



CULTUS LAKE PARK BOARD REGULAR BOARD MEETING NOTICE

Wednesday, October 19, 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 October 19, 2022, instead of 7:00 pm.

Please feel free to join the meeting in person or electronically via Zoom. Participants will be muted upon entry to the meeting but will be able to ask questions during public question period.

Join Zoom Meeting

<https://us06web.zoom.us/j/89510650881?pwd=QnNlTVgwU3JpQlkwV2NzSmpXbXhRZz09>

Meeting ID: 895 1065 0881

Passcode: 515512

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

Please feel free to email questions for the Public Question Period no later than Tuesday, October 18, 2022, by 4:00 pm to amanda.nadeau@cultuslake.bc.ca.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, OCTOBER 19, 2022

5:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (4:30 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;

(g) litigation or potential litigation affecting the municipality; and

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at the 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

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 19, 2022; and*

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

(5) ADOPTION OF MINUTES

Page 5

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held September 21, 2022.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 11

- (a) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Minutes from July 15, 2022.*

Page 13

- (b) ***THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from July 19, 2022.*

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- (c) ***THAT** the Cultus Lake Park Board approve the Commercial Leaseholder Committee Minutes from September 20, 2022.*

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- (d) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from September 13, 2022.*

(7) CORRESPONDENCE

(a) Composting Issue in Columbia Valley

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- Letter dated October 14, 2022, from Taryn Dixon, FVRD Electoral Area H Director

THAT the Cultus Lake Park Board receive the letter dated October 14, 2022, from FVRD to the Minister of Environmental and Climate Change Strategy and Minister responsible for Trans Link and support the contents within regarding the composting issue in Columbia Valley.

(8) BYLAWS

(a) 2022-2026 Financial Plan Amendment

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- Report dated October 19, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021, Amendment Bylaw No. 1219, 2022
- Attachment 2; Schedule A – 2022 Financial Plan
- Attachment 3; Schedule B – 2022-2026 Financial Plan
- Attachment 4; Schedule C – Summary of Changes

THAT the Cultus Lake Park Board give First, Second, and Third readings to Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 1199, 2021, Amendment Bylaw No. 1219, 2022.

(9) FINANCE

(10) STAFF REPORTS

(a) Cultus Lake Park Board Remuneration

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- Report dated October 19, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019, and Commissioners Remuneration Amendment Bylaw No. 1172, 2020
- Attachment 2; Cultus Lake Park Elected Officials Remuneration Review

THAT the Cultus Lake Park Board receive the report titled Election Officials Compensation Review – Cultus Lake Park peer reviewed by Julie M. Case, Compensation Consultant, dated October 9, 2022.

THAT the Cultus Lake Park Board approve the Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019, to remain as is.

(b) MOTI Proposed Culvert Replacement at Columbia Valley Highway

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- Report dated October 19, 2022, from Joe Almeida, Manager of Park Operations
- Attachment 1; Property Acquisition Plan

THAT the Cultus Lake Park Board receive the MOTI Proposed Culvert Replacement at Columbia Valley Highway report; and

THAT the Cultus Lake Park Board confirms its approval for the City of Chilliwack to grant the Ministry of Transportation and Infrastructure ("MOTI"), a statutory right of way for drainage and watercourse maintenance purposes and a temporary licence for construction activities over the City of Chilliwack's property having its Parcel Identifier Number as 000-823-198 in order to facilitate the replacement by MOTI of the Hatchery Creek culvert located under the Columbia Valley Highway; and

THAT the Cultus Lake Park Board approve the Chief Administrative Officer or designate to draft a letter of support for the "temporary licence for construction".

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(c) **Cultus Lake Park Board Oath of Office, Inaugural Meeting**

- Report dated October 19, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the Cultus Lake Park Board support accepting Commissioner Bauer's Oath of Office remotely and electronically at the 2022 Cultus Lake Park Board Inaugural Meeting of November 8, 2022.

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(d) **Remembrance Day Wreaths**

- Report dated October 19, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

THAT the Cultus Lake Park Board designate two Board members to attend to lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2022; and

THAT the Cultus Lake Park Board authorizes the purchase of three (3) #20 wreaths.

(11) **REPORTS BY COMMISSIONERS**

(12) **COMMUNITY ASSOCIATION**

(13) **PUBLIC QUESTION PERIOD**

(14) **ADJOURNMENT**

THAT the Regular Meeting of the Cultus Lake Park Board held on October 19, 2022, be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, SEPTEMBER 21, 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
Commissioner C. Smit

Staff Chief Administrative Officer – J. Lamb
Manager of Corporate Services / Corporate Officer – R. Litchfield
Chief Financial Officer – E. Lee
Manager of Park Operations – J. Almeida
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

(1) CALL TO ORDER

The Chair called the meeting to order at 4:30 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5042-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

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

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

CARRIED

(3) RECONVENE

The meeting reconvened at 5:00 pm.

(4) APPROVAL OF AGENDA

5043-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the amended Agenda for the Regular Meeting of September 21, 2022, by adding under Section 7 Correspondence, Item 7, (a) Letter dated September 14, 2022, from the Cultus Lake Community Association; 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.

CARRIED

(5) ADOPTION OF MINUTES

5044-22 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held August 17, 2022.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5045-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Areas Planning Committee Minutes from June 1, 2022.*

CARRIED

5046-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

- (b) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Areas Planning Committee Minutes from August 26, 2022.*

CARRIED

5047-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Bauer

- (c) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Minutes from May 27, 2022.*

CARRIED

5048-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

- (d) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from July 25, 2022.*

CARRIED

Commissioner Bauer thanked the dedicated members of the Environmental and Public Areas Planning Committee, staff, and all volunteers, for the work done throughout their term. Commissioner Payeur seconded the statement.

Vice-Chair Dzaman noted the Village Center Planning and Development Committee members have been focused on a key piece of the future for the park. He noted his appreciation to the committee members who worked on this project throughout their term. Commissioner Bauer seconded the statement.

Vice-Chair Dzaman thanked the Community Events and Engagement Committee members and added that the committee worked on hosting events that were difficult to create during the pandemic for the enjoyment of the community. The committee spent many dedicated hours to

volunteer their time in planning these events and always look forward to bringing the community together.

(7) CORRESPONDENCE

(a) Request for Funding for All Candidates Meeting

- Letter dated September 14, 2022, from the Cultus Lake Community Association

5049-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

THAT the Cultus Lake Park Board receive the information from the Cultus Lake Community Association.

CARRIED

Manager of Corporate Services / Corporate Officer, R. Litchfield noted that staff researched whether this request could be funded through the municipality. Staff corresponded with the City of Chilliwack and other resources, who noted that this was not advisable as it is deemed campaign financing.

Commissioner Bauer added that the timing of the All Candidates Meeting is not aligned as this is to be planned on the Advance Voting Day on October 5, 2022. The City of Chilliwack runs this event prior to the Advance Voting Day.

Vice-Chair Dzaman inquired whether a candidate could fund this event.

Chief Administrative Officer, J. Lamb stated that a candidate could fund this, and the municipal act notes that this is a questionable decision for the Cultus Lake Park Board to fund.

Chair Renwick thanked the Community Association for their efforts, however it would be inappropriate for the Board to approve this request.

(8) BYLAWS

(9) FINANCE

(10) STAFF REPORTS

(a) Application for the EcoAction Grant for Green Shores Project

- Report dated September 21, 2022, from Joe Lamb, Chief Administrative Officer

5050-22 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board request that staff pursue application opportunities for both Habitat Stewardship Program for Species at Risk and Nature Based projects; and

THAT upon approval of the grant(s), the Cultus Lake Park Board fund a \$50,000 contribution originally approved for the EcoAction Grant application from the 2022 budget allocated for foreshore erosion.

CARRIED

(b) **Award of External Audit Services – Two-Year Extension**

- Report dated September 21, 2022, from Erica Lee, Chief Financial Officer

5051-22 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board award a two-year extension, for the years 2022 and 2023, to KPMG LLP for performing audit services for Cultus Lake Park.*

CARRIED

Chair Renwick noted that KPMG has provided great service for the park and is always professional. He added that it may be recommended for staff to put this out to tender in the future.

(c) **Board Remuneration Review - Comparators**

- Report dated September 21, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; Commissioners Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020
- Attachment 2; Cultus Lake Park Elected Officials Compensation Review 2019
- Attachment 3; Comparator Municipalities

5052-22 Moved by: Commissioner Dzaman Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board approve the following list of comparator municipalities to be used to complete a detailed comparative analysis of remuneration for Board Commissioners, the Chair and Vice-Chair:*

- | | | |
|-------------------------|-----------------------|---------------|
| 1. Banff | 7. Lillooet | 13. Tofino |
| 2. Belcarra | 8. Pemberton | 14. Ucluelet |
| 3. Harrison Hot Springs | 9. Radium Hot Springs | 15. Valemount |
| 4. Invermere | 10. Rossland | |
| 5. Jasper | 11. Sicamous | |
| 6. Keremeos | 12. Sun Peaks | |

CARRIED

Commissioner Bauer inquired whether the Vancouver Parks Board was considered.

Chair Renwick noted that it is not a municipality, and it is important to review comparable communities with respect to use of the park.

(11) REPORTS BY COMMISSIONERS

(a) **Verbal Report from Commissioner Payeur**

Commissioner Payeur thanked staff for facilitating the use of ten (10) folding tables from the Community Hall for the Welcome Back Barbeque hosted by the Cultus Lake Community School Association Board.

(b) **Verbal Report from Commissioner Smit**

Commissioner Smit thanked the members of the Commercial Leaseholder Committee for their participation and efforts throughout the year.

