



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

Wednesday, November 23, 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 November 23, 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/89337295419?pwd=UktpTk3MVgvdEE3RGNlV21mRjlodz09>

Meeting ID: 893 3729 5419

Passcode: 408107

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

Please feel free to email questions for the Public Question Period no later than Tuesday, November 22, 2022, by 4:00 pm to amanda.nadeau@cultuslake.bc.ca.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, NOVEMBER 23, 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 (3:00 PM)

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

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

Section 90 (1), (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act; and

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be excepted 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 November 23, 2022; and

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

(5) ADOPTION OF MINUTES

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- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Inaugural Meeting held November 8, 2022.

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- (b) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held November 9, 2022.

(6) ADOPTION OF COMMITTEE MINUTES

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

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- (b) ***THAT*** the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from September 27, 2022.

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- (c) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from October 12, 2022.***

(7) CORRESPONDENCE

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- (a) **Cultus Lake Memorial Church – Christmas Concert**

- Email dated November 14, 2022, from Glenn Charles

THAT the Cultus Lake Park Board support the use of a horse and buggy to allow free rides along the waterfront section and through Main Beach pathways;

THAT the Cultus Lake Park Board support the use of a trailer to be parked at the Lease Lot of the Church to serve hot drinks provided that the office receives a letter of approval from the leaseholder and that the required permits are obtained;

THAT the Cultus Lake Park Board supports members of the Cultus Lake Fire Department to participate by having two fire trucks on site offering free public education; and

THAT the Cultus Lake Park Board support the event by allowing those that wish to attend to park in lot B for free for the duration of the Christmas Concert.

(8) BYLAWS

- (a) **2022 - 2026 Financial Plan Amendment**

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- Report dated November 23, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; 2022-2026 Five-Year 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, 2022 Financial Plan Summary of Changes

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1219, 2022.

(9) CONSENT AGENDA

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- (a) 2022 Third Quarter Reports

- Finance
- Parking
- Public Works
- Bylaw Compliance and Enforcement
- Campground and Accommodations
- Fire Department
- Lease Assignments

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

(10) FINANCE

(a) 2023-2027 Cultus Lake Park DRAFT Financial Plan

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- Report dated November 23, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park Board 2023-2027 DRAFT Financial Plan Bylaw No. 1220, 2022
- Attachment 2; Schedule A – 2023 Financial Plan Summary
- Attachment 3; Schedule B – 2023-2027 Five Year Summary
- Attachment 4; Business Unit Details
- Attachment 5; Changes Document
- Attachment 6; Schedule of Reserves
- Attachment 7; 2023 Budget Highlights

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THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022.

(b) Public Consultation on the 2023-2027 Cultus Lake Park DRAFT Financial Plan

(11) STAFF REPORTS

(a) Green Shores Demonstration Project at Cultus Lake Park, BC

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- Report dated November 23, 2022, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Letter of support dated November 10, 2022, from Chair Dzaman

THAT the Cultus Lake Park Board receive the letter of support for the Stewardship Centre of BC application to the British Columbia Salmon Restoration and Innovation Fund and the report for information.

(b) Cultus Lake Park Board Meeting Calendar 2023

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- Report dated November 23, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2023 Board Meeting Calendar

THAT the Cultus Lake Park Board endorses the following dates as the 2023 Board Meeting Dates:

<i>January 18</i>	<i>February 15</i>
<i>March 15</i>	<i>April 19</i>
<i>May 17</i>	<i>June 21</i>
<i>July 19</i>	<i>August 16</i>
<i>September 20</i>	<i>October 18</i>
<i>November 15</i>	<i>December 13</i>

THAT the Cultus Lake Park Board continue to hold Regular Board meetings at 5:00 pm.

(c) **DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway**

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- Report dated November 23, 2022, from Joe Almeida, Manager of Park Operations
- Attachment 1; Letter of Request for Land Use Authorization

THAT the Cultus Lake Park Board receive the DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway report; and

THAT the Cultus Lake Park Board confirms its approval for the City of Chilliwack to grant the Department of Fisheries & Oceans ("DFO"), a temporary licence for construction over the City of Chilliwack's property having its Parcel Identifier Number 000-823-198 in order to facilitate the construction of the new sanitary sewer main by DFO and support the continued discussions and coordination with the DFO, FVRD, MOTI, and City of Chilliwack to finalize the Land Tenure agreements required for the final completion and tie-ins of the sanitary sewer upgrade; and

THAT the Cultus Lake Park Board approve the Chief Administrative Officer or designate to draft a letter of approval and support for the "temporary licence for construction" and continued coordination with the DFO and associated regulatory bodies.

(d) **Flu Vaccination Clinic**

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- Report dated November 23, 2022, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

THAT the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods at the Cultus Lake Park Boardroom on Saturday, December 3, 2022, from 10:00 am to 2:00 pm to administer vaccinations free of charge to community members.

(e) **Commissioner Appointments to Collect Parking by Donation**

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- Report dated November 23, 2022, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

THAT the Cultus Lake Park Board request appointments of Board Commissioners to accept donations for parking at the Cultus Lake Christmas Special Event on November 26, 2022, from 4:00 pm to 9:00 pm.

(12) REPORTS BY COMMISSIONERS

(a) **810 Iverson Road – "Business Waste"**

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- Attachment 1; Letter of support dated November 14, 2022, from Chair Dzaman
- Attachment 2; Letter of support dated November 9, 2022, from Don Myrol, President CVRA

THAT the Cultus Lake Park Board approve and support sending the letter from Chair Dzaman on behalf of the Board to the Regional Director of the Ministry of Environment.

THAT the Cultus Lake Park Board receive the letter of support from Don Myrol, President CVRA.

(b) **Cultus Lake Park Village Center Plan Updates**

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- Report dated November 23, 2022, from Chair Dzaman
- Attachment 1; Urban Systems' Cultus Lake Park Village Center Plan Project – Community Engagement Launch

***THAT** the Cultus Lake Park Board receive the report for information on the status of the Cultus Lake Park Village Center Plan.*

(13) COMMUNITY ASSOCIATION

(14) PUBLIC QUESTION PERIOD

(15) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on November 23, 2022, be adjourned.*



CULTUS LAKE PARK BOARD INAUGURAL MEETING MINUTES

TUESDAY, NOVEMBER 8, 2022
CULTUS LAKE COMMUNITY HALL
4220 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present

Commissioner K. Dzaman - Chair
Commissioner J. Beesley - Vice Chair
Commissioner E. Jartved
Commissioner T. Moul
Commissioner D. Bauer – via Zoom

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

CALL TO ORDER

Chief Administrative Officer, J. Lamb, called the meeting to order at 6:01 pm.

Chief Administrative Officer, J. Lamb, recognized the following dignitaries:

- Honorable Judge Ormiston from the Provincial Court of British Columbia attending the meeting to administer the Oaths of Office for the Board Commissioners
- Taryn Dixon, Electoral Area H Director, Fraser Valley Regional District
- Mark Strahl, MP, Chilliwack – Hope, for including the letter attached in the Agenda

SINGING OF O'CANADA

Chief Administrative Officer, J. Lamb welcomed Abigail Dzaman, to sing the Canadian National Anthem.

Chief Administrative Officer, J. Lamb thanked Abigail Dzaman for leading the Board in singing the National Anthem.

CHIEF ELECTION OFFICER'S REPORT

Chief Administrative Officer, J. Lamb reviewed the letter dated November 8, 2022, from Rachel Litchfield, Chief Election Officer proclaiming the results of the October 15, 2022, Cultus Lake Park Election.

The following elected Commissioners will form the 2022 – 2026 Cultus Lake Park Board:

BEESLEY, John
JARTVED, Erika
MOUL, Tom

The following are election results from the City of Chilliwack for Cultus Lake Park Board Commissioner by acclamation:

BAUER, Darcy
DZAMAN, Kirk

DECLARATIONS AND OATHS OF OFFICE

The Honorable Judge Ormiston, Provincial Court of British Columbia, administered the Oath of Office to the Cultus Lake Park Board Commissioners. Commissioner Bauer took his Declaration and Oath of Office on November 2, 2022, at the Chilliwack Law Courts with Honorable Judge Ormiston.

The Honorable Judge Ormiston, Provincial Court of British Columbia congratulated the newly elected Board Commissioners and thanked them for their dedication and service to the community.

Chief Administrative Officer, J. Lamb, thanked Judge Ormiston for administering the Declarations and Oath of Office for the 2022 - 2026 Cultus Lake Park Board Commissioners. He welcomed and congratulated the Commissioners as the 2022-2026 Cultus Lake Park Board.

ELECTION OF THE CHAIR

Chief Administrative Officer, J. Lamb proceeded with the process for electing the Cultus Lake Park Board Chair.

Nomination forms for the position of Chair were distributed to the Board members to fill in. Manager of Corporate Services / Corporate Officer, R. Litchfield collected the nomination forms and Chief Administrative Officer, J. Lamb read aloud the results. Five (5) nomination forms were received in favor of Commissioner Dzaman. Commissioner Dzaman accepted the nomination for the position of Cultus Lake Park Board Chair. Commissioner Dzaman assumed the position of Chair.

ELECTION OF THE VICE CHAIR

Chair, K. Dzaman continued with the election for the position of Cultus Lake Park Board Vice Chair.

Nomination forms for the position of Vice Chair were distributed to the Board members to fill in. Manager of Corporate Services / Corporate Officer, R. Litchfield collected the nomination forms and Chief Administrative Officer, J. Lamb read aloud the results. Four (4) nomination forms were received in favor of Commissioner Beesley. Commissioner Beesley accepted the nomination for the position of Cultus Lake Park Board Vice Chair. One (1) nomination form was received in favor of Commissioner Moul. Commissioner Moul declined the nomination for the position of Cultus Lake Park Board Vice Chair. Commissioner Beesley assumed the position of Vice Chair.

APPROVAL OF AGENDA

5068-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the Agenda for the Inaugural Meeting of November 8, 2022; and*

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

CARRIED

APPROVAL OF MINUTES

5069-22 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 19, 2022.*

CARRIED

CORRESPONDENCE

The attached letter dated October 31, 2022, from Mark Strahl, MP, Chilliwack – Hope was reviewed by Chair, K. Dzaman.

REPORTS BY STAFF

Designation of Commissioners to Lay Wreaths

Commissioner Jartved and Commissioner Moul volunteered to lay wreaths at the Remembrance Day celebrations at the Sardis and Chilliwack Cenotaphs. Staff will inform the legion of the representatives of the Cultus Lake Park Board.

REPORTS BY COMMISSIONERS

Verbal Report by the Elected Chair of the Cultus Lake Park Board

Chair, K. Dzaman thanked the public for joining in the meeting and engaging in the process. He thanked his fellow Commissioners for trusting him in holding the position of Chair and he congratulated Commissioner Beesley on his election to Vice Chair.

Chair, K. Dzaman thanked his family and acknowledged his wife's late grandfather, Jack Parker who was Chair of the Cultus Lake Park Board in the years 1961, 1964 and 1965. He added that he is honored to sit in the same seat as Jack Parker.

Chair, K. Dzaman noted that change comes with tremendous opportunity. He acknowledged the outgoing Board for their hard work and the groundwork that they have laid for the incoming Board.

Chair, K. Dzaman noted the importance of public engagement going forward to ensure best decision making for the community and future of the Park.

Chair, K. Dzaman acknowledged each Commissioner's strengths and passion that they will bring the Board and community.

Chair, K. Dzaman welcomed the community to join the Cultus Lake Park Board and staff in a reception following the meeting at the Cultus Lake Golf Club.

COMMUNITY ASSOCIATION

E. Vance congratulated the Board on behalf of the Community Association and thanked them for the work that will come.

PUBLIC QUESTION PERIOD

No public questions.

ADJOURNMENT

5070-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Inaugural Meeting of the Cultus Lake Park Board held on November 8, 2022, be adjourned at 6:30 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the Inaugural meeting of the Cultus Lake Park Board held, November 8, 2022.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 9, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Commissioner K. Dzaman - Chair
Commissioner J. Beesley – Vice Chair
Commissioner E. Jartved
Commissioner T. Moul

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

Regrets Commissioner D. Bauer

(1) CALL TO ORDER

The Chair called the meeting to order at 8:37 am.

(2) APPROVAL OF AGENDA

5071-22 Moved: Commissioner Moul Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board approve the Agenda for the Special Regular Meeting of the Cultus Lake Park Board for November 9, 2022.*

CARRIED

(3) RESOLUTION TO PROCEED TO CLOSED MEETING

5072-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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

Section 90, (1), (c) labour relations or other employee relations;

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

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

CARRIED

(4) RECONVENE

The meeting reconvened at 3:34 pm.

(5) ADJOURNMENT

5073-22 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the Special Regular Meeting of the Cultus Lake Park Board held November 9, 2022, be adjourned at 3:34 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held November 9, 2022.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



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

TUESDAY, SEPTEMBER 27, 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. Rogozinski
G. Senft – via Zoom
B. Shirley
B. Van den Brink – via Zoom

Staff Chief Administrative Officer – J. Lamb
Manager of Corporate Services / Corporate Officer – R. Litchfield
Communications, Media, and Events Coordinator – A. Nadeau

Consultants A. Sokolowski – via Zoom
J.P. Raulot-Lapointe – via Zoom

(1) CALL TO ORDER

The Chair called the meeting to order at 10:04 am.

(2) APPROVAL OF AGENDA

Moved by: C. Rogozinski Seconded by: E. Vance

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of September 27, 2022; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: P. Vander Helm Seconded by: C. Rogozinski

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

CARRIED

(4) CORRESPONDENCE

(a) Project Status Update

Urban Systems reviewed their slideshow presentation noting the six (6) project phases:

- Phase one - Start-up and Information Gathering
- Phase two - Technical Assessments (current phase)
- Phase three - Community and Stakeholder Engagement - fall 2022
- Phase four - Preliminary Land Use Plan - fall/winter 2023
- Phase five - Draft Village Center Plan - winter 2023
- Phase six - Final Plan - spring 2023

Phase one consisted of a site visit in July, background information review, preparation of the communication and engagement strategy, and base mapping.

The purpose of the market assessment is to understand the demand for commercial and residential development. Involving a review of historical sales, housing and commercial space demand and the recommended a land use plan and policy.

Urban Systems early assessment notes the potential to produce substantial residential density. They reviewed recent development projects in Abbotsford, and Chilliwack. Additionally, they will review other tourism developments more similar to Cultus Lake Park.

Urban Systems reviewed the high-density assumption based on the potential land use of the development.

Next step: Land Use Assessment gains understanding of the limitations around growth with the Village Center. This will include the assessment of servicing constraints to confirm density cap, review of current and recent development applications, review of existing land uses, assessment of demographic characteristics, and high-level environmental assessment.

Phase three includes:

- Community survey - late October/early November
- Community open house - late November/early December
- Staff workshop
- Stakeholder consultation
- Engagement survey

Urban Systems plans to reach out to developers with preliminary findings and assumptions following the market assessment.

The committee noted that the process is currently three (3) months behind based on the original RFP. In addition, discussed how to execute the community survey now that some residents have moved out of their summer residence.

Staff noted that the survey can be sent electronically via email, and there will be multiple opportunities for public engagement. The community engagement sessions will be to gather information in an open forum and not present a finalized plan. Urban Systems' community engagement plan is currently being reviewed and will be released at a later date to include both residents, guests and stakeholders of the park.

The committee noted that the community engagement process should clearly identify aspects of the development that could potentially solve key issues and sustainability for the park. Staff will assist with defining the needs of the park and the value/requirement of this project moving forward to improve failing infrastructure.

The committee discussed the revenue model for this project including leases.

The committee noted that it is important to connect with Soowahlie First Nation with respect to this project.

Urban Systems noted that they will continue to adjust the market assessment with respect to current interest rates and construction costs.

The committee discussed the timeline deliverables for Urban Systems moving forward. In addition, noted that staff should provide more clarity on why the park requires this project, what problems the park is trying to solve with this development, what solutions are possible and the potential outcomes.

The committee discussed a multiple phase approach to the development.

Staff noted that approximately 18% of the consultant's budget was spent to date, adding that a significant portion of the hours allocated to the consultation are spent at the beginning stages.

(b) Committee Dissolution Due to Election

Staff reviewed that this will be the final meeting due to the 2022 General Local Election. The new Board will determine the need of the committee in 2023, applications will be accepted through December, and the new committees will be struck in January.

(c) Select Committee Process

Chair Dzaman thanked the committee for their dedication to the process, and hope that the current members wish to participate in the committee again next year should the Board choose to strike the committee in 2023.

(5) NEW BUSINESS

(6) STAFF REPORTS

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) ADJOURNMENT

Moved by: C. Rogozinski Seconded by: E. Vance

THAT the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on September 27, 2022, be adjourned at 11:24 am.

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

TUESDAY, SEPTEMBER 27, 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
Staff	Chief Administrative Officer – J. Lamb
	Communication, Media, and Event Coordinator – A. Nadeau
Regrets	S. Lamb
	T. Seeley
	K. Brauer

(1) CALL TO ORDER

The Chair called the meeting to order at 6:15 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 27, 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 September 13, 2022.*

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Christmas Event Planning

- Santa – Chair K. Dzaman
- Artisan market – Vice-Chair P. McEwan & S. Lamb
- Food trucks - Vice-Chair P. McEwan & S. Lamb
- Hot beverages
- Bonfires – Fire Department
- Children's colouring contest
- Parking by donation
- Salvation Army food drive – Fire Department
- Rentals

The committee confirmed the booking of Mr. and Mrs. Claus and will provide staff with their contact information.

The committee has sent out emails to all vendors from the Cultus Lake Day artisan market; only room for twelve (12) for this event. Additionally, there are two (2) food trucks out of four (4) potential confirmed.

Staff will provide the committee with an updated application form.

Staff noted that Main Beach Boat Rentals is pending confirmation on the use of their space for hot chocolate sales by donation. Additionally, staff confirmed that the fire department should be able to have volunteers manage the fire pits and marshmallows.

The committee discussed the colouring contest details and support from staff to facilitate distribution. Chair Dzaman will connect with a local business to donate the six (6) prizes for winners.

The committee noted that historically Cultus Lake Park Board Commissioners assisted in gathering donations for parking.

Staff will research appropriate heaters for the next meeting.

The committee noted that a community member confirmed his participation in providing audio, requiring a tent, heater, and extension cords.

The committee noted that they will connect with local schools with respect to caroling.

The committee will connect with the church for volunteer support as well as local tree farms for seven (7) live tree donations at varying heights (five to seven feet). Donors and sponsors will get a thank you in the local paper, Cultus Lake Park Facebook page, and signage at the event.

Staff have requested an event poster and Christmas Tree Sponsorship poster for the committee.

(6) STAFF REPORTS

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING DATE AND TIME

Wednesday, October 12, 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 27, 2022, be adjourned at 6:55 pm.*

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

**TUESDAY, OCTOBER 12, 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
	S. Lamb
	T. Seeley – via Zoom joined at 6:04 pm
Staff	Chief Administrative Officer – J. Lamb
	Administrative Assistant, Communications & Events Coordinator – A. Nadeau
Regrets	R. LeBlanc

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

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

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of October 12, 2022; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

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

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of September 27, 2022.

CARRIED

(4) CORRESPONDENCE

The committee noted that K. Brauer resigned from the committee as of October 11, 2022, electronically via email.

(5) NEW BUSINESS

(a) Christmas Event Planning

- Santa Claus – Chair K. Dzaman
- Artisan market – Vice-Chair P. McEwan & S. Lamb
- Food trucks - Vice-Chair P. McEwan & S. Lamb
- Hot beverages
- Bonfires – Fire Department
- Children's colouring contest
- Parking by donation
- Salvation Army food drive – Fire Department
- Carolers – T. Seeley
- Save on Foods donations – T. Seeley
- Christmas tree donations – E. Jartved
- Posters
- Rentals

The committee will email staff contact information for Mr. and Mrs. Santa Claus. Mr. and Mrs. Santa Claus will be at the event from 4:30 pm to 8:00 pm.

The committee noted that they connected with a local tree farm. Staff will follow up on this correspondence.

The committee noted that the maximum vendor spots is sixteen (16) for the event and currently have approximately twelve (12) interested.

The committee noted that there are four (4) food vendors tentatively confirmed pending applications.

Staff confirmed that Main Beach Boat Rentals will allow the committee use of the space for the event.

The committee will get an estimate for hot chocolate, apple cider, and potentially cups. Additionally, will connect with Save on Foods to donate full size candy canes.

The committee noted that the Cultus Lake Memorial Church has offered volunteer time for the event.

The committee discussed volunteer schedules from 3:30 pm to 9:30 pm split into half shifts (3 preparing hot chocolate, 2 serving hot chocolate, 2 controlling the line, 2 photographers for Santa Claus, 2 elves greeting, per shift). Additionally, the committee noted that they will need volunteers to decorate for the event.

The Fire Department will provide marshmallows for the event.

The committee discussed purchasing some festive hats for volunteers.

Staff will distribute the colouring contest to the school on Monday, November 14th and post on social media on Saturday, November 12, 2022.

The committee discussed the schedule for Board Commissioners to collect parking by donation. Staff will put signage up on the meters to inform the public.

The committee discussed approaching the marching band from Cultus Lake Day to perform up to two (2) sets. Additionally, they have connected with other local schools to perform.

Staff noted that the trees will be illuminated only in the evening beginning at 4:00 pm at the event.

Staff will make the amendments to the posters and will distribute to the committee and social media once complete.

Staff will reserve the six (6) heaters for the event.

Staff will post a call for volunteers on the Community Events and Engagement Committee Facebook page.

(6) STAFF REPORTS

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING DATE AND TIME

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

There will be a volunteer meeting on Wednesday, November 2, 2022, at 6:00 pm to discuss Christmas event details.

(9) ADJOURNMENT

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

***THAT** the Community Events and Engagement Committee meeting held on October 12, 2022, be adjourned at 7:03 pm.*

CARRIED

From: Glenn Charles
Date: Monday, November 14, 2022 at 12:17 PM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>
Subject: Cultus Lake Christmas Concert

Attention : Joe and Board Member's

Our committee would like to inform you the Christmas concert at our local church is on December 16 time 6 pm & 8 pm.

This will be our second annual Christmas concert with the great success of last year, we feel this event will sell out quickly and involving the community of local talent and getting together for the Christmas spirit as a community.

We would like to have the horse and buggy again from last year providing free rides to the kids and adults in the community, with each Ride we get them to sign a disclaimer for any liabilities to our Committee and the park. We had multiple rides last year with no issues.

Also we will have 2 Fire pits outside as people can warm up for our overflow of the concerts.

As we have a young entrepreneur who lives at the lake on Birch Street her business is called little pint trailer we would like to provide her service, she could serve alcohol drinks like hot toddies outside she would get all the permits required for the one night event.

We have also asked Warren our fire chief to have two fire vehicles there for the kids to interact with our fire department.

As we get donations for the tickets our committee is thinking about donating some money for the church roof that needs repaired, Plus provide any needy families in our community that may need some help at Christmas ie toys or a turkey and fixings.

I would like to invite all of you to join our Christmas concert for cheer and songs Bring your joy and your singing voice for the special Hallmark Christmas community event.

If you have any questions please reach out to me on my cell at .

Thank you for the

privilege of your time

Ho Ho & Cheers
Glenn Charles

.....

CULTUS LAKE CHRISTMAS CONCERT

.....



ALL AGES WELCOME!

DECEMBER 16

**CULTUS LAKE
MEMORIAL CHURCH**

FRESH BAKED GOODS

HORSE & CARRIAGE RIDES

CHRISTMAS TREE COMPETITION!

6PM & 8PM

**LOCAL MUSICIANS &
STORY TELLERS**

HOLIDAY DRINKS

MEMORIES FOR A LIFETIME

TICKETS BY DONATION ONLY

.....

RESERVE TICKETS AT [EVENTBRITE.CA](https://www.eventbrite.ca) AS SEATING IS LIMITED



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 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 1199, 2021, Amendment Bylaw 1219, 2022.

RECOMMENDATION:

THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2022 - 2026 Financial Plan Bylaw 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 was requested at the October 19th Board meeting to reflect additional changes to the 2022-2026 Financial Plan Bylaw.

At the October 19th Board meeting the 2022-2026 Financial Plan Amendment Bylaw was given First, Second and Third Readings. Due to the inauguration of the new Board in early November details of the adjustments to the current 2022 Financial Plan bylaw are being again included for the Boards review:

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

3. 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 Public 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 19th day of OCTOBER, 2022

READ A SECOND TIME this 19th day of OCTOBER, 2022

READ A THIRD TIME this 19th day of OCTOBER, 2022

ADOPTED this XX day of XXXX, 2022

Kirk Dzaman, 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

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	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	37,750	38,300	1,360	-	-	-	-	200	10,000	25,700	1,040	2,000	-
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
WAGES & BENEFITS:													
Commissioners Indemnities	\$ 85,470	\$ 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>	<i>(1,790,757)</i>	<i>(2,403,311)</i>	<i>(287,411)</i>	<i>(32,834)</i>	<i>(48,271)</i>	<i>(62,940)</i>	<i>(1,126,395)</i>	<i>(538,670)</i>	<i>(12,560)</i>	<i>(219,660)</i>	<i>-</i>	<i>(74,570)</i>	<i>-</i>
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	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

	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

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
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	-	-	-	-	-	-	-	-	-	-	-	-
Licenses/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Mitfoil 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WAGES & BENEFITS:												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve Allocations												
Capital Projects	43,000	33,000	-	-	-	-	-	-	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)	-	-	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	43,000	33,000	-	-	-	-	-	-	10,000	-	-	-
UNAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: 2022 Third Quarter Financial Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

The financial results for the Third Quarter of 2022 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liability of Cultus Lake Park, a consolidated income statement and income statements for each business unit. The income statements provide some additional information for variances though it is not exhaustive. Further information regarding specific variances can easily be provided as requested by the Board or public.

With the close of the Third Quarter, Cultus Lake Park is currently in an overall surplus position of \$2,010,573 as a result of the recently completed summer high season where the majority of campground and parking revenues are received. As shown by the statements, most revenues have been fully received at this point and park operating expenses and completion of some capital projects remain for 2022. This surplus position also reflects the recording of the transfer to reserves expected for 2022 and funding from reserves for those capital costs incurred to date.

