



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, MAY 17, 2023

7:00 PM

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

The Cultus Lake Park Board Regular Meeting will be held on Wednesday, May 17, 2023, in the Cultus Lake Park Office Boardroom at 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 the Public Question Period.

Join Zoom Meeting Information

<https://us06web.zoom.us/j/85859462671?pwd=bTdOSEEzbnN0cXJwTmYrczZUTnJnUT09>

Meeting ID: 858 5946 2671

Passcode: 013326

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 4:30 pm on Tuesday, May 16, 2023, to amanda.nadeau@cultuslake.bc.ca.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, MAY 17, 2023

7:00 PM

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

(1) CALL TO ORDER

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

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

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

Section 90 (1), (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

(3) RECONVENE

(4) APPROVAL OF AGENDA

Page 1

- (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of May 17, 2023; and*

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

(5) DELEGATION

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Page 7

(a) **2022 DRAFT Financial Statements**

- Report dated May 17, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; 2022 DRAFT Financial Statements
- Sean Reid, KPMG, regarding the 2022 Audit Financial Statements **(7:00 PM)**

THAT the report from the Chief Financial Officer regarding the 2022 DRAFT Financial Statements be received; and

THAT the 2022 Financial Statements and Audit Findings Report be approved.

(b) **Sudden Impact Paddling Club Possible Parking Solutions – Jonathan Willcocks, Commodore, SIPC (7:15 PM)**

Page 27

- Attachment 1; Letter dated May 5, 2023, from Jonathan Willcocks, Commodore, SIPC, regarding possible parking solutions
- Attachment 2; Photos of potential extra parking areas

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(6) ADOPTION OF MINUTES

- Page 33 (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held April 19, 2023.***

(7) ADOPTION OF COMMITTEE MINUTES

- Page 43 (a) ***THAT the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from February 13, 2023.***

- Page 49 (b) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from March 22, 2023.***

- Page 53 (c) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from April 14, 2023.***

(8) CORRESPONDENCE

(9) BYLAWS

- Page 57 (a) **2023 - 2027 Five Year Financial Plan Amendment**
- Attachment 1; 2023- 2027 Five Year Financial Plan Amendment Bylaw No. 1220, 2022, Amendment Bylaw No. 1230, 2023
 - Page 59 • Attachment 2; Schedule A
 - Page 61 • Attachment 3; Schedule B
 - Page 63 • Attachment 4; Schedule C

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park 2023 – 2027 Five Year Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1230, 2023.

(10) CONSENT AGENDA

- Pages 65 - 84 (a) **2023 First Quarter Reports**
- Finance
 - Parking
 - Public Works
 - Bylaw Compliance and Enforcement
 - Campground and Accommodations
 - Fire Department
 - Lease Assignment

THAT the Cultus Lake Park Board receive the 2023 First Quarter reports for information.

(11) REPORTS BY STAFF

(a) Urban Systems' Village Center Plan Survey Results and Proposed Community Open House Engagement Session

Page 85
Page 87

- Report dated May 17, 2023, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Urban Systems' Cultus Lake Park Survey Analysis Report

***THAT** the Cultus Lake Park Board receive the Urban Systems' Village Centre Plan survey results for information;*

***THAT** the Cultus Lake Park Board request that staff post the Urban Systems' Village Centre Plan survey results on the Cultus Lake Park website;*

***THAT** the Cultus Lake Park Board approve the Cultus Lake Park Village Centre Plan Community Open House to be held on Tuesday, June 20, 2023, from 5:00 pm to 8:00 pm at the Cultus Lake Community School.*

(b) Dock Repair and Replacement Final Completion Update

Page 105
Page 109

- Report dated May 17, 2023, from Joe Almeida, Manager of Park Operations
- Attachment 1; Cultus Lake Park Dock Replacement Map

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

(12) REPORTS BY COMMISSIONERS

(a) Party in the Plaza Special Event

Page 111

- Report dated May 17, 2023, from Commissioner Jartved

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Party in the Plaza special event to be held on Friday, August 11, 2023, from 7:00 pm to 10:00 pm in the Plaza.*

(b) Movie Night in the Park Special Event

Page 113

- Report dated May 17, 2023, from Commissioner Jartved

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, July 7, 2023, at sunset, weather permitting.*

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, July 21, 2023, at sunset, weather permitting.*

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, August 4, 2023, at sunset, weather permitting.*

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, August 18, 2023, at sunset, weather permitting.*

(13) COMMUNITY ASSOCIATION

(14) PUBLIC QUESTION PERIOD

(15) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on May 17, 2023, be adjourned.*



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 3900

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: 2022 DRAFT Financial Statements

PURPOSE:

To provide the Board with the 2022 DRAFT Financial Statements and Audit Findings Report for approval.

RECOMMENDATION:

***THAT** the report from the Chief Financial Officer regarding the 2022 DRAFT Financial Statements be received; and*

***THAT** the 2022 Financial Statements and Audit Findings Report be approved.*

DISCUSSION:

The financial statements for the Cultus Lake Park Board (CLPB) have been audited by KPMG, the CLPB's auditor. Representatives from KPMG, along with Staff, are in attendance to present the 2022 DRAFT Financial Statements to the Board. The Independent Auditors Report states that the financial statements accurately reflect the financial position of the park at December 31, 2022.

Highlights from the 2022 Financial Statements include:

1. Financial Statements:

The financial position of the CLPB increased over 2021 as a result of the \$1,157,759 annual surplus. This surplus provided for an increase in CLPB's Investment and Cash holdings by approximately \$1,154,000, an increase in Tangible Capital Assets of approximately \$225,800 and an increase in receivables by \$432,000. CLPB's liabilities at December 31st also saw an increase from the prior year by approximately \$739,800 due to funds owing at year end related to the substantial completion of the new docks.

Operationally, 2022 was a very solid year for CLPB. Sunnyside Campground revenues exceeded budgeted levels by more than \$200,000. Interest income was up almost \$170,000 over 2021 and higher than budgeted for 2022. In other revenues, bylaw enforcement income exceeded budget levels by almost \$83,000 and the park qualified for approximately \$133,000 in Disaster Financial Assistance Recovery Funding from the province to cover recovery expenses incurred in 2022 related to the flood event in November 2021.

On the expenditure side, overall costs for the park were slightly higher than budgeted for 2022 with Sunnyside's spending on items driven by revenue, like point of sale fees and cost of goods sold at the

store, being higher than expected as revenues were higher than expected. In addition, due to the flood event in November 2021 unbudgeted recovery expenses in 2022 were almost \$198,000.

Significant Audit, Accounting and Reporting Matters:

a) Landfill Closure Liability

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

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

In 2022, \$12,500 was recorded to decrease the liability due to changes in estimated discount rates used in the estimate.

b) Segmented Reporting

Background: In 2015, The Statement of Operations and Accumulated Surplus was reformatted to reflect expenditures reported by object, providing the reader with better financial information at the business unit level. With this change a segmented reporting note (#12) was added that further breaks down the expenditures in each business unit by type.

This format is continued in 2022.

c) Contractual Rights

Background: In 2018, a new disclosure requirement regarding contractual rights commenced. With this change a contractual rights note (#9) was added that outlines the amounts Cultus Lake Park Board is scheduled to receive from 2022 to 2026 and thereafter from contracts the Board has entered into for various residential and commercial property leases and cost share agreements.

This format is continued in 2022.

The approval of the 2022 DRAFT Financial Statements concludes the annual financial audit process.

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

DRAFT Financial Statements of

CULTUS LAKE PARK BOARD

And Independent Auditors' Report thereon

Year ended December 31, 2022

INDEPENDENT AUDITORS' REPORT

To the Commissioners of Cultus Lake Park Board

Opinion

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

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Cultus Lake Park Board as at December 31, 2022 and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

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

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

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

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

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

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

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

Auditors' Responsibility

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

We also:

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

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

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

DRAFT

Chartered Professional Accountants

Chilliwack, Canada

CULTUS LAKE PARK BOARD

Statement of Financial Position

DRAFT

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets:		
Cash (note 2)	\$ 2,049,423	\$ 4,379,151
Investments (note 2)	7,522,198	4,038,499
Accounts receivable (note 3)	625,762	193,623
	<u>10,197,383</u>	<u>8,611,273</u>
Liabilities:		
Accounts payable and deposits	1,403,908	664,081
Deferred revenue	744,644	738,705
Landfill closure liability (note 4)	1,451,300	1,463,800
	<u>3,599,852</u>	<u>2,866,586</u>
Net financial assets	6,597,531	5,744,687
Non-financial assets:		
Tangible capital assets (note 5)	4,160,717	3,934,860
Prepaid expenses	238,205	159,147
	<u>4,398,922</u>	<u>4,094,007</u>
Commitments (note 7)		
Contingency (note 9)		
Accumulated surplus (note 6)	\$ 10,996,453	\$ 9,838,694

See accompanying notes to financial statements.

On behalf of the Cultus Lake Park Board:

Chief Financial Officer

Commissioner Chair

CULTUS LAKE PARK BOARD

Statement of Operations and Accumulated Surplus

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Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
Revenues:			
Sunnyside Campground	\$ 3,644,100	\$ 3,848,113	\$ 3,814,145
Residential leases	1,079,724	1,086,931	1,066,709
Pay parking	948,800	991,600	1,073,336
Commercial leases	709,027	721,745	699,778
Other	178,904	455,903	414,720
Cabin rentals	214,700	229,762	238,005
Interest income	40,000	205,707	36,041
Sales of services	193,610	188,055	204,994
	7,008,865	7,727,816	7,547,728
Expenses:			
Campground and visitor services	1,823,910	1,832,856	1,837,401
Public works	1,223,020	1,217,677	1,074,835
General government	1,210,330	1,188,355	1,122,954
Public safety	832,270	759,247	656,480
Public open space	367,845	540,329	446,822
Lease services	221,912	227,560	197,108
	5,679,287	5,766,024	5,335,600
Surplus before the undernoted	1,329,578	1,961,792	2,212,128
Other income (expenses)			
Gain on sale of tangible capital assets	-	25,379	-
Amortization	-	(829,412)	(794,721)
	-	(804,033)	(794,721)
Annual surplus	1,329,578	1,157,759	1,417,407
Accumulated surplus, beginning of year	9,838,694	9,838,694	8,421,287
Accumulated surplus, end of year	\$ 11,168,272	\$ 10,996,453	\$ 9,838,694

See accompanying notes to financial statements.

CULTUS LAKE PARK BOARD

Statement of Change in Net Financial Assets

DRAFT

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
Annual surplus	\$ 1,329,578	\$ 1,157,759	\$ 1,417,407
Acquisition of tangible capital assets	(2,307,940)	(1,055,269)	(1,255,818)
Amortization of tangible capital assets	-	829,412	794,721
	(978,362)	931,902	956,310
Change in prepaid expenses	-	(79,058)	(35,450)
Change in net financial assets	(978,362)	852,844	920,860
Net financial assets, beginning of year	5,744,687	5,744,687	4,823,827
Net financial assets, end of year	\$ 4,766,325	\$ 6,597,531	\$ 5,744,687

See accompanying notes to financial statements.

CULTUS LAKE PARK BOARD

Statement of Cash Flows

DRAFT

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,157,759	\$ 1,417,407
Items not involving cash:		
Amortization of tangible capital assets	829,412	794,721
Change in non-cash operating assets and liabilities:		
Accounts receivable	(432,139)	(158,419)
Prepaid expenses	(79,058)	(35,450)
Accounts payable and deposits	739,827	(143,609)
Deferred revenue	5,939	(33,421)
Landfill closure liability	(12,500)	11,100
	2,209,240	1,852,329
Capital activities:		
Acquisition of tangible capital assets	(1,055,269)	(1,255,818)
Investing activities:		
Decrease (increase) in investments	(3,483,699)	2,010,317
Financing activities:		
Decrease in obligations under capital lease, net	-	(22,900)
(Decrease) increase in cash	(2,329,728)	2,583,928
Cash, beginning of year	4,379,151	1,795,223
Cash, end of year	\$ 2,049,423	\$ 4,379,151

See accompanying notes to financial statements.

CULTUS LAKE PARK BOARD

Notes to Financial Statements

DRAFT

Year ended December 31, 2022

General:

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

1. Significant accounting policies:

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

(a) Financial instruments:

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

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

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

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

(b) Tangible capital assets and amortization:

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

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

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

1. Significant accounting policies (continued):

(c) Leased tangible capital assets:

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

(d) Long-lived assets:

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

(e) Landfill closure liability:

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

(f) Revenue recognition:

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

(g) Use of estimates:

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

(h) Budget figures:

The budget figures presented in these financial statements are based on the 2022 Five-Year Financial Plan approved by the Commissioners on December 22, 2021.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

2. Restricted Assets:

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

	2022	2021
Cash	\$ 2,049,423	\$ 4,379,151
Term deposits	3,407,698	2,135
Municipal Finance Authority	4,114,500	4,036,364
	9,571,621	8,417,650
Less restricted for:		
Reserve funds	(5,445,977)	(4,979,614)
Available for general use	\$ 4,125,644	\$ 3,438,036

As at December 31, 2022, investments consist of term deposits, earning interest at 1.20% and 4.85% per annum, with maturity dates in April 2023 and July 2023, respectively. In addition, the Park Board has invested in the Municipal Finance Authority Money Market fund.

3. Accounts receivable:

	2022	2021
Trade accounts	\$ 623,243	\$ 193,086
GST	2,519	537
	\$ 625,762	\$ 193,623

4. Landfill closure liability:

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

In 2015, the Park Board obtained a new report that reassessed the closure costs required to close the landfill in accordance with the expected minimum standards imposed by the Province of British Columbia. In 2020 the Park Board increased the estimated capital closure costs from the 2015 report for inflation in construction costs and estimated post-closure costs. The landfill site has been inactive for many years, however, the Park Board does not expect to formally close the landfill site until 2026. Once closed, the landfill site may require post-closure care for up to 25 years. These estimated closure and post-closure costs of \$1,451,300 (2021 - \$1,463,800) is the net present value of estimated future cash flows using a discount rate of 4.31% (2021 - 2.58%).

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

5. Tangible capital assets:

Cost

	Balance at December 31, 2021	Additions	Disposals and write-downs	Balance at December 31, 2022
Land	\$ 551,794	\$ -	\$ -	\$ 551,794
Buildings	2,362,769	550,083	-	2,912,852
Fire truck and equipment	1,001,602	8,297	-	1,009,899
Office and general equipment	532,047	18,876	-	550,923
Park equipment	2,196,812	148,372	(48,575)	2,296,609
Plaza building and equipment	1,008,766	11,401	-	1,020,167
Property improvement and roads	2,460,087	114,374	-	2,574,461
Sunnyside property and equipment	2,434,472	160,469	-	2,594,941
Waterfront equipment	527,710	43,396	-	571,106
Water system	874,046	-	-	874,046
Total	\$ 13,950,105	\$ 1,055,268	\$ (48,575)	\$ 14,956,798

Accumulated amortization

	Balance at December 31, 2021	Amortization	Disposals and write-downs	Balance at December 31, 2022
Land	\$ -	\$ -	\$ -	\$ -
Buildings	1,932,540	214,516	-	2,147,056
Fire truck and equipment	711,282	50,628	-	761,910
Office and general equipment	449,502	39,278	-	488,780
Park equipment	1,780,778	93,975	(48,575)	1,826,178
Plaza building and equipment	634,532	62,554	-	697,086
Property improvement and roads	1,507,538	177,039	-	1,684,577
Sunnyside property and equipment	1,823,007	146,541	-	1,969,548
Waterfront equipment	302,020	44,880	-	346,900
Water system	874,046	-	-	874,046
Total	\$ 10,015,245	\$ 829,411	\$ (48,575)	\$ 10,796,081

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

5. Tangible capital assets (continued):

Net book value of tangible capital assets

	Net book value December 31, 2022	Net book value December 31, 2021
Land	\$ 551,794	\$ 551,794
Buildings	765,796	430,229
Fire truck and equipment	247,989	290,320
Office and general equipment	62,143	82,545
Park equipment	470,431	416,034
Plaza building and equipment	323,081	374,234
Property improvement and roads	889,884	952,549
Sunnyside property and equipment	625,393	611,465
Waterfront equipment	224,206	225,690
Water system	-	-
Total	\$ 4,160,717	\$ 3,934,860

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

6. Accumulated surplus:

At December 31, 2022, the balance consists of:

	2022	2021
Operating funds	\$ 1,389,759	\$ 924,220
Reserve funds	5,445,977	4,979,614
Equity in tangible capital assets	4,160,717	3,934,860
	\$ 10,996,453	\$ 9,838,694

Reserve funds are as follows:

	2022	2021
Cabins	\$ 26,732	\$ 21,018
Community event	5,089	1,956
Community hall	61,635	51,801
Community services	362,439	338,237
Fire department	331,407	227,047
Foreshore area	196,474	95,685
Land sales	1,659,410	1,569,093
Landfill closure	369,375	283,817
Main beach	152,705	102,763
Milfoil	98,148	105,168
Park office	159,077	123,661
Park patrol	18,725	16,161
Plaza	210,555	133,108
Sewer	37,468	30,317
Sunnyside capital	1,314,144	1,308,241
Tree	66,164	52,672
Water	217,984	211,048
Residential areas	19,213	12,040
Public areas	125,166	285,748
Parking lot capital	14,067	10,033
	\$ 5,445,977	\$ 4,979,614

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

7. Commitments:

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

2023	\$	29,634
2024		22,301
2025		21,928
2026		6,990
	\$	80,853

8. Contractual rights:

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

2023	\$	868,750
2024		608,554
2025		511,345
2026		442,293
2027		424,340
Thereafter		4,536,794
	\$	7,392,076

The amounts Cultus Lake Park Board is scheduled to receive beyond 2027 substantially relate to residential property leases that have varying expiry dates between 2033 and 2042.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

9. Contingency:

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

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

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

10. Financial risks:

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

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

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

There has been no change to the risk exposures outlined above from 2021.