(c) **Verbal Report from Chair Renwick**

Chair Renwick welcomed Joe Almeida as the newly hired Manager of Park Operations, and congratulated Amanda Nadeau on her recent promotion to Administrative Assistant, Communications & Events Coordinator.

(d) **Verbal Report from Vice-Chair Dzaman**

Vice-Chair Dzaman thanked staff for the efforts to organize the totem pole ceremony on Tuesday, September 20, 2022, to commemorate the late Chief Richard Malloway. He noted that the ceremony welcomed extended family and surrounding First Nations communities to celebrate and connect. He added that the relationship with First Nations is important to move forward as our communities share the same land.

(12) COMMUNITY ASSOCIATION

All Candidates Meeting will be held on Wednesday, October 5, 2022, at the Cultus Lake Community School. The Cultus Lake Community Association provide candidates with three initial questions to prepare for prior to the meeting. The floor will be open to the public following each candidates two-minute introduction.

(13) PUBLIC QUESTION PERIOD

No public questions.

(14) ADJOURNMENT

5053-22 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

THAT the Regular Meeting of the Cultus Lake Park Board held on September 21, 2022, be adjourned at 5:25 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held September 21, 2022.

David Renwick
Chair

Joe Lamb
Chief Administrative Officer



**CULTUS LAKE PARK BOARD
VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE
MEETING MINUTES**

FRIDAY, JULY 15, 2022

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present	Commissioner K. Dzaman – Chair Commissioner D. Bauer – Vice-Chair
Committee Members	P. Vander Helm E. Vance C. Elstak C. Rogozinski G. Senft – via Zoom B. Shirley B. van den Brink
Staff	Chief Administrative Officer – J. Lamb Communications, Media, and Events Coordinator – A. Nadeau
Members of the Public	A. Sokolowski – via Zoom S. Lahey – via Zoom J.P. Raulot-Lapointe – via Zoom

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

Moved by: P. Vander Helm Seconded by: B. Shirley

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of July 15, 2022; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: B. Shirley Seconded by: C. Rogozinski

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Minutes for the Meeting of May 27, 2022.

CARRIED

(4) CORRESPONDENCE

(a) Urban Systems Team Introduction

The Chair welcomed members of the Urban Systems team to the meeting.

(b) Urban Systems Meeting Notes Review

- Meeting notes dated June 28, 2022
- Next Steps

Urban Systems will be completing a site visit next week with staff.

Urban Systems provided an overview of the scope of work noted in the meeting notes dated June 28, 2022.

Urban Systems discussed that communication with Fraser Valley Regional District has already begun with respect to this project. The process for rezoning would be an output of the scope of work noted above and is recommended to commence early.

The committee discussed how the development of the Village Center will benefit the greater community and add value to current residential leaseholders.

The committee and Urban Systems discussed the viable density for the project, traffic congestion, parking requirements, Short-term rentals, community engagement strategy, and the retail demand for the proposed commercial space.

Urban Systems discussed timelines of the scope of work and when a developer can be introduced to the project.

The committee and Urban Systems discussed engagement with respect to Soowahlie and surrounding First Nations communities.

The committee discussed that meetings would be scheduled with Urban Systems to review the project at various stages.

The committee discussed the desired lifestyle and culture resulting from this project.

The committee will schedule the next meeting electronically to coincide with Urban Systems and a future site visit.

(5) NEW BUSINESS

(6) STAFF REPORTS

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) ADJOURNMENT

Moved by: B. van den Brink Seconded by: C. Rogozinski

***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on July 15, 2022, be adjourned at 10:21 am.*

CARRIED



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

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

**Present
Committee
Members** Commissioner L. Payeur – Vice-Chair
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

Regrets Commissioner C. Smit - Chair

**Members of
the Public** B. McCrea

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

Moved by: C. Ovens Seconded by: S. Marks

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee approve the Agenda for the Meeting of July 19, 2022; and*

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: C. Ovens Seconded by: S. Marks

***THAT** the Cultus Lake Park Board Commercial Leaseholder Committee approve the Minutes for the Meeting of June 14, 2022.*

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

Moved by: S. Marks Seconded by: C. Ovens

THAT the Cultus Lake Park Board Commercial Leaseholder Committee recognize that Mr. Marks brought forward that there was an error on the May 17, 2022, Meeting Minutes should have reflected that Mr. Marks was not in favour of stopping vehicles on the roadway.

CARRIED

(6) STAFF REPORTS

Staff discussed the parking challenges throughout the park that are currently being managed in collaboration with commercial leaseholders. Staff are currently working on increasing signage and addressing enforcement.

(7) PUBLIC QUESTION PERIOD

B. McCrae inquired about the Star Nation delegation at the Wednesday, July 19, 2022, Cultus Lake Park Board Meeting.

Staff anticipate that there will be a request to relocate current canoe storage.

(8) ADJOURNMENT

The committee discussed that the next meeting will be held on Tuesday, September 20, 2022, at 9:00 am.

Moved by: S. Marks Seconded by: C. Ovens

THAT the Cultus Lake Park Board Commercial Leaseholder Committee meeting held on July 19, 2022, be adjourned at 9:15 am.

CARRIED



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

TUESDAY, SEPTEMBER 20, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Commissioner S. Smit – Chair
Committee Commissioner L. Payeur – Vice-Chair
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 9:03 am.

S. Marks experienced technical difficulties connecting throughout the meeting.

(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 Meeting of September 20, 2022; and*

***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 July 19, 2022.*

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Summer 2022 Review

- Parking
- Traffic
- Cleanliness

Staff reviewed that there is some improvement to be made with commercial leaseholder staff parking with respect to safety, location, and lighting. This will be reviewed in addition to how the Plaza is utilized for guests in the winter and discussed at the Commercial Leaseholder Committee meeting if struck in 2023.

The committee and staff reviewed that traffic issues were minimal this year.

S. Marks noted that there was less interest in visiting the park due to inflated parking rates. The new signage in place seemed to improve guest experience in the Marina parking lot.

Staff noted that there was no identified difference in revenue compared to previous years.

Staff discussed that there is opportunity to improve cleanliness in various areas of the park.

The committee discussed the improved areas throughout the park due to beautified green spaces, irrigation, renovated washrooms, and other various items. RCMP presence was notable this summer. The committee discussed that overall, the summer was successful.

The committee inquired whether Plaza parking is being monitored currently. Staff confirmed that Bylaw Enforcement is still monitoring to ensure that guests are utilizing the plaza parking for patron use.

CARRIED

(6) STAFF REPORTS

Staff reviewed that the park is at budget with respect to revenue; parking revenue recovered in July, August and September.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING DATE AND TIME

Staff reviewed that this will be the final meeting of the committee as per the Board Committee System Policy due to the 2022 General Election.

(9) ADJOURNMENT

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

THAT the Cultus Lake Park Board Commercial Leaseholder Committee meeting held on September 20, 2022, be adjourned at 9:20 am.

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

TUESDAY, SEPTEMBER 13, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members	K. Dzaman – Chair
	P. McEwan – Vice-Chair
	E. Jartved
	R. LeBlanc
	T. Seeley arrived at 6:05 pm
Staff	Manager of Corporate Services / Corporate Officer – R. Litchfield Communication, Media, and Event Coordinator – A. Nadeau
Regrets	Chief Administrative Officer – J. Lamb K. Brauer S. Lamb

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

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

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of September 13, 2022; and*

***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 July 25, 2022.*

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Christmas Event Planning

- Santa
- Artisan market
- Food trucks and hot beverages
- Bonfires
- Children's colouring contest
- Parking by donation
- Salvation Army food drive

The Chair discussed that the committee will be dissolved on General Voting Day as per the Board Committee System Policy.

Staff to confirm the Fire Department participation with respect to the Salvation Army food bank, bonfires, and marshmallows for the next meeting.

The committee discussed that a volunteer would manage the lineup to Santa, and an additional volunteer would capture the image with the guest cellphone.

P. McEwan and S. Lamb will be responsible for the artisan market and (three) food trucks.

The committee discussed approaching Main Beach Boat Rentals to utilize their space for hot chocolate preparation. Staff will confirm their participation and report back to the committee at the next meeting.

The committee discussed the potential purchase of hot chocolate and apple cider from Stillwood. This would be available to the public by donation.

The committee will contact the Cultus Lake Memorial Church for volunteer support at the event.

Staff will distribute the colouring contest to the school on behalf of the committee.

The committee discussed rentals and various purchases for the event.

Staff will facilitate advertising the Christmas Tree Sponsorship opportunity.

Staff will source quotes for up to six heaters for the next meeting.

E. Jartved will contact a community member for audio.

T. Seeley will connect with Save On Foods for the donation of candy canes for the event.

Chair Dzaman sourced individuals for Mr. and Mrs. Claus and will contact the Adventure Park for colouring contest prizes.

The committee discussed connecting with local tree farms to donate large trees for decoration.

The committee discussed sourcing chairs for Mr. and Mrs. Claus online.

(6) STAFF REPORTS

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING DATE AND TIME

Tuesday, September 27, 2022, at 6:00 pm

(9) ADJOURNMENT

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

THAT the Community Events and Engagement Committee meeting held on September 13, 2022, be adjourned at 7:05 pm.