STRATEGIC PLAN:

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

Prepared by:

Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer

CULTUS LAKE PARK

2022 Financial Report

As at September 30, 2022, with comparative figures at September 30, 2021

Balance Sheet

	2022	2021
<u>ASSETS</u>		
Cash	\$ 2,770,460	\$ 1,587,197
Investments	7,399,524	7,661,144
Accounts Receivable	205,233	159,762
Prepaid Accounts and Inventory	299,605	204,346
Capital Assets (net)	<u>3,934,860</u>	<u>3,473,763</u>
 TOTAL ASSETS	 \$ 14,609,682	 \$ 13,086,212
 <u>LIABILITIES</u>		
Accounts Payable	\$ 164,726	\$ 295,435
Payroll Liabilities	77,256	73,427
Deferred Revenue	648,002	695,541
Performance Bonds & Refundable Deposits	55,107	54,715
Landfill Closure Liability	1,463,800	1,452,700
Equity in Capital Assets	3,934,860	3,473,763
Operating Fund Surplus	868,703	588,174
Restricted Reserve Funds	<u>5,386,655</u>	<u>4,508,108</u>
 TOTAL LIABILITIES	 \$ 12,599,109	 \$ 11,141,863
 CURRENT YEAR SURPLUS	 <u>\$ 2,010,573</u>	 <u>\$ 1,944,349</u>

CULTUS LAKE PARK
2022 Financial Report

For the NINE Months Ending September 30, 2022, with comparative figures for 2021

CONSOLIDATED INCOME STATEMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD
REVENUE					
Sunnyside Campground	\$ 3,793,624	\$ 3,646,100	\$ 147,524	4.0%	\$ 3,740,450
Protective Services	156,213	120,000	36,213	30.2%	127,500
Visitor Services (Cabins)	219,134	219,700	(566)	-0.3%	225,963
Volunteer Fire Department	274,760	284,210	(9,450)	-3.3%	281,019
Public Works	29,718	-	29,718	0.0%	-
Commercial Leases	576,954	668,902	(91,948)	-13.7%	566,286
Residential Leases	910,225	904,299	5,926	0.7%	888,927
General Administration	89,164	42,500	46,664	109.8%	39,365
Community Hall	4,086	11,950	(7,864)	-65.8%	1,092
Foreshore lease	1,291,805	109,000	1,182,805	1085.1%	98,236
Public Areas	992,395	965,300	27,095	2.8%	1,145,145
Community Events Committee	32,912	36,904	(3,992)	-10.8%	200
	<u>\$ 8,370,990</u>	<u>\$ 7,008,865</u>	<u>\$ 1,362,125</u>	<u>19.4%</u>	<u>\$ 7,114,183</u>
EXPENDITURES					
Advertising and Promotion	\$ 42,861	\$ 87,450	\$ 44,589	51.0%	\$ 14,933
Bank, Credit Card and Interest Charges	133,799	107,750	(26,049)	-24.2%	141,419
Commissioners Indemnities	67,366	88,180	20,814	23.6%	64,838
Election Expense	4,509	18,000	13,491	75.0%	-
Grounds Maintenance	70,034	122,790	52,756	43.0%	58,039
Information Systems	136,844	94,800	(42,044)	-44.4%	97,065
Inspections, Permits and Fees	2,964	15,090	12,126	80.4%	4,481
Insurance	199,288	231,350	32,062	13.9%	157,779
Janitorial	35,204	45,800	10,596	23.1%	48,004
Office, Telephone and Sundry	210,903	243,570	32,667	13.4%	207,924
Professional Fees	733,813	700,250	(33,563)	-4.8%	667,115
Repairs and Maintenance	219,982	310,335	90,353	29.1%	183,840
Roads and Parking	35,454	43,300	7,846	18.1%	22,256
Security	4,967	4,750	(217)	-4.6%	3,513
Sewer, Septic and Water Systems	11,761	126,650	114,889	90.7%	29,978
Travel and Conferences	657	20,080	19,423	96.7%	815
Utilities	131,065	376,190	245,125	65.2%	153,054
Waste Disposal	120,868	197,182	76,314	38.7%	124,925
Waterfront Maintenance	2,707	15,000	12,293	82.0%	8,027
Wages and Benefits	2,000,498	2,861,350	860,852	30.1%	1,871,057
TOTAL OPERATING & WAGES AND BENEFITS	<u>\$ 4,165,544</u>	<u>\$ 5,709,867</u>	<u>\$ 1,544,323</u>		<u>\$ 3,859,062</u>
NET OPERATING INCOME	<u>\$ 4,205,446</u>	<u>\$ 1,298,998</u>	<u>\$ (2,906,448)</u>		<u>\$ 3,255,121</u>
Capital Purchases	1,843,534	2,338,940	495,406	21.2%	1,185,113
Transfer from Reserve for Capital Purchases	(910,765)	(2,174,930)	(1,264,165)	58.1%	(507,412)
Transfer from Accumulated Surplus	(55,516)	(155,000)	(99,484)	64.2%	-
Transfer to Reserves	1,317,620	1,280,379	(37,241)	-2.9%	633,071
	<u>\$ 6,360,417</u>	<u>\$ 6,999,256</u>	<u>\$ 638,839</u>		<u>\$ 5,169,834</u>
NET CONTRIBUTION TO PARK	<u>\$ 2,010,573</u>	<u>\$ 9,609</u>	<u>\$ (2,000,964)</u>		<u>\$ 1,944,349</u>

CULTUS LAKE PARK

2022 Financial Report

For the NINE Months Ending September 30, 2022, with comparative figures for 2021

SUNNYSIDE CAMPGROUND

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1011004000 SS Seasonal Waterfront Lots	\$ 556,327	\$ 556,700	\$ (373)	-0.1%	\$ 546,377	
1011004001 SS Seasonal View Lots	203,470	198,300	5,170	2.6%	199,687	
1011004002 SS Seasonal Regular Lots	1,045,298	1,051,500	(6,202)	-0.6%	1,026,044	
1011004003 SS Overnight Full Hook Up	658,779	645,000	13,779	2.1%	688,554	
1011004004 SS Overnight No Hook Up	282,454	270,000	12,454	4.6%	305,083	
1011004005 SS Overnight View Lots	98,701	106,000	(7,299)	-6.9%	111,432	
1011004006 SS Overnight Waterfront Lots	127,964	130,000	(2,036)	-1.6%	138,180	
1011004011 SS Group Area A & B	54,420	30,000	24,420	81.4%	11,678	
1011004016 SS Milfoil Revenue	7,533	5,600	1,933	34.5%	9,664	
1011004017 SS WIFI	9,504	2,500	7,004	280.2%	9,994	
1011004050 Sunnyside Store Sales	186,656	141,000	45,656	32.4%	169,179	
1011004090 SS Infrastructure Reserve Fees	49,360	53,700	(4,340)	-8.1%	43,600	
1011004900 SS Pay Parking/Miscellaneous Revenue	500,448	449,000	51,448	11.5%	462,564	
1011004910 SS Laundromat	2,525	4,800	(2,275)	-47.4%	4,565	
1011004950 Promotional Items Sales	10,185	2,000	8,185	409.3%	13,849	
	\$ 3,793,624	\$ 3,646,100	\$ 147,524		\$ 3,740,450	
EXPENDITURES						
1021005000 Advertising	\$ 1,537	\$ 9,550	\$ 8,013	83.9%	\$ 9,971	
1021005300 Building Maintenance/Materials	25,865	43,630	17,765	40.7%	15,214	
1021005375 Contract Services	198,569	202,000	3,431	1.7%	161,886	Security Services/Flood Recovery Expenses
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	407	
1021005500 Data Processing	41,975	41,800	(175)	-0.4%	42,020	IT Services and Rez Expert Software Charges
1021005700 Education & Training	-	4,500	4,500	100.0%	3,990	
1021005800 Equipment Maintenance	13,220	11,500	(1,720)	-15.0%	9,213	
1021005820 Equipment Fuel	212	525	313	59.6%	53	
1021005900 Garbage Collection & Recycling	45,051	60,500	15,449	25.5%	47,769	
1021006000 Ground Maintenance Materials	35,997	48,450	12,453	25.7%	31,986	
1021006100 Commercial Insurance	32,995	33,650	655	1.9%	22,660	
1021006200 Vehicle Insurance	805	1,250	445	35.6%	968	
1021006300 Janitorial Contracts/Supplies	17,156	23,000	5,844	25.4%	23,791	
1021006400 Legal Fees	-	20,000	20,000	100.0%	10,000	
1021006500 Licences & Permits	532	1,200	668	55.7%	1,711	
1021006600 Membership Dues & Subscriptions	6	190	184	96.8%	-	
1021006800 Office Supplies & Expenses	2,629	4,400	1,771	40.3%	5,641	
1021006810 Bank Charges/ Cash Short (Over)	604	950	346	36.4%	1,415	
1021006812 Point of Sales Fees	68,557	71,000	2,443	3.4%	71,171	
1021006817 Retail Cost of Goods Sold	92,506	57,200	(35,306)	-61.7%	92,307	
1021006822 Office Furniture	228	500	272	54.4%	251	
1021007000 Printing Expense	3,949	5,000	1,051	21.0%	3,784	
1021007100 Public Relations	835	3,840	3,005	78.3%	1,524	
1021007200 Roads & Parking Maintenance	801	8,000	7,199	90.0%	6,235	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	2,656	2,000	(656)	-32.8%	1,330	
1021007500 Sewer	9,287	118,800	109,513	92.2%	25,859	FVRD Sewer Operations and Septic Maintenance
1021007625 Shop Supplies	1,053	2,500	1,447	57.9%	990	
1021007700 Special Events	266	12,080	11,814	97.8%	-	
1021007800 Telephone	10,466	12,800	2,334	18.2%	14,811	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	6,481	8,200	1,719	21.0%	6,802	
1021008005 Hydro Consumption	65,226	87,600	22,374	25.5%	86,941	
1021008020 Water	-	175,600	175,600	100.0%	-	FVRD
1021008100 Vehicle Maintenance	-	1,360	1,360	100.0%	70	
1021008130 Vehicle Fuel	514	770	256	33.2%	604	
1021008201 Signage	1,825	2,000	175	8.8%	2,077	
1021008300 Water System Maintenance	2,839	5,000	2,161	43.2%	3,756	

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
1021008600 Management/Administration Salaries	89,756	128,200	38,444	30.0%	143,325	
1021008700 Staff Wages - Gatehouse	108,378	113,100	4,722	4.2%	97,888	
1021008701 Staff Wages - Maintenance	152,588	208,550	55,962	26.8%	143,255	
1021008710 Staff Wages - Store	35,238	32,960	(2,278)	-6.9%	34,871	
1021008800 Employee Benefits	61,135	114,570	53,435	46.6%	66,172	
1021008825 Uniforms & Clothing Allowance	1,744	1,700	(44)	-2.6%	2,061	
TOTAL OPERATING EXPENSES	\$ 1,133,481	\$ 1,686,955	\$ 553,474		\$ 1,194,779	
NET OPERATING INCOME	\$ 2,660,143	\$ 1,959,145	\$ (700,998)	-35.8%	\$ 2,545,671	
1021009000 Capital Purchases	407,873	1,009,030	601,157	59.6%	292,358	Bathroom Renovations, New Office
1021009800 Transfer to Reserves	533,022	524,130	(8,892)	-1.7%	485,294	Space, Paving, Irrigation along
1021009805 Transfer from Reserve Capital Purchases	(407,873)	(1,009,030)	(601,157)	59.6%	(292,358)	Foreshore
1021009810 Transfer from Accumulated Surplus	-	(11,500)	(11,500)	100.0%	-	
1021009998 Overhead Expenses	327,126	436,166	109,040	25.0%	263,025	
1021009999 Allocated Services	183,174	244,230	61,056	25.0%	121,785	
	\$ 2,176,803	\$ 2,879,981	\$ 703,178		\$ 2,064,883	
NET CONTRIBUTION TO (FROM)	\$ 1,616,821	\$ 766,119	\$ (850,702)		\$ 1,675,567	

CULTUS LAKE PARK

2022 Financial Report

For the NINE Months Ending September 30, 2022, with comparative figures for 2021

PARK PATROL-BYLAWE ENFORCEMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1011254675 Bylaw Enforcement Fines	\$ 151,369	\$ 120,000	\$ 31,369	26.1%	\$ 124,140	
1011254900 Miscellaneous Revenue	4,844	-	4,844	0.0%	3,360	
	<u>\$ 156,213</u>	<u>\$ 120,000</u>	<u>\$ 36,213</u>		<u>\$ 127,500</u>	
EXPENDITURES						
1021255300 Building Maintenance Materials	\$ 758	\$ 1,220	\$ 462	37.9%	\$ 592	
1021255375 Contract Services	242,840	246,800	3,960	1.6%		
					255,881	Security and Policing Contracts
1021255500 Data Processing	27,875	32,000	4,125	12.9%	1,455	
1021255700 Education & Training	2,662	3,200	538	16.8%	-	
1021255800 Equipment Maintenance	850	1,000	150	15.0%	-	
1021256100 Commercial Insurance	7,500	9,000	1,500	16.7%	6,100	
1021256200 Vehicle Insurance	714	1,150	436	37.9%	871	
1021256450 Professional Fees	10,343	5,000	(5,343)	-106.9%	3,217	Collection Commissions
1021256500 Licences & Permits	-	7,000	7,000	100.0%	-	
1021256800 Office Supplies & Expenses	1,460	1,200	(260)	-21.7%	589	
1021257000 Printing Expense	2,766	750	(2,016)	-268.8%	1,712	
1021257100 Public Relations	-	500	500	100.0%	384	
1021257400 Security Systems & Supplies	399	500	101	20.2%	270	
1021257800 Telephone	2,430	2,100	(330)	-15.7%	2,966	
1021258000 Propane & Natural Gas	892	900	8	0.9%	736	
1021258100 Vehicle Maintenance	-	1,040	1,040	100.0%	-	
1021258130 Vehicle Fuel	808	1,560	752	48.2%	419	
1021258700 Staff Wages - Bylaw Enforcement	69,444	140,400	70,956	50.5%	49,148	
1021258715 Staff Wages - Parking Enforcement	35,684	32,530	(3,154)	-9.7%	61,921	
1021258715 Staff Wages - Admin	28,416	68,160	39,744	58.3%	2,940	
1021258800 Employee Benefits	20,054	62,970	42,916	68.2%	14,574	
1021258825 Uniforms & Clothing Allowance	1,577	2,000	423	21.2%	697	
TOTAL OPERATING EXPENSES	<u>\$ 457,472</u>	<u>\$ 620,980</u>	<u>\$ 163,508</u>		<u>\$ 404,472</u>	
NET OPERATING INCOME	<u>\$ (301,259)</u>	<u>\$ (500,980)</u>	<u>\$ (199,721)</u>	39.9%	<u>\$ (276,972)</u>	
1021259800 Transfer to Reserves	2,000	2,000	-	0.0%	2,000	
1021259998 Overhead Expenses	(389,730)	(519,640)	(129,910)	25.0%	(290,381)	
1021259999 Allocated Services	12,495	16,660	4,165	25.0%	34,508	
	<u>\$ 82,237</u>	<u>\$ 120,000</u>	<u>\$ 37,763</u>		<u>\$ 150,599</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 73,976</u>	<u>\$ -</u>	<u>\$ (73,976)</u>		<u>\$ (23,099)</u>	

CULTUS LAKE PARK

2022 Financial Report

For the NINE Months Ending September 30, 2022, with comparative figures for 2021

VISITOR SERVICES & CABINS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1011504400 Cabin Rentals	\$ 209,189	\$ 214,700	\$ (5,511)	-2.6%	\$ 218,928	
1011504900 Miscellaneous Revenue	9,945	5,000	4,945	98.9%	7,035	
	<u>\$ 219,134</u>	<u>\$ 219,700</u>	<u>\$ (566)</u>		<u>\$ 225,963</u>	
EXPENDITURES						
1021505000 Advertising	\$ 1,268	\$ 1,900	\$ 632	33.3%	\$ 473	
1021505300 Building Maintenance Materials	6,315	5,200	(1,115)	-21.4%	3,326	
1021505375 Contract Services	11,779	-	(11,779)	0.0%	-	Flood Recovery Expenses
1021505500 Data Processing	4,446	1,500	(2,946)	-196.4%	2,795	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	1,552	5,800	4,248	73.2%	3,093	
1021506000 Grounds Maintenance Materials	5,008	3,420	(1,588)	-46.4%	3,292	
1021506100 Commercial Insurance	13,400	15,200	1,800	11.8%	10,300	
1021506300 Janitorial Contracts/Supplies	734	4,000	3,266	81.7%	3,061	
1021506301 Linens	1,402	3,800	2,398	63.1%	1,410	
1021506800 Office Supplies & Expenses	184	650	466	71.7%	430	
1021506810 Bank Charges/Point of Sales Fees	5,666	5,300	(366)	-6.9%	5,494	
1021506817 Retail Cost of Goods Sold	1,921	825	(1,096)	-132.8%	-	Cultus Lake T-Shirts
1021507000 Printing Expense	-	250	250	100.0%	-	
1021507100 Public Relations	10	500	490	98.0%	227	
1021507200 Roads & Parking Maintenance	-	300	300	100.0%	95	
1021257400 Security Systems & Supplies	443	-	(443)	0.0%	443	
1021507500 Sewer & Septic System Maintenance	-	5,000	5,000	100.0%	-	
1021507800 Telephone/Cable	4,325	4,780	455	9.5%	4,601	
1021508000 Propane & Natural Gas	2,301	3,700	1,399	37.8%	3,040	
1021508005 Hydro Consumption	8,207	10,800	2,593	24.0%	8,499	
1021508020 Water	-	5,200	5,200	100.0%	-	
1021508201 Signage	487	500	13	2.6%	-	
1021508700 Staff Wages - Visitor Services	46,580	57,080	10,500	18.4%	46,112	
1021508800 Employee Benefits	5,503	13,150	7,647	58.2%	5,132	
1021508825 Uniforms	-	200	200	100.0%	845	
TOTAL OPERATING EXPENSES	<u>\$ 121,531</u>	<u>\$ 149,455</u>	<u>\$ 27,924</u>		<u>\$ 102,668</u>	
NET OPERATING INCOME	<u>\$ 97,603</u>	<u>\$ 70,245</u>	<u>\$ (27,358)</u>	-38.9%	<u>\$ 123,295</u>	
1021509000 Capital Purchases	10,866	35,310	24,444	69.2%	14,479	Exterior Painting
1021509800 Transfer to Reserves	29,220	29,220	-	0.0%	29,060	
1021509805 Transfer from Reserve Capital Purchases	(10,866)	(35,310)	(24,444)	69.2%	(14,479)	
1021509999 Allocated Services	28,035	37,379	9,344	25.0%	31,170	
	<u>\$ 178,786</u>	<u>\$ 216,054</u>	<u>\$ 37,268</u>		<u>\$ 162,898</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 40,348</u>	<u>\$ 3,646</u>	<u>\$ (36,702)</u>		<u>\$ 63,065</u>	

CULTUS LAKE PARK

2022 Financial Report

For the NINE Months Ending September 30, 2022, with comparative figures for 2021

VOLUNTEER FIRE DEPARTMENT

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1013004600 Local Services Revenue VFD CL	\$ 32,229	\$ 40,125	\$ (7,896)	-19.7%	\$ 31,361	
1013004601 Fire Protection Agreements	65,127	68,660	(3,533)	-5.1%	53,560	Recoveries from FVRD and Soowahlie
1013004605 Residential Lease Revenue VFD	175,424	175,425	(1)	0.0%	174,098	
1013004900 Miscellaneous Revenue	1,980	-	1,980	0.0%	22,000	Donations/Flood Response Funds
	<u>\$ 274,760</u>	<u>\$ 284,210</u>	<u>\$ (9,450)</u>		<u>\$ 281,019</u>	
EXPENDITURES						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	
1023005300 Building Maintenance Materials	1,375	5,000	3,625	72.5%	2,329	
1023005500 Data Processing	1,863	2,000	137	6.9%	270	
1023005700 Education & Training	13,246	32,600	19,354	59.4%	4,903	
1023005800 Firefighting Equipment Fuel & Maintenance	12,846	31,000	18,154	58.6%	27,618	
1023005850 Fire Protection Equip Annual Testing	2,547	11,000	8,453	76.8%	11,818	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	11,375	13,600	2,225	16.4%	8,850	
1023006200 Vehicle Insurance	3,292	5,950	2,658	44.7%	3,728	
1023006300 Janitorial Contracts/Supplies	173	1,000	827	82.7%	781	
1023006600 Membership Dues & Subscriptions	777	700	(77)	-11.0%	765	
1023006800 Office Supplies & Expenses	304	1,400	1,096	78.3%	378	
1023007100 Public Relations	-	500	500	100.0%	-	
1023007400 Security Systems & Supplies	385	500	115	23.0%	385	
1023007500 Sewer & Septic System Maintenance	-	570	570	100.0%	-	
1023007600 Shop Supplies	96	1,000	904	90.4%	363	
1023007625 Small Tools	-	1,000	1,000	100.0%	-	
1023007655 Medical Supplies	633	4,300	3,667	85.3%	1,155	
1023007800 Telephone	5,942	8,450	2,508	29.7%	4,959	
1023008000 Propane & Natural Gas	1,396	1,900	504	26.5%	1,477	
1023008005 Hydro Consumption	2,793	3,800	1,007	26.5%	2,828	
1023008020 Water	-	590	590	100.0%	-	
1023008100 Vehicle Maintenance	9,835	10,000	165	1.7%	11,236	
1023008130 Vehicle Fuel	1,207	2,200	993	45.1%	1,590	
1023008600 Mgmt. Salaries - Fire Chief	3,375	6,950	3,575	51.4%	3,375	
1023008700 Staff Wages - VFD	43,311	58,140	14,829	25.5%	46,398	
1023008760 WCB/EHT Expense	1,968	3,140	1,172	37.3%	2,248	
1023008825 Uniforms & Clothing Allowance	2,694	4,000	1,306	32.7%	4,752	
TOTAL OPERATING EXPENSES	<u>\$ 121,433</u>	<u>\$ 212,340</u>	<u>\$ 90,907</u>		<u>\$ 142,258</u>	
NET OPERATING INCOME	<u>\$ 153,327</u>	<u>\$ 71,870</u>	<u>\$ (81,457)</u>	-113.3%	<u>\$ 138,761</u>	
1023009000 Capital Purchases	8,297	16,570	8,273	49.9%	28,618	Storage Container
1023009800 Transfer to Reserves	58,830	58,830	-	0.0%	58,220	
1023009805 Transfer from Reserve Capital Purchases	(6,339)	(12,560)	(6,221)	49.5%	(10,573)	
1023009805 Transfer from Operating Reserve	-	-	-	0.0%	(11,063)	
1023009999 Allocated Services	6,774	9,030	2,256	25.0%	6,203	
	<u>\$ 188,995</u>	<u>\$ 284,210</u>	<u>\$ 95,215</u>		<u>\$ 213,663</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 85,765</u>	<u>\$ -</u>	<u>\$ (85,765)</u>		<u>\$ 67,356</u>	

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PUBLIC WORKS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1014004900 Miscellaneous Revenue	\$ 29,718	\$ -	\$ 29,718	0.0%	\$ -	Net Proceeds - Sale of Skid Steer
EXPENDITURES						
1024005300 Building Maintenance Materials	\$ 12,029	\$ 8,800	\$ (3,229)	-36.7%	\$ 1,173	WorkSafeBC Requirement - OH&S program.
1024005375 Contract Services	363	5,000	4,637	92.7%	-	
1024005400 Conferences/Meetings	-	2,550	2,550	100.0%	94	
1024005500 Data Processing	1,863	1,000	(863)	-86.3%	270	
1024005700 Education & Training	-	2,150	2,150	100.0%	400	
1024005800 Equipment Maintenance	21,544	20,000	(1,544)	-7.7%	26,663	
1024005820 Equipment Fuel	4,233	3,780	(453)	-12.0%	3,072	
1024005900 Garbage Collection & Recycling	6,726	10,500	3,774	35.9%	7,526	
1024006000 Grounds Maintenance Materials	-	1,620	1,620	100.0%	648	
1024006100 Commercial Insurance	13,800	14,400	600	4.2%	10,250	
1024006200 Vehicle Insurance	9,997	15,500	5,503	35.5%	11,840	
1024006500 Licences & Permits	-	450	450	100.0%	-	
1024006600 Membership Dues & Subscriptions	-	750	750	100.0%	-	
1024006600 Office Supplies & Expenses	588	1,590	1,002	63.0%	955	
1024006810 Bank Charges	201	-	(201)	0.0%	-	
1024007200 Roads & Parking Maintenance	19,904	23,000	3,096	13.5%	9,033	Dust Control
1024007400 Security Systems & Supplies	642	750	108	14.4%	642	
1024007500 Sewer	-	570	570	100.0%	-	
1024007600 Shop Supplies	9,222	10,820	1,598	14.8%	7,326	
1024007625 Small Tools	797	3,500	2,703	77.2%	829	
1024007650 Safety Supplies	1,584	3,500	1,916	54.7%	990	
1024007800 Telephone	4,775	4,100	(675)	-16.5%	5,320	
1024008000 Propane & Natural Gas	6,775	6,300	(475)	-7.5%	4,766	
1024008005 Hydro Consumption	2,637	4,320	1,683	39.0%	3,105	
1024008020 Water	-	590	590	100.0%	-	
1024008100 Vehicle Maintenance	15,508	25,700	10,192	39.7%	15,348	
1024008130 Vehicle Fuel	19,780	18,830	(950)	-5.0%	15,206	
1024008600 Management Salaries	70,309	92,180	21,871	23.7%	64,690	
1024008700 Staff Wages - Supervisor	114,365	135,900	21,535	15.8%	64,374	
1024008701 Staff Wages - Custodian	64,313	108,580	44,267	40.8%	67,421	
1024008710 Staff Wages - Public Works	360,903	479,750	118,847	24.8%	344,591	
1024008800 Employee Benefits	146,163	213,090	66,927	31.4%	131,819	
1024008825 Uniforms & Clothing Allowance	8,318	5,700	(2,618)	-45.9%	5,580	
TOTAL OPERATING EXPENSES	\$ 917,339	\$ 1,225,270	\$ 307,931		\$ 803,931	
NET OPERATING INCOME	\$ (905,310)	\$ (1,216,470)	\$ (311,160)	25.6%	\$ (802,758)	
1024009000 Capital Purchases	130,498	207,170	76,672	37.0%	7,046	Vehicle Replacement, Staff Room Improvements, Skid Steer
1024009800 Transfer to Reserves	140,385	115,000	(25,385)	-22.1%	115,000	
1024009805 Transfer from Reserve Capital Purchases	(130,498)	(207,170)	(76,672)	37.0%	(7,046)	
1024009810 Transfer from Accumulated Surplus	-	(2,500)	(2,500)	100.0%	-	
1024009998 Overhead Expenses	(260,484)	(347,300)	(86,816)	25.0%	(248,220)	
1024009999 Allocated Services	(742,854)	(990,470)	(247,616)	25.0%	(658,598)	
	\$ 54,386	\$ -	\$ (54,386)		\$ 12,113	
NET CONTRIBUTION TO (FROM)	\$ (24,668)	\$ -	\$ 24,668		\$ (12,113)	

