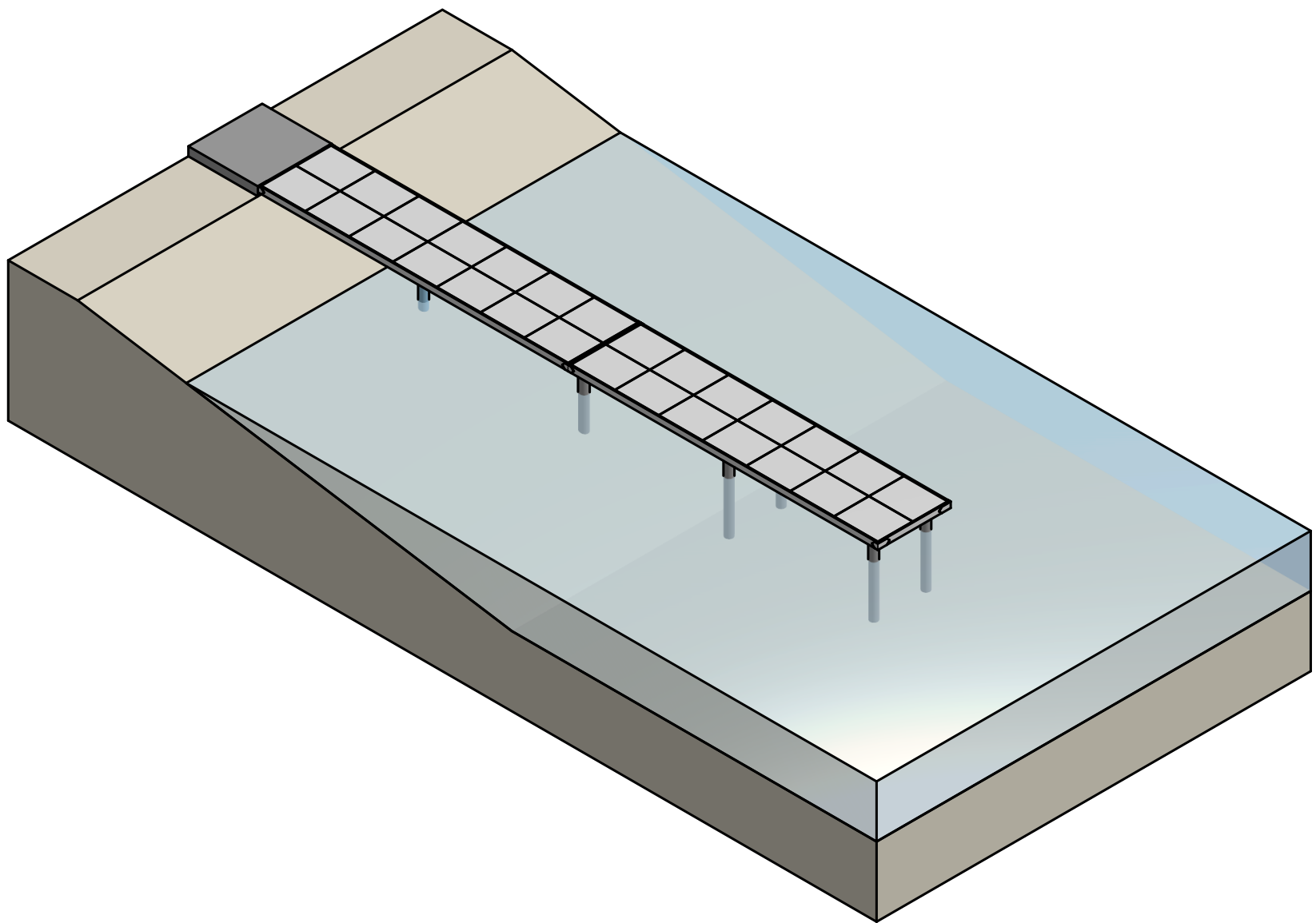
<b>SUBTOTAL</b>		\$
<b>OVERHEAD</b>	%	\$
<b>PROFIT</b>	%	\$
<b>SUBTOTAL EXCLUDING TAXES</b>		\$
<b>TAXES</b>	%	\$
<b>TOTAL</b>		\$

<b>COMPANY</b>	
<b>NAME AND TITLE</b>	
<b>ADDRESS</b>	
<b>DATE</b>	
<b>SIGNATURE</b>	