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

11. Pension plan:

The Park Board and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Park Board paid \$114,638 (2021 - \$118,503) for employer contributions to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

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

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

12. Segmented information:

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

(a) General government:

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

(b) Public works:

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

(c) Campground and visitor services:

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

(d) Public safety:

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

(e) Lease services:

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

(f) Public open spaces:

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

CULTUS LAKE PARK BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

12. Segmented information (continued):

	General Government	Public Works	Campground and Visitor Services	Public Safety	Lease Services	Public Open Space	2022	2021
Revenues:								
Sunnyside Campground	\$ -	\$ -	\$ 3,848,113	\$ -	\$ -	\$ -	\$ 3,848,113	\$ 3,814,145
Residential leases	-	-	-	175,424	911,507	-	1,086,931	1,066,709
Pay parking	-	-	-	-	-	991,600	991,600	1,073,336
Commercial leases	-	-	-	40,127	681,618	-	721,745	699,778
Other	37,175	5,208	13,751	209,873	43	189,853	455,903	414,720
Cabin rentals	-	-	229,762	-	-	-	229,762	238,005
Interest income	205,707	-	-	-	-	-	205,707	36,041
Sales of services	720	-	11,860	67,087	-	108,388	188,055	204,994
	243,602	5,208	4,103,486	492,511	1,593,169	1,289,841	7,727,816	7,547,728
Expenses:								
Salaries and benefits	741,147	1,012,046	586,309	280,350	-	-	2,619,851	2,443,646
Commissioner's expenses	107,844	-	-	-	-	-	107,844	100,708
Bank and POS charges	13,316	-	81,200	-	4,503	46,114	145,132	150,361
Insurance	27,959	34,061	69,309	31,752	61,600	60,524	285,205	215,295
Landfill liability expense	-	-	-	-	(12,500)	-	(12,500)	11,100
Office, telephone and sundry	73,554	11,163	59,561	14,545	-	18,744	177,567	174,073
Professional fees	125,388	-	-	30,468	-	-	155,856	214,870
Program support	89,021	20,200	388,717	354,262	47,266	185,468	1,084,935	1,001,410
Retail cost of goods sold	-	-	101,493	-	-	-	101,493	91,351
Roads, parking and grounds maintenance	-	19,904	46,224	-	143	85,288	151,560	128,127
Utilities	6,529	14,204	384,249	7,957	27,778	12,370	453,086	457,301
Vehicle, building and equipment	3,597	95,868	56,520	39,913	11,837	126,621	334,357	184,127
Waste disposal	-	10,231	59,274	-	86,933	5,200	161,638	163,232
	1,188,355	1,217,677	1,832,856	759,247	227,560	540,329	5,766,024	5,335,600
Amortization	123,646	270,265	277,439	50,628	62,554	44,880	829,412	794,721
Recoveries from other segments	(1,193,247)	(1,332,400)	712,028	(372,367)	1,017,272	1,168,714	-	-
Gain on sale of tangible capital assets	-	(25,379)	-	-	-	-	(25,379)	-
Annual surplus (deficit)	\$ 124,848	\$ (124,955)	\$ 1,281,163	\$ 55,003	\$ 285,782	\$ (464,082)	\$ 1,157,759	\$ 1,417,407



May 5th, 2023

From: Sudden Impact Paddling Club

To: Cultus Lake Parks Board

Re: Possible Solution for Limited Parking Availability

I'm writing this letter on behalf of our Club's need for better parking options at Sunnyside.

Firstly, THANK YOU: based on the Board meeting in March, we appreciate your desire of supporting all the non-motorized user groups/clubs who use the lake, with a sustainable long-term, collaborative solution that aligns with the park vision and mandate. We look forward to your forthcoming consultations with our Club and the other user groups so that we can all look forward to a unified solution for a well-presented secure space/compound/facility that meets everyone needs.

In the meantime...

As the President/Commodore of the paddling club, I have been tasked by our executive to send in a formal request about the perpetual parking challenge that seems to continue to be an issue every year.

We are hoping, that while you prepare for the consultations with the clubs, you may be able to please help us solve our parking challenge...

Included below is the context of the situation / problem, and what we believe could be a very easy solution (short-term or long-term). I have followed up with some facts about our club so you can learn more about our Club, our people and user impact.

Context:

As you may or may not know, our Club meets and trains at Sunnyside Beach. We share a small portion of the parking lot at the Marina (left side) for which each member pays \$50 for parking for the season (with conditions). On weekday evenings and weekend mornings we compete for these parking spots with other paddle clubs/public user groups for these parking spaces. Even though all our members carpool, the limited parking options is very restrictive and often leaves 50% of our members (who have paid their \$50 parking fee) without parking – we have already begun to feel the crunch with the arrival of the spring/summer warmer days. *Note: the issue has been exacerbated in the past with parking attendants at the gate employed by the Marina; these people have, at times, been known to be unnecessarily contentious with our paddlers, (forcing them at times to use/pay for Marina parking), which has created additional stress and tension.

Parking Solution:

I have attached some photos of unused nearby park space which could very easily be used parking.

Between the chain linked locked gates that leads into the group camping site / sailing club area / Sunnyside Campground and the next chain linked gate from which point one would enter into the



campground (near the cement dividers by the washrooms), there is space on the pavement by the dividers and on the flat ground under the trees that is COMPLETELY unused year 'round – not even by campground members. In walking around and looking at it, with some very easy organization/designation, there is plenty of space to park 10-12 cars.

Our proposal would be to be given access to this space, so that our members can easily park and access our canoe area without experiencing problems at the parking lot. We would be happy to follow conditions (obviously), like being stewards of a gate key and or abiding by certain parking guidelines or conditions, sharing with other groups as necessary, etc.

Please have a look at the attached photos to be familiar with the area(s) we have in mind.

We hope for your support, and look forward to any questions or feedback you may have.

Sincerely,

Jonathan Willcocks; Commodore, SIPC

Cultus Lake Resident at [REDACTED] (more or less across from the proposed additional parking)

A few facts about our Club:

- Our Club has over 65 active dedicated members and growing; they come from various locations throughout the Fraser Valley to train several times a week.
- We have been in existence for over 15 years.
- We have half a dozen members who compete at the Provincial / National / World level.
- We compete in about 15 Dragon Boat and Outrigger Canoe races a year; and have been consistently placing in the top three at each race in our categories (typically taking home gold or silver medals). Its an amazingly strong Club coming out of Cultus Lake who is creating quite a 'ripple' impact in the sporting community!
- We have 3 official teams based on level of coaching/competition and male/females; with each paddler training 1-4x per week and about 50% of those paddlers training year 'round (ie. including Winter); over the course of the whole year, our user impact works out to be approximately 4,600 user days/year.

Entrance area into Sunnyside Campground – possible spaces for additional parking

There appears to be available space in the following areas:

- On either side of the lanes/driveway
- Between the two lanes/driveways
- Near the cement dividers
- Under/amongst the trees near the group camp grounds and around the entrance to Sunnyside Campground









CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, APRIL 19, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

- Present** Commissioner K. Dzaman – Chair
Commissioner J. Beesley – Vice Chair
Commissioner D. Bauer
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
Administrative Assistant, Communications & Events Coordinator – A. Nadeau
- Regrets** Manager of Sunnyside Campground & Accommodations – C. Volk

(1) CALL TO ORDER

The Chair called the meeting to order at 5:30 pm and acknowledged that we are gathered here on the unceded traditional territory of the Th'ewa'li First Nations.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5158-23 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

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

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

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

CARRIED

(3) RECONVENE

The meeting reconvened at 7:04 pm.

(4) APPROVAL OF AGENDA

5159-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) ***THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of April 19, 2023; and***

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

CARRIED

(5) ADOPTION OF MINUTES

5160-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held March 15, 2023.***

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5161-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (a) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from February 22, 2023.***

CARRIED

(7) CORRESPONDENCE

- (a) **Columbia Valley Highway Sweeping**

- Attachment 1; Email dated March 23, 2023, from Darcy Bauer, resident, regarding cleaning of road surfaces along Columbia Valley Highway
- Attachment 2; Email dated March 23, 2023, from Taryn Dixon, Area H Director, regarding cleaning of road surfaces along Columbia Valley Highway

5162-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the emails from Darcy Bauer, resident and Taryn Dixon, Area H Director regarding cleaning of road surfaces along Columbia Valley Highway.

THAT the Cultus Lake Park Board direct staff to draft a letter in support of requesting cleaning of roadways along Columbia Valley Highway and review the environmental impact with MOTI, FVRD, City of Chilliwack, DFO and the Minister of Environment.

CARRIED

(8) BYLAWS

(a) Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023

- Attachment 1; Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023

5163-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Bylaw Revision and Consolidation Authority Bylaw No. 1228, 2023.

CARRIED

(b) Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023

- Attachment 1; Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023

5164-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board give Final Reading of Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1229, 2023.

CARRIED

(c) 2023-2027 Five Year Financial Plan Amendment

- Report dated April 19, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; 2023-2027 Five Year Financial Plan Amendment Bylaw No. 1220, 2022, Amendment Bylaw No. 1230, 2023
- Attachment 2; Schedule A
- Attachment 3; Schedule B
- Attachment 4; Schedule C

5165-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give First, Second and Third Readings of Cultus Lake Park 2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1230, 2023.

CARRIED

(9) REPORTS BY STAFF

(a) Release of Closed Meeting Resolution

- Report dated April 19, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5166-23 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the following Closed Meeting Resolution be released at the April 19, 2023, Regular Board Meeting:

March 15, 2023
IC 4997-23

THAT the Cultus Lake Park Board receive the Contract Award Update for RFQ#01.2023 – The Cultus Lake Park 4x2 (Non CDL) Garbage Truck Procurement Report for information.

CARRIED

(b) **Short-Term Rental Enforcement Improvements**

- Report dated April 19, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5167-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve a pilot project for services of a Part-time Bylaw Enforcement Officer to manage the Short-term Rental operations from April to September of 2023 at cost of \$18,000 to be funded from the Protective Services budget.

THAT the Cultus Lake Park Board approve a pilot project for the contracting of dispatch services with Griffin Security from May to September of 2023 to assist with evening calls related to bylaw/security at a cost of \$16,900 to be funded from the Accumulated Surplus Fund.

THAT the Cultus Lake Park Board approve the changes provided in the report and request that staff provide the Board with a seasonal follow-up report at the September Board Meeting.

CARRIED

(c) **Pickleball Court Signage**

- Report dated April 19, 2023, from Joe Almeida, Manager of Park Operations
- Attachment 1; Draft Pickleball Court sign

5168-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the proposed pickleball court signage and direct staff to install the signage in an appropriate location.

CARRIED

(d) **Water Sports Festival Special Event**

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Event Organizer Letter to the Board
- Attachment 2; Water Sports Festival Special Event Application
- Attachment 3; Water Sports Festival Event Map

5169-23 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board approve the Cultus Lake Water Sports Festival to be held on Friday, June 2 to Sunday, June 4, 2023;

THAT the participant and volunteer parking fees in Lot A and B for the duration of the Cultus Lake Water Sports Festival on Friday, June 2 to Sunday, June 4, 2023, be waived;

THAT the Cultus Lake Water Sports Festival organizers be permitted to collect parking fees at Lot A and B (to offset expenses) for the duration of the event from Friday, June 2 to Sunday, June 4, 2023;

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

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

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

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

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

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

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

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

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

THAT Cultus Lake Park provides the Cultus Lake Water Sports Festival with all funds received in meters in Parking Lot A and B from Friday, June 2 to Sunday, June 4, 2023 (to offset expenses).

CARRIED

(e) Cultus Lake Triathlon Special Event

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Event Organizer Letter to the Board
- Attachment 2; Cultus Lake Triathlon Event Application
- Attachment 3; Cultus Lake Triathlon Event Route Maps
- Attachment 4; Cultus Lake Triathlon Site Map

5170-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon special event from September 14 to 18, 2023;

THAT the Cultus Lake Park Board permit 10 operational and equipment storage trailers to park overnight for the duration of the event in Parking Lot B;

THAT the Cultus Lake Park Board permit one vehicle to park overnight on the lower access roadway at Main Beach for security purposes for the duration of the event; and

THAT the Cultus Lake Park Board approve waiving parking fees for fifteen volunteers, ten storage trailers and one security vehicle for the duration of the event.

CARRIED

(f) **Lions Club Cultus Lake Fishing Derby Special Event**

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Lions Cultus Lake Fishing Derby Special Event Application

5171-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the Lions Cultus Lake Fishing Derby to be held on Saturday, June 17, 2023;

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for up to 50 participants for the entire day if they park in the lot prior to 9:00 am on Saturday, June 17, 2023; and

THAT the Cultus Lake Park Board permit one small van to park and camp on Main Beach on the sand near Gazebo B from 9:00 pm on June 16, 2023, to 4:00 pm on June 17, 2023, for security purposes.

CARRIED

(g) **Indigenous Paddle Day Special Event**

- Report dated April 19, 2023, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Indigenous Paddle Day Special Event Application

5172-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve the Indigenous Paddle Day special event to be held on Wednesday, June 21, 2023;

THAT the Cultus Lake Park Board permit the Chilliwack Centre of Excellence Paddling Club to install the inflatable stand up paddle board polo kit within the swim lines at Main Beach for event participants and club members use from 8:00 am to 6:00 pm;

THAT the Special Event Application fee of \$100 for the Indigenous Paddle Day be waived;

THAT the Gazebo Rental fee of \$290 for the Indigenous Paddle Day be waived;

THAT the Refundable Security Deposit of \$1000 for the Indigenous Paddle Day be waived;

THAT the Cultus Lake Park Board waive the parking fees in Parking Lot A for two school buses and six volunteer vehicles from 9:00 am to 2:00 pm on Wednesday, June 21, 2023; and

THAT the Cultus Lake Park Board permit two vehicles to park on Main Beach on the sand near Gazebo B from 8:00 am to 6:00 pm for the delivery and removal of the inflatable stand up paddle board polo kit.

CARRIED

(10) REPORTS BY COMMISSIONERS

(a) Meet the Protectors – Tourism Chilliwack

- Report dated April 19, 2023, from John Beesley, Vice Chair
- Attachment 1; Letter from Tourism Chilliwack

5173-23 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Steve Clegg: Meet the Protectors special event to be held on Saturday, June 24, 2023, as part of the Cultus Lake Day special event.

CARRIED

(b) Verbal Report from Chair Kirk Dzaman

Chair Dzaman noted that members of the Board and staff met with Soowahlie First Nation prior to their election. He noted that the Board is pleased to continue developing the relationship with Soowahlie First Nation and extended congratulations to Chief Brenda Wallace, Councillor Darrell Commodore Jr., Councillor Marcella Commodore, and Councillor Tanya Commodore on their re-election.

(11) COMMUNITY ASSOCIATION

C. Rogozinski, representative of the Community Association, inquired into the status of the sewer. In addition, noted the congestion that seemed to be caused by the opening of the Adventure Park during March Break and inquired if there would be any changes to the traffic flow prior to peak season. She inquired into whether the Board has consideration to amalgamating the various First Nation's canoes to a singular storage area.

Staff noted that the sewer contract has been awarded to a general contractor, and they are in the process of reviewing quotes and the design to ensure the best plant is constructed.

The Board noted that there are some restrictions for the area that the Board is not permitted to construct to improve traffic flow. The Board noted that the review of traffic flow and assets is part of future planning for the park and would be noted during public consultation for the Village Center Development.

The Board noted that following direction provided to staff at a prior meeting, a review of storage for non-motorized watercrafts is currently being conducted to assess a plan to encompass each user group.

(12) PUBLIC QUESTION PERIOD

L. Shears, resident, inquired if the statement on the pickleball signage which speaks to the park being self-sustainable would be placed on all signs. She inquired if the new dispatch phone number for Bylaw support can be posted on the community boards.

Staff noted that the self-sustainable statement is already in place on any sign that it is appropriate to show. Staff noted that the dispatch phone number for Bylaw support will be added to the civic app as well as the community boards as requested.

C. Rogozinski, resident, inquired if the Short-term Rental dispatch will be available 24/7. She inquired if there would be a notice to residents once the dispatch phone number is implemented.