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COMMERCIAL LEASES

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1015004200 Commercial Leases	\$ 541,788	\$ 625,002	\$ (83,214)	-13.3%	\$ 521,054	
1015004201 CL- Public Works	6,936	8,700	(1,764)	-20.3%	6,640	
1015004202 CL - Bylaw Enforcement	28,204	35,200	(6,996)	-19.9%	27,138	
1015004900 Miscellaneous Revenue	26	-	26	0.0%	11,454	
	<u>\$ 576,954</u>	<u>\$ 668,902</u>	<u>\$ (91,948)</u>		<u>\$ 566,286</u>	
EXPENDITURES						
1025005300 Building Maintenance Materials	\$ 11,047	\$ 8,000	\$ (3,047)	-38.1%	\$ 6,492	
1025005375 Contract Services	1,140	-	(1,140)	0.0%	3,242	
1025005900 Garbage Collection & Recycling	11,089	18,347	7,258	39.6%	10,514	
1025006000 Grounds Maintenance Materials	-	2,800	2,800	100.0%	-	
1025006100 Commercial Insurance	36,425	39,300	2,875	7.3%	26,575	
1025006810 Bank Charges	1,004	-	(1,004)	0.0%	792	
1025007500 Sewer	-	570	570	100.0%	-	
1025008000 Propane & Natural Gas	443	500	57	11.4%	535	
1025008005 Hydro Consumption	4,548	5,120	572	11.2%	5,276	
1025008020 Water	-	590	590	100.0%	-	
1025008201 Signage	1,531	1,200	(331)	-27.6%	75	
TOTAL OPERATING EXPENSES	<u>\$ 67,227</u>	<u>\$ 76,427</u>	<u>\$ 9,200</u>		<u>\$ 53,501</u>	
NET OPERATING INCOME	<u>\$ (67,227)</u>	<u>\$ (76,427)</u>	<u>\$ (9,200)</u>	12.0%	<u>\$ (53,501)</u>	
1025009000 Capital Purchases	24,508	128,070	103,562	80.9%	15,682	Village Centre Redevelopment Consultant
1025009800 Transfer to Reserves	158,825	158,780	(45)	0.0%	158,780	
1025009805 Transfer from Reserve Capital Purchases	-	(28,070)	(28,070)	100.0%	(15,682)	
1025009810 Transfer from Accumulated Surplus	(15,990)	(100,000)	(84,010)	84.0%	-	
1025009998 Overhead Expenses	194,691	259,589	64,898	25.0%	179,226	
1025009999 Allocated Services	59,154	78,870	19,716	25.0%	60,225	
	<u>\$ 488,415</u>	<u>\$ 573,666</u>	<u>\$ 85,251</u>		<u>\$ 451,732</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 88,539</u>	<u>\$ 95,236</u>	<u>\$ 6,697</u>		<u>\$ 114,554</u>	

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RESIDENTIAL LEASES

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1016004100 Residential Leases	\$ 679,508	\$ 679,669	\$ (161)	0.0%	\$ 658,686	
1016004102 Residential Area Reserve	12,025	12,000	25	0.2%	12,000	
1016004103 Foreshore Reserve	24,050	24,000	50	0.2%	24,000	
1016004101 RL - Bylaw Enforcement	103,235	103,230	5	0.0%	100,227	
1016004110 Delinquent Fees	3,232	5,400	(2,168)	-40.1%	3,647	
1016004700 Lease Services- OTHER	33,700	35,000	(1,300)	-3.7%	41,775	
1016004611 Lease Services- STVR/BL	54,475	45,000	9,475	21.1%	48,592	Short Term Rental Licencing
	<u>\$ 910,225</u>	<u>\$ 904,299</u>	<u>\$ 5,926</u>		<u>\$ 888,927</u>	
EXPENDITURES						
1026005375 Contract Services	\$ 113	\$ -	\$ (113)	0.0%	\$ 4,000	
1026005900 Garbage Collection & Recycling	54,500	100,535	46,035	45.8%	54,206	
1026006000 Ground Maintenance Materials	-	-	-	0.0%	4,538	
1026006100 Commercial Insurance	6,150	7,800	1,650	21.2%	5,300	
1026006812 Bank Charges/Point of Sale	2,595	-	-	0.0%	1,936	
1026006815 Postage & Courier					234	
1026008005 Hydro Consumption	12,781	37,000	24,219	65.5%	19,039	
TOTAL OPERATING EXPENSES	<u>\$ 76,139</u>	<u>\$ 145,335</u>	<u>\$ 69,196</u>		<u>\$ 89,253</u>	
NET OPERATING INCOME	<u>\$ 834,086</u>	<u>\$ 758,964</u>	<u>\$ (75,122)</u>	-9.9%	<u>\$ 799,674</u>	
1026009000 Capital Purchases	5,332	10,000	4,668	46.7%	-	Traffic Calming Main Beach, Milfoil, Residential Area & Foreshore
1026009800 Transfer to Reserves	63,230	63,230	-	0.0%	63,230	
1026009810 Transfer from Accumulated Surplus	(5,332)	(10,000)	(4,668)	46.7%	-	
1026009998 Overhead Expenses	306,318	408,425	102,107	25.0%	268,572	
1026009999 Allocated Services	244,185	325,580	81,395	25.0%	226,665	
	<u>\$ 689,872</u>	<u>\$ 942,570</u>	<u>\$ 252,698</u>		<u>\$ 647,720</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 220,353</u>	<u>\$ (38,271)</u>	<u>\$ (258,624)</u>		<u>\$ 241,207</u>	

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GENERAL ADMINISTRATION

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1017004800 Interest Earned	\$ 49,581	\$ 40,000	\$ 9,581	24.0%	\$ 22,262	
1017004900 Miscellaneous Revenue/Encroachment	36,608	2,000	34,608	1730.4%	12,395	Land Sale/ICBC Rebates
1017004904 Donations	2,335	-	2,335	0.0%	4,309	
1017004915 Dog Licenses	640	500	140	28.0%	400	
	\$ 89,164	\$ 42,500	\$ 46,664		\$ 39,366	
EXPENDITURES						
1027005000 Advertising	\$ 193	\$ 1,500	\$ 1,307	87.1%	\$ 52	
1027005100 Accounting & Auditing Fees	2,782	18,450	15,668	84.9%	2,981	
1027005175 Board Level Expenses	2,516	17,000	14,484	85.2%	5,009	
1027005300 Building Maintenance Materials	659	3,100	2,441	78.7%	421	
1027005375 Contract Services	10,000	36,400	26,400	72.5%	22,900	Asset Appraisals
1027005400 Conferences/Meetings	221	11,000	10,779	98.0%	174	
						Accounting Software/IT Service Level Agreement
1027005500 Data Processing	57,383	16,500	(40,883)	-247.8%	50,255	
1027005700 Education & Training	1,850	5,000	3,150	63.0%	-	
1027005750 Election Expenses	4,509	18,000	13,491	75.0%	-	
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	119	
						Large increase to insurance at July 1, 2022 renewal due to claim history and insurance environment.
1027006100 Commercial Insurance	17,750	17,900	150	0.8%	12,275	
1027006200 Vehicle Insurance	1,067	1,650	583	35.3%	1,290	
1027006400 Legal Fees	70,953	100,000	29,047	29.0%	100,705	
1027006450 Professional Fees	-	20,000	20,000	100.0%	27,327	
1027006600 Membership Dues & Subscriptions	1,649	3,700	2,051	55.4%	1,945	
1027006800 Office Supplies & Expenses	7,428	9,000	1,572	17.5%	5,326	
1027006801 Staff Recognition Expenses	206	6,000	5,794	96.6%	572	
1027006800 Breakroom Supplies	1,279	5,000	3,721	74.4%	2,360	
1027006812 Bank Charges/Point of Sale Fees	9,708	13,000	3,292	25.3%	9,934	
1027006815 Postage & Courier	10,069	4,000	(6,069)	-151.7%	8,044	
1027006820 Equipment Leases	8,478	15,600	7,122	45.7%	7,927	
1027006822 Office Furniture	2,387	4,000	1,613	40.3%	1,697	
1027007000 Printing Expense	2,289	1,000	(1,289)	-128.9%	160	
1027007100 Public Relations	-	4,000	4,000	100.0%	1,854	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	443	
1027007500 Sewer & Septic System Maintenance	-	570	570	100.0%	-	
1027007700 Special Events - CWFPP	-	5,000	5,000	100.0%	232	
1027007800 Telephone	10,715	9,000	(1,715)	-19.1%	11,781	
1027007900 Travel Expense	435	2,000	1,565	78.3%	139	
1027008000 Propane & Natural Gas	1,593	2,000	407	20.4%	1,145	
1027008005 Hydro Consumption	1,904	3,500	1,596	45.6%	2,994	
1027008020 Water	-	590	590	100.0%	-	
1027008100 Vehicle Maintenance/Fuel	927	800	(127)	-15.9%	325	
1027008500 Commissioners Indemnity	67,366	88,180	20,814	23.6%	64,838	
1027008600 Management Salaries	103,070	158,100	55,030	34.8%	98,880	
1027008601 Finance Salaries	120,409	174,550	54,141	31.0%	103,473	
1027008710 Staff Wages - CO/Communications	120,368	193,160	72,792	37.7%	73,230	
1027008715 Staff Wages - Admin / CSR	71,150	89,000	17,850	20.1%	89,278	
1027008800 Employee Benefits	113,686	163,530	49,844	30.5%	102,007	
TOTAL OPERATING EXPENSES	\$ 825,442	\$ 1,223,780	\$ 398,338		\$ 812,092	
NET OPERATING INCOME	\$ (736,278)	\$ (1,181,280)	\$ (445,002)	37.7%	\$ (772,726)	
1027009000 Capital Purchases	18,876	58,570	39,694	67.8%	154,692	Computer Upgrades, My City App
1027009800 Transfer to Reserves	50,000	50,000	-	0.0%	50,000	
1027009805 Transfer from Reserve Capital	(18,876)	(33,570)	(14,694)	43.8%	(154,692)	
1027009810 Transfer from Accumulated Surplus	-	(41,000)	(41,000)	100.0%	-	
1027009998 Overhead Expenses	(808,905)	(1,078,540)	(269,635)	25.0%	(738,307)	
1027009999 Allocated Services	(102,555)	(136,740)	(34,185)	25.0%	(103,358)	
	\$ (36,018)	\$ 42,500	\$ 78,518		\$ 20,427	
NET CONTRIBUTION TO (FROM)	\$ 125,182	\$ -	\$ (125,182)		\$ 18,939	

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COMMUNITY HALL

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<u>REVENUE</u>						
1018004920 Community Hall Rentals	\$ 4,086	\$ 11,950	\$ (7,864)	-65.8%	\$ 1,092	Due to the pandemic, the majority of the Hall rentals were cancelled in 2021. Flood recovery caused the community Hall to be closed in Q1 of 2022.
<u>EXPENDITURES</u>						
1028005300 Building Maintenance Materials	\$ 4,823	\$ 3,500	\$ (1,323)	-37.8%	\$ 560	
1028005375 Contract Services	21,879	-	(21,879)	0.0%	-	Flood Recovery Expenses
1028005500 Data Processing	1,440	-	(1,440)	0.0%	-	
1028006000 Grounds Maintenance Materials	1,304	1,000	304	-30.4%	-	
1028006100 Commercial Insurance	8,525	10,000	1,475	14.8%	6,800	
1028007500 Sewer	-	570	570	100.0%	-	
1028007800 Telephone	171	200	29	14.5%	173	
1028008000 Propane & Natural Gas	2,089	1,900	(189)	-9.9%	1,298	
1028008005 Hydro Consumption	2,754	1,600	(1,154)	-72.1%	542	
1028008020 Water	-	590	590	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 42,985	\$ 19,360	\$ (23,625)		\$ 9,373	
NET OPERATING INCOME	\$ (38,899)	\$ (7,410)	\$ 31,489	-425.0%	\$ (8,281)	
1028009000 Capital Purchases	-	5,570	5,570	100.0%	1,520	
1028009800 Transfer to Reserves	10,000	10,000	-	0.0%	10,000	
1028009805 Transfer from Reserve Capital Purchases	-	(5,570)	(5,570)	100.0%	(1,520)	
1028009998 Overhead Expenses	18,300	24,400	6,100	25.0%	23,850	
1028009999 Allocated Services	11,670	15,560	3,890	25.0%	16,403	
	\$ 82,955	\$ 69,320	\$ (13,635)		\$ 59,626	
NET CONTRIBUTION TO (FROM)	\$ (78,869)	\$ (57,370)	\$ 21,499		\$ (58,534)	

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FORESHORE LEASE

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1018504936 Boat Mooring - Public Areas/VS	\$ 44,076	\$ 52,750	\$ (8,674)	-16.4%	\$ 43,186	
1018504941 Foreshore Reserve Revenue	53,150	56,250	(3,100)	-5.5%	52,750	
1018504904 Donations - Foreshore	-	-	-	0.0%	800	
1018504900 Delinquency Fees	1,500	-	1,500	0.0%	1,500	
1018504900 Miscellaneous Revenue	1,193,079	-	1,193,079	0.0%	-	Dock Insurance Funds
	\$ 1,291,805	\$ 109,000	\$ 1,182,805		\$ 98,236	
EXPENDITURES						
1028505375 Contract Services	\$ 116,190	\$ -	\$ (116,190)	0.0%	\$ -	Flood Recovery Expenses
1028505800 Equipment Maintenance	-	1,500	1,500	100.0%	-	
1028505820 Equipment Fuel	-	800	800	100.0%	-	
1028505850 Floats & Buoys	1,437	10,000	8,563	85.6%	633	
1028506000 Grounds Maintenance Materials	-	10,000	10,000	100.0%	-	
1028506100 Commercial Insurance	14,575	18,800	4,225	22.5%	12,900	
1028506200 Vehicle Insurance	93	100	7	7.0%	97	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	60	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance/Fuel	52	200	148	74.0%	147	
1028508200 Foreshore Maintenance (Wharfs)	2,707	15,000	12,293	82.0%	8,027	
1028508201 Signage	1,926	1,000	(926)	-92.6%	-	
TOTAL OPERATING EXPENSES	\$ 136,980	\$ 58,650	\$ (78,330)		\$ 21,864	
NET OPERATING INCOME	\$ 1,154,825	\$ 50,350	\$ (1,104,475)	-2193.6%	\$ 76,372	
1028509000 Capital Purchases	910,383	212,000	(698,383)	-329.4%	31,118	Foreshore Erosion, Boat Launch Repairs, Milfoil and Dock Replacement through insurance.
1028509800 Transfer to Reserves	53,150	56,250	3,100	5.5%	52,750	
1028509805 Transfer from Reserve Capital Purchases	(43,396)	(212,000)	(168,604)	79.5%	(31,118)	
1028509998 Overhead Expenses	190,209	253,610	63,401	25.0%	182,348	
1028509999 Allocated Services	50,370	67,160	16,790	25.0%	66,323	
	\$ 1,297,696	\$ 435,670	\$ (862,026)		\$ 323,285	
	\$ (5,891)	\$ (326,670)	\$ (320,779)		\$ (225,049)	

CULTUS LAKE PARK

2022 Financial Report

For the NINE Months Ending September 30, 2022, with comparative figures for 2021

PUBLIC AREAS

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
REVENUE						
1019004910 Pay Parking	\$ 904,093	\$ 883,000	\$ 21,093	2.4%	\$ 987,243	
1019004700 Tree Removal Fees	4,525	1,500	3,025	201.7%	52,469	
1019004926 Infrastructure Reserve	50,274	46,100	4,174	9.1%	22,486	
1019004927 Foreshore Reserve	21,544	19,700	1,844	9.4%	37,711	
1019004900 Miscellaneous Revenue	11,959	15,000	(3,041)	-20.3%	28,813	
1019004904 Donations	-	-	-	0.0%	16,423	
	\$ 992,395	\$ 965,300	\$ 27,095		\$ 1,145,145	
EXPENDITURES						
1029005300 Building Maintenance Materials	\$ 3,171	\$ 6,300	\$ 3,129	49.7%	\$ 2,652	
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	-	
1029005360 Commemorative Benches	1,549	1,900	351	18.5%	-	
1029005375 Contract Services	46,910	46,600	(310)	-0.7%	74,976	Precise Parklink/Public Washroom
1029005800 Equipment Maintenance	-	1,000	1,000	100.0%	902	Facilities/Flood Recovery Expenses
1029005900 Garbage Collection & Recycling	3,502	7,300	3,798	52.0%	4,910	
1029006000 Grounds Maintenance Materials	27,726	30,000	2,274	7.6%	17,575	Flood Recovery Expenses
1029006010 General Maintenance	20,326	45,000	24,674	54.8%	4,663	
1029006100 Commercial Insurance	20,825	26,100	5,275	20.2%	16,975	
1029006300 Janitorial Contracts/Supplies	15,738	14,000	(1,738)	-12.4%	18,962	
1029006810 Bank Charges	-	500	500	100.0%	227	
1029006812 Point of Sale Fees	45,400	17,000	(28,400)	-167.1%	50,657	
1029006820 Equipment Leases	13,201	17,400	4,199	24.1%	15,925	Parking Meters
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	14,748	12,000	(2,748)	-22.9%	940	
1029007300 Vandalism Repairs	-	2,500	2,500	100.0%	360	
1029007500 Sewer	2,474	2,500	26	1.0%	-	
1029008005 Hydro Consumption	5,405	8,300	2,895	34.9%	4,032	
1029008201 Signage	3,439	6,500	3,061	47.1%	3,494	
TOTAL OPERATING EXPENSES	\$ 224,414	\$ 257,400	\$ 32,986		\$ 224,143	
NET OPERATING INCOME	\$ 767,981	\$ 707,900	\$ (60,081)	-8.5%	\$ 921,002	
1029009000 Capital Purchases	329,260	656,650	327,390	49.9%	639,600	Main Beach Washrooms, Munroe Retaining
1029009800 Transfer to Reserves	218,958	212,440	(6,518)	-3.1%	253,155	Wall, Irrigation
1029009805 Transfer from Reserve Capital Purchases	(287,585)	(621,650)	(334,065)	53.7%	(613,300)	
1029009810 Transfer from Accumulated Surplus	(39,525)	-	39,525	0.0%	-	
1029009998 Overhead Expenses	422,475	563,300	140,825	25.0%	359,886	
1029009999 Allocated Services	249,552	332,741	83,189	25.0%	198,675	
	\$ 1,117,549	\$ 1,400,881	\$ 283,332		\$ 1,062,159	
NET CONTRIBUTION TO (FROM)	\$ (125,154)	\$ (435,581)	\$ (310,427)		\$ 82,986	

CULTUS LAKE PARK
2022 Financial Report

For the NINE Months Ending September 30, 2022, with comparative figures for 2021

Community Events Committee

	2022 Actual YTD	2022 Annual Budget	Variance \$	Variance %	2021 Actual YTD	Variance Comments
<u>REVENUE</u>						
1019504900 Miscellaneous Revenue	\$ 14,262	\$ 10,404	\$ 3,858	37.1%	\$ 200	Beer Gardens, Vendors and Donations
1018504901 CEAC-Sponsorship - CEAC	13,150	-	13,150	0.0%	-	Sponsorship
1019504902 Public Areas - Contribution	-	12,000	(12,000)	-100.0%	-	
1019504996 Grants from other Agency's	5,500	14,500	(9,000)	-62.1%	-	Cultus Lake Days Grants
	<u>\$ 32,912</u>	<u>\$ 36,904</u>	<u>\$ (3,992)</u>		<u>\$ 200</u>	
<u>EXPENDITURES</u>						
1029506800 Office Supplies & Misc. Expenses	\$ -	\$ 875	\$ 875	100.0%	\$ 235	
1029507700 Special Events CEAC	38,741	35,530	(3,211)	-9.0%	495	
1029509800 Transfer to (from) Reserves	-	499	499	100.0%	-	
	<u>\$ 38,741</u>	<u>\$ 36,904</u>	<u>-\$ 1,837</u>		<u>\$ 730</u>	
	<u>\$ (5,829)</u>	<u>\$ -</u>	<u>\$ 5,829</u>		<u>\$ (530)</u>	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550-70
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: 2022 Parking Third Quarter Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

Parking meter revenue, net of GST, for the Third Quarter totaled \$677,644. This is an increase of almost \$30,000 over parking meter revenue for the Third Quarter of 2021. In the Third Quarter, as seen in Table 3 net parking revenue totaled \$624,990. This is an increase of more than \$27,000 over net parking meter revenue for the Third Quarter of 2021.

Parking meter revenue, net of GST, year-to-date totaled \$844,378 which is a decrease of approximately \$93,000 from 2021. Parking meter revenue is lower in 2022 than 2021 due to the weather being consistently cool and rainy until at least halfway through July of 2022, which is not typical for June and July. Despite parking meter revenue being lower year-to-date in 2022 than in 2021, year-to-date parking meter revenues for 2022 are still above the year-to-date budget for parking meter revenue by approximately \$13,400.

The tables below show the Third Quarter revenue (1), expenses (2), and net revenue (3).

STRATEGIC PLAN:

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

Prepared by:

Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer

Table 1

Parking Revenue				
Month	Revenue 2019	Revenue 2020	Revenue 2021	Revenue 2022
Jan	3,731.95	977.00	2,292.62	2,538.19
Feb	1,269.33	2,483.19	2,477.90	5,315.33
Mar	15,158.29	5,045.90	8,414.29	12,138.31
Apr	12,342.52	-	17,879.90	16,861.28
May	40,942.76	21,066.33	68,042.10	34,374.67
Jun	94,167.54	51,735.29	190,725.22	95,505.64
Jul	174,980.69	178,871.81	369,153.90	319,265.65
Aug	208,401.33	191,850.19	232,956.90	291,432.28
Sep	39,104.43	56,447.76	45,544.95	66,946.41
Oct	4,283.76	5,194.02	6,286.58	-
Nov	1,978.62	2,735.52	1,000.05	-
Dec	1,792.38	1,816.76	1,249.96	-
Total	598,153.60	518,223.77	946,024.37	844,377.76

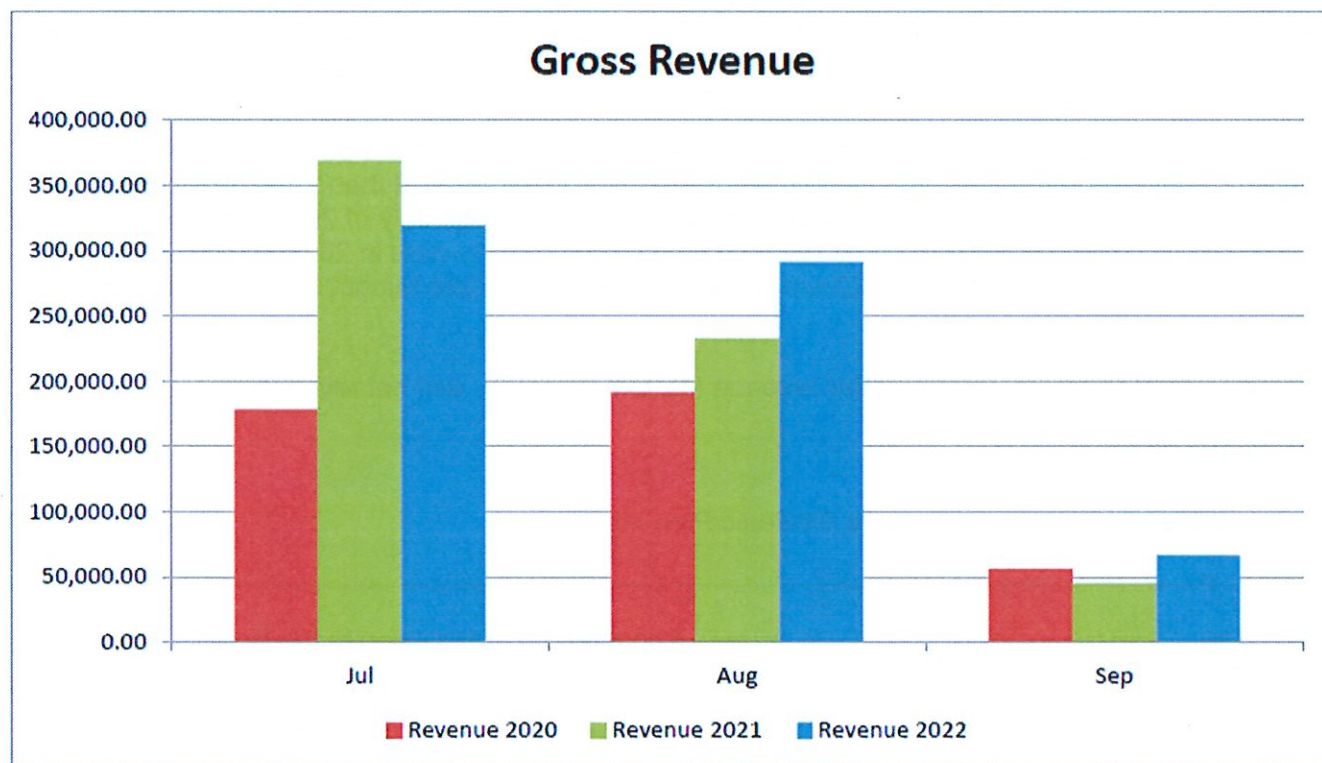


Table 2

Parking Expenses				
Month	Expense 2019	Expense 2020	Expense 2021	Expense 2022
Jan	2,590.95	2,426.76	2,866.70	2,063.70
Feb	2,573.33	2,496.64	3,134.19	2,240.81
Mar	3,326.11	2,857.83	7,328.65	2,546.76
Apr	4,344.56	2,469.63	5,985.43	2,990.29
May	6,080.67	3,672.57	4,911.41	3,799.20
Jun	9,620.09	8,227.19	44,683.26	7,560.93
Jul	14,445.12	14,569.52	23,017.96	28,666.55
Aug	19,244.06	17,500.97	18,033.66	17,738.06
Sep	10,398.74	10,513.22	8,797.80	6,252.06
Oct	4,089.52	4,859.70	2,900.94	-
Nov	2,567.19	3,213.73	1,966.98	-
Dec	2,477.87	2,807.38	1,960.13	-
Total	81,758.21	75,615.14	125,587.11	73,858.36