CARRIED

OFFICE OF THE ELECTORAL AREA DIRECTOR

October 14, 2022

Dear Minister Heyman,

This letter is sent with the support of Soowahlie First Nation, Fraser Valley Regional District Board, The City of Chilliwack, Cultus Lake Park Board, Columbia Valley Rate Payers Association, Lindell Beach Residents Association and the stratas at The Cottages, Creekside Mills, Aquadel and Leisure Valley. It is intended to address several risks which have been illuminated by escalated and recent composting activity at 810 Iverson Road. These are:

1. The potential of biological and geochemical threats to the Aquifer running beneath Columbia Valley (Aquifer 20 in the BC Provincial Aquifer Register), as well as impacts to Cultus lake. While there are unresolved concerns about what is being brought on to the property and under what kind of commercial activity, there are a variety of regulatory and environmental risk issues that have not been well addressed, but should be.
2. Impacts to the Airshed as a result of winds, and the topography and small size of the basin in which this activity is being conducted.
3. The impacts to mental wellness that are occurring in the communities from the effects of reduced air quality, fear with regard to potential aquifer contamination, industrial traffic noise, ability to exist freely out of doors, and others that have yet to be articulated.

In presenting these concerns we are applying for (1) the consideration of the Columbia Valley as a High Risk Area (see below) as well as (2) an inter-jurisdictional planning process to fully evaluate biological and socioeconomic risks in this area and plan for the future.

While applying organic material to farmland is a common practice, holding excessive volumes in standing mass is not, but this has been occurring at 810 Iverson since the early months of 2022. The current Code of Practice for Agricultural Environmental Management under the BC Environmental Management Act (hereafter referred to as 'The Code') states a number of features under which prohibition of this kind of activity should occur by a regulator, and which apply to the Columbia Valley and surrounding area. Notably, Part 5 reads:

20 (1) In this Part:

"high-precipitation area" means an area that has, on average, precipitation of 600 mm or more in total during the period that begins on October 1 and that ends on April 30 of the next year;

"high-risk area" means any of the following:

- (a) a high-precipitation area;
- (b) a vulnerable aquifer recharge area;
- (c) a phosphorus-affected area;
- (d) an area identified by a director as having permanent or usual geographic, topographic, weather-related or other features that present a high risk for adverse impacts on the environment or human health;

"high-risk condition" means any of the following:

- (a) strong, divergent windy conditions;
- (b) storm events, or periods of short-term intense or high rainfall;
- (c) seasonal high water tables or flooding;
- (d) the degree to which a field used for an agricultural operation slopes toward a watercourse, if sufficient to cause contaminated runoff;
- (e) a condition identified by a director as having temporary, intermittent or irregular topographic, weather-related or other features that present a high risk for adverse impact on the environment or human health.

(2) For the purposes of subsection (1), a director may identify an area as a high-risk area or a condition as a high-risk condition

- (a) on the director's own initiative, or
- (b) on application, made in the form and manner required by the director, by a person.

Please consider that:

Columbia Valley has angulated, coarse soils which are exceptionally well drained, meaning that applications of materials at soil surface can and will drain expeditiously to the aquifer and to Cultus Lake.

The Lower Mainland of BC is a high precipitation area, exceeding 600mm rain in winter months, which contributes to the nutrient movement issues.

Research has shown evidence of excessive phosphorous load in Cultus Lake, and this has been attributed to nutrient management practices that include those in Columbia Valley. It has also suggested that continued phosphorous deposition in this watershed threatens the long term status of the Lake.

Strong, Divergent winds are a constant feature of this area, exacerbated by the narrow topography of Columbia Valley, forming a wind shed from the Mount Baker area. Aerial and soil-based by-products of composting activity here are concentrated and then spread rapidly to the air breathed in the watershed and to its watercourses.

Soils, precipitation, and nutrient status of the Aquifer and of Cultus Lake, as well as winds, and local topography of the Valley all indicate that the area should have a **High Risk Area** designation under The Code of Practice, which in turn contains several **High Risk Conditions**. The Code goes on to specify a number of

restrictions about the application of material to open land under these conditions, but the status of regulatory action to oversee compliance to these features is unclear. We have recently learned that it is Compost B that is been produced and applied. OMRR Regulations state:

(3) Class B compost must not be land applied in a watershed used as a permitted water supply under the Drinking Water Protection Regulation, B.C. Reg. 200/2003.

The aquifer in Columbia Valley is our drinking water source.

Therefore, this letter is a formal Application, under Part 5 of the Code of Practice for Agricultural Environmental Management under the BC Environmental Management Act, for the Province to designate the Columbia Valley and Cultus Lake area and its associated aquifer and aquatic resources as a **High Risk Area** with associated **High Risk Conditions**.

Please consider that the Aquifer in question (Aquifer 20) has been mapped and classified by the Province as *moderate risk* to contamination from surface activities, but that the assessment document itself indicates the classification is a desk exercise and subject to significant error and consequent revision. It's also not clear that this classification considered risk from repeated and intense activity of the kind being proposed at 810 Iverson Road. The classification also occurred before recent evidence of phosphorous levels and sources in Cultus Lake.

Therefore, we are additionally asking for a formal evaluation of the risk of contamination to the Aquifer that would allow experts with relevant professional status to be convened to participate together with the Community in exploring risks and solutions for this kind of activity in this area. This should allow opinions from a variety of agencies and jurisdictions to participate, including but not limited to the Province. The focus of this process should be the biological and geochemical processes which have been raised, but we are asking that it be set in the context of human wellness. For example, are there other community planning processes that have used multijurisdictional approaches to resolve issues of exposure to noxious and unlivable fumes, and can they be used as a model in this case (as an example of only one of the issues at hand)? The long range outcome we are seeking is not only to address the current activity at 810 Iverson, but to set fair boundaries on practices that can occur here in the future, given this activity could allegedly be undertaken on any of the several hundred agricultural parcels in Columbia Valley.

We note that the owner of 810 Iverson has fielded substantial plans with the BC Ministry of Environment, signaling intent to undertake these activities in perpetuity, including the construction of a 24,340 sq ft composting building with leachate dispersion. The need for this on 40 acres is questionable for any farming practice, and we are asking that further permitting of composting and building activity on this site be suspended until the Aquifer and Airshed processes listed above can be undertaken.



Taryn Dixon
Director, FVRD Electoral Area H



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 19, 2022 **FILE:** 3900
SUBMITTED BY: Erica Lee, Chief Financial Officer
SUBJECT: 2022 - 2026 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering the 2022-2026 Financial Plan Bylaw No. 1199, 2021, Amendment Bylaw No. 1219, 2022.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw No. 1199, 2021, Amendment Bylaw No. 1219, 2022.*

DISCUSSION:

The 2022-2026 Five-Year Financial Plan Bylaw No. 1199, 2021 was adopted on December 22, 2021. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time. On May 15, 2022, an amendment was approved to the 2022-2026 Financial Plan Bylaw to reflect unspent remaining 2021 budgets carried forward to 2022.

Since the adoption of the first amendment, a number of other adjustments have been identified. Therefore, a second amendment is being requested to reflect additional changes to the 2022-2026 Financial Plan Bylaw.

Adjustments to the current 2022 Financial Plan bylaw are being proposed to reflect the following items:

Sunnyside Campground

Capital Project

1. Playground Equipment (GL9000 – Project#01)

The budget of \$10,000 remains unused from 2021. Staff is requesting to carry-forward the full balance to allow for the purchase of the playground equipment planned for in 2021 but not ordered until 2022.

Therefore, the amendment reflects a total increase of \$10,000 in the Sunnyside capital project budget being funded from the Sunnyside Improvements Reserve Fund.

2. New Office Space (GL9000 – Project#218)

The original budget for this project was \$50,000, the actual cost of the project ended up being just under \$73,000, therefore staff are requesting to take the additional \$23,000 from the Sunnyside Improvements Reserve Fund.

Therefore, the amendment reflects a total increase of \$23,000 in the Sunnyside capital project budget being funded from the Sunnyside Improvements Reserve Fund.

Public Works

Capital Project

1. Staff Room Improvements (GL9000 – Project#198)

Request: \$10,000

The total \$10,000 budget remains unused from 2021. Staff is requesting to carry-forward the full balance to allow this deferred project to be completed.

Therefore, the amendment reflects a total increase of \$10,000 in the Public Works capital project budget being funded from the Publics Works Reserve Fund.

FINANCIAL PLAN IMPLICATION:

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

Refer to Schedule "A" for the final draft amended 2022 Financial Plan and Schedule "B" for the final draft amended 2021-2026 Financial Plan. The summary of changes to the 2022 Financial Plan Bylaw are identified in Schedule "C".