Staff noted that bylaw should be contacted during the day and the other number should be utilized at night for dispatch. Staff noted that this should provide 24/7 service for residents. Staff noted that the policy will be updated to reflect these changes and a notice will be posted for residents.

B. Shears, resident, inquired if the app is being provided to security or if residents should only phone the new number after hours. He inquired into a plan to remove the two (2) trees currently in Sweltzer Creek.

Staff noted that security will be provided with full access to the app, so they can respond accordingly. Staff noted that phoning the dispatch number will address issues overnight in real time and the app would simply track the event after hours for staff to follow up on the next day. Staff noted that this is a pilot program with the goal to collect the measurable data and carry out enforcement to completion.

Staff noted that the report was received with respect to the two (2) trees and noted that the trees will be left in place to monitor if they become an issue. Staff noted that the trees have likely become fish bearing habitats and have been recommended to leave them in place. Staff will review the cedar tree specifically to ensure there are no hazards.

J. Beesley, Vice Chair, inquired into the status of the concrete pouring of new docks.

Staff noted that this was postponed due to weather and that this should be completed prior to the May long weekend.

(13) ADJOURNMENT

5174-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held on April 19, 2023, be adjourned at 8:27 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held April 19, 2023.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD ENVIRONMENTAL AND PUBLIC AREAS PLANNING COMMITTEE MEETING MINUTES

MONDAY, FEBRUARY 13, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members

Commissioner D. Bauer – Chair
Commissioner E. Jartved – Vice Chair
B. Senft
J. Hartung
K. Vander Helm
R. LeBlanc

Staff

Chief Administrative Officer – J. Lamb
Manager of Park Operations – J. Almeida
Communications, Media, and Events Coordinator – A. Nadeau

Regrets

G. Smit

Board Members

Chair K. Dzaman

(1) CALL TO ORDER

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

(2) APPROVAL OF AGENDA

Moved by: E. Jartved Seconded by: B. Senft

THAT the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Agenda for the Meeting of February 13, 2023; and

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

CARRIED

(3) CORRESPONDENCE

(4) NEW BUSINESS

(a) Committee Member Welcome and Introductions

- Environmental and Public Area's Planning Committee Terms of Reference Review
- Board Committee Systems Policy

Staff reviewed the current Environmental and Public Area's Planning Committee purpose as per the Terms of Reference noted as focused around Main Beach and Urban Forest Management Plan. Currently, Oak Street and Sunnyside Campground are not within the scope of the mandate.

(b) **Review of Incomplete 2022 Projects**

The committee discussed the project at 211 Lakeshore Drive regarding replanting around areas where excavation had occurred. Staff noted that the plants for this area are on hand and will be planted in the coming weeks. In addition, the trees donated for the Christmas event will be planted on the lot near the retaining wall.

The committee noted that all other areas were completed in 2022.

(c) **Milfoil Mat Update**

- CLASS Update
- Milfoil Controls with Herbicide

The committee discussed a new initiative driven by CLASS regarding herbicide controls specific to milfoil, requiring up to two (2) applications that could be cost effective and more efficient. The committee noted that rearranging of some mats will occur in April and noted that some focus may be required to retreating previous areas.

Staff noted that volunteers will be required for reconstruction of the mats.

The committee discussed potential dredging of the creek.

(d) **Tree and Shrub Care – Early Spring Maintenance**

- Pruning/cutting back of Dogwood shrubs at Parking Lot B
- Shaping of new trees and removal of small branches
- Removal of lower limbs on Fir Trees
- Removal of stakes at trees planted in 2021
- Removal of grass around bases of trees planted in lawn areas
- Addition of bark mulch at base of trees (as required)

Staff recommended that the committee conduct a walkthrough with staff of these areas to outline what needs to be actioned. These will be added to the workplan.

(e) **Irrigation Check Up - Spring**

- Main Beach planted areas (playground end)
- Sunnyside Boulevard Parking Lot
- Parking Lot B – Fir Lane

The committee noted some issues with irrigation adjustments that were not adequate in terms of volume and coverage in these areas.

Staff noted that the irrigation surrounding the cabins and plaza area were completed and there are additional areas that are being addressed in future upgrades. Staff and the committee will include this in the walkthrough noted above.

(f) **Tree and Plant Replacement - Spring**

- 2022 plant failures due to inadequate irrigation

Staff noted that a review of the factors of these failures are happening to create solutions to prevent them in the future.

The committee will focus on replacing trees that were lost last year in the spring as per the list provided on the agenda. Staff noted that more dedicated irrigation for trees in these areas is required.

(g) **New Trees / Future Canopy – Spring**

- Foreshore tree at 110 First Avenue (removed Fall 2021)
- Other foreshore locations
- Tree Streets – irrigation dependent
- Plaza border – Columbia Valley Highway

Staff noted that a discussion will be had to replace the tree removed in 2021 at 110 First Avenue.

Staff recommended that foreshore planting be paused until there is a clear long-term foreshore management plan or progress on the Green Shores Project. Staff reviewed permitting limitations with respect to altering the foreshore. Staff noted that there is a budget for planting of trees at Main Beach that can be discussed and reviewed by the committee. Irrigation is planned to be expanded close to the creek behind the park office along with a review of trees that can be added in these areas.

Staff noted that there is budget to complete work in Sunnyside Campground with respect to adding trees along the path and foreshore, irrigation and near the boat launches.

Staff noted that the greenspace at the Plaza along the highway will be beautified this year; a project from 2022.

The committee recommended that some cones are left in tree clusters instead of cleaning/removing all cones. Staff noted that this may be difficult operationally however can be reviewed with staff.

(h) **Invasive Species**

The committee noted that February 20 to 26, 2023 is Invasive Species Week, adding that on Saturday, February 25, 2023, there will be a committee lead invasive species event.

The committee discussed working on pruning and maintenance for the garden area around Lakeview Cabin and understory planting behind the park office. Staff will coordinate the cleanup and removal of the committee's work.

(i) **Committee Questions for Staff Regarding Environmental Plans in the Park**

This item will be a standing agenda item and is an opportunity for the committee to ask staff about environmental plans.

Questions raised by the committee:

Question: Is there a plan for the dead hedge along Sunnyside Boulevard at Pine/Cedar Lane?

Answer: Staff will review this.

Question: Is there a plan to address the grass that is not in great condition at Oak and Birch Street Park?

Answer: Staff will review this.

Question: Will the tree currently in the creek remain in place or be removed?

Answer: This is now a natural fish habitat, so it will remain in place.

Question: There was Public Works crew on the Westside of the creek, cleaning and pruning the area near the DFO structure. Is it possible to inform staff on best practices to prune in this area?

Answer: Staff will review this with the team.

Question: Will the large fir tree near the tennis court be removed? (The committee added that this tree could be saved for educational purposed upon removal.)

Answer: Staff will review this as it should be removed.

Question: Is there a plan for landscaping greenspaces near the additional parking stalls along First and Second Ave?

Answer: Staff do not have a plan currently.

Question: Is there any progress or consideration of the concept of connecting pathways throughout the park?

Answer: Staff noted the Asset Management Plan to review all trails with respect to connectivity noting that there is additional focus of this with respect to the Village Center Plan and an accessibility review.

Question: Is there any consideration for community gardens?

Answer: Staff noted that community gardens are reliant on multiple factors such as budget, storage, irrigation, location, who utilizes it, security, etc. noting that this would require Board review and approval.

Question: There is a tree located near the alley off Second Avenue that may need to be addressed.

Answer: Staff will review.

(5) REPORTS BY STAFF

(a) Green Shores Project Update

Staff noted that the grant has not been awarded yet.

Next meeting date and time:

Tuesday, May 2, 2023, at 9:00 am.

Staff noted that future committee meeting agendas will not be printed to save paper.

(6) PUBLIC QUESTION PERIOD

No public questions.

(7) ADJOURNMENT

Moved by: E. Jartved Seconded by: B. Senft

THAT the Environmental and Public Areas Planning Committee meeting held on February 13, 2023, be adjourned at 10:34 am.

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

WEDNESDAY, MARCH 22, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present E. Jartved – Chair
Committee R. LeBlanc
Members M. McMullen – Vice Chair
L. Shears
L. Klassen

Staff Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

Regrets T. Seeley

(1) CALL TO ORDER

The Chair called the meeting to order at 2:00 pm.

(2) APPROVAL OF AGENDA

Moved by: L. Shears Seconded by: R. LeBlanc

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of March 22, 2023; and

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

CARRIED

(3) APPROVAL OF MINUTES

Moved by: M. McMullen Seconded by: R. LeBlanc

(a) ***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of February 22, 2023.***

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Cultus Lake Day Planning

- Committee review and update regarding roles of responsibilities:
 - Parade – T. Seeley & L. Klassen & L. Shears
 - Pancake Breakfast – Fire Department
 - Volunteers – R. LeBlanc & L. Shears
 - Kid's Activities – R. LeBlanc & L. Shears
 - Rotary Train – T. Seeley
 - Vendor's Market and Food Trucks – K. Fitzner
 - Musicians – E. Jartved
 - Beverage Garden – M. McMullen
 - Event Liquor Licence
 - Fireworks - Staff
 - Sponsorships – M. McMullen
 - First Aid

Parade – The committee reviewed feedback provided by a community member with respect to the Chilliwack Christmas Parade and opportunities to improve the lineup of participants. In addition, the committee discussed creating information videos for participants and volunteers. The committee noted the interest in utilizing social media platforms to highlight the event in the moment to increase followers. The committee noted the request to have signage made to decrease congestion on roadways and provide directions to specific lots for parade registration, vendors and parade participants.

Pancake Breakfast - Staff noted that the Fire Department will manage expenses related to this area of the event. In addition, they noted prior sponsors for the pancake breakfast.

Volunteers – The committee discussed budgeting for six (6) individuals to receive their Serving It Right Certification.

Kids Activities – The committee reviewed the invoice for three (3) inflatables, one (1) generator, and deliver. The committee noted that they are awaiting confirmation for the Rotary Train.

Vendor's Market and Food Trucks – Staff will confirm with K. Fitzner her requirements for vendors payments and reimbursement for her support.

Musicians – The committee noted that the lineup for musicians is confirmed as follows:

- Jada McKenzie Moore – 12:00 pm to 12:45 pm
- Ben Cottrill - 1:00 pm to 1:45 pm
- Tyla Jones – 2:00 pm to 2:45 pm
- Tarl Feser – 3:00 pm to 3:45 pm
- Andrew Christopher and Dillon - 4:00 pm to 5:15 pm
- Head Over Heels - 5:30 pm to 6:45 pm
- Appaloosa – 7:30 pm to 9:30 pm

Beverage Garden – The committee noted that Sidekick Brewing is confirmed. The committee noted that total number of pours for the licence (3000), if granted and the budget for table rentals, game rentals / purchase for the beverage garden.

Staff reviewed the requirement and budget for security and fencing at the beverage garden. Staff will provide the committee with direction on proceeding with the special event application following a debrief meeting with security.

Fireworks - Staff reviewed the budget for fireworks and fencing required.

Sponsorships – The committee noted that staff are currently reviewing the letter templates and will provide the committee with the finalized versions. Staff will provide the committee with the login information for Dropbox.

First Aid – The committee will provide a quote from St. John's Ambulance at the next meeting.

The committee discussed reviewing the contents of the storage area on March 27, 2023, at 10:00 am.

(b) **Cultus Lake Day Budget Review**

- Cultus Lake Day Budget 2022

The committee reviewed the budget for Cultus Lake Day 2023.

(c) **Cultus Lake Day Revised Posters**

- Main Event Poster
- Parade Poster

The committee noted amendments requested on the posters. Staff will send the committee finalized posters once complete.

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) ADJOURNMENT

Moved by: R. LeBlanc Seconded by: M. McMullen

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held March 22, 2023, be adjourned at 3:37 pm.

CARRIED

Next meeting date and time: Friday, April 14, 2023, at 1:00 pm.



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

FRIDAY, APRIL 14, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members
E. Jartved – Chair
R. LeBlanc
M. McMullen – Vice Chair
L. Shears
L. Klassen

Staff
Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

Regrets
T. Seeley

(1) CALL TO ORDER

The Chair called the meeting to order at 1:02 pm.

(2) APPROVAL OF AGENDA

Moved by: L. Klassen Seconded by: M. McMullen

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of April 14, 2023; and

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

CARRIED

(3) APPROVAL OF MINUTES

Moved by: M. McMullen Seconded by: L. Shears

(a) ***THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of March 22, 2023.***

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Cultus Lake Day Planning

- Committee review and update regarding roles of responsibilities:
 - Parade – T. Seeley & L. Klassen & L. Shears
 - Pancake Breakfast – Fire Department
 - Volunteers – R. LeBlanc & L. Shears
 - Kid's Activities – R. LeBlanc & L. Shears
 - Pinnacle Pursuit Games
 - Rotary Train – T. Seeley
 - Vendor's Market and Food Trucks – K. Fitzner
 - Musicians – E. Jartved
 - Beverage Garden – M. McMullen
 - Event Liquor Licence Discussion / Application
 - Game Rentals
 - Fireworks - Staff
 - Sponsorships – M. McMullen
 - First Aid
 - Signage
 - Tent and Fencing Rentals

Parade – The committee will send a reminder to parade participants next week, and communication recommending one (1) user group to test the route with their trailer. The committee will recruit volunteers to hold directional signage to parking lots and key areas of the event. The committee will also create signage that notes the closure times of Sunnyside Boulevard for the parade. The committee will close parking lot B's exit gate during the parade and manage traffic through the entrance only during those times. The committee noted the requirement for approximately twenty volunteers for the parade. Individuals dressed up as famous characters will be provided with a lunch voucher up to \$20 each, four (4) in total. Parking for vintage cars will be provided on the grassy area behind parking lot B.

Pancake Breakfast – No updates at this time.

Volunteers – No updates at this time.

Kid's Activities –Pinnacle Pursuit will provide (3) three to (4) four larger games on the grassy area, no volunteers required. The committee discussed the sponsorship for an inflatable in this area of the event.

Rotary Train – The committee noted that the train will run along the same route as last year and highlighted the sponsor for this area.

Vendor's Market and Food Trucks – A meeting will be scheduled with K. Fitzner to review parking inquiries and expectations of support.

Musicians – All musicians time slots have been confirmed.

Beverage Garden – Sidekick Brewing and the wine provider are confirmed for participation. Staff reviewed the requirements for the beverage garden. The committee noted that the entire event will be fenced this year.

Sponsorship – Staff will produce a sponsorship letter for Cultus Lake Day and post on the committee Facebook page.

Fireworks – Staff provided updates regarding the closure requirements for the fireworks display.

First Aid – The committee will update this at a future meeting and discussed providing lunch vouchers for first aid volunteers.

Signage - The committee will create directional signage to promote each area of the event: Parking Lot D, Vendors Parking with Arrow, Parade in Progress 10:30 am to 12:00 pm, Sponsorship signs. The committee will confirm signage needs at a future meeting.

Rentals and Fencing – Staff provided an update regarding renting of tents and fencing.

(b) **Cultus Lake Day Budget Review**

- Cultus Lake Day Budget 2023

Staff reviewed the budget to date.

(c) **Steve Clegg: Meet the Protectors – Tourism Chilliwack**

- Letter from Jenn Kleingeltink, Creative Manager Tourism Chilliwack regarding hosting the Steve Clegg: Meet the Protectors event at Cultus Lake Day

Staff reviewed the request from Tourism Chilliwack.

(d) **Movie Nights in the Park**

- List of available films for July and August

Moved by: R. LeBlanc Seconded by: M. McMullen

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, July 7, 2023, at sunset, weather permitting.

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, July 21, 2023, at sunset, weather permitting.

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, August 4, 2023, at sunset, weather permitting.

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, August 18, 2023, at sunset, weather permitting.

CARRIED

The committee selected the following films:

Mario Bros Movie
Guardians of the Galaxy 3
Ant Man and the Wasp 2
Lightyear

(e) **Party in the Plaza**

Moved by: R. LeBlanc Seconded by: L. Shears

***THAT** the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Party in the Plaza special event to be held on Friday, August 11, 2023, from 7:00 pm to 10:00 pm in the Plaza.*

CARRIED

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

(8) ADJOURNMENT

Moved by: R. LeBlanc Seconded by: L. Shears

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held April 14, 2023, be adjourned at 2:56 pm.*

CARRIED

Next meeting date and time: Wednesday, May 3, 2023, at 4:30 pm.



Cultus Lake Park

2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022 Amendment Bylaw No. 1230, 2023

A Bylaw to amend The Cultus Lake Park Board 2023-2027 Five Year Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022*”.

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 2023-2027 Five Year Financial Plan Bylaw No. 1220, 2022 Amendment Bylaw No. 1230, 2023.”