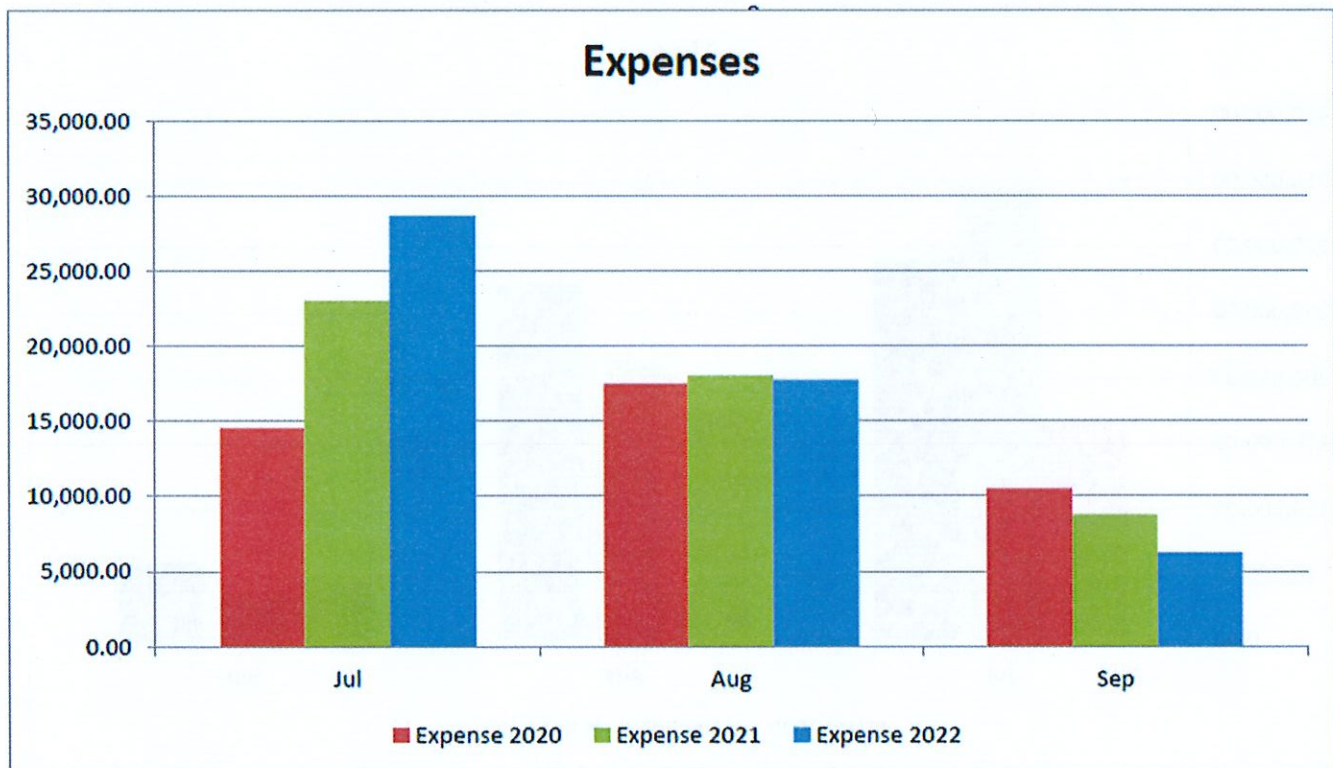
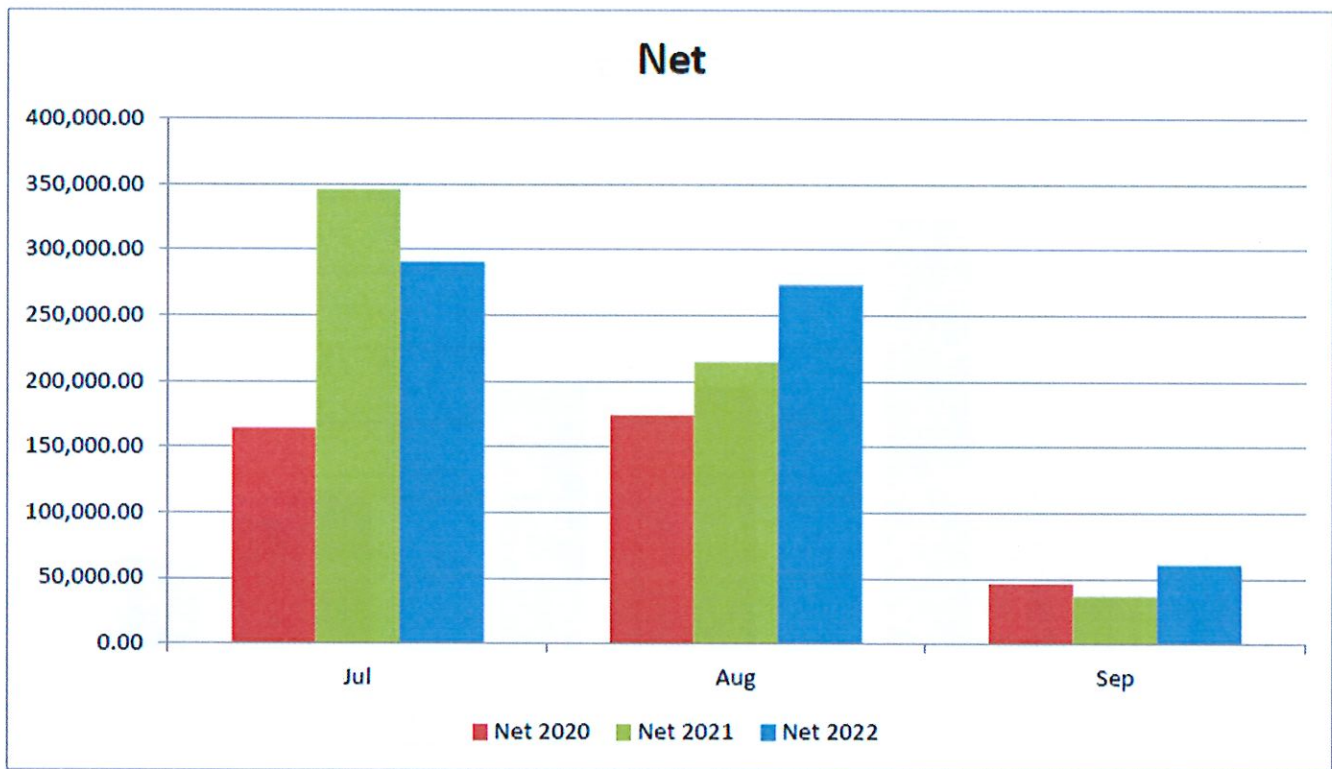


Table 3

Net Parking Revenue				
Month	Net 2019	Net 2020	Net 2021	Net 2022
Jan	1,141.00	(1,449.76)	(574.08)	474.49
Feb	(1,304.00)	(13.45)	(656.29)	3,074.52
Mar	11,832.18	2,188.07	1,085.64	9,591.55
Apr	7,997.96	(2,469.63)	11,894.47	13,870.99
May	34,862.09	17,393.76	63,130.69	30,575.47
Jun	84,547.45	43,508.10	146,041.96	87,944.71
Jul	160,535.57	164,302.29	346,135.94	290,599.10
Aug	189,157.27	174,349.22	214,923.24	273,694.22
Sep	28,705.69	45,934.54	36,747.15	60,694.35
Oct	194.24	334.32	3,385.64	-
Nov	(588.57)	(478.21)	(966.93)	-
Dec	(685.49)	(990.62)	(710.17)	-
Total	516,395.39	442,608.63	820,437.26	770,519.40





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550

SUBMITTED BY: Joe Almeida
Manager of Park Operations

SUBJECT: 2022 Public Works Third Quarter Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

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

Commercial Leases:

Daily garbage pickup - 8 days labour
Daily washroom service - 33 days labour
Buildings/grounds/parking lot maintenance - 4 days labour
Vandalism repairs - .5 days labour
Signage repairs - .5 days labour

Community Hall:

Janitorial service and rental set up – 9.5 days labour
Building/grounds maintenance - 2 days labour

Foreshore:

Wharf/weir/registered buoy/signage maintenance - 8 days labour
Debris cleanup - 7 days labour
Swim lines - 3 days labour
Warf/swim line vandalism repairs - .5 days labour

Park Office:

Building maintenance - 1.5 days labour
Grounds maintenance - 7 days labour

Public Areas:

Weekly garbage pickup and cleanup/inspection of playgrounds, docks, catch basins and community notice boards - 20 days labour
Daily parking lot opening - 5 days labour
Daily washroom service - 97 days labour
Daily litter/garbage pickup - 73 days labour
Tree work/stump removal - 5 days labour
Roads/parking lots/signage/lighting maintenance – 22.5 days labour
Main Beach drainage work - .5 days labour
Grounds/tree care/lawn care/watering maintenance debris cleanup – 17 days labour
Float beach – 7.5 days labour
Building/structure/pay station maintenance – 71.5 days labour
Vandalism repairs - 5 days

Public Works:

Vehicle maintenance - 7 days labour
Equipment maintenance - 5 days labour
Yard/building/janitorial maintenance - 21 days labour
Administration/purchasing/safety/staff meetings – 48.5 days labour

Fire Hall:

Building/janitorial/equipment maintenance - 2 days labour
Administration/emergency response/inspections - 3.5 days labour

Residential Leases:

Grounds/tree maintenance/debris cleanup – 1 days labour
Roads/signs/street sweeping/snow removal/grading – 7.5 days labour

Sunnyside Campground:

Sewer repairs/maintenance - 17 days labour
Janitorial - 0 days labour
Roads/parking - 1.5 days labour
Building/vandalism maintenance – 24.5 days labour
Water system startup/line replacement/repairs - 6 days labour
Lawn/tree maintenance - 22 days labour
Site maintenance/debris clean-up/surfacing/vandalism 29 days labour
Additional maintenance work orders – 14.5 days labour
Vandalism repairs - 1 days labour

Visitor Services/Cabins:

Cabin work orders - 2 days labour
Building maintenance – 6 days labour
Bi-weekly garbage pickup - 2 days labour
Janitorial service - 2 days labour
Lawn care – 3.5 days labour

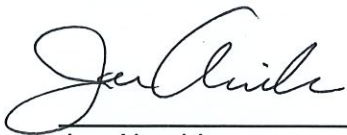
Special Events:

Public Works staff - 10 days labour

STRATEGIC PLAN:

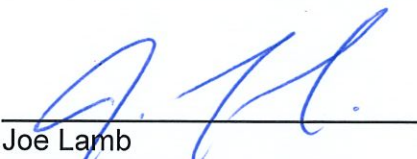
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Joe Almeida
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550

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

SUBJECT: 2022 Bylaw Compliance & Enforcement Third Quarter Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

The following is a breakdown of statistics relating to Bylaw Compliance and Enforcement and security from July 1, 2022, to September 30, 2022.

The areas that are monitored and included in this report are Sunnyside Campground, Sunnyside Campground Beach, Residential Areas, Commercial Areas, Park office, Main Beach, Cabins, Community Hall and Parmenter Rd.

The layout to the stats is updated to show the fines and written warnings but to also capture the estimated number of issues per bylaw. The numbers below include verbal warnings, written warnings and tickets per the bylaw that was contravened.

Bylaw compliance officers and Security responded to approximately 25 Short-term Rental related issues, that are included in the Parking and Traffic Regulations, Property Maintenance Bylaw and Noise Regulations Bylaw statistics.

<u>Bylaw Name</u>	<u>Estimate number of issues</u>
Parking and Traffic Regulations Bylaw	3355
Management of Public Areas Bylaw	197
Property Maintenance Bylaw	21
Short Term Rental Bylaw	0
Noise Regulation Bylaw	7
Encroachment Bylaw	0
Boating and Foreshore Bylaw	11
Tree and Plant Bylaw	3

Animal Control Bylaw	63
No Smoking Bylaw	51
Littering Bylaw	5
Canvassing, Panhandling and Busking Bylaw	0
Sunnyside Campground Bylaw	237
Cabins at Cultus Lake Bylaw	0
Burning Conditions & Restrictions	45
TOTAL	3995

STRATEGIC PLAN:

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

Prepared by:

Approved for submission to the Board:


 Rachel Litchfield
 Manager of Corporate Services /
 Corporate Officer


 Joe Lamb
 Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550

SUBMITTED BY: Carly Volk
Manager of Sunnyside Campground and Accommodations

SUBJECT: 2022 Campground and Cabins Third Quarter Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

This report provides a summary of the events and financial analysis of the revenue received for July, August, and September of 2022, compared to the same time in 2021 for Sunnyside Campground and the Cabins at Cultus Lake Park.

Sunnyside Campground

The Third Quarter of 2022 generated approximately \$86,738 higher revenue in the overnight camping areas compared to the same period in 2021. This increase is attributed to the fee increase, the opening of both group sites to full capacity, as well as an exceptionally warm fall which saw an increase in September bookings.

The miscellaneous revenue that is generated from site bookings (reservation fees, pets, extra adults, and parking) increased in 2022 by \$34,420. This increase is due to the fee increase, as well as the warm dry weather experienced this summer making camping a great option for travelers.

Store revenue in the Third Quarter increased by \$24,584, this increase was mainly due to firewood sales as the 2022 fire ban did not come into effect until August 4th which is much later in the season compared to previous years. This year the store remained open on weekends in September which also contributed to increase in sales.

Cabins

The Cabins remained busy throughout the summer months and were fully booked on all weekends and most weekdays. The Cabins produced revenue for the Third Quarter of 2022 that was similar to 2021 and saw an increase in revenue of \$1113.

STRATEGIC PLAN:

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

Prepared by:



Carly Volk
Manager of Sunnyside Campground and
Accommodations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550
SUBMITTED BY: Warren Mazuren
Fire Chief
SUBJECT: 2022 Fire Department Third Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of July, August, and September of 2022.

RECOMMENDATION:

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

BACKGROUND:

The Third Quarter of 2022 was a little below average in call volume compared to last year's Third Quarter.

There were twenty-six (26) calls in July, twenty-six (26) calls in August, and fifteen (15) calls in September of 2022. There was a total of sixty-seven (67) calls in the Third Quarter of 2022.

There were seventy-six (76) calls in the Third Quarter of 2021.

Twenty-eight calls (28) were in the "FVRD Electoral H", twenty-seven (27) calls were in Cultus Lake Park, and twelve (12) calls were on Soowahlie First Nation.

CLVFD continued to search for new members to bolster daytime response.

CLVFD training night was switched to Thursday evenings starting at 7:00 pm.

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

Parking along Columbia Valley Highway continued to be a major problem during the busy summer months and delays our response times significantly.

There were no fires of note for the Third Quarter of 2022.

Please play safe during the summer months at Cultus Lake. Use common sense and check local restrictions when visiting our beautiful area!

STRATEGIC PLAN:

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

Prepared by:



Warren Mazuren
Fire Chief

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0870

SUBMITTED BY: Tricia Schmuland
Leasing Clerk

SUBJECT: 2022 Lease Assignments Third Quarter Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

During the Third Quarter of 2022, Cultus Lake Park processed the following: one (1) family assignment and five (5) residential assignments: lease transfers totaling six (6) for the quarter; and

twenty-eight (28) requests for Title Searches for various reasons, such as: building permits, listings of houses for sale, personal banking or purchases; and

seven (7) Mortgage Refinances/Filing Mortgages; and eight (8) Mortgage Discharges.

DATE OF ASSIGNMENT: JULY 14, 2022

PROPERTY: 206 LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A1

SALE PRICE: \$827,900

DATE OF ASSIGNMENT: JULY 26, 2022

PROPERTY: 349 PINE ST, CULTUS LAKE BC V2R 4Y9

SALE PRICE: \$1,165,000

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

PROPERTY: **441 OAK ST, CULTUS LAKE BC V2R 4Z5**

SALE PRICE: **\$1,450,000**

DATE OF ASSIGNMENT: **AUGUST 9, 2022**

PROPERTY: **150 FIRST AVE, CULTUS LAKE BC V2R 4Z2**

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

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

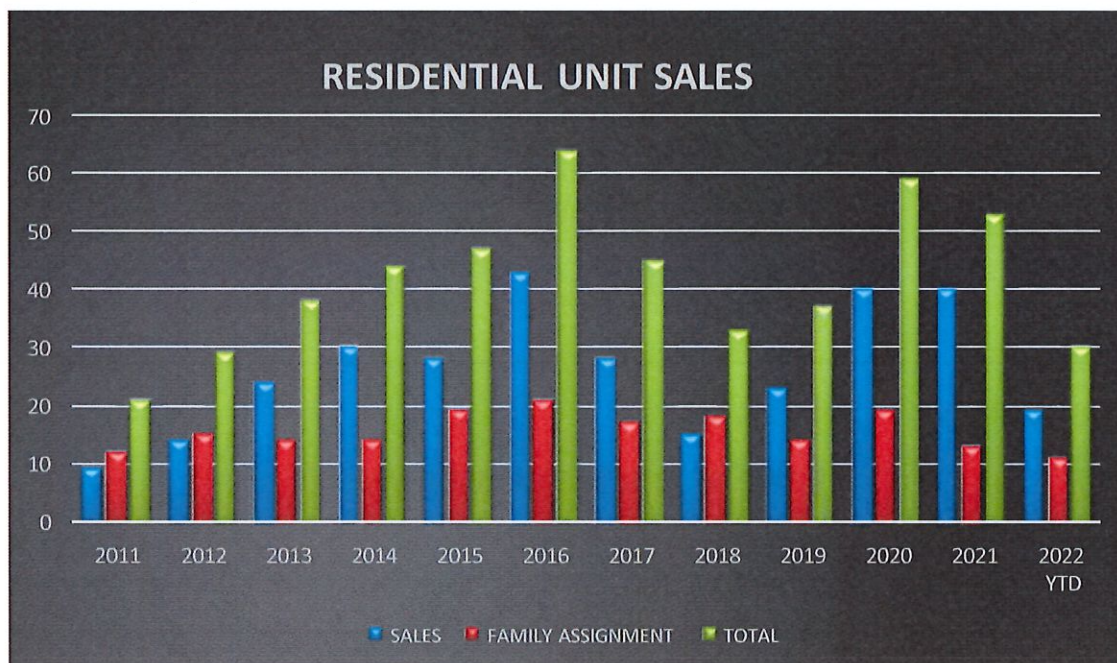
PROPERTY: **654 MOUNTAIN VIEW RD, CULTUS LAKE BC V2S 4Z6**

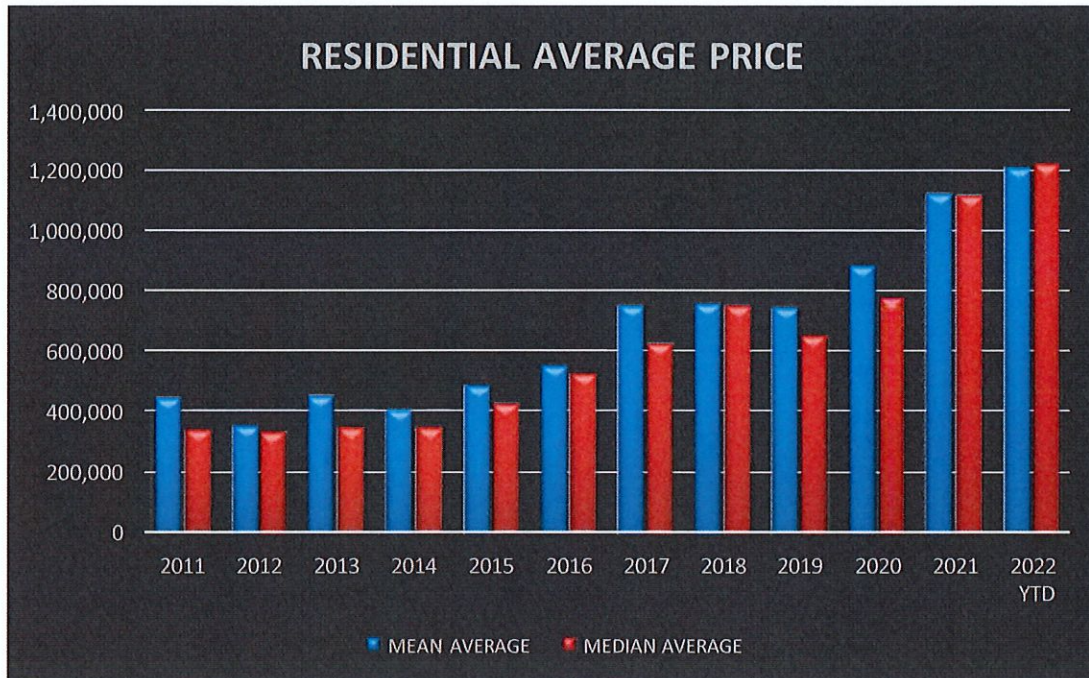
SALE PRICE: **\$1,050,000**

DATE OF ASSIGNMENT: **SEPTEMBER 2, 2022**

PROPERTY: **367 CEDAR ST, CULTUS LAKE BC V2R 4Z1**

SALE PRICE: **\$900,000**





STRATEGIC PLAN:

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

Prepared by:

per: Tricia Schmuland
 Tricia Schmuland,
 Leasing Clerk

Approved for submission to the Board:

Joe Lamb
 Joe Lamb,
 Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 3900

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: 2023-2027 Cultus Lake Park DRAFT Financial Plan

PURPOSE:

The purpose of the report is to present the 2023-2027 Cultus Lake Park DRAFT Financial Plan along with the 2023-2027 Financial Plan Bylaw for First and Second reading.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022.

DISCUSSION:

Staff have been working hard on updating the five-year financial plan for the years 2023-2027. This update includes reviewing prior year operations to develop revenue and expenditure projections for the year and reviewing what was planned for future years to make adjustments where supported.

The 2023-2027 DRAFT Financial Plan being presented includes the base budget as approved in the current 2022-2026 Five-Year Financial Plan as a starting point. In addition, the base budget also includes a number of operational and capital additions as discussed below. Lastly, the base budget has been adjusted for staff proposed changes to various revenue streams and reserve deposits.

The “2023-2027 Cultus Lake Park Financial Planning Worksheet – Budget Changes”

This document provides a listing of all the staff proposed changes to implement in the 2023-2027 Financial Plan. The document quantifies their impact to the 2022-2026 base budget as approved last year. This document is list changes for each of the Park’s individual business units and is split into four sections to outline the changes proposed for revenue, expenses, reserve allocations, and capital expenditures.

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

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

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

The “Capital” section provides a listing of all capital items, either new or increased/decreased values that were not included in the 2022-2026 Five-Year Financial Plan. The purpose of this listing is to allow the Board to consider which projects are a priority and therefore should be approved in the five-year financial plan. A proposed funding source is provided for each of the capital items where a reserve is available and applicable to the item.

The 2023-2027 Financial Plan has been prepared with a slight increase in the lease operating levy that will see the average residents base lease increase by \$37.15 in order to fund improvements and the sustainability of the Park. The proposed budget continues to focus on improvements to areas such as safety and security, environmental sustainability, with an amplified focus on renewal and upgrades to our infrastructure and upgrading facilities at Sunnyside Campground.

The DRAFT plan also proposes to increase some additional lease charges for specific services as a result of expenditure increases. The table below summarizes the 2022 lease charges vs. proposed 2023 lease charges:

Service Description	2022 Residential Fee	2023 Residential Fee (proposed)
Protective Services	\$ 214.18	\$ 220.61
Fire Protection	363.95	375.93
Garbage & Recycling	210.54	223.47
Insurance	16.18	18.68
Streetlights	76.76	79.05
Milfoil	15.00	15.00
Foreshore Improvements	50.00	50.00
Residential Area Improvements	25.00	25.00

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

Parking

- Increasing parking revenue by increasing the high season weekday rate to \$5/hour for 2023 from \$4/hour in 2022.
- Continue to charge a \$1.00 infrastructure charge per transaction to visitors of the park through parking.
- Staff are proposing to continue to only offer visitors the ability to pay for parking by the hour through the elimination of daily parking rates, with the exception of Lot D.

Sunnyside

- Increasing seasonal site rates by 7.2% (estimated inflation for 2022).
- Overnight site rates as well as other miscellaneous fees at Sunnyside Campground by 7.2%.
- Continue to charge an infrastructure charge for seasonal and overnight campers.

Schedule of Reserves

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

Business Unit Detail

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

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2023-2027 Five Year Financial Plan No. 1220, 2022

A Bylaw to Adopt the 2023-2027 Financial Plan

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

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

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as "Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022"

2. GENERAL REGULATIONS

- 2.1 Schedule "A" titled 2023 Financial Plan and Schedule "B" titled 2023-2027 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five Year Financial Plan for the years 2023 to 2027.

3. EFFECTIVE DATE

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

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

Kirk Dzaman, Chair
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park
Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022

Chief Administrative Officer

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
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REVENUES

Sunnyside Campground	\$ 3,962,500	\$ 3,962,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	727,740	-	727,740	-	-	-	-	-	-	-	-	-
Residential Leases	934,393	-	-	934,393	-	-	-	-	-	-	-	-
Community Hall	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	1,019,500	-	-	-	-	1,019,500	-	-	-	-	-	-
Foreshore Lease	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	301,260	-	-	-	-	-	-	301,260	-	-	-	-
Protective Services	175,000	-	-	-	-	-	-	-	-	175,000	-	-
General Administration	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	37,612	-	-	-	-	-	-	-	-	-	-	37,612
TOTAL REVENUES	\$ 7,541,155	\$ 3,962,500	\$ 727,740	\$ 934,393	\$ 11,950	\$ 1,239,200	\$ 109,000	\$ 301,260	\$ -	\$ 175,000	\$ 42,500	\$ 37,612

EXPENDITURES

Advertising	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,820	-	-	-	-	-	-	-	-	-	18,820	-
Board Level Expenses	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	71,710	32,770	8,000	-	3,500	11,600	-	5,000	6,400	1,240	3,200	-
Commemorative Benches	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,930	3,330	-	-	-	-	-	-	2,600	-	11,000	-
Contract Services	530,100	206,000	-	-	-	46,600	-	-	5,000	251,700	20,800	-
Data Processing	168,500	49,800	-	-	2,000	3,500	-	3,000	2,700	40,000	67,500	-
Education & Training	44,300	4,500	-	-	-	400	-	29,000	2,200	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	86,800	15,000	-	-	-	6,800	1,500	41,100	20,400	1,000	1,000	-
Equipment Fuel	5,210	550	-	-	-	-	800	-	3,860	-	-	-
Garbage Collection/Recycle	204,815	60,500	19,880	106,535	-	7,400	-	-	10,500	-	-	-
General Maintenance	45,000	-	-	-	-	45,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,160	49,400	2,800	-	1,000	33,810	10,000	500	1,650	-	-	-
Insurance - Business	321,300	64,200	67,100	9,000	14,100	54,300	20,700	18,300	26,400	12,000	35,200	-
Insurance - Vehicles	25,864	1,260	-	-	-	-	100	5,950	15,690	1,180	1,684	-
Janitorial Supplies	48,300	23,500	-	-	-	23,800	-	1,000	-	-	-	-
Legal/Professional Fees	120,500	-	-	-	-	-	-	-	-	18,000	102,500	-
Licences/Permits/Taxes	30,750	1,200	-	-	-	-	1,100	-	450	28,000	-	-
Memberships/Dues/Subscriptions	5,445	195	-	-	-	-	-	800	750	-	3,700	-
Office Supplies	30,670	4,400	-	-	-	650	-	1,400	1,620	-	20,500	900
Interest and Bank Charges	5,500	1,000	-	-	-	500	-	-	-	1,200	4,000	-
POS Charges	104,500	73,000	-	-	-	22,500	-	-	-	-	9,000	-
Retail Sales (COGS)	58,050	57,200	-	-	-	850	-	-	-	-	-	-
Office Furniture	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	33,300	-	-	-	-	17,400	-	-	-	-	15,900	-
Community Wildfire Protection Plan	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-

CUL TUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
Public Relations/Promotion	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-
Security Systems/Supplies	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	24,840	2,500	-	-	-	-	-	4,300	18,040	-	-	-
Special Events	60,300	12,080	-	-	-	12,000	-	-	-	-	-	36,220
Telecommunications	43,880	12,900	-	-	200	4,780	-	10,650	4,200	2,150	9,000	-
Utilities	503,555	393,800	6,800	38,100	4,680	33,500	-	7,080	11,990	925	6,680	-
Vandalism	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	1,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	38,860	1,390	-	-	-	-	200	10,000	26,210	1,060	-	-
Vehicle/Boat Fuel	27,890	780	-	-	-	-	-	2,200	22,520	1,590	800	-
Wharfs & Foreshore Materials	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,939,689	\$ 1,115,345	\$ 105,780	\$ 153,635	\$ 25,480	\$ 352,240	\$ 60,550	\$ 141,830	\$ 206,930	\$ 364,995	\$ 375,784	\$ 37,120
WAGES & BENEFITS:												
Commissioners Indemnities	\$ 96,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,290	\$ -
Management Salaries	437,968	136,218	-	-	-	-	-	6,950	112,560	-	182,240	-
Staff Wages	2,017,855	361,700	-	-	-	58,320	-	60,400	870,820	205,160	461,455	-
Employee Benefits	675,390	126,620	-	-	-	13,960	-	7,200	284,100	56,590	186,920	-
TOTAL PAYROLL	\$ 3,227,503	\$ 624,538	\$ -	\$ -	\$ -	\$ 72,280	\$ -	\$ 74,550	\$ 1,267,480	\$ 261,750	\$ 926,905	\$ -
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 1,739,883	\$ 105,780	\$ 153,635	\$ 25,480	\$ 424,520	\$ 60,550	\$ 216,380	\$ 1,474,410	\$ 626,745	\$ 1,302,689	\$ 37,120
Reserve Allocations	1,313,392	549,630	159,630	63,230	10,000	247,730	56,250	59,430	115,000	2,000	50,000	492
Capital Projects	2,217,190	1,225,330	125,570	-	10,570	204,310	231,000	57,570	282,670	-	80,170	-
Internal Wage Allocations	-	297,170	94,110	390,870	18,750	451,020	81,770	11,850	(1,212,240)	20,070	(153,370)	-
Overhead Expense Allocations	-	434,450	275,789	423,885	25,120	579,090	269,470	-	(377,170)	(473,815)	(1,156,819)	-
TOTAL EXPENDITURES	\$ 9,697,774	\$ 4,246,463	\$ 760,879	\$ 1,031,620	\$ 89,920	\$ 1,906,670	\$ 699,040	\$ 345,230	\$ 282,670	\$ 175,000	\$ 122,670	\$ 37,612
SURPLUS/(DEFICIT)	(2,156,619)	(283,963)	(33,139)	(97,227)	(77,970)	(667,470)	(590,040)	(43,970)	(282,670)	-	(80,170)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	2,168,590	1,225,330	125,570	-	10,570	169,310	231,000	43,970	282,670	-	80,170	-
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 941,367	\$ 92,431	\$ (97,227)	\$ (67,400)	\$ (498,160)	\$ (359,040)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2023 - 2027 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2023-2027 Financial Plan Summary