# APPENDIX B

Cultus Lake Park Board Buoy Map



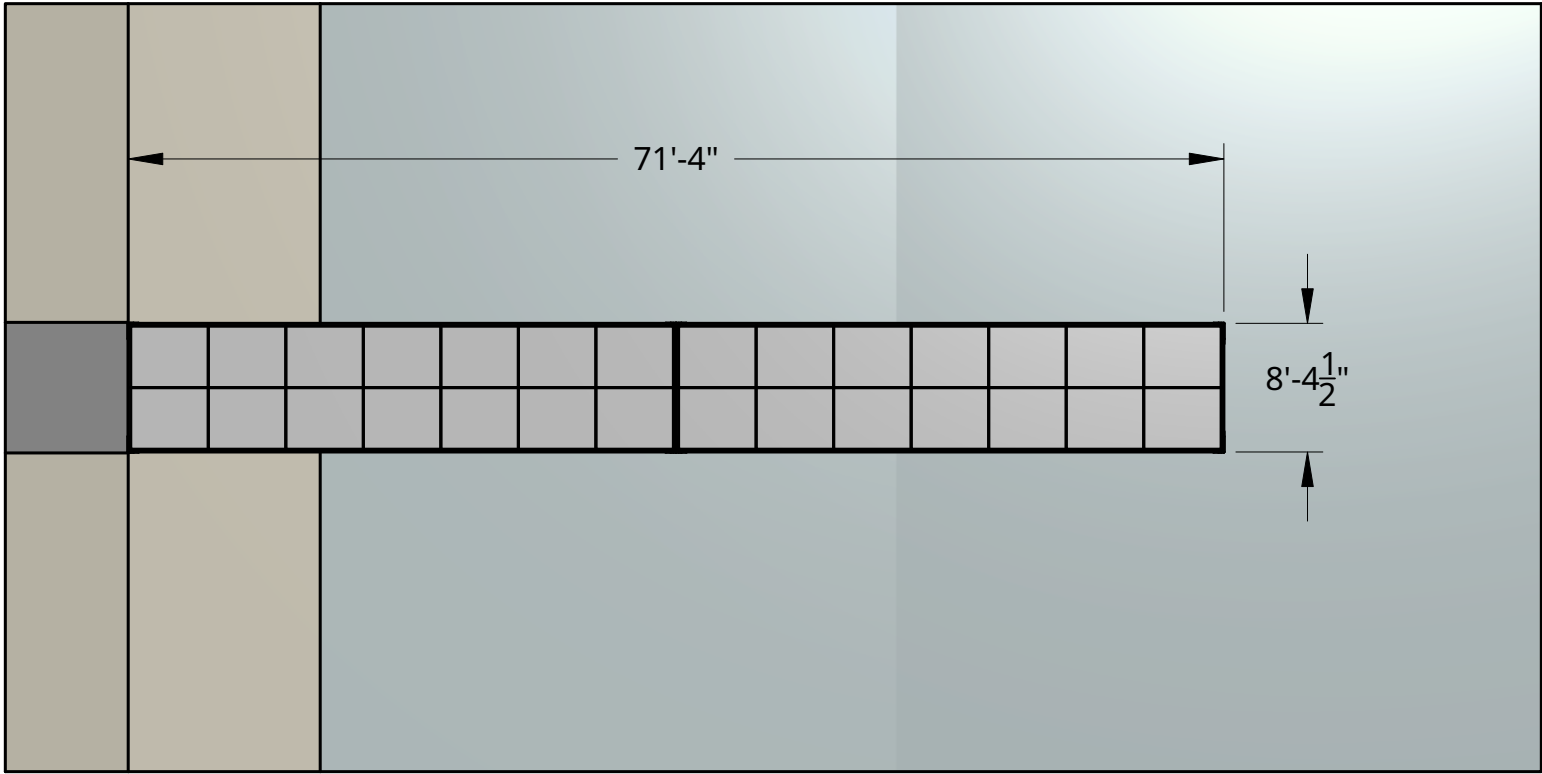


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.XXX = ±.00-	FRACTIONAL = ±
.XXXX = ±.000-	
SURFACE FINISH	
DO NOT SCALE DRAWING	
BREAK ALL SHARP EDGES AND REMOVE BURRS	
THIRD ANGLE PROJECTION	