2. AMENDMENTS

Schedule “A” titled 2023 Financial Plan and Schedule “B” titled 2023-2027 Financial Plan, attached hereto, and forming part of this Bylaw, are hereby declared to be the 2023-2027 Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

READ A FIRST TIME this 19TH day of APRIL, 2023

READ A SECOND TIME this 19TH day of APRIL, 2023

READ A THIRD TIME this 19TH day of APRIL, 2023

ADOPTED this XX day of XXXX, 2023

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
2023-2027 Five Year Financial Plan Bylaw No.
1220, 2022 Amendment Bylaw No. 1230, 2023"

Chief Administrative Officer

CULTUS 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
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	1,200	20,500	900
Interest and Bank Charges	5,500	1,000	-	-	-	500	-	-	-	-	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	-

CULTUS 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	3,200	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
<i>Reserve Allocations</i>	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	2,420,630	1,229,750	140,570	4,660	10,570	333,670	231,000	57,570	322,670	2,500	87,670	-
<i>Internal Wage Allocations</i>	-	297,170	94,110	390,870	18,750	451,020	81,770	11,850	(1,212,240)	20,070	(153,370)	-
<i>Overhead Expense Allocations</i>	-	434,450	275,789	423,885	25,120	579,090	269,470	-	(377,170)	(473,815)	(1,156,819)	-
TOTAL EXPENDITURES	\$ 9,901,214	\$ 4,250,883	\$ 775,879	\$ 1,036,280	\$ 89,920	\$ 2,036,030	\$ 699,040	\$ 345,230	\$ 322,670	\$ 177,500	\$ 130,170	\$ 37,612
SURPLUS/(DEFICIT)	(2,360,059)	(288,383)	(48,139)	(101,887)	(77,970)	(796,830)	(590,040)	(43,970)	(322,670)	(2,500)	(87,670)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,372,030	1,229,750	140,570	4,660	10,570	298,670	231,000	43,970	322,670	2,500	87,670	-
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	2,239,350	2,305,950
Employee Benefits	675,390	690,240	719,520	733,990	750,410
TOTAL PAYROLL	\$ 3,227,503	\$ 3,321,880	\$ 3,456,070	\$ 3,540,740	\$ 3,637,160
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 6,304,520	\$ 6,507,609	\$ 6,686,217	\$ 6,867,768
<i>Reserve Allocations</i>	1,313,392	1,325,474	1,332,420	1,295,240	1,301,500
Capital Projects	2,420,630	1,001,590	863,990	624,990	665,790
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,901,214	\$ 8,631,585	\$ 8,704,019	\$ 8,606,447	\$ 8,835,058
<i>SURPLUS/(DEFICIT)</i>	(2,360,059)	(893,107)	(800,205)	(545,040)	(623,759)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,372,030)	(965,750)	(818,220)	(586,670)	(629,830)
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 72,643	\$ 18,015	\$ 41,630	\$ 6,071

CULTUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "C"

	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
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 Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Commemorative Benches	-	-	-	-	-	-	-	-	-	-	-	-
Conferences	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fuel	-	-	-	-	-	-	-	-	-	-	-	-
Garbage Collection/Recycle	-	-	-	-	-	-	-	-	-	-	-	-
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance/Materials	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Business	-	-	-	-	-	-	-	-	-	-	-	-
Insurance - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Legal/Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Licences/Permits/Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Memberships/Dues/Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
POS Charges	-	-	-	-	-	-	-	-	-	-	-	-
Retail Sales (COGS)	-	-	-	-	-	-	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Courier	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rentals	-	-	-	-	-	-	-	-	-	-	-	-
Community Wildfire Protection Plan	-	-	-	-	-	-	-	-	-	-	-	-

CULTUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "C"

	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
Printing	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations/Promotion	-	-	-	-	-	-	-	-	-	-	-	-
Roads & Parking	-	-	-	-	-	-	-	-	-	-	-	-
Security Systems/Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools/Shop & Safety	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Vandalism	-	-	-	-	-	-	-	-	-	-	-	-
Travel & Vehicle Allowance	-	-	-	-	-	-	-	-	-	-	-	-
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Reserve Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	203,440	4,420	15,000	4,660	-	129,360	-	-	40,000	2,500	7,500	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 203,440	\$ 4,420	\$ 15,000	\$ 4,660	\$ -	\$ 129,360	\$ -	\$ -	\$ 40,000	\$ 2,500	\$ 7,500	\$ -
SURPLUS/(DEFICIT)	(203,440)	(4,420)	(15,000)	(4,660)	-	(129,360)	-	-	(40,000)	(2,500)	(7,500)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	203,440	4,420	15,000	4,660	-	129,360	-	-	40,000	2,500	7,500	-
UNAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

[1] \$4,420 - Sunnyside - Family Washroom

[2] \$15,000 - Commercial Lease - Removal of Lining - Trees at Plaza

[3] \$4,660 - Residential Lease - Traffic Calming

[4] \$5,060 - Visitor Services - Cabin Refresh

[5] \$29,300 - Public Areas - Irrigation Main Beach

[6] \$85,000 - Public Areas - West Side Retaining Wall

[7] \$10,000 - Public Areas - Parking Meter

[8] \$40,000 - Public Works - Sanding Unit

[9] \$2,500 - Protective Services - Electric Bike

[10] \$7,500 - General Administration - Mail Folder and Inserter



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 1610

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: 2023 First Quarter Financial Report

PURPOSE:

To provide the Board with an update on the financial results for the First Quarter of 2023.

RECOMMENDATION:

***THAT** the report from the Chief Financial Officer providing an update to the Board on the 2023 First Quarter financial results be received and approved.*

DISCUSSION:

The financial results for the first quarter of 2023 are being provided to the Board for information and circulation. As the first quarter typically has limited financial transactions, resulting in many variances, information is only provided for items where variances are significantly higher than expected at this time in the fiscal year.

Sunnyside Campground

With Sunnyside Campground opening in early April, limited revenues have been realized in the first quarter. During quarter one, staff focus their attention on completing a number of capital and maintenance projects as part of the campground opening.

Residential Leases

All residential lease revenue has been invoiced in the first quarter for 2023.

Dock Replacement

Due to the flooding in November 2021, many of the docks in the Cultus Lake Park Foreshore required replacement leading to unfunded spending in the first quarter of 2023, while we submit the remaining dock replacement costs to our insurer for reimbursement.

Overall

With the close of the first quarter, Cultus Lake Park is currently in an overall deficit position of \$600,584. Quarter one typically sees a high allotment of expenses for maintenance and capital expenses in order for the park to get ready for the summer season. Additionally, transfers for capital expenses from reserves to offset the cost of the capital costs have not been completed. Revenue from campground

operations will be realized as sites are used, allowing for this significant revenue source to offset Cultus Lake Park operations, and planned capital improvement projects.

STRATEGIC PLAN:

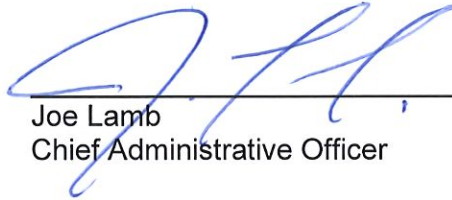
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 0550-70
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: 2023 Parking Lot Revenue First Quarter Report

PURPOSE:

To provide the Board with an overview of parking revenue for the First Quarter of 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2023 Parking Lot First Quarter Report for information.

DISCUSSION:

As expected, 2023 first quarter parking revenue was modest. Revenue is down from 2022 by approximately 18% from \$19,992 in 2022, to \$16,342 in 2023. Net Revenue is also slightly down from Q1 of 2022, from a surplus of \$13,140 in 2022, to a surplus of \$9,174 in 2023, as expenses were consistent between 2022 and 2023.

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

STRATEGIC PLAN:

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

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	Revenue 2023
Jan	3,731.95	977.00	2,292.62	2,538.19	2,385.56
Feb	1,269.33	2,483.19	2,477.90	5,315.33	1,350.62
Mar	15,158.29	5,045.90	8,414.29	12,138.31	12,605.52
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	10,184.95	-
Nov	1,978.62	2,735.52	1,000.05	1,387.18	-
Dec	1,792.38	1,816.76	1,249.96	870.33	-
Total	598,153.60	518,223.77	946,024.37	856,820.22	16,341.70

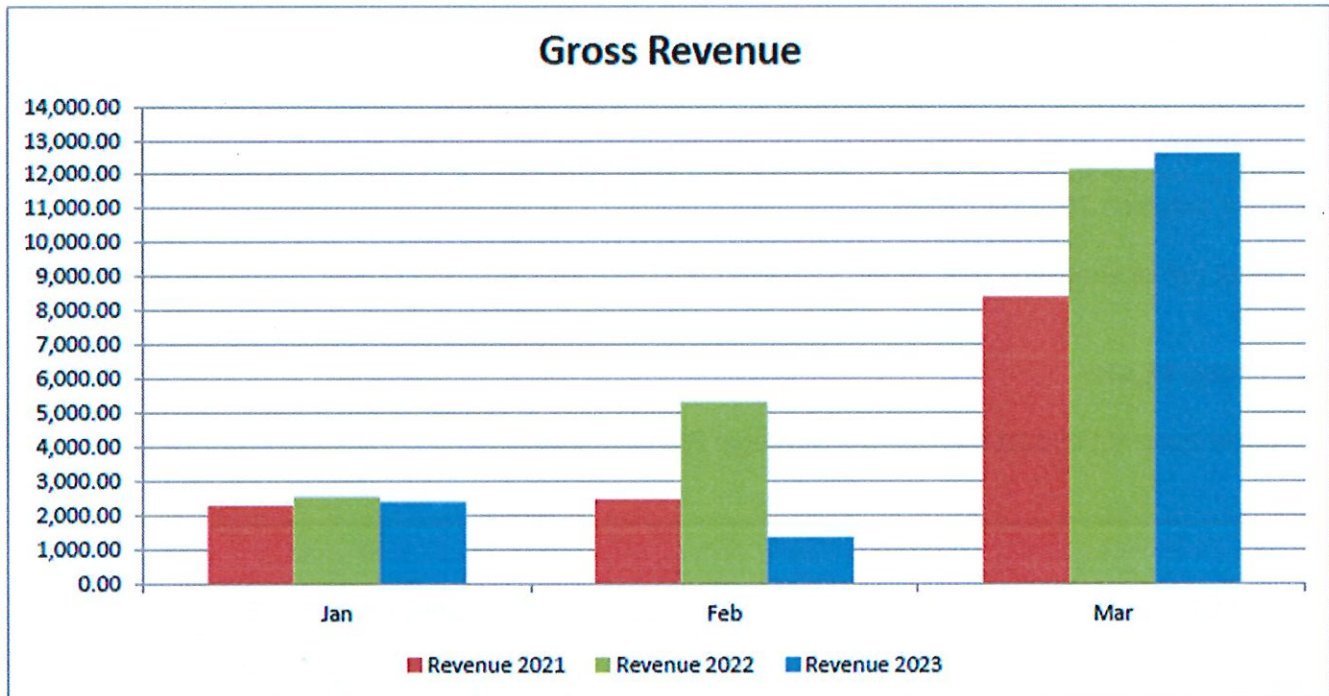


Table 2-

Parking Expenses					
Month	Expense 2019	Expense 2020	Expense 2021	Expense 2022	Expense 2023
Jan	2,590.95	2,426.76	2,866.70	2,063.70	2,166.65
Feb	2,573.33	2,496.64	3,134.19	2,240.81	2,093.05
Mar	3,326.11	2,857.83	7,328.65	2,546.76	2,908.45
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	33,056.80	-
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	6,650.94	6,662.70	-
Nov	2,567.19	3,213.73	1,966.98	1,902.95	-
Dec	2,477.87	2,807.38	1,960.13	1,864.42	-
Total	81,758.21	75,615.14	129,337.11	88,678.68	7,168.15

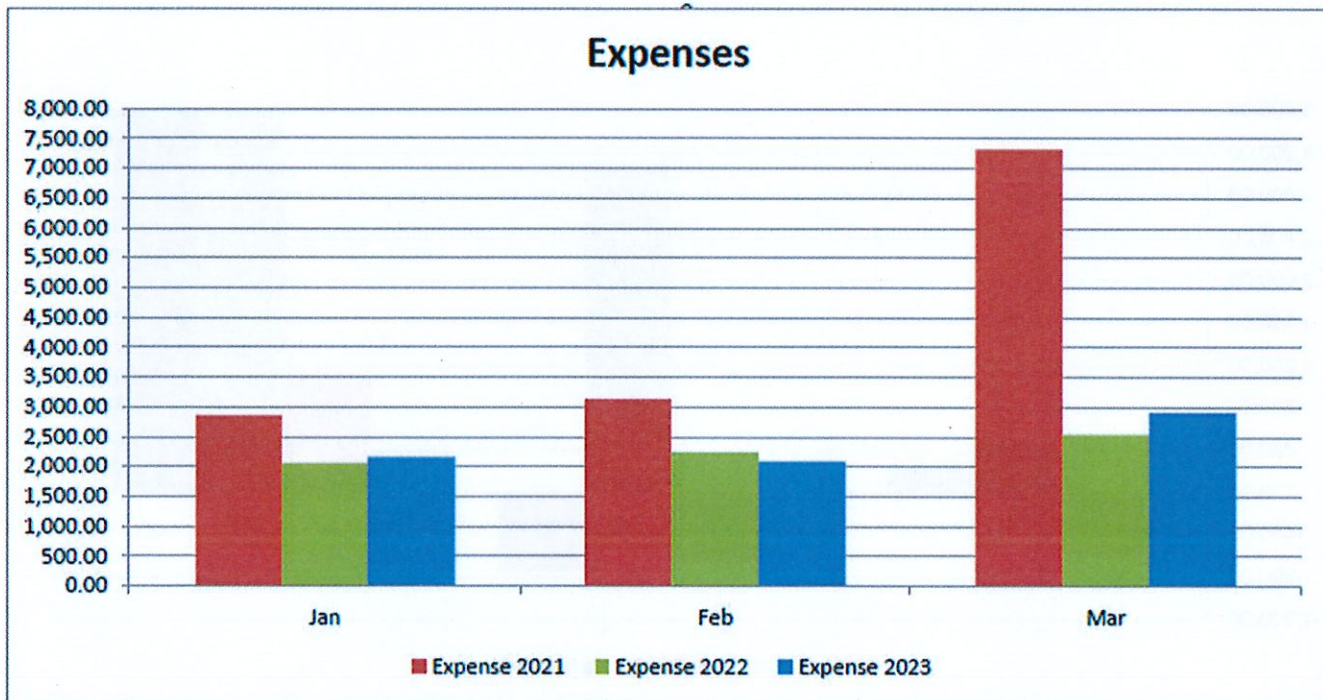
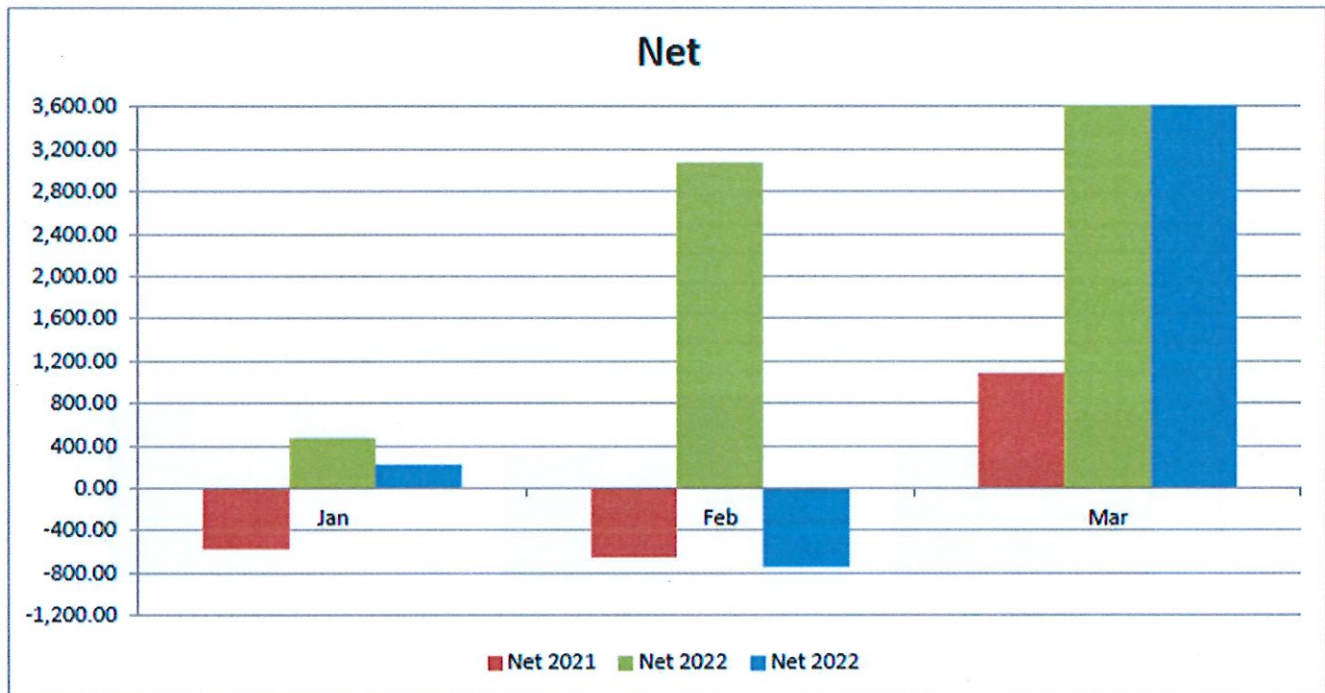


Table 3 –

Net Parking Revenue					
Month	Net 2019	Net 2020	Net 2021	Net 2022	Net 2022
Jan	1,141.00	(1,449.76)	(574.08)	474.49	218.91
Feb	(1,304.00)	(13.45)	(656.29)	3,074.52	(742.43)
Mar	11,832.18	2,188.07	1,085.64	9,591.55	9,697.07
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	286,208.85	-
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	(364.36)	3,522.25	-
Nov	(588.57)	(478.21)	(966.93)	(515.77)	-
Dec	(685.49)	(990.62)	(710.17)	(994.09)	-
Total	516,395.39	442,608.63	816,687.26	768,141.54	9,173.55





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 0550

SUBMITTED BY: Joe Almeida
Manager of Park Operations

SUBJECT: 2023 Public Works First Quarter Report

PURPOSE:

To provide the Board with an update on Public Works projects completed during the First Quarter of 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2023 Public Works First Quarter Report for information.