	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,962,500	\$ 4,112,600	\$ 4,212,500	\$ 4,312,300	\$ 4,400,100
Commercial Leases	727,740	747,050	767,260	788,380	810,700
Residential Leases	934,393	952,083	975,074	993,257	1,022,109
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	225,100
Parking/Public Area Revenue	1,019,500	1,027,800	1,027,800	1,045,600	1,045,600
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	301,260	297,970	314,990	314,960	320,250
Protective Services	175,000	180,000	185,000	185,000	185,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	37,612	37,824	38,040	38,760	38,990
TOTAL REVENUES	\$ 7,541,155	\$ 7,738,477	\$ 7,903,814	\$ 8,061,407	\$ 8,211,299
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Audit/Accounting	18,820	19,195	19,578	19,969	20,367
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	71,710	73,090	74,490	75,900	77,430
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,930	16,980	17,030	17,080	17,140
Contract Services	530,100	539,500	549,000	558,600	568,300
Data Processing	168,500	171,100	173,700	176,300	179,000
Education & Training	44,300	44,350	45,010	45,670	46,330
Election Expenses	-	-	-	20,000	-
Equipment Maintenance	86,800	88,600	90,400	92,300	94,200
Equipment Fuel	5,210	5,290	5,370	5,450	5,530
Garbage Collection/Recycle	204,815	204,915	205,115	205,315	210,980
General Maintenance	45,000	45,000	45,000	45,000	45,000
Grounds Maintenance/Materials	99,160	100,580	102,000	103,420	104,840
Insurance - Business	321,300	353,300	388,800	427,800	470,600
Insurance - Vehicles	25,864	26,225	26,586	26,948	27,311
Janitorial Supplies	48,300	49,200	50,100	51,000	51,900
Legal/Professional Fees	120,500	98,000	98,000	98,000	120,500
Licences/Permits/Taxes	30,750	30,750	30,750	30,750	30,750
Memberships/Dues/Subscriptions	5,445	5,445	5,445	5,445	5,445
Office Supplies	30,670	31,200	31,730	32,260	32,840
Interest and Bank Charges	5,500	5,550	5,550	5,550	5,600
POS Charges	104,500	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,050	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	33,300	33,600	33,900	34,200	34,500
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	9,390	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,800	4,800	4,800	4,800
Septic/Sewer System Maintenance	5,000	5,000	5,000	5,000	5,000
Small Tools/Shop & Safety	24,840	25,260	25,690	26,120	26,550

CULTUS LAKE PARK
2023 - 2027 FINANCIAL PLAN

Schedule "B"

	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET
Special Events	60,300	60,990	61,130	61,860	61,860
Telecommunications	43,880	44,730	45,080	45,940	46,300
Utilities	503,555	514,750	526,235	537,920	549,815
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	38,860	39,430	40,010	40,610	41,220
Vehicle/Boat Fuel	27,890	28,120	28,350	28,580	28,810
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	\$ 2,939,689	\$ 2,982,640	\$ 3,051,539	\$ 3,145,477	\$ 3,230,608
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 96,290	\$ 98,220	\$ 100,180	\$ 102,180	\$ 104,730
Management Salaries	437,968	446,860	456,240	465,220	476,070
Staff Wages	2,017,855	2,086,560	2,180,130	2,239,340	2,305,930
Employee Benefits	675,390	690,240	719,520	733,990	750,410
TOTAL PAYROLL	\$ 3,227,503	\$ 3,321,880	\$ 3,456,070	\$ 3,540,730	\$ 3,637,140
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 6,304,520	\$ 6,507,609	\$ 6,686,207	\$ 6,867,748
<i>Reserve Allocations</i>	1,313,392	1,325,474	1,332,420	1,295,240	1,301,500
Capital Projects	2,217,190	991,390	863,990	624,990	665,790
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,697,774	\$ 8,621,385	\$ 8,704,019	\$ 8,606,437	\$ 8,835,038
<i>SURPLUS/(DEFICIT)</i>	(2,156,619)	(882,907)	(800,205)	(545,030)	(623,739)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,168,590)	(955,550)	(818,220)	(586,670)	(629,830)
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 72,643	\$ 18,015	\$ 41,640	\$ 6,091

CULTUS LAKE PARK														
Sunnyside Campground														
2023 - 2027 Financial Planning Worksheet														
YTD - Updated to Oct 10, 2022														
GL	Account Name	2022 Actual	2022 Projection	2022 Budget	Variance (\$)	Variance (%)		2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2023 Comments	
	REVENUE													
10-1-100-4000	Seasonal - Waterfront Lots	556,327	556,327	556,700	(373)	-0.1%	596,850	620,700	639,300	655,300	671,700		*Overall increase to Seasonal Rates of 7.2%	
10-1-100-4001	Seasonal - View Lots	203,470	203,470	198,300	5,170	2.6%	212,600	221,100	227,700	233,400	239,200			
10-1-100-4002	Seasonal - Regular Lots	1,045,298	1,045,298	1,051,500	(6,202)	-0.6%	1,127,050	1,172,100	1,207,300	1,237,500	1,268,400			
10-1-100-4090	Seasonal - Cultus Lake Infrastructure	6,090	6,090	6,090	-	0.0%	6,090	6,090	6,090	6,090	6,090		Infrastructure Fee for Seasonal Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Fee \$25 per reservation - 348 sites.	
10-1-100-4090	Seasonal Foreshore Reserve	2,610	2,610	2,610	-	0.0%	2,610	2,610	2,610	2,610	2,610			
10-1-100-4003	Overnights - Full Hook Up	684,007	684,007	645,000	39,007	6.0%	691,400	719,100	740,700	759,200	778,200			
10-1-100-4004	Overnights - No Hook Ups	283,449	283,449	270,000	13,449	5.0%	289,400	301,000	310,000	317,800	325,700		* Average increase to overnight rates of 7.2%	
10-1-100-4005	Overnights - View Lots	99,868	99,868	106,000	(6,132)	-5.8%	113,600	118,100	121,600	124,600	127,700			
10-1-100-4006	Overnights - Waterfront Lots	133,083	133,083	130,000	3,083	2.4%	139,400	145,000	149,400	153,100	156,900			
10-1-100-4011	Overnights - Group Area A & B	54,420	54,420	30,000	24,420	81.4%	32,200	33,500	34,500	35,400	36,300		* Average increases to additional fees of 7.2%	
10-1-100-4015/4900	Other Sundy-Parking/Miscellaneous	514,334	514,334	449,000	65,334	14.6%	546,000	568,000	568,000	582,000	582,000			
10-1-100-4016	Overnights - Milfoil Revenue	7,533	7,533	5,600	1,933	34.5%	7,500	7,500	7,500	7,500	7,500			
10-1-100-4090	Overnights - Cultus Lake Infrastructure	28,461	28,461	31,500	(3,039)	-9.6%	31,500	31,500	31,500	31,500	31,500		Infrastructure Fee for Overnight Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Fee \$5 per reservation - approximately 9000 reservations per year.	
10-1-100-4090	Overnights - Foreshore Reserve	12,198	12,198	13,500	(1,302)	-9.6%	13,500	13,500	13,500	13,500	13,500			
10-1-100-4017	SS WiFi Sales	9,504	10,004	2,500	7,504	300.2%	5,000	5,000	5,000	5,000	5,000			
10-1-100-4050	Sunnyside Store Sales	177,383	182,383	141,000	41,383	29.3%	141,000	141,000	141,000	141,000	141,000			
10-1-100-4910	Laundromat	2,525	2,525	4,800	(2,275)	-47.4%	4,800	4,800	4,800	4,800	4,800			
10-1-100-4950	Retail Sales	11,236	11,236	2,000	9,236	461.8%	2,000	2,000	2,000	2,000	2,000			
	TOTAL REVENUE	\$ 3,831,796	\$ 3,837,296	\$ 3,646,100	\$ 191,196	5.2%	\$ 3,962,500	\$ 4,112,600	\$ 4,212,500	\$ 4,312,300	\$ 4,400,100			
	EXPENDITURES													
	OPERATING	49%	48%											
10-2-100-5000	Advertising - media	1,536	5,000	9,550	4,550	47.6%	9,550	9,550	9,550	9,550	9,550			
10-2-100-5300	Building Materials/Electrical Repairs	25,865	43,630	43,630	-	0.0%	32,770	33,430	34,100	34,780	35,480			
10-2-100-6050	Contract Services - Security	207,592	210,000	202,000	(8,000)	-4.0%	206,000	210,000	214,000	218,000	222,000			
10-2-100-5400	Conferences	-	1,500	3,330	1,830	55.0%	3,330	3,330	3,330	3,330	3,330		Account Includes Software costs for reservation software as well as IT coverage	
10-2-100-5500	Data Processing	42,586	49,000	41,800	(7,200)	-17.2%	49,800	50,800	51,800	52,800	53,900			
10-2-100-5700	Education & Training	-	4,500	4,500	-	0.0%	4,500	4,500	4,500	4,500	4,500			
10-2-100-5800	Equipment Maintenance	13,220	11,500	11,500	-	0.0%	15,000	15,300	15,600	15,900	16,200		*Increase of \$3,500 - due to aging equipment and increased repair costs.	
10-2-100-5820	Equipment Fuel	212	525	525	-	0.0%	550	550	550	550	550			
10-2-100-5900	Garbage Collection/Recycle	45,051	60,500	60,500	-	0.0%	60,500	60,500	60,500	60,500	60,500			
10-2-100-6000	Grounds Maintenance	35,997	48,450	48,450	-	0.0%	49,400	50,400	51,400	52,400	53,400		*Increase to reflect actual premium increases	
10-2-100-6100	Insurance - Business	32,995	49,046	33,650	(15,396)	-45.8%	64,200	70,600	77,700	85,500	94,100			
10-2-100-6200	Insurance -Vehicle	805	1,250	1,250	-	0.0%	1,260	1,270	1,280	1,290	1,300			
10-2-100-6300	Janitorial Supplies	17,156	23,000	23,000	-	0.0%	23,500	24,000	24,500	25,000	25,500		* Amalgamate legal budget in General Admin	
10-2-100-6400	Legal Fees	-	20,000	20,000	-	0.0%	-	-	-	-	-			
10-2-100-6500	Licences	532	1,200	1,200	-	0.0%	1,200	1,200	1,200	1,200	1,200			

CULTUS LAKE PARK														
Protective Services														
2023 - 2027 Financial Planning Worksheet														
YTD - Updated to Oct 10, 2022														
			2022	2022										
			YTD	Yearend	2022	Variance	Variance							
GL	Account Name	Actual	Projection	Budget		(\$)	(%)		2023	2024	2025	2026	2027	2023 Comments
	REVENUE													
*Increase Fine Revenue Budget to \$175,000. Increase to revenue is expected based on current ticket volumes and collections ratios seen in 2022.														
10-1-125-4675	Bylaw/Parking Enforcement Tickets	147,448	170,000	120,000	50,000	41.7%		175,000	180,000	185,000	185,000	185,000		
10-1-125-4900	Miscellaneous Revenue	4,844	4,844	-	4,844									
	TOTAL REVENUE	\$ 152,292	\$ 174,844	\$ 120,000	\$ 54,844	45.7%		\$ 175,000	\$ 180,000	\$ 185,000	\$ 185,000	\$ 185,000		
	EXPENDITURES													
	OPERATING													
10-2-125-5000	Advertising - media			-		0.0%		-	-	-				
10-2-125-5300	Building Materials	863	1,220	1,220	-	0.0%		1,240	1,260	1,290	1,320	1,350		
10-2-125-5375	Contract Services	243,190	246,800	246,800	-	0.0%		251,700	256,700	261,800	267,000	272,300		
*Increase- New SLA for IT Services and updated security features and monitoring to comply with Cyber Insurance requirements.														
10-2-125-5500	Data Processing	27,875	36,000	32,000	(4,000)	-12.5%		40,000	40,800	41,600	42,400	43,200		
10-2-125-5700	Education & Training	2,662	3,200	3,200	-	0.0%		3,200	3,200	3,200	3,200	3,200		
10-2-125-5800	Equipment Maintenance	850	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-125-6100	Insurance - Business	7,500	10,500	9,000	(1,500)	-16.7%		12,000	13,200	14,500	16,000	17,600		*Increase to reflect actual premium increases
10-2-125-6200	Insurance - Vehicles	715	1,150	1,150	-	0.0%		1,180	1,210	1,240	1,270	1,300		
*Account for commissions paid on fine revenue collected through a collection agency.														
10-2-125-6450	Professional Fees - Collection Commission	5,653	20,000	5,000	(15,000)	-300.0%		18,000	18,000	18,000	18,000	18,000		*Updated anticipated cost to participate in the Bylaw Adjudication System at City of Chilliwack, \$2,000 membership plus a portion of the actual adjudication costs. Cost allocations based on ticket volumes and dispute volumes.
10-2-125-6500	Licenses/permits	-	30,000	7,000	- 23,000	-328.6%		28,000	28,000	28,000	28,000	28,000		
10-2-125-6800	Office Supplies	1,425	1,500	1,200	(300)	-25.0%		1,200	1,200	1,200	1,200	1,200		
10-2-125-7000	Printing	2,766	3,000	750	(2,250)	-300.0%		750	750	750	750	750		
10-2-125-7100	Public Relations	-	500	500	-	0.0%		500	500	500	500	500		
10-2-125-7400	Security Systems/Supplies	399	500	500	-	0.0%		500	500	500	500	500		
10-2-125-7800	Telecommunications/ Radios	2,430	2,500	2,100	(400)	-19.0%		2,150	2,200	2,250	2,310	2,370		
10-2-125-8000	Propane & Natural Gas	892	900	900	-	0.0%		925	950	975	1,025	1,000		
10-2-125-8100	Vehicle Maintenance	-	1,040	1,040	-	0.0%		1,060	1,080	1,100	1,120	1,140		
10-2-125-8130	Vehicle Fuel	808	1,560	1,560	-	0.0%		1,590	1,620	1,650	1,680	1,710		
	TOTAL OPERATING	\$ 298,028	\$ 361,370	\$ 314,920	\$ (46,450)	-14.7%		\$ 364,995	\$ 372,170	\$ 379,555	\$ 387,250	\$ 395,145		
	WAGES & BENEFITS													
10-2-125-8700	Staff Wages- Bylaw Officer	71,755	103,000	140,400	37,400	26.6%		104,570	107,180	111,470	113,700	116,540		*Wage adjustments related to Organization Structure Changes
10-2-125-8703	Staff Wages - Parking Enforcement	36,081	37,000	32,530	(4,470)	-13.7%		33,260	34,090	35,450	36,160	37,060		
10-2-125-8715	Staff Wages - Administration	30,989	65,000	68,160	3,160	4.6%		67,330	69,010	71,770	73,210	75,040		
10-2-125-8800	Employee Benefits	20,671	50,000	62,970	12,970	20.6%		54,590	55,950	58,190	59,350	60,830		
10-2-125-8825	Uniforms	1,577	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000		
	TOTAL WAGES & BENEFITS	\$ 161,073	\$ 257,000	\$ 306,060	\$ 49,060	16.0%		\$ 261,750	\$ 268,230	\$ 278,880	\$ 284,420	\$ 291,470		

				2022		2022		2022		Variance										
				YTD		Yearend		2022		Variance										
GL	Account Name		Actual	Projection	Budget	(\$)	(%)													2023 Comments
10-2-125-9800	RESERVE ALLOCATIONS																			
	Equipment		1,000	1,000	1,000	-	0.0%			1,000	1,000	1,000	1,000	1,000	1,000	1,000				
	Renovations		1,000	1,000	1,000	-	0.0%			1,000	1,000	1,000	1,000	1,000	1,000	1,000				
	TOTAL RESERVE ALLOCATIONS		\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000				
10-2-125-9000	CAPITAL PROJECTS																			
	TOTAL CAPITAL		\$ -	\$ -	\$ -	\$ -	0.0%			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 461,101	\$ 620,370	\$ 622,980	\$ 2,610	0.4%			\$ 628,745	\$ 642,400	\$ 660,435	\$ 673,670	\$ 688,615						
	TOTAL INTERNAL WAGE ALLOCATIONS		12,495	16,660	16,660	-	0.0%			20,070	20,420	20,770	21,140	21,510						
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ (389,730)	\$ (519,640)	\$ (519,640)	\$ -				\$ (473,815)	\$ (482,820)	\$ (496,205)	\$ (509,810)	\$ (525,125)						
	TOTAL EXPENDITURES		\$ 83,866	\$ 117,390	\$ 120,000	\$ 2,610	2.2%			\$ 175,000	\$ 180,000	\$ 185,000	\$ 185,000	\$ 185,000						
	CONTRIBUTION TO (FROM)		\$ 68,426	\$ 57,454	\$ -	\$ (57,454)	0.0%			\$ -	\$ -	\$ -	\$ -	\$ -						
	NET CONTRIBUTION TO (FROM)		\$ 68,426	\$ 57,454	\$ -	\$ 57,454	0.0%			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

CULTUS LAKE PARK			FVRD			CLPB										
Fire Department 2023 - 2027 Financial Planning Worksheet YTD - Updated to Oct 10, 2022			Lowest of 2 Year Average or Actual			Actual 2021	Actual 2022									
			23.63%			24.40%	23.63%									
			2022	2022												
			YTD	Yearend	2022	Variance	Variance									
GL	Account Name	Actual	Projection	Budget		(\$)	(%)									
	REVENUE															
10-1-300-4600	Commercial Leases	34,213	40,125	40,125	-		0.0%	41,450	42,815	43,835	44,920	46,055				*Increase in annual fee - due to overall expected costs increases and decreased revenues associated with our FVRD agreement.
10-1-300-4605	Residential Leases	175,424	175,425	175,425	-		0.0%	181,200	187,225	191,785	196,540	201,405				
10-1-300-4601	Agreements/Transfer Payments:		-													
	FVRD - Operations	54,052	53,570	53,570	-		0.0%	53,930	56,010	57,520	59,100	60,750				
	FVRD - Capital		4,010	4,010	-		0.0%	13,600	840	10,770	3,320	960				
	Sowahle	11,075	11,080	11,080	-		0.0%	11,080	11,080	11,080	11,080	11,080				
10-1-300-4900	Other Sundry	1,980	-	-	-		0.0%	-	-	-	-	-				
	TOTAL REVENUE	\$ 276,744	\$ 284,210	\$ 284,210	\$ -		0.0%	\$ 301,260	\$ 297,970	\$ 314,990	\$ 314,960	\$ 320,250				
	EXPENDITURES															
	OPERATING															
10-2-300-5000	Advertising	-	550	550	-		0.0%	550	550	550	550	550				
10-2-300-5300	Building Maintenance	1,375	5,000	5,000	-		0.0%	5,000	5,500	6,000	6,500	7,000				
10-2-300-5375	Contract Services		-	-	-			-	-	-	-	-				
10-2-300-5500	Data Processing	1,863	3,000	2,000	(1,000)		-50.0%	3,000	3,000	3,000	3,000	3,000				*Increase- New SLA for IT Services and updated security features and monitoring to comply with Cyber Insurance requirements.
10-2-300-5700	Education & Training	13,246	28,000	32,600	4,600		14.1%	29,000	29,000	29,600	30,200	30,800				*Decrease of education funds needed, due to Covid many courses have been moved in-house or are now being done by webinar.
10-2-300-5820	Fire Fighting Equipment & Maint & Fuel	12,846	31,000	31,000	-		0.0%	31,600	32,200	32,800	33,500	34,200				
10-2-300-5850	Fire Prot. Equip Annual Testing	2,547	9,500	11,000	1,500		13.6%	9,500	10,000	10,500	11,000	11,500				
10-2-300-6000	Grounds Maintenance	-	500	500	-		0.0%	500	500	500	500	500				
10-2-300-6100	Insurance - Business	11,375	15,950	13,600	(2,350)		-17.3%	18,300	20,100	22,100	24,300	26,700				*Increase to reflect actual premium increases
10-2-300-6200	Insurance - Vehicles	3,292	5,950	5,950	-		0.0%	5,950	6,050	6,150	6,250	6,350				*Decrease to reflect actual premiums
10-2-300-6300	Janitorial Contracts/Supplies	173	1,000	1,000	-		0.0%	1,000	1,000	1,000	1,000	1,000				
10-2-300-6500	Licences & Permits		-	-	-		0.0%	-	-	-	-	-				
10-2-300-6600	Memberships/Dues/Subscription	777	700	700	-		0.0%	800	800	800	800	800				*Increase to reflect actual annual premiums
10-2-300-6800	Office Supplies & Bank Charges	303	1,400	1,400	-		0.0%	1,400	1,400	1,400	1,400	1,400				
10-2-300-7100	Promotion/Public Relations	-	500	500	-		0.0%	500	550	550	550	550				
10-2-300-7400	Security Systems/Supplies	385	500	500	-		0.0%	500	550	550	550	550				
10-2-300-7600	Shop Supplies/Small Tools	96	2,000	2,000	-		0.0%	1,000	1,000	1,000	1,000	1,000				
10-2-300-7625	Small Tools	-	-	-	-		0.0%	-	-	-	-	-				
10-2-300-7655	Medical Supplies	633	4,300	4,300	-		0.0%	3,300	3,500	3,700	3,900	4,100				
10-2-300-7800	Telecommunications/Cable	5,583	8,450	8,450	-		0.0%	10,650	10,850	11,050	11,250	11,450				*Increase to reflect actuals
10-2-300-7900	Travel		-	-	-		0.0%	-	-	-	-	-				
10-2-300-8000	Propane/Gas	1,396	1,900	1,900	-		0.0%	2,000	2,000	2,000	2,000	2,000				
10-2-300-8005	Hydro	2,793	3,800	3,800	-		0.0%	3,900	4,000	4,100	4,200	4,300				

				2022	2022	2022	Variance	Variance												
				YTD	Yearend															
GL	Account Name		Actual	Projection	Budget	Variance (\$)	Variance (%)													
10-2-300-8010	Cable / Internet			-		-	0.0%													
10-2-300-8020	Water		-	590	590	-	0.0%			600	600	600	600	600	600	600				
10-2-300-7500	Sewer		-	570	570	-	0.0%			580	590	600	610	620	600	610	620			
10-2-300-8100	Vehicle Maintenance		9,835	10,000	10,000	-	0.0%			10,000	10,000	10,000	10,000	10,000	10,000	10,000				
10-2-300-8130	Vehicle Fuel		1,207	2,200	2,200	-	0.0%			2,200	2,200	2,200	2,200	2,200	2,200	2,200				
	TOTAL OPERATING		\$ 69,725	\$ 137,360	\$ 140,110	\$ 2,750	2.0%			\$ 141,830	\$ 145,940	\$ 150,750	\$ 155,860	\$ 161,170						
										2,750										
	WAGES & BENEFITS																			
10-2-300-8600	Management Salaries		3,375	6,950	6,950	-	0.0%			6,950	6,950	6,950	6,950	6,950						
10-2-300-8700	Staff Wages		43,311	58,140	58,140	-	0.0%			60,400	64,800	66,100	67,420	68,770						
10-2-300-8760	Employee Benefits (WCB/EHT)		1,968	3,140	3,140	-	0.0%			3,200	3,260	3,330	3,400	3,470						
10-2-300-8825	Uniforms & Clothing Allowance		2,694	4,000	4,000	-				4,000	4,000	4,000	4,000	4,000						
	TOTAL WAGES & BENEFITS		\$ 51,348	\$ 72,230	\$ 72,230	\$ -	0.0%			\$ 74,550	\$ 79,010	\$ 80,380	\$ 81,770	\$ 83,190						
10-2-300-9800	RESERVE ALLOCATIONS																			
	Fire - Equipment		27,000	27,000	27,000	-	0.0%			27,000	27,000	27,000	27,000	27,000						
	Fire - New Pumper		31,830	31,830	31,830	-	0.0%			32,430	33,120	33,820	34,520	35,220						
	TOTAL RESERVE ALLOCATIONS		\$ 58,830	\$ 58,830	\$ 58,830	\$ -	0.0%			\$ 59,430	\$ 60,120	\$ 60,820	\$ 61,520	\$ 62,220						
	CAPITAL PROJECTS																			
	Building Upgrades				-	-	0.0%			7,000	-	-	10,000	-						
	Air Bottles (x 10)				-	-	0.0%			7,000	-	-								
	Sewer			570	570	-	0.0%			570	570	570	570	570						
	SCBA Replacement (5 sets)				-	-	0.0%			40,000	-	42,000								
	AED Replacement				-	-	0.0%			3,000	3,000	3,000	3,500	3,500						
	Storage Container		8,297	8,297	6,000	(2,297)	-38.3%			-	-	-	-	-						
	Training Ground Upgrades			10,000	10,000	-	0.0%			-	-	-	-	-						
	TOTAL CAPITAL		\$ 8,297	\$ 18,867	\$ 16,570	\$ (2,297)	-13.9%			\$ 57,570	\$ 3,570	\$ 45,570	\$ 14,070	\$ 4,070						
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 188,200	\$ 287,287	\$ 287,740	\$ 453	0.2%			\$ 333,380	\$ 288,640	\$ 337,520	\$ 313,220	\$ 310,650						
	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 6,774	\$ 9,030	\$ 9,030	\$ 9,030	100.0%			\$ 11,850	\$ 12,060	\$ 12,270	\$ 12,490	\$ 12,710						
	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ -	\$ -	\$ -	\$ -	0.0%			\$ -	\$ -	\$ -	\$ -	\$ -						
	TOTAL EXPENDITURES		\$ 194,974	\$ 296,317	\$ 296,770	\$ 453	0.2%			\$ 345,230	\$ 300,700	\$ 349,790	\$ 325,710	\$ 323,360						
	CONTRIBUTION TO (FROM)		81,770	(12,107)	(12,560)	\$ (453)	3.6%			(43,970)	(2,730)	(34,800)	(10,750)	(3,110)						
	Appropriated from Fire Reserve		(6,336)	(14,409)	(12,560)	1,849	-14.7%			(43,970)	(2,730)	(34,800)	(10,750)	(3,110)						
	NET CONTRIBUTION TO (FROM)		\$ 88,106	\$ 2,302	\$ -	\$ (2,302)				\$ -	\$ -	\$ -	\$ -	\$ -						