STRATEGIC PLAN:

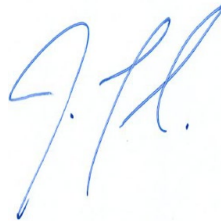
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2022-2026 Five-Year Financial Plan Bylaw No. 1199, 2021 Amendment Bylaw No. 1219, 2022

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

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2022-2026 Financial Plan Bylaw No. 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. 1219, 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 XX day of XXXX, 2022

READ A SECOND TIME this XX day of XXXX, 2022

READ A THIRD TIME this XX day of XXXX, 2022

ADOPTED this XX day of XXXX, 2022

David Renwick, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of "Cultus Lake Park
2022-2026 Five-Year Financial Plan Bylaw No.
1199, 2021 Amendment Bylaw No. 1219, 2022"

Chief Administrative Officer

	2021 FINANCIAL PLAN		2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
REVENUES														
Sunnyside Campground	\$ 3,299,400	52.0%	\$ 3,646,100	\$ 3,646,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	651,292	9.5%	668,902	-	668,902	-	-	-	-	-	-	-	-	-
Residential Leases	870,389	12.9%	904,299	-	-	904,299	-	-	-	-	-	-	-	-
Community Hall	11,950	0.2%	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	3.1%	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	856,500	13.8%	965,300	-	-	-	-	965,300	-	-	-	-	-	-
Foreshore Lease	109,000	1.6%	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	281,590	4.1%	284,210	-	-	-	-	-	-	284,210	-	-	-	-
Protective Services	106,850	1.7%	120,000	-	-	-	-	-	-	-	-	120,000	-	-
General Administration	42,500	0.6%	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	36,700	0.5%	36,904	-	-	-	-	-	-	-	-	-	-	36,904
TOTAL REVENUES	\$ 6,485,871		\$ 7,008,865	\$ 3,646,100	\$ 668,902	\$ 904,299	\$ 11,950	\$ 1,185,000	\$ 109,000	\$ 284,210	\$ -	\$ 120,000	\$ 42,500	\$ 36,904
EXPENDITURES														
Advertising	\$ 13,500		\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,085		18,450	-	-	-	-	-	-	-	-	-	18,450	-
Board Level Expenses	17,000		17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	69,700		84,750	43,630	8,000	-	3,500	11,500	-	5,000	8,800	1,220	3,100	-
Commemorative Benches	1,900		1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,830		16,880	3,330	-	-	-	-	-	-	2,550	-	11,000	-
Contract Services	521,900		536,800	202,000	-	-	-	46,600	-	-	5,000	246,800	36,400	-
Data Processing	61,170		94,800	41,800	-	-	-	1,500	-	2,000	1,000	32,000	16,500	-
Education & Training	47,200		47,850	4,500	-	-	-	400	-	32,600	2,150	3,200	5,000	-
Election Expenses	-		18,000	-	-	-	-	-	-	-	-	-	18,000	-
Equipment Maintenance	76,200		83,800	11,500	-	-	-	6,800	1,500	42,000	20,000	1,000	1,000	-
Equipment Fuel	5,010		5,105	525	-	-	-	-	800	-	3,780	-	-	-
Garbage Collection/Recycle	187,542		197,182	60,500	18,347	100,535	-	7,300	-	-	10,500	-	-	-
General Maintenance	20,000		20,000	-	-	-	-	20,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,195		122,790	48,450	2,800	-	1,000	58,420	10,000	500	1,620	-	-	-
Insurance - Business	176,300		205,750	33,650	39,300	7,800	10,000	41,300	18,800	13,600	14,400	9,000	17,900	-
Insurance - Vehicles	29,831		25,600	1,250	-	-	-	-	100	5,950	15,500	1,150	1,650	-
Janitorial Supplies	45,300		45,800	23,000	-	-	-	21,800	-	1,000	-	-	-	-
Legal/Professional Fees	175,000		145,000	20,000	-	-	-	-	-	-	-	5,000	120,000	-
Licences/Permits/Taxes	9,750		9,750	1,200	-	-	-	-	1,100	-	450	7,000	-	-
Memberships/Dues/Subscriptions	5,335		5,340	190	-	-	-	-	-	700	750	-	3,700	-
Office Supplies	30,085		30,115	4,400	-	-	-	650	-	1,400	1,590	1,200	20,000	875
Interest and Bank Charges	5,450		5,450	950	-	-	-	500	-	-	-	-	4,000	-
POS Charges	77,300		102,300	71,000	-	-	-	22,300	-	-	-	-	9,000	-
Retail Sales (COGS)	58,025		58,025	57,200	-	-	-	825	-	-	-	-	-	-
Office Furniture	4,500		4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000		4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	25,500		33,000	-	-	-	-	17,400	-	-	-	-	15,600	-
Community Wildfire Protection Plan	5,000		5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650		7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340		9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	43,300		43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-
Security Systems/Supplies	4,750		4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	26,210		26,620	2,500	-	-	-	-	-	6,300	17,820	-	-	-

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "A"

	2021 FINANCIAL PLAN	2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
Special Events	58,940	59,610	12,080	-	-	-	12,000	-	-	-	-	-	35,530
Telecommunications	40,680	41,430	12,800	-	-	200	4,780	-	8,450	4,100	2,100	9,000	-
Utilities	483,135	492,840	385,200	6,780	37,000	4,660	33,000	-	6,860	11,780	900	6,660	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	37,750	38,300	1,360	-	-	-	-	200	10,000	25,700	1,040	-	-
Vehicle/Boat Fuel	23,930	24,160	770	-	-	-	-	-	2,200	18,830	1,560	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,596,193	\$ 2,760,337	\$ 1,087,875	\$ 76,427	\$ 145,335	\$ 19,360	\$ 333,925	\$ 58,650	\$ 140,110	\$ 190,070	\$ 314,920	\$ 357,260	\$ 36,405
<i>WAGES & BENEFITS:</i>													
Commissioners Indemnities	\$ 85,470	\$ 88,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,180	\$ -
Management Salaries	304,689	385,430	128,200	-	-	-	-	-	6,950	92,180	-	158,100	-
Staff Wages	1,722,674	1,891,860	354,610	-	-	-	57,080	-	58,140	724,230	241,090	456,710	-
Employee Benefits	508,207	584,050	116,270	-	-	-	13,350	-	7,140	218,790	64,970	163,530	-
TOTAL PAYROLL	\$ 2,621,040	\$ 2,949,520	\$ 599,080	\$ -	\$ -	\$ -	\$ 70,430	\$ -	\$ 72,230	\$ 1,035,200	\$ 306,060	\$ 866,520	\$ -
TOTAL OPERATING EXPENSES	\$ 5,217,233	\$ 5,709,857	\$ 1,686,955	\$ 76,427	\$ 145,335	\$ 19,360	\$ 404,355	\$ 58,650	\$ 212,340	\$ 1,225,270	\$ 620,980	\$ 1,223,780	\$ 36,405
<i>Reserve Allocations</i>	1,219,835	1,280,379	524,130	158,780	63,230	10,000	241,660	56,250	58,830	115,000	2,000	50,000	499
Capital Projects	1,839,560	2,421,940	1,042,030	128,070	10,000	5,570	731,960	212,000	16,570	217,170	-	58,570	-
<i>Internal Wage Allocations</i>	-	-	244,230	78,870	325,580	15,560	370,120	67,160	9,030	(990,470)	16,660	(136,740)	-
<i>Overhead Expense Allocations</i>	-	-	436,166	259,589	408,425	24,400	563,300	253,610	-	(347,310)	(519,640)	(1,078,540)	-
TOTAL EXPENDITURES	\$ 8,276,628	\$ 9,412,176	\$ 3,933,511	\$ 701,736	\$ 952,570	\$ 74,890	\$ 2,311,395	\$ 647,670	\$ 296,770	\$ 219,660	\$ 120,000	\$ 117,070	\$ 36,904
<i>SURPLUS/(DEFICIT)</i>	(1,790,757)	(2,403,311)	(287,411)	(32,834)	(48,271)	(62,940)	(1,126,395)	(538,670)	(12,560)	(219,660)	-	(74,570)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	1,816,035	2,412,930	1,053,530	128,070	10,000	5,570	696,960	212,000	12,560	219,670	-	74,570	-
UNAPPROPRIATED SURPLUS	\$ 25,278	\$ 9,619	\$ 766,119	\$ 95,236	\$ (38,271)	\$ (57,370)	\$ (429,435)	\$ (326,670)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2022 - 2026 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2022-2026 Financial Plan Summary

Attachment #3

	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,646,100	\$ 3,717,700	\$ 3,800,000	\$ 3,875,200	\$ 3,926,400
Commercial Leases	668,902	684,812	701,322	718,632	736,552
Residential Leases	904,299	927,799	945,489	968,482	986,661
Community Hall	11,950	11,950	11,950	11,951	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	219,700
Parking/Public Area Revenue	965,300	965,300	973,600	973,600	991,400
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	284,210	297,190	294,270	311,200	309,700
Protective Services	120,000	120,000	124,000	124,000	124,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	36,904	37,612	37,824	38,040	38,760
TOTAL REVENUES	\$ 7,008,865	\$ 7,133,563	\$ 7,259,655	\$ 7,392,305	\$ 7,496,623
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,550	\$ 13,600	\$ 13,600	\$ 13,600
Audit/Accounting	18,450	18,820	19,195	19,578	19,969
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	84,750	72,210	73,590	74,990	76,400
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,880	16,930	16,980	17,030	17,080
Contract Services	536,800	530,100	539,500	549,000	558,600
Data Processing	94,800	96,400	97,100	97,800	98,500
Education & Training	47,850	48,600	49,350	50,110	50,870
Election Expenses	18,000	-	-	-	20,000
Equipment Maintenance	83,800	85,300	86,800	88,300	89,900
Equipment Fuel	5,105	5,210	5,290	5,370	5,450
Garbage Collection/Recycle	197,182	203,282	203,382	203,582	203,782
General Maintenance	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance/Materials	122,790	124,160	125,580	127,000	128,420
Insurance - Business	205,750	226,300	249,100	274,200	301,600
Insurance - Vehicles	25,600	25,964	26,325	26,686	27,048
Janitorial Supplies	45,800	46,300	46,800	47,300	47,800
Legal/Professional Fees	145,000	145,000	145,000	145,000	145,000
Licences/Permits/Taxes	9,750	9,750	9,750	9,750	9,750
Memberships/Dues/Subscriptions	5,340	5,345	5,345	5,345	5,345
Office Supplies	30,115	30,670	31,300	31,830	32,360
Interest and Bank Charges	5,450	5,500	5,550	5,550	5,550
POS Charges	102,300	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,025	58,050	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	33,000	33,300	33,600	33,900	34,200
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,340	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,750	4,800	4,800	4,800
Small Tools/Shop & Safety	26,620	27,040	27,460	27,890	28,320

CULTUS LAKE PARK
2022 - 2026 FINANCIAL PLAN

Schedule "B"

	TOTAL 2022 BUDGET	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET
Special Events	59,610	60,300	60,990	61,130	61,860
Telecommunications	41,430	41,880	42,730	43,080	43,940
Utilities	492,840	503,555	514,750	526,235	537,920
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	38,300	38,860	39,430	40,010	40,610
Vehicle/Boat Fuel	24,160	24,390	24,620	24,850	25,080
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,760,337	\$ 2,772,606	\$ 2,827,107	\$ 2,883,106	\$ 2,962,944
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 88,180	\$ 89,940	\$ 91,740	\$ 93,570	\$ 95,440
Management Salaries	385,430	392,990	400,960	409,320	417,370
Staff Wages	1,891,860	1,929,690	1,972,970	2,022,000	2,062,440
Employee Benefits	584,050	598,020	609,480	626,830	639,430
TOTAL PAYROLL	\$ 2,949,520	\$ 3,010,640	\$ 3,075,150	\$ 3,151,720	\$ 3,214,680
TOTAL OPERATING EXPENSES	\$ 5,709,857	\$ 5,783,246	\$ 5,902,257	\$ 6,034,826	\$ 6,177,624
<i>Reserve Allocations</i>	1,280,379	1,290,942	1,299,024	1,304,470	1,264,290
Capital Projects	2,421,940	991,190	959,090	830,890	587,590
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,412,176	\$ 8,065,378	\$ 8,160,371	\$ 8,170,186	\$ 8,029,504
<i>SURPLUS/(DEFICIT)</i>	(2,403,311)	(931,815)	(900,716)	(777,881)	(532,881)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,412,930)	(945,650)	(923,230)	(784,860)	(550,030)
UNAPPROPRIATED SURPLUS	\$ 9,619	\$ 13,835	\$ 22,514	\$ 6,979	\$ 17,149

SUMMARY OF CHANGES

	2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
REVENUES												
Sunnyside Campground	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	-	-	-	-	-	-	-	-	-	-	-	-
Residential Leases	-	-	-	-	-	-	-	-	-	-	-	-
Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	-	-	-	-	-	-	-	-	-	-	-	-
Parking/Public Area Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Foreshore Lease	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-
General Administration	-	-	-	-	-	-	-	-	-	-	-	-
CEAC	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES												
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit/Accounting	-	-	-	-	-	-	-	-	-	-	-	-
Board Level Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Building Inspections Sublet/Permits	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Community Policing	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Milfoil Costs	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK
2022 FINANCIAL PLAN

Schedule "C"

SUMMARY OF CHANGES

	2022 FINANCIAL PLAN	2022 SUNNY- SIDE	2022 COMM LEASE	2022 RESID LEASE	2022 COMM. HALL	2022 VISITOR SERVICES	2022 FORESHORE LEASE	2022 VOLUNTEER FIRE DEPT	2022 PUBLIC WORKS	2022 PROTECTIVE SERVICES	2022 GENERAL & ADMIN	2022 CEAC
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Septic System Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-
Twin Alders	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle/Boat Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Wharfs & Foreshore Materials	-	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	-	-	-	-
Floats & Buoys	-	-	-	-	-	-	-	-	-	-	-	-
Water System Maintenance/Parts	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>WAGES & BENEFITS:</i>												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Reserve Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	43,000 [1/2]	33,000	-	-	-	-	-	- [3]	10,000	-	-	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 43,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -
SURPLUS/(DEFICIT)	(43,000)	(33,000)	-	-	-	-	-	-	(10,000)	-	-	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	43,000	33,000	-	-	-	-	-	-	10,000	-	-	-
UNAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 19, 2022 **FILE:** 0550

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: Cultus Lake Park Board Remuneration

PURPOSE:

The purpose of this report is to provide the Board with the report on Elected Officials Compensation in order to set the compensation for the incoming Elected Board.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the report titled Elected Officials Compensation Review – Cultus Lake Park peer reviewed by Julie M. Case, Compensation Consultant, dated October 9, 2022.*

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019, to remain as is.*

DISCUSSION:

Remuneration Review - 2019

The last Board Remuneration review was done in late 2019, this review was done to ensure that Board salaries should not be perceived as a barrier to those seeking to serve the public and that level of compensation would attract competent, motivated, and well qualified community-minded citizens.

During the review in 2019 contractor Julie Case was hired to conduct a review of the Board's remuneration. In 2019, it was noted that the compensation for Cultus Lake Park elected officials was less than competitive when comparing to the median of its defined market for the Chair, Vice-Chair and Commissioners. Julie Case noted that most organizations look to achieve the median level for their defined market, as it is not desirable to be at the top of the market, nor the bottom of the market, rather to be in middle. The median, not the average, is the preferred approach when using compensation data since the median, unlike the average, is not overly affected by extremely low or high data point in the sample.

In 2019, Board remuneration was increased so that Cultus Lake Park's elected official wages were in line with the median level for Cultus Lake Park's defined market.

Remuneration Review - 2022

The Remuneration Bylaw No. 1163, 2019 approved in December 2019 defines the starting remuneration and annual escalations for the Chair, Vice-Chair and Commissioners while the Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020 approved in February 2020 defines a process and timeline for establishing Remuneration for Board Commissioners, Chair and Vice-Chair (Attachment #1).

The Remuneration Bylaw outlines the following:

- Cultus Lake Park will undertake a comparative process for establishing the Board's remuneration based on comparisons with other like communities, in terms of populations, total expenses and revenues.
- The comparator municipalities used in the analysis will be approved by the Board prior to the contractor's analysis.
- **This analysis should be undertaken every four (4) years prior to the election.**
- A contractor will be hired to perform the analysis of comparator municipalities.
- **Remuneration will be recommended by the outgoing Board.**

As per the Remuneration Bylaw No. 1163, 2019 Amendment Bylaw No. 1172, 2020 a review of the Board's remuneration was undertaken in October 2022 to allow the outgoing Board to recommend remuneration for the incoming Board.

To conduct this review, a custom survey to capture data on base salaries and allowances, was sent out to the fifteen (15) select local governments as directed by the Board during the September 2022 Board meeting. Findings of the review are outlined in the Cultus Lake Park Elected Officials Compensation Survey report (Attachment #2).

Thanks to the compensation review performed in 2019, findings show that Cultus Lake Park elected officials are being provided competitive salaries when comparing to the median (or middle) of its defined market for the Chair, Vice-Chair and Commissioners.

Overall, current compensation for Cultus Lake Park elected officials is competitive and Section 3.4 of the Remuneration Bylaw No. 1163, 2019 provides for an annual increase for the Chair, Vice-Chair and to each Commissioner in the amount equal to the Consumer Price Index (CPI), BC. Therefore, staff are recommending that no amendments to the Remuneration Bylaw No. 1163, 2019 be made and current compensation adjusted by CPI be recommended for the incoming Board.

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

CULTUS LAKE PARK BOARD COMMISSIONERS REMUNERATION

Bylaw No. 1163, 2019

A Bylaw to authorize and fix the remuneration of the Commissioners of the Cultus Lake Park Board.

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws.

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

1. TITLE

This Bylaw may be cited as “Cultus Lake Park Board Commissioners Remuneration Bylaw No. 1163, 2019.”

2. INTERPRETATION

2.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

2.2 DEFINITIONS OF TERMS

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

“**Board**” means the elected Commissioners of the Cultus Lake Park Board.

“**Board Chair**” means the person elected by the Commissioners of the Board to the office of Board Chair.

“**Park**” means the area within the Park boundaries and the foreshore assigned to the Park by the Province of British Columbia.

“**Vice Chair**” means the person elected by the Commissioners of the Board to the office of Vice Chair of the Board. The Vice Chair of the Board has, during the absence, illness or other disability of the Board Chair, all the powers of the Board Chair and is subject to all rules applicable to the Board Chair.

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

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

3. GENERAL REGULATIONS

- 3.1 There will be paid to the Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$23,500.
- 3.2 There will be paid to the Vice-Chair of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$17,000.
- 3.3 There will be paid to each remaining Commissioner of the Cultus Lake Park Board, out of the current revenue of the Cultus Lake Park Board, an annual base indemnity of \$14,500.
- 3.4 Commencing January 1, 2020 and each year there will be an increase paid to the Chair, Vice-Chair and to each Commissioner of the Cultus Lake Park Board, an amount in the Consumer Price Index, British Columbia, provided that the rate is greater than zero.

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 27th day of NOVEMBER, 2019

READ A SECOND TIME this 27th day of NOVEMBER, 2019

READ A THIRD TIME this 27th day of NOVEMBER, 2019

ADOPTED this 11th day of DECEMBER, 2019



Joe Lamb, Chair
Cultus Lake Park Board



Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Board
Commissioner Remuneration Bylaw No. 1163, 2019

A handwritten signature in cursive script, appearing to read "B. Bryant.", is positioned above a horizontal line.

Cultus Lake Park
Chief Administrative Officer



Cultus Lake Park

COMMISSIONERS REMUNERATION BYLAW NO. 1163, 2019

Amendment Bylaw No. 1172, 2020

A Bylaw to amend The Cultus Lake Park Commissioners Remuneration Bylaw No. 1163, 2019

Section 12 of the Cultus Lake Park Act (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the Community Charter apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the Community Charter provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Board for Cultus Lake Park did enact a bylaw cited as *Cultus Lake Park Commissioners Remuneration Bylaw No. 1163, 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 Commissioners Remuneration Bylaw No. 1163, 2019, Amendment Bylaw No. 1172, 2020.