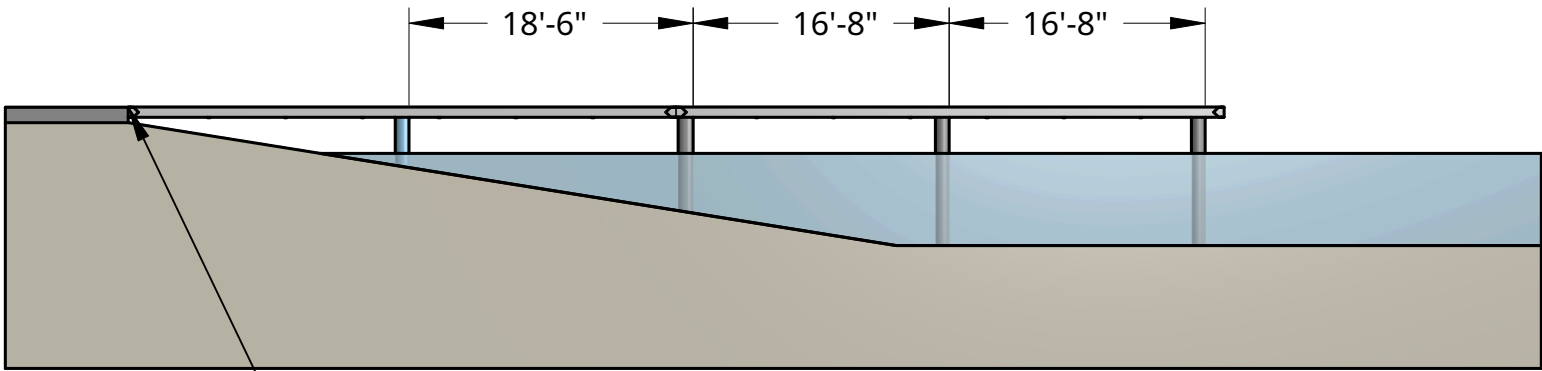
	NAME	DATE
DRAWN	DANNY PAYMENT	05/07/2022
CHECKED		
APPROVED		
MATERIAL	FINISH	

TITLE  CULTUS LAKE PARK			
SIZE B	DWG NO.	ISO	REV. 0
SCALE 1:150	WEIGHT	SHEET 1 of 3	



NOTE: THIS DRAWING IS A CONCEPT OF WHAT HAS BEEN PROPOSED FOR THE REPLACEMENT OF FLOOD DAMAGED DOCKS. ACTUAL DIMENSIONS SHOULD BE BASED ON WHAT HAS BEEN PROPOSED IN APPROVED QUOTATION.