*Increase for Hourly Training and Call-Outs -from \$18.05 to \$19.00 in 2023 and \$20.00 in 2024

*Funds to Fire-Smart the Building
*Funds to purchase Ten additional Air Bottles

CULTUS LAKE PARK												
Commercial Leases												
2023 - 2027 Financial Planning Worksheet												
YTD - Updated to Oct 10, 2022												
			2022	2022								
			YTD	Yearend	2022	Variance	Variance					
GL	Account Name	Actual	Projection	Budget	(\$)	(%)						
	REVENUE											
10-1-500-4200	Commercial - Base Lease	499,438	551,300	551,300	-	0.0%	578,900	590,500	602,300	614,300	626,600	Increased Base Lease Revenue for inflationary increases contained in commercial leases
10-1-500-4211	Commercial Lease - Other	7,771	7,800	7,800	-	0.0%	7,800	7,800	7,800	7,800	7,800	
10-1-500-4211	Waterpark (Dump Site Lease)	4,384	4,240	4,240	-	0.0%	4,240	4,240	4,240	4,240	4,240	
10-1-500-4203	Garbage	14,852	18,347	18,347	-	0.0%	19,880	19,880	19,880	19,880	19,880	
10-1-500-4204	Insurance	31,220	39,300	39,300	-	0.0%	67,100	73,800	81,200	89,300	98,200	
10-1-500-4206	Milfoil		210	210	-	0.0%	255	255	255	255	255	
10-1-500-4207	Parking Lot Maintenance	577	720	720	-	0.0%	730	740	750	770	790	
10-1-500-4201	Public Works	7,336	8,700	8,700	-	0.0%	8,900	9,100	9,300	9,500	9,700	
10-1-500-4202	Protective Services	29,983	35,200	35,200	-	0.0%	35,900	36,600	37,300	38,000	38,800	
10-1-500-4209	Septic System	85	85	85	-	0.0%	85	85	85	85	85	
10-1-500-4208	Street Lights (Hydro)	2,308	3,000	3,000	-	0.0%	3,100	3,200	3,300	3,400	3,500	
	Foreshore Reserve						850	850	850	850	850	* A \$50 charge per lease to fund the Foreshore Reserve
	Fire	40,125	40,125	40,125	-	0.0%	41,450	42,815	43,835	44,920	46,055	
	Less: Fire Protection	(40,125)	(40,125)	(40,125)	-	0.0%	(41,450)	(42,815)	(43,835)	(44,920)	(46,055)	
10-1-500-4900	Miscellaneous Revenue	(248)	(248)	-	248	0.0%						
	TOTAL REVENUE	\$ 597,706	\$ 668,654	\$ 668,902	\$ (248)	0.0%	\$ 727,740	\$ 747,050	\$ 767,260	\$ 788,380	\$ 810,700	
	EXPENDITURES											
	OPERATING											
10-2-500-5300	Building Materials - Plaza	13,476	13,476	8,000	(5,476)	-68.5%	8,000	8,000	8,000	8,000	8,000	
10-2-500-5375	Contract Services	1,140	1,140	-	(1,140)	0.0%	-	-	-	-	-	
10-2-500-5900	Garbage Collection/Recycle	11,089	18,347	18,347	-	0.0%	19,880	19,880	19,880	19,880	19,880	
10-2-500-6000	Grounds Maintenance	-	2,800	2,800	-	0.0%	2,800	2,800	2,800	2,800	2,800	
10-2-500-6100	Insurance - Business	36,425	53,200	39,300	(13,900)	-35.4%	67,100	73,800	81,200	89,300	98,200	* Increase to reflect actual premium increases
10-2-500-6812	Bank Charges/POS	1,029	1,029	-	(1,029)		500	500	500	500	500	
10-2-500-8000	Propane & Natural Gas	472	500	500	-	0.0%	5120	5,120	5,120	5,120	5,120	
10-2-500-8005	Hydro	4,548	5,120	5,120	-	0.0%	580	590	600	600	610	
10-2-500-7500	Sewer- Operating	-	570	570	-	0.0%	600	600	600	600	600	
10-2-500-8020	Water	-	590	590	-	0.0%	1,200	1,200	1,200	1,200	1,200	
10-2-500-8201	Signage	1,531	1,700	1,200	(500)	-41.7%	1,200	1,200	1,200	1,200	1,200	
	TOTAL OPERATING	\$ 69,710	\$ 98,472	\$ 76,427	\$ (22,045)	-28.8%	\$ 105,780	\$ 112,490	\$ 119,900	\$ 128,000	\$ 136,910	
10-2-500-9800	RESERVE ALLOCATIONS											
	Plaza - Sewer	570	570	570	-	0.0%	570	570	570	570	570	
	Landfill Closure Reserve	75,000	75,000	75,000	-	0.0%	75,000	75,000	75,000	75,000	75,000	
	Milfoil Reserve	255	255	210	(45)	-21.4%	210	210	210	210	210	
	Foreshore Reserve						850	850	850	850	850	
	Plaza - Paving	3,000	3,000	3,000	-	0.0%	3,000	3,000	3,000	3,000	3,000	
	Plaza - Building Life Cycle	80,000	80,000	80,000	-	0.0%	80,000	80,000	80,000	80,000	80,000	
	TOTAL RESERVE ALLOCATIONS	\$ 158,825	\$ 158,825	\$ 158,780	\$ (45)	0.0%	\$ 159,630	\$ 159,630	\$ 159,630	\$ 159,630	\$ 159,630	

CULTUS LAKE PARK												
Residential Leases												
2023 - 2027 Financial Planning Worksheet												
YTD - Updated to Oct 10, 2022												
GL	Account Name	2022 YTD Actual	2022 Yearend Projection	2022 Budget	Variance (\$)	Variance (%)						
REVENUE												
10-1-600-4100	Residential Base Lease	297,804	297,804	297,800	(4)	0.0%		297,800	297,800	297,800	297,800	
10-1-600-4100	Cultus Lake Elementary School - Base	13,848	13,848	13,848	-	0.0%		13,848	13,848	13,849	13,849	
Operating Levy Adjustment							205,548	205,548	205,550	2	0.0%	
10-1-600-4104		205,548	205,548	205,550	2	0.0%		223,350	235,250	247,150	259,050	270,950
10-1-600-4104	CL Elementary - Operating Levy	9,906	9,906	9,906	-	0.0%		10,800	11,400	12,000	12,600	13,200
10-1-600-4105	Garbage	88,864	88,864	89,000	(136)	-0.2%	106,535	95,000	95,000	95,000	95,000	100,000
10-1-600-4105	Recycling	11,511	11,511	11,535	(24)	-0.2%		11,535	11,535	11,535	11,535	12,000
10-1-600-4106	Insurance - Business	7,799	7,799	7,800	(1)	0.0%		9,000	9,900	10,900	12,000	13,200
10-1-600-4107	Street Lights (Hydro)	36,998	36,998	37,000	(2)	0.0%		38,100	39,200	40,400	41,600	42,800
10-1-600-4108	Mitfoill Reserve	7,230	7,230	7,230	-	0.0%		7,230	7,230	7,230	7,230	7,230
10-1-600-4101	Protective Services	103,235	103,235	103,230	(5)	0.0%		106,330	109,520	112,810	116,190	119,680
10-1-300-4605	Fire	175,425	175,425	175,425	-	0.0%		181,200	187,225	191,785	196,540	201,405
	Less: Fire Protection	(175,425)	(175,425)	(175,425)	-	0.0%		(181,200)	(187,225)	(191,785)	(196,540)	(201,405)
10-1-600-4102	Residential Area Reserve	12,025	12,025	12,000	(25)	-0.2%		12,000	12,000	12,000	12,000	12,000
10-1-600-4103	Foreshore Reserve	24,050	24,050	24,000	(50)	-0.2%		24,000	24,000	24,000	24,000	24,000
10-1-600-4110	Delinquent Fees	3,214	3,214	5,400	2,186	40.5%		5,400	5,400	5,400	5,403	5,400
10-1-600-4900	Lease Services - Residential/Misc.	35,217	35,217	35,000	(217)	-0.6%		35,000	35,000	40,000	40,000	45,000
10-1600-4611	Licence Fees - STVR/BL	54,475	54,475	45,000	(9,475)	-21.1%		45,000	45,000	45,000	45,000	45,000
TOTAL REVENUE		\$ 911,724	\$ 911,724	\$ 904,299	\$ (7,511)	-0.9%		\$ 934,393	\$ 952,083	\$ 975,074	\$ 993,257	\$ 1,022,109
EXPENDITURES												
OPERATING												
10-2-600-5375	Contract Services	113	113	-	(113)	0.0%						
10-2-600-5900	Garbage Collection/Recycle	54,500	100,535	100,535	-	0.0%		106,535	106,535	106,535	106,535	112,000
10-2-600-6100	Insurance - Business	6,150	8,400	7,800	(600)	-7.7%		9,000	9,900	10,900	12,000	13,200
10-2-600-6812	Point of Sale Fees/Bank Fees/Postage	2,902	2,902	-	(2,902)							
10-2-600-8005	Hydro	12,781	37,000	37,000	-	0.0%		38,100	39,200	40,400	41,600	42,800
TOTAL OPERATING		\$ 76,446	\$ 148,950	\$ 145,335	\$ (3,502)	-2.4%		\$ 133,635	\$ 155,635	\$ 157,835	\$ 160,135	\$ 168,000
*A \$25 charge per lease lot to directly fund the Residential Area Reserve												
*A \$50 charge per lease lot to directly fund the Foreshore Reserve												
*Increase to reflect actual premium increases												

CULTUS LAKE PARK														
Foreshore														
2023 - 2027 Financial Planning Worksheet														
YTD - Updated to Oct 10, 2022														
		2022	2022											
		YTD	Yearend	2022	Variance	Variance								
GL	Account Name	Actual	Projection	Budget	(\$)	(%)								
	REVENUE													
10-1-850-4938	Boat Mooring - Sunnyside	5,162	4,100	7,750	3,650	47.1%		7,750	7,750	7,750	7,750	7,750		
10-1-850-4936	Boat Mooring - Public Areas	39,000	39,000	45,000	6,000	13.3%		45,000	45,000	45,000	45,000	45,000		
10-1-850-4941	Boat Mooring - Public Areas (Reserves)	53,150	53,150	56,250	3,100	5.5%		56,250	56,250	56,250	56,250	56,250		
10-1-850-4900	Miscellaneous Revenue	1,194,579	2,400,000	-	2,400,000	0.0%		-	-	-	-	-		
	TOTAL REVENUE	\$ 1,291,891	\$ 2,496,250	\$ 109,000	\$ 2,412,750	2213.5%		\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000		
	EXPENDITURES													
	OPERATING													
10-2-850-5375	Contract Services	116,190	116,190	-	(116,190)	0.0%		-	-	-	-	-		
10-2-850-5800	Harbcraft #QBSY4994L405 (Boat)		1,500	1,500	-	0.0%		1,500	1,500	1,500	1,500	1,500		
10-2-850-5820	Equipment Fuel (Boat)		800	800	-	0.0%		800	800	800	800	800		
10-2-850-5850	Floats & buoys & misc.	1,437	10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000		
10-2-850-6000	Grounds Maintenance (beach)		10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000		
10-2-850-6100	Insurance - Business	14,575	19,750	18,800	(950)	-5.1%		20,700	22,800	25,100	27,600	30,400		
10-2-850-6200	Insurance - Vehicles & Equipment	-	100	100	-	0.0%		100	100	100	100	100		
10-2-850-6500	Licences/Permits	-	1,100	1,100	-	0.0%		1,100	1,100	1,100	1,100	1,100		
10-2-850-7000	Printing	-	150	150	-	0.0%		150	150	150	150	150		
10-2-850-8130	Vehicle Maintenance/Fuel	53	200	200	-	0.0%		200	200	200	200	200		
10-2-850-8200	Wharfs & Foreshore Materials	2,707	15,000	15,000	-	0.0%		15,000	15,000	15,000	15,000	15,000		
10-2-850-8201	Signage	1,926	2,000	1,000	(1,000)	-100.0%		1,000	1,000	1,000	1,000	1,000		
	TOTAL OPERATING	\$ 136,888	\$ 176,790	\$ 58,650	\$ (118,140)	-201.4%		\$ 60,550	\$ 62,650	\$ 64,950	\$ 67,450	\$ 70,250		
	RESERVE ALLOCATIONS													
	Milfoil Donations		-											
	Foreshore Area General Reserve (Donation)	53,150	53,150	56,250	3,100	5.5%		56,250	56,250	56,250	56,250	56,250		
	TOTAL RESERVE ALLOCATIONS	\$ 53,150	\$ 53,150	\$ 56,250	\$ 3,100	5.5%		\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250		
	CAPITAL PROJECTS													
	Milfoil Control Project (~Milfoil Reserve~)	25,325	26,000	32,000	6,000	18.8%		26,000	26,600	27,200	27,800	28,400		
	Boat Launch	-	75,000	75,000	75,000	100.0%		100,000						
	Dock Structural Upgrades		15,000	15,000	-	0.0%		15,000	15,000	15,000	15,000	15,000		
	Lakeshore Erosion Project	18,071	90,000	90,000	-	0.0%		90,000	90,000	90,000	90,000	90,000		
	Dock Replacement	1,082,479	2,400,000											
	TOTAL CAPITAL	\$ 1,125,875	\$ 2,531,000	\$ 212,000	\$ 81,000	38.2%		\$ 231,000	\$ 131,600	\$ 132,200	\$ 132,800	\$ 133,400		
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 1,315,913	\$ 2,760,940	\$ 326,900	\$ (2,434,040)	-744.6%		\$ 347,800	\$ 250,500	\$ 253,400	\$ 256,500	\$ 259,900		

* Decrease in project funding to \$26,000 this amount allows the Milfoil mats to be moved twice per year by a team of divers.

* Carry-forward budget from 2022 - increase by \$25,000 - Funds to upgrade boat launch

Cultus Lake Park
2023 - 2027 Financial Planning Worksheet - Sunnyside Changes (Dept. 100)

Type of Change		Request Description		2023 Financial Plan Impact	
Sunnyside Revenue	Seasonal Campers	\$	93,900	<u>Seasonal - 7.2% Increase for Inflation</u> - Increase budget from \$1,842,600 to \$1,936,500	
	Overnight Camping Nightly Fees		49,500	<u>Overnight Nightly Camping Rates - 7.2% Average Nightly Rate Increase for Inflation</u> - Increase budget from \$1,216,500 to \$1,266,000	
	Parking and Other Miscellaneous Fees		97,000	<u>Parking and Other Misc. Fees - Increased Demand and 7.2% Average Rate Increase</u> - Increase budget from \$449,000 to \$546,000	
	W/F/I Revenue		2,500	Adjust budget based on actuals.	
	Mitfoil		4,200	Adjust based on actual demand - \$0.25 per night - 39,200 overnights per year.	
	Total Revenue Sunnyside	\$	247,100		
Sunnyside Expenses	Equipment Maintenance	\$	3,500	Increase to deal with increased maintenance costs due to aging equipment and increased repair costs.	
	Data Processing		8,000	New SLA for IT Services - updated security features and monitoring to comply with Cyber Insurance requirements.	
	Management Salaries		7,060	Inflationary increase expected to be 7.2% rather than the 2% used in the prior budget.	
	Benefits		6,290	Increases to reflect actual expected premiums. (CPP/EI/Pension/EHT/Medical/ADD/LIFE/WCB)	
	Insurance		27,200	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.	
	Legal Expenses		(20,000)	Amalgamation of legal expenses under General Administration.	
	Total Expenses Sunnyside	\$	32,050		

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - **Sunnyside Changes (Dept. 100)**

Type of Change		Request Description		2023 Financial Plan Impact						
Sunnyside Reserves	Sunnyside Reserve Deposit									
	Milfoil Reserve Deposit							\$ 14,700		Sunnyside Reserve by law to deposit a minimum of 6% of revenue to be deposited to the reserve- Increase funded through increase in Sunnyside Rates and Increased Demand for Camping.
								4,200		Increased Milfoil Revenue collected deposited annually to the Milfoil Reserve.
	Total Reserves Sunnyside							\$ 18,900		
Capital Projects	Request Description	2023	2024	2025	2026	2027	Proposed Funding Source	Comments		
		Gatehouse Renovations	\$ 40,000	\$ -	\$ -	\$ -		Carry forward project from 2022		
		Gator Replacements	25,000	25,000	25,000	25,000		Funds to replace one gator each year		
		Irrigation & Landscaping	100,000	-	-	-		Funds to extend the irrigate and landscape work done along the foreshore/perimeter of the campground.		
		Boat Launch	100,000	-	-	-		Carry-forward budget from 2022- Increase by \$25,000. Funds to upgrade boat launch.		
		Signage	20,000	-	-	-		Carry forward project from 2022		
		Licence Plate Reader - Gate	10,000	-	-	-		Carry forward project from 2022		
		Sewer Phase 2	\$ 450,000	-	-	-		Carry Forward \$215,000 from 2022 and increase to \$450,000 to connect the top half of Sunnyside into the sewer system.		
		Picnic Table Replacement	2,500	2,500	2,500	2,500		Funds to increase annual amount for Picnic table		
	Total Sunnyside	\$ 747,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500				

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - **Protective Services (Dept. 125)**

Type of Change	Request Description	2023 Financial Plan Impact		
Protective Services Revenue	Parking Lot Fine Revenue	\$	55,000	Collection of Parking Fine Revenue higher than anticipated in 2022.
	Total Revenue Protective Services	\$	55,000	
Protective Services Expenses	Data Processing	\$	7,400	New SLA for IT Services - updated security features and monitoring to comply with Cyber Insurance requirements.
	Insurance		2,100	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.
	Professional Fees		13,000	Increase to budget for collection commissions on bylaw enforcement tickets.
	Licenses/Permits		21,000	Increase due to increased anticipated cost to participate in the Bylaw Adjudication System at City of Chilliwack, \$2,000 membership plus a portion of the actual adjudication costs. Cost allocations based on ticket volumes and dispute volumes.
	Bylaw Officer (0.50 FTE) - Wages and Benefits		(49,340)	Decrease in budget, reduced bylaw officers staff from 2 full time staff to 1 full time bylaw officer and one seasonal bylaw officer.
	Bylaw Clerk (1.0 FTE) - Wages and Benefits		(4,250)	Decrease in budget to reflect actual wage scale.
	Benefits		3,200	Increases to reflect actual expected premiums. (CPP/EI/Pension/EHT/Medical/Dental/ADD/LIFE/WCB)
Total Expenses Protective Services		\$	(6,890)	

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - **Visitor Services (Dept. 150)**

Type of Change		Request Description		2023 Financial Plan Impact						
Visitor Services Expenses	Data Processing		\$	2,000	New SLA for IT Services - updated security features and monitoring to comply with Cyber Insurance requirements.					
	Insurance			6,500	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.					
	Benefits			530	Increases to reflect actual expected premiums. (CPP/EI/Pension/EHT/Medical/Dental/ADD/LIFE/WCB)					
	Total Expenses Visitor Services		\$	9,030						
Capital Projects	Request Description		2023	2024	2025	2026	2027	Proposed Funding Source	Comments	
	Air Conditioning		\$ 7,500					Cabins Reserve	Carry forward \$2500 and increase by \$5000 to install a heat pump for Visitor Services Building Downstairs.	
	Total Visitor Services		\$ 7,500	\$ -	\$ -	\$ -	\$ -			

Cultus Lake Park
2023 - 2027 Financial Planning Worksheet - Fire (Dept. 300)

Type of Change		2023 Financial Plan Impact					
Request Description							
Fire Revenue	Commercial Fees		\$	400	Slight Increase to fees from Cultus Lake Commercial and Residential Leaseholders, as FVRD's portion of funding has slightly decreased according to cost allocations outlined in the FVRD agreement.		
	Residential Fees			1,670			
	FVRD Funding			2,000	Increase to fees to cover additional capital projects added to the budget for 2023.		
	Total Revenue Fire		\$	4,070			
Fire Expenses	Various Expenses		\$	(2,750)	Small decreases in various budgets - Advertising, Building Maint., Vehicle Insurance, Medical Supplies, Small Tools.		
	Data Processing			1,000	New SLA for IT Services - updated security features and monitoring to comply with Cyber Insurance requirements.		
	Education and Training			(4,300)	Decrease in education and training budget - during COVID many training opportunities are not being offered electronically or in-house training has been developed - this has allowed for the cost of training to be decreased.		
	Insurance			3,300	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.		
	Hourly Wages - Volunteer Fire Fighters			1,100	Increase hourly wage from \$18.05 to \$19.00 for volunteer fire fighters.		
	Total Expenses Fire		\$	(1,650)			
Capital Projects	Request Description		2023	2024	2025	2026	2027
	Building Upgrades		\$ 7,000				
	Air Bottles		7,000				
	Total Fire		\$ 14,000	\$ -	\$ -	\$ -	\$ -
			Proposed Funding Source		Comments		
			Fire Capital Reserve		Funds to update wood siding on building to metal cladding - Fire Smart updates. Funds to purchase 10 additional air bottles for the fire department.		

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - **Public Works (Dept. 400)**

Type of Change		Request Description		2023 Financial Plan Impact						
Public Works Expenses	Data Processing								\$ 1,700	New SLA for IT Services - updated security features and monitoring to comply with Cyber Insurance requirements.
	Insurance								10,600	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.
	Fuel								3,500	Increase to Fuel expenses due to large inflationary increases in the price of fuel in the last part of 2022.
	Exempt Staff Salaries Inflation - Wages and Benefits								9,350	Inflationary increase expected to be 7.2% rather than the 2% used in the prior budget.
	Management Salaries - Wages and Benefits								14,500	Wage adjustment related to contract adjustments.
	Building Custodian								16,470	Budget for additional funds for the building custodian position as it was difficult to hire for this position in 2022.
	Public Works Position (1.0 FTE) - Wages and Benefits								83,030	Add an additional Full-time Public Works position to accompany the Public Works Team.
	Public Works (0.50 FTE)								67,510	Budget funds for two additional Publics Works seasonal staff to assist during the busy season.
	Benefits								17,870	Increases to reflect actual expected premiums.
	Total Expenses Public Works								\$ 224,530	(CPP/EI/Pension/EHT/Medical/Dental/ADD/LIFE/WCB)
Capital Projects	Request Description			2023	2024	2025	2026	2027	Proposed Funding Source	Comments
	Utility Inspection Camera		\$ 20,000	\$ -	\$ -	\$ -	\$ -		Public Works Reserve	Funds to purchase a camera in order to inspect underground utilities.
	Garbage Truck		135,000	-	-	-	-			Carry forward \$65,000 from 2022, add it to the \$65,000 budget from 2023, increase to \$200,000 as per quoted prices.
	Total Public Works		\$ 155,000	\$ -	\$ -	\$ -	\$ -			

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - Commercial Leases (Dept. 500)

Type of Change		Request Description		2023 Financial Plan Impact						
Commercial Lease Revenue	Commercial Base Lease Revenue								\$ 16,600	Increase in revenue due to updates in commercial lease rates and inflation built into contracts
	Commercial Insurance Premiums								23,900	Increase in Insurance Fees allocated to leaseholders to offset the increased insurance costs.
	Commercial Foreshore Reserve Contribution								850	A Fee to allow funds to be placed in a reserve to fund capital works in the Foreshore Area.
	Total Revenue Commercial Lease								\$ 41,350	
Commercial Expenses	Insurance								\$ 23,900	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.
	Total Expenses Commercial Lease								\$ 23,900	
Commercial Lease Reserves	Foreshore Improvements Reserve								\$ 850	A \$50 charge on leaseholders to support the Foreshore Reserve in order to fund capital works in the Foreshore Area.
	Total Reserves Commercial Lease								\$ 850	
Capital Projects	Request Description		2023	2024	2025	2026	2027	Proposed Funding Source	Comments	
	Dragon Boat Fencing		\$ 25,000	\$ -	\$ -	\$ -	\$ -	Accumulated Surplus	Carry forward \$15,000 in funds from 2021, add additional \$10,000	
	Plaza Redevelopment - Consultation		100,000	-	-	-	-		Phase 2 - Funds for a consultant to facilitate the Plaza Redevelopment Project.	
	Total Commercial Lease		\$ 125,000	\$ -	\$ -	\$ -	\$ -			

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - Residential Leases (Dept. 600)

Type of Change		Request Description		2023 Financial Plan Impact	
Residential Lease Revenue	Operating Levy	\$	6,194	Increase in operating levy from budget of 4% to 6%	
	Residential Insurance Premiums		400	Increase in Insurance Fees allocated to leaseholders to offset the increased insurance costs.	
	Total Revenue Residential Lease	\$	6,594		
Residential Expenses	Insurance	\$	400	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.	
	Total Expenses Residential Lease	\$	400		

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - **General Administration (Dept. 700)**

Type of Change	Request Description	2023 Financial Plan Impact	
General Admin Expenses	Data Processing	\$ 50,000	New SLA for IT Services - updated security features and monitoring to comply with Cyber Insurance requirements.
	Insurance	15,500	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.
	Legal	(40,000)	Reduce Funding levels for Legal as current funding levels expected to be unnecessary.
	Professional Fees	22,500	Funding for Strategic Planning with the Newly Elected Board.
	Commissioners Inflation - Wages and Benefits	6,850	Inflationary increase expected to be 7.2% rather than the 2% used in the prior budget.
	Exempt Staff Salaries Inflation - Wages and Benefits	36,300	Inflationary increase expected to be 7.2% rather than the
	Management Salaries - Wages and Benefits	8,180	Contract Increases and \$15,000 for 2023 further increases.
	Management Salaries - Wages and Benefits	15,000	
	Accounting Clerk (Special Assignment) - Wages and Benefits	(17,985)	Salary and Benefits savings to adjust the Accounting Clerk Position from 0.50 FTE to Special Assignment during the busy season.
	Corporate Clerk (F/T) - Wages and Benefits	(34,010)	Salary and Benefits savings to adjust the Corporate Clerk
Administrative Assistant - Wages and Benefits	13,600	Salary and Benefits for promotion to add administrative duties to current job title.	
Benefits	14,990	Increases to reflect actual expected premiums. (CPP/EI/Pension/EHT/Medical/Dental/ADD/LIFE/WCB)	
Total Expenses General Admin		\$ 90,925	

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - **General Administration (Dept. 700)**

Type of Change	Request Description	2023 Financial Plan Impact						
Capital Projects	Request Description	2023	2024	2025	2026	2027	Proposed Funding Source	Comments
		Asset Management Plan	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
	Car Charging Station	25,000	-	-	-	-	Accumulated Surplus	Carry forward funds to install a Car Charging Station, final location to be determined.
	Boardroom Computer Equipment	5,000	-	-	-	-	Park Office Reserve	Funds to further improve audio and video in the Boardroom for meetings.
	IPADS for Board Members	8,000	-	-	-	-		Funds to purchase IPADS for newly elected Commissioners
	Total General Admin	\$ 63,000	\$ -	\$ -	\$ -	\$ -		

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - Community Hall (Dept. 800)

Type of Change		Request Description		2023 Financial Plan Impact						
Community Hall Expenses	Data Processing									New SLA for IT Services - updated security features and monitoring to comply with Cyber Insurance requirements.
	Insurance									The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.
	Total Expenses Community Hall								\$ 5,100	
Capital Projects	Proposed Funding Source								Comments	
	Request Description		2023	2024	2025	2026	2027	Community Hall Reserve	Carry forward \$5000 and increase by \$5000 to install a heat pump for Community Hall.	
	Air Conditioning		\$ 10,000	\$ -	\$ -	\$ -	\$ -			
	Total Community Hall		\$ 10,000	\$ -	\$ -	\$ -	\$ -			

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - Foreshore (Dept. 850)

Type of Change	Request Description		2023 Financial Plan Impact							
Capital Projects	Request Description	2023	2024	2025	2026	2027	Proposed Funding Source	Comments		
		Milfoil Project	\$ (6,000)	\$ (5,400)	\$ (4,800)	\$ (4,200)	\$ (3,600)		Milfoil Reserve	Decrease in project funding from 32K to 26K - adjust to actual, include an inflationary increase.
		Boat Launch	100,000						Foreshore Reserve	Carry-forward budget from 2022 - Increase by \$25,000. Funds to upgrade boat launch.
		Total Foreshore	\$ 94,000	\$ (5,400)	\$ (4,800)	\$ (4,200)	\$ (3,600)			

Cultus Lake Park

2023 - 2027 Financial Planning Worksheet - Public Areas (Dept. 900)

Type of Change	Request Description	2023 Financial Plan Impact		
Public Areas Revenue	Parking Revenue	\$	50,000	Estimated increase to parking revenue by increasing high season weekday parking rate from \$4/ hour to \$5 per hour. High Season - Weekend's \$6.00/hour Low Season - \$4/hour - Weekday's \$5/hour
				Infrastructure Fee (Increase Demand) Fee \$1 per transaction - approximately 70,000 transactions per year.
	Parking - Cultus Lake Infrastructure Fee		4,200	70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Total Revenue Public Areas	\$	54,200	
Public Areas Expenses	Insurance	\$	2,400	The following represent the estimated increases in commercial insurance costs for 2023 due to current premium rates, claims history and increasing insured revenue levels.
	Janitorial		2,000	
	Total Expenses Public Areas	\$	4,400	

Cultus Lake Park
2023 - 2027 Financial Planning Worksheet - Public Areas (Dept. 900)

Type of Change		Request Description						2023 Financial Plan Impact	
Public Areas Reserves	Parking Lot Equipment Reserve							\$ 1,200	<u>Parking Equipment Reserve</u> Bylaw to ensures a minimum of 2.5% of parking revenue shall be deposited to the reserve to keep the parking lot equipment in working order. Increase due to increase in revenue.
	Parking - Cultus Lake Infrastructure Fee							4,200	<u>Infrastructure Fee (Increased Demand)</u> Fee \$1 per transactions - approximately 70,000 transactions per year. 70% will be placed in the CL Infrastructure Reserve and 30% in the Foreshore Reserve - funds will be used to enhance Cultus Lake's Capital Infrastructure.
	Total Reserves Public Areas							\$ 5,400	
Capital Projects	Request Description	2023	2024	2025	2026	2027	Proposed Funding Source	Comments	
	Parking Meters	\$ 10,000	\$ 10,200	\$ 10,400	\$ 10,600	\$ 10,800	Parking Lot Equipment Reserve	Budget funds to replace 1 meter for the next 5 years.	
	Total Public Areas	\$ 10,000	\$ 10,200	\$ 10,400	\$ 10,600	\$ 10,800			

Schedule of Reserves

	Audited Actuals 2021	YTD 2022	2023	2024	2025	2026	2027
<u>Milfoil Control (Bylaw 1027-12)</u>			11-4-101-3515				
Beginning Balance	\$ 118,292	\$ 105,168	\$ 95,310	\$ 85,275	\$ 74,540	\$ 63,098	\$ 50,941
Contribution from Residential Leases	7,230	7,230	7,230	7,230	7,230	7,230	7,230
Contribution from Commercial Leases	210	255	210	210	210	210	210
Contribution from Sunnyside Campground	9,815	7,533	7,500	7,500	7,500	7,500	7,500
Interest Earned	739	1,124	1,025	925	818	703	582
Less: Capital Funding	(31,118)	(26,000)	(26,000)	(26,600)	(27,200)	(27,800)	(28,400)
Ending Balance	\$ 105,168	\$ 95,310	\$ 85,275	\$ 74,540	\$ 63,098	\$ 50,941	\$ 38,063
<u>Water Utility (Bylaw 1017-12)</u>			11-4-101-3520				
Beginning Balance	\$ 209,656	\$ 211,048	\$ 213,158	\$ 215,290	\$ 217,443	\$ 219,617	\$ 221,814
Interest Earned	1,392	2,110	2,132	2,153	2,174	2,196	2,218
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 211,048	\$ 213,158	\$ 215,290	\$ 217,443	\$ 219,617	\$ 221,814	\$ 224,032
<u>Main Beach (Bylaw 1022-12)</u>			11-4-101-3525				
Beginning Balance	\$ 58,753	\$ 102,763	\$ 83,188	\$ 102,170	\$ 124,841	\$ 193,740	\$ 263,327
Contribution from Public Areas	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Contribution from Residential Leases	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Contribution from General Admin	-	-	-	-	-	-	-
Interest Earned	535	1,678	1,482	1,672	1,898	2,587	3,283
Less: Capital Funding	(41,525)	(106,253)	(67,500)	(64,000)	(18,000)	(18,000)	(18,000)
Ending Balance	\$ 102,763	\$ 83,188	\$ 102,170	\$ 124,841	\$ 193,740	\$ 263,327	\$ 333,610
<u>Plaza (Bylaw 1024-12)</u>			11-4-101-3535				
Beginning Balance	\$ 64,843	\$ 133,108	\$ 190,775	\$ 276,518	\$ 363,119	\$ 450,586	\$ 538,928
Contribution from Commercial Leases	83,570	83,570	83,570	83,570	83,570	83,570	83,570
Interest Earned	655	2,167	2,743	3,601	4,467	5,342	6,225
Less: Capital Funding	(15,960)	(28,070)	(570)	(570)	(570)	(570)	(570)
Ending Balance	\$ 133,108	\$ 190,775	\$ 276,518	\$ 363,119	\$ 450,586	\$ 538,928	\$ 628,153
<u>Tree Replacement 1031-12)</u>			11-4-101-3542				
Beginning Balance	\$ 15,888	\$ 52,672	\$ 53,349	\$ 54,032	\$ 54,723	\$ 55,420	\$ 56,124
Contribution from Public Areas	56,661	15,000	15,000	15,000	15,000	15,000	15,000
Interest Earned	227	677	683	690	697	704	711
Less: Capital Funding	(20,104)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Ending Balance	\$ 52,672	\$ 53,349	\$ 54,032	\$ 54,723	\$ 55,420	\$ 56,124	\$ 56,835
<u>Protective Services</u>			11-4-101-3545				
Beginning Balance	\$ 18,925	\$ 16,161	\$ 18,343	\$ 20,546	\$ 22,771	\$ 25,019	\$ 27,289
Contribution from Protective Services	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest Earned	116	182	203	225	248	270	293
Less: Capital Funding	(4,880)	-	-	-	-	-	-
Ending Balance	\$ 16,161	\$ 18,343	\$ 20,546	\$ 22,771	\$ 25,019	\$ 27,289	\$ 29,582
<u>Public Works (1134, 2018)</u>			11-4-101-3555				
Beginning Balance	\$ 227,817	\$ 338,237	\$ 302,977	\$ 139,487	\$ 111,862	\$ 215,460	\$ 319,595
Contribution from Public Works	115,871	140,385	115,000	115,000	115,000	115,000	115,000
Interest Earned	1,873	4,786	4,180	2,545	2,269	3,305	4,346
Less: Capital Funding	(7,324)	(180,431)	(282,670)	(145,170)	(13,670)	(14,170)	(56,670)
Ending Balance	\$ 338,237	\$ 302,977	\$ 139,487	\$ 111,862	\$ 215,460	\$ 319,595	\$ 382,271
<u>Land Sales Reserve (1036-13)</u>			11-4-101-3600				
Beginning Balance	\$ 1,797,506	\$ 1,569,093	\$ 1,509,769	\$ 1,504,852	\$ 1,524,886	\$ 1,545,121	\$ 1,520,572
Contribution from Public Areas	387,200	44,540	44,540	44,540	44,540	-	-
Interest Earned	11,139	16,136	15,543	15,494	15,694	15,451	15,206
Less: Capital Funding	(626,752)	(120,000)	(65,000)	(40,000)	(40,000)	(40,000)	(40,000)
Ending Balance	\$ 1,569,093	\$ 1,509,769	\$ 1,504,852	\$ 1,524,886	\$ 1,545,121	\$ 1,520,572	\$ 1,495,778

Schedule of Reserves

	Audited Actuals 2021	YTD 2022	2023	2024	2025	2026	2027
<u>Sunnyside Campground (Bylaw 1028-12)</u>							
			11-4-101-3550				
Beginning Balance	\$ 1,254,403	\$ 1,308,241	\$ 1,131,656	\$ 410,957	\$ 410,765	\$ 412,732	\$ 619,579
Contribution from Sunnyside Campground	438,910	476,130	488,430	499,930	505,930	511,930	517,130
Interest Earned	8,479	17,844	16,201	9,109	9,167	9,247	11,367
Less: Capital Funding	(393,551)	(670,559)	(1,225,330)	(509,230)	(513,130)	(314,330)	(311,830)
Ending Balance	\$ 1,308,241	\$ 1,131,656	\$ 410,957	\$ 410,765	\$ 412,732	\$ 619,579	\$ 836,246
<u>Cabins Reserve (1086-17)</u>							
			11-4-101-3560				
Beginning Balance	\$ 18,266	\$ 21,018	\$ 20,084	\$ 15,767	\$ 29,029	\$ 32,544	\$ 46,215
Contribution from Visitor Services	24,500	24,610	25,230	25,350	25,470	25,590	25,720
Interest Earned	130	456	453	411	545	581	719
Less: Capital Funding	(21,878)	(26,000)	(30,000)	(12,500)	(22,500)	(12,500)	(22,500)
Ending Balance	\$ 21,018	\$ 20,084	\$ 15,767	\$ 29,029	\$ 32,544	\$ 46,215	\$ 50,154
<u>Fire Department (Bylaw 1136, 2018)</u>							
			11-4-101-3562				
Beginning Balance	\$ 72,925	\$ 112,124	\$ 158,255	\$ 175,891	\$ 235,641	\$ 264,626	\$ 318,658
Contribution from Cultus Lake Fire	58,220	58,830	59,430	60,120	60,820	61,520	62,220
Interest Earned	611	1,710	2,177	2,360	2,965	3,261	3,809
Less: Capital Funding	(19,632)	(14,409)	(43,970)	(2,730)	(34,800)	(10,750)	(3,110)
Ending Balance	\$ 112,124	\$ 158,255	\$ 175,891	\$ 235,641	\$ 264,626	\$ 318,658	\$ 381,576
<u>Park Office Life Cycle (Bylaw 1023-12)</u>							
			11-4-101-3565				
Beginning Balance	\$ 167,283	\$ 123,661	\$ 146,367	\$ 168,160	\$ 203,172	\$ 245,134	\$ 287,515
Contribution from General Administration	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest Earned	963	1,737	1,964	2,182	2,532	2,951	3,375
Less: Capital Funding	(94,585)	(29,031)	(30,170)	(17,170)	(10,570)	(10,570)	(10,570)
Ending Balance	\$ 123,661	\$ 146,367	\$ 168,160	\$ 203,172	\$ 245,134	\$ 287,515	\$ 330,320
<u>Sewer & Septic Reserve (1021-12)</u>							
			11-4-101-3575				
Beginning Balance	\$ 24,132	\$ 30,317	\$ 31,036	\$ 30,673	\$ 30,357	\$ 30,088	\$ 29,867
Contribution from Visitor Services	4,560	4,610	4,660	4,710	4,760	4,810	4,860
Contribution from Community Hall	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest Earned	181	349	357	354	351	349	347
Less: Capital Funding	(556)	(6,240)	(7,380)	(7,380)	(7,380)	(7,380)	(7,380)
Ending Balance	\$ 30,317	\$ 31,036	\$ 30,673	\$ 30,357	\$ 30,088	\$ 29,867	\$ 29,694
<u>Community Hall (1026-12)</u>							
			11-4-101-3580				
Beginning Balance	\$ 45,002	\$ 51,801	\$ 60,399	\$ 59,083	\$ 67,754	\$ 76,511	\$ 85,356
Contribution from Community Hall	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Interest Earned	319	598	684	671	758	845	934
Less: Capital Funding	(1,520)	-	(10,000)	-	-	-	-
Ending Balance	\$ 51,801	\$ 60,399	\$ 59,083	\$ 67,754	\$ 76,511	\$ 85,356	\$ 94,290
<u>Landfill Closure Reserve (1018-12)</u>							
			11-4-101-3590				
Beginning Balance	\$ 207,192	\$ 283,817	\$ 362,405	\$ 441,779	\$ 521,947	\$ 602,916	\$ 684,696
Contribution from Commercial Leases	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Interest Earned	1,625	3,588	4,374	5,168	5,969	6,779	7,597
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 283,817	\$ 362,405	\$ 441,779	\$ 521,947	\$ 602,916	\$ 684,696	\$ 767,293
<u>Foreshore Area General Reserve (1085-2017)</u>							
			10-4-101-3605				
Beginning Balance	\$ 643	\$ 85,652	\$ 95,898	\$ 10,630	\$ 24,508	\$ 38,526	\$ 52,684
Contribution from Foreshore/Mooring	53,300	53,150	56,250	56,250	56,250	56,250	56,250
Contribution from Residential Areas	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Contribution from Commercial Leases	-	-	850	850	850	850	850
Contribution from Public Areas	22,979	21,900	21,000	21,000	21,000	21,000	21,000
Contribution from Sunnyside	13,365	14,808	16,110	16,110	16,110	16,110	16,110
Interest Earned	286	1,388	1,521	669	808	948	1,089
Less: Capital Funding	(28,921)	(105,000)	(205,000)	(105,000)	(105,000)	(105,000)	(105,000)
Ending Balance	\$ 85,652	\$ 95,898	\$ 10,630	\$ 24,508	\$ 38,526	\$ 52,684	\$ 66,983

Schedule of Reserves

	Audited Actuals 2021	YTD 2022	2023	2024	2025	2026	2027
<u>Residential Areas Reserve (1185-2020)</u>							
			10-4-101-3610				
Beginning Balance	\$ -	\$ 12,040	\$ 14,280	\$ 26,543	\$ 38,929	\$ 51,438	\$ 64,072
Contribution from Residential Areas	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Interest Earned	40	240	263	385	509	634	761
Less: Funding	-	(10,000)	-	-	-	-	-
Ending Balance	\$ 12,040	\$ 14,280	\$ 26,543	\$ 38,929	\$ 51,438	\$ 64,072	\$ 76,833
<u>Cultus Lake Infrastructure Reserve (1184-2020)</u>							
			10-4-101-3615				
Beginning Balance	\$ -	\$ 285,748	\$ 102,698	\$ 190,805	\$ 279,793	\$ 369,671	\$ 460,448
Contribution from Public Areas	53,619	51,100	49,000	49,000	49,000	49,000	49,000
Contribution from Sunnyside	231,184	34,551	37,590	37,590	37,590	37,590	37,590
Interest Earned	945	857	1,517	2,398	3,288	4,187	5,094
Less: Funding	-	(269,557)	-	-	-	-	-
Ending Balance	\$ 285,748	\$ 102,698	\$ 190,805	\$ 279,793	\$ 369,671	\$ 460,448	\$ 552,132
<u>Main Beach Dock Reserve (1194-2021)</u>							
			10-4-101-3620				
Beginning Balance	\$ -	\$ 10,033	\$ 10,133	\$ 10,235	\$ 10,337	\$ 10,440	\$ 10,545
Contribution from Public Areas	10,000	-	-	-	-	-	-
Interest Earned	33	100	101	102	103	104	105
Less: Funding	-	-	-	-	-	-	-
Ending Balance	\$ 10,033	\$ 10,133	\$ 10,235	\$ 10,337	\$ 10,440	\$ 10,545	\$ 10,650
<u>Parking Lot Infrastructure Reserve</u>							
Beginning Balance	\$ -	\$ 10,033	\$ 4,309	\$ 17,885	\$ 31,599	\$ 45,250	\$ 59,343
Contribution from Public Areas	10,000	22,600	23,300	23,500	23,500	24,000	24,000
Interest Earned	33	326	276	414	551	693	833
Less: Funding	-	(28,650)	(10,000)	(10,200)	(10,400)	(10,600)	(10,800)
Ending Balance	\$ 10,033	\$ 4,309	\$ 17,885	\$ 31,599	\$ 45,250	\$ 59,343	\$ 73,376
<u>Fire Department Operating Reserve (Bylaw 1137-18)</u>							
			10-4-101-3700				
Beginning Balance	\$ 80,699	\$ 114,923	\$ 116,072	\$ 117,233	\$ 118,405	\$ 119,589	\$ 120,785
Contribution from Fire Dept Surplus	44,639	-	-	-	-	-	-
Interest Earned	648	1,149	1,161	1,172	1,184	1,196	1,208
Less: Funding	(11,063)	-	-	-	-	-	-
Ending Balance	\$ 114,923	\$ 116,072	\$ 117,233	\$ 118,405	\$ 119,589	\$ 120,785	\$ 121,993
<u>CEAC Operating Surplus (1138-18)</u>							
			10-4-101-3705				
Beginning Balance	\$ 279	\$ 1,956	\$ 1,976	\$ 2,492	\$ 2,532	\$ 2,647	\$ 2,755
Contribution from CEAC Surplus	1,670	-	492	14	90	80	260
Interest Earned	7	20	25	25	26	27	30
Less: Funding	-	-	-	-	-	-	-
Ending Balance	\$ 1,956	\$ 1,976	\$ 2,492	\$ 2,532	\$ 2,647	\$ 2,755	\$ 3,045
<u>Accumulated Operating Surplus</u>							
			10-4-101-3900				
Beginning Balance	\$ 588,175	\$ 924,220	\$ 775,299	\$ 637,280	\$ 709,933	\$ 727,958	\$ 769,608
Contribution from Projected Surplus	336,045	46,079	11,981	72,653	18,025	41,650	6,101
Less: Funding	-	(195,000)	(150,000)	-	-	-	-
Ending Balance	\$ 924,220	\$ 775,299	\$ 637,280	\$ 709,933	\$ 727,958	\$ 769,608	\$ 775,709
<u>Reserve Consolidation</u>							
Beginning Balance	\$ 4,970,679	\$ 5,903,834	\$ 5,497,736	\$ 4,713,585	\$ 5,208,887	\$ 5,798,133	\$ 6,610,715
Contributions	2,221,548	1,364,881	1,325,373	1,398,127	1,350,445	1,336,890	1,307,601
Interest Earnings	30,976	59,222	59,066	52,725	57,021	62,362	70,133
Capital Funding	(1,319,369)	(1,830,200)	(2,168,590)	(955,550)	(818,220)	(586,670)	(629,830)
Ending Balance	\$ 5,903,834	\$ 5,497,736	\$ 4,713,585	\$ 5,208,887	\$ 5,798,133	\$ 6,610,715	\$ 7,358,619



2023 BUDGET HIGHLIGHTS

WHERE IS THE REVENUE EARNED?

- Sunnyside Campground 52.5%
- Parking Lot and Public Areas 13.5%
- Commercial Leases 7.8%
- Residential Leases 7.2%
- Fire Department 4.0%
- Cabin Rentals 2.9%
- Protective Services 2.3%
- Foreshore Lease 1.4%

RESIDENTIAL LEASES

- Operating levy to increase by \$37 annually
- Proposed increase to other residential fees
 - Protective Services \$6.43
 - Streetlights \$2.29
 - Fire \$11.98
 - Garbage & Recycling \$12.93
 - Insurance \$2.50

PARKING

- High Season Parking:
 - Weekend \$6.00 per hour
 - Weekday \$5.00 per hour
 - \$1 Infrastructure Fee per transaction

SUNNYSIDE CAMPGROUND

- Seasonal and Overnight Camping rates increase of 7.2%
- Infrastructure and Foreshore charge
 - Overnight campers \$5 per reservation
 - Seasonal campers \$25 per season

2023 EXPENDITURES

SAFETY AND SECURITY

- Continue with enhanced security coverage
- Continue to internally manage visitor parking lots
- Gate automation at Sunnyside

INFRASTRUCTURE

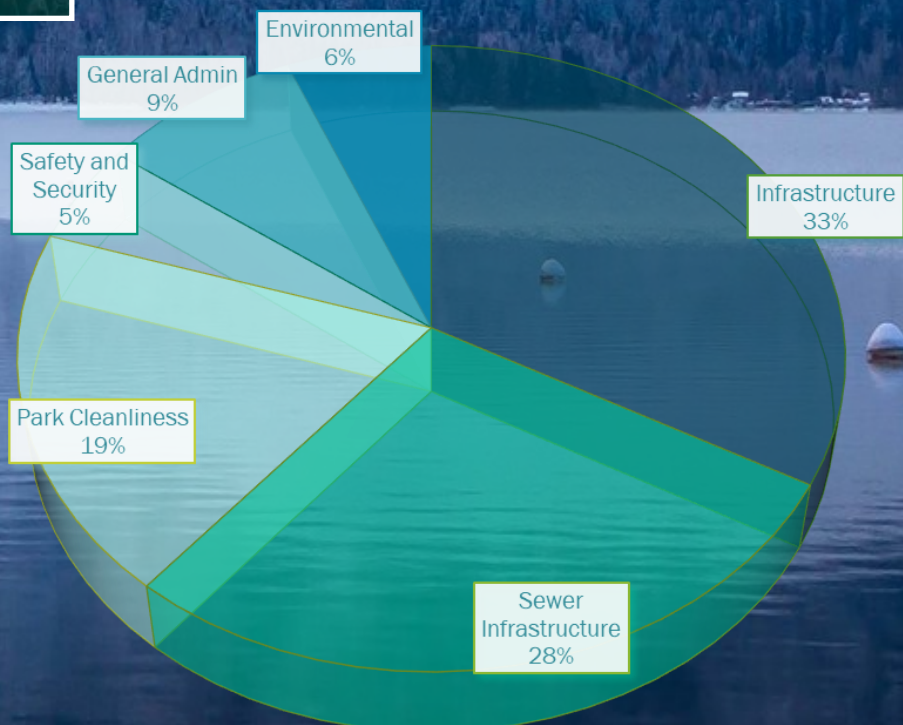
- Dock structural upgrades
- Asset management plan
- Cabin refresh program
- Fire smart building upgrades
- Plaza redevelopment consultation
- Sunnyside gatehouse and kiosk renovations
- Boat launch upgrades
- Parking meter replacements
- Sewer system upgrading
- Boat Storage on Main Beach
- Sunnyside washroom overhaul

ENVIRONMENT

- Main Beach green space irrigation
- Tree and root enhancement
- Lakeshore erosion
- Expansion of irrigation at Sunnyside

PARK CLEANLINESS

- Additional Public Works staff position
- Increased custodian and janitorial
- Garbage truck





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 1850

SUBMITTED BY: Joe Lamb,
Chief Administrative Officer

SUBJECT: Green Shores Demonstration Project at Cultus Lake Park, BC

PURPOSE:

The purpose of the report is to provide the Board with information on Green Shores Demonstration Project, Grant for Restoration of Salmon Habitat at Cultus Lake, BC.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the letter of support for the Stewardship Centre for BC application to the British Columbia Salmon Restoration and Innovation Fund and the report for information.

DISCUSSION:

The attached letter of support for the Stewardship Centre for BC (SCBC) application to the British Columbia Salmon Restoration and Innovation Fund (BCSRIF) for the following project:
Restoration of Salmon Habitat at Cultus Lake, BC A Green Shores Demonstration Project.

On September 21, 2022, the Board reviewed a report from staff with respect to the application for the Eco Action Grant for the Greenshores Project and passed the following resolution:

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 Eco Action Grant application from the 2022 budget allocated for foreshore erosion.

History

The park made application on January 19, 2022, staff presented a report with respect to British Columbia Stewardship Society Eco Action Grant Application which noted that the Federal Eco Action Grant was an opportunity for a foreshore erosion project grant that the Stewardship Society of British Columbia would apply for on our behalf with the Federal Government.

The grant outlined the completion of a 35-meter waterfront section of the foreshore between the foot bridge and dock 21 on the westside. The grant would have required a \$50,000 contribution from the Park and \$50,000 would come from the Federal Government. The 2022 budget had \$90,000 for capital dedicated to the foreshore resulting in no additional funding required. The deadline for this

application was January 19, 2022, and was submitted on behalf of the Green Shores Project Coordinator accompanied by a letter of support from Arsenault Environmental Consulting Ltd.

The Board passed the following resolutions:

THAT the Cultus Lake Park Board have the Chief Administrative Officer provide the attached Letter of Support to the British Columbia Stewardship Society; and

THAT upon approval of the grant, the Cultus Lake Park Board Fund the \$50,000 contribution from the 2022 Budget allocated for Foreshore erosion. Further to the above, the application was submitted, meeting the deadline date of January 19, 2022.

On August 29, 2022, staff received notification from Eco Action that the project would not be supported, however, the application that was reviewed made it to the final stages.

Staff did receive information from the Stewardship Center for BC that there may be upcoming opportunities, Habitat Stewardship Program for Species at Risk and one for Nature Based projects.

On November 7, 2022 Joe Lamb, Chief Administrative Officer was contacted by DG Blair, M.Sc. Executive Director, Stewardship Centre for BC with notification that the grant opportunity is available and submission deadline being November 15, 2022. Staff then prepared the attached letter, reviewed and signed by Chair Dzaman to submit before the closing date.

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to Preserving the Natural Habitat and Beauty of Cultus Lake Park.

Prepared by:



Joe Lamb
Chief Administrative Officer



File: 1850

November 10, 2022

DG Blair, M.Sc.
(She/Her/Elle)
Executive Director
Stewardship Centre for BC
dg@stewardshipcentrebcc.ca

RE: Letter of support for the Stewardship Centre for BC (SCBC) application to the British Columbia Salmon Restoration and Innovation Fund (BCSRIF) for the following project:

Restoration of salmon habitat at Cultus Lake, BC: A Green Shores® Demonstration Project

Please accept this letter of support for the request of the Stewardship Centre for British Columbia (SCBC) for funding of the project noted above. The activities that SCBC proposes are integral to the work currently planned in our area for shoreline ecosystem health and climate change adaptation.

Please note that on September 21, 2022, the Cultus Lake Park Board was provided with an update on the application for the Eco Action Grant for Green Shores Project. The Board passed the following resolution:

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.

The Cultus Lake Park Board is responsible for the long-term planning and vision of the Park through the annual budget process. In addition, the enjoyment of the Park for everyone and its environmental sustainability is managed through the Board's adoption of bylaws and policies to aid in the administration and management of the entire Park. The Board is made up of five elected Commissioners – three elected from the Cultus Lake Park jurisdiction and two elected from the City of Chilliwack jurisdiction.

The Park Board recognizes the value that SCBC and the Green Shore program brings to our region, especially in providing tools to improve shoreline habitat. We strongly support the SCBC proposed project so that citizen groups, professionals and shoreline landowners have the opportunity learn about and to complete Green Shores projects in our community. To this end, we will contribute \$50,000 as a cash contribution (subject to an approved design) as well as provide in-kind support as part of the Steering Committee, host community workshops/training and work with SCBC to identify and implement further Green Shores projects in the Park Board area.



We urge you to provide funding again for this important project and thank you for your attention.

Sincerely,

Kirk Dzaman
Chair, Cultus Lake Park Board

Pc: Cultus Lake Park Board
Joe Lamb, Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022

FILE: 0550

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

SUBJECT: 2023 Board Meeting Dates

PURPOSE:

To provide the Board with a proposal for the 2023 Cultus Lake Park Board Meeting dates with consideration to meeting start times.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board endorses the following dates as the 2023 Board Meeting Dates:*

January 18	February 15
March 15	April 19
May 17	June 21
July 19	August 16
September 20	October 18
November 15	December 13

***THAT** the Cultus Lake Park Board continue to hold Regular Board meetings at 5:00 pm.*

DISCUSSION:

Staff are proposing to hold twelve (12) Board meetings throughout the 2023 calendar year, one per month as listed in the calendar above. Staff recommend continuing to hold one meeting a month as this allows staff time between meetings to research information and prepare reports. Board meetings for 2023 may be held on the third Wednesday of the month except for the month of December which allows for planning with respect to budget reviews.

As per the Park Board Procedure Bylaw No. 1125, 2018 (and amendments), regular meeting calendars will be prepared annually on or before the fourth Tuesday of December showing the proposed dates, times, and place of regular meetings. In addition, the schedule is to be made available to the public by publishing the two (2) consecutive issues in the newspaper, posting on the front door of the park office and on the website.

The procedure bylaw allows for the Board to revise the schedule, including cancelling, rescheduling, or changing the time or location for holding the meeting.

In early 2020 the Board held their Regular Board Meetings starting at 5:00 pm and through procedural changes and ministerial orders, amendments to the board procedure bylaw were made to allow Electronic Participation at Hybrid Meetings as follows:

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

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

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

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

With respect to meeting start times, the procedure bylaw does not stipulate what time they are required to take place however, staff are of the opinion that the meeting start times accommodate staffs scheduling and note that there have been no requests from the public to revisit the previous 7:00 pm meeting times.

Examples of start times locally for your reference and consideration are below:

City of Chilliwack – Regular Council Meetings, 2:00 pm

FVRD – Board of Directors, 6:00 pm

District of Kent – Regular Council Meetings, 7:00 pm

District of Hope - Regular Council Meetings, 7:00 pm

City of Abbotsford – Regular Council Meetings, 6:00 pm

City of Langley – Regular Council Meetings, 3:00 pm

Sun Peaks - Regular Council Meetings, 3:00 pm

STRATEGIC PLAN:


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

Prepared by:

Approved for submission to Board:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer



Joe Lamb
Chief Administrative Officer

2023 Cultus Lake Park Board Meeting Calendar

January 2023						
W	S	M	T	W	T	F S
	1	2	3	4	5	6 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 1 – New Year's Day

February 2023						
W	S	M	T	W	T	F S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 20 – Family Day

March 2023						
W	S	M	T	W	T	F S
	9			1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
W	S	M	T	W	T	F S
	13					1
14	2	3	4	5	6	7 8
15	9	10	11	12	13	14 15
16	16	17	18	19	20	21 22
17	23	24	25	26	27	28 29
18	30					

April 7 Good Friday

April 10 – Easter Monday

May 2023						
W	S	M	T	W	T	F S
18		1	2	3	4	5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 22 – Victoria Day

June 2023						
W	S	M	T	W	T	F S
22					1	2 3
23	4	5	6	7	8	9 10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
27						

July 2023						
W	S	M	T	W	T	F S
26						1
27	2	3	4	5	6	7 8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 1 – Canada Day

August 2023						
W	S	M	T	W	T	F S
31			1	2	3	4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 7 – BC Day

September 2023						
W	S	M	T	W	T	F S
35						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 4 – Labour Day

September 18 – 22 – UBCM Convention

September 30 – Truth and Reconciliation Day

October 2023						
W	S	M	T	W	T	F S
40	1	2	3	4	5	6 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 9 – Thanksgiving

November 2023						
W	S	M	T	W	T	F S
44				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 11 – Remembrance Day

December 2023						
W	S	M	T	W	T	F S
48						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 25 – Christmas Day

December 26 – Boxing Day

Legend: Board Meeting Dates – Red Statutory Holidays – Yellow Conferences - Blue



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0470 / 0430-20-20

SUBMITTED BY: Joe Almeida,
Manager of Park Operations

SUBJECT: DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway

PURPOSE:

The purpose of the report is to present to the Board the Department of Fisheries & Oceans ("DFO") proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway with information on the project and approval requests.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway report; and

THAT the Cultus Lake Park Board confirms its approval for the City of Chilliwack to grant the Department of Fisheries & Oceans ("DFO"), a temporary licence for construction over the City of Chilliwack's property having its Parcel Identifier Number 000-823-198 in order to facilitate the construction of the new sanitary sewer main by DFO and support the continued discussions and coordination with the DFO, FVRD, MOTI, and City of Chilliwack to finalize the Land Tenure agreements required for the final completion and tie-ins of the sanitary sewer upgrade; and

THAT the Cultus Lake Park Board approve the Chief Administrative Officer or designate to draft a letter of approval and support for the "temporary licence for construction" and continued coordination with the DFO and associated regulatory bodies.

DISCUSSION:

Following a formal request letter from DFO on October 13, 2022 (attached), staff met with DFO, the City of Chilliwack, and the FVRD on November 14, 2022, to discuss the project and requirements for temporary construction and permanent access onsite.

DFO provided a high-level overview of the project and is requesting approvals to upgrade the system to transition from their aging sanitary septic system to a modern gravity and force main system that would tie-in to the existing FVRD operated sanitary sewer lift station #13 located off Lakeshore Drive. An overview of the portion of work with the park is shown in Figure #1 below.

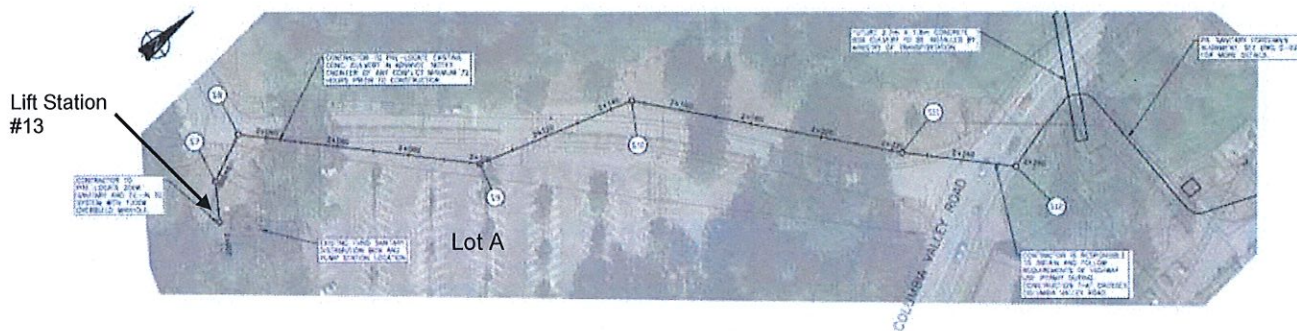


Figure 1: New DFO Sanitary Sewer Upgrade- Layout from DFO Laboratory to FVRD Lift Station #13

DFO confirmed they are hoping to complete the tender process in January 2023 and will work with all parties to complete necessary land tenure, design drawings, and regulatory requirements.

LAND TENURE:

Staff and The City of Chilliwack discussed land tenure requirements for this location. Including the requirement for a permanent Statutory Right Away and “temporary licence for construction” over the City of Chilliwack’s property (PIN 000-823-198). DFO and FVRD confirmed the intent is for DFO to construct the sanitary main and transfer the portion that is located on the City of Chilliwack’s property to FVRD once complete. As a result, staff, FVRD, City of Chilliwack and DFO discussed an option for granting DFO the “temporary licence for construction” to construct the infrastructure and work simultaneously toward a permanent Statutory Right of Way (SROW) with DFO and FVRD prior to completion and final tie-ins.

DESIGN & CONSTRUCTION:

DFO has completed Issued for Tender (IFT) design drawings for the new sanitary sewer main. As shown in Figure 1 above, there is approximately 250m of new sanitary sewer to be constructed within the CLPB/ City of Chilliwack areas. The remaining work is within MOTI road right of way and DFO properties. The design includes 100mm diameter forcemain from the DFO Laboratory to the Columbia Valley Road and a 200mm diameter gravity section along Lakeshore Drive and through parking lot A to Lift Station #13.

FVRD confirmed their preference is to avoid final tie-ins at Lift Station #13 until future upgrades to the existing system and final land tenure is complete. As a result, it was proposed that work could be completed under a “temporary licence for construction” and the design be modified slightly to separate the tie-in at Lift Station #13. DFO is currently working on these slight design modifications to allow for flexibility in the final tie-in schedule.

DFO confirmed that construction work is anticipated to take approximately 2-3 months. Discussions around potential impacts to the park were reviewed, 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 and construction contingency plan will be provided. Work will be planned to leave one lane of traffic accessible at all times at a minimum. It was confirmed that work will be scheduled during the park off season and is proposed to start in the Fall 2023.

DFO confirmed that there will be no impacts to the adjacent CLPB community hall and all impacted areas will be restored following construction.

All required communication including notifications to affected parties will be coordinated by DFO, the City of Chilliwack, FVRD 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 importance of this work; DFO requested the CLPB's written approval and 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



To
A
Cultus Lake Park Board,
4165 Columbia Valley Highway,
Cultus Lake, BC
V2R 5B5

From
De
Collin Gagné, EIT
1110 – 401 Burrard Street
Vancouver | British Columbia | Canada | V6C 3S4
| Cell: 1 604 649 6849 |

Security Classification - Classification de sécurité UNCLASSIFIED
Our file - Notre référence
Your File - Votre référence
Date October 13th, 2022

Subject
Object **CULTUS LAKE LAB SANITARY UPGRADE**

Dear Joe Lamb and the Cultus Lake Park Board Trustees

I am reaching out on behalf of Department of Fisheries and Oceans Technical Support, to request access and use of Cultus Lake Park Board (CLPB) Lands for an upcoming sanitary upgrade project at Cultus Lake Laboratory (CLL). This work will transition DFO's septic field to a more modern, fully enclosed sanitary system. The project will align with the CLPB and Fraser Valley Regional District's (FVRD) policy of having community members removing the use of private septic fields and connect to a modern sanitary infrastructure. The proposed sanitary system will need to connect with the (FVRD) lift station number 13 on Lakeshore Drive, and be placed in CLPB's land to achieve this. The design incorporated CLPB's request to have the option to connect the Community Hall and Fire Response Centre to the DFO Sanitary line at a later date.

The length of the proposed Sanitary line on the CLPB lands will be approximately 250 meters and includes seven manholes. There will be two sections of the line, one four inch forcemain that will terminate near the Community Hall, this originates from CLL. The next segment will be an eight inch gravity sanitary line. It crosses Columbia Hwy running parallel to Lakeshore Drive, until it is diverted to the overflow parking for Main Beach to be on the same side of road as the FVRD lift station. The project and sanitary line were designed, by ISL Engineering.

The proposed design will avoid instream disturbances to Sweltzer River and Hatchery Creek. To reduce the amount of disturbed surface area, the proposed design requires the forcemain to cross under the highway's culvert within the riparian zone of Hatchery Creek but not under the creek. The use of Horizontal Directional Drilling (HDD) rather than open-cut trench methodology will be applied to reduce impact to the traffic on Columbia Valley Hwy, and surrounding environmental. No trees will be removed during this work. The contractor will also be responsible for permitting, coordinating and having traffic controllers when necessary to ensure that disruptions to the local traffic is minimal and orderly. At one point the forcemain will have to cross Lakeshore Drive, this is planned to be a trenched work, along with the work in the overflow parking; however with construction in the offseason the impact to the public will be minimal.

Canada

The approximate route of the new sanitary line is shown below. Upon request I can send the environmental review conducted by ISL Engineering and Land Services.

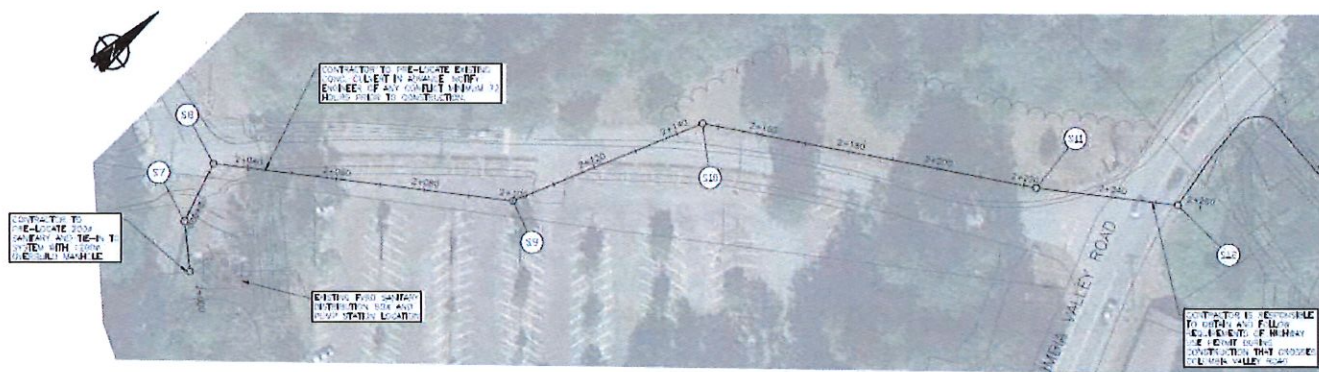


Figure 1 - Approximate Route of the New Septic System(location of manholes not shown)

Kindly review this route. I hope to use this as an opportunity for a shared discussion to highlight how this project will have minimal impact or disruptions to the community and environment.

Please let me know if there are any particular areas of concerns and feel free to share this letter with any relevant stakeholders of this land being affected. If you have any comments or questions about this project please feel free to reach out to myself at 604-649-6849. Time wise, we hopes to have this project start in this winter. DFO has begun the contracting process and it has garnered interest from various contracting companies. DFO is ready to tender within a month. I am happy to go over this with more depth and detail as needed, and upon request can meet in person to review or have further discussions pertaining to this Cultus Lake Sanitary upgrade.

Sincerely,

Colin Dwyer

Digitally signed by Gagne, Collin
Date: 2022.10.13 11:11:02 -07'00'

Collin Gagné, EIT
Project Engineer
Fisheries and Oceans Canada, Pacific Region
Real Property, Technical Support

1110 – 401 Burrard Street
Vancouver | British Columbia | Canada | V6C 3S4
| Cell: 1 604 649 6849 |



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550
SUBMITTED BY: Amanda Nadeau
Administrative Assistant, Communications & Events Coordinator
SUBJECT: Flu Vaccination Clinic – Cultus Lake Park Boardroom

PURPOSE:

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

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods at the Cultus Lake Park Boardroom on Saturday, December 3, 2022, from 10:00 am to 2:00 pm to administer vaccinations free of charge to community members.

DISCUSSION:

Cultus Lake Park staff have partnered with the Pharmacy of Save on Foods for multiple years to provide a local venue to receive annual flu vaccinations. In 2021, approximately twenty-two community members utilized this service. This year, the pharmacy will also be able to provide limited appointments to receive the Pfizer Bivalent booster dose for COVID-19.

Upon approval, staff will advertise to the community to schedule appointments in advance in order to provide Save on Foods Pharmacy with approximate quantities of vaccinations required for the clinic.

STRATEGIC PLAN:

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

Prepared by:

Amanda Nadeau
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0550

SUBMITTED BY: Amanda Nadeau
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Commissioner Appointments to Collect Parking by Donation

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the request for Commissioner appointments to collect donations for parking at the Cultus Lake Christmas Special Event.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board request appointments of Board Commissioners to accept donations for parking at the Cultus Lake Christmas Special Event on November 26, 2022, from 4:00 pm to 9:00 pm.*

DISCUSSION:

At the August 17, 2022, Cultus Lake Park Board Regular Meeting, the Board approved the request to waive parking fees in Parking Lot A and B and allow for parking by donation at the Cultus Lake Christmas Special Event on November 26, 2022.

Staff are requesting the participation of Board Commissioners to collect donations for parking at the entrance of Parking Lot A and B from 4:00 pm to 9:00 pm for the special event.

The community may donate for parking by way of cash directly to volunteers and/or Cultus Lake Park Board Commissioners at the entrance of the parking lots or will have the option of donating through the parking meters in each of the respective parking lots.

STRATEGIC PLAN:

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

Prepared by:

Amanda Nadeau
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



File: 0480-20-40

November 14, 2022

Cassandra Caunce
Regional Director, Regional Operations Branch, Environmental Protection Division at BC
Ministry of Environment
Cassandra.Caunce@gov.bc.ca

Dear Ms. Caunce,

RE: 810 Iverson Road - "Business Waste"

Thank you for your ongoing work on the file for 810 Iverson Road in Columbia Valley. We appreciate the update you recently sent indicating the material is "business waste". You went on to write that you are working with FVRD and partner agencies to ensure compliance with the *Environmental Management Act* is obtained as quickly as possible. That is the same goal of the Cultus Lake Park Board.

The more we are able to clearly communicate with our residents of Cultus Lake Park and neighboring stakeholders about what is happening at 810 Iverson, the better. According to the recent and upcoming forecast, there are many concerns that contaminants from the business waste will leach into the aquifer; the source of not only our resident drinking water but a source to many of our neighbors, including Cultus Lake itself.

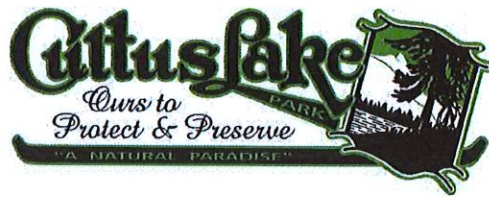
We understand there are remediation plans in the works, but we are not aware of what they are. Please let us know the next steps, as soon as possible. To our knowledge, as of recent, nothing has been actioned at the property.

It has been brought to our attention that at a recent AGM meeting held the members of the Columbia Valley Rate Payers' Association who requested us to send you this letter respectfully asking the following to be done immediately:

1. Push the spread waste into large piles
2. Cover all piles
3. Begin removal of the waste to an appropriate facility
4. Use all the tools the ministry has, including administering fines to Fraser Valley Renewables for non-compliance

We understand this is a challenging situation and that you are working hard to have it remediated, but we also know we live in a high-risk area and must do what we can to protect the source of our drinking water and the health of Cultus Lake.

Please provide a response as soon as possible outlining the remediation plan.



Thank you for your help and support.

Sincerely,

Kirk Dzaman
Chair, Cultus Lake Park Board

KD/rl

pc: tdixon@fvrd.ca
Cassandra.Caunce@gov.bc.ca
Sajid.Barlas@gov.bc.ca
Laurel.Nash@gov.bc.ca
Doug.Forsdick@gov.bc.ca
Avtar.Sundher@gov.bc.ca
Kelli.Paddon.MLA@leg.bc.ca
Cultus Lake Park Board

November 9, 2022

Dear Cassandra,

Thank you for your ongoing work on the file for 810 Iverson Road in Columbia Valley. We appreciate the update you recently sent indicating the material is “business waste”. You went on to write that you are working with FVR and partner agencies, to ensure compliance with the *Environmental Management Act* is obtained as quickly as possible. That is the same goal of the **Columbia Valley Rate Payers’ Association**.

We have learned that the more we are able to clearly communicate with our residents about what is happening at 810 Iverson, the better. It has started to rain and there are continued concerns that contaminants from the business waste will leach into our aquifer; the source of our drinking water.

We understand there are remediation plans in the works but we are not aware of what they are. It would be helpful for you to let us know the next steps, as soon as possible. As of this morning it seems that nothing has been done at the property.

At our recent AGM the members directed us to send you this letter respectfully asking the following to be done immediately:

1. Push the spread waste into large piles
2. Cover all piles
3. Begin removal of the waste to an appropriate facility
4. Use all the tools the ministry has, including administering fines to FVR for non-compliance

We understand this is a challenging situation and that you are working hard to have it remediated, but we also know we live in a high risk area and must do what we can to protect the source of our drinking water and the health of Cultus Lake.

We look forward to hearing from you as soon as possible outlining the remediation plan.

Thank you for your help and support.

Sincerely

Don Myrol

President- CVRA



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 23, 2022 **FILE:** 0540-730

SUBMITTED BY: Kirk Dzaman,
Chair, Cultus Lake Park Board

SUBJECT: Cultus Lake Park Village Center Plan Updates

PURPOSE:

The purpose of the report is to provide the Board with information on the status of Cultus Lake Park Village Center Plan.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the report for information on the status of the Cultus Lake Park Village Center Plan.*

DISCUSSION:

The Village Center Planning and Development Committee has now been dissolved and the committee held their final annual meeting on September 27, 2022. The Board will revisit the standing and select committees in January of 2023. Prior to concluding the meeting, Urban Systems prepared a presentation and provided information based on their site visit back in July. The committee noted the importance of community engagement with respect to the development of a comprehensive plan.

To inform the community of next steps and plans for public engagement, the Board and staff will align with PlanCultus (Bylaw No. 1080, 2016 as well as the scope and vision noted in the RFP (awarded to Urban Systems).

The purpose of the engagement(s) will be to introduce the project to a broader community and to raise awareness about the development site. Overall, to provide opportunities for the public to share thoughts, ideas, and ask questions. Means of communication (virtually and in person) will be set to accommodate seasonal residents, year-round, and includes visitors, along with commercial leaseholders. A virtual Kick Off Meeting is scheduled for Tuesday, December 13, 2022, between 7pm – 9pm (outline attached).

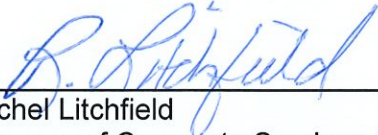
Following the Kick Off Meeting, we expect that a new Village Center Planning and Development Committee will be struck and the further work and decisions will then be brought forward for the Board to review.

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to PlanCultus.

Prepared by:

Approved for submission to the Board:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer



Kirk Dzaman,
Chair, Cultus Lake Park Board

SUBJECT: Community Project Launch Event (Virtual)
DATE: October 18, 2022
FILE: 2496.0010.01

Cultus Lake Park Village Centre Plan Project – Community Engagement Launch

The first community engagement activity for the Cultus Lake Park Village Centre Plan project.

Purpose:

- To introduce the Cultus Lake Park Village Centre Plan project to the broader community
- To raise awareness about the future redevelopment of the Village Centre site and the purpose of the Plan
- To offer clear and transparent communication about the project
- To provide an opportunity for the public to share initial thoughts, ask questions, etc.

Format: Virtual via Zoom

- The project launch event is being offered virtually to accommodate the broader community including seasonal residential and commercial leaseholders and visitors to Cultus Lake Park
- The recording of the meeting and summary of community discussion will be posted

Timeline: Early December 2022

Key Messages:

- In Summer 2022, the Cultus Lake Park Board embarked on a planning process to prepare a comprehensive plan for the Village Centre. This work will build upon previous initiatives led by the Park Board and Village Centre Planning and Development Committee.
- Cultus Lake Park Plan Bylaw No. 1080, 2016 (PlanCultus) designates the Village Centre for redevelopment to support local commercial, multi-family residential, and community uses. PlanCultus is the product of an extensive community planning process that was informed by input from Cultus Lake Park community members, stakeholder groups, committee members, the Board, and staff.
- No decisions have been made about the future of the Village Centre site. The purpose of the Village Centre Planning process is to explore the potential for additional commercial, residential, and community uses at the site to support the needs of a full-time community and growing number of summer visitors.
- Preparation of the Cultus Lake Park Village Centre Plan is being informed by technical assessments (market, land use) and meaningful engagement with community members, stakeholders, and visitors of the Park.
- The completed Cultus Lake Park Village Centre Plan will provide clear direction for future growth and redevelopment of the Village Centre site. The Plan will consider how additional commercial, multi-family

DATE: October 18, 2022
SUBJECT: Community Project Launch Event (Virtual)

FILE: 2496.0010.01

PAGE: 2 of 3

residential and mixed-use development can be integrated to support complete and healthy community development for residents and visitors alike.

- The Cultus Lake Park Village Centre Plan will support key community values and goals as identified in PlanCultus:
 - Foster a strong sense of community and provide residents with a high quality of life
 - Protect and enhance key community characteristics
 - Preserve the lake and natural environment through conservation and management of forest areas, beaches, and recreational spaces
 - Create a diverse and accessible community
 - Support year-round recreational use of the park
 - Ensure the long-term financial sustainability of the park

Event Design:

Part 1: Presentation

- Welcome + introductions to project team
- Project overview + timeline
- Key messages
- Purpose of event
- Q&A
- Next steps

Part 2: Community Discussion

- Format: Facilitated breakout rooms
- Tools: MURAL board, labelled map of Village Centre site
- Potential topics/questions for discussion:
(Note: these are all questions that could also be asked in the survey)
 - What is your connection to Cultus Lake Park?
 - What are your primary reasons for visiting Cultus Lake Park?
 - What times of the year do you visit/live/work/etc. in Cultus Lake Park?
 - What services do you access in the Village Centre?
 - What do you like/dislike about the Village Centre?
 - What services and amenities do you think are needed?
 - What uses do you think are suitable in the Village Centre?
 - What are your most important priorities for the redevelopment of the Village Centre?

DATE: October 18, 2022
SUBJECT: Community Project Launch Event (Virtual)

FILE: 2496.0010.01

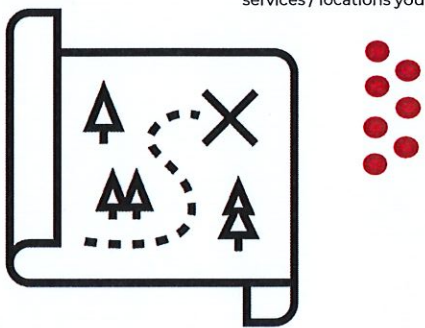
PAGE: 3 of 3

Sample Mural Board:

Interactive opportunity to ask questions about important topics and record responses on sticky notes

Cultus Lake Park Village Centre Site Map

Place a dot on the businesses / services / locations you visit



What is your connection to CLP?

■ ■ ■ ■ ■

What services and amenities do you think are needed?

■ ■ ■ ■ ■

What uses do you think are suitable in the Village Centre?

■ ■ ■ ■ ■

What are your top priorities for the redevelopment of the Village Centre?

■ ■ ■ ■ ■

Tasks & Materials:

1. Advertise event online and via communication channels (CLP)
2. Set-up event registration to track number of participants (this will help us to identify how many facilitators we need) (CLP)
3. Prepare presentation + MURAL board (USL, CLP to review)
4. Record presentation + summarize engagement feedback (USL)
5. Post/distribute recording + engagement feedback (CLP)

Next Steps for Engagement:

- Online Survey (anticipated Dec 2022/Jan 2023 launch)
- In-person Open House / Workshop (anticipated May/June 2023)