2. AMENDMENTS

Cultus Lake Park Commissioners Remuneration Bylaw No. 1163, 2019, is amended as follows:

2.1 Adding to section 2.2 DEFINITIONS OF TERMS:

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

“**Expenses**” means expenses incurred by Board members while undertaking Park business including, but not limited to, convention costs, meal expenses and travel costs, and communication costs.

“**Remuneration**” means any form of salary paid to or on behalf of Board members.

2.2 Adding sections:

3.5 Board members will be paid on the last pay period of each month.

4. REMUNERATION REVIEW

- 4.1** Cultus Lake Park will undertake a comparative process for establishing Remuneration for Board Commissioners, the Chair and Vice-Chair. This review will be based on comparisons with other like communities, in terms of population, total expenses and revenues.
- 4.2** The detailed comparative analysis shall be undertaken every four (4) years before the general election and the results will be presented to the incumbent Board.
- 4.3** The Chief Administrative Officer will hire a contractor to perform this comparative analysis well before the general election, as per the criteria noted in section 4.1, and bring the comparator municipalities to the Board for approval prior to the contractor undertaking the actual comparative analysis.
- 4.4** The proposed Remuneration will be recommended by the outgoing Board in advance of the general election with the view of applying these new Remuneration levels to the newly elected Commissioners once in office.
- 4.5** Any recommendations on Remuneration are intended to apply to the new incoming Board in year one (1) of their term which commences within the first ten (10) days of November in an election year.

5. EXPENSES

- 5.1** Expenses for Board Commissioners that are related to travel to attend meeting, courses and conferences will be reimbursed as per the Corporate Policy on Travel Expenses.
- 5.2** Annually in December during the Board's Commissioners they will be paid a taxable allowance of \$1,200 to cover miscellaneous expenses such as communications. This allowance will be provided in the last pay period of December. This taxable allowance will be increased yearly by the Vancouver Consumer Price Index.

3. EFFECTIVE DATE

READ A FIRST TIME this 15th day of JANUARY, 2020

READ A SECOND TIME this 15th day of JANUARY, 2020

READ A THIRD TIME this 15th day of JANUARY, 2020

ADOPTED this 15th day of FEBRUARY, 2020



Joe Lamb, Chair
Cultus Lake Park Board



Bonny Bryant
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Commissioners
Remuneration Bylaw No. 1163, 2019, Amendment
Bylaw No. 1172, 2020.



Chief Administrative Officer

Elected Officials Remuneration Review Cultus Lake Park

October 9, 2022

Data Collected and Analyzed by Cultus Lake Park Staff

Data and Document Peer Reviewed by Consultant Julie Case

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BACKGROUND & METHODOLOGY

Remuneration Review – 2019

The last Board Remuneration review was done in late 2019. The review was done to ensure Board salaries would not be perceived as a barrier to those seeking to serve the public and the level of remuneration would attract competent, motivated, and well-qualified, community-minded citizens.

During the review in 2019 contractor, Julie Case was hired to conduct a review of the Board's Remuneration. In 2019, the report noted the remuneration for Cultus Lake Park elected officials was less than competitive when compared to the median of its defined market for the Chair, Vice-Chair, and Commissioner positions. Julie Case's report noted most organizations target the median level of their defined market to set remuneration levels. As most organizations want to be the middle (median), not the top of the market, nor the bottom of the market. In addition, the median, not the average, is the preferred approach when using compensation data since the median, unlike the average, is not overly affected by extremely low or high data points in the sample.

In 2019, Cultus Lake Park Board's Remuneration was increased to align to the median level of Cultus Lake Park's defined market.

Remuneration Review – 2022

As per *Remuneration Bylaw No. 1163, 2019, Amendment Bylaw No. 1172, 2020*, a comparative process to establish the Board's Remuneration should be conducted every four years prior to the election so the outgoing Board can recommend the remuneration for the incoming Board. This bylaw states the comparison will be based on like communities, in terms of populations, total expenses and revenues.

At the September 2022 Board meeting, the current Board approved the review using the comparative municipalities noted below which are communities like Cultus Lake Park.

To conduct this review, Cultus Lake Park staff sent a custom survey questionnaire to 15 local governments to collect data on base salaries and allowances. At the time of this report, 14 of 15 local governments have responded. Tofino responded that it was in the process of updating their remuneration so they did not provide a response.

- | | | |
|-------------------------|-----------------------|-------------------|
| 1. Banff | 6. Keremeos | 11. Sicamous |
| 2. Belcarra | 7. Lillooet | 12. Sun Peaks |
| 3. Harrison Hot Springs | 8. Pemberton | 13. Tofino |
| 4. Invermere | 9. Radium Hot Springs | 14. Ucluelet |
| 5. Jasper | 10. Rossland | 15. Valemount |

Cultus Lake staff emailed the survey questionnaire, collected data, reviewed the data, identified anomalies, and followed up where necessary. Julie Case, contractor, peer reviewed the data, analysis, and findings contained in this report.

FINDINGS – BASE SALARY

A summary of the base salary data collected from the comparator municipalities is shown in Table 1. Also shown are the population measures and annual expenses which were collected from the BC government website (www.cscd.gov.bc.ca/lgd/infra/statistics) to ensure consistency of comparisons. The most recent data available is from the 2016 census and financial data is from 2020. Specific definitions to assist with understanding the data are found in Attachment 1.

TABLE 1 – SUMMARY OF BASE SALARY DATA FROM COMPARATOR LOCAL GOVERNMENTS

Local Government	Number of Elected Officials	2020 Annual Expenses (\$)	BC Population Estimates	Chair (Mayor) – 2022 Annual Base Salary (\$)	Chair (Mayor) FT or PT	Commissioner (Councillor) 2022 Annual Base Salary (\$)	Commissioner (Councillor) salary as percent of chair / mayor salary
Cultus Lake Park	5	5,049,791	1,600	25,129	PT	15,505	62%
Banff	7	43,320,250	7,847	98,075	FT	32,692	33%
Belcarra	5	2,080,419	693	23,155	PT	11,578	50%
Harrison Hot Springs	5	4,288,580	1,632	30,000	PT	15,000	50%
Invermere	5	9,668,118	3,713	26,368	PT	15,821	60%
Jasper	7	18,577,117	4,590	57,000	PT	14,427	25%
Keremeos	5	1,970,322	1,692	12,398	PT	7,788	63%
Lillooet	5	5,595,135	2,249	16,322	PT	9,191	56%
Pemberton	5	7,122,391	2,951	31,367	PT	15,540	50%
Radium Hot Springs	5	3,413,381	811	18,444	PT	10,036	54%
Roseland	7	8,522,179	4,108	30,000	PT	15,000	50%
Sicamous	7	8,180,232	2,714	30,750	PT	13,212	43%
Sun Peaks	5	7,137,925	937	10,000	PT	6,000	60%
Ucluelet	5	6,678,225	1,842	27,125	PT	15,937	59%
Valemount	5	3,875,605	1,128	21,114	PT	10,847	51%
Summary – not including Cultus Lake Park							
P25		3,978,849	1,254	19,112		10,239	
Median (P50)		6,900,308	2,046	26,747		13,820	51%
P75		8,436,692	3,523	30,563		15,405	
Average		9,316,420	2,636	30,866		13,791	50%

FINDINGS – REMUNERATION PRACTICES

The table below summarizes the responses to the survey questions regarding remuneration practices. The questions contained in the survey are listed and a summary of the responses provided as well as the current practice at Cultus Lake Park.

Survey Question	Cultus Lake Park Practice	Chair / Mayor Survey Responses	Commissioner / Councillor Survey Responses
Position considered full-time or part-time?	Part-time	Thirteen indicated part time. One indicated position is full-time.	All considered part time.
Planned adjustment to salaries for 2023 (if know already) as a percent (%)	CPI	Five indicate they will adjust by CPI for 2023. Two indicated adjustments of either 3.4 or 5.4 per cent. Two did not know.	Same as chair / mayor.
Acting chair / mayor allowance	None		All indicated none.
Committee remuneration, if any	None	Thirteen indicated none. One indicated \$100 per meeting.	Same as chair / mayor.
Other remuneration (please describe)	None	One indicated \$60 per extraordinary meeting.	Same as chair / mayor.
Annual car allowance	None	None	None
Mileage reimbursement rate (per km)	Reimburse at CRA rate which is \$0.61 for 2022	Five reimburse at CRA rate which is \$0.61 for 2022. Others indicated \$0.50, \$0.51 or \$0.55.	Same as chair / mayor.

Survey Question	Cultus Lake Park Practice	Chair / Mayor Survey Responses	Commissioner / Councillor Survey Responses
Annual conference budget (if yes, please include yearly amount)	Total budget for board: \$17,000 Majority of this budget is for board conferences; a smaller portion is for board meeting expenses and mileage etc.	Three organizations indicated a total amount for council / board: \$30,500, \$38,375, or \$50,000 Five organizations indicated individual amounts of \$1,700, \$2,600, \$3,000 \$5,000 or \$10,000	Three organizations indicated a total amount for council / board: \$30,500, \$38,375, or \$50,000 Five organizations indicated individual amounts of \$1,500, \$2,000, \$2,600, \$3,000 or \$5,000
Do you offer any benefits to your elected officials?	Yes	Seven indicated yes. Seven indicated no.	Same as chair / mayor.
If yes, please describe which benefits they receive.	Communication allowance \$1,200 annually	Four offer group health benefits (e.g., medical, dental, life insurance). One pays for cell phone. One offers allowance for out-of-town travel Two offer AD&D	Three offer group health benefits (e.g., medical, dental, life insurance). One offers \$650 allowance in-lieu of benefits. One pays for cell phone. One offers allowance for out-of-town travel Two offer AD&D

OBSERVATIONS – BASE SALARY

Table 2 presents the base salaries of elected officials at Cultus Lake Park compared to the median market data. In terms of base salary, Cultus Lake Park is right in line and competitive when comparing to the median (or middle) of its defined market for the Chair / Mayor salary: the base salary of the Chair / Mayor is 94 per cent of the median result. The base salary for the commissioner/councillor position is more than competitive at 112 per cent of the median result. As previously noted, most organizations target the median level of their defined market. They do not wish to be the top of the market, nor the bottom of the market, but want to be in the middle. The key to being competitive when using the median level of the market is to define the most relevant market. In addition, the median, **not** the average, is the preferred approach when using compensation data since the median, unlike the average, is not overly affected by extremely low or high data points in the sample.

TABLE 2 – COMPARISON OF CULTUS LAKE PARK TO MEDIAN MARKET

Position	Cultus Lake Park Base Salary (\$)	Market Median Base Salary (\$)	Cultus Lake Park as % of Market Median
Chair / Mayor	25,129	26,747	94%
Vice Chair	18,178	n/a	n/a
Commissioner / Councillor	15,505	13,820	112%

FINAL THOUGHTS

Thanks to the review performed in 2019, findings show that Cultus Lake Park elected officials are being provided competitive salaries when comparing to the median (or middle) of its defined market for the Chair, Vice-Chair, and Commissioner positions.

Overall, current remuneration for Cultus Lake Park elected officials is competitive and Section 3.4 of the Remuneration Bylaw No. 1163, 2019 provides for an annual increase for the chair, vice-chair, and commissioner positions in the amount equal to the Consumer Price Index (CPI) for BC. Therefore, staff are recommending no amendments to the Remuneration Bylaw No. 1163, 2019 be made and current remuneration be adjusted by CPI for the incoming Board.

ATTACHMENT 1 – DATA DEFINITIONS

The data in this report have been rounded, aggregated, and summarized using tables. Some definitions to assist with understanding the data follow:

- The number of observations (# obs) indicates the number of organizations that provided data.
- An average (mean) is the sum of all data divided by the number of observations included.
- A median value (50th percentile or P50) is the number that falls within the middle of a series of observations (e.g., if there are seven data observations and they are ranked in order of highest to lowest, the number or observation that is in the fourth position is the middle value and represents the median value). It is the most common percentile statistic included in survey data. It is the point at which half of the data fall below and half of the data fall above.
- The 25th and 75th percentiles (P25 and P75), also referred to as the first and third quartiles, offer an indication as to the “spread” or range of the data. At the 75th percentile, 75 percent of the observations are at this level or below. Similarly, at the 25th percentile, 25 percent of the observations are at this level or below.
- It is important to note that a minimum number of observations is required to report data and still maintain confidentiality. A minimum of three observations is required to report the average, four to report the median, and five to report the quartiles (i.e., P25 and P75).

ATTACHMENT 2 – CONSULTANT PROFILE

Julie Case has over 20 years in the compensation field. During her career, Julie has worked with a variety of private and public sector clients to develop compensation structures, implement job evaluation plans, conduct custom compensation market surveys, advise on general salary administration, conduct market pricing, and develop compensation philosophies.

Julie's work involves developing and implementing compensation strategies for a broad, cross section of employee groups including: executive, management, and professional, technical, and unionized staff.

Over the course of her career, Julie has gained considerable compensation expertise in the public and private sectors. She specializes in defining strategic compensation philosophies that align to the business goals of the organization. Julie handles compensation projects from the strategic planning stage through to the collection and analysis of compensation data and finally to the recommendations and implementation stages. Julie has designed job evaluation plans for use in exempt and union environments. She has facilitated many job evaluation committees in their goal of creating and recommending new or revised job worth hierarchies.

Julie has considerable experience working with municipalities in British Columbia. She has worked with the largest cities in the province. Once upon a time, Julie worked for a municipal government: she spent four years working in the chief administrative officer's office at the City of Maple Ridge, BC. This role included facilitating business planning sessions, defining corporate performance measures, and leading performance improvement reviews.

Julie holds a Bachelor of Arts degree from Simon Fraser University with a major in economics and a minor in biology. She also holds a Master of Arts degree in leadership and training from Royal Roads University. She is currently a member of WorldatWork.

Julie worked for Watson Wyatt Worldwide in Vancouver as a compensation consultant where she was hired by senior consultant Tim Dillon. Tim opened his own firm in 2006 and Julie worked as an associate of Case Dillon & Associates (formerly Tim Dillon & Associates) from 2006 until the end of 2017 when Tim Dillon passed away. Julie continues to work with all her same clients and associates as an independent consultant. In 2021, Julie incorporated her consulting business with her partner John Leeburn and formed Drive Organizational Development.

When not working, Julie enjoys travelling, gardening, and lounging on the couch between her two Golden Retrievers. Julie's passion for pet therapy began 20 years ago when she began volunteering with BC Pets and Friends. Since 2017, Julie has served on the board of directors as vice president and currently as president. Pets and Friends is a registered charity that provides and promotes the healing comfort and companionship of animals through pet therapy visitations.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 19, 2022 **FILE:** 0410-20-70

SUBMITTED BY: Joe Almeida,
Manager of Park Operations

SUBJECT: MOTI Proposed Culvert Replacement at Columbia Valley Highway

PURPOSE:

The purpose of the report is to present to the Board the Ministry of Transportation and Infrastructure's ("MOTI") proposed culvert replacement at Columbia Valley Highway with information on the project and approval requests.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the MOTI Proposed Culvert Replacement at Columbia Valley Highway report; and

THAT the Cultus Lake Park Board confirms its approval for the City of Chilliwack to grant the Ministry of Transportation and Infrastructure ("MOTI"), a statutory right of way for drainage and watercourse maintenance purposes and a temporary licence for construction activities over the City of Chilliwack's property having its Parcel Identifier Number as 000-823-198 in order to facilitate the replacement by MOTI of the Hatchery Creek culvert located under the Columbia Valley Highway; and

THAT the Cultus Lake Park Board approve the Chief Administrative Officer or designate to draft a letter of support for the "temporary licence for construction".

DISCUSSION:

Following the November 2021 atmospheric river flooding event, MOTI completed an evaluation of the Hatchery Creek culvert and recently determined that a full replacement of the existing culvert was required. Due to the urgency of the work, MOTI has expedited design, procurement and coordination efforts and have completed a preliminary design with plans to complete the work starting at the end of October or early November 2022.



The City of Chilliwack, MOTI, their design team (Binnie & Associates and ISL), and CLPB met on October 6, 2022, to review the work and discuss requirements for temporary construction and permanent access onsite. The meeting was led by MOTI's project management team from Binnie and Associates. They provided a high-level overview of the project and reviewed draft drawings illustrating their requests for a permanent Statutory Right Away and temporary licence for construction activities over the City of Chilliwack's property (PIN 000-823-198) as illustrated in their Property Acquisition Plan # R1-14033-101RW (REV - PA) attached.

The design team confirmed they are working with a local construction contractor and have materials ordered which are scheduled for delivery at the end of October. They confirmed work is anticipated to take approximately 4 weeks. Discussions around potential impacts to the park were discussed including construction road closures and contingency plans if they need to postpone the work due to adverse weather or other unforeseen situations. It was confirmed that a traffic management plan is being completed and that work will require one lane alternating traffic during construction. The work has been designed to ensure limited impacts to traffic disruptions and water flows in the creek. The work will be staged and completed with the existing culvert in place for the duration of the work. Final tie-ins will be completed at the end to decommission the existing culvert. In addition, it was confirmed that measures to restore the highway in short order are in place if required.

It was confirmed that there will be no impacts to the adjacent CLPB community hall.

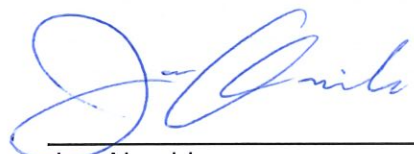
All required communication including notifications to affected parties is being coordinated by MOTI, the City of Chilliwack and their teams. It was discussed that secondary notification may be sent to residents and posted on the Cultus Lake Park website as necessary through our staff as required.

As part of their approvals and due to the urgency of the work; MOTI and the City of Chilliwack requested the CLPB's expedited written support for the project.

STRATEGIC PLAN:


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

Prepared by:

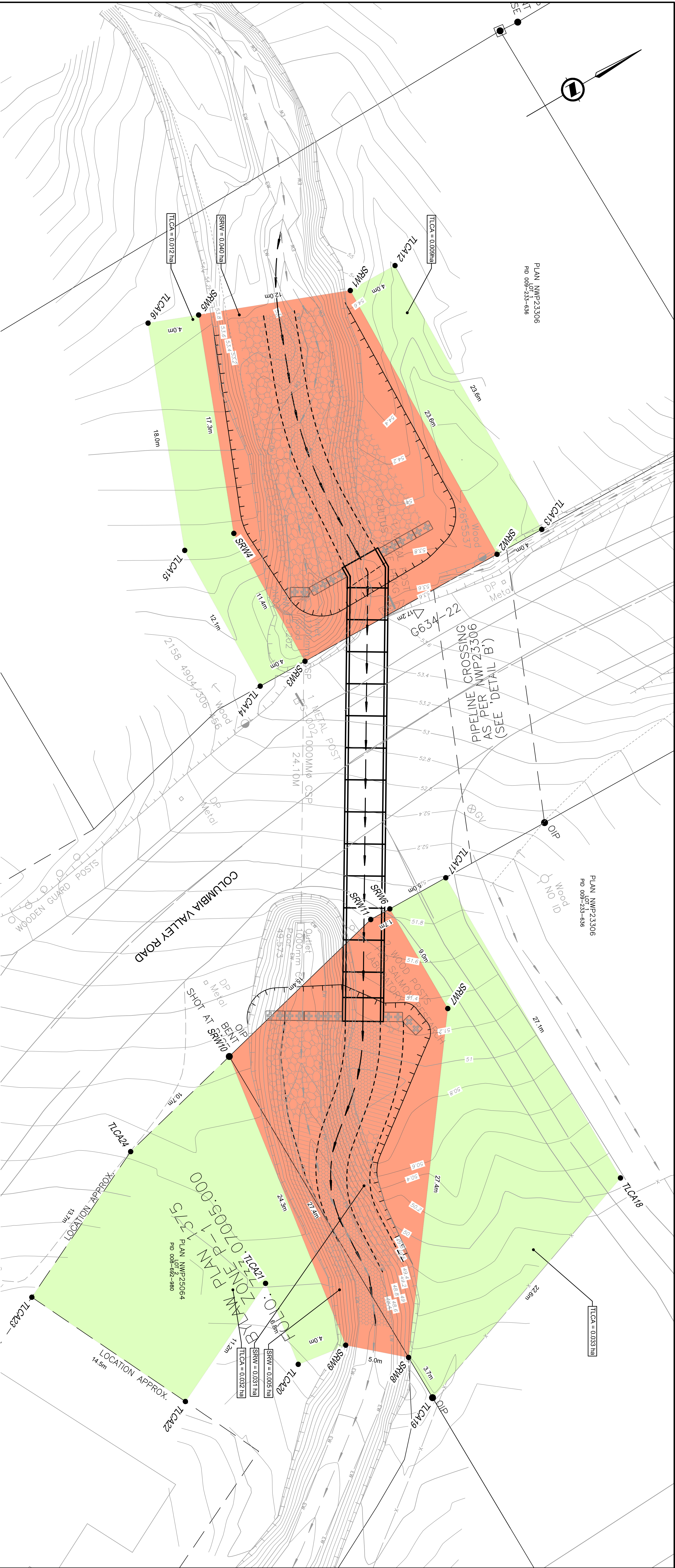


Joe Almeida
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer




LEGAL DESCRIPTION	PID NUMBER	NEW SRW REQ.	T.L.C.A.	COMMENTS
LOT 1, PLAN NWP23306	009-233-636	0.071 ha DWG-101-RW	0.064 ha DWG-101-RW	
LOT 2, PLAN NWP25064	008-692-980	0.005 ha DWG-101-RW	0.009 ha DWG-101-RW	


LEGEND	
STATUTORY RIGHT-OF-WAY	
TEMPORARY LICENSE FOR CONSTRUCTION ACTIVITIES (T.L.C.A.)	

SRW POINTS		
NAME	NORTHING	EASTING
SRW1	436729.367	574464.412
SRW2	436728.912	574487.977
SRW3	436711.746	574487.645
SRW4	436711.966	574476.222
SRW5	436718.167	574480.103
SRW6	436707.749	574507.689
SRW7	436707.749	574516.689
SRW8	436691.398	574538.687
SRW9	436687.637	574535.389
SRW10	436691.115	574511.338
SRW11	436706.042	574507.666

TLCA POINTS		
NAME	NORTHING	EASTING
TLCA12	436723.366	574464.489
TLCA13	436732.911	574488.054
TLCA14	436707.747	574487.588
TLCA15	436707.981	574475.442
TLCA16	436714.434	574458.687
TLCA17	436712.749	574507.785
TLCA18	436712.749	574534.903
TLCA19	436691.436	574542.369
TLCA20	436693.678	574534.817
TLCA21	436694.654	574528.069
TLCA22	436674.604	574532.891
TLCA23	436668.334	574519.823
TLCA24	436680.720	574513.880



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MINISTRY OF TRANSPORTATION
AND INFRASTRUCTURE
SOUTH COAST REGION
HIGHWAY ENGINEERING AND GEOMATICS

PROPERTY ACQUISITION PLAN
COLUMBIA VALLEY HIGHWAY CULVERT REPLACEMENTS
HATCHERY CREEK AT COLUMBIA VALLEY ROAD

DESIGNED: K. TORREY DATE: 2022-06-20
QUALITY CONTROL: S. VERBAK DATE: 2022-06-20
QUALITY ASSURANCE: S. VERBAK DATE: 2022-06-20
DRAWN: K. TORREY DATE: 2022-06-20

SCALE: 0 1.5 H:1:150 7.5m
PLOT DATE: 10/5/2022

REV: DATE: REVISIONS: NAME: PA: 2022-08-16 75% DETAILED DESIGN K. TORREY

FILE NUMBER: 33118 PROJECT NUMBER: --- REG: 1 DRAWING NUMBER: R1-14033-101RW REV: PA

057



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 19, 2022 **FILE:** 0550

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

SUBJECT: Cultus Lake Park Board Oath of Office, Inaugural Meeting

PURPOSE:

To request that the Board support holding the Oath of Office remotely for acclaimed (City of Chilliwack) Cultus Lake Park Board Commissioner, Darcy Bauer.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board support accepting Commissioner Bauer's Oath of Office remotely and electronically at the 2022 Cultus Lake Park Board Inaugural Meeting of November 8, 2022.*

DISCUSSION:

Commissioner Darcy Bauer was one of the candidates that has been elected by acclamation with the City of Chilliwack to represent Cultus Lake Park Board. Commissioner Bauer will not be available to attend the Oath of Office in person on November 8th and staff would like to support taking the oath of office remotely.

The *Cultus Lake Park Act* states;

Term of office

6, The term of office of a member of the board;

- (a) begins on the date of the first regular board meeting following an election under this Act, and
- (b) ends immediately before the date of the first regular board meeting that follows the next election under this Act unless the member of the board resigns or becomes disqualified.

There have been several accommodations made for remote administration of oaths remotely / electronically over Zoom, and commissioning of documents during the pandemic. Both are set out by the Attorney General to support them in their roles as commissioners and the Supreme Court of Canada. When being sworn in, it must be noted that the said commissioner was not physically present before the commissioner or judge but was linked utilizing the video technology, must show the video image of their identification, each must have a copy of the oath while administering and will state what needs to be said. Following this the commissioner will provide a signed copy sent via email to staff and both copies are then attached together with a certificate signed by a commissioner and would then be permitted to be filed.

The Cultus Lake Board Procedure Bylaw No. 1125, 2018 Amendment Bylaw 1198, 2021 states:

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

3.13 Electronic Participation at Hybrid Meetings – Board Members

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

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

- (a) A member who wishes to attend an in-person meeting via electronic means must provide notice to the CAO and/or the Corporate Officer no less than forty- eight (48) hours prior to the meeting;
- (b) electronic participants will be noted in the meeting minutes as having participated electronically;
- (c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during the meeting will be noted in the minutes as having left the meeting;
- (d) if a member must be recused due to a conflict of interest, section 11 CONFLICT OF INTEREST of this bylaw will be followed and they will temporarily be disconnected or place in a “waiting room” if possible;
- (e) electronic participants will abide by the rules and procedures established in this bylaw.

In addition, stated under the *Community Charter*;

Oath or affirmation of office

120 (1) A person elected or appointed to office on a council must make an oath or solemn affirmation of office within the following applicable time limit:

(a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required;

(1.1) If a person referred to in subsection (1) does not make the required oath or solemn affirmation of office within the time limit established by that subsection, the person is disqualified from holding office

(a) on a local government,

(b) on the council of the City of Vancouver or on the Park Board established under section 485 of the Vancouver Charter, or

(c) as a trustee under the Islands Trust Act until the next general local election.

(4) The oath or solemn affirmation of office must be made before a judge of the Court of Appeal, Supreme Court or Provincial Court, a justice of the peace, a commissioner for taking affidavits for British Columbia, the corporate officer or the chief election officer.

(5) Before a person takes office as a council member, the person must produce the completed oath or affirmation, or a certificate of it, to the corporate officer.

While not specifically required, it would be prudent to consider that the Board confirm their decision to accept remotely commissioned oaths of office by resolution so that the process cannot be questioned later on.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: October 19, 2022 **FILE:** 0550

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

SUBJECT: Remembrance Day Wreaths

PURPOSE:

To designate two Board members to attend to lay the wreaths at the Vedder and Chilliwack Cenotaphs on Remembrance Day, November 11, 2022.

RECOMMENDATION:

THAT the Cultus Lake Park Board designate two Board members to attend to lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2022; and

THAT the Cultus Lake Park Board authorizes the purchase of three (3) # 20 wreaths.

DISCUSSION:

Historically the Cultus Lake Park Board has supported the Royal Canadian Legion Branch by purchasing two wreaths which will be laid at both Sardis and Chilliwack Cenotaphs to remember the members of the armed forces who have died in the line of duty for country.

This year, in addition to attendance of Board members, Cultus Lake Fire Chief and members will also participate in marching in the ceremony and laying a wreath at the Vedder Cenotaph location.

By purchasing a wreath, all funds raised are used to assist local Veterans and/or their dependents as well as our community.

Prepared by:

Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer