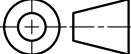

CULTUS LAKE PARK TYP. PLAN

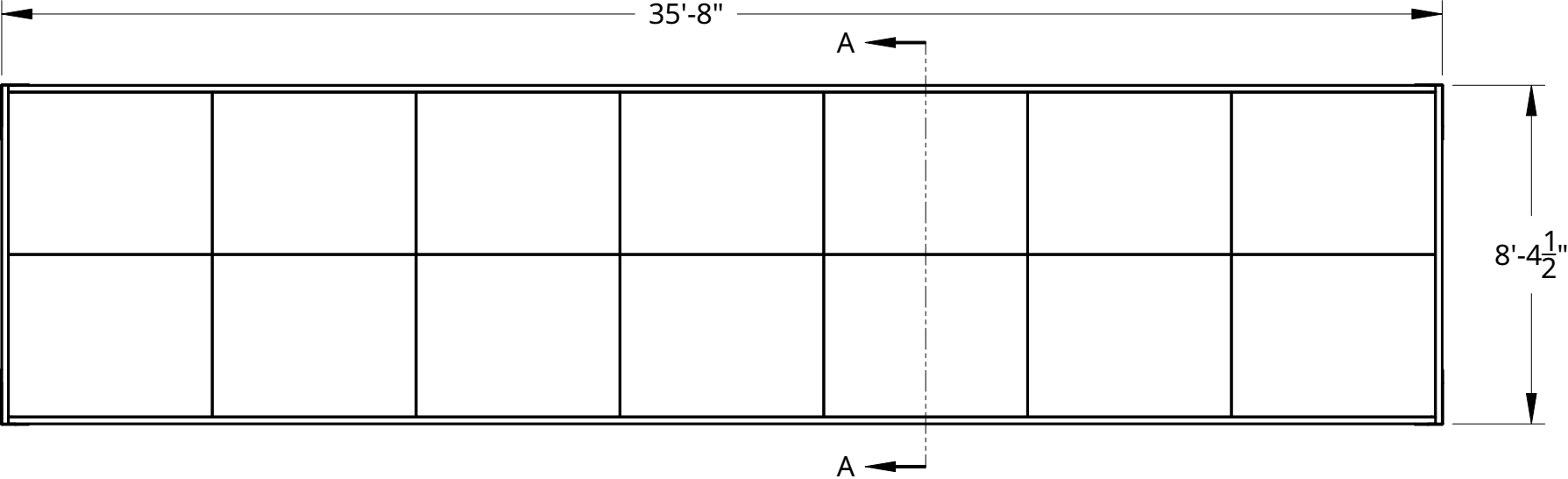


CONNECTION TO  
CONCRETE  
ABUTMENT  
TYPICAL.

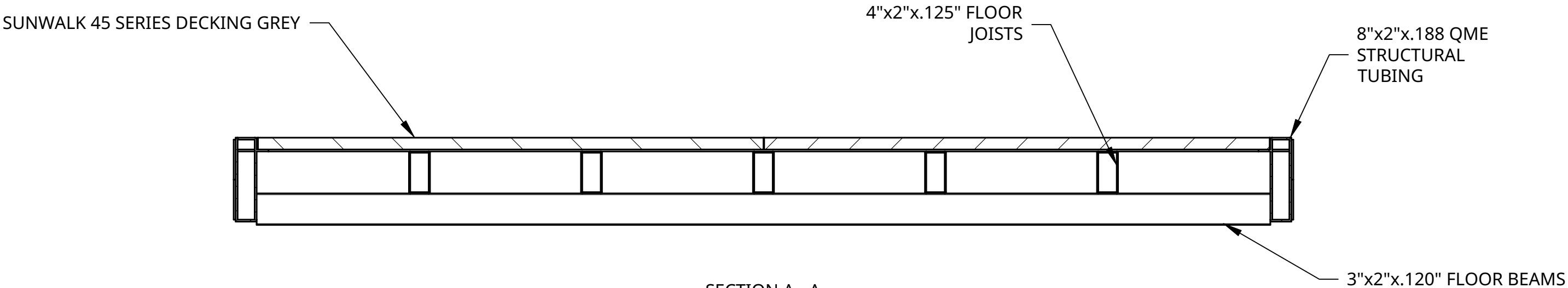
CULTUS LAKE PARK TYP. ELEVATION

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	DRAWN		DANNY PAYMENT					05/07/2022	
	CHECKED								
	APPROVED								




8x35 top view



SECTION A - A  
SCALE 1:10

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		DRAWN		DANNY PAYMENT			
		CHECKED					
		APPROVED					
						TITLE	
						SIZE B	
						DWG NO. 8x35 TYP. DOCK	
						REV. 0	
		MATERIAL		FINISH		SCALE 1:50	
						WEIGHT	
						SHEET 3 of 3	





Queensboro Marine Equipment Ltd.  
 3810 Kenwood Gate  
 ScotchCreek BC V0E1M5  
 (604) 372-3737  
 admin@qmarine.com  
 qmarine.com  
 GST/HST Registration No.: 104363387 RT  
 0001



## ATTACHMENT #3

### Quotation

#### ADDRESS

Dave Driediger  
 Cultus Lake Park  
 4165 Columbia Valley Hwy  
 Cultus Lake BC V2R 5B5

QUOTATION # 1459

DATE 02/05/2022

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT
Custom Dock Size	Dock 4 - 66' long 8' wide the entire dock structure was washed away. No evidence of dock during inspection. There may be pile removal costs - (2) 35'x8' Dock sections - 120' of 10" steel pilings	1	53,240.00	53,240.00
Custom Dock Size	Dock 8 - 46' long 8' wide pilings have shifted from storm. Significant structural damage entire dock has been pushed towards the shore. Stringers have obtained significant damage - (1) 35'x8' Dock sections - (1) 20'x8' Dock section - 90' of 10" steel pilings	1	45,060.00	45,060.00
Custom Dock Size	Dock 10- 126' long 8' wide 20 piles. Complete loss. 14 pilings are steel and remain in unusable condition - (3) 35'x8' Dock sections - (1) 20'x8' Dock section - 250' of 10" steel pilings	1	101,500.00	101,500.00
Custom Dock Size	Dock 13 - 110' long 8' wide 12 piles. piles have lifted at multiple points causing significant twisting and heaving. Deck in moderate condition, Stringers have significant damage. - (3) 35'x8' Dock sections - 180' of 10" steel pilings	1	84,560.00	84,560.00
Custom Dock Size	Dock 16 - 128' long 8' wide 14 piles. Lake section of dock completely destroyed. Pilings at beach lifted. Significant damage to dock structure. - (3) 35'x8' Dock sections	1	101,960.00	101,960.00

Cheques payable to Queensboro Marine Equipment Ltd. or make E-transfers to admin@qmarine.com



ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT
	- (1) 25'x8' Dock section - 220' of 10" steel pilings			
Custom Dock Size	Dock 17 - 110' long 8' wide 12 piles mixture of wood and steel piles . Majority of piles have lifted and caused twisting. Cross caps significantly damages. - (3) 35'x8' Dock sections - 180' of 10" steel pilings	1	84,560.00	84,560.00
Custom Dock Size	Dock 18 - 110' long 8' wide 10 piles. Lake section of dock completely destroyed. Remaining dock structure heaved and twisted with lifted pilings. Significant structural damage. - (3) 35'x8' Dock sections - 180' of 10" steel pilings	1	84,560.00	84,560.00
Custom Dock Size	Dock 19 - 670' long 8' wide in the shape of a horseshoe. Including a 250' walkway in the middle 7' wide. Significant damage. - (20) 35'x8' Dock sections - (6) 35'x4' Dock sections - 3000' of 10" steel pilings	1	867,160.00	867,160.00
Custom Dock Size	Dock 20 - 78' long 8' wide 8 piles. Piles lifted end section of dock damaged. - (2) 35'x8' Dock sections - (1) 8'x8' Dock section - 160' of 10" steel pilings	1	64,656.00	64,656.00
Custom Dock Size	Dock 22 (ED 26) - completely destroyed cribbed dock. - (1) 35'x8' Dock section - 90' of 10" steel pilings	1	35,620.00	35,620.00
Custom Dock Size	Dock 23 (ED 31) - 28' long 5' wide 18' triangle infill 20' long. Piles have shifted and no longer support structure. - (1) 28'x8' Dock section - 120' of 10" steel pilings	1	39,856.00	39,856.00
Custom Dock Size	Dock 24 (ED 39) - completely removed from cribbing - (2) 20'x8' - 100' of 10" steel pilings	1	40,280.00	40,280.00
Custom Dock Size	Residential Dock - 8'x30' Dock - (1) 8'x30' Dock section - 150' of 10" steel pilings	12	47,460.00	569,520.00
	LOGISTICS COSTS			
Mobilization	Mobilization of barge and all pile driving components to and from Cultus Lake	2	50,000.00	100,000.00
Trucking	Trucking of pipe to site at Cultus Lake	6	1,000.00	6,000.00
Trucking	Trucking of dock sections to site at Cultus Lake - Priced per trip required from Scotch Creek to Cultus Lake	6	3,000.00	18,000.00
Miscellaneous	Site fencing to delineate laydown area and active work areas	3	2,000.00	6,000.00

Cheques payable to Queensboro Marine Equipment Ltd. or make E-transfers to admin@qmarine.com

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT
Miscellaneous	Lodging at Cultus Lake - Crew of 3, priced per day - Price based on camping sites available for crew at Cultus Lake Park Queensboro Marine Equipment Ltd. is not responsible for any potentially required permitting, engineering, or environmental monitoring.  Pile lengths are assumed based on prior understanding of lake substrate. Geotechnical conditions have not been surveyed and additional pipe may be required in some locations.	129	300.00	38,700.00

Terms & Conditions

SUBTOTAL

2,341,232.00

GST @ 5%

117,061.60

Due to the current market volatility all quotations are valid for 14 days.

TOTAL

**\$2,458,293.60**

First payment of 50% of the contract value required prior to project start. Remaining balance is due upon project completion.

Please sign in the space below to confirm purchase of the stated amount, and return to [admin@qmarine.com](mailto:admin@qmarine.com).