DISCUSSION:

The following list summarizes various tasks and projects completed by Public Works staff over the first quarter of 2023.

Commercial Leases:

- Daily garbage pickup - 2 days labour
- Daily washroom service - 14 days labour
- Buildings/grounds/parking lot maintenance – 2.5 days labour
- Vandalism repairs - .5 days labour
- Signage repairs - .5 days labour

Community Hall:

- Janitorial service and rental set up - 8.5 days labour
- Building/grounds maintenance - 3 days labour

Foreshore:

- Wharf/weir/registered buoy/signage maintenance - 39.5 days labour
- Debris clean-up - 1 days labour
- Swim lines - .5 days labour
- Warf/swim line vandalism repairs - .5 days labour

Park Office:

- Building maintenance - 1.5 days labour
- Grounds maintenance - 4 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 - 42.5 days labour
- Friday litter/garbage pickup - 3.5 days labour
- Tree/stump removal - .5 days labour
- Roads/parking lots/signage/lighting maintenance - 14.5 days labour
- Main Beach drainage work - 2.5 days labour
- Grounds/tree care/lawn care/watering maintenance debris clean-up - 43 days labour
- Float beach - 0 days labour
- Building/structure/pay station maintenance - 15.5 days labour
- Vandalism repairs - 1 days
- Special Events - .5 days

Public Works:

- Vehicle maintenance - 12 days labour
- Equipment maintenance - 4 days labour
- Yard/building/janitorial maintenance - 11 days labour
- Administration/purchasing/safety/staff meetings/1st aid courses - 47.5 days labour

Fire Hall:

- Building/janitorial/equipment Maintenance - 2.5 days labour
- Administration/emergency response/inspections – 2.5 days labour

Residential Leases:

- Grounds/tree maintenance/debris cleanup - 1 days labour
- Roads/signs/street sweeping/snow removal/grading - 3.5 days labour

Sunnyside Campground:

- Sewer repairs/maintenance - 8 days labour
- Janitorial - 0 days labour
- Roads/parking - 10 days labour
- Building/vandalism maintenance - 38 days labour
- Water system startup/line replacement/repairs - 27 days labour
- Lawn/tree maintenance - 16 days labour
- Site maintenance/debris clean-up/surfacing/vandalism -63 days labour
- Additional maintenance work orders - 7 days labour
- Vandalism repairs - .5 days labour

Visitor Services/Cabins/Bylaw:

- Cabin work orders/Building maintenance - 10 days labour
- By-weekly garbage pickup - 4.5 days labour
- Janitorial service - 2 days labour
- Lawn care - 1.5 days labour

Special Events: CEAC

- Christmas Lights - 6 days labour

STRATEGIC PLAN:

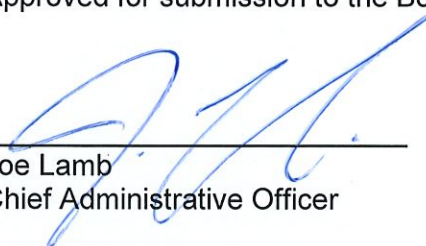
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Joe Almeida
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 0550

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

SUBJECT: 2023 Bylaw Compliance & Enforcement First Quarter Report

PURPOSE:

To provide the Cultus Lake Park Board with an update on Bylaw Compliance and Enforcement throughout the Park for the First Quarter of 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Bylaw Compliance and Enforcement 2023 First Quarter Report for information.

DISCUSSION:

The following is a breakdown of statistics relating to Bylaw Compliance and Enforcement for the first quarter.

The areas that are monitored and included in this report are Sunnyside Campground, Sunnyside Campground Beach, Residential Areas, Commercial Areas, 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 responded to the following related issues. For future data that staff provide, this will be more detailed per section below and capture any STR issues specifically. Parking stats below may include STR concerns or complaints filed.

BYLAW	Est. # of issues
Parking & Traffic Regulations	166
Management of Public Areas	10
Property Maintenance	24
STR Parking issues	7
STR Noise complaints	Na
STR Garbage issues	Na
Noise Regulation	Na
Encroachment	4
Boating & Foreshore	Na

Tree & Plant	8
Animal Control	14
Littering	5
Sunnyside Campground	8
Burning Conditions & Restrictions	1
Election signage and canvassing	Na
TOTAL	245

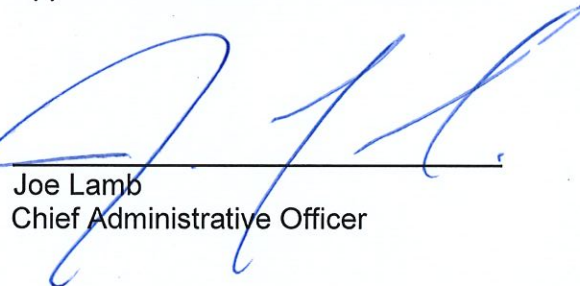
STRATEGIC PLAN:

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

Prepared by:


 Rachel Litchfield
 Manager of Corporate Services /
 Corporate Officer

Approved for submission to the Board:


 Joe Lamb
 Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 0550

SUBMITTED BY: Carly Volk
Manager of Sunnyside Campground and Accommodations

SUBJECT: 2023 Campground and Cabins First Quarter Report

PURPOSE:

To provide the Board with an update on the Campground and Cabins operation for the First Quarter of 2023.

RECOMMENDATION:

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

DISCUSSION:

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the first quarter of 2023.

Sunnyside Campground

Reservation volume increased significantly following the start of the New Year. During this time staff processed both the Seasonal non-refundable prepayment, and final Seasonal payment which was due March 6, 2023. A total of 35 Seasonal sites were turned over this year. Reasons for giving up sites included retirement, change in family dynamics, cost, and moving.

Staff hosted a Seasonal Site Distribution meeting at the Sunnyside Recreation Hall on February 25, 2023. This event was well attended resulting in twenty-seven (27) sites being secured for the 2023 season. The remaining 8 sites were filled prior to the Seasonal move in date of April 2, 2023.

The staff recall process began in February for Gatehouse, Site Maintenance, Custodial, and Store staff. A total of seventeen (17) staff are returning for the 2023 season.

Capital Projects for 2023 included the renovation of Washroom #3, and #4, and repaving of Parkview Drive.

Tree assessment was completed, and several trees were removed prior to Campground opening.

Griffin Security has been contracted to provide security and bylaw services at Sunnyside for the fifth season commencing on April 1, 2023.

In March, staff sent out Seasonal Registration packages, this year with the implementation of the pet licensing bylaw, 189 Seasonal pets have been licensed and registered to Sunnyside Campground.

For the first time since 2019, staff were able to once again host a Seasonal Welcome Back BBQ on Seasonal move in day.

Cabins

During the first quarter of 2023, the Cabin revenue was similar to same time period of 2022. Reservations for the summer season indicate a busy summer season with all regular and long weekends already fully booked.

Cabin refresh projects including interior paint, updating of light fixtures, furniture, and mattress replacement will continue prior to the summer season commencing.

STRATEGIC PLAN:

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

Prepared by:



Carly Volk
Manager of Sunnyside Campground
& Accommodations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 0550
SUBMITTED BY: Warren Mazuren
Fire Chief
SUBJECT: 2023 Fire Department First Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of January, February, March of 2023.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2023 Fire Department First Quarter report for information.*

BACKGROUND:

The first quarter of 2023 was above average in call volume compared to last year's first quarter.

There were thirteen (13) calls in January, thirteen (13) calls in February, and ten (10) calls in March of 2023.

Last year there was twenty-six (26) calls in the first quarter.

Nineteen (19) calls were in the "FVRD Electoral H", nine (9) calls were in the Park, and eight (8) calls were on Soowahlie First Nation.

CLVFD members attended one fire of note this quarter as Mutual Aid to a structure fire in Columbia Valley with Columbia Valley members.

The CLVFD welcomed three (3) new members to the team in 2023.

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.

Annual MVI inspections were completed for the Department Vehicles.

Mask Fit testing was completed for all members in March of 2023.

With the hot summer months quickly approaching please make your property fire safe.

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: May 5, 2023

FILE: 0870

SUBMITTED BY: Tricia Schmuland, Leasing Clerk

SUBJECT: Lease Assignments | First Quarter 2023

PURPOSE:

To provide the Board with an update of the residential lease assignments and lease administration activity that occurred during the months of January through March 2023.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2023 Lease Assignments First Quarter report for information.*

DISCUSSION:

During the first quarter of 2023, the Park processed the following: (7) family assignment and (6) residential assignments: lease transfers totaling (13) for the quarter; and

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

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

DATE OF ASSIGNMENT: JANUARY 19, 2023

PROPERTY: 275 FIR STREET, CULTUS LAKE BC V2R 4Y5

SALE PRICE: \$875,000

DATE OF ASSIGNMENT: JANUARY 19, 2023

PROPERTY: 228W LAKESHORE DRIVE, CULTUS LAKE BC V2R 5A2

SALE PRICE: N/A FAMILY TRANSFER

DATE OF ASSIGNMENT: **JANUARY 30, 2023**

PROPERTY: **301 HEMLOCK ST, CULTUS LAKE BC V2R 4Y7**

SALE PRICE: **\$915,000**

DATE OF ASSIGNMENT: **JANUARY 30, 2023**

PROPERTY: **36 LAKESHORE DR, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **\$1,145,000**

DATE OF ASSIGNMENT: **JANUARY 20, 2023**

PROPERTY: **207 FIRST AVE, CULTUS LAKE BC V2R 4Y4**

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

DATE OF ASSIGNMENT: **JANUARY 23, 2023**

PROPERTY: **227W LAKESHORE DR, CULTUS LAKE BC V2R 5A2**

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

DATE OF ASSIGNMENT: **JANUARY 27, 2023**

PROPERTY: **627 MOUNTAIN VIEW DR, CULTUS LAKE BC V2R 4Z7**

SALE PRICE: **\$1,250,000**

DATE OF ASSIGNMENT: **FEBRUARY 10, 2023**

PROPERTY: **206 FIRST AVE, CULTUS LAKE BC V2R 4Y4**

SALE PRICE: **\$1,135,000**

DATE OF ASSIGNMENT: **FEBRUARY 10, 2023**

PROPERTY: **209 LAKESHORE DR, CULTUS LAKE BC V2R 5A1**

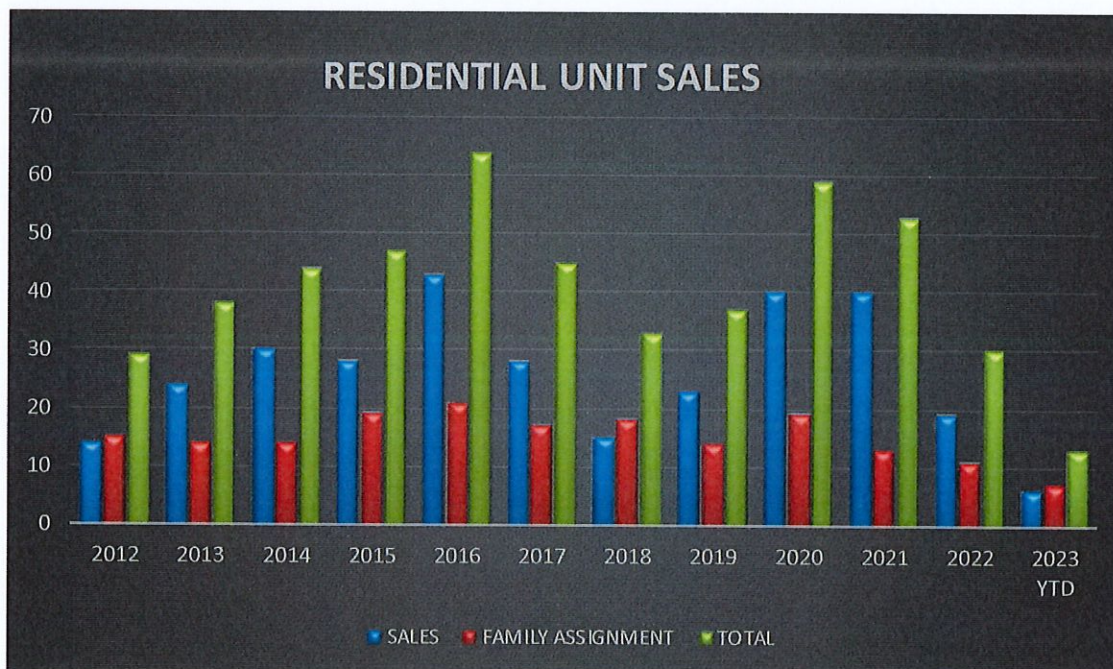
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **FEBRUARY 17, 2023**
PROPERTY: **241 FIRST AVE, CULTUS LAKE BC V2R 4Y6**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **MARCH 22, 2023**
PROPERTY: **309 MUNROE AVE, CULTUS LAKE BC V2R 5A2**
SALE PRICE: **\$2,600,000**

DATE OF ASSIGNMENT: **MARCH 29, 2023**
PROPERTY: **546 PARK DR, CULTUS LAKE BC V2R 4Z8**
SALE PRICE: **N/A FAMILY TRANSFER**

DATE OF ASSIGNMENT: **MARCH 31, 2023**
PROPERTY: **33 LAKESHORE, CULTUS LAKE BC V2R 4Z9**
SALE PRICE: **N/A FAMILY TRANSFER**






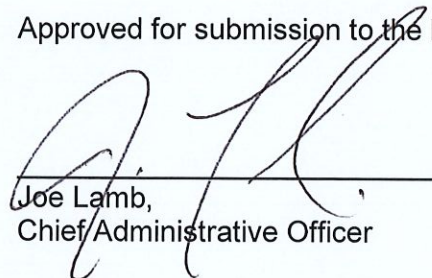
STRATEGIC PLAN:

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

Prepared by:


Tricia Schmuland,
Leasing Clerk

Approved for submission to the Board:


Joe Lamb,
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 6440

SUBMITTED BY: Joe Lamb
Chief Administrative Officer

SUBJECT: Urban Systems' Village Centre Plan Survey Results and Proposed Community Open House Engagement Session

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the survey results prepared by Urban Systems regarding the Cultus Lake Village Centre Plan and a proposed Community Open House Engagement Session.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Urban Systems' Village Centre Plan survey results for information;

THAT the Cultus Lake Park Board request that staff post the Urban Systems' Village Centre Plan survey results on the Cultus Lake Park website; and

THAT the Cultus Lake Park Board approve the Cultus Lake Park Village Centre Plan Community Open House to be held on Tuesday, June 20, 2023, from 5:00 pm to 8:00 pm at the Cultus Lake Community School.

DISCUSSION:

At the April 19, 2023, Cultus Lake Park Board Regular Meeting, the Board approved the Urban Systems' Village Centre Plan survey. Urban Systems', under the direction from the Board released the survey to the community on March 16, 2023, until April 9, 2023, at midnight.

The results of the survey are attached to the report for review and information, and following Board approval will be posted on the Cultus Lake Park website.

As part of Phase three (3), Community Stakeholder and Engagement, of the Village Centre Plan Development, staff are proposing that Urban Systems, under direction from the Board, host a Community Open House on Tuesday, June 20, 2023, from 5:00 pm to 8:00 pm at the Cultus Lake Community School. The purpose of the community and stakeholder engagement session is to host an in-person event to summarize community feedback gathered at the Virtual Kick-Off Meeting held on December 13, 2023, and the attached survey results. Additional information regarding the open house will be published on the Cultus Lake Park website.

STRATEGIC PLAN:

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

Prepared by:



Joe Lamb
Chief Administrative Officer

Cultus Lake Park Survey Analysis Report



MAY 2023



Prepared For:

Cultus Lake Park Board

4169 Columbia Valley Hwy, Cultus Lake, BC V2R 4Z9



Prepared By:

Urban Systems Ltd.

1090 Homer St #550, Vancouver, BC V6B 2W9



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INTRODUCTION

In Summer 2022, Cultus Lake Park Board embarked on a planning process to prepare the Cultus Lake Park Village Centre Plan. The purpose of the Plan is to build upon PlanCultus (Cultus Lake Park Plan Bylaw No. 1080, 2016) and to provide clear direction for future growth and potential redevelopment of the Village Centre site. The Cultus Lake Village Centre Plan will consider how the addition of commercial, multi-family residential and mixed-use development may be integrated to support a sustainable and healthy community for residents and visitors alike.

The survey was open online on the project's website from March 27th to April 24th, 2023. A total of 483 responses were received. The survey consisted of a mix of multiple choice and open-ended questions. For some questions, respondents could select more than one option. Where this is the case, 'please select all that apply' is noted. The open-ended questions were optional and not required to complete the survey.

METHOD FOR ANALYSIS

The survey results are presented as an overall summary of all responses from respondents which included:

- Full-time residential leaseholders
- Part-time residential leaseholders
- Residential leaseholders who operate a short-term rental
- Commercial leaseholders
- Those who visit Cultus Lake Park
- Those who work within Cultus Lake Park
- Other respondents

A tailored analysis was also completed for residential leaseholders, which included full-time residential leaseholders, part-time residential leaseholders, and residential leaseholders who operate a short-term rental. The composition of each group is shown in the table below.

Residential leaseholder type	% of overall survey respondents	Number of respondents
Full-time residential leaseholder	68%	210
Part-time residential leaseholder	30%	93
Residential leaseholder who operates a short-term rental	5%	16



ABOUT THE RESPONDENTS

The survey asked a series of questions requesting demographic information about the respondents. The answers to these questions help to inform the Cultus Lake Park Board about the demographic make-up of survey respondents and their connection to the study area, Cultus Lake Park.

Q1: What is your connection to Cultus Lake Park?

(481 responses; 2 skipped)

Respondents were asked about their connection to Cultus Lake Park and could select all options that apply. Nearly half of all respondents (44%) indicated they are full-time residential leaseholders, and 19% are part-time residential leaseholders. Many others indicated they visit Cultus Lake Park (24%). 19% indicated different connections to Cultus Lake Park, including living in Cultus Lake outside Park boundaries, living in nearby communities; renting a home at Cultus Lake Park; frequently staying at Sunnyside Campground; and having

previously lived there. Only a handful of respondents indicated they either work in Cultus Lake Park (5%); are a residential leaseholder who operates a Short-term Rental (3%); or are a commercial leaseholder (2%).

I am a full-time residential lease holder



I visit Cultus Lake Park



Other



I am a part-time residential leaseholder



I work in Cultus Lake Park



I am a residential leaseholder who operates a short-term rental



I am a commercial leaseholder

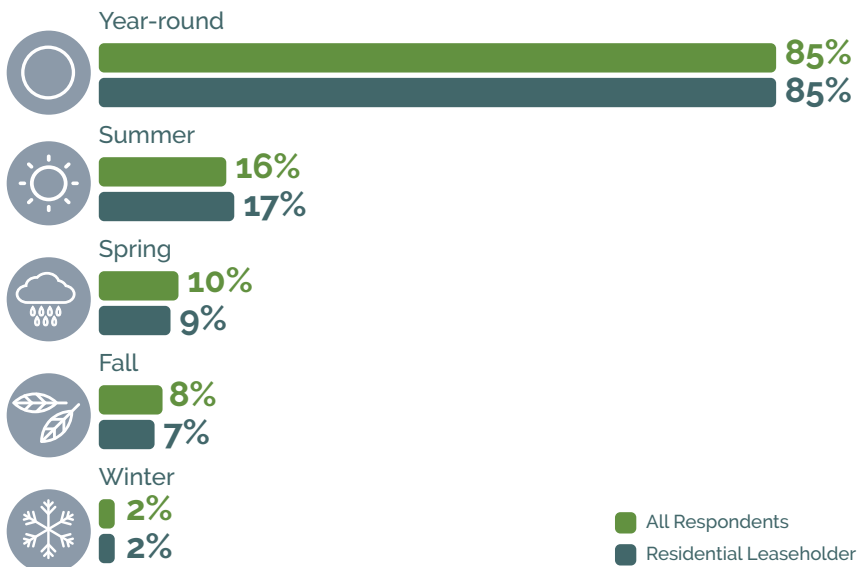


■ All Respondents
■ Residential Leaseholder

Q2: What times of the year do you live/work/visit Cultus Lake Park?

(481 responses; 2 skipped)

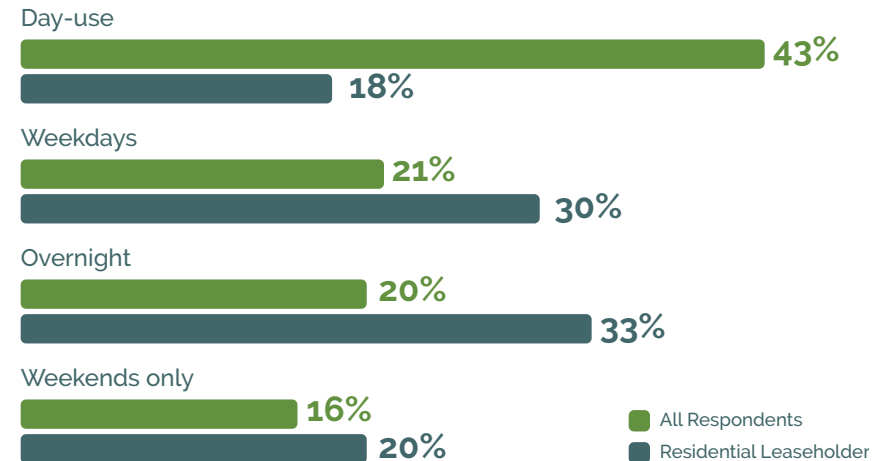
Respondents were asked to specify the time of year they live/work/visit Cultus Lake Park and could select all options that apply. Out of all respondents, most indicated they use Cultus Lake Park year-round (85%). The most popular season amongst respondents is the summer (16%), followed by spring (10%), then fall (8%). During winter, only 2% live/work/visit Cultus Lake Park. The same trends are seen with the residential leaseholders.



Q3: If you do not reside at Cultus Lake Park full-time, when do you primarily live/work/visit Cultus Lake Park?

(285 responses; 198 skipped)

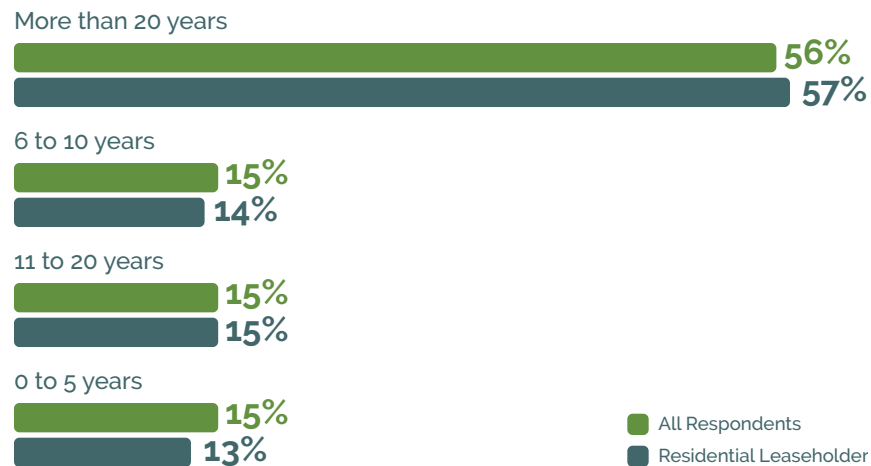
Respondents who do not reside at Cultus Lake Park full-time were asked when they primarily live/work/visit Cultus Lake Park. 43% indicated they primarily use the Park during the daytime. Similar proportions of respondents use the Park on weekdays (21%), overnight (20%) and on weekends only (16%). Residential leaseholders who do not reside at Cultus Lake Park use the area most often overnight.



Q4: How long have you had a connection to Cultus Lake Park?

(478 responses; 5 skipped)

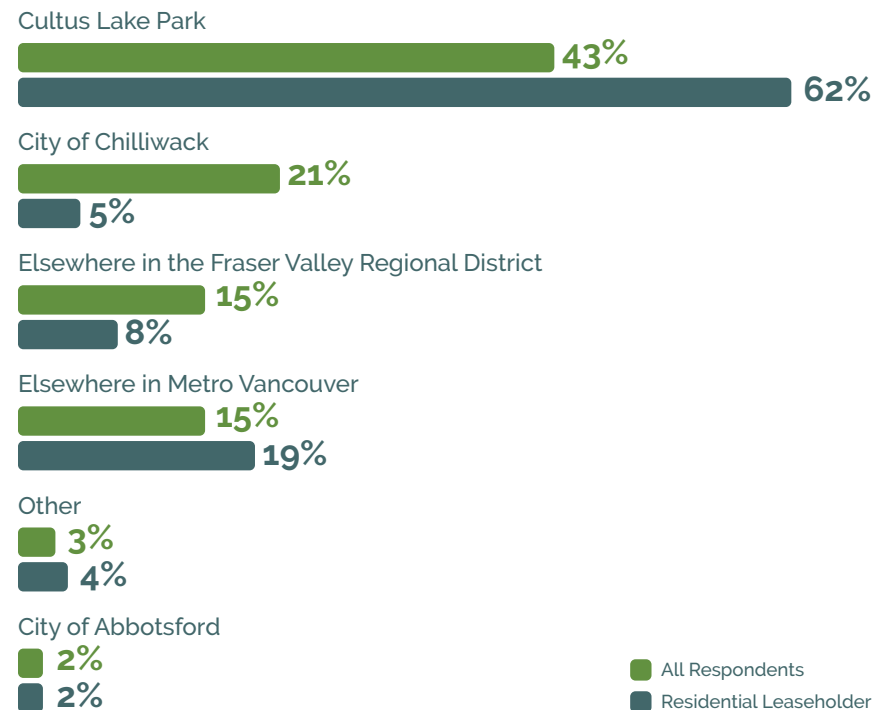
Respondents were asked how long they've had a connection to Cultus Lake Park. More than half of respondents (56%) indicated they've had a connection to the Park for more than 20 years. An equal proportion of respondents (15%) have had a connection to Cultus Lake Park for 0 to 5 years; 6 to 10 years; and 11 to 20 years. Residential leaseholders follow the same trend.



Q5: Where do you live?

(479 responses; 4 skipped)

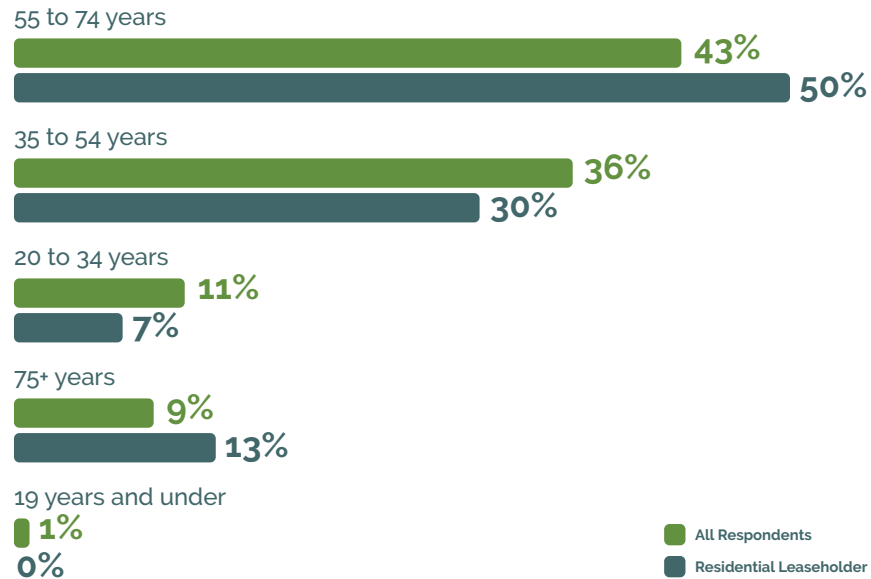
Respondents were asked where they live. Nearly half of all respondents (43%) live in Cultus Lake Park. Fewer respondents live in the City of Chilliwack (21%), the Fraser Valley Regional District (15%), and Metro Vancouver (15%). Only 2% of respondents live in the City of Abbotsford. Of the 3% who indicated they live in other areas, several live at Cultus Lake outside the Park boundary, and a handful live in the interior of British Columbia, and on Vancouver Island. Most of the residential leaseholders that responded live in Cultus Lake Park (62%).



Q6: What is your age range?

(481 responses; 2 skipped)

Respondents were asked to identify their age range. Nearly half of the respondents indicated they are between 55 to 74 years of age (43%), and 36% are between 35 to 54 years of age. Fewer respondents belong to the 35 to 54 age group, and only one respondent is 19 or under. Residential leaseholders follow the same trends, with half of the respondents in this group being 55 to 74 years of age, and no respondents within this group being 19 years of age or younger.

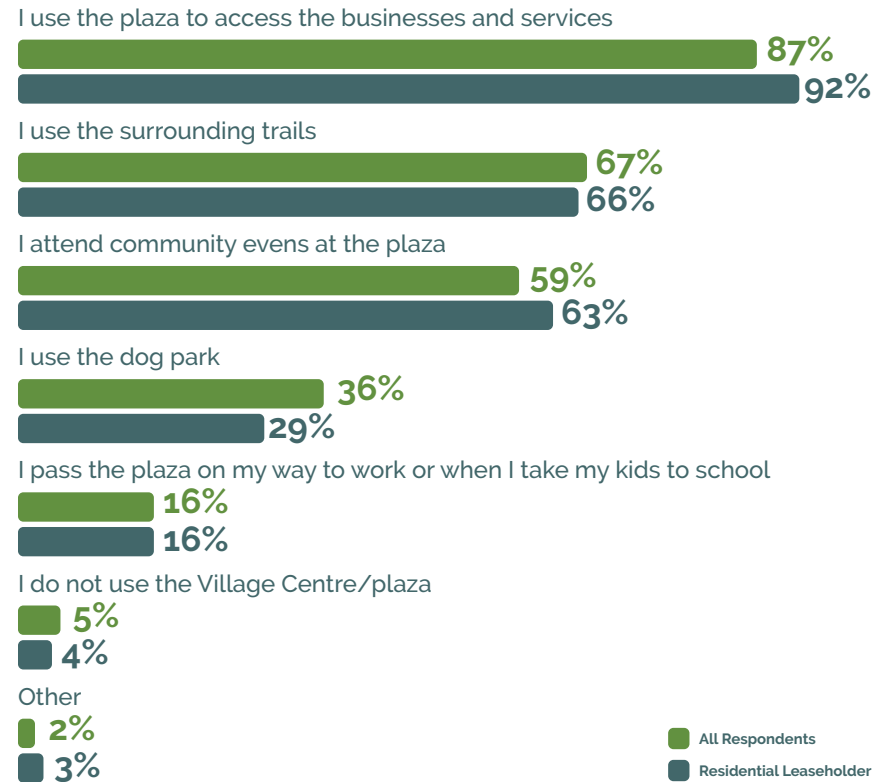


THE VILLAGE CENTRE TODAY

Q7: How do you currently use the Village Centre/plaza?

(469 responses; 14 skipped)

Respondents were asked how they currently use the Village Centre/plaza. Respondents use the plaza to access the businesses and services the most (87%). 67% of respondents use the Village Centre/Plaza for the surrounding trails, 59% to attend community events. Less than half the respondents use the dog park (36%), and/or pass the plaza on their way to work or take their kids to school. Those who use the Village Centre/plaza for other reasons (2%) are business owners and/or work at the plaza. Residential leaseholders follow the same trend. Several of the residential leaseholders specified that they only use the Village Centre/plaza for the Post Office.



Q8: How frequently do you access the Village Centre/ plaza for each of the options:

(469 responses; 14 skipped)

Year-round, Seasonally, or Never:

- **Food and beverage establishments** (e.g., Lakeside Beach Club, Beethoven's Pizza, Kent's Ice Cream)
- **General/convenience business and services** (e.g., Cultus Lake Superette, Canada Post office)
- **Specialty businesses and services** (e.g., Ink Boy Tattoo, Sleepy Hollow Gems)
- **Dog park**
- **Forest trails**
- **Community events** (e.g., Party in the Plaza, Cultus Lake Day, Farmers' Market)

Respondents were also asked how frequently (year-round, seasonally, or never) they access the above listed amenities at the Village Centre/plaza. More than half the respondents access the general/convenience businesses and services (66%); forest trails (66%); and food and beverage establishments (60%) on a year-round basis. Seasonally, the community events are accessed the most (52%). 59% of respondents indicated they never access the specialty businesses and services; and 53% never access the dog park. The same trend can be seen amongst the residential leaseholders.