Accepted By

Accepted Date





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022

**FILE:** 0550

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

**SUBJECT:** Cultus Lake Community School Kinder Fair Special Event

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#### PURPOSE:

This purpose of the report is to provide the Board with information pertaining to the Cultus Lake Community School Kinder Fair Special Event application to be held on Wednesday, June 15, 2022.

#### RECOMMENDATION:

*THAT the Cultus Lake Park Board approve the waiver of parking fees for thirty parent vehicles in Parking Lot B on June 15, 2022, from 12:00 pm to 2:00 pm.*

#### DISCUSSION:

The Cultus Lake Community School is hosting their Kinder Fair on Wednesday, June 15, 2022, from 12:00 pm to 2:00 pm. The special event will welcome parents and new kindergarten students to tour the school and meet faculty in preparation for the next school year.

The Cultus Lake Community School is requesting Board approval to waive parking fees in Parking Lot B for thirty parent vehicles for the duration of the event. If parking fees were not waived for parents, the potential revenue for the park would be \$270.00.

The school will provide staff with the approved list of vehicle license plates prior to the event for validation of free parking.


#### STRATEGIC PLAN:


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

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Prepared by:

Approved for submission to the Board:

  
Amanda Nadeau  
Communication, Media  
and Events Coordinator

  
Joe Lamb  
Chief Administrative Officer





## SPECIAL EVENT APPLICATION

**Cultus Lake Park** | Phone 604.858.3334 | Fax 604.858.8091  
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
Email: [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

Date of Application: April 26 2022

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

Name of Event: Cultus Lake Community School Kinder Fair

Name of Organization: Cultus Lake Community School

Contact Name(s): Sharon Bernard

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

E-Mail: [REDACTED]

Alternate Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Public Contact Info: \_\_\_\_\_

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

### EVENT DETAILS:

Date(s) Requested: June 15

Hours of Use: 12-2 pm

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

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

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

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming

Other ( \_\_\_\_\_ )

Estimated # of Participants: 2 groups of 15

Estimated # of Staff or Volunteers: \_\_\_\_\_

Estimated # of Spectators: \_\_\_\_\_

Event Details: parents bring our new Kindergarten students for a welcome event



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

Traffic Control Arrangements: \_\_\_\_\_ Phone: \_\_\_\_\_

General Description of Proposed Route (Please attach map) \_\_\_\_\_

Set Up/Staging Area (Please attach map): \_\_\_\_\_

Garbage Cleanup Plan: \_\_\_\_\_

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

**ADDITIONAL REQUESTS:**

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

Access to water: ☐ Community Hall Rental: ☐ Gate Access: ☐

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

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

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

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

Other/Additional Information: \_\_\_\_\_

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

Signature: Sharon Bernard Date: April 26 2022



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** May 18, 2022 **FILE:** 0550

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

**SUBJECT:** Cultus Lake Park Totem Pole Relocation

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#### PURPOSE:

The purpose of the report is to provide the Board pertaining to the Cultus Lake Park Totem Pole relocation.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board approve the relocation of the Cultus Lake Park Totem Pole dedicated to Chief, Richard Malloway.

#### DISCUSSION:

At the January 19, 2022, Regular Board Meeting, staff was directed to restore the totem pole dedicated to Chief, Richard Malloway. On February 18, 2022, staff executed the removal and transportation of the totem pole to Mr. Francis Horne to begin the restoration process. The estimated completion and reinstallation date will be in August 2022.

Staff are requesting Board approval to relocate the totem pole to the island of greenspace between the entrance of the Park Office and Visitor Service buildings (Attachment 1). This location increases visibility of the totem pole and would heighten awareness of the significance and history of the pole.

The desired location would require pouring of a concrete pad, relocation of the original metal support beam and access to electrical for lighting, totaling approximately \$6000.


In partnership with First Nations and Chief, Richard Malloway's extended family, staff will organize a re-dedication ceremony and permanent signage at the time of reinstallation.

#### STRATEGIC PLAN:

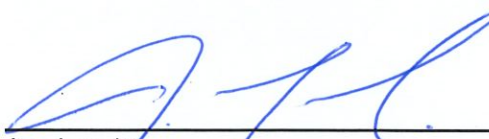
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared by:

  
Amanda Nadeau  
Communication,  
Media and Events Coordinator

Approved for submission to the Board:

  
Joe Lamb  
Chief Administrative Officer