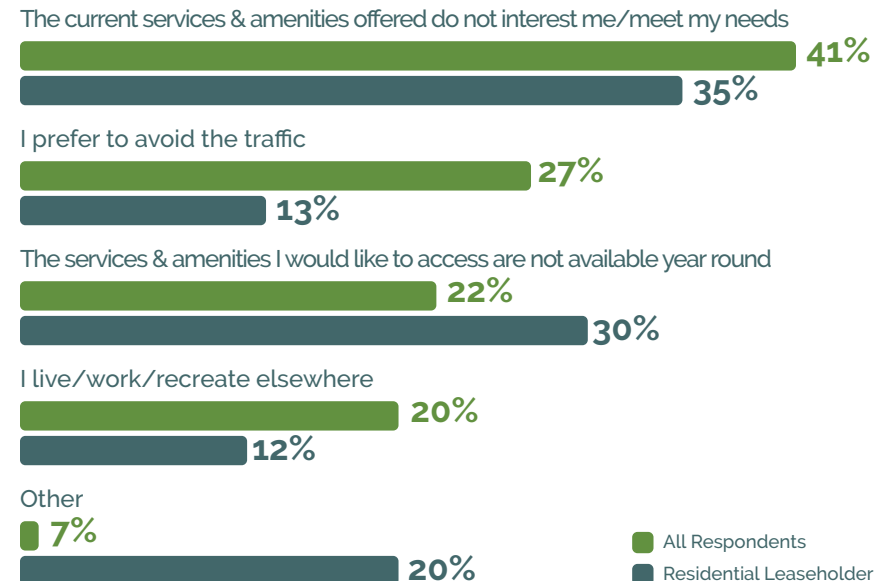




Q9: If you do not currently use the Village Centre/plaza, please indicate why?

(147 responses; 336 skipped)

Respondents were asked to indicate why they do not currently use the Village Centre/plaza. The most popular reason all respondents do not use the Village Centre/plaza is because the current services and amenities do not interest them or meet their needs (41%). While traffic was the second most popular reason amongst all respondents (27%). This trend differed amongst residential leaseholders, who consider the lack of year-round services and amenities as the second most popular reason they do not currently use the Village Centre/plaza (30%). Out of the respondents who said they don't access the Village Centre/plaza for other reasons, they noted challenges with parking capacity, and they prefer to access other services and amenities in nearby communities such as Vedder, Chilliwack or Abbotsford because of better selection and lower prices.



Q10: What do you like about the Village Centre/plaza today?

(456 responses; 27 skipped)

Respondents were asked what they like about the Village Centre/plaza today and could select all that apply. The top five responses out of all respondents, including the residential leaseholders, were the central location and proximity to the community, waterpark, lake, and beach; food and beverage options; accessibility by foot, bike, or car; and services. and access to the trail system. Residential leaseholders indicated they like the accessibility and services the most. Of the 2% of respondents that indicated they like the Village Centre/plaza for other reasons, they cited that they like the proximity to the golf course, convenience of the superette, seasonal community events, and small-town feel.



Central location & proximity to the community, waterpark, lake, & beach



Food & beverage options (e.g., Lakeside Beach Club, Beethoven's Pizza)



Accessibility by foot, bike, or car



Services (e.g., Canada Post office, Cultus Lake Superette)



Access to trail system



Access to dog park



Opportunity to connect with community members & visitors



Other



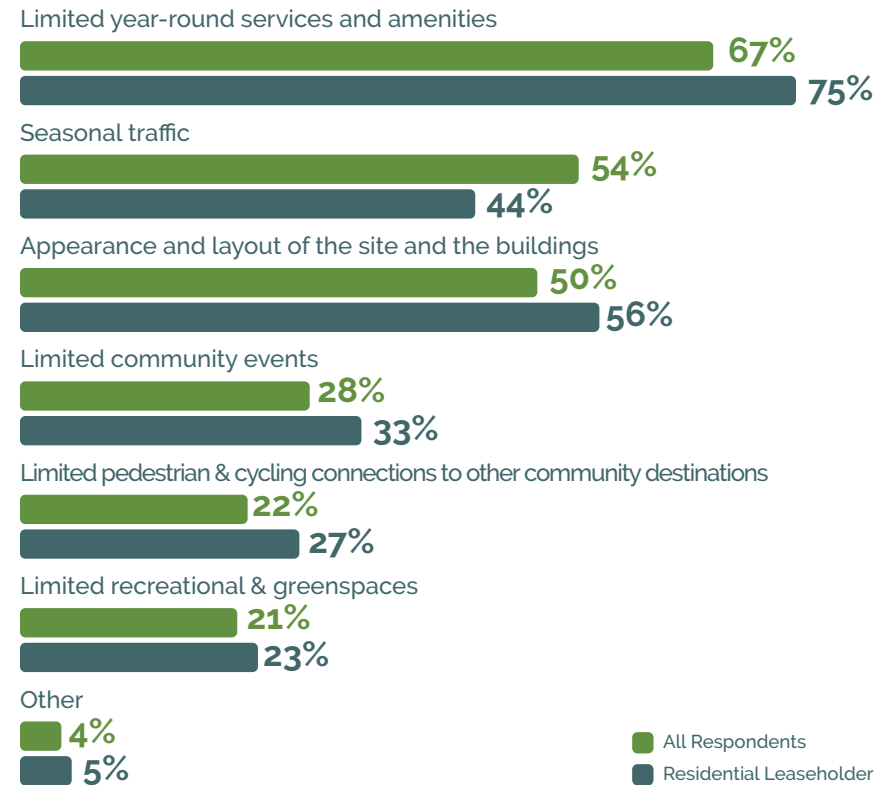
■ All Respondents
■ Residential Leaseholder

Q11: What do you dislike about the Village Centre/plaza today?

(410 responses; 73 skipped)

Respondents were also asked what they dislike about the Village Centre/plaza today and could select all that apply. Most respondents (67%) said they dislike the limited year-round services and amenities. Similar proportions of respondents dislike the seasonal traffic (54%), and appearance and layout of the site and buildings (50%). Fewer respondents dislike the limited community events (28%); limited pedestrian and cycling connections to other community destinations (22%); and limited recreational and greenspaces (21%). Limited parking supply, high parking fees, and a lack of community gathering spaces were other reasons respondents dislike the Village Centre/plaza.

Residential leaseholders follow a similar trend in their responses – however the limited year-round services and amenities were disliked more among this group (75%).



THE VILLAGE CENTRE IN THE FUTURE

Q12: What are three words you would use to describe the Village Centre/plaza in the future?

(369 responses; 114 skipped)

Respondents were asked to describe Village Centre/plaza in the future using three words. Words that were mentioned 15 or more times are listed below (Note: The analysis of responses to this question included grouping of similar words).

Word Description	# of Responses
Community/Community Hub	90
Amenities/services	80
Convenient/Useful	61
Accessible	50
Appealing/Attractive/Beautiful	30
Modern	30
Dog-friendly	23
Variety	23
Friendly	19
Quaint	18
Green	17
Inviting	17
Year-round	16
Vibrant	16



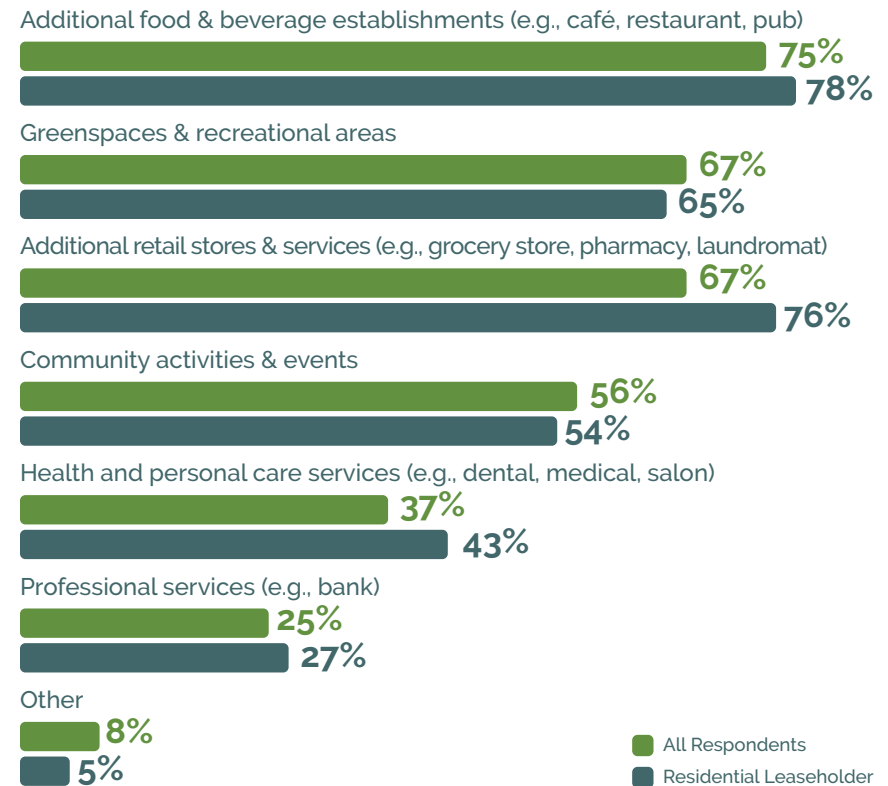
Community
 Quaint Modern Inviting
 Friendly Vibrant Accessible
 Dog-friendly
 Amenities & Services
 Green Variety
 Convenient/Useful
 Appealing/Attractive/Beautiful
 Year-round

Q13: What type of uses would draw you to the Village Centre/plaza?

(400 responses; 84 skipped)

Respondents were asked to consider the type of uses that would draw them to the Village Centre/plaza. Additional food and beverage establishments have the highest potential to increase visitors to the Village Centre/plaza, indicated by 75% of respondents (78% of residential leaseholders). This was followed by greenspaces and recreational areas (67%), and additional retail stores and services (67%). These were also the top three responses provided by the residential leaseholders.

Of the 8% who indicated other uses would draw them to the area, they cited a desire for improved accessibility and free parking, a community gym, housing and accommodations, and improvements to the dog park. While the residential leaseholders follow a similar trend in their responses, more respondents in this group would be drawn to the Village Centre/plaza by additional retail stores and services.

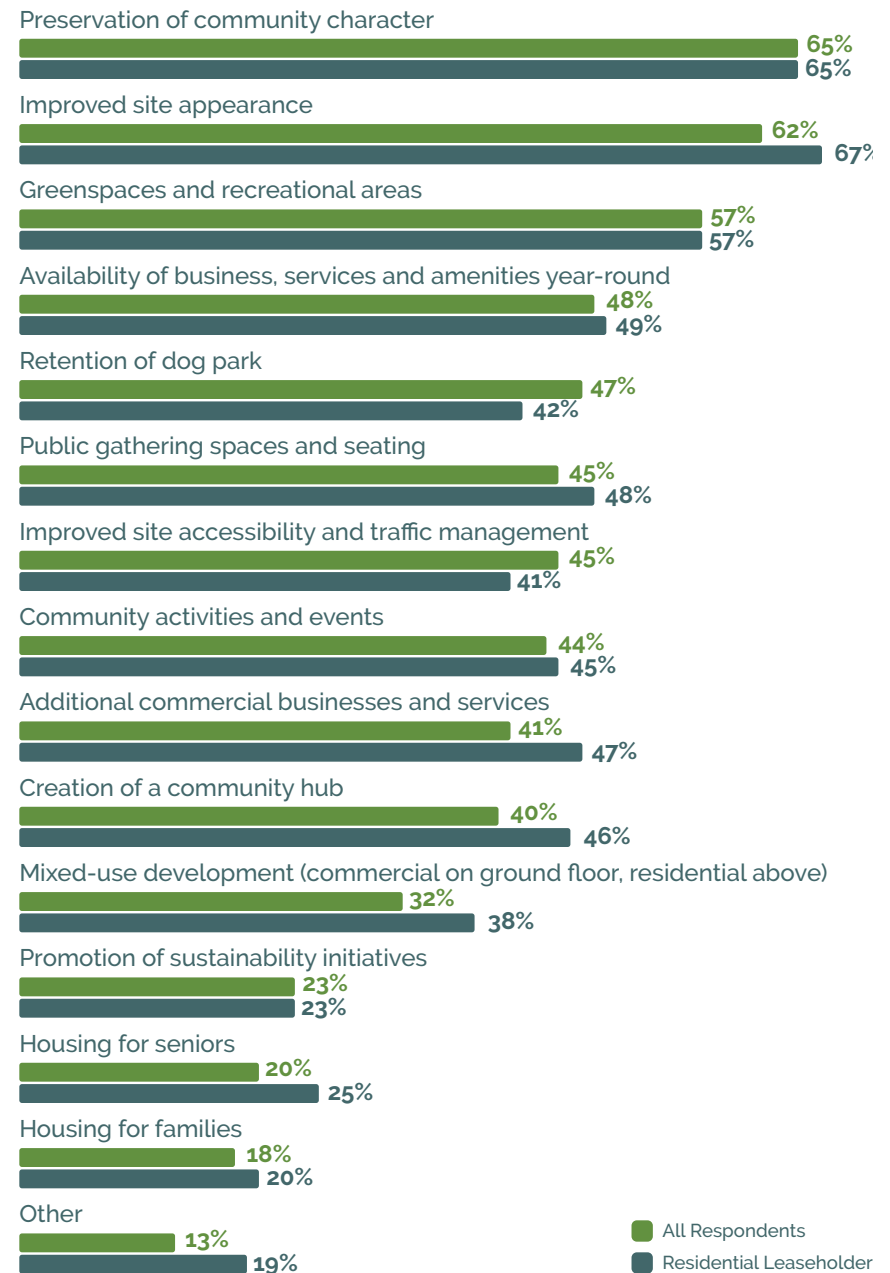


Q14: What are your priorities for the potential redevelopment of the Village Centre/plaza?

(423 responses; 60 skipped)

Respondents were asked to share their priorities for the potential redevelopment of the Village Centre/plaza and could select all that apply. Preservation of the community character emerged as the most important priority overall, indicated by 65% of respondents. Improved site appearance was the next most important priority (62%), followed by greenspaces and recreational areas (57%). Site appearance was the most popular priority amongst residential leaseholders.

Of those who shared other priorities, preservation of the small-town feel of the community; a desire to limit the scale of residential development; an increase in parking supply; additional accommodations for visitors (hotels); and upgrades to infrastructure (sewer, water) were cited.

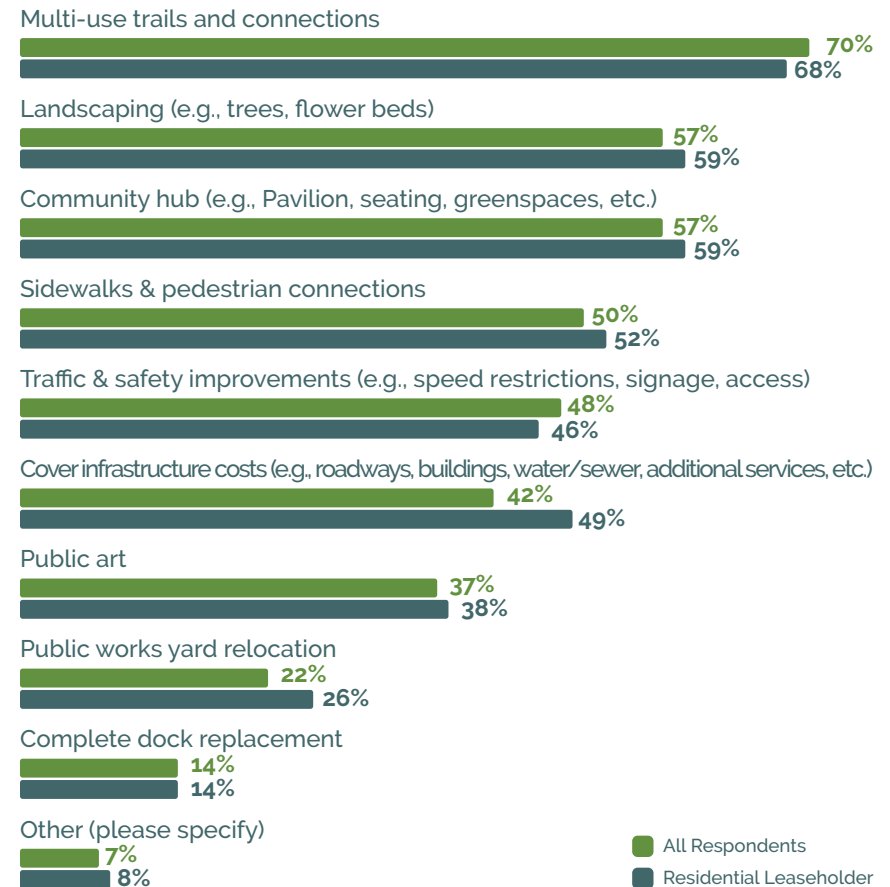


Q15: What community amenities do you hope the overall Park could gain from the redevelopment of the Village Centre/plaza?

(407 responses; 76 skipped)

When specifically asked about community amenities, multi-use trails and connections received the greatest number of responses from all respondents (70%). Landscaping, and a community hub received the second greatest number of responses overall (57%), followed by sidewalk and pedestrian connections (50%). These were also the top four responses provided by the residential leaseholder respondents.

Of the other amenities mentioned, most indicated they'd like year-round businesses and services such as a community gym and coffee shop; upgrades to the dog park; golf cart access to reduce vehicle traffic; and improved accessibility to the beach for all ages and abilities.



Q16: Is there anything else you would like to share to inform the Cultus Lake Park Village Centre planning process?

(215 responses; 268 skipped)

Respondents were given an opportunity to provide comments on anything they would like to draw attention to. Their responses were reviewed and organized into key themes under concerns and opportunities. The responses were not ranked in order of popularity. The following lists are a summary of what we heard.

Concerns

- Ageing infrastructure such as the sewer system
- Concern over additional residential development within the Cultus Lake Park boundary, especially amongst current residents.
- Traffic congestion and parking supply issues during the summer, and concern over emergency access/exit given there is only one road in and out of the community.
- Concern about introducing chain retail stores and restaurants. Desire to keep the businesses local.

Opportunities:

- Desire for the upgrade to the community sewer infrastructure to be prioritized.
- Preserve Cultus Lake Park's small-town character.
- Preserve the natural environment and greenspaces.
- Provide year-round retail businesses and services that support the needs of local residents
- Desire to improve active transportation and public transit connections and service to and from the community.

- Road improvements such as the addition of sidewalks, crosswalks, and bike lanes will improve safety for all road users.
- Important to create a community hub for people to gather.
- It is important to retain the dog park at the Village Centre as it is a valuable and well used community amenity.
- Some interest in expanding recreational facilities such as playgrounds and sports fields.





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 0550

SUBMITTED BY: Joe Almeida
Manager of Park Operations

SUBJECT: Dock Repair and Replacement Final Completion Update

PURPOSE:

The purpose of the report is to provide the Board with information on the final dock replacement status.

RECOMMENDATION:

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

DISCUSSION:

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

Through the process it was discovered that there were twelve (12) public docks as well as ten (10) residential access docks that required repairs and replacements as shown on the attached overview map ("Cultus Lake Park Board Dock Map").

A Request for Proposal (RFP) issued March 3, 2022, for the repair of the damaged public docks received no response prior to the April 18, 2022, deadline. As a result, and through discussions and approvals with the insurance company, a contract was entered to remove and replace the twenty-four (24) docks with Queensborough Marine Equipment Ltd, who initially conducted the assessment of the docks in December 2021.

Queensborough Marine Equipment Ltd. mobilized and started replacement work in September 2022 and achieved substantial completion in January 2023, with final completion in April 2023.

The existing timber docks were replaced with 12.75" diameter x 0.375" thick steel piles, prefabricated aluminum dock structures and flow through fiber reinforced polymer dock decking.

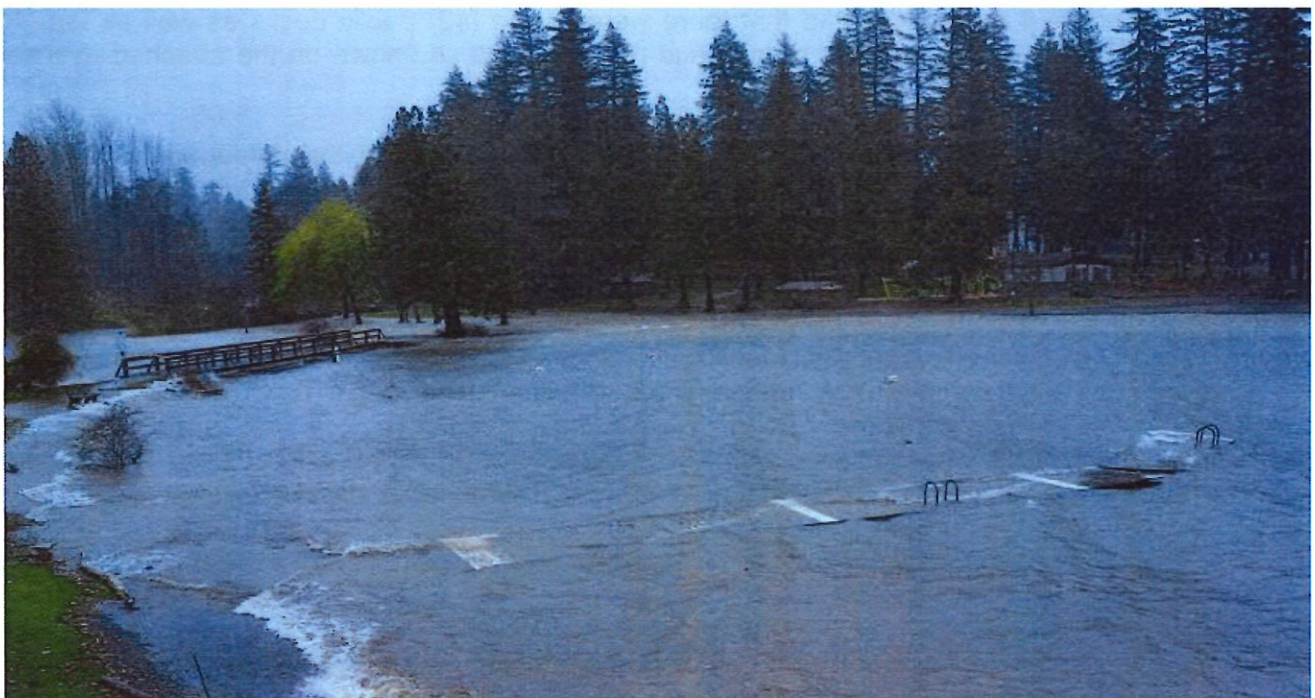
The total cost of the twenty-four (24) dock replacements to be paid by the insurance company is \$2,260,562.00 plus applicable taxes.

In addition, park staff completed timber and concrete approach work to tie into existing boat launch and new dock infrastructure. The attached pictures show examples of before and after photos of the new docks.

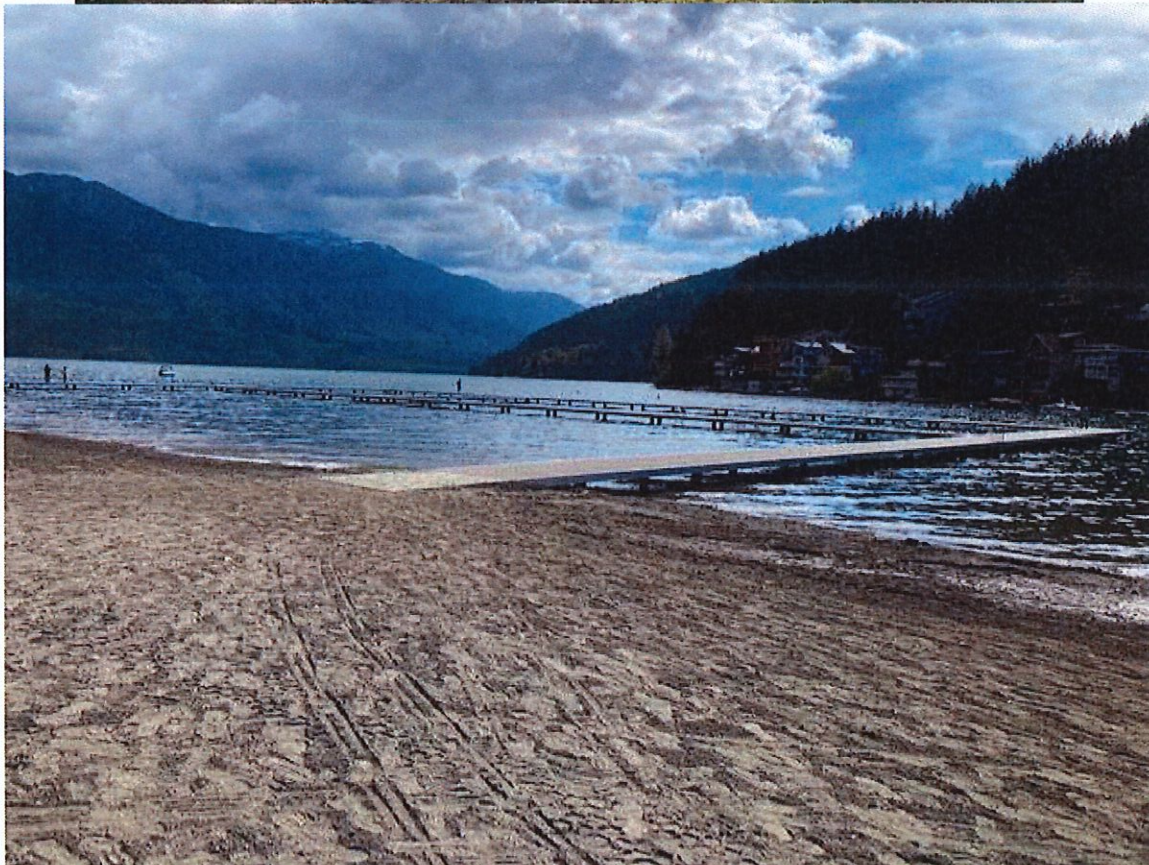
BEFORE:



(Before Picture – Showing Debris on the docks)



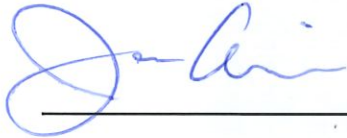
AFTER:



STRATEGIC PLAN:

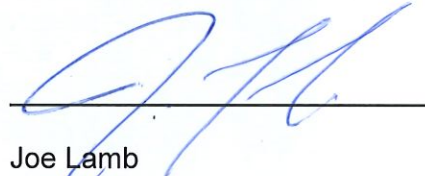
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



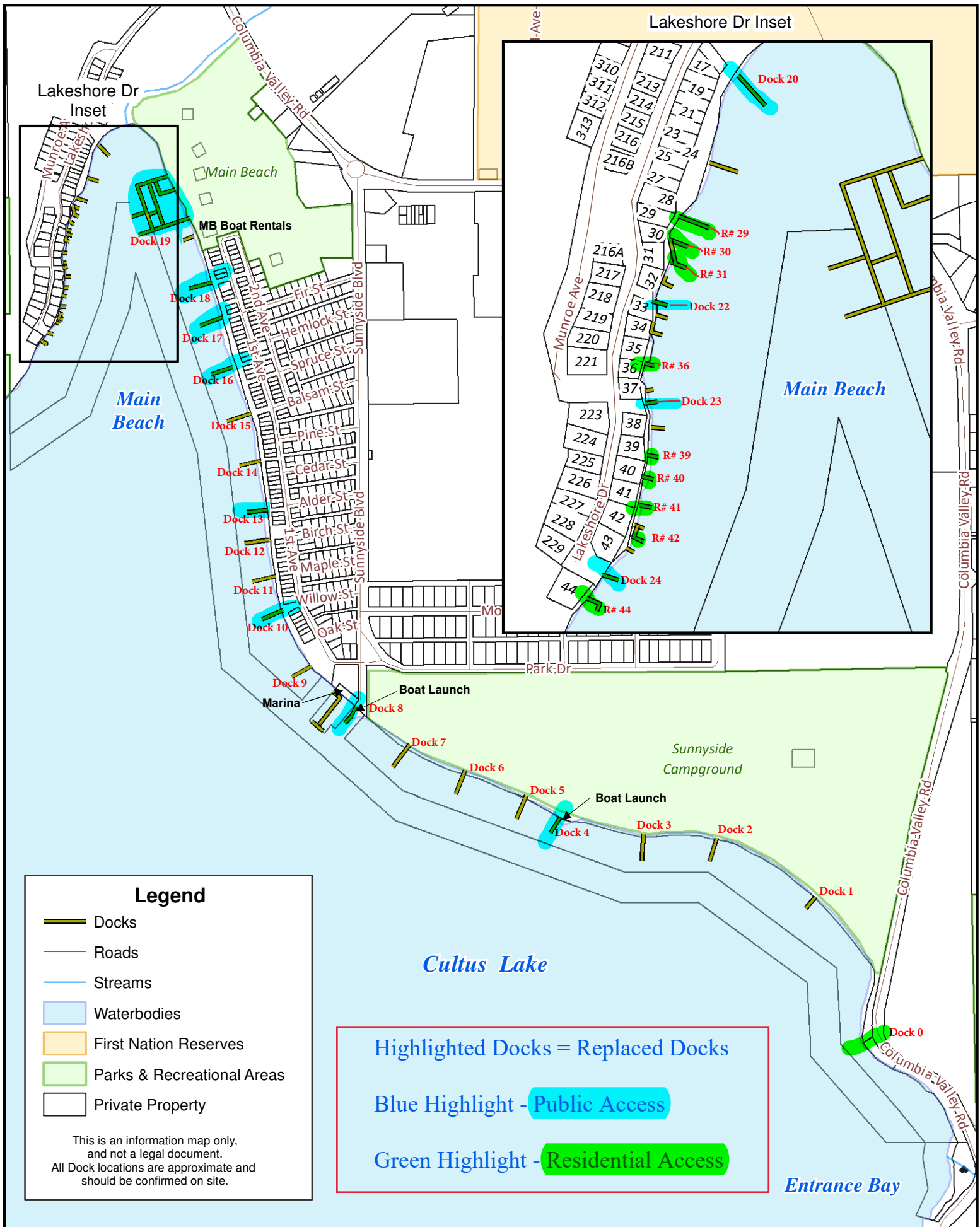
Joe Almeida
Manager Park Operations

Approved by:



Joe Lamb
Chief Administrative Officer

Cultus Lake Park Board Dock Map





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 8100

SUBMITTED BY: Erika Jartved
Chair, Community Events and Engagement Committee

SUBJECT: Recommendations from the Cultus Lake Park Board Community Events and Engagement Committee – Party in the Plaza

PURPOSE:

The purpose of the report is to provide the Board with the recommendation for the Party in the Plaza special event from the April 14, 2023, meeting of the Cultus Lake Park Board Community Events and Engagement Committee.

RECOMMENDATIONS:

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Party in the Plaza special event to be held on Friday, August 11, 2023, from 7:00 pm to 10:00 pm in the Plaza.

DISCUSSION:

At the April 14, 2023, meeting of the Cultus Lake Park Board Community Events and Engagement Committee a discussion was had regarding hosting the Party in the Plaza special event on Friday, August 11, 2023, in the Cultus Lake Park Plaza from 7:00 pm to 10:00 pm.

The family-friendly event last held in Cultus Lake Park in 2022, features Steve Elliot, playing Elvis Presley favourites. Cultus Lake Park residents in attendance are required to bring their own chairs to the event. The stage will be located in the Plaza parking lot near Beethoven's Pizza and Lakeside Beach Club, as in previous years. Staff have communicated with Beethoven's Pizza and Lakeside Beach Club with respect to the event, and they support the event.

Staff will advertise this event locally, by placing the event poster on the community boards and on the Cultus Lake Park website.

STRATEGIC PLAN:

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

Prepared by:

Erika Jartved
Chair, Community Events and
Engagement Committee

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: May 17, 2023 **FILE:** 8100

SUBMITTED BY: Erika Jartved
Chair, Community Events and Engagement Committee

SUBJECT: Recommendations from the Cultus Lake Park Board Community Events and Engagement Committee – Movie Night in the Park

PURPOSE:

The purpose of the report is to provide the Board with the recommendations for Movie Nights in the Park from the April 14, 2023, meeting of the Cultus Lake Park Board Community Events and Engagement Committee.

RECOMMENDATION:

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, July 7, 2023, at sunset, weather permitting.

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, July 21, 2023, at sunset, weather permitting.

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, August 4, 2023, at sunset, weather permitting.

THAT the Community Events and Engagement Committee request the Cultus Lake Park Board approve the Movie Nights in the Park special event to be held on Friday, August 18, 2023, at sunset, weather permitting.

DISCUSSION:

At the April 14, 2023, meeting of the Cultus Lake Park Board Community Events and Engagement Committee a discussion was had regarding hosting Movie Nights in the Park on the following dates showing the following films:

- Friday, July 7, 2023 - Lightyear
- Friday, July 21, 2023 – Mario Bros Movie
- Friday, August 4, 2023 – Ant Man and the Wasp 2
- Friday, August 18, 2023 – Guardians of the Galaxy 3

The Movie Night in the Park, last held in 2022, is a free to the public, family-friendly special event. The movies will be shown at Main Beach near Gazebo C, at approximately 9:30 pm. Community members will be required to bring their own chairs and are encouraged to pack non-alcoholic beverages and snacks.

The Community Events and Engagement Committee and volunteers are responsible for set up of film equipment and tear down.

Staff will advertise the event posters on the community bulletin boards, Cultus Lake Park website and social media platforms. Additionally, posters will be placed on public washrooms throughout public areas and Sunnyside Campground.

STRATEGIC PLAN:

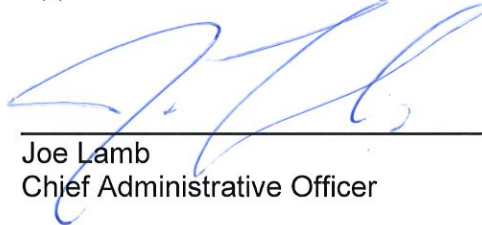
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Erika Jartved
Chair, Community Events and
Engagement Committee

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer