



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, NOVEMBER 15, 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, November 15, 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

Join Zoom Meeting

<https://us06web.zoom.us/j/86130041744?pwd=0m1dnB7iWvw544b5l5X6BhxN29s9Af.1>

Meeting ID: 861 3004 1744

Passcode: 366899

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/.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, NOVEMBER 15, 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 (5:15 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), (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

(3) RECONVENE

(4) APPROVAL OF AGENDA

Page 1

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 15, 2023; and*

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

(5) ADOPTION OF MINUTES

Page 7

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 18, 2023.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 17

- (a) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from September 28, 2023.*

Page 21

- (b) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from October 6, 2023.*

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- (c) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from November 3, 2023.*

(7) ELECTION OF CHAIR

(8) ELECTION OF VICE CHAIR

(9) CORRESPONDENCE

(a) RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2023

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- Seasonal Policing 2023 Report by Staff Sergeant Grant Floris

***THAT** the Cultus Lake Park Board receive the RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2023 for information.*

(10) FINANCE

(a) 2024-2028 Cultus Lake Park DRAFT Financial Plan

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- Report dated November 15, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2024-2028 DRAFT Financial Plan Bylaw No. 1231, 2023
- Attachment 2; Schedule A – 2024 Financial Plan Summary
- Attachment 3; Schedule B – 2024-2028 Five-Year Summary
- Attachment 4; 2024 Budget Highlights
- Attachment 5; Budget Changes Document
- Attachment 6; Business Unit Details
- Attachment 7; Schedule of Reserves

***THAT** the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023.*

(b) Public Consultation on the 2024-2028 Cultus Lake Park DRAFT Financial Plan

(11) BYLAWS

(a) Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023

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- Report dated November 15, 2023, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023
- Attachment 2; Schedule A – 2023 Financial Plan
- Attachment 3; Schedule B – 2023-2027 Financial Plan
- Attachment 4; Schedule C – Summary of Changes

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023.*

(b) Cultus Lake Park Board Procedures Bylaw No. 1233, 2023

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- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Board DRAFT Procedures Bylaw No. 1233, 2023
- Attachment 2; Cultus Lake Park Board Procedures Bylaw No. 1233, 2023, redline version

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023;

THAT a notice of intention to adopt the bylaw be published in the newspaper on November 17, 2023, and November 24, 2023; and

THAT the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023, be brought forward for Final reading on December 13, 2023.

(12) CONSENT AGENDA

(a) 2023 Third Quarter Reports

Pages
159 - 196

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

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

(13) REPORTS BY STAFF

(a) 2024 Cultus Lake Park Board Regular Meeting Dates

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- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2024 Board Meeting Dates Calendar

Page 199

THAT the Cultus Lake Park Board endorses the following dates as the 2024 Board Meeting dates:

<i>January 17</i>	<i>February 21</i>
<i>March 20</i>	<i>April 17</i>
<i>May 15</i>	<i>June 19</i>
<i>July 17</i>	<i>August 21</i>
<i>September 25</i>	<i>October 16</i>
<i>November 20</i>	<i>December 11</i>

THAT the Cultus Lake Park Board approve the 2024 Cultus Lake Park Board Meeting dates.

(b) **Cultus Lake Park Board Committee Systems Policy**

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- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

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- Attachment 1; Cultus Lake Park Board DRAFT Committee Systems Policy
- Attachment 2; Cultus Lake Park Board Committee Systems Policy, redline version

THAT the Cultus Lake Park Board adopt the Cultus Lake Park Board Committee Systems Policy as amended.

(c) **Cultus Lake Park Short-term Rental Policy**

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- Report dated November 15, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

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- Attachment 1; Current Short-term Rental Operations Spreadsheet
- Attachment 2; Cultus Lake Park DRAFT Short-term Rental Policy
- Attachment 3; Cultus Lake Park Short-term Rental Policy, red line version

THAT the Cultus Lake Park Board approve the Short-term Rental Policy as amended; and

THAT the Cultus Lake Park Board request staff to amend the Short-term Rental Bylaw No. 1202, 2021, reflective of the approved amendments in the Short-term Rental Policy, for Board review at the next Regular Board Meeting.

(d) **Paddle Expo 2024 Special Event**

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- Report dated November 15, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

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- Attachment 1; Special Event Application
- Attachment 2; Event Site Map

THAT the Cultus Lake Park Board approve the Paddle Expo 2024 from 7:00 am to 5:00 pm on Sunday, April 28, 2024.

THAT the Cultus Lake Park Board approve one (1) food vendor to operate at Main Beach as part of Paddle Expo 2024 from 7:00 am to 5:00 pm.

THAT the Cultus Lake Park Board approve the use of five (5) propane fire pits at Main Beach for the duration of the event.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 15 volunteer and support vehicles at Main Beach and Parking Lot B from 7:00 am to 5:00 pm.

(e) **Cultus Lake Community School Special Events 2024**

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- Report dated November 15, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator

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- Attachment 1; Special Event Applications

THAT the Cultus Lake Park Board approve the waiver of parking fees for 125 participant, staff, and spectator vehicles in Parking Lot B on December 2, 2023, for the Craft Fair special event from 9:00 am to 4:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 40 parent and volunteer vehicles in Parking Lot B on April 25, 2024, for the Volunteer Tea special event from 9:00 am to 11:00 am.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot B on May 2, 2024, for the School District Cross Country Run special event from 1:30 pm to 5:30 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 225 parent and volunteer vehicles in Parking Lot B on May 10, 2024, for the Spring Fling special event from 4:00 pm to 7:00 pm.

THAT the Cultus Lake Park Board approve up to two (2) food trucks to operate at the Cultus Lake Community School as part of the Spring Fling special event from 4:00 pm to 7:00 pm; and

THAT the Cultus Lake Park Board approve the waiver of food vendor fees of \$200 for two (2) food trucks participating in the Spring Fling special event.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 30 parent vehicles in Parking Lot B on June 12, 2024, for the Kinder Fair special event from 12:30 pm to 2:30 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for 20 parent vehicles in Parking Lot B on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for four (4) faculty vehicles in Parking Lot B on June 25, 2024, for the Beach Day special event from 9:30 am to 1:30 pm.

(14) REPORTS BY COMMISSIONERS

(15) COMMUNITY ASSOCIATION

(16) PUBLIC QUESTION PERIOD

(17) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on November 15, 2023, be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 18, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Commissioner J. Beesley – Vice Chair
Commissioner E. Jartved
Commissioner T. Moul
Commissioner D. Bauer

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

Regrets Commissioner K. Dzaman – Chair

(1) CALL TO ORDER

The Vice Chair called the meeting to order at 6:30 pm and acknowledged that we are gathered here today on the traditional, ancestral and unceded territory of the Th'ewa'li First Nations. We are grateful for the hospitality to live, work and play on these lands.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5238-23 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 their preliminary stages, and 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 7:01 pm.

(4) APPROVAL OF AGENDA

5239-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of October 18, 2023; and

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

CARRIED

(5) DELEGATION

- (a) **Cultus Lake Park Green Shores® Project**

- Presentation by Andrea McDonald, Project Manager, Green Shores® Cultus Lake Park GSSD Project

5240-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the Cultus Lake Park Green Shores® Project presentation for information.

CARRIED

The presentation began at 7:02 pm.

Andrea McDonald, Project Manager, Green Shores® Cultus Lake Park GSSD Project, provided an overview of the Green Shores initiative across British Columbia and the specific project site at Cultus Lake Park. The project is in the initial stages, with the demonstration site located on the westside of the lake along the foreshore. The purpose of the project is to promote, improve and restore riparian and aquatic ecosystem health. The project will provide opportunities for the public to participate in training and educational components.

The Board thanked Andrea McDonald, Project Manager, Green Shores® Cultus Lake Park GSSD Project for the presentation and participation in the project at Cultus Lake Park.

The presentation ended at 7:17 pm.

(6) ADOPTION OF MINUTES

5241-23 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held September 13, 2023.

CARRIED

5242-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

- (b) ***THAT the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held September 29, 2023.***

CARRIED

(7) ADOPTION OF COMMITTEE MINUTES

5243-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) ***THAT the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from May 2, 2023.***

CARRIED

5244-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (b) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from July 13, 2023.***

CARRIED

5245-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (c) ***THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from August 10, 2023.***

CARRIED

5246-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (d) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from September 6, 2023.***

CARRIED

5247-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

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

CARRIED

(8) CORRESPONDENCE

(a) Cultus Lake Park Village Center Market Assessment

- Cultus Lake Park Village Center Market Assessment from Urban Systems Ltd. dated February 9, 2023

5248-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the Cultus Lake Park Village Center Market Assessment from Urban Systems Ltd. for information.*

CARRIED

(b) Cultus Lake Park Village Center Plan Draft Guiding Principles

- Cultus Lake Park Village Center Plan Draft Guiding Principles from Urban Systems Ltd.

5249-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board receive the Cultus Lake Park Village Center Plan Draft Guiding Principles for information.*

CARRIED

(9) BYLAWS

(10) REPORTS BY STAFF

(a) 2023 Bylaw Enforcement Summer Season Update Short-term Rental Management

- Report dated October 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5250-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board support staff to amend the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect a maximum advertised occupancy of eight (8) guests per operation.*

CARRIED

5251-23 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board support amending the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect that advertising of rentals require bookings of no less than three (3) nights.*

CARRIED

5252-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board support amending the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect changes to Section 4, of the Policy – “Revoking, Cancellation or Refusal of Permit” in order to regulate the Short-term Rental Operations.

CARRIED

5253-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board request that staff review options to restrict parking allotment for each Short-term Rental Operation.

CARRIED

5254-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board request that staff provide draft changes of the Cultus Lake Park Short-term Rental Bylaw and Short-term Rental Administrative Policy along with options to manage parking allocations.

CARRIED

(b) **Remembrance Day Wreaths**

- Report dated October 18, 2023, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

5255-23 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board designate two Board members to attend to lay the wreaths at the Sardis and Chilliwack Cenotaphs on Remembrance Day, November 11, 2023; and

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

CARRIED

Commissioner Jartved and Vice Chair Beesley volunteered to participate in laying the Remembrance Day wreaths.

(c) **Cultus Lake Triathlon Special Event**

- Report dated October 18, 2023, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Letter to the Board
- Attachment 3; Swim Course Maps
- Attachment 4; Bike Course Maps
- Attachment 5; Running Course Maps
- Attachment 6; Traffic Management Plan 2023
- Attachment 7; Transition Area Map

5256-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon special event from September 12 to 16, 2024, subject to staff's review and approval of an updated Traffic Management Plan;

CARRIED

Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board permit ten (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 (1) vehicle to park overnight in the lower access roadway at Main Beach for security purposes for the duration of the event;

THAT the Cultus Lake Park Board approve waiving parking fees for fifteen (15) volunteers, ten (10) storage trailers and one (1) security vehicle for the duration of the event; and

THAT the Cultus Lake Park Board permit use of two (2) generators from 7:30 am to 6:00 pm on Sunday, September 15, 2024, for the purpose of operating equipment at the Main Beach docks and the finish line of the race at Main Beach.

CARRIED

(11) REPORTS BY COMMISSIONERS

(a) Commissioner Appointments to Collect Parking by Donation

- Report dated October 18, 2023, from Erika Jartved, Chair, Community Events and Engagement Committee

5257-23 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board request appointments of Board Commissioners to accept donations for parking at the Cultus Lake Park Christmas Special Event on November 25, 2023, from 4:00 pm to 8:00 pm.

CARRIED

Commissioner Moul and Vice Chair Beesley volunteered to collect parking by donation at the Cultus Lake Park Christmas Special Event on November 25, 2023.

(12) COMMUNITY ASSOCIATION

C. Rogozinski, representative from the Community Association, noted that recently the Association conducted a community survey regarding short-term rental operations in the park which was provided to the Board and staff. She noted that the recent legislative changes announced by the Provincial Government may leave the community vulnerable as the park is currently exempt from the proposed regulations. She reviewed some of the statistics from the survey results and noted that no limitations may lead to saturation of short-term rentals and loss of the sense of community. She requested that the Board consider ways to protect the community from the influx of short-term rentals.

The Board noted that all these factors will be reviewed following staff's recommendations at a future Board meeting. They thanked the Community Association for conducting the survey and providing the Board with the results.

(13) PUBLIC QUESTION PERIOD

C. Smit, resident, noted that there is a continued concern about the growing number of short-term rentals in the park and shared their opinion on the staff recommendations presented at the meeting. They noted that there is a potential risk in not providing a limit to how many short-term rentals can be owned by one (1) operator. They noted that when the process to review short-term rentals began years prior, the park had approximately thirty-six (36) operators at that time.

The Board noted that they would take the comments under advisement.

C. Kamachi, resident, inquired into how many residential properties and residents are in the park. They inquired if the Board has intention to align with the potential legislative changes related to short-term rentals.

The Board noted that Commissioners and staff require additional time to review all the components and are not in a position to provide direction at this time.

W. Heltman, resident, noted that they own two (2) short-term rentals with no issues reported to date, as they restrict renters from having parties and provide access to ample parking. They recommended that the Board fine the owners that create issues related to their short-term rental operations. They inquired if the Provincial Government legislation will affect the community and if there would be a referendum and/or future meeting prior to any bylaw amendments related to short-term rentals.

The Board noted that they are not currently in a position to fully understand or provide direction on the impact of the legislative changes. The Board noted that the current motions are to support staff in providing amendments to the bylaw based on input at this meeting. Bylaw amendments will be presented to the Board at a future public meeting for the Board to review and vote on.

C. Lussier, resident, noted that they have been a short-term rental host for multiple years with no issues to date. They noted that the park currently has bylaws to address all of the issues discussed, and requested clarity on why additional amendments are required and how does the data presented warrant any changes. They inquired if all residents will be restricted to inviting a maximum of eight (8) guests.

The Board noted that the intention of hiring a designated Bylaw Enforcement Officer was to gather more information about short-term rentals. The Board noted that these statistics do not necessarily warrant changes in the noise bylaw, however they may warrant a change to the short-term rental related bylaws and policies to further strengthen staff's ability to regulate short-term rentals. The intent is not to have this affect all residents and noted that there is a different impact when there is a primary resident at the property compared to when someone does not reside in the park to manage the issues that may arise. These motions are outlined to forward to staff to further look at recommended changes and are not actual bylaw changes.

G. Smit, resident, noted their appreciation for both sides of the topic, and noted that the focus should not solely be on proper management of current short-term rentals, it should also be the number of short-term rentals in the park that impacts the sense of community.

The Board noted that these conversations bring up potential concerns that the community has and the concerns of the community who those that operate short-term rental. The Board noted their appreciation for everyone's participation in the conversation on this topic.

K. Hawkins, resident, noted that they were a property manager for over ten (10) years and recommended that the Board deal with operators who do not run short-term rentals in alignment with the bylaws. They recommended taking a tiered approach to begin with small changes instead of large changes that might negatively affect a large group of individuals.

The Board noted that they will have careful consideration of the big picture before proceeding with any motions related to bylaw related changes.

B. Shirley, resident, inquired into the potential of having weekly garbage pickup for the short-term rental operators and residents. They noted that limiting short-term rentals will increase the value of the current permit holders and those that cannot receive a permit will also be impacted.

Joe Almeida, Manager of Park Operations, noted that changing to weekly garbage pickup would result in an increase of approximately \$50,000 to \$60,000 annually. They noted that staff are reviewing the purchase of a garbage truck with potential to have a pay per service next year for those that may require it.

P. Guenther, resident, noted their concern about the level of due diligence of the Board on various topics on the agenda including potential lack of supporting data on some of the short-term rental motions. They noted legislative change that may affect the park regarding not being able to restrict laneway and coach houses.

The Board noted that they are intentional in their actions to gather further clarity before changing bylaws specifically related to short-term rentals. They noted that the park is a unique entity that is not easily compared to other municipalities for guidance in shaping policy changes.

Joe Lamb, Chief Administrative Officer, noted that based on research the park has a leading short-term rental management program. They noted that 13% of homes in the park are short-term rentals in the community and noted that the uniqueness of our community is a factor that the Board needs to consider. Staff will take all the input online and in person to form recommendations for bylaw amendments.

J. Ma, resident, noted that they operate a short-term rental with no issues to date. They noted that the motions seemed biased against short-term rental operators. They noted that in their opinion individuals are simply against short-term rentals and are looking for an exclusive community. They added that Cultus Lake is a recreation destination and that short-term rental operators provide access for guests that may be less fortunate to live at the lake.

Vice Chair Beesley noted that they are personally not looking to live in an exclusive community and believes that short-term rentals should be part of that future.

Andrea McDonald, representative from BC Stewardship Centre, noted that the learning as we go comment was in reference to the training that is being provided through the Green Shores program. They noted that a large part of the first stage of the project is collecting ecological and local data.

Joe Almeida, Manager of Park Operations, noted that staff will review an affordable housing initiative in the park and inquired if decisions made with respect to short-term rentals could be retracted.

The Board noted they will be reviewing the decisions related to short-term rentals and will include review of future planning and not simply short-term planning.

L. Shears, resident on behalf of the Cultus Lake Park Board Community Events and Engagement Committee, noted that the Christmas Special Event on November 25, 2023, will kick-off lighting of the park. They noted that the committee has announced a challenge to the community to sponsor a family tree in addition to inviting residents to light their own homes on the evening of the event. Information on the event can be found on the Cultus Lake Park website, Facebook page, Committee Facebook page and the Cultus Lake Community Association Facebook page.

Commissioner Jartved noted that the committee is also currently looking for community volunteers for the Christmas event.

The following community questions posed via Zoom on the online chat have been compiled as part of the minutes for staff to provide follow up to those residents whose questions were not answered during the meeting.

C. Lussier, resident, inquired about the number of noise complaints from other residents not operating short-term rentals. They inquired if all residents would be restricted from inviting a maximum of eight (8) overnight guests. They noted that the lake does not only belong to the full-time residents and should be shared with vacationers. They noted that in their opinion the motions seem biased and not supported by the data.

Jason, resident, noted that two (2) families each having three (3) children are greater than eight (8). They noted that a minimum of three (3) nights' stay in the summer is not feasible due to standard work schedules. They inquired if the Board would renew the permits for offending short-term rental operators.

J. Ma, resident, inquired into restricting the number of guests rather than nights of stay for short-term rentals and inquired into who regulates the noise from local residents. They inquired into if the park differentiates between corporate owned and privately owned short-term rentals. They noted that putting a three (3) day minimum stay just promotes poor renters to stay longer. They questioned how the park defines a short-term rental business and a single homeowner with an occasional renter. They noted that every community has long and short-term rentals.

Staff noted that there isn't any corporate owned short-term rentals in the park currently.

E. Sims, resident, inquired if the Bylaw Enforcement Officer that was hired for the summer season, was strictly for short-term rentals or as a benefit for the entire community. They inquired if there is a restriction of parking for short-term rental operators and if that would be imposed on leasehold residents as well. They noted that there is no difference in length of stay if the guest's intent is to party and added that those who create issues should be fined. They noted that three (3) day minimum stays make it challenging for individuals to rent based on standard work week schedules. They noted that the renters support small businesses in the area. They asked that staff confer with short-term rental operators on proposed changes to the bylaw and process. They noted that they believe there used to be a restriction on owning more than one leasehold property in the past.

B. Kroeker, resident, noted that three (3) night stays likely would not attract loud parties due to cost.

B. Gunn, resident, noted that short-term rental operators with no issues should not be penalized and added that residents who visit their home on weekends could also be contributing to larger groups creating noise into the late evening.

K. Simmons, resident, noted that the Bylaw Enforcement Officer for short-term rentals should be for the benefit of the whole community.

Michelle and Sheldon, resident, noted that short-term rental operators work hard to preserve the community and recommended that the Board focus on the minority that cause issues instead of making changes that affect all operators.

(14) ADJOURNMENT

5258-23 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

***THAT** the Regular Meeting of the Cultus Lake Park Board held on October 18, 2023, be adjourned at 9:07 pm.*

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held October 18, 2023.

John Beesley
Vice Chair

Joe Lamb
Chief Administrative Officer



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

THURSDAY, SEPTEMBER 28, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair B. Shears – Via Zoom K. Mendonca K. Kirsten G. Campbell C. Rogozinski E. Vance P. Vander Helm
Staff	Chief Administrative Officer – J. Lamb Administrative Assistant, Communications & Events Coordinator – A. Warmerdam
Board Members	Commissioner E. Jartved
Guest Speakers	S. Lahey, Urban Systems, Community Planner – Via Zoom J.P. Raulot-Lapointe, Urban Systems, Senior Consultant – Via Zoom
Regrets	B. Van den Brink

(1) CALL TO ORDER

The Chair called the meeting to order at 8:03 am and acknowledged that we are gathered on the unceded traditional territory of the Th'ewa'li First Nations.

(2) APPROVAL OF AGENDA

Moved by: E. Vance Seconded by: G. Campbell

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of September 28, 2023; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: G. Campbell Seconded by: P. Vander Helm

- (a) ***THAT*** the Cultus Lake Park Board Village Center Planning and Development Committee approve the Minutes for the Meeting of August 10, 2023.

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) **Cultus Lake Park Village Centre Market Assessment**

Urban Systems reviewed the Cultus Lake Park Village Centre Market Assessment attached to the agenda. The document provided an overview of the following areas:

- Historical construction activity
- Residential sales activity
- Residential demand in Cultus Lake
- Developments in tourist-oriented communities
- Development principles

Chair Dzaman thanked the representatives of Urban Systems Ltd. on behalf of the committee, for preparing and reviewing the document.

The committee inquired about additional studies such as a traffic study, wildfire management strategy, geotechnical assessment including the capping of the landfill, water, sewer, gas, and hydro capacity.

(b) **Cultus Lake Park Village Centre Plan – Draft Guiding Principles**

Representatives of Urban Systems Ltd. reviewed the Cultus Lake Park Village Centre Plan – Draft Guiding Principles included in the agenda. The document outlined the following recommended principles:

- Preserve and enhance community character;
- Respect the cultural history and identify of Cultus Lake;
- Champion environmental protection and sustainability;
- Promote safe and accessible connections;
- Support small, local businesses;
- Foster social interactions through community gathering spaces;
- Ensure long-term financial sustainability;

The committee noted that they were in support of the Draft Guiding Principles document as presented, and these will be finalized as the guiding principles for the Village Centre development.

(c) **Next Steps / Timeline**

Urban Systems Ltd. noted that the next step would be to develop three (3) two-dimensional plans for the Village Center development site (high, medium, and low density), for the committee to review at the next committee meeting. They noted that this would not be a detailed layout but would be a conceptual design to encompass an overview of the retail, residential, community gathering places and trails. This would provide direction for developers, while allowing flexibility for their proposal to incorporate creative solutions. In addition, the committee may include various requirements for developers such as capacity, site usage, character, etc. Urban Systems Ltd. noted that three (3) developers have been contacted as part of the initial discussions of this project.

Urban Systems Ltd. will provide a draft list of questions for developers for the committee to review and provide recommendations for amendments and/or additions at the next committee meeting.

The committee inquired if the above noted plans would be sufficient to approach the Fraser Valley Regional District for timelines on rezoning the development area. Urban Systems Ltd. noted that these should be sufficient.

Staff noted that efforts have been made to engage with community partners and stakeholders to discuss the initial details of the projects and will continue to create engagement opportunities with stakeholders.

The committee thanked the representatives of Urban Systems Ltd. for their detailed presentation.

Representatives of Urban Systems Ltd. left the meeting at 9:35 am.

The committee reviewed the budget for consultation, in addition to current and future scope of work for Urban Systems Ltd.

The committee discussed key focuses in 2024 to include surveying of the space to gather market evaluation of the development site.

Staff noted that the asset management review is being completed currently, with potential to be reviewed publicly in 2024.

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

Commissioner Jartved noted the similarity of Harrison Hot Springs' population and seasonality, and reviewed statistics regarding a recent development in that community. She noted some limitations for younger families to move into this development specifically related to lack of transportation, proximity to community centers, etc. She noted the value of inquiring into who is purchasing the Aqua Shores development in Harrison Hot Springs. She inquired into the potential value of each unit related to the interest in utilizing the development to host short-term rentals. She noted that it would be interesting to understand how the OSO, Golden, BC, development is operating regarding the separation of one (1) building for long-term rentals and one (1) for short-term rentals.

(8) ADJOURNMENT

Moved by: E. Vance Seconded by: Vice Chair Beesley

THAT the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on September 28, 2023, be adjourned at 10:17 am.

CARRIED

Next meeting date and time: Friday, November 3, 2023, at 8:00 am.



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

FRIDAY, OCTOBER 6, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

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

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

Regrets
T. Seeley
R. LeBlanc

(1) CALL TO ORDER

The Chair called the meeting to order at 9:00 am and acknowledged that we are gathered on the unceded traditional territory of the The'wa':li First Nation.

(2) APPROVAL OF AGENDA

Moved by: L. Klassen Seconded by: L. Shears

- (a) **THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of October 6, 2023; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: L. Klassen Seconded by: L. Shears

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

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) Cultus Lake Park Christmas Event Planning

- Vendor Market & Food Trucks – E. Jartved & L. Klassen
- Hot Chocolate & Apple Cider – T. Seeley
- Carolers & Audio – E. Jartved & L. Klassen
- Sponsorship – M. McMullen & L. Shears
- Bonfires & Marshmallows – Fire Department
- Children's Colouring Contest - Staff
- Mr. Claus – M. McMullen
- Volunteers – R. LeBlanc
- Signage - Staff
- Rentals - Staff
- Fireworks - Staff

The committee reviewed the current vendors confirmed for the event and the waitlist of vendors.

The committee noted that there are currently 2,050 cups in storage. Staff will reach out to Stillwood to support in providing 500 additional cups.

The committee discussed that they are communicating with a member of the Cultus Lake Memorial Church regarding an acoustic performance at the event. The committee noted that a community member is coordinating support of audio equipment.

The committee noted that they have sent out approximately twenty (20) sponsorship emails requesting support for the event. The committee has scheduled a timeline for follow up on the requests. The committee has secured four (4) sponsorships to date. The committee noted that they have reached out to a local tree farm for live tree donations.

The committee discussed setting up a propane fire pit at the parking by donation area.

The committee discussed the details of selecting winners of the colouring contest.

The committee noted that they have purchased a Santa suit for the event.

Staff noted the timeline of one (1) week prior to the event to send sponsorship signage to print.

The committee discussed creating a community challenge to raise funds to sponsor trees throughout the park.

(b) Cultus Lake Park Christmas Event Budget 2023

The committee and staff reviewed the budget to date for the 2023 Cultus Lake Park Christmas event.

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) ADJOURNMENT

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

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held October 6, 2023, be adjourned at 10:16 am.

CARRIED

Next meeting date and time: Wednesday, October 25, 2023, at 9:00 am.



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

FRIDAY, NOVEMBER 3, 2023
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair B. Shears K. Mendonca G. Campbell E. Vance P. Vander Helm B. Van den Brink K. Kirsten – Via Zoom
Staff	Chief Administrative Officer – J. Lamb – Via Zoom Administrative Assistant, Communications & Events Coordinator – A. Warmerdam
Board Members	Commissioner E. Jartved Commissioner D. Bauer – Via Zoom
Guest Speakers	S. Lahey, Urban Systems, Community Planner – Via Zoom J.P. Raulot-Lapointe, Urban Systems, Senior Consultant – Via Zoom
Regrets	C. Rogozinski

(1) CALL TO ORDER

The Chair called the meeting to order at 8:02 am and acknowledged that we are gathered on the traditional, ancestral and unceded traditional territory of the Th'ewa'li First Nations. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: G. Campbell Seconded by: B. Vanden Brink

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of November 3, 2023; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: B. Shears Seconded by: K. Mendonca

- (a) ***THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Minutes for the Meeting of September 28, 2023.***

CARRIED

(4) CORRESPONDENCE

(5) NEW BUSINESS

(a) **Urban Systems Ltd. Conceptual Designs – Cultus Lake Park Village Centre Plan**

- Low Apartment Scenario
- Low Mixed Density Scenario
- Medium Density Scenario
- High Density Scenario

Representatives from Urban Systems Ltd. reviewed the development principles that they utilized to draft the conceptual designs included in the agenda as follows:

- All wood frame construction;
- no more than six (6) storey buildings;
- no single detached homes;
- average unit size of 750 sq. ft.;
- retail space facing Columbia Valley Highway;
- accommodates new and existing retail space;
- residential parking will be below grade or tucked under;
- commercial parking at surface; and
- greenspace integrated.

Representatives from Urban Systems Ltd. noted that the two (2) dimensional renderings provide the opportunity for flexibility to relocate buildings within the area mapped out and noted that the designs are not firm.

P. Vander Helm arrived at 8:24 am.

The committee reviewed and rejected the two (2) dimensional renderings provided by Urban Systems Ltd. and requested that the concepts be redesigned to better reflect the feedback gathered through public consultation.

The updated concepts will be presented at the next committee meeting for review and approval prior to sharing with developers based on the following key focuses:

- Remove the high density concept;
- include the option to utilize the area of the Public Works yard;
- relocate the community green space to a more predominant location that is public facing;
- relocate parking to a less visible area of the development;
- restrict the building height to four (4) storeys;

- locate taller buildings to the rear of the development;
- relocate buildings further back from the roadway to incorporate more greenspace;
- adjust the blocks representing buildings to reflect flow between spaces and access to potential trails;
- include pathways that reflect access to the Cultus Lake Golf Club and Sunnyside Campground; and
- include a disclaimer at the bottom of the designs to note that the illustrations are only reflective of potential density options.

(b) **Cultus Lake Park Village Centre Plan Draft Developer Discussion Topics**

- Urban Systems Ltd. Draft Discussion Questions for Developer Engagement

Representatives of Urban Systems Ltd. reviewed the draft discussion questions for developer engagement and noted that these would be used to review density scenarios to gauge interest of the concepts based on potential risk and financial viability. They will provide developers the past public consultation documents, guiding principles, revised two (2) dimensional concepts and questions following review and approval from the committee at the next meeting.

(c) **Next Steps / Timeline**

The committee will review the updated two (2) dimensional concepts and draft developer questions at the next committee meeting.

The committee meeting minutes will be completed, circulated, and approved by the committee electronically, and will be included on the next Board meeting agenda for November 15, 2023.

(6) REPORTS BY STAFF

(7) PUBLIC QUESTION PERIOD

Commissioner Jartved noted her recommendations for the location of the community center, inclusion of townhouse options for potential buyers looking to downsize and noted the potential constraints on moving forward with a smaller density option. She added that her recommendations for the Village Centre Plan are aligned with the committee's feedback noted above of the two (2) dimensional concepts.

(8) ADJOURNMENT

Moved by: K. Mendonca Seconded by: G. Campbell

THAT the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on November 3, 2023, be adjourned at 9:12 am.

CARRIED

Next meeting date and time: Friday, December 1, 2023, at 8:00 am.

Royal Canadian Mounted Police Upper Fraser Valley Regional Detachment



Seasonal Policing 2023 Cultus Lake

Completed by;
Staff Sergeant Grant Floris

Summary of Activities: May 19, 2022 to September 6, 2023

Cultus Lake has been identified as the busiest recreational area due to the popularity of the public and private campgrounds, the beaches, the accessibility of a warm swimming lake for boaters, the Water Park, the Adventure Park, Cultus Lake Golf Club, and many other services.

The 2023 Seasonal Policing Team provided proactive, overt policing presence through positive engagement, education, and enforcement primarily in the Cultus Lake area, with additional response to the Chilliwack Lake area and wilderness campsites along the Chilliwack River Valley.

The early season was drier than previous years however tourist inflow to the area for May and June was minimal. The remainder of the summer, July through the Labour Day long weekend saw an extended period of hot and dry weather.

Based on consultation with key stakeholders, including the Cultus Lake Board, the Seasonal Policing team prioritized the following key task throughout the season:

- 1.) Visual presence in high traffic areas (using bikes, vehicles and joint foot patrols with Bylaw)
- 2.) Open Alcohol Consumption and Impaired Driving
- 3.) Water Safety, Boating Education and Enforcement
- 4.) Engagement with Community Partners

The Team, Regular patrols and daily activities

The Seasonal Policing Team was composed of Eight members. Due to significant Human Resource challenges within the Upper Fraser Valley Regional Detachment, and

throughout the Province of BC, on occasion the assigned member from General Duty was supplemented by an alternate, or by overtime resources. However, resource allocation was not compromised.

This year saw a more strategic approach in the deployment of resources, in which May and June – the traditionally ‘slower’ months for the Cultus Lake area – saw two members deployed for weekends (Friday – Sunday), scheduled from 12:00 PM to Midnight, which was designed to roughly coincide with the hours worked by Griffin Security, who were in place to provide added security as well as assist in bylaw enforcement. The modification in comparison to other years during the earlier portion of the season was to provide enhanced coverage during the ‘peak’ months of July, August and through the Labour Day long weekend in September. For the period of July, August (through Labour Day long weekend up to September 6) members were scheduled to work overlapping shifts, with two/three members working (10AM-10PM) and two additional members working (3:30PM – 2:15AM). This shift pattern was selected to allow for maximum resource levels to be in place during the afternoon and late into the evening when the call volume rose. On long weekends (May, July, August & September) 4 additional resources were incorporated for additional supplemental coverage on each day of the long weekend.

As in previous years, Seasonal Policing duties included the following: patrolling the Sunnyside campground, beach patrols along the entire foreshore between main beach and Sunnyside Campground, ATV and Bicycle patrols, boat & road checks. The team also worked with partners such as Natural Resource Forestry Officers (NRFO), Conservation Officers (CO) and Department of Fisheries and Oceans (DFO). Similar to previous years our Seasonal team members formed productive and collaborative working relationships with campground hosts, Bylaw Officers at Cultus Lake, Griffin Security and BC Parks Operations staff.

A stakeholder meeting was held at the beginning of the season which outline expectations. The meeting proved to be a positive interaction and enabled all stakeholders to have the same understanding in terms of enforcement strategy in relation to alcohol. This resulted in a consistent team of resources, having a consistent application and improved working relationship amongst the stakeholders than the previous year.

This year an emphasis was placed on bicycle patrols instead of ATV patrols. The bikes were stored at the Cultus police office for the season. Locating the bikes there proved a more efficient use of time by not having to shuttle the bikes back and forth allowed for additional patrol time. An example of a bike patrol would be to bike along the beach to Sunnyside Blvd, through the marina parking lot and throughout the residential area. The bike allowed for a different and efficient enforcement strategy. The officers were able to better detect offences in Sunnyside Campground as it was not disruptive to the campers. Additionally, the campers appreciated the police presence and police/public engagement. Other enforcement priorities included Impaired Driving with members conducting various Impaired Driving checkstops. These checkstops were held throughout Columbia Valley Highway, resulting in police detecting and removing 31 impaired drivers off the road.

The following is a breakdown of the statistics for Seasonal Policing:

The total number of files (401) represents an increase of approximately 150 over 2021, and is slightly more than half of the total number of calls for the Cultus Lake area for the entire year (698)

Month	Hours	Foot / Vehicle Patrols	Boat Patrols	Files
May	189.25	44	0	28
June	315.75	126	39	59
July	830.25	207	60	84
August	962	259	49	68

September	205	68	12	16
TOTAL:	2502.25	704	160	255

The number of boat patrols and vessel checks was up significantly this year due to better weather season. There were a few incidents this year of drowning and near drowning, our police vessel was deployed on the water for significant time particular in the assistance of the recovery of a drowned swimmer. This is an area where we still need to educate the public on the dangers of the waterway.

In the new schedule there were a slight reduction in patrol hours for May and June, however, the focus was on July and August which saw an increase in patrol hours, overall the number of patrols increased over 2022.

For the 2023 Seasonal Policing period the most frequent file types that the Seasonal Policing team responded to were:

Top 15 File Types	
• Cause Disturbance	11
• Check Well-Being	10
• Bylaw - Other	8
• Traffic	8
• Parking Violation	7
• 215 - Alcohol	6
• Suspicious Person/Vehicle/Occurrence	4
• Liquor (LCLA) Act - Other	3
• Unspecified Assistance	3
• Assault - Common	2
• Break and Enter - Business	2
• Collision - Damage	2
• False Alarm	2
• Impaired Operation of Motor Vehicle	2
• Property - Found	2

On June 24th the Seasonal Policing team once again participated in the Cultus Lake parade, with Constables Jansen and Constable Gilderdale in a marked police vehicle. Throughout the day further resources patrolled the beach, and the “beer garden” and engaged with the public.

Other Comments/Feedback:

- The number of boat patrols on Cultus Lake conducted by Seasonal Policing members significantly increased from last year.
- Alcohol consumption on Main Beach and along the shoreline has traditionally been one of the most common issue and problem in the park.
 - o This year right from the start there was strong communication in messaging among all the enforcement agencies, this plus numerous pro-active road checks showed an impact on the number of impaired drivers and boaters.
- Continuing the success of previous year the working relationship between the Seasonal Policing members and Griffin Security was very good.
- A weekly team briefing every Saturday at 1800 hours that included Cultus Lake Park Board, Bylaw, Parking Enforcement and Griffin security was very effective in establishing good communication, identifying timely concerns with partnership on solutions.
- Patrols were conducted on foot, bicycle and in vehicles throughout the campgrounds and park areas. Members had numerous positive contacts with the public which increased officer presence and visibility. This in turn provided an increased sense of safety. Many members of the public often commented how happy they were to see police. Both the public and Seasonal Policing team members enjoyed the positive interaction and engagement.
- Of note, having Griffin Security assist, particularly in the area of Bylaws, was very beneficial, this permitted RCMP members to focus on more severe areas of public safety.

Overall this summer was a success, we were able to build on the established co-operation amongst the stakeholders, gained public trust and confidence in public safety while they enjoyed their time off or vacation at Cultus Lake.

Staff Sergeant Grant Floris
UFVRD Chilliwack RCMP



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 3900

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: 2024-2028 Cultus Lake Park DRAFT Financial Plan

PURPOSE:

The purpose of the report is to present the 2024-2028 Cultus Lake Park DRAFT Financial Plan along with the 2024-2028 Financial Plan Bylaw for First and Second readings.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023.

DISCUSSION:

Staff have been working on updating the Five-Year Financial Plan for the years 2024-2028. This update includes reviewing prior year operations to develop revenue and expenditure projections for the year and reviewing what was planned for future years to adjust where supported.

The 2024-2028 DRAFT Financial Plan being presented includes the base budget as approved in the current 2023-2027 Five-Year Financial Plan as a starting point. In addition, the base budget also includes several operational and capital additions as discussed below. Lastly, the base budget has been adjusted for staff proposed changes to various revenue streams and reserve deposits.

Budget Highlights

The purpose of this document is to provide a concise overview of the 2024-2028 Financial Plan by providing an overview of the park's revenue sources, any changes to revenue streams and the areas where spending is planned for the upcoming year.

The "2024-2028 Cultus Lake Park Financial Planning Worksheet – Budget Changes"

This document provides a listing of all the staff proposed changes that staff are looking to implement in the 2024-2028 Financial Plan. The document quantifies their impact on the 2023-2027 base budget as approved last year. This document lists changes for each of the park's individual business units and is split into four (4) sections to outline the changes proposed for revenue, expenses, reserve allocations, and capital expenditures.

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

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

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

The 2024-2028 Financial Plan has been prepared with a slight increase in the lease operating levy that will see the average residents levy increase by \$24.77 to fund improvements and the sustainability of the park. The proposed budget continues to focus on improvements to areas such as safety and security, environmental sustainability, with a continued amplified focus on the renewal of our infrastructure.

The DRAFT Plan also proposes increasing some additional lease charges for specific services as a result of expenditure increases. The table below summarizes the 2023 lease charges vs. proposed 2024 lease charges, with a total proposed increase of \$29.63:

Service Description	2023 Residential Fee	2024 Residential Fee (proposed)	2024 Proposed Increase
Protective Services	\$ 220.61	\$ 238.70	\$18.09
Fire Protection	375.93	385.19	9.26
Garbage & Recycling	223.47	223.47	0.00
Insurance	18.68	20.96	2.28
Streetlights	79.05	79.05	0.00
Milfoil	15.00	15.00	0.00
Foreshore Improvements	50.00	50.00	0.00
Residential Area Improvements	25.00	25.00	0.00

In the proposed budget other business units also have proposed changes to their revenue streams to offset increasing costs. The more noteworthy include:

Sunnyside

- Increasing seasonal site and full hook-up rates by 7.5% to account for general inflation, and increased insurance and sewer costs.
- No hook-up overnight site rates as well as other miscellaneous fees at Sunnyside Campground by 4% to account for general inflation and increased insurance costs.
- Continue to charge an infrastructure charge for seasonal and overnight campers to assist in infrastructure renewal of the park.

Parking

- Start charging high season parking rates from April 15th rather than starting the parking high season at the May long weekend.
- Continue to charge a \$1.00 infrastructure charge per transaction to visitors of the park through parking.
- Continue to only offer visitors the ability to pay for parking by the hour through the elimination of daily parking rates, except for Lot D.

Short-term Rentals

- Increase in permit fee to offset the costs of hiring a dedicated STR Bylaw Officer from \$1,000 to \$1,375 annually (\$125 to \$175 weekly).

Schedule of Reserves

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

Business Unit Detail

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

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

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it relates to financial planning for the park.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023

A Bylaw to Adopt the 2024-2028 Financial Plan

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

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

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as “Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023”.

2. GENERAL REGULATIONS

- 2.1 Schedule “A” titled 2024 Financial Plan and Schedule “B” titled 2024-2028 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five-Year Financial Plan for the years 2024 to 2028.

3. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of XXXX, 2023

READ A SECOND TIME this XX day of XXXX, 2023

READ A THIRD TIME this XX day of XXXX, 2023

ADOPTED this XX day of XXXX, 2023

Chair,
Cultus Lake Park Board

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park
Cultus Lake Park 2024-2028 Financial Plan Bylaw No. 1231, 2023

Chief Administrative Officer

CULTUS LAKE PARK
2024 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2024 FINANCIAL PLAN	2024 SUNNY- SIDE	2024 COMM LEASE	2024 RESID LEASE	2024 COMM. HALL	2024 VISITOR SERVICES	2024 FORESHORE LEASE	2024 VOLUNTEER FIRE DEPT	2024 PUBLIC WORKS	2024 PROTECTIVE SERVICES	2024 GENERAL & ADMIN	2024 CEAC
REVENUES													
Sunnyside Campground	\$ 3,962,500	\$ 4,200,090	\$ 4,200,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Leases	727,740	870,920	-	870,920	-	-	-	-	-	-	-	-	-
Residential Leases	934,393	983,163	-	-	983,163	-	-	-	-	-	-	-	-
Community Hall	11,950	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	1,019,500	1,056,300	-	-	-	-	1,056,300	-	-	-	-	-	-
Foreshore Lease	109,000	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	301,260	297,280	-	-	-	-	-	-	297,280	-	-	-	-
Protective Services	175,000	180,000	-	-	-	-	-	-	-	-	180,000	-	-
General Administration	42,500	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	37,612	37,824											37,824
TOTAL REVENUES	\$ 7,541,155	\$ 8,008,727	\$ 4,200,090	\$ 870,920	\$ 983,163	\$ 11,950	\$ 1,276,000	\$ 109,000	\$ 297,280	\$ -	\$ 180,000	\$ 42,500	\$ 37,824
EXPENDITURES													
Advertising	\$ 13,500	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,820	19,195	-	-	-	-	-	-	-	-	-	19,195	-
Board Level Expenses	17,000	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	71,710	74,890	33,430	8,000	-	3,500	13,500	-	5,500	6,500	1,260	3,200	-
Commemorative Benches	1,900	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,930	16,980	3,330	-	-	-	-	-	-	2,650	-	11,000	-
Contract Services	530,100	570,700	210,000	-	-	-	46,600	-	-	5,000	287,900	21,200	-
Data Processing	168,500	171,100	50,800	-	-	2,100	3,600	-	3,000	2,800	40,800	68,000	-
Education & Training	44,300	49,550	4,500	-	-	-	400	-	21,450	15,000	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	86,800	88,800	15,300	-	-	-	6,800	1,700	42,200	20,800	1,000	1,000	-
Equipment Fuel	5,210	5,290	550	-	-	-	-	800	-	3,940	-	-	-
Garbage Collection/Recycle	204,815	204,915	60,500	19,880	106,535	-	7,500	-	-	10,500	-	-	-
General Maintenance	45,000	45,000	-	-	-	-	45,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,160	100,580	50,400	2,800	-	1,000	34,200	10,000	500	1,680	-	-	-
Insurance - Business	321,300	374,400	75,800	74,500	10,100	16,100	67,100	23,900	23,300	29,700	13,700	40,200	-
Insurance - Vehicles	25,864	24,625	1,100	-	-	-	-	100	4,300	15,880	1,530	1,715	-
Janitorial Supplies	48,300	49,200	24,000	-	-	-	24,200	-	1,000	-	-	-	-
Legal/Professional Fees	120,500	98,000	-	-	-	-	-	-	-	-	18,000	80,000	-
Licences/Permits/Taxes	30,750	55,750	1,200	-	-	-	-	1,100	-	450	53,000	-	-
Memberships/Dues/Subscriptions	5,445	5,445	195	-	-	-	-	-	800	750	-	3,700	-
Office Supplies	30,670	31,200	4,400	-	-	-	650	-	1,400	1,650	1,200	21,000	900
Interest and Bank Charges	5,500	5,550	1,000	-	-	-	550	-	-	-	-	4,000	-
POS Charges	104,500	104,500	73,000	-	-	-	22,500	-	-	-	-	9,000	-
Retail Sales (COGS)	58,050	58,050	57,200	-	-	-	850	-	-	-	-	-	-
Office Furniture	4,500	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	33,300	33,600	-	-	-	-	17,400	-	-	-	-	16,200	-
Community Wildfire Protection Plan	5,000	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-
Public Relations/Promotion	9,340	9,390	3,840	-	-	-	500	-	550	-	500	4,000	-
Roads & Parking	43,300	43,300	8,000	-	-	-	35,300	-	-	-	-	-	-

CULTUS LAKE PARK
2024 FINANCIAL PLAN

Schedule "A"

	2023 FINANCIAL PLAN	2024 FINANCIAL PLAN	2024 SUNNY- SIDE	2024 COMM LEASE	2024 RESID LEASE	2024 COMM. HALL	2024 VISITOR SERVICES	2024 FORESHORE LEASE	2024 VOLUNTEER FIRE DEPT	2024 PUBLIC WORKS	2024 PROTECTIVE SERVICES	2024 GENERAL & ADMIN	2024 CEAC
Security Systems/Supplies	4,750	4,800	2,000	-	-	-	-	-	550	750	500	1,000	-
Small Tools/Shop & Safety	24,840	25,260	2,500	-	-	-	-	-	4,500	18,260	-	-	-
Special Events	60,300	60,990	12,080	-	-	-	12,000	-	-	-	-	-	36,910
Telecommunications	43,880	44,730	12,900	-	-	200	4,780	-	10,850	4,300	2,200	9,500	-
Utilities	503,555	514,440	402,700	6,845	38,100	4,745	34,775	-	7,240	12,240	950	6,845	-
Vandalism	4,500	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	3,200	3,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	38,860	44,230	1,420	-	-	-	-	-	15,000	26,730	1,080	-	-
Vehicle/Boat Fuel	27,890	30,830	1,000	-	-	-	-	-	2,200	25,210	1,620	800	-
Wharfs & Foreshore Materials	15,000	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,939,689	\$ 3,072,740	\$ 1,143,395	\$ 113,225	\$ 154,735	\$ 27,645	\$ 392,255	\$ 63,750	\$ 144,890	\$ 204,790	\$ 429,190	\$ 361,055	\$ 37,810
WAGES & BENEFITS:													
Commissioners Indemnities	\$ 96,290	\$ 98,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,220	\$ -
Management Salaries	437,968	455,820	141,200	-	-	-	-	-	6,950	121,900	-	185,770	-
Staff Wages	2,017,855	2,111,955	370,740	-	-	-	59,780	-	64,800	911,395	225,980	479,260	-
Employee Benefits	675,390	676,435	129,610	-	-	-	14,590	-	7,380	281,505	60,440	182,910	-
TOTAL PAYROLL	\$ 3,227,503	\$ 3,342,430	\$ 641,550	\$ -	\$ -	\$ -	\$ 74,370	\$ -	\$ 79,130	\$ 1,314,800	\$ 286,420	\$ 946,160	\$ -
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 6,415,170	\$ 1,784,945	\$ 113,225	\$ 154,735	\$ 27,645	\$ 466,625	\$ 63,750	\$ 224,020	\$ 1,519,590	\$ 715,610	\$ 1,307,215	\$ 37,810
<i>Reserve Allocations</i>	1,313,392	1,502,802	683,641	159,957	63,230	10,000	252,590	106,250	60,120	115,000	2,000	50,000	14
Capital Projects	2,420,630	1,856,401	1,173,641	897	22,000	897	219,975	136,600	3,897	120,997	-	177,497	-
<i>Internal Wage Allocations</i>	-	-	304,690	97,070	403,620	19,460	467,810	84,860	12,200	(1,257,600)	20,710	(152,820)	-
<i>Overhead Expense Allocations</i>	-	-	459,096	280,404	443,745	26,740	613,480	273,740	-	(376,990)	(558,320)	(1,161,895)	-
TOTAL EXPENDITURES	\$ 9,901,214	\$ 9,774,373	\$ 4,406,013	\$ 651,553	\$ 1,087,330	\$ 84,742	\$ 2,020,480	\$ 665,200	\$ 300,237	\$ 120,997	\$ 180,000	\$ 219,997	\$ 37,824
<i>SURPLUS/(DEFICIT)</i>	(2,360,059)	(1,765,646)	(205,923)	219,367	(104,167)	(72,792)	(744,480)	(556,200)	(2,957)	(120,997)	-	(177,497)	-
<i>APPROPRIATED SURPLUS</i> (RESERVE APPROPRIATIONS)	2,372,030	1,820,461	1,173,641	897	22,000	897	184,975	136,600	2,957	120,997	-	177,497	-
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 54,815	\$ 967,718	\$ 220,264	\$ (82,167)	\$ (71,895)	\$ (559,505)	\$ (419,600)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2024 - 2028 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2024-2028 Financial Plan Summary

	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET	TOTAL 2028 BUDGET
REVENUES					
Sunnyside Campground	\$ 4,200,090	\$ 4,319,700	\$ 4,422,800	\$ 4,513,000	\$ 4,620,500
Commercial Leases	870,920	894,110	918,230	943,450	969,970
Residential Leases	983,163	1,005,114	1,022,277	1,051,199	1,068,769
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	225,100	225,100
Parking/Public Area Revenue	1,056,300	1,056,300	1,056,300	1,099,100	1,099,100
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	297,280	314,640	314,620	320,050	328,240
Protective Services	180,000	185,000	185,000	185,000	185,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	37,824	38,040	38,760	38,990	39,720
TOTAL REVENUES	\$ 8,008,727	\$ 8,196,054	\$ 8,341,137	\$ 8,539,339	\$ 8,699,849
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Audit/Accounting	19,195	19,578	19,969	20,367	20,773
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	74,890	76,290	77,700	79,230	80,670
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,980	17,030	17,080	17,140	17,200
Contract Services	570,700	580,900	591,200	601,600	612,100
Data Processing	171,100	173,700	176,300	179,000	181,800
Education & Training	49,550	50,040	50,550	51,060	51,580
Election Expenses	-	-	20,000	-	-
Equipment Maintenance	88,800	90,600	92,500	94,400	96,300
Equipment Fuel	5,290	5,370	5,450	5,530	5,610
Garbage Collection/Recycle	204,915	205,115	205,315	210,980	213,600
General Maintenance	45,000	45,000	45,000	45,000	45,000
Grounds Maintenance/Materials	100,580	102,000	103,420	104,840	106,370
Insurance - Business	374,400	411,900	453,100	498,600	548,600
Insurance - Vehicles	24,625	24,986	25,348	25,711	26,074
Janitorial Supplies	49,200	50,100	51,000	51,900	52,800
Legal/Professional Fees	98,000	98,000	98,000	120,500	98,000
Licences/Permits/Taxes	55,750	56,850	57,950	59,150	60,350
Memberships/Dues/Subscriptions	5,445	5,445	5,445	5,445	5,445
Office Supplies	31,200	31,730	32,260	32,840	33,920
Interest and Bank Charges	5,550	5,550	5,550	5,600	5,650
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	33,600	33,900	34,200	34,500	34,800
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	9,390	9,390	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,800	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	25,260	25,690	26,120	26,550	26,990

CULTUS LAKE PARK
2024 - 2028 FINANCIAL PLAN

Schedule "B"

	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET	TOTAL 2028 BUDGET
Special Events	60,990	61,130	61,860	61,890	62,630
Telecommunications	44,730	45,080	45,940	46,300	47,160
Utilities	514,440	524,815	535,320	547,135	559,260
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	44,230	45,010	45,810	46,620	47,440
Vehicle/Boat Fuel	30,830	31,060	31,290	31,520	31,750
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	\$ 3,072,740	\$ 3,144,359	\$ 3,241,167	\$ 3,330,898	\$ 3,399,362
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 98,220	\$ 100,180	\$ 102,180	\$ 104,730	\$ 107,350
Management Salaries	455,820	465,410	474,580	485,630	496,940
Staff Wages	2,111,955	2,206,680	2,266,440	2,333,660	2,402,430
Employee Benefits	676,435	705,170	719,340	735,430	752,310
TOTAL PAYROLL	\$ 3,342,430	\$ 3,477,440	\$ 3,562,540	\$ 3,659,450	\$ 3,759,030
TOTAL OPERATING EXPENSES	\$ 6,415,170	\$ 6,621,799	\$ 6,803,707	\$ 6,990,348	\$ 7,158,392
<i>Reserve Allocations</i>	1,502,802	1,510,998	1,473,568	1,481,048	1,488,418
Capital Projects	1,856,401	1,247,401	757,701	788,501	771,801
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,774,373	\$ 9,380,198	\$ 9,034,977	\$ 9,259,897	\$ 9,418,611
<i>SURPLUS/(DEFICIT)</i>	(1,765,646)	(1,184,144)	(693,839)	(720,558)	(718,762)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(1,820,461)	(1,201,291)	(719,221)	(752,441)	(735,741)
UNAPPROPRIATED SURPLUS	\$ 54,815	\$ 17,147	\$ 25,382	\$ 31,883	\$ 16,979

2024 Budget Highlights

WHERE IS THE REVENUE EARNED?

- Sunnyside Campground 52.4%
- Parking Lot and Public Areas 13.2%
- Commercial Leases 9.0%
- Residential Leases 7.0%
- Fire Department 3.7%
- Cabin Rentals 2.7%
- Protective Services 2.2%
- Foreshore Lease 1.4%

2024 REVENUE

RESIDENTIAL LEASES

- Operating levy average increase of \$24.77
- Proposed increase to other residential fees:

Total \$29.63

- Protective Services \$18.09
- Fire \$9.26
- Insurance \$2.28

SUNNYSIDE CAMPGROUND

- Seasonal and Full Hook-up rates increase of 7.5%
- Overnight No Hook-up rates increase of 4%
- Infrastructure and Foreshore charge
 - Overnight campers \$5 per reservation
 - Seasonal campers \$25 per season

PARKING

- High Season Parking (starting April 15th):
 - Weekend \$6.00 per hour
 - Weekday \$5.00 per hour
 - \$1 Infrastructure Fee per transaction

SHORT TERM RENTALS

- Increase in permit fee to offset the costs of hiring a dedicated STR bylaw officer:
 - \$1,000 to \$1,375 annually

2024 SPENDING

SAFETY AND SECURITY

- Continue with enhanced security coverage and RCMP contract
- Dedicated Bylaw Enforcement Officer for Short-term Rental management
- Continue to internally manage visitor parking lots
- Brine unit for winter road safety
- Traffic calming measures

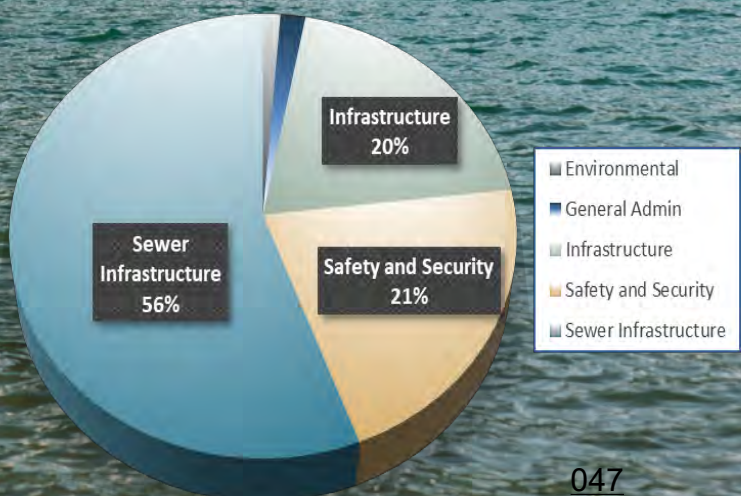
INFRASTRUCTURE

- Asset management plan - phase 2
- Cabin refresh program
- Main Beach washroom repairs
- Sunnyside washroom overhaul
- Sewer system upgrading
- Parking meter replacements
- Footbridge repairs
- Continued paving program
- Replace Genie Lift

ENVIRONMENT

- Increased funding for tree management
- Expansion of Main Beach green space irrigation
- Continued tree and root enhancement
- Continue lakeshore erosion

WHERE IS THE NEW FUNDING SPENT?



Cultus Lake Park
2024 - 2028 Financial Planning Worksheet - Sunnyside Changes (Dept. 100)

Type of Change	Request Description	2024 Financial Plan Impact	
Sunnyside Revenue	Seasonal Campers	\$ 68,290	Seasonal - 7.5% Increase (Increase for inflation, increased cost of insurance and sewer) - Increase budget from \$2,013,900 to \$2,082,190
	Overnight Camping Nightly Fees - Full Hook Up	24,200	Overnight Full Hook Up Camping Rates - 7.5% Average Nightly Rate (Increase for inflation, increased cost of insurance and sewer) - Increase budget from \$719,100 to \$743,300
	WIFI Revenue	(5,000)	During the 2023 we stopped charging fees for WIFI, therefore this income has been removed from the budget.
	Total Revenue Sunnyside	\$ 87,490	
Sunnyside Expenses	Insurance	\$ 5,030	The following represent the estimated increases in commercial insurance costs and the slight estimated decrease in vehicle insurance for 2024 due to current premium rates, claims history and increasing insured revenue levels
	Fuel	210	Increase to fuel expenses due to large inflationary increases in the price of fuel
	Total Expenses Sunnyside	\$ 5,240	

Cultus Lake Park

2024 - 2028 Financial Planning Worksheet - Sunnyside Changes (Dept. 100)

Type of Change	Request Description	2024 Financial Plan Impact						
Sunnyside Reserves	Sunnyside Reserve Deposit	\$	5,200	Sunnyside Reserve Bylaw to deposit a minimum of 6% of revenue to be deposited to the reserve- Increase funded through increase in Sunnyside Rates and Increased Demand for Camping				
	Sewer Reserve Allocation		117,311	Increased sewer capital costs for the sewer connections in Sunnyside Campground, due to higher than expected borrowing costs				
	Total Reserves Sunnyside	\$	122,511					
Capital Projects							Proposed Funding Source	
	Request Description	2024	2025	2026	2027	2028		Comments
	Washroom Renovations	\$ 52,600	\$ 58,700	\$ -	\$ -	\$ -	Sunnyside Reserve	Increase due to inflation in building costs seen in 2023 project
	Tree Maintenance	2,500	2,500	2,500	2,500	2,500		Increase due to additional tree issues found in 2023
	Sewer System Phase 2	450,000	-	-	-	-		Carry-forward funds from 2023 for Phase 2 of Connecting Sunnyside to the Sewer System
	Washroom #8 Stairs	10,000	-	-	-			Funds to redesign the stairs at washroom # 8
	Annual Sewer Capital Costs	117,311	117,311	117,311	117,311	117,311		Increased sewer capital costs for the sewer connections in Sunnyside Campground, due to higher than expected borrowing costs
	Movie Screen	5,000	-	-	-			Funds to setup a movie screen at the Rec Bowl in Sunnyside
	Generator for Gatehouse	15,000	-	-	-	-		Funds to install a generator at the gatehouse so check-in is not disrupted by a power outage
	Gate Motor	8,000	-	-	-	-		Funds to replace the motor in the passholder gate at the current motor is at end of life
	Sea-can	4,000	-	-	-	-		Funds for a storage container for additional storage in the compound
Total Sunnyside	\$ 664,411	\$ 178,511	\$ 119,811	\$ 119,811	\$ 119,811			

Cultus Lake Park

2024 - 2028 Financial Planning Worksheet - Protective Services (Dept. 125)

Type of Change	Request Description	2024 Financial Plan Impact	
Protective Services Expenses	Contract Services - Policing Contract	\$ 31,200	Increase due to the increased cost of contract with the RCMP for dedicated summer police coverage at CLPB.
	Insurance	820	The following represent the estimated increase in vehicle insurance and commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.
	Licenses/Permits	25,000	Increase due to increased anticipated cost to participate in the Bylaw Adjudication System at City of Chilliwack, \$2,000 membership plus a portion of the actual adjudication costs. Cost allocations are based on ticket volumes and dispute volumes.
	Total Expenses Protective Services	\$ 57,020	

Cultus Lake Park

2024 - 2028 Financial Planning Worksheet - Visitor Services (Dept. 150)

Type of Change	Request Description						2024 Financial Plan Impact	
Visitor Services Expenses	Building Materials and Maintenance						\$ 1,800	Increase in maintenance budget as this budget has been overbudget over the past few years.
	Insurance						600	The following represent the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.
	Sewer and Water						575	Increased estimates to Sewer and Water Operating Costs per connection through FVRD.
	Total Expenses Visitor Services						\$ 2,975	
Capital Projects							Proposed Funding Source	Comments
	Request Description	2024	2025	2026	2027	2028	Sewer & Septic Reserve	Increased sewer capital costs for the sewer connections in the cabins, due to higher than expected borrowing costs.
	Annual Sewer Capital Costs	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,265		
	Total Visitor Services	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,265		

Cultus Lake Park
 2024 - 2028 Financial Planning Worksheet - **Fire (Dept. 300)**

Type of Change	Request Description						2024 Financial Plan Impact	
Fire Revenue	FVRD Funding						\$ 1,260	Increase to fees due to adjustment to allocation of costs between FVRD and CLPB (annually based on assessed property values).
	Total Revenue Fire						\$ 1,260	
Fire Expenses	Education and Training						\$ (7,550)	Decrease in education and training budget - during COVID many training opportunities are not being offered electronically or In-house training has been developed - this has allowed for the cost of training to be decreased.
	Insurance						1,450	The following represents the estimated increase in commercial insurance costs and the slight estimated decrease in vehicle insurances for 2024 due to current premium rates, claims history and increasing insured revenue levels.
	Water and Sewer						50	Increased estimates to Water and Sewer Operating Costs per connection through FVRD.
	Vehicle Maintenance						5,000	Increase in vehicle maintenance costs do to increase in vehicles being maintained as well as increase in cost to maintain.
	Total Expenses Fire						\$ (1,050)	
Capital Projects							Proposed Funding Source	Comments
	Request Description	2024	2025	2026	2027	2028	Fire Capital Reserve	Increased sewer capital costs for the sewer connections at the fire hall, due to higher than expected borrowing costs.
	Annual Sewer Capital Costs	\$ 327	\$ 327	\$ 327	\$ 327	\$ 327		
	Total Fire	\$ 327	\$ 327	\$ 327	\$ 327	\$ 327		

Cultus Lake Park

2024 - 2028 Financial Planning Worksheet - Public Works (Dept. 400)

Type of Change	Request Description	2024 Financial Plan Impact						
Public Works Expenses	Education and Training	\$ 12,500 Funds to increase training budget to allow for fundamental safety training						
	Insurance	700 The following represents the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.						
	Water and Sewer	50 Increased estimates to Water and Sewer Operating Costs per connection through FVRD.						
	Fuel	2,500 Increase to fuel expenses due to large inflationary increases in the price of fuel.						
	Public Works - Supervisors and PU IV Wage Adjustments	\$ 9,320 Adjustment to wages and benefits to reflect negotiated adjustment to wages for Public Works Supervisors and PU IV's.						
	Total Expenses Public Works	\$ 25,070						
Capital Projects						Proposed Funding Source	Comments	
	Request Description	2024	2025	2026	2027	2028		
	Annual Sewer Capital Costs	\$ 327	\$ 327	\$ 327	\$ 327	\$ 327	Public Works Reserve	Increased sewer capital costs for the sewer connections at the public works building, due to higher than expected borrowing costs.
	Backhoe (Net)	-	140,000	-	-	-		Funds to replace the Public Works Backhoe. (Net amount after sale of current backhoe)
	Vehicle	(42,000)	\$ 42,000	-	-	-		Move vehicle purchase back to 2025 from 2024
	Brine Unit	30,000	-	-	-	-		Funds to purchase a brine unit
	Lift	75,000	-	-	-	-		Funds to replace the Public Works Lift. (Net amount after sale of current lift unit)
	Radios	2,500	10,000	-	-	-		Funds to add radios to the existing system
	Skid Steer	(90,000)	-	-	-	-		Remove the funds to purchase a Skid Steer in 2024 as this equipment was replaced early as it was failing in 2022.
	Total Public Works	\$ (24,173)	\$ 192,327	\$ 327	\$ 327	\$ 327		

Cultus Lake Park
2024 - 2028 Financial Planning Worksheet - Commercial Leases (Dept. 500)

Type of Change	Request Description						2024 Financial Plan Impact	
Commercial Lease Revenue	Commercial Base Lease Revenue						\$ 120,970	Increase in revenue due to updates in commercial lease rates and inflation built into contracts
	Commercial Insurance Premiums						700	Increase in Insurance Fees allocated to leaseholders to offset the increased insurance costs.
	Commercial Protective Services Fees						2,200	Increase to cover Policing Cost Increases
	Total Revenue Commercial Lease						\$ 123,870	
Commercial Expenses	Insurance						\$ 700	The following represents the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.
	Sewer						50	Increased estimates to Sewer Operating Costs per connection through FVRD.
	Total Expenses Commercial Lease						\$ 750	
Capital Projects							Proposed Funding Source	
	Request Description	2024	2025	2026	2027	2028	Plaza Reserve	Comments
	Annual Sewer Capital Costs	\$ 327	\$ 327	\$ 327	\$ 327	\$ 327		Increased sewer capital costs for the sewer connections at the plaza, due to higher than expected borrowing costs.
	Total Commercial Lease	\$ 327	\$ 327	\$ 327	\$ 327	\$ 327		

Cultus Lake Park

2024 - 2028 Financial Planning Worksheet - Residential Leases (Dept. 600)

Type of Change	Request Description	2024 Financial Plan Impact						
Residential Lease Revenue	Residential Insurance Premiums	\$ 200	Increase in Insurance Fees allocated to leaseholders to offset the increased insurance costs.					
	Residential Protective Services Premiums	5,530	Increase Protective Services Fees to Cover increased cost of policing contact.					
	Short Term Rentals	7,000	~Increase in the number of STR being budget for from 40 to 50 STR's, original budget estimated 40 STR's due to lower than expected original registration during Covid.					
	Short Term Rentals (Dedicated Bylaw Officer)	19,500	~Increase in annual Short Term Rental Fees, from \$1,000 to \$1,375 (\$125 to \$175 weekly), to offset the cost of hiring a dedicated Short Term Rental Bylaw Officer.					
	Total Revenue Residential Lease	\$ 32,230						
Residential Expenses	Insurance	\$ 200	The following represents the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.					
	Bylaw Officer (STR) Wages and Benefits (Protective Services)	19,500	Funds to hire a dedicated Part-time Special Assignment Bylaw Officer that is dedicated to managing Short Term Rental's throughout the busy season.					
	Total Expenses Residential Lease	\$ 19,700						
Capital Projects	Proposed							
	Request Description	2023	2024	2025	2026	2027	Funding Source	Comments
	Traffic Calming	22,000	-	-	-	-	Residential Reserve	Funds for a traffic study, speedbumps and speed control sign.
Total Residential Lease	\$ 22,000	\$ -	\$ -	\$ -	\$ -			

Cultus Lake Park
2024 - 2028 Financial Planning Worksheet - **General Administration (Dept. 700)**

Type of Change	Request Description						2024 Financial Plan Impact	
General Admin Expenses	Insurance						\$ 1,500	The following represents the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.
	Sewer						35	Increased estimated Sewer Operating Costs per connection through FVRD.
	Total Expenses General Admin						\$ 1,535	
Capital Projects							Proposed Funding Source	Comments
	Request Description	2024	2025	2026	2027	2028		
	Asset Management Plan	\$ 160,000	\$ -	\$ -	\$ -	\$ -	Land Sale Reserve	Funds to complete Phase 2 of an Asset Management plan to assist in maintenance scheduling and capital planning.
	Annual Sewer Capital Costs	327	327	327	327	327	Park Office Reserve	Increased sewer capital costs for the sewer connections at the office, due to higher than expected borrowing costs.
	Total General Admin	\$ 160,327	\$ 327	\$ 327	\$ 327	\$ 327		

Cultus Lake Park
 2024 - 2028 Financial Planning Worksheet - **Community Hall (Dept. 800)**

Type of Change	Request Description						2024 Financial Plan Impact						
Community Hall Expenses	Insurance						\$ 600	The following represents the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.					
	Water and Sewer						50	Increased estimates to Water and Sewer Operating Costs per connection through FVRD.					
	Total Expenses Community Hall						\$ 650						
Capital Projects	Request Description						2024	2025	2026	2027	2028	Proposed Funding Source	Comments
	Annual Sewer Capital Costs						\$ 327	\$ 327	\$ 327	\$ 327	\$ 327	Community Hall Reserve	Increased sewer capital costs for the sewer connections at the community hall, due to higher than expected borrowing costs.
	Total Community Hall						\$ 327	\$ 327	\$ 327	\$ 327	\$ 327		

Cultus Lake Park

2024 - 2028 Financial Planning Worksheet - Foreshore (Dept. 850)

Type of Change	Request Description					2024 Financial Plan Impact	
Foreshore Expenses	Insurance					\$ 1,100	The following represents the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.
	Total Expenses Foreshore					\$ 1,100	
Foreshore Reserves	Self Insurance of Docks					\$ 50,000	Deposit to Foreshore Reserve, as per Board's direction to self insure the docks and deposit the approximate annual insurance premium into the foreshore reserve.
	Total Reserves Foreshore					\$ 50,000	
Capital Projects						Proposed Funding Source	
	Request Description	2023	2024	2025	2026	2027	Comments
	Bridge Repairs	\$ 5,000					Funds to make necessary upgrades to the footbridge to allow time to develop a plan for replacement.
	Total Foreshore	\$ 5,000	\$ -	\$ -	\$ -	\$ -	

Cultus Lake Park

2024 - 2027 Financial Planning Worksheet - Public Areas (Dept. 900)

Type of Change	Request Description					2024 Financial Plan Impact		
Public Areas Revenue	Parking Revenue					\$	25,000	Adjustment to Summer Schedule - Start date April 15th annually rather than the May Long Weekend.
	Tree Management Fees						3,500	Increase to Tree Management Fees based on ongoing actuals
	Total Revenue Public Areas					\$	28,500	
Public Areas Expenses	Insurance					\$	6,800	The following represents the estimated increase in commercial insurance costs for 2024 due to current premium rates, claims history and increasing insured revenue levels.
	Total Expenses Public Areas					\$	6,800	
Public Areas Reserves	Tree Management Fees					\$	3,500	Allocation of additional Tree Management Fees
	Parking Lot Equipment Reserve						700	The Parking Lot Equipment Reserve Bylaw requires a minimum deposit of 2.5% of parking revenue to be deposited to the reserve- Increase funded through increase in Parking Revenue.
	Total Reserves Public Areas					\$	4,200	
Capital Projects						Proposed Funding Source		
	Request Description	2024	2025	2026	2027	2028	Main Beach Reserve	Comments
	Main Beach Washrooms	\$ 15,000	\$ -	\$ -	\$ -	\$ -		Funds to make improvements to Main Beach Washrooms needed due to vandalism in 2023
	Tree Management	10,000	10,000	10,000				Additional funds required for tree management due to heat damages and additional tree reviews
Total Public Areas		\$ 25,000	\$ 10,000	\$ 10,000	\$ -	\$ -		

CULTUS LAKE PARK													
Sunnyside Campground													
2024 - 2028 Financial Planning Worksheet													
YTD - Updated to October 25, 2023													
			2023	2023									
			YTD	Year-end	2023	Variance	Variance	2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projections	Budget	(\$)	(%)	Budget	Budget	Budget	Budget	Budget	2024 Comments
	REVENUE												
10-1-100-4000	Seasonal - Waterfront Lots		597,324	597,324	596,850	474	0.1%	641,590	660,800	677,300	694,200	711,600	*Overall increase to Seasonal Rates of 7.5% (increase to incorporate inflation, insurance increases and sewer increases)
10-1-100-4001	Seasonal - View Lots		218,337	218,337	218,000	337	0.2%	234,700	241,700	247,700	253,900	260,200	
10-1-100-4002	Seasonal - Regular Lots		1,121,094	1,121,094	1,121,650	(556)	0.0%	1,205,900	1,242,100	1,273,200	1,305,000	1,337,600	
10-1-100-4090	Seasonal - Cultus Lake Infrastructure		6,090	6,090	6,090	-	0.0%	6,090	6,090	6,090	6,090	6,090	Infrastructure Fee for Seasonal Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Fee \$25 per reservation - 348 sites.
10-1-100-4090	Seasonal Foreshore Reserve		2,610	2,610	2,610	-	0.0%	2,610	2,610	2,610	2,610	2,610	
													*Overall increase to Full-Hook Up Overnight Rates of 7.5% (increase to incorporate inflation, insurance increases and sewer increases)
10-1-100-4003	Overnights - Full Hook Up		697,567	697,567	691,400	6,167	0.9%	743,300	765,600	784,700	804,300	824,400	*Overall increase to Seasonal Rates and Fees of 4% (increase to incorporate inflation and insurance increases)
10-1-100-4004	Overnights - No Hook Ups		302,583	302,583	289,400	13,183	4.6%	301,000	310,000	317,800	325,700	333,800	
10-1-100-4005	Overnights - View Lots		109,652	109,652	113,600	(3,948)	-3.5%	118,100	121,600	124,600	127,700	130,900	
10-1-100-4006	Overnights - Waterfront Lots		143,449	143,449	139,400	4,049	2.9%	145,000	149,400	153,100	156,900	160,800	
10-1-100-4011	Overnights - Group Area A & B		57,150	57,150	32,200	24,950	77.5%	33,500	34,500	35,400	36,300	37,200	
10-1-100-4015/4900	Other Sundry-Parking/Miscellaneous		572,658	572,658	546,000	26,658	4.9%	568,000	585,000	600,000	600,000	615,000	
10-1-100-4016	Overnights - Milfoil Revenue		7,401	7,401	7,500	(99)	-1.3%	7,500	7,500	7,500	7,500	7,500	
10-1-100-4090	Overnights - Cultus Lake Infrastructure		26,471	26,471	31,500	(5,030)	-16.0%	31,500	31,500	31,500	31,500	31,500	Infrastructure Fee for Overnight Campers. The Fee will be split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Fee \$5 per reservation - approximately 9000 reservations per year.
10-1-100-4090	Overnights - Foreshore Reserve		11,345	11,345	13,500	(2,156)	-16.0%	13,500	13,500	13,500	13,500	13,500	
10-1-100-4017	SS WIFI Sales		152	152	5,000	(4,848)	-97.0%	-	-	-	-	-	*Wifi sales removed as we are no longer charging for WIFI at the campground.
10-1-100-4050	Sunnyside Store Sales		194,140	194,140	141,000	53,140	37.7%	141,000	141,000	141,000	141,000	141,000	
10-1-100-4910	Laundromat		6,623	6,623	4,800	1,823	38.0%	4,800	4,800	4,800	4,800	4,800	
10-1-100-4950	Retail Sales		10,451	10,451	2,000	8,451	422.6%	2,000	2,000	2,000	2,000	2,000	
	TOTAL REVENUE		\$ 4,085,096	\$ 4,085,096	\$ 3,962,500	\$ 122,596	3.1%	\$ 4,200,090	\$ 4,319,700	\$ 4,422,800	\$ 4,513,000	\$ 4,620,500	
	EXPENDITURES												
	OPERATING												
10-2-100-5000	Advertising - media		1,735	1,735	9,550	7,815	81.8%	9,550	9,550	9,550	9,550	9,550	
10-2-100-5300													
10-2-100-6050	Building Materials/Electrical Repairs		22,177	32,770	32,770	-	0.0%	33,430	34,100	34,780	35,480	36,190	
10-2-100-5375	Contract Services - Security		202,716	206,000	206,000	-	0.0%	210,000	214,000	218,000	222,000	226,000	
10-2-100-5400	Conferences		78	1,000	3,330	2,330	70.0%	3,330	3,330	3,330	3,330	3,330	
10-2-100-5500	Data Processing		45,849	49,800	49,800	-	0.0%	50,800	51,800	52,800	53,900	55,000	
10-2-100-5700	Education & Training		-	1,000	4,500	3,500	77.8%	4,500	4,500	4,500	4,500	4,500	
10-2-100-5800	Equipment Maintenance		5,687	15,000	15,000	-	0.0%	15,300	15,600	15,900	16,200	16,500	
10-2-100-5820	Equipment Fuel		-	500	550	50	9.1%	550	550	550	550	550	
10-2-100-5900	Garbage Collection/Recycle		44,837	60,500	60,500	-	0.0%	60,500	60,500	60,500	60,500	62,920	
10-2-100-6000	Grounds Maintenance		19,894	49,400	49,400	-	0.0%	50,400	51,400	52,400	53,400	54,500	
10-2-100-6100	Insurance - Business		32,102	66,562	64,200	(2,362)	-3.7%	75,800	83,400	91,700	100,900	111,000	*Increase to reflect actual premium increases
10-2-100-6200	Insurance -Vehicle		756	1,010	1,260	250	19.8%	1,100	1,110	1,120	1,130	1,140	*Decrease to reflect actual premiums
10-2-100-6300	Janitorial Supplies		16,892	23,500	23,500	-	0.0%	24,000	24,500	25,000	25,500	26,000	
10-2-100-6500	Licences		857	1,200	1,200	-	0.0%	1,200	1,200	1,200	1,200	1,200	

			2023	2023									
			YTD	Year-end	2023	Variance	Variance	2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projections	Budget	(\$)	(%)	Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-100-6450	Professional Fees		87	195	195	-	0.0%	195	195	195	195	195	
10-2-100-6800	Office Supplies		4,035	4,400	4,400	-	0.0%	4,400	4,400	4,400	4,400	4,400	
10-2-100-6805	Interest & Bank Charges/Cash Over-Short		460	1,000	1,000	-	0.0%	1,000	1,000	1,000	1,000	1,000	
10-2-100-6812	POS Services Charges		77,778	79,000	73,000	(6,000)	-8.2%	73,000	73,000	73,000	73,000	73,000	
10-2-100-6817	Retail Sales (COGS)		108,417	100,000	57,200	(42,800)	-74.8%	57,200	57,200	57,200	57,200	57,200	
10-2-100-6822	Other/Office furniture		160	500	500	-	0.0%	500	500	500	500	500	
10-2-100-7000	Printing		2,043	5,000	5,000	-	0.0%	5,000	5,000	5,000	5,000	5,000	
10-2-100-7100	Promotion/Public Relations		1,239	3,840	3,840	-	0.0%	3,840	3,840	3,840	3,840	3,840	
10-2-100-7200	Roads & Parking		4,463	8,000	8,000	-	0.0%	8,000	8,000	8,000	8,000	8,000	
10-2-100-7300	Vandalism Repairs		-	2,000	2,000	-	0.0%	2,000	2,000	2,000	2,000	2,000	
10-2-100-7400	Security Systems/Supplies		1,762	2,600	2,000	(600)	-30.0%	2,000	2,000	2,000	2,000	2,000	
10-2-100-7500	Septic System Maintenance		6,077	6,077	5,000	(1,077)	-21.5%	5,000	5,000	5,000	5,000	5,000	
10-2-100-7500	Sewer		-	116,100	116,100	-	0.0%	118,400	120,800	123,200	125,700	128,200	
7600/7650/7625	Shop Supplies/Small tools/Safety Supplies		1,414	2,500	2,500	-	0.0%	2,500	2,500	2,500	2,500	2,500	
10-2-100-7700	Special Programs/Events		1,004	5,000	12,080	7,080	58.6%	12,080	12,080	12,080	12,080	12,080	
10-2-100-7800	Telecommunications		11,763	14,000	12,900	(1,100)	-8.5%	12,900	12,900	12,900	12,900	12,900	
10-2-100-7900	Travel Expense		-	-	1,200	1,200		1,200	1,200	1,200	1,200	1,200	
10-2-100-8000	Propane		6,637	8,600	8,400	(200)	-2.4%	8,700	9,000	9,300	9,600	9,900	
10-2-100-8005	Hydro		79,215	85,000	90,200	5,200	5.8%	92,900	95,700	98,600	101,600	104,600	
10-2-100-8020	Water		-	179,100	179,100	-	0.0%	182,700	186,400	190,100	193,900	197,800	
10-2-100-8100	Vehicle Maintenance		-	1,390	1,390	-	0.0%	1,420	1,450	1,480	1,510	1,540	
10-2-100-8130	Vehicle Fuel		749	800	780	(20)	-2.6%	1,000	1,010	1,020	1,030	1,040	*Increase due to large inflationary increase in gas prices
10-2-100-8201	Signage		1,833	2,000	2,000	-	0.0%	2,000	2,000	2,000	2,000	2,000	
10-2-100-8300	Water System Maintenance		3,707	5,000	5,000	-	0.0%	5,000	5,000	5,000	5,000	5,000	
	TOTAL OPERATING		\$ 706,423	\$ 1,142,079	\$ 1,115,345	\$ (26,734)	-2.4%	\$ 1,143,395	\$ 1,167,715	\$ 1,192,845	\$ 1,219,295	\$ 1,249,275	
	WAGES & BENEFITS		16.8%	26.3%	25.1%			25.0%	25.1%	25.2%	25.2%	25.2%	
10-2-100-8600	Management Salaries		113,946	136,218	136,218	-	0.0%	141,200	144,020	146,900	150,570	154,330	
10-2-100-8700	Staff Wages - Gatehouse		94,921	115,360	115,360	-	0.0%	118,240	122,970	125,430	128,570	131,780	
10-2-100-8705	Staff Wages - Site Maintenance/Custodian		172,845	190,000	212,720	22,720	10.7%	218,040	226,760	231,300	237,080	243,010	
10-2-100-8710	Staff Wages - Store		35,718	33,620	33,620	-	0.0%	34,460	35,840	36,560	37,470	38,410	
10-2-100-8800	Employee Benefits		70,143	124,920	124,920	-	0.0%	127,910	133,030	135,890	139,490	143,190	
10-2-100-8825	Uniforms/Criminal Check		550	1,000	1,700	700	41.2%	1,700	1,700	1,700	1,700	1,700	
	TOTAL WAGES & BENEFITS		\$ 488,123	\$ 601,118	\$ 624,538	\$ 23,420	3.7%	\$ 641,550	\$ 664,320	\$ 677,780	\$ 694,880	\$ 712,420	
10-2-100-9800	RESERVE ALLOCATIONS												
	Sunnyside - Septic/Sewer		-	199,330	199,330	-	0.0%	316,641	316,641	316,641	316,641	316,641	*Increased allocations to Sunnyside Reserve to fund increase in sewer capital costs due to increased borrowing costs.
	Sunnyside - 6% of Revenue		-	241,900	234,100	(7,800)	-3.3%	248,300	255,500	261,700	267,100	273,600	*6% of Sunnyside Revenue - increase based on increase in revenues
	Sunnyside - Electrical (Recycling)		-	25,000	25,000	-	0.0%	27,500	27,500	27,500	27,500	27,500	
	Sunnyside - Facility Life Cycle		-	20,000	20,000	-	0.0%	20,000	20,000	20,000	20,000	20,000	
	Sunnyside - Utility Vehicle		-	10,000	10,000	-	0.0%	10,000	10,000	10,000	10,000	10,000	
	Cultus Lake Infrastructure Reserve		-	32,561	37,590	5,030	13.4%	37,590	37,590	37,590	37,590	37,590	
	Foreshore Reserve		-	13,955	16,110	2,156	13.4%	16,110	16,110	16,110	16,110	16,110	
	Milfoil Control Reserve		-	7,401	7,500	99	1.3%	7,500	7,500	7,500	7,500	7,500	
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ 550,146	\$ 549,630	\$ (516)	-0.1%	\$ 683,641	\$ 690,841	\$ 697,041	\$ 702,441	\$ 708,941	

			2023	2023									
			YTD	Year-end	2023	Variance	Variance	2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projections	Budget	(\$)	(%)	Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-100-9000	CAPITAL PROJECTS												
	#06 Kiosk/Gatehouse Renovations		3,491	40,000	40,000	-	0.0%	-	-	-	-	-	
	#41 Gator Replacements		16,222	16,222	25,000	8,778		25,000	25,000	25,000	25,000	25,000	
	#219 Irrigation and Landscaping - Foreshore		-	100,000	100,000	-	0.0%	-	-	-	-	-	
	#186 Boat Launch		-	100,000	100,000	-	0.0%	-	-	-	-	-	
	#223 Signage		-	20,000	20,000	-	0.0%	-	-	-	-	-	
	#224 Licence Plate Reader - Gate		8,930	10,000	10,000	-	0.0%	-	-	-	-	-	
	#159 Picnic Table Replacement		6,858	6,858	7,500	642	8.6%	7,500	7,500	7,500	7,500	7,500	
	#33 Paving		45,750	45,750	45,000	(750)	-1.7%	45,000	45,000	45,000	45,000	45,000	
	#71 AED		-	-	-	-	0.0%	-	-	2,500	-	-	
	#190 Washroom Renovations		221,323	221,323	193,500	(27,823)	-14.4%	250,000	260,000	-	-	-	*Increased cost - based on cost increases seen during RFP in 2023
													*Additional funds required for tree management due to additional tree damage found in 2023
	#76 Tree Maintenance/Rehabilitation		7,155	10,000	10,000	-	0.0%	12,500	12,500	12,500	12,500	12,500	
	#161 Sewer System		-	-	450,000	450,000	100.0%	450,000	-	-	-	-	*Carry-forward funds from 2023 for Phase 2 of Connecting Sunnyside to the Sewer System
	WR#8 Stairs		-	-	-	-	0.0%	10,000	-	-	-	-	*Funds to redesign stairs at washroom #8
	#72 Fencing		-	5,000	5,000	-	0.0%	5,000	5,000	5,000	5,000	5,000	
	#141 Annual Sewer Capital Costs		-	316,641	199,330	(117,311)	-58.9%	316,641	316,641	316,641	316,641	316,641	*Increased cost of borrowing for new sewer system
	#158 Transformer Replacements		-	10,000	10,000	-	0.0%	10,000	10,000	10,000	10,000	10,000	
	#34 Electric Box Upgrade		-	10,000	10,000	-	0.0%	10,000	10,000	10,000	10,000	10,000	
	#01 Redwood Playground		1,454	1,454	-	(1,454)	0.0%	-	-	-	-	-	
	#222 Washroom Fixtures (Family Washroom)		-	-	4,420	4,420	100.0%	-	-	-	-	-	
	Movies Screen		-	-	-	-	0.0%	5,000	-	-	-	-	*Funds to setup a movie screen at the rec bowl
	Generator for Gatehouse		-	-	-	-	0.0%	15,000	-	-	-	-	*Funds to install a generator at the gatehouse
	Gate Motor		-	-	-	-	0.0%	8,000	-	-	-	-	*Funds to replace the motor for the gate at Sunnyside entrance
	Sea-can for Storage		-	-	-	-	0.0%	4,000	-	-	-	-	*Funds to add a Sea-can for storage in the compound
	TOTAL CAPITAL		\$ 311,183	\$ 913,248	\$ 1,229,750	\$ 316,502	25.7%	\$ 1,173,641	\$ 691,641	\$ 434,141	\$ 431,641	\$ 431,641	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 1,505,729	\$ 3,206,591	\$ 3,519,263	\$ 312,672	8.9%	\$ 3,642,227	\$ 3,214,517	\$ 3,001,807	\$ 3,048,257	\$ 3,102,277	
10-2-100-9999	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 222,878	\$ 297,170	\$ 297,170	\$ -	0.0%	\$ 304,690	\$ 310,020	\$ 315,450	\$ 320,970	\$ 326,600	
10-2-100-9998	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 325,838	\$ 434,450	\$ 434,450	\$ -	0.0%	\$ 459,096	\$ 482,725	\$ 502,195	\$ 520,465	\$ 534,479	
	TOTAL EXPENDITURES		\$ 2,054,445	\$ 3,938,211	\$ 4,250,883	\$ 312,672	7.4%	\$ 4,406,013	\$ 4,007,262	\$ 3,819,452	\$ 3,889,692	\$ 3,963,356	
	CONTRIBUTION TO (FROM)		\$ 2,030,651	\$ 146,885	\$ (288,383)	\$ (435,268)	150.9%	\$ (205,923)	\$ 312,438	\$ 603,348	\$ 623,308	\$ 657,144	
10-2-100-9805	Appropriation from Sunnyside Reserve		-	(913,248)	(1,229,750)	(316,502)	25.7%	(1,173,641)	(691,641)	(434,141)	(431,641)	(431,641)	
10-2-100-9810	Appropriated from Accumulated Surplus		-	-		-	0.0%	-	-	-	-		
	NET CONTRIBUTION TO (FROM)		\$ 2,030,651	\$ 1,060,133	\$ 941,367	\$ (118,766)	-12.6%	\$ 967,718	\$ 1,004,079	\$ 1,037,489	\$ 1,054,949	\$ 1,088,785	

CULTUS LAKE PARK													
Protective Services													
2024 - 2028 Financial Planning Worksheet													
YTD - Updated to October 25, 2023													
		2023	2023										
		YTD	Year-end	2023	Variance	Variance	2024	2025	2026	2027	2028		
GL	Account Name	Actual	Projection	Budget	(\$)	(%)	Budget	Budget	Budget	Budget	Budget		2024 Comments
	REVENUE												
10-1-125-4675	Bylaw/Parking Enforcement Tickets	115,825	155,825	175,000	(19,175)	-11.0%	180,000	185,000	185,000	185,000	185,000		
10-1-125-4900	Miscellaneous Revenue	3,567	1,068	-	1,068		-	-	-	-	-		
TOTAL REVENUE		\$ 119,392	\$ 156,893	\$ 175,000	\$ (18,107)	-10.3%	\$ 180,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000		
	EXPENDITURES												
	OPERATING												
10-2-125-5300	Building Materials	1,151	1,240	1,240	-	0.0%	1,260	1,290	1,320	1,350	1,380		
10-2-125-5375	Contract Services	299,823	300,823	251,700	(49,123)	-19.5%	287,900	293,700	299,600	305,600	311,700		*Increase of \$30,000 plus 4% inflation for new police agreement
10-2-125-5500	Data Processing	46,542	40,000	40,000	-	0.0%	40,800	41,600	42,400	43,200	44,100		
10-2-125-5700	Education & Training	724	1,000	3,200	2,200	68.8%	3,200	3,200	3,200	3,200	3,200		
10-2-125-5800	Equipment Maintenance	225	1,000	1,000	-	0.0%	1,000	1,000	1,000	1,000	1,000		
10-2-125-6100	Insurance - Business	6,000	12,250	12,000	(250)	-2.1%	13,700	15,100	16,600	18,300	20,100		*Increase to reflect actual premium increases
10-2-125-6200	Insurance - Vehicles	1,019	1,492	1,180	(312)	-26.4%	1,530	1,560	1,590	1,620	1,650		*Increase to reflect actual premium increases
10-2-125-6450	Professional Fees - Collection Commission	13,315	30,500	18,000	(12,500)	-69.4%	18,000	18,000	18,000	18,000	18,000		
												*Updated anticipated cost to participate in the Bylaw Adjudication System at City of Chilliwack, \$2,000 membership plus a portion of the actual adjudication costs. Cost allocations based on ticket volumes and dispute volumes.	
10-2-125-6500	Licenses/Permits	-	70,000	28,000	(42,000)	-150.0%	53,000	54,100	55,200	56,400	57,600		
10-2-125-6800	Office Supplies	524	524	1,200	676	56.3%	1,200	1,200	1,200	1,200	1,200		
10-2-125-7000	Printing	80	100	750	650	86.7%	750	750	750	750	750		
10-2-125-7100	Public Relations	-	100	500	400	80.0%	500	500	500	500	500		
10-2-125-7400	Security Systems/Supplies	-	100	500	400	80.0%	500	500	500	500	500		
10-2-125-7800	Telecommunications/ Radios	2,494	3,600	2,150	(1,450)	-67.4%	2,200	2,250	2,310	2,370	2,430		
10-2-125-8000	Propane & Natural Gas	854	925	925	-	0.0%	950	975	1,000	1,025	1,050		
10-2-125-8100	Vehicle Maintenance	193	500	1,060	560	52.8%	1,080	1,100	1,120	1,140	1,160		
10-2-125-8130	Vehicle Fuel	1,417	1,590	1,590	-	0.0%	1,620	1,650	1,680	1,710	1,740		
TOTAL OPERATING		\$ 374,361	\$ 465,744	\$ 364,995	\$ (100,749)	-27.6%	\$ 429,190	\$ 438,475	\$ 447,970	\$ 457,865	\$ 468,060		
	WAGES & BENEFITS	0.18	0.27	0.27			0.26	0.26	0.26	0.26	0.26		
												*Increase Wages and benefits for 1 Seasonal P/T Bylaw Officer to manager STR during the busy season.	
10-2-125-8700	Staff Wages- Bylaw Officer	102,540	104,570	104,570	-	0.0%	107,180	111,470	113,700	116,540	119,450		
10-2-125-8703	Staff Wages - Parking Enforcement	32,053	32,053	33,260	1,207	3.6%	49,790	51,780	52,820	54,140	55,490		
10-2-125-8715	Staff Wages - Administration	57,420	67,330	67,330	-	0.0%	69,010	71,770	73,210	75,040	76,920		
10-2-125-8800	Employee Benefits	33,915	54,590	54,590	-	0.0%	58,440	60,780	62,000	63,550	65,140		
10-2-125-8825	Uniforms	1,560	2,000	2,000	-	0.0%	2,000	2,000	2,000	2,000	2,000		
TOTAL WAGES & BENEFITS		\$ 227,488	\$ 260,543	\$ 261,750	\$ 1,207	0.5%	\$ 286,420	\$ 297,800	\$ 303,730	\$ 311,270	\$ 319,000		

		2023	2023										
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-125-9800	RESERVE ALLOCATIONS												
	Equipment	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
	Renovations	-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
	TOTAL RESERVE ALLOCATIONS	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
10-2-125-9000	CAPITAL PROJECTS												
	Electric Bike	1799	1799	2,500				-	-	-	-	-	
	TOTAL CAPITAL	\$ 1,799	\$ 1,799	\$ 2,500	\$ -	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 603,648	\$ 730,086	\$ 631,245	\$ (99,542)	-15.8%		\$ 717,610	\$ 738,275	\$ 753,700	\$ 771,135	\$ 789,060	
10-2-125-9999	TOTAL INTERNAL WAGE ALLOCATIONS	15,053	20,070	20,070	-	0.0%		20,710	21,070	21,430	21,810	22,190	
New GL	OVERHEAD EXPENSE ALLOCATION												
	Sunnyside Campground			(108,807)	(108,807)			(132,472)	(137,520)	(142,350)	(148,170)	(154,135)	
	Commercial Leases			(21,773)	(21,773)			(25,393)	(26,040)	(26,700)	(27,390)	(28,130)	
	Residential Leases			(113,585)	(113,585)			(132,535)	(135,950)	(139,350)	(143,110)	(146,950)	
	Community Hall			(9,770)	(9,770)			(11,340)	(11,615)	(11,900)	(12,190)	(12,500)	
	Visitor Services			(200,630)	(200,630)			(234,070)	(240,115)	(246,130)	(252,740)	(259,510)	
10-2-100-9998	Foreshore Lease Agreement			(19,250)	(19,250)			(22,510)	(23,105)	(23,700)	(24,345)	(25,025)	
10-2-125-9998	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ (355,361)	\$ (473,815)	(473,815)	-	0.0%		\$ (558,320)	\$ (574,345)	\$ (590,130)	\$ (607,945)	\$ (626,250)	
	TOTAL EXPENDITURES	\$ 263,340	\$ 276,341	\$ 177,500	\$ (98,841)	-55.7%		\$ 180,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	
	CONTRIBUTION TO (FROM)	\$ (143,948)	\$ (119,448)	\$ (2,500)	\$ 116,948	-4677.9%		\$ -	\$ -	\$ -	\$ -	\$ -	
	Appropriated from Protective Services Reserve	-	(1,799)	(2,500)	(701)	28.0%		-	-	-	-	-	
	Appropriated from Accumulated Surplus		(30,000)	-	30,000	0.0%		-	-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ (143,948)	\$ (87,649)	\$ -	\$ (87,649)	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	

CULTUS LAKE PARK														
Visitor Services														
2024 - 2028 Financial Planning Worksheet														
YTD - Updated to October 25, 2023														
		2023	2023											
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028		
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget		2024 Comments
	REVENUE													
10-1-150-4400	Cabin Rentals	197,268	213,268	214,700	(1,432)	-0.7%		214,700	214,700	214,700	220,100	220,100		
10-1-150-4950	Miscellaneous Income	10,739	10,739	5,000	5,739	114.8%		5,000	5,000	5,000	5,000	5,000		
TOTAL REVENUE		\$ 208,007	\$ 224,007	\$ 219,700	\$ 4,307	2.0%		\$ 219,700	\$ 219,700	\$ 219,700	\$ 225,100	\$ 225,100		
	EXPENDITURES													
	OPERATING													
10-2-150-5000	Advertising - media	1,258	1,500	1,900	400	21.1%		1,900	1,900	1,900	1,900	1,900		
10-2-150-5300	Building Materials/Maintenance/Electrical Repairs	5,613	5,613	5,200	(413)	-7.9%		7,000	7,000	7,000	7,000	7,000		*Increased as annually overbudget
10-2-150-5375	Contract Services	-	-	-	-	0.0%		-	-	-	-	-		
10-2-150-5500	Data Processing	2,802	3,500	3,500	-	0.0%		3,600	3,700	3,800	3,900	4,000		
10-2-150-5700	Education & Training	-	-	400	400	100.0%		400	400	400	400	400		
10-2-150-5800	Equipment & Material Replacement	4,946	5,500	5,800	300	5.2%		5,800	5,800	5,800	5,800	5,800		
10-2-150-6000	Grounds Maintenance	2,323	3,810	3,810	-	0.0%		4,200	4,590	4,980	5,370	5,760		
10-2-150-6100	Insurance - Business	11,600	23,500	23,200	(300)	-1.3%		26,100	28,700	31,600	34,800	38,300		*Increase to reflect actual premium increases
10-2-150-6300	Janitorial Supplies	3,162	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000		
10-2-150-6301	Linen	152	2,500	3,800	1,300	34.2%		3,800	3,800	3,800	3,800	3,800		
10-2-150-6800	Office Supplies	915	1,000	650	(350)	-53.8%		650	650	650	650	650		
10-2-150-6810	POS Charges/Bank Charges	6,609	7,000	5,500	(1,500)	-27.3%		5,500	5,500	5,500	5,500	5,500		
10-2-150-6817	Cost of Goods Sold	-	-	850	850	100.0%		850	850	850	850	850		
10-2-150-7000	Printing	16	250	250	-	0.0%		250	250	250	250	250		
10-2-150-7100	Promotion/Public Relations		500	500	-	0.0%		500	500	500	500	500		
10-2-150-7200	Roads & Parking	145	300	300	-	0.0%		300	300	300	300	300		
10-2-150-7400	Security System & Supplies	443	443	-	(443)	0.0%		-	-	-	-	-		
10-2-150-7500	Sewer		5,100	5,100	-	0.0%		5,625	5,700	5,800	5,900	6,000		*Increase to increased costs through FVRD
10-2-150-7800	Telecommunications/Cable	4,681	5,500	4,780	(720)	-15.1%		4,780	4,780	4,780	4,780	4,780		
10-2-150-8000	Propane & Natural Gas	2,842	3,800	3,800	-	0.0%		3,900	4,000	4,100	4,200	4,300		
10-2-150-8005	Hydro	8,986	11,000	11,000	-	0.0%		11,200	11,400	11,600	11,800	12,000		
10-2-150-8020	Water	-	5,400	5,300	(100)	-1.9%		5,550	5,700	5,800	5,900	6,000		*Increase to increased costs through FVRD
10-2-150-8201	Signage	155	500	500	-	0.0%		500	500	500	500	500		
TOTAL OPERATING		\$ 56,648	\$ 90,716	\$ 90,140	\$ (576)	-0.6%		\$ 96,405	\$ 100,020	\$ 103,910	\$ 108,100	\$ 112,590		
	WAGES & BENEFITS	12.4%	13.7%	23.9%				24.1%	24.1%	24.1%	24.1%	24.1%		
10-2-150-8700	Staff - Visitor Services	53,511	58,320	58,320	-	0.0%		59,780	62,170	63,410	65,000	66,630		
10-2-150-8800	Employee Benefits	6,626	8,000	13,960	5,960	42.7%		14,390	14,970	15,270	15,650	16,040		
10-2-150-8825	Uniforms			-	-	0.0%		200	-	200	-	200		
TOTAL WAGES & BENEFITS		\$ 60,137	\$ 66,320	\$ 72,280	\$ 5,960	8.2%		\$ 74,370	\$ 77,140	\$ 78,880	\$ 80,650	\$ 82,870		

		2023	2023										
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-150-9800	RESERVE ALLOCATIONS												
	Cabins Reserve	-	19,000	19,000	-	0.0%		19,000	19,000	19,000	19,000	19,000	
	Cabin Reserve -Twin Alders	-	6,230	6,230	-	0.0%		6,350	6,470	6,590	6,720	6,850	
	Sewer & Septic Reserve	-	4,660	4,660	-	0.0%		5,000	5,100	5,200	5,300	5,400	
	TOTAL RESERVE ALLOCATIONS	\$ -	\$ 29,890	\$ 29,890	\$ -	0.0%		\$ 30,350	\$ 30,570	\$ 30,790	\$ 31,020	\$ 31,250	
10-2-150-9000	CAPITAL PROJECTS												
#225	Air Conditioning	5,945	5,945	7,500	1,555	20.7%		-	-	-	-	-	
#143	Annual Sewer Capital Costs		8,075	6,810	(1,265)	-18.6%		8,075	8,075	8,075	8,075	8,075	*Increase to increased costs through FVRD
#106	Cabin Refresh	6,127	13,560	13,560	-	0.0%		8,500	8,500	8,500	8,500	8,500	
#78	Kitchen & Bath Various, Paving, Parking	-	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
#79	Mattresses/Furniture Replacement	7,033	10,000	10,000	-	0.0%		-	10,000	-	10,000		
	TOTAL CAPITAL	\$ 19,105	\$ 41,580	\$ 41,870	\$ 290	0.7%		\$ 20,575	\$ 30,575	\$ 20,575	\$ 30,575	\$ 20,575	
TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 135,890	\$ 228,506	\$ 234,180	\$ 5,674	2.4%		\$ 221,700	\$ 238,305	\$ 234,155	\$ 250,345	\$ 247,285	
10-2-150-9999	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 35,018	\$ 46,690	\$ 46,690	\$ 46,690	100.0%		\$ 48,617	\$ 49,460	\$ 50,330	\$ 51,200	\$ 52,090	
TOTAL EXPENDITURES		\$ 170,908	\$ 275,196	\$ 280,870	\$ 5,674	2.0%		\$ 270,317	\$ 287,765	\$ 284,485	\$ 301,545	\$ 299,375	
CONTRIBUTION TO (FROM)		\$ 37,099	\$ (51,189)	\$ (61,170)	\$ (9,981)	16.3%		\$ (50,617)	\$ (68,065)	\$ (64,785)	\$ (76,445)	\$ (74,275)	
10-2-150-9805	Appropriated from Cabins Reserve	-	(33,505)	(35,060)	(1,555)	4.4%		(12,500)	(22,500)	(12,500)	(22,500)	(12,500)	
10-2-150-9805	Appropriated from Sewer & Septic Reserve		(8,075)	(6,810)	1,265	-18.6%		(8,075)	(8,075)	(8,075)	(8,075)	(8,075)	
NET CONTRIBUTION TO (FROM)		\$ 37,099	\$ (9,609)	\$ (19,300)	\$ (9,691)	50.2%		\$ (30,042)	\$ (37,490)	\$ (44,210)	\$ (45,870)	\$ (53,700)	

CULTUS LAKE PARK			FVRD				CLPB								
Fire Department			3 Year Average	Actual 2021	Actual 2022	Actual 2023									
2024 - 2028 Financial Planning Worksheet			24.20%	24.40%	23.63%	24.57%	75.8%								
YTD - Updated to October 25, 2023								Commercial	2.4%	2.5%	2.5%	2.6%	2.6%		
			2023	2023				Residential	2.5%	2.4%	2.5%	2.6%	2.6%		
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028		
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget		2024 Comments
	REVENUE														
10-1-300-4600	Commercial Leases		37,431	41,450	41,450	-	0.0%		42,430	43,505	44,605	45,750	46,955		
10-1-300-4605	Residential Leases		181,198	181,198	181,200	(2)	0.0%		185,660	190,205	195,045	200,020	205,195		
	Donations		21,250	21,250		21,250	0.0%		-	-	-	-	-		
10-1-300-4601	Agreements/Transfer Payments:														
	FVRD - Operations		-	53,930	53,930	-	0.0%		57,170	58,740	60,410	62,140	63,950		*Increase to fees due to adjustment to allocation of costs between FVRD and CLPB (annually based on assessed property values).
	FVRD - Capital		-	18,090	13,600	4,490	33.0%		940	11,110	3,480	1,060	1,060		
	Soowahlie		-	11,080	11,080	-	0.0%		11,080	11,080	11,080	11,080	11,080		
TOTAL REVENUE		\$	239,879	\$ 326,998	\$ 301,260	\$ 25,738	8.5%		\$ 297,280	\$ 314,640	\$ 314,620	\$ 320,050	\$ 328,240		
	EXPENDITURES														
	OPERATING														
10-2-300-5000	Advertising		-	-	550	550	100.0%		550	550	550	550	550		
10-2-300-5300	Building Maintenance		1,348	5,000	5,000	-	0.0%		5,500	6,000	6,500	7,000	7,500		
10-2-300-5500	Data Processing		2,161	3,000	3,000	-	0.0%		3,000	3,000	3,000	3,000	3,000		
															*Decrease of education funds needed, due to Covid many courses have been moved in-house or are now being done by webinar.
10-2-300-5700	Education & Training		10,276	22,000	29,000	7,000	24.1%		21,450	21,630	21,820	22,010	22,200		
10-2-300-5820	Fire Fighting Equipment & Maint & Fuel		12,786	31,600	31,600	-	0.0%		32,200	32,800	33,500	34,200	34,900		
10-2-300-5850	Fire Prot. Equip Annual Testing		3,952	9,500	9,500	-	0.0%		10,000	10,500	11,000	11,500	12,000		
10-2-300-6000	Grounds Maintenance		-	500	500	-	0.0%		500	500	500	500	500		
10-2-300-6100	Insurance - Business		9,150	19,750	18,300	(1,450)	-7.9%		23,300	25,600	28,200	31,000	34,100		*Increase to reflect actual premium increases
10-2-300-6200	Insurance - Vehicles		3,125	4,167	5,950	1,783	30.0%		4,300	4,400	4,500	4,600	4,700		*Decrease to reflect actual premiums
10-2-300-6300	Janitorial Contracts/Supplies		-	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-6600	Memberships/Dues/Subscription		-	800	800	-	0.0%		800	800	800	800	800		
10-2-300-6800	Office Supplies & Bank Charges		89	1,400	1,400	-	0.0%		1,400	1,400	1,400	1,400	1,400		
10-2-300-7100	Promotion/Public Relations		-	500	500	-	0.0%		550	550	550	550	550		
10-2-300-7400	Security Systems/Supplies		385	500	500	-	0.0%		550	550	550	550	550		
10-2-300-7600	Shop Supplies/Small Tools		257	500	1,000	500	50.0%		1,000	1,000	1,000	1,000	1,000		
10-2-300-7655	Medical Supplies		1,316	3,300	3,300	-	0.0%		3,500	3,700	3,900	4,100	4,300		
10-2-300-7800	Telecommunications/Cable		3,660	9,000	10,650	1,650	15.5%		10,850	11,050	11,250	11,450	11,650		
10-2-300-8000	Propane/Gas		1,285	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000		
10-2-300-8005	Hydro		2,827	3,900	3,900	-	0.0%		4,000	4,100	4,200	4,300	4,400		
10-2-300-8020	Water		-	600	600	-	0.0%		615	630	640	650	660		*Increase to increased costs through FVRD
10-2-300-7500	Sewer		-	580	580	-	0.0%		625	640	650	660	670		*Increase to increased costs through FVRD
															*Increase to reflect increased need and cost of maintaining vehicles.
10-2-300-8100	Vehicle Maintenance		14,811	15,000	10,000	(5,000)	-50.0%		15,000	15,200	15,400	15,600	15,800		
10-2-300-8130	Vehicle Fuel		2,139	2,200	2,200	-	0.0%		2,200	2,200	2,200	2,200	2,200		
TOTAL OPERATING		\$	69,567	\$ 136,797	\$ 141,830	\$ 5,033	3.5%		\$ 144,890	\$ 149,800	\$ 155,110	\$ 160,620	\$ 166,430		

		2023	2023				Residential	2.5%	2.4%	2.5%	2.6%	2.6%	
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
	WAGES & BENEFITS							1,050					
10-2-300-8600	Management Salaries	3,900	6,950	6,950	-	0.0%		6,950	6,950	6,950	6,950	6,950	
10-2-300-8700	Staff Wages	43,698	60,400	60,400	-	0.0%		64,800	66,100	67,420	68,770	70,150	*Increase for Hourly Training and Call-Outs -from \$19.00 in 2023 to \$20.00 in 2024
10-2-300-8760	Employee Benefits (WCB/EHT)	2,348	3,200	3,200	-	0.0%		3,380	3,450	3,520	3,590	3,660	
10-2-300-8825	Uniforms & Clothing Allowance	781	1,500	4,000	2,500			4,000	4,000	4,000	4,000	4,000	
	TOTAL WAGES & BENEFITS	\$ 50,727	\$ 72,050	\$ 74,550	\$ 2,500	3.4%		\$ 79,130	\$ 80,500	\$ 81,890	\$ 83,310	\$ 84,760	
10-2-300-9800	RESERVE ALLOCATIONS												
	Fire - Equipment	-	27,000	27,000	-	0.0%		27,000	27,000	27,000	27,000	27,000	
	Fire - New Pumper	-	32,430	32,430	-	0.0%		33,120	33,820	34,520	35,220	35,920	
	Fire - Operating Surplus	-	17,874	-	-	0.0%		-	-	-	-	-	
	TOTAL RESERVE ALLOCATIONS	\$ -	\$ 77,304	\$ 59,430	\$ -	0.0%		\$ 60,120	\$ 60,820	\$ 61,520	\$ 62,220	\$ 62,920	
10-2-300-9000	CAPITAL PROJECTS												
#133	Building Upgrades	-	7,000	7,000	-	0.0%		-	-	10,000	-	-	
#110	Air Bottles (x 10)	-	7,000	7,000	-	0.0%		-	-	-	-	-	
	Underwater Scanner/Wet Suits	16,832	16,832	-	-	0.0%		-	-	-	-	-	
#144	Annual Sewer Capital Costs	-	897	570	(327)	-57.4%		897	897	897	897	897	
#48	SCBA Replacement (5 sets)	40,005	40,005	40,000	(5)	0.0%		-	42,000	-	-	-	
#84	AED Replacement	-	3,000	3,000	-	0.0%		3,000	3,000	3,500	3,500	3,500	
	TOTAL CAPITAL	\$ 56,837	\$ 74,734	\$ 57,570	\$ (332)	-0.6%		\$ 3,897	\$ 45,897	\$ 14,397	\$ 4,397	\$ 4,397	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 177,131	\$ 360,885	\$ 333,380	\$ 7,201	2.2%		\$ 288,037	\$ 337,017	\$ 312,917	\$ 310,547	\$ 318,507	
10-2-300-9999	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 8,888	\$ 5,925	\$ 11,850	\$ 8,887	75.0%		\$ 12,200	\$ 12,410	\$ 12,620	\$ 12,840	\$ 13,070	
10-2-300-9998	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL EXPENDITURES	\$ 186,019	\$ 366,810	\$ 345,230	\$ (21,580)	-6.3%		\$ 300,237	\$ 349,427	\$ 325,537	\$ 323,387	\$ 331,577	
	CONTRIBUTION TO (FROM)	53,860	(39,812)	(43,970)	\$ (4,158)	9.5%		(2,957)	(34,787)	(10,917)	(3,337)	(3,337)	
10-2-300-9805	Appropriated from Fire Reserve	(40,005)	(39,812)	(43,970)	(4,158)	9.5%		(2,957)	(34,787)	(10,917)	(3,337)	(3,337)	
	NET CONTRIBUTION TO (FROM)	\$ 93,865	\$ 0	\$ -	\$ (0)			\$ -	\$ -	\$ -	\$ -	\$ -	

CULTUS LAKE PARK														
Public Works														
2024 - 2028 Financial Planning Worksheet														
YTD - Updated to October 25, 2023														
		2023	2023											
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028		
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments	
	EXPENDITURES													
	OPERATING													
10-2-400-5300	Building Materials	2,751	6,400	6,400	-	0.0%		6,500	6,600	6,700	6800	6900		
10-2-400-5375	Contract Services	-	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000		
10-2-400-5400	Conferences	38	2,600	2,600	-	0.0%		2,650	2,700	2,750	2,810	2,870		
10-2-400-5500	Data Processing	2,161	2,700	2,700	-	0.0%		2,800	2,900	3,000	3,100	3,200		
10-2-400-5700	Education & Training	2,604	2,700	2,200	(500)	-22.7%		15,000	15,310	15,630	15,950	16,280	*Increase to training budget to ensure adequate funds for fundamental safely training	
10-2-400-5800	Equipment Maintenance	6,120	20,400	20,400	-	0.0%		20,800	21,200	21,600	22,000	22,400		
10-2-400-5820	Equipment Fuel	2,747	3,860	3,860	-	0.0%		3,940	4,020	4,100	4,180	4,260		
10-2-400-5900	Garbage Collection/Recycle	12,895	13,000	10,500	(2,500)	-23.8%		10,500	10,500	10,500	10,500	10,500		
10-2-400-6000	Grounds Materials	-	1,650	1,650	-	0.0%		1,680	1,710	1,740	1,770	1,810		
10-2-400-6100	Insurance - Business	13,200	27,100	26,400	(700)	-2.7%		29,700	32,700	36,000	39,600	43,600	*Increase to reflect actual premium increases	
10-2-400-6200	Insurance - Vehicles	10,742	14,323	15,690	1,367	8.7%		15,880	16,070	16,260	16,450	16,640		
10-2-400-6500	Licences/Permits	-	450	450	-	0.0%		450	450	450	450	450		
10-2-400-6600	Memberships/Dues/Subs	133	750	750	-	0.0%		750	750	750	750	750		
6800/6810/7000	Office Supplies/Printing & Bank Charges	1,546	1,620	1,620	-	0.0%		1,650	1,680	1,710	1,740	1,770		
10-2-400-7400	Security Systems/Supplies	757	1,000	750	(250)	-33.3%		750	750	750	750	750		
10-2-400-7600	Shop Supplies	5,895	11,040	11,040	-	0.0%		11,260	11,490	11,720	11,950	12,190		
10-2-400-7625	Small Tools	1,442	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500		
10-2-400-7650	Safety Supplies	1,916	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500		
10-2-400-7800	Telecommunications	5,957	7,000	4,200	(2,800)	-66.7%		4,300	4,400	4,500	4,600	4,700		
10-2-400-8000	Propane & Natural Gas	5,746	6,400	6,400	-	0.0%		6,500	6,600	6,700	6,800	6,900		
10-2-400-8005	Hydro	2,671	4,410	4,410	-	0.0%		4,500	4,590	4,680	4,770	4,870		
10-2-400-8020	Water	-	600	600	-	0.0%		615	630	640	650	660	*Increase to increased costs through FVRD	
10-2-400-7500	Sewer		580	580	-	0.0%		625	640	650	660	670	*Increase to increased costs through FVRD	
10-2-400-8100	Vehicle Maintenance	14,643	26,210	26,210	-	0.0%		26,730	27,260	27,810	28,370	28,940		
10-2-400-8130	Vehicle Fuel	16,994	25,000	22,520	(2,480)	-11.0%		25,210	25,400	25,590	25,780	25,970	*Increase due to large inflationary increase in gas prices	
	TOTAL OPERATING	\$ 110,958	\$ 191,793	\$ 183,930	\$ (7,863)	-4.3%		\$ 204,790	\$ 210,350	\$ 216,230	\$ 222,430	\$ 229,080		
	WAGES & BENEFITS													
10-2-400-8600	Management Salaries	93,127	112,560	112,560	-	0.0%		121,900	124,950	127,450	130,000	132,600		
10-2-400-8700	Staff Wages - Supervisor (CUPE)	143,055	169,055	138,940	(30,115)	-21.7%		153,250	159,380	162,570	165,820	169,140		
10-2-400-8701	Staff Wages - Custodian / Bldg. Maint. (CUPE)	63,817	100,000	122,340	22,340	18.3%		122,720	127,630	130,180	132,780	135,440	*Adjustment to wages and benefits to reflect negotiated adjustment to wages for Public Works Supervisors and PU IV's.	
10-2-400-8702	Staff Wages - Other/PW Staff (CUPE)	401,348	561,348	609,540	48,192	7.9%		635,425	660,840	674,060	687,540	701,290		
10-2-400-8800	Employee Benefits	179,650	275,800	275,800	-	0.0%		275,205	286,210	291,930	297,770	303,730		
10-2-400-8825	Uniforms (Clothing Allowance)	2,854	8,300	8,300	-	0.0%		6,300	8,800	8,800	8,800	8,800		
	TOTAL WAGES & BENEFITS	\$ 883,851	\$ 1,227,063	\$ 1,267,480	\$ 40,417	3.2%		\$ 1,314,800	\$ 1,367,810	\$ 1,394,990	\$ 1,422,710	\$ 1,451,000		

			2023	2023									
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget
10-2-400-9800	RESERVE ALLOCATIONS												
	Community Services - Building (Recycling)			60,000	60,000	-	0.0%		60,000	60,000	60,000	60,000	60,000
	Community Services - Vehicles			40,000	40,000	-	0.0%		40,000	40,000	40,000	40,000	40,000
	Community Services - Equipment			15,000	15,000	-	0.0%		15,000	15,000	15,000	15,000	15,000
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ 115,000	\$ 115,000	\$ -	0.0%		\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000
	CAPITAL PROJECTS												
#145	Annual Sewer Capital Costs		-	897	570	(327)	-57.4%		897	897	897	897	897
	Backhoe		-	-	-	-	0.0%		-	140,000	-	-	-
#87	Vehicle Replacement		37,862	37,862	42,000	4,138	9.9%		-	42,000	-	42,000	42,000
	Brine Unit		-	-	-	-			30,000	-	-	-	-
	Lift		-	-	-	-			75,000	-	-	-	-
	Radios		-	-	-	-			2,500	10,000	-	-	-
#228	Skid Steer		-	-	-	-	0.0%		-	-	-	-	-
#244	Utility Inspection Camera		16,465	16,465	20,000	3,535	17.7%		-	-	-	-	-
#229	Garbage Truck		-	200,000	200,000	-	0.0%		-	-	-	-	-
#245	Generator - Honda 6500		-	-	8,000	8,000	100.0%		-	-	-	-	-
#49	Undefined equipment		1,775	12,100	12,100	-	0.0%		12,600	13,100	13,600	14,100	14,600
#230	PW Equipment - Sanding Unit		-	40,000	40,000	-	0.0%		-	-	-	-	-
	TOTAL CAPITAL		\$ 56,102	\$ 307,324	\$ 322,670	\$ 15,346	4.8%		\$ 120,997	\$ 205,997	\$ 14,497	\$ 56,997	\$ 57,497
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 1,050,911	\$ 1,841,180	\$ 1,889,080	\$ 47,900	2.5%		\$ 1,755,587	\$ 1,899,157	\$ 1,740,717	\$ 1,817,137	\$ 1,852,577
10-2-400-9999	TOTAL INTERNAL WAGE ALLOCATIONS		\$ (909,180)	\$ (1,212,240)	\$ (1,212,240)	\$ (909,180)	0.0%		\$ (1,257,600)	\$ (1,279,610)	\$ (1,302,000)	\$ (1,324,780)	\$ (1,347,970)
10-2-400-9998	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ (282,878)	\$ (377,170)	\$ (377,170)	\$ (282,867)	0.0%		\$ (376,990)	\$ (413,550)	\$ (424,220)	\$ (435,360)	\$ (447,110)
	TOTAL EXPENDITURES		\$ (141,147)	\$ 251,770	\$ 299,670	\$ (1,144,147)	-381.8%		\$ 120,997	\$ 205,997	\$ 14,497	\$ 56,997	\$ 57,497
	CONTRIBUTION TO (FROM)		\$ 141,147	\$ (251,770)	\$ (299,670)	\$ (47,900)	16.0%		\$ (120,997)	\$ (205,997)	\$ (14,497)	\$ (56,997)	\$ (57,497)
10-2-400-9805	Appropriated from Public Works Reserve			(307,324)	(322,670)	(15,346)	4.8%		(120,997)	(205,997)	(14,497)	(56,997)	(57,497)
	NET CONTRIBUTION TO (FROM)		\$ 141,147	\$ 55,554	\$ 23,000	(32,554)			-	-	-	-	-

CULTUS LAKE PARK														
Commercial Leases														
2024 - 2028 Financial Planning Worksheet														
YTD - Updated to October 25, 2023														
			2023	2023										
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
	REVENUE													
*Increased Base Lease Revenue for inflationary increases contained in commercial leases and anticipated lease rate increases														
10-1-500-4200	Commercial - Base Lease		639,212	578,900	578,900	-	0.0%	22%	708,120	722,300	736,700	751,400	766,400	
10-1-500-4211	Commercial Lease - Other		-	7,800	7,800	-	0.0%	35%	10,550	10,550	10,550	10,550	10,550	
10-1-500-4211	Waterpark (Dump Site Lease)		-	4,240	4,240	-	0.0%	14%	4,840	4,840	4,840	4,840	4,840	
10-1-500-4203	Garbage		-	19,880	19,880	-	0.0%	0%	19,880	19,880	19,880	19,880	19,880	
10-1-500-4204	Insurance		-	67,100	67,100	-	0.0%	11%	74,500	82,000	90,200	99,200	109,100	*Increase to reflect increase in insurance premiums
10-1-500-4206	Milfoil		-	255	255	-	0.0%	0%	255	255	255	255	255	
10-1-500-4207	Parking Lot Maintenance		-	730	730	-	0.0%	1%	740	750	770	790	810	
10-1-500-4201	Public Works		7,986	8,900	8,900	-	0.0%	2%	9,100	9,300	9,500	9,700	9,900	
10-1-500-4202	Protective Services		32,341	35,900	35,900	-	0.0%	8%	38,800	40,000	41,200	42,400	43,700	*Increase to reflect increase in Policing Contract
10-1-500-4209	Septic System		-	85	85	-	0.0%	0%	85	85	85	85	85	
10-1-500-4208	Street Lights (Hydro)		-	3,100	3,100	-	0.0%	3%	3,200	3,300	3,400	3,500	3,600	
	Foreshore Reserve		-	850	850			0%	850	850	850	850	850	
	Fire		-	41,450	41,450	-	0.0%	2%	42,430	43,505	44,605	45,750	46,955	
	Less: Fire Protection		-	(41,450)	(41,450)	-	0.0%		(42,430)	(43,505)	(44,605)	(45,750)	(46,955)	
TOTAL REVENUE			\$ 679,539	\$ 727,740	\$ 727,740	\$ -	0.0%		\$ 870,920	\$ 894,110	\$ 918,230	\$ 943,450	\$ 969,970	
	EXPENDITURES													
	OPERATING													
10-2-500-5300		3531	3,455	8,000	8,000	-	0.0%		8,000	8,000	8,000	8,000	8,000	
10-2-500-5375	Contract Services		2,423	2,423	-	(2,423)	0.0%		-	-	-	-	-	
10-2-500-5900	Garbage Collection/Recycle		10,429	19,880	19,880	-	0.0%		19,880	19,880	19,880	19,880	19,880	
10-2-500-6000	Grounds Maintenance		-	2,800	2,800	-	0.0%		2,800	2,800	2,800	2,800	2,800	
10-2-500-6100	Insurance - Business		33,550	67,450	67,100	(350)	-0.5%		74,500	82,000	90,200	99,200	109,100	*Increase to reflect actual premium increases
10-2-500-6812	Bank Charges/POS		1,212	1,400		(1,400)			-	-	-	-	-	
10-2-500-8000	Propane & Natural Gas		528	700	500	(200)	-40.0%		500	500	500	500	500	
10-2-500-8005	Hydro		4,505	5,800	5,120	(680)	-13.3%		5,120	5,120	5,120	5,120	5,120	
10-2-500-7500	Sewer- Operating		-	580	580	-	0.0%		625	640	640	650	660	*Increase to increased costs through FVRD
10-2-500-8020	Water		-	600	600	-	0.0%		600	600	600	600	600	
10-2-500-8201	Signage		-	1,200	1,200	-	0.0%		1,200	1,200	1,200	1,200	1,200	
TOTAL OPERATING			\$ 56,102	\$ 110,833	\$ 105,780	\$ (5,053)	-4.8%		\$ 113,225	\$ 120,740	\$ 128,940	\$ 137,950	\$ 147,860	
10-2-500-9800	RESERVE ALLOCATIONS													
	Plaza - Sewer		-	570	570	-	0.0%		897	897	897	897	897	
	Landfill Closure Reserve		-	75,000	75,000	-	0.0%		75,000	75,000	75,000	75,000	75,000	
	Milfoil Reserve		-	255	210	(45)	-21.4%		210	210	210	210	210	
	Foreshore Reserve		-	850	850				850	850	850	850	850	
	Plaza - Paving		-	3,000	3,000	-	0.0%		3,000	3,000	3,000	3,000	3,000	
	Plaza - Building Life Cycle		-	80,000	80,000	-	0.0%		80,000	80,000	80,000	80,000	80,000	
TOTAL RESERVE ALLOCATIONS			\$ -	\$ 159,675	\$ 159,630	\$ (45)	0.0%		\$ 159,957	\$ 159,957	\$ 159,957	\$ 159,957	\$ 159,957	

			2023	2023										
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-500-9000	CAPITAL PROJECTS													
#201	Dragon Boat Fencing (~Acc. Surplus~)		10,607	10,298	25,000	14,702	58.8%		-	-	-	-	-	
#232	Plaza Redevelopment - Consultant (~Acc. Surplus~)		38,744	100,000	100,000	-	0.0%		-	-	-	-	-	
#169	Annual Sewer Capital Costs		-	570	570	-	0.0%		897	897	897	897	897	*Increase to increased costs through FVRD
#231	Removal of Lining - Tree at Plaza		-	15,000	15,000	-	0.0%		-	-	-	-	-	
	TOTAL CAPITAL		\$ 49,351	\$ 125,868	\$ 140,570	\$ 14,702	10.5%		\$ 897	\$ 897	\$ 897	\$ 897	\$ 897	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 105,453	\$ 396,376	\$ 405,980	\$ 9,604	2.4%		\$ 274,079	\$ 281,594	\$ 289,794	\$ 298,804	\$ 308,714	
10-2-500-9999	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 70,583	\$ 94,110	\$ 94,110	\$ 70,582	75.0%		\$ 97,070	\$ 98,770	\$ 100,500	\$ 102,260	\$ 104,050	
10-2-500-9998	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 206,842	\$ 275,789	\$ 275,789	\$ 275,789	100.0%		\$ 280,404	\$ 292,674	\$ 305,962	\$ 316,955	\$ 323,550	
	TOTAL EXPENDITURES		\$ 382,878	\$ 766,275	\$ 775,879	\$ 9,604	1.2%		\$ 651,553	\$ 673,038	\$ 696,256	\$ 718,019	\$ 736,314	
	CONTRIBUTION TO (FROM)		\$ 296,661	\$ (38,535)	\$ (48,139)	\$ (9,604)	20.0%		\$ 219,367	\$ 221,072	\$ 221,974	\$ 225,431	\$ 233,656	
10-2-500-9805	Appropriated from Plaza Reserve		-	(15,570)	(15,570)	-	0.0%		(897)	(897)	(897)	(897)	(897)	
10-2-500-9810	Appropriated from Accumulated Surplus		-	(110,298)	(125,000)	(14,702)	11.8%		-	-	-	-	-	
	NET CONTRIBUTION TO (FROM)		\$ 296,661	\$ 87,333	\$ 92,431	\$ 5,098	5.5%		\$ 220,264	\$ 221,969	\$ 222,871	\$ 226,328	\$ 234,553	

CULTUS LAKE PARK													
Residential Leases													
2024 - 2028 Financial Planning Worksheet													
YTD - Updated to October 25, 2023													
		2023	2023										
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
	REVENUE												
10-1-600-4100	Residential Base Lease	297,801	297,801	297,800	1	0.0%		297,800	297,800	297,800	297,800	297,800	
10-1-600-4100	Cultus Lake Elementary School - Base	13,851	13,851	13,848	3	0.0%		13,848	13,849	13,849	13,849	13,849	
10-1-600-4104		223,353	223,353	223,350	3	0.0%		235,250	247,150	259,050	270,950	282,850	
10-1-600-4104	CL Elementary - Operating Levy	10,800	10,800	10,800	-	0.0%		11,350	11,950	12,550	13,150	13,750	
10-1-600-4105	Garbage	95,004	95,004	95,000	4	0.0%		95,000	95,000	95,000	100,000	100,000	
10-1-600-4105	Recycling	11,535	11,535	11,535	-	0.0%		11,535	11,535	11,535	12,000	12,000	
10-1-600-4106	Insurance - Business	9,004	9,004	9,000	4	0.0%		10,100	11,100	12,200	13,400	14,700	*Increase to reflect increase in insurance premiums
10-1-600-4107	Street Lights (Hydro)	38,102	38,102	38,100	2	0.0%		38,100	38,100	38,100	39,200	39,200	
10-1-600-4108	Milfoil Reserve	7,230	7,230	7,230	-	0.0%		7,230	7,230	7,230	7,230	7,230	
10-1-600-4101	Protective Services	106,334	106,334	106,330	4	0.0%		115,050	118,500	122,060	125,720	129,490	*Increase to reflect increase in Policing Contract
10-1-300-4605	Fire			181,200	(181,200)	-100.0%		185,660	190,205	195,045	200,020	205,195	
10-1-300-4605	Less: Fire Protection			(181,200)	181,200	0.0%		(185,660)	(190,205)	(195,045)	(200,020)	(205,195)	
10-1-600-4102	Residential Area Reserve	12,025	12,025	12,000	25	0.2%		12,000	12,000	12,000	12,000	12,000	*A \$25 charge per lease lot to directly fund the Residential Area Reserve
10-1-600-4103	Foreshore Reserve	24,050	24,050	24,000	50	0.2%		24,000	24,000	24,000	24,000	24,000	*A \$50 charge per lease lot to directly fund the Foreshore Reserve
10-1-600-4110	Delinquent Fees	4,769	4,769	5,400	(631)	-11.7%		5,400	5,400	5,403	5,400	5,400	
10-1-600-4900	Lease Services - Residential/Misc.	28,317	35,000	35,000	-	0.0%		35,000	40,000	40,000	45,000	45,000	
10-1-600-4611	Licence Fees - STVR/BL	58,150	59,700	45,000	14,700	32.7%		71,500	71,500	71,500	71,500	71,500	*STR estimate to 50 from approx 40 to align with actuals, increase in annual fees from \$1,000 to \$1,375 (\$125 to \$175 weekly) to offset the costs of hiring a dedicated STR bylaw officer during the busy season.
TOTAL REVENUE		\$ 940,325	\$ 948,558	\$ 934,393	\$ 14,165	1.5%		\$ 983,163	\$ 1,005,114	\$ 1,022,277	\$ 1,051,199	\$ 1,068,769	
	EXPENDITURES												
	OPERATING												
10-2-600-5900	Garbage Collection/Recycle	73,777	106,535	106,535	-	0.0%		106,535	106,535	106,535	112,000	112,000	
10-2-600-6100	Insurance - Business	4,500	9,100	9,000	(100)	-1.1%		10,100	11,100	12,200	13,400	14,700	*Increase to reflect increase in insurance premiums
10-2-600-6812	Point of Sale Fees/Bank Fees/Postage	1,093	1,500	-	(1,500)	0.0%		-	-	-	-	-	
10-2-600-8005	Hydro	16,122	38,100	38,100	-	0.0%		38,100	38,100	38,100	39,200	40,400	
TOTAL OPERATING		\$ 95,492	\$ 155,235	\$ 153,635	\$ (1,600)	-1.0%		\$ 154,735	\$ 155,735	\$ 156,835	\$ 164,600	\$ 167,100	

		2023	2023										
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-600-9800	RESERVE ALLOCATIONS												
	Main Beach Reserve	-	20,000	20,000	-	0.0%		20,000	20,000	20,000	20,000	20,000	
	Foreshore Reserve	-	24,000	24,000	-	0.0%		24,000	24,000	24,000	24,000	24,000	
	Residential Area Reserve	-	12,000	12,000	-	0.0%		12,000	12,000	12,000	12,000	12,000	
	Milfoil Control Reserve	-	7,230	7,230	-	0.0%		7,230	7,230	7,230	7,230	7,230	
	TOTAL RESERVE ALLOCATIONS	\$ -	\$ 63,230	\$ 63,230	\$ -	0.0%		\$ 63,230	\$ 63,230	\$ 63,230	\$ 63,230	\$ 63,230	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 95,492	\$ 218,465	\$ 216,865	\$ (1,600)	-0.7%		\$ 217,965	\$ 218,965	\$ 220,065	\$ 227,830	\$ 230,330	
10-2-600-9000	CAPITAL PROJECTS												
	#204 Traffic Calming	2,455	4,660	4,660	-			22,000	-	-	-	-	Traffic calming measures - speedbumps and speed control sign
	TOTAL CAPITAL	\$ 2,455	\$ 4,660	\$ 4,660	\$ -	0.0%		\$ 22,000	\$ -	\$ -	\$ -	\$ -	
10-2-600-9999	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 293,153	\$ 390,870	\$ 390,870	\$ 293,152	75.0%		\$ 403,620	\$ 410,690	\$ 417,880	\$ 425,190	\$ 432,630	
10-2-600-9998	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 317,914	\$ 423,885	\$ 423,885	\$ 423,885	100.0%		\$ 443,745	\$ 464,925	\$ 482,230	\$ 497,840	\$ 509,388	
	TOTAL EXPENDITURES	\$ 709,014	\$ 1,037,880	\$ 1,036,280	\$ (1,600)	-0.2%		\$ 1,087,330	\$ 1,094,580	\$ 1,120,175	\$ 1,150,860	\$ 1,172,348	
	CONTRIBUTION TO (FROM)	\$ 231,311	\$ (89,322)	\$ (101,887)	\$ (12,565)	12.3%		\$ (104,167)	\$ (89,466)	\$ (97,898)	\$ (99,661)	\$ (103,579)	
10-2-600-9805	Appropriated from Residential Area Reserve	-	(4,660)	(4,660)	-			(22,000)	-	-	-	-	
	NET CONTRIBUTION TO (FROM)	\$ 231,311	\$ (84,662)	\$ (97,227)	\$ (12,565)	12.9%		\$ (82,167)	\$ (89,466)	\$ (97,898)	\$ (99,661)	\$ (103,579)	

CULTUS LAKE PARK													
General Administration													
2024 - 2028 Financial Planning Worksheet													
YTD - Updated to October 25, 2023													
		2023	2023										
		YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name	Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
	REVENUE												
10-1-700-4800	Interest Earned	255,183	45,000	40,000	5,000	12.5%		40,000	40,000	40,000	40,000	40,000	
10-1-700-4900	Miscellaneous Revenue	6,599	5,451	2,000	3,451	172.6%		2,000	2,000	2,000	2,000	2,000	
10-1-700-4915	Dog License Fees	560	540	500	40	8.0%		500	500	500	500	500	
	Donations	500	500	-	500	0.0%		-	-	-	-	-	
TOTAL REVENUE		\$ 262,842	\$ 51,491	\$ 42,500	\$ 8,991	21.2%		\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	
	EXPENDITURES												
	OPERATING												
10-2-700-5000	Advertising - media	-	1,000	1,500	500	33.3%		1,500	1,500	1,500	1,500	1,500	
10-2-700-5100	Audit/Accounting	3,357	23,000	18,820	(4,180)	-22.2%		19,195	19,578	19,969	20,367	20,773	
10-2-700-5175	Board Level Expenses	9,711	17,000	17,000	-	0.0%		17,000	17,000	17,000	17,000	17,000	
10-2-700-5300	Building Materials/Maintenance	1,711	3,200	3,200	-	0.0%		3,200	3,200	3,200	3,300	3,300	
10-2-700-5375	Contract Services	-	20,800	20,800	-	0.0%		21,200	21,600	22,000	22,400	22,800	
10-2-700-5400	Conferences	7,951	10,000	11,000	1,000	9.1%		11,000	11,000	11,000	11,000	11,000	
10-2-700-5500	Data Processing	48,431	67,500	67,500	-	0.0%		68,000	68,500	69,000	69,500	70,000	
10-2-700-5700	Education & Training	100	5,000	5,000	-	0.0%		5,000	5,000	5,000	5,000	5,000	
10-2-700-5750	Election Expenses	-	-	-	-	0.0%		-	-	20,000	-	-	
10-2-700-5800	Equipment Maintenance		1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-700-6100	Insurance - Business	17,600	35,900	35,200	(700)	-2.0%		40,200	44,200	48,600	53,500	58,900	*Increase to reflect increase in insurance premiums
10-2-700-6200	Insurance - Vehicles	1,032	1,376	1,684	308	18.3%		1,715	1,746	1,778	1,811	1,844	
10-2-700-6400	Legal Fees	60,129	75,000	60,000	(15,000)	-25.0%		60,000	60,000	60,000	60,000	60,000	
10-2-700-6450	Professional Fees	25,502	30,000	42,500	12,500	29.4%		20,000	20,000	20,000	42,500	20,000	
10-2-700-6600	Memberships/Dues/Subs	3,132	3,700	3,700	-	0.0%		3,700	3,700	3,700	3,700	3,700	
10-2-700-6801	Staff Recognition	395	6,250	6,250	-	0.0%		6,250	6,500	6,500	6,750	7,000	
10-2-700-6802	Breakroom Supplies	2,367	5,250	5,250	-	0.0%		5,250	5,500	5,500	5,750	6,000	
10-2-700-6800	Office Supplies	4,731	9,000	9,000	-	0.0%		9,500	9,500	10,000	10,000	10,500	
10-2-700-6810	Banking Charges	2,292	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-6812	POS Charges	8,736	9,000	9,000	-	0.0%		9,000	9,000	9,000	9,000	9,000	
10-2-700-6815	Postage & Courier	4,020	7,000	4,000	(3,000)	-75.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-6820	Equipment Leases	5,733	10,000	15,900	5,900	37.1%		16,200	16,500	16,800	17,100	17,400	
10-2-700-6822	Office Furniture	-	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-7000	Printing	214	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-700-7100	Promotion/Public Relations	1,144	4,000	4,000	-	0.0%		4,000	4,000	4,000	4,000	4,000	
10-2-700-7400	Security Systems/Supplies	443	443	1,000	557	55.7%		1,000	1,000	1,000	1,000	1,000	
10-2-700-7700	Community Wildfire Prot Plan	-	-	5,000	5,000	100.0%		5,000	5,000	5,000	5,000	5,000	
10-2-700-7800	Telecommunications	13,489	19,000	9,000	(10,000)	-111.1%		9,500	9,500	10,000	10,000	10,500	
10-2-700-7900	Travel	372	2,000	2,000	-	0.0%		2,000	2,000	2,000	2,000	2,000	
10-2-700-8000	Propane & Natural Gas	1,386	2,000	2,000	-	0.0%		2,100	2,100	2,200	2,200	2,300	
10-2-700-8005	Hydro	2,677	3,500	3,500	-	0.0%		3,500	3,500	3,500	3,500	3,500	
10-2-700-8020	Water	-	600	600	-	0.0%		620	640	660	680	700	

			2023	2023										
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-700-7500	Sewer		-	580	580	-	0.0%		625	640	650	660	670	*Increase to increased costs through FVRD
8100\8130	Vehicle Fuel and Maintenance		1,164	1,500	800	(700)	-87.5%		800	800	800	800	800	
	TOTAL OPERATING		\$ 227,819	\$ 383,599	\$ 375,784	\$ (7,815)	-2.1%		\$ 361,055	\$ 367,204	\$ 394,357	\$ 404,018	\$ 390,187	
	WAGES & BENEFITS		0.238	0.253	0.253				0.240	0.238	0.233	0.229	0.225	
10-2-700-8500	Commissioners Indemnities		79,792	96,290	96,290	-	0.0%		98,220	100,180	102,180	104,730	107,350	
10-2-700-8600	Management Salaries		135,668	182,240	182,240	-	0.0%		185,770	189,490	193,280	198,110	203,060	
10-2-700-8601	Finance Salaries (CUPE/Management)		138,880	173,455	173,455	-	0.0%		180,910	188,150	191,910	196,710	201,630	
10-2-700-8710	CO and Communications		124,891	190,800	190,800	-	0.0%		198,720	218,200	238,180	259,870	282,050	
10-2-700-8715	Admin. Reception / Lease Clerk		64,713	97,200	97,200	-	0.0%		99,630	103,620	105,690	108,330	111,040	
10-2-700-8800	Employee Benefits		129,636	186,920	186,920	-	0.0%		182,910	190,230	194,030	198,880	203,850	
	TOTAL WAGES & BENEFITS		\$ 673,580	\$ 926,905	\$ 926,905	\$ -	0.0%		\$ 946,160	\$ 989,870	\$ 1,025,270	\$ 1,066,630	\$ 1,108,980	
10-2-700-9800	RESERVE ALLOCATIONS													
	Park Office Life Cycle Reserve		-	50,000	50,000	-	0.0%		50,000	50,000	50,000	50,000	50,000	
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
10-2-700-9000	CAPITAL PROJECTS													
	Asset Management Plan													*Funds to complete Phase 2 of an Asset Management plan to assist in maintenance scheduling and capital planning.
	#246 (~Land Sale Reserve~)		1,851	25,000	25,000				160,000	-	-	-	-	
	#234 (~Acc. Surplus~)		-	25,000	25,000	-	0.0%		-	-	-	-	-	
	#233 Boardroom Computer Equipment		5,302	5,302	5,000	(302)	-6.0%		-	-	-	-	-	
	#247 I-PADS for Board		-	-	8,000				-	-	-	-	-	
	251 Folder/Insertter		7,801	7,801	7,500				-	-	-	-	-	
	#138 Computer Upgrades		2,207	10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000	
	#235 My City App		8,732	8,732	6,600	(2,132)	-32.3%		6,600	-	-	-	-	
	#147 Annual Sewer Capital Costs			897	570	(327)	-57.4%		897	897	897	897	897	*Increase to increased costs through FVRD
	TOTAL CAPITAL		\$ 25,893	\$ 82,732	\$ 87,670	\$ (327)	-0.4%		\$ 177,497	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 927,292	\$ 1,443,236	\$ 1,440,359	\$ (8,142)	-0.6%		\$ 1,534,712	\$ 1,417,971	\$ 1,480,524	\$ 1,531,545	\$ 1,560,064	
10-2-700-9999	TOTAL INTERNAL WAGE ALLOCATIONS		\$ (115,028)	\$ (153,370)	\$ (153,370)	\$ 135,835	0.0%		\$ (152,820)	\$ (155,480)	\$ (158,200)	\$ (160,970)	\$ (163,800)	
10-2-700-9998	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ (867,614)	\$ (1,156,819)	\$ (1,156,819)	\$ (1,118,476)	0.0%		\$ (1,161,895)	\$ (1,209,094)	\$ (1,268,927)	\$ (1,317,178)	\$ (1,342,867)	
	TOTAL EXPENDITURES		\$ (55,350)	\$ 133,047	\$ 130,170	\$ (2,877)	-2.2%		\$ 219,997	\$ 53,397	\$ 53,397	\$ 53,397	\$ 53,397	
	CONTRIBUTION TO (FROM)		\$ 318,192	\$ (81,556)	\$ (87,670)	\$ (6,114)	7.0%		\$ (177,497)	\$ (10,897)	\$ (10,897)	\$ (10,897)	\$ (10,897)	
10-2-700-9805	Appropriated from Land Sale Reserve			(25,000)	(25,000)	-	0.0%		(160,000)					
10-2-700-9805	Appropriated from Park Office Reserve			(32,732)	(37,670)	(4,938)	13.1%		(17,497)	(10,897)	(10,897)	(10,897)	(10,897)	
10-2-700-9810	Appropriated from Accumulated Surplus			(25,000)	(25,000)	-	0.0%		-	-	-	-	-	
	NET CONTRIBUTION TO (FROM)		\$ 318,192	\$ 1,176	\$ -	\$ (1,180)			\$ -	\$ -	\$ -	\$ -	\$ -	

CULTUS LAKE PARK													
Community Hall													
2024 - 2028 Financial Planning Worksheet													
YTD - Updated to October 25, 2023													
		2023	2023										
		YTD	Year-end	2023	Variance	Variance							
GL	Account Name	Actual	Projection	Budget	(\$)	(%)	2024	2025	2026	2027	2028		
							Budget	Budget	Budget	Budget	Budget		2024 Comments
	REVENUE												
10-1-800-4920	Hall Rentals	8,052	11,950	11,950	-	0.0%	11,950	11,950	11,950	11,950	11,950		
	TOTAL REVENUE	\$ 8,052	\$ 11,950	\$ 11,950	\$ -	0.0%	\$ 11,950	\$ 11,950	\$ 11,950	\$ 11,950	\$ 11,950		
	EXPENDITURES												
	OPERATING												
10-2-800-5300	Building Materials	1,216	3,500	3,500	-	0.0%	3,500	3,500	3,500	3,500	3,500		
10-2-800-5500	Data Processing	1,600	2,000	2,000	-	0.0%	2,100	2,200	2,300	2,400	2,500		
10-2-800-6100	Insurance - Business	7,050	14,400	14,100	(300)	-2.1%	16,100	17,700	19,500	21,500	23,700		*Increase to reflect increase in insurance premiums
10-2-800-6000	Grounds Maintenance - Materials	-	1,000	1,000	-	0.0%	1,000	1,000	1,000	1,000	1,000		
10-2-800-7800	Telecommunications	173	200	200	-	0.0%	200	200	200	200	200		
10-2-800-8000	Propane & Natural Gas	1,841	3,000	1,900	(1,100)	-57.9%	1,900	1,900	1,900	1,900	1,900		
10-2-800-8005	Hydro	1,035	3,000	1,600	(1,400)	-87.5%	1,600	1,600	1,600	1,600	1,600		
10-2-800-7500	Sewer	-	580	580	-	0.0%	625	640	650	660	670		*Increase to increased costs through FVRD
10-2-800-8020	Water	-	600	600	-	0.0%	620	630	640	650	660		*Increase to increased costs through FVRD
	TOTAL OPERATING	\$ 12,915	\$ 28,280	\$ 25,480	\$ (2,800)	-11.0%	\$ 27,645	\$ 29,370	\$ 31,290	\$ 33,410	\$ 35,730		
10-2-800-9800	RESERVE ALLOCATIONS												
	Sewer & Septic Reserve	-	2,000	2,000	-	0.0%	2,000	2,000	2,000	2,000	2,000		
	Community Hall - Building	-	5,000	5,000	-	0.0%	5,000	5,000	5,000	5,000	5,000		
	Community Hall - Paving	-	3,000	3,000	-	0.0%	3,000	3,000	3,000	3,000	3,000		
	TOTAL RESERVE ALLOCATIONS	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
10-2-800-9000	CAPITAL PROJECTS												
#236	Air Conditioning	8,571	8,571	10,000	-	0.0%	-	-	-	-	-		
#178	Annual Sewer Capital Costs	-	897	570	-	0.0%	897	897	897	897	897		*Increase to increased costs through FVRD
	TOTAL CAPITAL	\$ 8,571	\$ 9,468	\$ 10,570	\$ -	0.0%	\$ 897	\$ 897	\$ 897	\$ 897	\$ 897		
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 21,486	\$ 47,748	\$ 46,050	\$ (1,698)	-3.7%	\$ 38,542	\$ 40,267	\$ 42,187	\$ 44,307	\$ 46,627		
10-2-800-9999	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 14,063	\$ 9,375	\$ 18,750	\$ 14,062	75.0%	\$ 19,460	\$ 19,800	\$ 20,140	\$ 20,500	\$ 20,860		
10-2-800-9998	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 18,840	\$ 12,560	\$ 25,120	\$ 25,120	100.0%	\$ 26,740	\$ 27,845	\$ 28,825	\$ 29,698	\$ 30,410		
	TOTAL EXPENDITURES	\$ 54,389	\$ 69,683	\$ 89,920	\$ 20,237	22.5%	\$ 84,742	\$ 87,912	\$ 91,152	\$ 94,505	\$ 97,897		
	CONTRIBUTION TO (FROM)	\$ (46,337)	\$ (57,733)	\$ (77,970)	\$ (20,237)	26.0%	\$ (72,792)	\$ (75,962)	\$ (79,202)	\$ (82,555)	\$ (85,947)		
10-2-800-9805	Appropriated from Sewer & Septic Reserve		(897)	(570)	327	-57.4%	(897)	(897)	(897)	(897)	(897)		
10-2-800-9805	Appropriated from Community Hall Reserve		(8,571)	(10,000)	(1,429)	14.3%	-	-	-	-	-		
	NET CONTRIBUTION TO (FROM)	\$ (46,337)	\$ (48,265)	\$ (67,400)	\$ (18,808)	27.9%	\$ (71,895)	\$ (75,065)	\$ (78,305)	\$ (81,658)	\$ (85,050)		

CULTUS LAKE PARK														
Foreshore														
2024 - 2028 Financial Planning Worksheet														
YTD - Updated to October 25, 2023														
		2023	2023											
		YTD	Year-end	2023	Variance	Variance								
GL	Account Name	Actual	Projection	Budget	(\$)	(%)	2024	2025	2026	2027	2028			
							Budget	Budget	Budget	Budget	Budget			2024 Comments
	REVENUE													
10-1-850-4938	Boat Mooring - Sunnyside	7,337	7,337	7,750	(413)	-5.3%	7,750	7,750	7,750	7,750	7,750			
10-1-850-4936	Boat Mooring - Public Areas	37,800	37,800	45,000	(7,200)	-16.0%	45,000	45,000	45,000	45,000	45,000			
10-1-850-4941	Boat Mooring - Public Areas (Reserves)	52,316	52,006	56,250	(4,244)	-7.5%	56,250	56,250	56,250	56,250	56,250			
10-1-850-4900	Miscellaneous Revenue	123,191	482,222	-	482,222	0.0%	-	-	-	-	-			
	TOTAL REVENUE	\$ 220,644	\$ 579,365	\$ 109,000	\$ 470,365	431.5%	\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000			
	EXPENDITURES													
	OPERATING													
10-2-850-5800	Harbercraft #QBSY4994L405 (Boat)/Fuel	151	1,700	1,700	-	0.0%	1,700	1,700	1,700	1,700	1,700			
10-2-850-5820	Equipment Fuel (Boat)	-	800	800	-	0.0%	800	800	800	800	800			
10-2-850-5850	Floats & buoys & misc.	3,803	10,000	10,000	-	0.0%	10,000	10,000	10,000	10,000	10,000			
10-2-850-6000	Grounds Maintenance (Beach)	4	10,000	10,000	-	0.0%	10,000	10,000	10,000	10,000	10,000			
10-2-850-6100	Insurance - Business	10,350	21,250	20,700	(550)	-2.7%	23,900	26,300	28,900	31,800	35,000			*Increase to reflect increase in insurance premiums
10-2-850-6200	Insurance - Vehicles & Equipment	92	123	100	(23)	-22.7%	100	100	100	100	100			
10-2-850-6500	Licences/Permits	-	1,100	1,100	-	0.0%	1,100	1,100	1,100	1,100	1,100			
10-2-850-7000	Printing	-	150	150	-	0.0%	150	150	150	150	150			
10-2-850-8200	Dock & Foreshore Materials	4,378	15,000	15,000	-	0.0%	15,000	15,000	15,000	15,000	15,000			
10-2-850-8201	Signage	-	1,000	1,000	-	0.0%	1,000	1,000	1,000	1,000	1,000			
	TOTAL OPERATING	\$ 18,778	\$ 61,123	\$ 60,550	\$ (573)	-0.9%	\$ 63,750	\$ 66,150	\$ 68,750	\$ 71,650	\$ 74,850			
10-2-850-9800	RESERVE ALLOCATIONS													
	Dock- Self Insurance	-	-	-	-		50,000	50,000	50,000	50,000	50,000			*Increase to reflect self-insurance of dock system
	Foreshore Area General Reserve (Donation)	-	52,006	56,250	4,244	7.5%	56,250	56,250	56,250	56,250	56,250			
	TOTAL RESERVE ALLOCATIONS	\$ -	\$ 52,006	\$ 56,250	\$ 4,244	7.5%	\$ 106,250	\$ 106,250	\$ 106,250	\$ 106,250	\$ 106,250			
10-2-850-9000	CAPITAL PROJECTS													
#63	Milfoil Control Project (~Milfoil Reserve~)	24,120	24,120	26,000	1,880	7.2%	26,600	27,200	27,800	28,400	29,000			
#187	Boat Launch	-	100,000	100,000	-	0.0%	-	-	-	-	-			
#207	Dock Structural Upgrades	927	15,000	15,000	-	0.0%	15,000	15,000	15,000	15,000	15,000			
	Bridge Upgrades	-	-	-	-	0.0%	5,000	-	-	-	-			*Funds to make necessary upgrades to the footbridge
#92	Lakeshore Erosion Project	50,000	90,000	90,000	-	0.0%	90,000	90,000	90,000	90,000	90,000			
#242	Dock Replacement	482,222	482,222	-	(482,222)	0.0%	-	-	-	-	-			
	TOTAL CAPITAL	\$ 557,269	\$ 711,342	\$ 231,000	\$ (480,342)	-207.9%	\$ 136,600	\$ 132,200	\$ 132,800	\$ 133,400	\$ 134,000			
	TOTAL EXPENDITURES BEFORE ALLOCATIONS	\$ 576,047	\$ 824,471	\$ 347,800	\$ (476,671)	-137.1%	\$ 306,600	\$ 304,600	\$ 307,800	\$ 311,300	\$ 315,100			
10-2-850-9999	TOTAL INTERNAL WAGE ALLOCATIONS	\$ 61,328	\$ 81,770	\$ 81,770	\$ 61,327	75.0%	\$ 84,860	\$ 86,350	\$ 87,860	\$ 89,390	\$ 90,960			
10-2-850-9998	TOTAL OVERHEAD EXPENSE ALLOCATION	\$ 202,103	\$ 269,470	\$ 269,470	\$ 269,470	100.0%	\$ 273,740	\$ 285,605	\$ 298,700	\$ 309,555	\$ 315,950			
	TOTAL EXPENDITURES	\$ 839,478	\$ 1,175,711	\$ 699,040	\$ (476,671)	-68.2%	\$ 665,200	\$ 676,555	\$ 694,360	\$ 710,245	\$ 722,010			
	CONTRIBUTION TO (FROM)	\$ (618,834)	\$ (596,346)	\$ (590,040)	\$ 6,306	-1.1%	\$ (556,200)	\$ (567,555)	\$ (585,360)	\$ (601,245)	\$ (613,010)			
10-2-850-9805	Appropriated from Milfoil Control Reserve	-	(24,120)	(26,000)	(1,880)	7.2%	(26,600)	(27,200)	(27,800)	(28,400)	(29,000)			
10-2-850-9805	Appropriated from Foreshore Area Reserve	-	(205,000)	(205,000)	-	0.0%	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)			
10-2-850-9805	Appropriated from Cultus Lake Inf. Reserve	-	-	-	-	0.0%	(5,000)							
	NET CONTRIBUTION TO (FROM)	\$ (618,834)	\$ (367,226)	\$ (359,040)	\$ 8,186	-2.3%	\$ (419,600)	\$ (435,355)	\$ (452,560)	\$ (467,845)	\$ (479,010)			

CULTUS LAKE PARK														
Public Areas														
2024 - 2028 Financial Planning Worksheet														
YTD - Updated to October 25, 2023														
			2023	2023										
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
	REVENUE													
														* Increase in expected revenue for 2024, adjust summer schedule to begin April 15th rather than the May long weekend.
10-1-900-4910	Pay Parking - Lions, Waterpark, Other		985,675	986,000	933,000	53,000	5.7%		966,300	966,300	966,300	1,009,100	1,009,100	<u>Summer</u> Weekend \$6/hour Weekday \$5/hour
														<u>Offseason</u> \$4/hour
10-1-900-4926	Parking - CL Infrastructure Reserve		51,427	51,500	49,000	2,500	5.1%		49,000	49,000	49,000	49,000	49,000	*Infrastructure Fee per Parking Transactions.
10-1-900-4927	Parking - Foreshore Reserve		22,040	22,100	21,000	1,100	5.2%		21,000	21,000	21,000	21,000	21,000	Split 70% into the Cultus Lake Infrastructure Reserve and 30% into the Foreshore Reserve. Charge \$1 per transaction for parking patrons - approximately 70,000 transactions
10-1-900-4700	Tree Replacement		16,745	16,745	1,500	15,245	1016.3%		5,000	5,000	5,000	5,000	5,000	*Increase in expected revenue based on annual average collected
10-1-900-4900	Miscellaneous		22,484	100,284	15,000	85,284	568.6%		15,000	15,000	15,000	15,000	15,000	
TOTAL REVENUE			\$ 1,098,371	\$ 1,176,629	\$ 1,019,500	\$ 157,129	15.4%		\$ 1,056,300	\$ 1,056,300	\$ 1,056,300	\$ 1,099,100	\$ 1,099,100	
	EXPENDITURES													
	OPERATING													
10-2-900-5300	Building Materials & Maintenance		1,291	6,400	6,400	-	0.0%		6,500	6,600	6,700	6,800	6,900	
10-2-900-5355	CEA Committee - Base		843	6,000	6,000	-	0.0%		6,000	6,000	6,000	6,000	6,000	
10-2-900-5355	CEA Committee - Xmas Festival			6,000	6,000	-	0.0%		6,000	6,000	6,000	6,000	6,000	
10-2-900-5360	Commemorative Benches		-	-	1,900	1,900	100.0%		1,900	1,900	1,900	1,900	1,900	
10-2-900-5375	Contract Services		22,818	46,600	46,600	-	0.0%		46,600	46,600	46,600	46,600	46,600	
10-2-900-5800	Equipment Maintenance		312	1,000	1,000	-	0.0%		1,000	1,000	1,000	1,000	1,000	
10-2-900-5900	Garbage Collection/Recycle		4,203	7,400	7,400	-	0.0%		7,500	7,700	7,900	8,100	8,300	
10-2-900-6000	Grounds Materials		18,163	30,000	30,000	-	0.0%		30,000	30,000	30,000	30,000	30,000	
10-2-900-7500	General Maintenance		15,272	45,000	45,000	-	0.0%		45,000	45,000	45,000	45,000	45,000	
10-2-900-6100	Insurance - Business		15,550	32,500	31,100	(1,400)	-4.5%		41,000	45,100	49,600	54,600	60,100	*Increase to reflect increase in insurance premiums
10-2-900-6300	Janitorial Supplies		18,051	18,551	16,000	(2,551)	-15.9%		16,400	16,800	17,200	17,600	18,000	
10-2-900-6810	Bank Charges		-	500	500	-	0.0%		550	550	550	600	650	
10-2-900-6812	Point of Sale Fees		60,361	56,000	17,000	(39,000)	-229.4%		17,000	17,000	17,000	17,000	17,000	
10-2-900-6820	Equipment Lease & Rentals		13,863	17,400	17,400	-	0.0%		17,400	17,400	17,400	17,400	17,400	
10-2-900-7000	Printing		107	500	500	-	0.0%		500	500	500	500	500	
														*Amalgamation of Roads & Parking Budget from Public Works (400) and Public Areas (900)
10-2-900-7200	Roads & Parking		14,115	38,000	35,000	(3,000)	-8.6%		35,000	35,000	35,000	35,000	35,000	
10-2-900-7300	Vandalism Repairs		-	2,500	2,500	-	0.0%		2,500	2,500	2,500	2,500	2,500	
10-2-900-8005	Hydro		7,750	8,300	8,300	-	0.0%		8,500	8,700	8,900	9,100	9,300	
10-2-900-5000	Signage/Advertising		4,798	6,500	6,500	-	0.0%		6,500	6,500	6,500	6,500	6,500	
TOTAL OPERATING			\$ 197,497	\$ 329,151	\$ 285,100	\$ (44,051)	-15.5%		\$ 295,850	\$ 300,850	\$ 306,250	\$ 312,200	\$ 318,650	

			2023	2023										
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028	
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget	2024 Comments
10-2-900-9800	RESERVE ALLOCATIONS													
	Tree Replacement Reserve		-	15,000	15,000	-	0.0%		18,500	18,500	18,500	18,500	18,500	*Additional Funds collected in Tree Management Fee's allocated to Tree Management Reserve
	Cultus Lake Infrastructure Reserve		-	51,500	49,000	(2,500)	-5.1%		49,000	49,000	49,000	49,000	49,000	
	Foreshore Reserve		-	22,100	21,000	(1,100)	-5.2%		21,000	21,000	21,000	21,000	21,000	
	Parking Lot Equipment Reserve		-	24,700	23,300	(1,400)	-6.0%		24,200	24,200	24,200	25,200	25,200	*2.5% of parking revenue shall be deposited to the reserve to keep the parking lot equipment in working order.
	Land Sale Reserve - Parking Lot Repayment		-	44,540	44,540	-	0.0%		44,540	44,540	-	-	-	
	Main Beach - Building		-	45,000	45,000	-	0.0%		45,000	45,000	45,000	45,000	45,000	
	Main Beach - Grounds & Equipment		-	20,000	20,000	-	0.0%		20,000	20,000	20,000	20,000	20,000	
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ 222,840	\$ 217,840	\$ (5,000)	-2.3%		\$ 222,240	\$ 222,240	\$ 177,700	\$ 178,700	\$ 178,700	
10-2-900-9000	CAPITAL PROJECTS													
	#238 Parking Meters		18,819	18,819	20,000	1,181	5.9%		20,400	10,400	10,600	10,800	11,000	*Funds to replace 1 parking meter each year (2 meters in 2024)
	#64 Bear Bins		6,356	8,000	8,000	-	0.0%		8,000	8,000	8,000	8,000	-	
	#182 Playground and Volleyball Court Perimeter		-	7,500	7,500	-	0.0%		-	-	-	-	-	
	#140 Committee - Main Beach Root Zone Enhancement		1,386	10,000	10,000	-	0.0%		10,000	10,000	10,000	10,000	10,000	
	#240 Upgrade Main Beach Electrical Service		-	-	15,000	15,000	100.0%		15,000	-	-	-	-	
	#237 Irrigation		7,447	40,300	40,300	-	0.0%		11,000	-	-	-	-	
	#248 Utility Mapping		-	-	-	-	0.0%		20,000	-	-	-	-	
	#183 Parking Pay Station Upgrade		1,442	6,000	6,000	-	0.0%		-	-	-	-	-	
	#209 Main Beach Washroom		885	885	-	(885)	0.0%		15,000	-	-	-	-	*Funds to make improvements to Main Beach washrooms needed due to vandalism in 2023
	#249 Sunnyside Boulevard drainage improvements		-	10,000	10,000	-	0.0%		-	-	-	-	-	
	#97 Tree Replacement		3,740	15,000	15,000	-	0.0%		25,000	25,000	25,000	15,000	15,000	*Additional funds required for tree management due to heat damages and additional tree reviews
	#99 Munroe Ave - retaining wall replacement		32,958	125,000	125,000	-	0.0%		40,000	40,000	40,000	40,000	40,000	
	#252 Munroe Stair Replacement		77,800	77,800	-	(77,800)								
	#93 Paving General		26,227	26,227	35,000	8,773	25.1%		35,000	35,000	35,000	35,000	35,000	
	TOTAL CAPITAL		\$ 177,060	\$ 345,531	\$ 291,800	\$ (53,731)	-18.4%		\$ 199,400	\$ 128,400	\$ 128,600	\$ 118,800	\$ 111,000	
	TOTAL EXPENDITURES BEFORE ALLOCATIONS		\$ 374,557	\$ 897,522	\$ 794,740	\$ (102,782)	-12.9%		\$ 717,490	\$ 651,490	\$ 612,550	\$ 609,700	\$ 608,350	
10-2-900-9999	TOTAL INTERNAL WAGE ALLOCATIONS		\$ 303,248	\$ 404,330	\$ 404,330	\$ 303,247	75.0%		\$ 419,193	\$ 426,520	\$ 433,990	\$ 441,590	\$ 449,320	
10-2-900-9998	TOTAL OVERHEAD EXPENSE ALLOCATION		\$ 434,318	\$ 579,090	\$ 579,090	\$ 579,090	100.0%		\$ 613,480	\$ 643,215	\$ 665,365	\$ 685,970	\$ 702,450	
	TOTAL EXPENDITURES		\$ 1,112,123	\$ 1,880,942	\$ 1,778,160	\$ (102,782)	-5.8%		\$ 1,750,163	\$ 1,721,225	\$ 1,711,905	\$ 1,737,260	\$ 1,760,120	
	CONTRIBUTION TO (FROM)		\$ (13,752)	\$ (704,313)	\$ (758,660)	\$ (54,347)	7.2%		\$ (693,863)	\$ (664,925)	\$ (655,605)	\$ (638,160)	\$ (661,020)	
10-2-900-9805	Appropriated from Parking Lot Inf. Reserve		-	(18,819)	(20,000)	(1,181)			(20,400)	(10,400)	(10,600)	(10,800)	(11,000)	
10-2-900-9805	Appropriated from Main Beach Reserve		-	(81,800)	(96,800)	(15,000)	15.5%		(79,000)	(18,000)	(18,000)	(18,000)	(10,000)	
10-2-900-9805	Appropriated from Cultus Lake Infr. Reserve		-	(885)	-	885	0.0%		-	-	-	-	-	
10-2-900-9805	Appropriated from Tree Replace Reserve		-	(15,000)	(15,000)	-	0.0%		(25,000)	(25,000)	(25,000)	(15,000)	(15,000)	
10-2-900-9805	Appropriated from Land Sales Reserve		-	(125,000)	(125,000)	-	0.0%		(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	
	NET CONTRIBUTION TO (FROM)		\$ (13,752)	\$ (462,809)	\$ (501,860)	\$ (39,347)	7.8%		\$ (529,463)	\$ (571,525)	\$ (562,005)	\$ (554,360)	\$ (585,020)	

CULTUS LAKE PARK															
CEEC Committee															
2024 - 2028 Financial Planning Worksheet															
YTD - Updated to October 25, 2023															
			2023	2023											
			YTD	Year-end	2023	Variance	Variance		2024	2025	2026	2027	2028		
GL	Account Name		Actual	Projection	Budget	(\$)	(%)		Budget	Budget	Budget	Budget	Budget		2024 Comments
	REVENUE														
10-1-950-4900	Miscellaneous		18,239	17,619	10,612	7,007	66.0%		10,824	11,040	11,260	11,490	11,720		Beer Garden Proceeds, Vendor Fees and Donations
10-1-950-4902	Public Areas - Base Contribution			6,000	6,000	-	0.0%		6,000	6,000	6,000	6,000	6,000		Public Areas
10-1-950-4902	Public Areas - Christmas Festival			6,000	6,000	-	0.0%		6,000	6,000	6,000	6,000	6,000		
10-1-950-4996	Grant Funding		27,150	27,150	15,000		81.0%		15,000	15,000	15,500	15,500	16,000		Grant Funding and Sponsorship Funding ~FVRD Grant it aid, Tourism Chilliwack and other businesses for Cultus Lake Day and Cultus Lake Christmas Light events.
						12,150									
TOTAL REVENUE			\$ 45,389	\$ 56,769	\$ 37,612	\$ 19,157	\$ 1		\$ 37,824	\$ 38,040	\$ 38,760	\$ 38,990	\$ 39,720		
	EXPENDITURES														
	OPERATING														
10-2-950-6800	Office Supplies/Various Expenses		-	114	900	786	87.3%		900	900	900	950	1,000		
10-2-950-7700 #7706	Special Events - Blanc on the Beach		-	-	-	-			-	-	-	-	-		
10-2-950-7700 #7700	Special Events - Movie Nights		2,414	1,295	1,590	295	18.6%		1,620	1,620	1,650	1,680	1,710		
10-2-950-7700 #7701	Special Events - Cultus Lake Days		37,854	37,854	26,730	(11,124)	-41.6%		27,250	27,250	27,810	27,810	28,370		
10-2-950-7700 #7704	Special Events - Elvis		1,337	1,300	1,000	(300)	-30.0%		1,000	1,000	1,000	1,000	1,000		
10-2-950-7700 #7705	Special Event- Christmas Light Event		68	8,800	6,900	(1,900)	-27.5%		7,040	7,180	7,320	7,320	7,470		
	Total 10-2-950-7700		41,674	49,249	36,220	(13,029)	-36.0%		36,910	37,050	37,780	37,810	38,550		
	TOTAL OPERATING		\$ 41,674	\$ 49,363	\$ 37,120	\$ (12,243)	-33.0%		\$ 37,810	\$ 37,950	\$ 38,680	\$ 38,760	\$ 39,550		
10-2-950-9800	RESERVE ALLOCATION														
	CEEC Reserve		-	7,406	492	(6,914)	-1405.3%		14	90	80	230	170		
	TOTAL RESERVE ALLOCATIONS		\$ -	\$ 7,406	\$ 492	\$ (6,914)	-1405.3%		\$ 14	\$ 90	\$ 80	\$ 230	\$ 170		
TOTAL EXPENDITURES			\$ 41,674	\$ 56,769	\$ 37,612	\$ (19,157)	-50.9%		\$ 37,824	\$ 38,040	\$ 38,760	\$ 38,990	\$ 39,720		
	CONTRIBUTION TO (FROM)		3,715	-	-	\$ -	0.0%		-	-	-	-	-		
	Appropriation from CEEC Reserve		-	-	-	-	0.0%		-	-	-	-	-		
NET CONTRIBUTION TO (FROM)			\$ 3,715	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -		

Schedule of Reserves

	Audited Actuals 2022	YTD 2023	2024	2025	2026	2027	2028
<u>Milfoil Control (Bylaw 1027-12)</u>							
11-4-101-3515							
Beginning Balance	\$ 105,168	\$ 98,147	\$ 89,967	\$ 79,279	\$ 67,884	\$ 55,775	\$ 42,945
Contribution from Residential Leases	7,230	7,230	7,230	7,230	7,230	7,230	7,230
Contribution from Commercial Leases	255	255	210	210	210	210	210
Contribution from Sunnyside Campground	7,533	7,401	7,500	7,500	7,500	7,500	7,500
Interest Earned	3,286	1,054	972	865	751	630	502
Less: Capital Funding	(25,325)	(24,120)	(26,600)	(27,200)	(27,800)	(28,400)	(29,000)
Ending Balance	\$ 98,147	\$ 89,967	\$ 79,279	\$ 67,884	\$ 55,775	\$ 42,945	\$ 29,387
<u>Water Utility (Bylaw 1017-12)</u>							
11-4-101-3520							
Beginning Balance	\$ 211,049	\$ 217,984	\$ 220,164	\$ 222,365	\$ 224,589	\$ 226,835	\$ 229,103
Interest Earned	6,935	2,180	2,202	2,224	2,246	2,268	2,291
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 217,984	\$ 220,164	\$ 222,365	\$ 224,589	\$ 226,835	\$ 229,103	\$ 231,394
<u>Main Beach (Bylaw 1022-12)</u>							
11-4-101-3525							
Beginning Balance	\$ 102,763	\$ 152,705	\$ 158,082	\$ 166,313	\$ 235,626	\$ 305,632	\$ 376,339
Contribution from Public Areas	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Contribution from Residential Leases	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Contribution from General Admin	-	-	-	-	-	-	-
Interest Earned	4,129	2,177	2,231	2,313	3,006	3,706	4,413
Less: Capital Funding	(39,187)	(81,800)	(79,000)	(18,000)	(18,000)	(18,000)	(10,000)
Ending Balance	\$ 152,705	\$ 158,082	\$ 166,313	\$ 235,626	\$ 305,632	\$ 376,339	\$ 455,752
<u>Plaza (Bylaw 1024-12)</u>							
11-4-101-3535							
Beginning Balance	\$ 133,108	\$ 210,554	\$ 281,495	\$ 368,149	\$ 455,670	\$ 544,065	\$ 633,345
Contribution from Commercial Leases	83,570	83,570	83,897	83,897	83,897	83,897	83,897
Interest Earned	5,555	2,941	3,654	4,520	5,396	6,280	7,172
Less: Capital Funding	(11,679)	(15,570)	(897)	(897)	(897)	(897)	(897)
Ending Balance	\$ 210,554	\$ 281,495	\$ 368,149	\$ 455,670	\$ 544,065	\$ 633,345	\$ 723,517
<u>Tree Replacement 1031-12)</u>							
11-4-101-3542							
Beginning Balance	\$ 52,672	\$ 66,164	\$ 66,975	\$ 61,330	\$ 55,629	\$ 49,870	\$ 54,054
Contribution from Public Areas	18,325	15,000	18,500	18,500	18,500	18,500	18,500
Interest Earned	1,921	812	855	798	741	684	726
Less: Capital Funding	(6,754)	(15,000)	(25,000)	(25,000)	(25,000)	(15,000)	(15,000)
Ending Balance	\$ 66,164	\$ 66,975	\$ 61,330	\$ 55,629	\$ 49,870	\$ 54,054	\$ 58,279
<u>Protective Services</u>							
11-4-101-3545							
Beginning Balance	\$ 16,161	\$ 18,725	\$ 19,133	\$ 21,344	\$ 23,578	\$ 25,834	\$ 28,112
Contribution from Protective Services	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest Earned	564	207	211	233	256	278	301
Less: Capital Funding	-	(1,799)	-	-	-	-	-
Ending Balance	\$ 18,725	\$ 19,133	\$ 21,344	\$ 23,578	\$ 25,834	\$ 28,112	\$ 30,413
<u>Public Works (1134, 2018)</u>							
11-4-101-3555							
Beginning Balance	\$ 338,237	\$ 362,440	\$ 174,890	\$ 171,792	\$ 83,663	\$ 186,152	\$ 247,167
Contribution from Public Works	145,587	115,000	115,000	115,000	115,000	115,000	115,000
Interest Earned	11,326	4,774	2,899	2,868	1,987	3,012	3,622
Less: Capital Funding	(132,710)	(307,324)	(120,997)	(205,997)	(14,497)	(56,997)	(57,497)
Ending Balance	\$ 362,440	\$ 174,890	\$ 171,792	\$ 83,663	\$ 186,152	\$ 247,167	\$ 308,292
<u>Land Sales Reserve (1036-13)</u>							
11-4-101-3600							
Beginning Balance	\$ 1,569,093	\$ 1,659,410	\$ 1,570,990	\$ 1,431,685	\$ 1,450,987	\$ 1,425,497	\$ 1,399,752
Contribution from Public Areas	44,540	44,540	44,540	44,540	-	-	-
Contribution from General Admin	28,571	-	-	-	-	-	-
Interest Earned	52,185	17,040	16,155	14,762	14,510	14,255	13,998
Less: Capital Funding	(34,979)	(150,000)	(200,000)	(40,000)	(40,000)	(40,000)	(40,000)
Ending Balance	\$ 1,659,410	\$ 1,570,990	\$ 1,431,685	\$ 1,450,987	\$ 1,425,497	\$ 1,399,752	\$ 1,373,749

Schedule of Reserves

	Audited Actuals 2022	YTD 2023	2024	2025	2026	2027	2028
<u>Sunnyside Campground (Bylaw 1028-12)</u>							
			11-4-101-3550				
Beginning Balance	\$ 1,308,241	\$ 1,314,144	\$ 915,230	\$ 379,406	\$ 327,497	\$ 538,830	\$ 760,231
Contribution from Sunnyside Campground	477,030	496,230	622,441	629,641	635,841	641,241	647,741
Interest Earned	42,388	18,104	15,377	10,090	9,633	11,801	14,080
Less: Capital Funding	(513,515)	(913,248)	(1,173,641)	(691,641)	(434,141)	(431,641)	(431,641)
Ending Balance	\$ 1,314,144	\$ 915,230	\$ 379,406	\$ 327,497	\$ 538,830	\$ 760,231	\$ 990,411
<u>Cabins Reserve (1086-17)</u>							
			11-4-101-3560				
Beginning Balance	\$ 21,018	\$ 26,732	\$ 18,977	\$ 32,270	\$ 35,817	\$ 49,521	\$ 53,494
Contribution from Visitor Services	24,610	25,230	25,350	25,470	25,590	25,720	25,850
Interest Earned	771	520	443	577	614	752	793
Less: Capital Funding	(19,667)	(33,505)	(12,500)	(22,500)	(12,500)	(22,500)	(12,500)
Ending Balance	\$ 26,732	\$ 18,977	\$ 32,270	\$ 35,817	\$ 49,521	\$ 53,494	\$ 67,637
<u>Fire Department (Bylaw 1136, 2018)</u>							
			11-4-101-3562				
Beginning Balance	\$ 112,124	\$ 168,946	\$ 208,901	\$ 268,754	\$ 298,083	\$ 352,282	\$ 415,310
Contribution from Cultus Lake Fire	58,830	77,304	60,120	60,820	61,520	62,220	62,920
Interest Earned	4,543	2,463	2,690	3,296	3,596	4,145	4,782
Less: Capital Funding	(6,551)	(39,812)	(2,957)	(34,787)	(10,917)	(3,337)	(3,337)
Ending Balance	\$ 168,946	\$ 208,901	\$ 268,754	\$ 298,083	\$ 352,282	\$ 415,310	\$ 479,675
<u>Park Office Life Cycle (Bylaw 1023-12)</u>							
			11-4-101-3565				
Beginning Balance	\$ 123,661	\$ 159,077	\$ 178,436	\$ 213,223	\$ 254,959	\$ 297,111	\$ 339,685
Contribution from General Administration	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest Earned	4,569	2,091	2,284	2,632	3,050	3,471	3,897
Less: Capital Funding	(19,153)	(32,732)	(17,497)	(10,897)	(10,897)	(10,897)	(10,897)
Ending Balance	\$ 159,077	\$ 178,436	\$ 213,223	\$ 254,959	\$ 297,111	\$ 339,685	\$ 382,685
<u>Sewer & Septic Reserve (1021-12)</u>							
			11-4-101-3575				
Beginning Balance	\$ 30,317	\$ 37,468	\$ 35,577	\$ 34,011	\$ 32,530	\$ 31,135	\$ 29,828
Contribution from Visitor Services	4,610	4,660	5,000	5,100	5,200	5,300	5,400
Contribution from Community Hall	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest Earned	1,097	421	406	391	377	364	352
Less: Capital Funding	(556)	(8,972)	(8,972)	(8,972)	(8,972)	(8,972)	(8,972)
Ending Balance	\$ 37,468	\$ 35,577	\$ 34,011	\$ 32,530	\$ 31,135	\$ 29,828	\$ 28,608
<u>Community Hall (1026-12)</u>							
			11-4-101-3580				
Beginning Balance	\$ 51,801	\$ 61,635	\$ 61,760	\$ 70,458	\$ 79,242	\$ 88,115	\$ 97,076
Contribution from Community Hall	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Interest Earned	1,834	696	698	785	872	961	1,051
Less: Capital Funding	-	(8,571)	-	-	-	-	-
Ending Balance	\$ 61,635	\$ 61,760	\$ 70,458	\$ 79,242	\$ 88,115	\$ 97,076	\$ 106,126
<u>Landfill Closure Reserve (1018-12)</u>							
			11-4-101-3590				
Beginning Balance	\$ 283,817	\$ 369,375	\$ 448,819	\$ 529,057	\$ 610,098	\$ 691,949	\$ 774,618
Contribution from Commercial Leases	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Interest Earned	10,558	4,444	5,238	6,041	6,851	7,669	8,496
Less: Capital Funding	-	-	-	-	-	-	-
Ending Balance	\$ 369,375	\$ 448,819	\$ 529,057	\$ 610,098	\$ 691,949	\$ 774,618	\$ 858,114
<u>Foreshore Area General Reserve (1085-2017)</u>							
			10-4-101-3605				
Beginning Balance	\$ 85,652	\$ 186,112	\$ 96,403	\$ 161,640	\$ 227,529	\$ 294,077	\$ 361,290
Contribution from Foreshore/Mooring	53,150	52,006	106,250	106,250	106,250	106,250	106,250
Contribution from Residential Areas	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Contribution from Commercial Leases	-	850	850	850	850	850	850
Contribution from Public Areas	22,180	22,100	21,000	21,000	21,000	21,000	21,000
Contribution from Sunnyside	14,808	13,955	16,110	16,110	16,110	16,110	16,110
Interest Earned	4,393	2,381	2,027	2,679	3,338	4,003	4,675
Less: Capital Funding	(18,071)	(205,000)	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
Ending Balance	\$ 186,112	\$ 96,403	\$ 161,640	\$ 227,529	\$ 294,077	\$ 361,290	\$ 429,175

Schedule of Reserves

	Audited Actuals 2022	YTD 2023	2024	2025	2026	2027	2028
-							
<u>Residential Areas Reserve (1185-2020)</u>			10-4-101-3610				
Beginning Balance	\$ 12,040	\$ 19,213	\$ 26,865	\$ 17,254	\$ 29,546	\$ 41,962	\$ 54,502
Contribution from Residential Areas	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Interest Earned	505	312	389	293	415	540	665
Less: Funding	(5,332)	(4,660)	(22,000)	-	-	-	-
Ending Balance	\$ 19,213	\$ 26,865	\$ 17,254	\$ 29,546	\$ 41,962	\$ 54,502	\$ 67,167
-							
<u>Cultus Lake Infrastructure Reserve (1184-2020)</u>			10-4-101-3615				
Beginning Balance	\$ 285,748	\$ 125,166	\$ 209,182	\$ 293,354	\$ 383,367	\$ 474,281	\$ 566,104
Contribution from Public Areas	51,759	51,500	49,000	49,000	49,000	49,000	49,000
Contribution from Sunnyside	34,551	32,561	37,590	37,590	37,590	37,590	37,590
Interest Earned	6,642	841	2,582	3,424	4,324	5,233	6,151
Less: Funding	(253,534)	(885)	(5,000)	-	-	-	-
Ending Balance	\$ 125,166	\$ 209,182	\$ 293,354	\$ 383,367	\$ 474,281	\$ 566,104	\$ 658,845
-							
<u>Main Beach Dock Reserve (1194-2021)</u>			10-4-101-3620				
Beginning Balance	\$ 10,033	\$ 10,363	\$ 10,466	\$ 10,571	\$ 10,677	\$ 10,783	\$ 10,891
Contribution from Public Areas	-	-	-	-	-	-	-
Interest Earned	330	104	105	106	107	108	109
Less: Funding	-	-	-	-	-	-	-
Ending Balance	\$ 10,363	\$ 10,466	\$ 10,571	\$ 10,677	\$ 10,783	\$ 10,891	\$ 11,000
-							
<u>Parking Lot Infrastructure Reserve</u>							
Beginning Balance	\$ 10,033	\$ 14,067	\$ 20,335	\$ 24,581	\$ 38,868	\$ 53,099	\$ 68,282
Contribution from Public Areas	23,000	24,700	24,200	24,200	24,200	25,200	25,200
Interest Earned	390	388	445	488	631	783	935
Less: Funding	(19,356)	(18,819)	(20,400)	(10,400)	(10,600)	(10,800)	(11,000)
Ending Balance	\$ 14,067	\$ 20,335	\$ 24,581	\$ 38,868	\$ 53,099	\$ 68,282	\$ 83,417
-							
<u>Fire Department Operating Reserve (Bylaw 1137-18)</u>			10-4-101-3700				
Beginning Balance	\$ 114,923	\$ 162,461	\$ 164,085	\$ 165,726	\$ 167,383	\$ 169,057	\$ 170,748
Contribution from Fire Dept Surplus	43,054	-	-	-	-	-	-
Interest Earned	4,484	1,625	1,641	1,657	1,674	1,691	1,707
Less: Funding	-	-	-	-	-	-	-
Ending Balance	\$ 162,461	\$ 164,085	\$ 165,726	\$ 167,383	\$ 169,057	\$ 170,748	\$ 172,455
-							
<u>CEAC Operating Surplus (1138-18)</u>			10-4-101-3705				
Beginning Balance	\$ 1,956	\$ 5,089	\$ 12,620	\$ 12,760	\$ 12,979	\$ 13,190	\$ 13,554
Contribution from CEAC Surplus	3,019	7,406	14	90	80	230	170
Interest Earned	114	125	126	129	131	134	137
Less: Funding	-	-	-	-	-	-	-
Ending Balance	\$ 5,089	\$ 12,620	\$ 12,760	\$ 12,979	\$ 13,190	\$ 13,554	\$ 13,861
-							
<u>Accumulated Operating Surplus</u>			10-4-101-3900				
Beginning Balance	\$ 924,219	\$ 1,389,759	\$ 1,368,438	\$ 1,423,263	\$ 1,440,420	\$ 1,465,812	\$ 1,497,705
Contribution from Projected Surplus	550,390	143,977	54,825	17,157	25,392	31,893	16,989
Less: Funding	(84,850)	(165,298)	-	-	-	-	-
Ending Balance	\$ 1,389,759	\$ 1,368,438	\$ 1,423,263	\$ 1,440,420	\$ 1,465,812	\$ 1,497,705	\$ 1,514,694
-							
<u>Reserve Consolidation</u>							
Beginning Balance	\$ 5,903,834	\$ 6,835,734	\$ 6,357,790	\$ 6,158,585	\$ 6,546,620	\$ 7,390,865	\$ 8,224,133
Contributions	1,954,602	1,483,474	1,557,627	1,528,155	1,498,960	1,512,941	1,505,407
Interest Earnings	168,517	65,697	63,629	61,171	64,505	72,768	80,856
Capital Funding	(1,191,219)	(2,027,115)	(1,820,461)	(1,201,291)	(719,221)	(752,441)	(735,741)
Ending Balance	\$ 6,835,734	\$ 6,357,790	\$ 6,158,585	\$ 6,546,620	\$ 7,390,865	\$ 8,224,133	\$ 9,074,655



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 3900
SUBMITTED BY: Erica Lee,
Chief Financial Officer
SUBJECT: 2023 - 2027 Financial Plan Amendment

PURPOSE:

To provide the Board with background information and rationale for considering the 2023-2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2023 - 2027 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 2023.

DISCUSSION:

The 2023-2027 Five-Year Financial Plan Bylaw No. 1220, 2022, was adopted on December 19, 2022. As per Section 165(2) of the *Community Charter*, the Financial Plan may be amended by bylaw at any time. On May 17, 2023, an amendment was approved to the 2023-2027 Financial Plan Bylaw to reflect unspent remaining 2022 budgets carried forward to 2023 as well as a couple other small necessary changes.

Since the adoption of the first amendment, several other adjustments have been identified. Therefore, a second amendment is being requested to reflect additional changes to the 2023-2027 Financial Plan Bylaw.

Adjustments to the current 2023 Financial Plan Bylaw are being proposed to reflect the following items:

Sunnyside Campground

Capital Project

1. Washroom Major Renovations (GL9000 – Project#190)

Request \$28,000

The original budget for this project was \$193,500. Through the RFP process it was determined that the cost of construction had increased significantly from the prior year, therefore the budget was not sufficient to cover any of the bids for proposal that Cultus Lake Park received in late 2022. At this time the Board approved staff to award the contract based on the final RFP evaluations, while recognizing that a budget amendment would be necessary to fully fund the cost of the renovations. For that reason, staff are requesting an additional \$28,000 from the Sunnyside Improvements Reserve Fund to fund the additional cost of the Sunnyside washroom renovations.

Therefore, the amendment reflects a total increase of \$28,000 in the Sunnyside capital projects budget being funded from the Sunnyside Improvements Reserve Fund.

Foreshore

2. Foreshore Reserve Allocation

Request: \$25,000

At the July Board Meeting the Board directed staff to self-insure the docks instead of moving forward with property insurance coverage for the docks due to the very high premiums and very high deductibles. Therefore, the Board directed staff to place the estimated annual insurance premiums into the Foreshore Reserve Fund to be used in case of dock damage and for dock renewal, with the funding for the remainder of 2023 being taken from the Accumulated Surplus Fund.

Therefore, the amendment reflects a total increase of \$25,000 in the Foreshore Reserve Fund being funded from the Accumulated Surplus Fund.

Protective Services

3. Dispatch Services Pilot Project

Request: \$16,900

At the April Board Meeting the Board directed staff to contract Griffin Security to provide after-hours live dispatch services as a pilot project for the 2023 with the cost of the pilot project being funded from the Accumulated Surplus Fund.

4. RCMP Memorandum of Understanding

Request: \$30,000

In June a new Memorandum of Understanding (MOU) was entered into with the RCMP to continue to provide seasonal policing coverage for an additional four-year term beginning May 1, 2023, however the new contract came at an increased cost to the park. The Board directed staff to approve funding the budget shortfall for 2023 season from the Accumulated Surplus Fund.

Therefore, the Protective Services amendments reflect a total increase of \$46,900 in the Protective Services Contract Services budget being funded from the Accumulated Surplus Fund.

FINANCIAL PLAN IMPLICATION:

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

Refer to Schedule "A" for the final draft amended 2023 Financial Plan and Schedule "B" for the final draft amended 2023-2027 Financial Plan. The summary of changes to the 2023 Financial Plan Bylaw are identified in Schedule "C".

STRATEGIC PLAN:

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

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

2023-2027 Five-Year Financial Plan Bylaw No. 1220, 2022 Amendment Bylaw No. 1232, 2023

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

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2023-2027 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 Financial Plan Bylaw No. 1220, 2022, Amendment Bylaw No. 1232, 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 XX day of XXXX, 2023

READ A SECOND TIME this XX day of XXXX, 2023

READ A THIRD TIME this XX day of XXXX, 2023

ADOPTED this XX day of XXXX, 2023

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. 1232, 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	577,000	206,000	-	-	-	46,600	-	-	5,000	298,600	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	\$ 2,986,589	\$ 1,115,345	\$ 105,780	\$ 153,635	\$ 25,480	\$ 352,240	\$ 60,550	\$ 141,830	\$ 206,930	\$ 411,895	\$ 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	\$ 6,214,092	\$ 1,739,883	\$ 105,780	\$ 153,635	\$ 25,480	\$ 424,520	\$ 60,550	\$ 216,380	\$ 1,474,410	\$ 673,645	\$ 1,302,689	\$ 37,120
<i>Reserve Allocations</i>	1,338,392	549,630	159,630	63,230	10,000	247,730	81,250	59,430	115,000	2,000	50,000	492
Capital Projects	2,448,630	1,257,750	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	\$ 10,001,114	\$ 4,278,883	\$ 775,879	\$ 1,036,280	\$ 89,920	\$ 2,036,030	\$ 724,040	\$ 345,230	\$ 322,670	\$ 224,400	\$ 130,170	\$ 37,612
SURPLUS/(DEFICIT)	(2,459,959)	(316,383)	(48,139)	(101,887)	(77,970)	(796,830)	(615,040)	(43,970)	(322,670)	(49,400)	(87,670)	-
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,471,930	1,257,750	140,570	4,660	10,570	298,670	256,000	43,970	322,670	49,400	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	577,000	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	61,890
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	\$ 2,986,589	\$ 2,982,640	\$ 3,051,539	\$ 3,145,477	\$ 3,230,638
<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	\$ 6,214,092	\$ 6,304,520	\$ 6,507,609	\$ 6,686,217	\$ 6,867,798
<i>Reserve Allocations</i>	1,338,392	1,325,474	1,332,420	1,295,240	1,301,470
Capital Projects	2,448,630	1,001,590	863,990	624,990	665,790
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 10,001,114	\$ 8,631,585	\$ 8,704,019	\$ 8,606,447	\$ 8,835,058
<i>SURPLUS/(DEFICIT)</i>	(2,459,959)	(893,107)	(800,205)	(545,040)	(623,759)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,471,930)	(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	46,900	-	-	-	-	-	-	-	-	[3/4] 46,900	-	-
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	\$ 46,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,900	\$ -	\$ -
WAGES & BENEFITS:												
Commissioners Indemnities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Staff Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 46,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,900	\$ -	\$ -
<i>Reserve Allocations</i>	25,000	-	-	-	-	-	[2] 25,000	-	-	-	-	-
Capital Projects	28,000	[1] 28,000	-	-	-	-	-	-	-	-	-	-
<i>Internal Wage Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
<i>Overhead Expense Allocations</i>	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 99,900	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 46,900	\$ -	\$ -
SURPLUS/(DEFICIT)	(99,900)	(28,000)	-	-	-	-	(25,000)	-	-	(46,900)	-	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	99,900	28,000	-	-	-	-	25,000	-	-	46,900	-	-
UNAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

[1] \$28,000 - Sunnyside - Washroom Renovations

[2] \$25,000 - Foreshore - Dock self-insurance

[3] \$16,900 - Protective Services - Dispatch Pilot Project

[4] \$30,000 - Protective Services - RCMP contract



REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Board Procedures Bylaw No. 1233, 2023

PURPOSE:

The purpose of the report is to provide the Board with information in relation to the proposed new Cultus Lake Park Board Procedures Bylaw No. 1233, 2023.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023;

THAT a notice of intention to adopt the bylaw be published in the newspaper on November 17, 2023, and November 24, 2023; and

THAT the Cultus Lake Park Board Procedures Bylaw No. 1233, 2023, be brought forward for Final reading on December 13, 2023.

DISCUSSION:

Cultus Lake Park Board Procedure Bylaw No. 1125, 2018, was adopted by the Board on August 17, 2018. Staff over the course of the last year have noted required changes and additions to procedurally support the Board. As there have been three (3) amendments to the 2018 bylaw, staff, for clarity would like to propose a new bylaw.

The proposed bylaw is structured following the *Cultus Lake Park Act*, *Community Charter* and the *Local Government Act* and follows the Board's "Order of Business" in the bylaw layout.

To provide the Board with updated processes, and for reference purposes, staff researched other areas Procedures Bylaws such as the City of Chilliwack, Harrison Hot Springs, Vancouver Park Board to ensure important procedures are set in place. In addition, staff took the opportunity to remove outdated processes and infrequently referenced material. Staff ensure that with the additions and removals, the Board continues to follow Robert's Rules of Order, and parliamentary procedures and rules.

You will note attached to the report, staff are providing a "red line" version and a draft version with recommended changes.

The New Bylaw Includes the following:

Updated/modernized wording, formatting, grammatical structure, typos, and a clerical clean up.

Three (3) amendments as follows that have supported the original 2018 bylaw, are now incorporated into the new bylaw:

- CLPB Board Procedures Bylaw No. 1160, 2019 was amended by adding Cultus Lake Community Association after Reports by Commissioners in Section 13.1.
- CLPB Board Procedures Bylaw No. 1191, 2021 was amended by adding 14.11 Public Input.
- CLPB Board Procedures Bylaw No. 1198, 2021 was amended under Section:
 - 2.1, Definitions added;
 - 2.2, Section 14.10 deleted;
 - 2.3, Section 14.10 added;
 - 3.12, Electronic Meetings added;
 - 3.13 Electronic Participation at Hybrid Meetings – Board Members, added;
 - 3.14 Electronic Participation at Hybrid Meetings – The Public added; and
 - 3.15 Electronic Participation at Hybrid Meetings – Delegations, added.

2. Definitions

Changes for clarification – “Person Responsible for Corporate Administration” means the Corporate Officer or delegate.

3. Inaugural Meeting

Changes to the reference “Person Responsible for Corporate Administration” be replaced with “CAO”.

4. Oath or Affirmation of Office

Including the content below under Section 4, which was not originally referenced in the 2018 bylaw and appears to be standard in procedure reference.

- 4.1 The person elected or appointed to office on the Board must make an oath or solemn affirmation of office within the following applicable time limit:
- (a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required;
 - (b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election;
 - (c) in the case of a person appointed to office, within 45 days after the effective date of the appointment.

Before a person takes office as a Commissioner, the person must produce the completed oath or affirmation, or a certificate of it, to the Person Responsible for Corporate Administration.

5. Term Of Office

Including under Section 5 below, which was not originally referenced in the 2018 bylaw and appears to be standard in procedure reference.

The term of office of the Chair and Commissioners begins on the first regular meeting held on the third Wednesday of November that follows the general local election and ends immediately before the first regular meeting held on the third Wednesday in November that follows the next general local election.

6. Elections and Duties of The Board Chair and Vice Chair

Removing and replacing under Section 6.1 and 6.2, reference “his/her” to “their”.

7. Board Chair and Presiding Officers

Section 7.6 removing and replacing reference to “him/herself” and replacing with “themselves” and removing sections 7.9, through 7.11, as section 7.3 stipulates that Robert’s Rules of Order apply to the conduct of Board meetings.

8. Conduct At Meetings

Adding under “Conduct of Meeting” as the previous bylaw did not outline process for expulsion and reference material for conduct in the following areas:

Adding Section 8.1.3 Commissioners must adhere to the Cultus Lake Park Board Code of Conduct, Cultus Lake Park Board Respectful Workplace Policy, and avoid inappropriate behaviour or an act that constitutes disorder, including conduct that:

- (a) Contravenes the Federal and Provincial Statutes, BC Human Rights Code, the *Cultus Lake Park Act*, the *Community Charter*, Park bylaws and associated regulations;
- (b) is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse or the adverse treatment of others;
- (c) prejudices the provision of service or services to the community; and
- (d) undermines the public’s trust and confidence in local government.

Adding Section 8.2 Expulsion:

8.2.1 If any Commissioner contravenes this Procedure Bylaw or a decision of the Chair, the Chair may:

- (a) Instruct the Person Responsible for Corporate Administration to record the Commissioner’s inappropriate language or behaviour including the Commissioner’s use of objectionable or disorderly words in the minutes of the meeting; and
- (b) expel the Commissioner from the meeting but, if the Commissioner

apologizes for their inappropriate language or behavior, the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, permit the Commissioner to remain at the meeting.

8.2.2 Following departure from the meeting, if an expelled Commissioner advises the Chair, through the Chief Administrative Officer, that the Commissioner wishes to apologize and return to the meeting from which they have been expelled;

(a) The Chair must so advise the Board;

(b) the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, may end the expulsion and permit the Commissioner to return to the meeting; and

(c) the Commissioner must apologize immediately to the Board for the conduct that caused the expulsion.

8.2.3 The expulsion shall expire at the conclusion of the meeting and the Commissioner may return to a subsequent meeting unless the Board determines by an affirmative vote of not less than two-thirds (2/3) of Commissioners present that other action is required before the Commissioner is permitted to return.

8.2.4 In all votes related to expulsion, the Commissioner who is the subject of the expulsion shall not be entitled to vote.

9. Quorum

Replacing reference to 30 minutes with 15 minutes to have quorum.

10. Annual Meeting Schedule

Adding under Section 10.1 Advance Public Notice of Board and Committee Meetings:

10.1.4 In the year of a general local election, no meeting will be held between the last day of the nomination period and general voting day.

Under Section 10.1.6 removed:

(a) making a copy of the full agenda package available for public inspection at the reception counter at the Cultus Lake Park Administration office; and

Including under Section 10. Amendments from Bylaw No. 1198, 2021, to incorporate Definitions, Electronic Meetings, Electronic Participation at Hybrid Meetings – Board Members, Electronic Participation at Hybrid Meetings – The Public, Electronic Participation at Hybrid Meetings – Delegations.

10.6. Closed Meetings

Removing reference to specific sections of the *Community Charter* to mitigate bylaw amendments when section numbers are amended, i.e.: Section 89, Division 3 of Part 4 for easier reference and to prevent constant changes to section references in the future.

10.7 Special Meetings

Adding to Special meeting process, Section 10.7.3, two (2) calendar days before a Special meeting the Person Responsible for Corporate Administration must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website, unless notice has been waived by a unanimous vote of the Board.

10.8 Special Vote by Telephone or Electronic Transmission

Removing duplicate numbering 10.8.3, and renumbering Sections 10.8.3 through 10.8.10.

12. Delegations

Under Section 12.1.3 removing and replacing reference from Board Chair to CAO to streamline administrative process. The CAO will consult with the Chair to make a final decision.

12.2 Correspondence

Adding to the bylaw, Sections 12.2.1 and 12.2.2, processes with respect to acceptance of correspondence for Closed, Regular and Special meetings. Correspondence received will be processed by the Person Responsible for Corporate Administration.

12.3 Petitions

Incorporating into the bylaw, under Section 12.4 – 12.4.1, 12.4.2 process requirements for acceptance of petitions to the Board.

12.5 Bylaws

Adding a sentence under Section 12.5.2, at least five (5) days before the meeting at which the amendment is to be introduced, and removing Section, 12.4, from the original bylaw.

Removing Section 12.5.6, First Reading of a Bylaw must be given by separate resolution, and Section 12.7 Second and Third Readings of a Bylaw may be given by one (1) resolution from the original bylaw. Replacing with 12.5.5 First, Second and Third readings of a Bylaw may be given by one (1) resolution.

Removing from the original bylaw Section 12.6.11, After a bylaw is adopted and signed by the Person Responsible for Corporate Administration, CAO and the Board Chair, the Person Responsible for Corporate Administration must have it placed on the Website and in the Cultus Lake Park records for safekeeping and endorse upon it.

Replacing it with Section, 12.5.10, After a bylaw is adopted and signed by the CAO and the Board Chair, the Person Responsible for Corporate Administration must have it placed on the Website and in the Cultus Lake Park records for safekeeping and endorse upon it:

And removing from the original bylaw Section, 12.6.13, This bylaw may not be amended or repealed and substituted unless the Board first gives notice in accordance with the *Community Charter*.

13. The Board's Power

Restructuring to incorporate reference to the Board's powers per the *Cultus Lake Park Act* under Section 13.1.1, Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution, as per Section 14 of the *Cultus Lake Park Act*.

14. Motions

Removing the following Sections, 8.4, 8.5, 8.8, 8.10, 8.11, 8.13, from the original bylaw, to reflect procedural process, while still in effect as per Robert's Rules of Order, staff do not feel it is necessary in this case to layout order of procedure other than basic reference to motions. And replace with the following Sections: 14.4, 14.5, 14.6, 14.7, 14.8.

15. Conflict of Interest, 16. Corporate Voting and 17. Matters Brought Forward for Reconsideration by Board Chair

Removing and replacing "he/she" with "they are" under Sections, 15.1 through 15.5.
Removing and replacing "he/she" with "their" under Sections, 16.1 through 16.4.
Removing and replacing "he/she" with "their" under Sections, 17.1 through 17.9.

19. Standing / Select Committees

Removing from the original committee Sections 14.1, and 14.2 which references Committee of the Whole as the Board does not hold these meetings and replacing with the following Sections 19.1 through 19.17 for structure on Standing and Select Committees.

21. Minutes Of Meetings to Be Maintained and Available to The Public

21.1 removing and replacing the sentence in this Section, person responsible for corporate administration and replacing with Chief Administrative Officer (CAO).

Adding under Section 21, 21.6 Regular meetings of the Board will be recorded and will be posted on the Website on the day following the meeting.

22. GENERAL

To follow procedural process, adding under Section 22, 22.2, This bylaw may not be amended, or repealed and substituted unless the Board first gives notice in accordance with the *Community Charter*.

Applicable sections being removed from the original 2018 version.

15.2 Board Late Delegations 15.4 Committee Report

Removing Section 15.4 and 15.5 from CLPB Procedures Bylaw No. 1125, 2018, to streamline administrative processes and to be open and transparent with process and procedure.

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

BOARD PROCEDURES BYLAW

Bylaw No. 1233, 2023

A Bylaw to establish rules of procedure for Board and Committee meetings.

Section 14 of the *Cultus Lake Park Act* provides that the Cultus Lake Park Board may, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its Select and Standing Committees, including the manner by which resolutions may be passed and bylaws adopted.

The Cultus Lake Park Board deems it essential and expedient to provide for the procedure that is to be followed for the conduct of its business; and

The *Community Charter* requires a Council to establish general procedures for Council and Council Committees to follow in conducting their business of which Cultus Lake Park will utilize as best governing practices.

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

1. TITLE

This bylaw may be cited as “Cultus Lake Park Board Procedures Bylaw No. 1233, 2023”.

2. DEFINITIONS

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

“**Board**” means the elected Board for the Park.

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

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

“**Designate**” means a Person appointed by the Corporate Officer.

“**Electronic Meeting**” means a meeting where all attendees participate electronically.

“**Electronic Participation**” means the Electronic Participation of one or more attendees at an in-person meeting.

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

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

“Person Responsible for Corporate Administration” means the Corporate Officer or designate.

“Select Committee” means a committee established by Board resolution and to which the Board may appoint resident members. At least one member of a Select Committee must be a Board member.

“Standing Committee” means an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint resident members. At least half the members will be members of the Board.

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

“Website” means the information resource found at an internet address as provided by Cultus Lake Park.

3. INAUGURAL MEETING

An Inaugural Meeting will be convened during the month of November in the year of the election. The presiding officer for the Inaugural Meeting will be the CAO until such time as the Board Chair has been elected.

4. OATH OR AFFIRMATION OF OFFICE

4.1 The person elected or appointed to office on the Board must make an oath or solemn affirmation of office within the following applicable time limit:

- (a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required;
- (b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election; or
- (c) in the case of a person appointed to office, within 45 days after the effective date of the appointment.

4.2 Before a person takes office as a Commissioner, the person must produce the completed oath or affirmation, or a certificate of it, to the Person Responsible for Corporate Administration.

5. TERM OF OFFICE

The term of office of the Chair and Commissioners begins on the first Regular meeting held on the third Wednesday of November that follows the general local election and ends immediately before the first Regular meeting held on the third Wednesday in November that follows the next general local election.

6. ELECTIONS AND DUTIES OF THE BOARD CHAIR AND VICE CHAIR

6.1 The Board Chair, if present, will preside at all meetings of the Board. In the absence of the Board Chair from a meeting of the Board, the Vice Chair will preside, and in the absence of both the Board Chair and the Vice Chair, a Commissioner chosen by the

other Commissioners then present will preside, and for that purpose has all the powers and is subject to the same rules as the Board Chair.

- 6.2 As soon after the hour of meeting as there will be a quorum present, the Board Chair, or, in their absence, the Vice Chair, or, in their absence the Commissioner chosen by the other Commissioners then present, will take the Chair and the meeting will be called to order.

7. BOARD CHAIR AND PRESIDING OFFICERS

- 7.1 The Board Chair or other person presiding at a meeting of the Board will preserve order and decide all points of order which may arise, but subject to a challenge by the other Commissioners then present.
- 7.2 The Board Chair must inform the Board of the grounds upon which a ruling on a point of order is made.
- 7.3 Where the bylaw is silent, Robert's Rules of Order, Newly Revised (current edition) will apply to the conduct of Board meetings.
- 7.4 Where there is an inconsistency between this bylaw, Robert's Rules of Order, Newly Revised, and the *Act*, firstly the *Act* will prevail, secondly Robert's Rules of Order will prevail where this bylaw is silent, and finally this bylaw will prevail.
- 7.5 No Commissioner will speak until recognized by the Board Chair or other person presiding.
- 7.6 Every Commissioner desiring to speak will address themselves to the Board Chair or other person presiding.
- 7.7 No Commissioner will interrupt a person speaking except to raise a point of order.
- 7.8 Debate will be strictly relevant to the question before the meeting and the Board Chair or other person presiding will warn speakers who violate this rule of procedure.

8. CONDUCT AT MEETINGS

8.1 Conduct Guidelines

- 8.1.1 Where the Board Chair or other person presiding at a meeting considers that a person is guilty of improper conduct, the person presiding may expel and exclude that person from the meeting.
- 8.1.2 All communication devices must be turned off or muted during Regular and Closed Board meetings.
- 8.1.3 Commissioners must adhere to the Cultus Lake Park Board Code of Conduct, Cultus Lake Park Board Respectful Workplace Policy, and avoid inappropriate behaviour or an act that constitutes disorder, including conduct that:
- (a) Contravenes the Federal and Provincial Statutes, BC Human Rights Code, the *Cultus Lake Park Act*, the *Community Charter*, Park Bylaws and associated regulations;
 - (b) is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse or the adverse treatment of others;

- (c) prejudices the provision of service or services to the community; and
- (d) undermines the public's trust and confidence in local government.

8.2 Expulsion

- 8.2.1 If any Commissioner contravenes this Procedures Bylaw or a decision of the Chair, the Chair may:
 - (a) Instruct the Person Responsible for Corporate Administration to record the Commissioner's inappropriate language or behaviour including the Commissioner's use of objectionable or disorderly words in the minutes of the meeting; and
 - (b) expel the Commissioner from the meeting but, if the Commissioner apologizes for their inappropriate language or behavior, the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, permit the Commissioner to remain at the meeting.
- 8.2.2 Following departure from the meeting, if an expelled Commissioner advises the Chair, through the Chief Administrative Officer, that the Commissioner wishes to apologize and return to the meeting from which they have been expelled;
 - (a) The Chair must so advise the Board;
 - (b) the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, may end the expulsion and permit the Commissioner to return to the meeting; and
 - (c) the Commissioner must apologize immediately to the Board for the conduct that caused the expulsion.
- 8.2.3 The expulsion shall expire at the conclusion of the meeting and the Commissioner may return to a subsequent meeting unless the Board determines by an affirmative vote of not less than two-thirds (2/3) of Commissioners present that other action is required before the Commissioner is permitted to return.
- 8.2.4 In all votes related to expulsion, the Commissioner who is the subject of the expulsion shall not be entitled to vote.

8.3 Conduct of the Public

- 8.3.1 To ensure a respectful workplace for all present, members of the public attending Board meetings are asked to refrain from disruptive, disrespectful, or inappropriate behaviour.
- 8.3.2 During a meeting, a member of the public attending in person must not;
 - (a) Address Commissioners without permission of the Chair;
 - (b) approach the table of the Board during the sitting of the Board without permission of the Chair;

- (c) applaud or otherwise interrupt a speech or action of Commissioners or a speaker addressing the Board; or
- (d) otherwise engage in improper conduct.

8.3.3 The Chair may expel a member of the public who engages in improper conduct, as per the *Community Charter*.

9. QUORUM

A quorum for a meeting of the Board will be a majority of all Commissioners. If a quorum is not present within 15 minutes after the time fixed for a meeting, the Person Responsible for Corporate Administration will record the names of the members present and the meeting will stand adjourned.

10. ANNUAL MEETING SCHEDULE

10.1 Advance Public Notice of Board and Committee Meetings

- 10.1.1 Except as otherwise provided in this bylaw, meetings of the Board will be open to the public and no person will be excluded except for improper conduct.
- 10.1.2 Public notice of the Regular meetings of the Board will be prepared annually on or before the fourth Tuesday of December showing the dates, times and place of Regular Board meetings and the schedule will be made available to the public by publishing it in two (2) consecutive issues of the newspaper and posting it on the front door of the Park Administration Building and on the Website.
- 10.1.3 The Board may revise the annual schedule of Regular Board meetings, by cancelling, rescheduling, or changing the time or location for holding the meeting. When such revisions are made, the Person Responsible for Corporate Administration must, as soon as possible, post a notice on the Website and on the front door of the Park Administration Building.
- 10.1.4 In the year of a general local election, no meeting will be held between the last day of the nomination period and general voting day.
- 10.1.5 At least three (3) calendar days before a Regular meeting or Closed meeting of the Board; or its Standing or Select Committees, the Person Responsible for Corporate Administration under the *Act* must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website.
- 10.1.6 At least 72 hours before a Regular meeting of the Board the Person Responsible for Corporate Administration must give further public notice by posting a copy of the full agenda package on the Website.

10.2 Electronic Meetings

- 10.2.1 A Regular, Closed, or Special Board meeting, or other Board Committee meetings may be conducted by electronic means.
- 10.2.2 Electronic Meetings will follow the rules established by the *Community Charter* and Board policies pertaining to Electronic Meetings.

10.2.3 Advance public notice of:

- (a) The way in which the Electronic Meeting will be conducted; and
- (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in the bylaw for giving notice in section **10.1 Advance Public Notice of Board and Committee Meetings**.

10.3 Electronic Participation at Hybrid Meetings – Board Members

10.3.1 A member of the Board may attend an in-person Regular, Closed, or Special Board meeting, or other Board Committee meeting by electronic means or other communication facilities, as available.

10.3.2 The following rules apply to Electronic Participation referred to in subsection 10.3.1:

- (a) A member who wishes to attend an in-person meeting via electronic means must provide notice to the CAO and/or the Corporate Officer no less than 48 hours prior to the meeting;
- (b) electronic participants will be noted in the meeting minutes as having participated electronically;
- (c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during the meeting will be noted in the minutes as having left the meeting;
- (d) if a member must be recused due to a conflict of interest, section **15. CONFLICT OF INTEREST** of this bylaw will be followed and they will temporarily be disconnected or placed in a “waiting room” if possible; and
- (e) electronic participants will abide by the rules and procedures established in this bylaw.

10.4 Electronic Participation at Hybrid Meetings – The Public

10.4.1 A member of the public may attend an in-person Regular, Special Regular Board meeting, or other Board Committee meetings by electronic means or other communication facilities, as available.

10.4.2 The following rules apply to Electronic Participation referred to in subsection 10.4.1:

- (a) The opportunity for public engagement will be provided at every Regular, Special Regular Board meeting, or other Board Committee meetings during each Public Question Period; and
- (b) electronic participants will abide by the rules and procedures established in this bylaw.

10.5 Electronic Participation at Hybrid Meetings – Delegations

- 10.5.1 A delegation may attend an in-person Regular, Closed (if deemed necessary), or Special Board meeting or Board Committee meetings by electronic means or other communication facilities, as available.
- 10.5.2 The following rules apply to Electronic Participation referred to in subsection 10.5.1:
- (a) **Section 12. DELEGATIONS**, as set out in this bylaw will be followed; and
 - (b) electronic participants will abide by the rules and procedures established in this bylaw.

10.6 Closed Meetings

- 10.6.1 Subject to the *Community Charter*, concerning the general rule that all meetings of the Board, including meetings of the Boards Standing or Select Committees, must be open to the public in accordance with the *Community Charter*.
- 10.6.2 Where the Board or its duly constituted bodies wish to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 90, of the *Community Charter*.
- 10.6.3 No Commissioners, staff members or members of a Select or Standing Committee may disclose to the public the proceedings held in a Closed meeting unless a resolution has been passed at the Closed meeting which would permit disclosure.
- 10.6.4 Minutes of a Closed meeting must be kept in the same manner as a Regular meeting but must be kept in a confidential location and must not be filed with the Minutes of Regular meetings.
- 10.6.5 A Closed resolution or Minutes may be made a matter of public record where the Board resolves in a Closed meeting that it is in the public interest to make a Closed resolution a matter of public record. It will be the responsibility of the Person Responsible for Corporate Administration to ensure that the matter is brought into the public record at the next Regular meeting.

10.7 Special Meetings

- 10.7.1 A Special meeting of the Board will be called by the Person Responsible for Corporate Administration on the request of the Board Chair or any two (2) Commissioners by notice emailed to each Commissioner at least two (2) days before the date of the meeting to the email address given by each Commissioner to the Person Responsible for Corporate Administration for that purpose. The notice will state the general purpose of the meeting and the date, place, and time of the meeting. The notice of any Special meeting may be waived by a unanimous vote of the Board.
- 10.7.2 In the case of an emergency, notice of a Special meeting may be given with the consent of the Board Chair and two (2) Commissioners, less than two (2)

days before the date of the meeting, and notice of the meeting need not be given in writing.

- 10.7.3 Two (2) calendar days before a Special meeting the Person Responsible for Corporate Administration must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website, unless notice has been waived by a unanimous vote of the Board.

10.8 Special Vote By Telephone Or Electronic Transmission

- 10.8.1 A Special Vote by telephone or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a Regular or Special meeting of the Board would be impractical.

- 10.8.2 The following rules of procedure will govern a Special Vote of the Board:

- 10.8.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue to be voted on urgent and that calling a Regular or Special meeting to conduct the voting would be impractical, except that a Special Vote cannot be undertaken where the vote is on the Second or Third reading of the following bylaws:

- (a) Annual budget bylaws; and
- (b) bylaws adopting official community plans.

- 10.8.3 Where a Special Vote is to be conducted, the Person Responsible for Corporate Administration will make all reasonable attempts in the circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.

- 10.8.4 Before a Commissioner votes, the Person Responsible for Corporate Administration will ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:

- (a) Verbally, including by telephone or other means of transmission, or
- (b) by delivery, including by delivery in writing, or other means of electronic transmission in electronic form.

- 10.8.5 A Commissioner will vote by informing the Person Responsible for Corporate Administration, either verbally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw by means of electronic transmission in electronic form and the Person Responsible for Corporate Administration will at that time record the Commissioner's vote.

- 10.8.6 Each Commissioner who votes will have the number of votes that they would have had in voting on the matter at a Regular meeting of the Board.

- 10.8.7 The rules under the *Community Charter* regarding the counting of votes at meetings of the Board, except Section 123(4) will apply to the counting of votes taken in accordance with this section.

10.8.8 After ensuring that each Commissioner has had an opportunity to vote, either verbally or by delivery, the Person Responsible for Corporate Administration will inform the Board Chair of the results of the voting and the Board Chair will declare the vote to have passed or failed in accordance with the results. At the time of the Board Chair's declaration, the results of the voting will have the same effect as if the voting had been conducted at a Regular meeting of the Board and will then be recorded by the Person Responsible for Corporate Administration as Minutes of the Board.

10.8.9 If the Person Responsible for Corporate Administration is absent, ill or otherwise disabled, the designate of that person will conduct voting under this section in place of the Person Responsible for Corporate Administration.

10.8.10 At the next Regular meeting of the Board following a Special Vote, the Chair will report the results of the Special Vote.

11. AGENDA

11.1 The Order of Business for all Regular meetings of the Board will be as follows:

- Call to Order
- Resolution to Close Meeting
- Reconvene to Regular Meeting
- Approval of Agenda (including deletion of items and the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Regular Board Meeting Minutes
- Adoption of Committee Minutes
- Business Arising from the Committee Minutes
- Correspondence
- Finance
- Bylaws
- Consent Agenda
- Reports by Staff
- New Business
- Reports by Commissioners
- Community Association
- Public Question Period
- Adjournment

11.2 The Order of Business for all Closed meetings of the Board will be as follows:

- Call to Order
- Approval of Agenda (including the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Closed Board Meeting Minutes
- Correspondence
- Reports by Staff
- Reports by Commissioners
- Adjournment

- 11.3 At any meeting, other than an emergency meeting, the Board Chair or any Commissioner may add items to the Board Agenda with the consent of the Board.
- 11.4 In the absence of urgent circumstances, Board Agendas will be circulated to Board members, electronically, at least four (4) calendar days in advance of a meeting of the Board.
- 11.5 Late item materials not contained within the Regular Board Agenda will be circulated at the time of the Regular Board meeting. Late items for the Agenda must be approved by the Board Chair in advance of circulation.

12. DELEGATIONS

12.1 Board Regular Delegations

- 12.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the Person Responsible for Corporate Administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first come basis.
- 12.1.2 No individual delegation may speak to the same topic again until the passage of at least two (2) months' time from the date of their most recent presentation or as space permits.
- 12.1.3 The CAO must approve all delegations before the delegation is set on the Board Agenda.
- 12.1.4 The Person Responsible for Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, place, and time of the Board meeting at which the delegation will be heard.
- 12.1.5 The delegation's appearance and the subject will be included on the Agenda for a Regular, Closed, or Special Regular meeting of the Board. Each delegation will be limited to a maximum time of 10 minutes unless otherwise extended by leave of the Chair.

12.2 Correspondence

- 12.2.1 All correspondence addressed to the Board Chair and Commissioners, to any one (1) of them individually, whether or not marked as personal or confidential, will be received and processed by the Person Responsible for Corporate Administration, and may be subject to disclosure in accordance with the Freedom of *Information and Protection of Privacy Act*.
- 12.2.2 All requests for correspondence to form part of a Regular, Closed, or Special meeting Agenda must be received by the Person Responsible for Corporate Administration no later than seven (7) business days prior to the next Regular meeting, and is subject to review by the Board Chair, Chief Administrative Officer and/or Department Manager.

12.3 Petitions

12.3.1 The Board may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.

12.3.2 A petition presented to the Board must contain the following information:

- (a) The subject matter and date of the petition on each page;
- (b) the full name, signature, and physical address of each petitioner; and
- (c) in the case of a corporation, it is required that the signature on a petition include written authority signed by a director of the corporation under the corporate seal.

12.4 Consent Agenda

12.4.1 On a Regular Agenda, as determined by the Person Responsible for Corporate Administration in consultation with the Board Chair, non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one (1) resolution of the Board.

12.4.2 Items to be included in the Consent Agenda are:

- (a) Reports for Information; and
- (b) items for which debate is not expected.

12.4.3 Any Commissioner may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately. Commissioners will request removal of items from the Consent Agenda prior to moving adoption of recommendations listed in the Consent Agenda. Any item that is removed from a Consent Agenda will be considered immediately after the consideration of the Consent Agenda.

12.4.4 A Commissioner may request that an item be included on the Consent Agenda, and if no one objects, it will be so listed and considered.

12.4.5 Commissioners may vote on and adopt in one (1) motion all recommendations appearing on the Consent Agenda.

12.5 Bylaws

12.5.1 Prior to the introduction of any bylaw for First Reading, each member of the Board will receive a copy of the proposed bylaw, either in hard copy or electronic format.

12.5.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw will receive a copy of the proposed bylaw, either in hard copy or electronic format, at least five (5) days before the meeting at which the amendment is to be introduced.

- 12.5.3 Any bylaw which does not require approval, consent, or assent under the provisions of the *Act* or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed Third Reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.
- 12.5.4 Unless the holding of a public hearing is waived in accordance with the *Local Government Act*, the Board must not give Third Reading to the Plan Cultus Bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw and requires at least 14 days written notice to all Cultus Lake Park leaseholders prior to the meeting.
- 12.5.5 First, Second and Third Readings of a Bylaw may be given by one (1) resolution.
- 12.5.6 A bylaw must be adopted by a separate resolution.
- 12.5.7 A reading of a bylaw must be rescinded by separate resolution.
- 12.5.8 A series of bylaws with the same corporate vote may be taken together in one (1) resolution as provided for in Section 12.5.5.
- 12.5.9 When a bylaw is read at a Board meeting, the Person Responsible for Corporate Administration will certify the readings and dates at the end of such bylaw. After a bylaw is adopted, the Person Responsible for Corporate Administration will be responsible for the correctness, including any amendments.
- 12.5.10 After a bylaw is adopted and signed by the CAO and the Board Chair, the Person Responsible for Corporate Administration must have it placed on the Website and in the Cultus Lake Park records for safekeeping and endorse upon it:
- (a) The dates of its readings and adoption; and
 - (b) the date of Ministerial approval or approval of the electorate, if applicable.
- 12.5.11 A bylaw comes into force on the later of the date it is adopted, and a date set by the bylaw.

13. THE BOARD'S POWER

13.1 Exercise of The Board's Power

- 13.1.1 Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution, as per Section 14 of the *Cultus Lake Park Act*.

13.2 Emergency Powers of The Board

- 13.2.1 In accordance with the *Act*, and any and all amendments that will from time to time be enacted, the Board may, by bylaw or resolution, or by order of the

Board Chair, declare a state of local emergency in a participating area, when the extraordinary power or authority enabled by the *Emergency Program Act*, chapter 111, R.S.B.C. 1996 is required.

13.2.2 The Board must, by bylaw, resolution or by the Board Chair's order, cancel the state of local emergency, when of the opinion that a state of local emergency no longer exists within a participating area.

14. MOTIONS

14.1 All questions will be decided by a vote on a motion. Subject to Section 14.2, all motions may be moved and seconded by any Commissioner.

14.2 Any Commissioner may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Commissioner while speaking.

14.3 Where a motion is under consideration, no motion may be made except to:

- (a) refer;
- (b) amend;
- (c) lay on the table;
- (d) postpone indefinitely;
- (e) postpone to a certain time;
- (f) move the previous question; and
- (g) adjourn.

A motion made under subsection 14.3 c) to g) is not amendable or debatable.

14.4 No Commissioner will speak on any question for longer than five (5) minutes without leave of the Board Chair.

14.5 If a Commissioner calls for a record of votes, the names of those who vote for and those who vote against the question will be entered in the Minutes.

14.6 When the question under consideration contains more than one (1) distinct proposition, a separate vote upon each such proposition will be taken if any Commissioner so requires.

14.7 At any time during debate on a motion, a Commissioner may move "that the question be called", or "that the vote on the motion be called". The motion to call the question will be decided without amendment or debate and will pass if adopted by at least two-thirds (2/3) vote of the Commissioners present. The motion previously under debate will immediately be voted upon without further amendment or debate.

14.8 When the Board Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, the Board Chair will apprise the Commissioners immediately before putting forward the question and will cite the rule or authority applicable to the case without argument or comment.

15. CONFLICT OF INTEREST

- 15.1 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must declare this and state the general nature of why the member considers this to be the case.
- 15.2 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must:
- (a) Not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - (b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - (c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- 15.3 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Person Responsible for Corporate Administration will record the Commissioner's declaration, the reasons given for it and the time(s) of the Commissioner's departure from the meeting room and, if applicable, of the Commissioner's return.
- 15.4 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Commissioner is not present at the meeting at the time of any vote on the matter.
- 15.5 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest, except where:
- (a) The pecuniary interest of the Commissioner is a pecuniary interest in common with electors of the Cultus Lake Park;
 - (b) the matter relates to remuneration or expenses payable to one (1) or more Commissioners in relation to their duties as Board members; or
 - (c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Commissioner in relation to the matter.

16. CORPORATE VOTING

- 16.1 The procedure for voting will be in accordance with the provisions of the *Community Charter*.
- 16.2 In all cases where the votes of the Commissioners present and entitled to vote, including the vote of the Board Chair or other person presiding, are equal for and against a question, the question will be declared in the negative and will be defeated, and it will be the duty of the Board Chair or other member presiding to so declare.

16.3 Any Commissioner then present who abstains from voting will be deemed to have voted in the affirmative.

16.4 Any Commissioner may request that their negative vote be recorded in the Minutes.

17. MATTERS BROUGHT FORWARD FOR RECONSIDERATION BY BOARD CHAIR

17.1 In accordance with the *Community Charter*, and without limiting the authority of the Board to reconsider a matter, the Board Chair may require the Board to reconsider and vote again on a matter that was the subject of a previous vote of the Board.

17.2 The Board Chair may only initiate the reconsideration of a matter at the same meeting or at the Board meeting following the original vote, whether or not this is within the 30-day period referred to in the *Community Charter*.

17.3 The matter may not be reconsidered if the matter:

- (a) Has had the approval or assent of the electors and was subsequently adopted by the Board;
- (b) has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
- (c) the Board has been advised that the matter has already been irreversibly acted on by an officer, employee, or agent of Cultus Lake Park further to previous Board direction.

17.4 Where the Board Chair has brought a matter forward for reconsideration, the Board Chair must state their objections to the Board and the Person Responsible for Corporate Administration must record in the Minutes the objections, suggestions, or amendments of the Board Chair.

17.5 On reconsideration of the matter, the Board will, as soon as convenient, consider the Board Chair's reason for reconsideration and either reaffirm or reject the bylaw, resolution or proceeding which is the subject of reconsideration.

17.6 If the motion to reconsider a matter has passed, the matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next Regular Board meeting Agenda for reconsideration by separate resolution of the Board.

17.7 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.

17.8 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

17.9 Matters brought forward for reconsideration by the Board Chair will be recorded in the Board Minutes.

18. RECONSIDERATION INITIATED BY A COMMISSIONER

18.1 After a bylaw, resolution, or proceeding has been decided by the Board, any Commissioner may, at the same meeting, or at the Board meeting following the original vote, initiate the reconsideration of a matter.

18.2 The matter may not be reconsidered if the matter:

- (a) Has had the approval or assent of the electors and was subsequently adopted by the Board;
- (b) has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
- (c) has already been irreversibly acted on by an officer, employee, or agent of Cultus Lake Park further to previous Board direction.

18.3 The Board will not reconsider a matter unless the motion to reconsider the matter has first been considered.

18.4 If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may, by separate resolution of the Board, be set to the next Regular Board meeting Agenda for reconsideration by the Board.

18.5 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.

18.6 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

18.7 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it will not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.

18.8 Where a matter has been reconsidered, the Board will not reconsider the matter again subject to Section 18.7.

18.9 Matters brought forward for reconsideration by a Commissioner will be recorded in the Board Minutes.

19. STANDING / SELECT COMMITTEES

19.1 The Board Chair may appoint Standing Committees, and for that purpose, may appoint persons who are not Commissioners, but each Committee must have at least one (1) member who is a Commissioner. Terms of Reference for each Standing Committee will be drafted by the Person Responsible for Corporate Administration in consultation with the Board Chair and adopted by a Board resolution.

19.2 The Board may, by bylaw adopted by at least two-thirds (2/3) of the votes cast, delegate administrative powers to a Standing Committee.

19.3 The Board may appoint a Select Committee of Commissioners to consider or enquire into any matter and report its findings and opinion to the Board. Terms of Reference for each Select Committee will be drafted by the Person Responsible for Corporate Administration in consultation with the Chair of the Select Committee and adopted by a Board resolution.

19.4 A member of a Committee will have one (1) vote only.

- 19.5 The Board may establish when Regular meetings of a Committee will be held. Where the Board has not established Regular meetings of a Committee, meetings of a Committee will be convened at the call of the Committee Chair.
- 19.6 A majority of the members of any Committee, may, by written request to the Committee Chair, require the Committee Chair to call a meeting and it will be the duty of the Committee Chair or, in their absence, the duty of the Vice Committee Chair or the Person Responsible for Corporate Administration to call such meeting.
- 19.7 Any Standing or Select Committee will conduct its business under the following rules of procedure:
- 19.7.1 Where a predetermined date for a Committee meeting has not been established, a notice of meeting will be caused to be sent by the Person Responsible for Corporate Administration, to the Committee Chair and to each of the Committee members at least four (4) days prior to such meeting being held.
- 19.7.2 The Committee Chair will preside at every meeting and will vote on all questions submitted and in case of an equal number of votes for and against the question, the question will be defeated.
- 19.7.3 A quorum for a Standing or Select Committee will be a majority of the persons appointed to the Committee being present at a meeting and will include at least one (1) member who is a Board Commissioner.
- 19.7.4 In the absence of the Committee Chair, the Vice Committee Chair if so appointed will preside, and in the absence of both the Committee Chair and Vice Committee Chair, a Committee member chosen by the other Committee members then present will preside, and for that purpose will have all the powers and is subject to the same rules as the Committee Chair.
- 19.7.5 The Person Responsible for Corporate Administration or a designate will attend all meetings of the Committee and will ensure that there is a record of the proceedings.
- 19.7.6 When a vote is taken on any question, the names of those who voted for and those who vote against the question will be entered upon the Minutes if any member requests a recorded vote.
- 19.7.7 The Minutes of all meetings of every Committee will be accurately recorded, will be circulated to the members of the Committee prior to the next meeting and after the Minutes have received with the approval of a majority of the members, will be signed by the Committee Chair or other person presiding at the meeting or at the next meeting at which the Minutes are adopted.
- 19.7.8 A Committee will consider and report to the Board on any and every matter referred to it. Such report will be in the form of the approved Minutes of the meetings of the Committees as referred to a meeting of the Board, unless special or urgent circumstances dictate that matters may be otherwise brought forward.
- 19.7.9 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board

Agenda or dealt with as a matter arising out of Committee.

- 19.8 Each Committee meeting will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first.
- 19.9 Questions relevant to the Agenda will be given first priority.
- 19.10 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.
- 19.11 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee meeting and if the question can be answered either by the Committee Chair or through another person presiding, the Committee will do so.
- 19.12 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.
- 19.13 A delegation wishing to appear before a Committee will submit a written request, together with written copies of their submission, to the Person Responsible for Corporate Administration at least seven (7) days prior to the scheduled Committee meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.
- 19.14 The Committee Chair must approve of all delegations before the delegation is set on the Committee Agenda. Where the Committee Chair has refused a delegation, the Committee Chair will notify the Committee in writing on the Committee Agenda that the delegation asked to appear before.
- 19.15 Where the subject matter of a delegation has previously been dealt with in the form of a delegation to the Committee, the Committee Chair, through the Person Responsible for Corporate Administration, may advise the delegation of such apparent duplication and/or repetition and refuse such delegation until permission of the Committee has been obtained.
- 19.16 The Person Responsible for Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, place, and time of the Committee meeting at which the delegation will be heard.
- 19.17 The delegation's appearance and the subject of the delegation will be included on the Agenda for a Regular Committee meeting. Each delegation will be limited to a maximum time of 10 minutes unless otherwise extended by leave of the Committee Chair.

20. PUBLIC INPUT

- 20.1 The Board will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first, after section "Reports by Commissioners" at a Regular Board meeting.
- 20.2 Questions relevant to the Agenda will be given first priority.
- 20.3 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.

- 20.4 Members of the public will address their questions through the Board Chair or other persons presiding at the Regular Board meeting and if the question can be answered either by the Board Chair or through another Commissioner, the Board will do so.
- 20.5 Where the Board is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

21. MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

- 21.1 The Minutes of all meetings of the Board will be legibly recorded, certified as correct by the Person Responsible for Corporate Administration, and signed by the Board Chair or other member presiding at the meeting and by the CAO at the next meeting at which they are adopted.
- 21.2 Minutes will contain a record of the decisions of the Board and will contain limited narrative. Minutes are not intended to be a verbatim transcript of the proceedings of the Board.
- 21.3 Minutes will set out the name of the mover and the seconder of the motion.
- 21.4 Minutes of all meetings of the Board will be circulated to the members of the Board prior to the next meeting, and after they have received the approval of the majority of the members, will be deemed to be adopted.
- 21.5 Minutes of all Board meetings, except matters dealt with in a Closed meeting, will be a matter of public record and open for inspection by any person, who may obtain copies and extracts during regular business hours, subject to applicable rates and fees as set out in bylaw.
- 21.6 Regular meetings of the Board will be recorded and will be posted on the Website on the day following the meeting.

22. GENERAL

- 22.1 Where this bylaw conflicts with the provisions of the *Act*, the *Act* will prevail.
- 22.2 This bylaw may not be amended, or repealed and substituted unless the Board first gives notice in accordance with the *Community Charter*.

23. SEVERABILITY

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

24. REPEAL

Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 and all amendments are repealed upon adoption.

25. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of XXX, 2023

READ A SECOND TIME this XX day of XXX, 2023

READ A THIRD TIME this XX day of XXX, 2023

PUBLIC NOTICE OF INTENTION TO CONSIDER GIVEN ON THE XX day of XXX, 2023
and the XX day of XXX, 2023

ADOPTED this XX day of XXX, 2023

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 Board Procedures Bylaw No. 1233, 2023

Cultus Lake Park
Chief Administrative Officer



Cultus Lake Park

BOARD PROCEDURES BYLAW

Bylaw No. ~~1125, 2018~~1233, 2023

A Bylaw to establish rules of procedure for Board and Committee meetings.

Section 14 of the *Cultus Lake Park Act* provides that the Cultus Lake Park Board may, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its ~~select~~Select and ~~standing~~Standing Committees, including the manner by which resolutions may be passed and bylaws adopted.

The Cultus Lake Park Board deems it essential and expedient to provide for the procedure that is to be followed for the conduct of its business; and

The *Community Charter* requires a Council to establish general procedures for Council and Council Committees to follow in conducting their business of which Cultus Lake Park will utilize as best governing practices.

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

1. TITLE

This bylaw may be cited as “Cultus Lake Park Board Procedures Bylaw No. ~~1125, 2018~~1233, 2023”.

2. DEFINITIONS

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

“**Board**” means the elected Board for the Park.

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

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

“**Designate**” means a Person appointed by the Corporate Officer.

“**Electronic Meeting**” means a meeting where all attendees participate electronically.

“**Electronic Participation**” means the Electronic Participation of one or more attendees at an in-person meeting.

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

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

“Person Responsible for Corporate Administration” means the Corporate Officer or ~~Deputy Corporate Officer~~ designate.

“Select Committee” means a committee established by Board resolution and to which the Board may appoint resident members. -At least one member of a Select Committee must be a Board member.

“Standing Committee” means an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint resident members. -At least half the members will be members of the Board.

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

“Website” means the information resource found at an internet address as provided by Cultus Lake Park.

~~3. MEETINGS OF THE CULTUS LAKE PARK BOARD~~

~~3.1 Inaugural Meeting~~

~~3. INAUGURAL MEETING~~

An Inaugural Meeting will be convened during the month of November in the year of the election. -The presiding officer for the Inaugural Meeting will be the ~~person responsible for corporate administration~~ CAO until such time as the Board Chair has been elected.

~~3.2 Elections and Duties of the Board Chair and Vice Chair~~

~~3.2.1 The Board will elect a Board Chair and Vice Chair from amongst its members at the first meeting held after November 1st in each year, and each member present at the meeting has one vote in each election for an office.~~

~~4. 3.2.2 OATH OR AFFIRMATION OF OFFICE~~

4.1 The person elected or appointed to office on the Board must make an oath or solemn affirmation of office within the following applicable time limit:

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

(b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election; or

(c) in the case of a person appointed to office, within 45 days after the effective date of the appointment.

4.2 Before a person takes office as a Commissioner, the person must produce the completed oath or affirmation, or a certificate of it, to the Person Responsible for Corporate Administration.

~~5. TERM OF OFFICE~~

The term of office of the Chair and Commissioners begins on the first Regular meeting

held on the third Wednesday of November that follows the general local election and ends immediately before the first Regular meeting held on the third Wednesday in November that follows the next general local election.

6. ELECTIONS AND DUTIES OF THE BOARD CHAIR AND VICE CHAIR

6.1 The Board Chair, if present, will preside at all meetings of the Board. - In the absence of the Board Chair from a meeting of the Board, the Vice Chair will preside, and in the absence of both the Board Chair and the Vice Chair, a Commissioner chosen by the other Commissioners then present will preside, and for that purpose has all the powers and is subject to the same rules as the Board Chair.

36.2.3 — As soon after the hour of meeting as there will be a quorum present, the Board Chair, or, in his/her/their absence, the Vice Chair, or, in his/her/their absence the Commissioner chosen by the other Commissioners then present, will take the Chair and the meeting will be called to order.

3.3—Open Meetings

3.3.1 7. BOARD CHAIR AND PRESIDING OFFICERS

7.1 The Board Chair or other person presiding at a meeting of the Board will preserve order and decide all points of order which may arise, but subject to a challenge by the other Commissioners then present.

7.2 The Board Chair must inform the Board of the grounds upon which a ruling on a point of order is made.

7.3 Where the bylaw is silent, Robert's Rules of Order, Newly Revised (current edition) will apply to the conduct of Board meetings.

7.4 Where there is an inconsistency between this bylaw, Robert's Rules of Order, Newly Revised, and the Act, firstly the Act will prevail, secondly Robert's Rules of Order will prevail where this bylaw is silent, and finally this bylaw will prevail.

7.5 No Commissioner will speak until recognized by the Board Chair or other person presiding.

7.6 Every Commissioner desiring to speak will address themselves to the Board Chair or other person presiding.

7.7 No Commissioner will interrupt a person speaking except to raise a point of order.

7.8 Debate will be strictly relevant to the question before the meeting and the Board Chair or other person presiding will warn speakers who violate this rule of procedure.

8. CONDUCT AT MEETINGS

8.1 Conduct Guidelines

8.1.1 Where the Board Chair or other person presiding at a meeting considers that a person is guilty of improper conduct, the person presiding may expel and exclude that person from the meeting.

8.1.2 All communication devices must be turned off or muted during Regular and Closed Board meetings.

8.1.3 Commissioners must adhere to the Cultus Lake Park Board Code of Conduct, Cultus Lake Park Board Respectful Workplace Policy, and avoid inappropriate behaviour or an act that constitutes disorder, including conduct that:

(a) Contravenes the Federal and Provincial Statutes, BC Human Rights Code, the *Cultus Lake Park Act*, the *Community Charter*, Park Bylaws and associated regulations;

(b) is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse or the adverse treatment of others;

(c) prejudices the provision of service or services to the community; and

(d) undermines the public's trust and confidence in local government.

8.2 Expulsion

8.2.1 If any Commissioner contravenes this Procedures Bylaw or a decision of the Chair, the Chair may:

(a) Instruct the Person Responsible for Corporate Administration to record the Commissioner's inappropriate language or behaviour including the Commissioner's use of objectionable or disorderly words in the minutes of the meeting; and

(b) expel the Commissioner from the meeting but, if the Commissioner apologizes for their inappropriate language or behavior, the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, permit the Commissioner to remain at the meeting.

8.2.2 Following departure from the meeting, if an expelled Commissioner advises the Chair, through the Chief Administrative Officer, that the Commissioner wishes to apologize and return to the meeting from which they have been expelled;

(a) The Chair must so advise the Board;

(b) the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, may end the expulsion and permit the Commissioner to return to the meeting; and

(c) the Commissioner must apologize immediately to the Board for the conduct that caused the expulsion.

8.2.3 The expulsion shall expire at the conclusion of the meeting and the Commissioner may return to a subsequent meeting unless the Board determines by an affirmative vote of not less than two-thirds (2/3) of Commissioners present that other action is required before the Commissioner is permitted to return.

8.2.4 In all votes related to expulsion, the Commissioner who is the subject of the expulsion shall not be entitled to vote.

8.3 Conduct of the Public

8.3.1 To ensure a respectful workplace for all present, members of the public attending Board meetings are asked to refrain from disruptive, disrespectful, or inappropriate behaviour.

8.3.2 During a meeting, a member of the public attending in person must not;

(a) Address Commissioners without permission of the Chair;

(b) approach the table of the Board during the sitting of the Board without permission of the Chair;

(c) applaud or otherwise interrupt a speech or action of Commissioners or a speaker addressing the Board; or

(d) otherwise engage in improper conduct.

8.3.3 The Chair may expel a member of the public who engages in improper conduct, as per the *Community Charter*.

9. QUORUM

A quorum for a meeting of the Board will be a majority of all Commissioners. If a quorum is not present within 15 minutes after the time fixed for a meeting, the Person Responsible for Corporate Administration will record the names of the members present and the meeting will stand adjourned.

10. ANNUAL MEETING SCHEDULE

10.1 Advance Public Notice of Board and Committee Meetings

10.1.1 Except as otherwise provided in this bylaw, meetings of the Board will be open to the public and no person will be excluded except for improper conduct.

10.1.2 ~~3.3.2~~ Public ~~Notice~~notice of the Regular meetings of the Board will be prepared annually on or before the fourth Tuesday of December showing the dates, times and place of Regular Board meetings and the schedule will be made available to the public by publishing it in two (2) consecutive issues of the newspaper and posting it on the front door of the Park Administration Building and on the Website.

10.1.3 ~~3.3.3~~ The Board may ~~make revisions to~~revise the annual schedule of Regular Board meetings, ~~including~~ by cancelling, rescheduling, or changing the time or location for holding the meeting. ~~When such revisions are made, the person responsible~~Person Responsible for ~~corporate administration~~Corporate Administration must, as soon as possible, post a notice on the ~~website~~Website and ~~posting it~~ on the front door of the Park Administration Building ~~which indicates any revisions to~~.

10.1.4 In the ~~schedule~~year of a general local election, no meeting will be held between the last day of the nomination period and general voting day.

10.1.5 At least three (3) calendar days before a Regular ~~Board~~meeting or Closed meeting of the Board; or its Standing or Select Committees, the Person

Responsible for Corporate Administration under the Act must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website.

10.1.6 At least 72 hours before a Regular meeting of the Board the Person Responsible for Corporate Administration must give further public notice by posting a copy of the full agenda package on the Website.

10.2 Electronic Meetings

8.1.1—A Regular, Closed, or Special Board meeting, or other Board Committee meetings may be conducted by electronic means.

3.4 Conduct At Meetings

~~8.1.1 3.4.1 Where the Board Chair or other person presiding at a meeting considers that a person is guilty of improper conduct, the person presiding may expel and exclude that person from the meeting.~~

~~3.4.2 All~~

10.2.1 Electronic Meetings will follow the rules established by the Community Charter and Board policies pertaining to Electronic Meetings.

10.2.2 Advance public notice of:

(a) The way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in the bylaw for giving notice in section 10.1 Advance Public Notice of Board and Committee Meetings.

10.3 Electronic Participation at Hybrid Meetings – Board Members

10.3.1 A member of the Board may attend an in-person Regular, Closed, or Special Board meeting, or other Board Committee meeting by electronic means or other communication devices/facilities, as available.

10.3.2 The following rules apply to Electronic Participation referred to in subsection 10.3.1:

(a) A member who wishes to attend an in-person meeting via electronic means must be turned off or muted provide notice to the CAO and/or the Corporate Officer no less than 48 hours prior to the meeting;

(b) electronic participants will be noted in the meeting minutes as having participated electronically;

(c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during Regular and Closed Cultus Lake Park Board the meeting will be noted in the minutes as having left the meeting;

(d) if a member must be recused due to a conflict of interest, section 15. CONFLICT OF INTEREST of this bylaw will be followed and they will temporarily be disconnected or placed in a “waiting room” if possible; and

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

10.4 Electronic Participation at Hybrid Meetings – The Public

10.4.1 A member of the public may attend an in-person Regular, Special Regular Board meeting, or other Board Committee meetings by electronic means or other communication facilities, as available.

3.5 Quorum

~~A quorum for a meeting of the Board will be a majority of all the Commissioners. If a quorum is not present within thirty (30) minutes after the time fixed for a meeting, the person responsible for corporate administration will record the names of the members present and the meeting will stand adjourned.~~

3.6 Exercise of the Board’s Power

~~Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution.~~

3.7 Minutes of Meetings to be Maintained and Available to the Public

~~3.7.1 The Minutes of all meetings of the Board will be legibly recorded, certified as correct by the person responsible for corporate administration, and signed by the Board Chair or other member presiding at the meeting and by the person responsible for corporate administration at the next meeting at which they are adopted.~~

~~3.7.2 Minutes will contain a record of the decisions of the Board and will contain limited narrative. Minutes are not intended to be a verbatim transcript of the proceedings of the Board.~~

~~3.7.3 Minutes will set out the name of the mover and the seconder of the motion.~~

~~3.7.4 Minutes of all meetings of the Board will be circulated to the members of the Board prior to the next meeting, and after they have received the approval of the majority of the members, will be deemed to be adopted.~~

~~3.7.5 Minutes of all Board meetings, except matters dealt with in a Closed meeting, will be a matter of public record and open for inspection by any person, who may obtain copies and extracts during regular business hours, subject to applicable rates and fees as set out in bylaw.~~

3.8 Special Meeting

10.4.2 3.8.1 A specialThe following rules apply to Electronic Participation referred to in subsection 10.4.1:

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

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

10.5 Electronic Participation at Hybrid Meetings – Delegations

10.5.1 A delegation may attend an in-person Regular, Closed (if deemed necessary), or Special Board meeting or Board Committee meetings by electronic means or other communication facilities, as available.

10.5.2 The following rules apply to Electronic Participation referred to in subsection 10.5.1:

(a) **Section 12. DELEGATIONS**, as set out in this bylaw will be followed; and

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

10.6 Closed Meetings

10.6.1 Subject to the *Community Charter*, concerning the general rule that all meetings of the Board, including meetings of the Boards Standing or Select Committees, must be open to the public in accordance with the *Community Charter*.

10.6.2 Where the Board or its duly constituted bodies wish to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 90, of the *Community Charter*.

10.6.3 No Commissioners, staff members or members of a Select or Standing Committee may disclose to the public the proceedings held in a Closed meeting unless a resolution has been passed at the Closed meeting which would permit disclosure.

10.6.4 Minutes of a Closed meeting must be kept in the same manner as a Regular meeting but must be kept in a confidential location and must not be filed with the Minutes of Regular meetings.

10.6.5 A Closed resolution or Minutes may be made a matter of public record where the Board resolves in a Closed meeting that it is in the public interest to make a Closed resolution a matter of public record. It will be the responsibility of the Person Responsible for Corporate Administration to ensure that the matter is brought into the public record at the next Regular meeting.

10.7 Special Meetings

10.7.1 A Special meeting of the Board will be called by the ~~person responsible~~ **Person Responsible** for ~~corporate administration~~ **Corporate Administration** on the request of the Board Chair or any two (2) Commissioners by notice emailed to each Commissioner at least two (2) days before the date of the meeting to the email address given by each Commissioner to the ~~person responsible~~ **Person Responsible** for ~~corporate administration~~ **Corporate Administration** for that purpose. -The notice will state the general purpose of the meeting and the ~~day, hour~~ **date, place**, and

~~place~~time of the meeting. The notice of any ~~special~~Special meeting may be waived by a unanimous vote of the Board.

~~3.8.2—~~

~~10.7.1~~ In the case of an emergency, notice of a ~~special~~Special meeting may be given with the consent of the Board Chair and two ~~(2)~~ Commissioners, less than two (2) days before the date of the meeting, and notice of the meeting need not be given in writing.

~~3.9—~~ Two (2) Advance Public Notice of Board and Committee Meetings

~~3.9.1~~ At least three (3) calendar days before a ~~Regular~~Special meeting ~~or Closed meeting of the Board; or its Standing or Select Committees, the person responsible~~Person Responsible for ~~corporate administration under the Act~~ Corporate Administration must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website.

~~3.9.2~~ At least 72 hours before a Regular meeting of the Board the person responsible for corporate administration must give further public notice by:

- ~~a) making a copy of the full agenda package available for public inspection at the reception counter at the Cultus Lake Park Administration office; and~~
- ~~b) posting a copy of the full agenda package on the Website.~~

~~10.7.2~~ ~~3.9.3~~ Except where notice of a special meeting of the Board is waived by, unless notice has been waived by a unanimous vote of the full Board, the person responsible for corporate administration must give advance public notice of the date, hour and place of the meeting on the ~~Website~~Board.

10.8 Special Vote By Telephone Or Electronic Transmission

10.8.1 A Special Vote by telephone or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a Regular or Special meeting of the Board would be impractical.

10.8.2 The following rules of procedure will govern a Special Vote of the Board:

10.8.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue to be voted on urgent and that calling a Regular or Special meeting to conduct the voting would be impractical, except that a Special Vote cannot be undertaken where the vote is on the Second or Third reading of the following bylaws:

(a) Annual budget bylaws; and

(b) bylaws adopting official community plans.

~~3.10—~~ Closed Meetings

~~3.10.8.3~~ Where a Special Vote is to be conducted, the Person Responsible for Corporate Administration will make all reasonable attempts in the

circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.

10.1 ~~Subject to 8.4~~ Before a Commissioner votes, the Person Responsible for Corporate Administration will ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:

(a) Verbally, including by telephone or other means of transmission, or

(b) by delivery, including by delivery in writing, or other means of electronic transmission in electronic form.

10.8.5 A Commissioner will vote by informing the Person Responsible for Corporate Administration, either verbally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw by means of electronic transmission in electronic form and the Person Responsible for Corporate Administration will at that time record the Commissioner's vote.

10.8.6 Each Commissioner who votes will have the number of votes that they would have had in voting on the matter at a Regular meeting of the Board.

10.8.7 The rules under the *Community Charter*, Chapter 26, concerning the general rule that all regarding the counting of votes at meetings of the Board, including meetings of the Boards Standing or Select Committees, must be open to the public except Section 123(4) will apply to the counting of votes taken in accordance with Section 89, Division 3 of Part 4 of the *Community Charter* this section.

10.8.8 After ensuring that each Commissioner has had an opportunity to vote, either verbally or by delivery, the Person Responsible for Corporate Administration will inform the Board Chair of the results of the voting and the Board Chair will declare the vote to have passed or failed in accordance with the results. At the time of the Board Chair's declaration, the results of the voting will have the same effect as if the voting had been conducted at a Regular meeting of the Board and will then be recorded by the Person Responsible for Corporate Administration as Minutes of the Board.

10.8.9 If the Person Responsible for Corporate Administration is absent, ill or otherwise disabled, the designate of that person will conduct voting under this section in place of the Person Responsible for Corporate Administration.

10.8.10 At the next Regular meeting of the Board following a Special Vote, the Chair will report the results of the Special Vote.

11. AGENDA

11.1 The Order of Business for all Regular meetings of the Board will be as follows:

- Call to Order
- Resolution to Close Meeting
- Reconvene to Regular Meeting
- Approval of Agenda (including deletion of items and the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes

- Business Arising from the Regular Board Meeting Minutes
- Adoption of Committee Minutes
- Business Arising from the Committee Minutes
- Correspondence
- Finance
- Bylaws
- Consent Agenda
- Reports by Staff
- New Business
- Reports by Commissioners
- Community Association
- Public Question Period
- Adjournment

11.2 The Order of Business for all Closed meetings of the Board will be as follows:

- Call to Order
- Approval of Agenda (including the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Closed Board Meeting Minutes
- Correspondence
- Reports by Staff
- Reports by Commissioners
- Adjournment

11.3 At any meeting, other than an emergency meeting, the Board Chair or any Commissioner may add items to the Board Agenda with the consent of the Board.

~~3.10.2 Where the Board or its duly constituted bodies wish to close~~**11.4 In the absence of urgent circumstances, Board Agendas will be circulated to Board members, electronically, at least four (4) calendar days in advance of a meeting toof the public; it may do soBoard.**

11.5 Late item materials not contained within the Regular Board Agenda will be circulated at the time of the Regular Board meeting. Late items for the Agenda must be approved by the Board Chair in advance of circulation.

12. DELEGATIONS

12.adopting1 Board Regular Delegations

12.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the Person Responsible for Corporate Administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first come basis.

12.1.2 No individual delegation may speak to the same topic again until the passage of at least two (2) months' time from the date of their most recent presentation or as space permits.

12.1.3 The CAO must approve all delegations before the delegation is set on the Board Agenda.

12.1.4 The Person Responsible for Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, place, and time of the Board meeting at which the delegation will be heard.

12.1.5 The delegation's appearance and the subject will be included on the Agenda for a Regular, Closed, or Special Regular meeting of the Board. Each delegation will be limited to a maximum time of 10 minutes unless otherwise extended by leave of the Chair.

12.2 Correspondence

12.2.1 All correspondence addressed to the Board Chair and Commissioners, to any one (1) of them individually, whether or not marked as personal or confidential, will be received and processed by the Person Responsible for Corporate Administration, and may be subject to disclosure in accordance with the Freedom of Information and Protection of Privacy Act.

12.2.2 All requests for correspondence to form part of a Regular, Closed, or Special meeting Agenda must be received by the Person Responsible for Corporate Administration no later than seven (7) business days prior to the next Regular meeting, and is subject to review by the Board Chair, Chief Administrative Officer and/or Department Manager.

12. Section 90, Division 3, Part 4 of the Community Charter: Petitions

~~3.10.3 No Commissioners, staff members or members of a Select or Standing Committee may disclose to the public the proceedings held in a Closed meeting unless a resolution has been passed at the Closed meeting which would permit disclosure.~~

~~3.10.4 Minutes of a Closed meeting must be kept in the same manner as a Regular meeting, but must be kept in a confidential location and must not be filed with the Minutes of Regular meetings.~~

~~3.10.5 A Closed resolution or Minutes may be made a matter of public record where the Board resolves in a Closed meeting that it is in the public interest to make a Closed resolution a matter of public record. It will be the responsibility of the person responsible for corporate administration to ensure that the matter is brought into the public record at the next Regular meeting.~~

~~3.11~~ 12.3.1 The Board may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.

12.3.2 A petition presented to the Board must contain the following information:

(a) The subject matter and date of the petition on each page;

(b) the full name, signature, and physical address of each petitioner; and

(c) in the case of a corporation, it is required that the signature on a petition include written authority signed by a director of the corporation under the corporate seal.

12.4 Consent Agenda

~~3.11~~12.4.1 On a Regular Agenda, as determined by the ~~person responsible for corporate administration~~Person Responsible for Corporate Administration in consultation with the Board Chair, _____ non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one (1) resolution of the Board.

~~3.11~~12.4.2 Items to be included in the Consent Agenda are:

- (a) Reports for Information; and
- (b) ~~Items~~items for which debate is not expected.

~~3.11~~12.4.3 Any Commissioner may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately. Commissioners will request removal of items from the Consent Agenda prior to moving adoption of recommendations listed in the Consent Agenda. ~~Any item that is removed from a Consent Agenda will be considered immediately after the consideration of the Consent Agenda.~~

~~3.11~~12.4.4 A Commissioner may request that an item be included on the Consent Agenda, and if no one objects, it will be so listed and considered.

~~3.11~~12.4.5 Commissioners may vote on and adopt in one (1) motion all recommendations appearing on the Consent Agenda.

12.5 Bylaws

12.5.1 Prior to the introduction of any bylaw for First Reading, each member of the Board will receive a copy of the proposed bylaw, either in hard copy or electronic format.

12.5.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw will receive a copy of the proposed bylaw, either in hard copy or electronic format, at least five (5) days before the meeting at which the amendment is to be introduced.

12.5.3 Any bylaw which does not require approval, consent, or assent under the provisions of the Act or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed Third Reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.

12.5.4 Unless the holding of a public hearing is waived in accordance with the Local Government Act, the Board must not give Third Reading to the Plan Cultus Bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw and requires at least 14 days written notice to all Cultus Lake Park

leaseholders prior to the meeting.

12.5.5 First, Second and Third Readings of a Bylaw may be given by one (1) resolution.

12.5.6 A bylaw must be adopted by a separate resolution.

12.5.7 A reading of a bylaw must be rescinded by separate resolution.

12.5.8 A series of bylaws with the same corporate vote may be taken together in one (1) resolution as provided for in Section 12.5.5.

12.5.9 When a bylaw is read at a Board meeting, the Person Responsible for Corporate Administration will certify the readings and dates at the end of such bylaw. After a bylaw is adopted, the Person Responsible for Corporate Administration will be responsible for the correctness, including any amendments.

12.5.10 After a bylaw is adopted and signed by the CAO and the Board Chair, the Person Responsible for Corporate Administration must have it placed on the Website and in the Cultus Lake Park records for safekeeping and endorse upon it:

(a) The dates of its readings and adoption; and

(b) the date of Ministerial approval or approval of the electorate, if applicable.

12.5.11 A bylaw comes into force on the later of the date it is adopted, and a date set by the bylaw.

13. THE BOARD'S POWER

13.1 Exercise of The Board's Power

13.1.1 Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution, as per Section 14 of the *Cultus Lake Park Act*.

13.2 Emergency Powers of The Board

13.2.1 In accordance with the Act, and any and all amendments that will from time to time be enacted, the Board may, by bylaw or resolution, or by order of the Board Chair, declare a state of local emergency in a participating area, when the extraordinary power or authority enabled by the *Emergency Program Act*, chapter 111, R.S.B.C. 1996 is required.

13.2.2 The Board must, by bylaw, resolution or by the Board Chair's order, cancel the state of local emergency, when of the opinion that a state of local emergency no longer exists within a participating area.

14. MOTIONS

14.1 All questions will be decided by a vote on a motion. Subject to Section 14.2, all motions may be moved and seconded by any Commissioner.

14.2 Any Commissioner may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Commissioner while speaking.

14.3 Where a motion is under consideration, no motion may be made except to:

(a) refer;

(b) amend;

(c) lay on the table;

(d) postpone indefinitely;

(e) postpone to a certain time;

(f) move the previous question; and

(g) adjourn.

A motion made under subsection 14.3 c) to g) is not amendable or debatable.

14.4 No Commissioner will speak on any question for longer than five (5) minutes without leave of the Board Chair.

14.5 If a Commissioner calls for a record of votes, the names of those who vote for and those who vote against the question will be entered in the Minutes.

14.6 When the question under consideration contains more than one (1) distinct proposition, a separate vote upon each such proposition will be taken if any Commissioner so requires.

14.7 At any time during debate on a motion, a Commissioner may move "that the question be called", or "that the vote on the motion be called". The motion to call the question will be decided without amendment or debate and will pass if adopted by at least two-thirds (2/3) vote of the Commissioners present. The motion previously under debate will immediately be voted upon without further amendment or debate.

14.8 When the Board Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, the Board Chair will apprise the Commissioners immediately before putting forward the question and will cite the rule or authority applicable to the case without argument or comment.

15. CONFLICT OF INTEREST

15.1 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must declare this and state the general nature of why the member considers this to be the case.

15.2 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must:

(a) Not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;

(b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and

(c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.

15.3 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Person Responsible for Corporate Administration will record the Commissioner's declaration, the reasons given for it and the time(s) of the Commissioner's departure from the meeting room and, if applicable, of the Commissioner's return.

15.4 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Commissioner is not present at the meeting at the time of any vote on the matter.

15.5 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest, except where:

(a) The pecuniary interest of the Commissioner is a pecuniary interest in common with electors of the Cultus Lake Park;

(b) the matter relates to remuneration or expenses payable to one (1) or more Commissioners in relation to their duties as Board members; or

(c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Commissioner in relation to the matter.

4.

16. CORPORATE VOTING

416.1 The procedure for voting will be in accordance with the provisions of ~~Section 123 of~~ the *Community Charter*.

416.2 In all cases where the votes of the Commissioners present and entitled to vote, including the vote of the Board Chair or other person presiding, are equal for and against a question, the question will be declared in the negative and will be defeated, and it will be the duty of the Board Chair or other member presiding to so declare.

416.3 Any Commissioner then present who abstains from voting will be deemed to have voted in the affirmative.

416.4 Any Commissioner may request that ~~his/her~~**their** negative vote be recorded in the Minutes.

5. SPECIAL VOTE BY TELEPHONE OR ELECTRONIC TRANSMISSION

~~10.7.1 5.1 A Special Vote by telephone or other means of telecommunication or electronic transmission may be undertaken where a matter is considered~~

~~urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a Regular or Special meeting of the Board would be impractical.~~

~~10.7.1 5.2 The following rules of procedure will govern a Special Vote of the Board:~~

~~5.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue to be voted on urgent and that calling a Regular or Special meeting to conduct the voting would be impractical, except that a special vote cannot be undertaken where the vote is on the second or third reading of the following bylaws:~~

~~(a) annual budget bylaws;~~

~~(b) bylaws adopting official community plans.~~

~~5.2.2 Where a Special Vote is to be conducted, the person responsible for corporate administration will make all reasonable attempts in the circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.~~

~~5.2.3 Before a Commissioner votes, the person responsible for corporate administration will ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:~~

~~(a) verbally, including by telephone or other means of transmission, or~~

~~(b) by delivery, including by delivery in writing, or other means of electronic transmission in electronic form.~~

~~5.2.4 A Commissioner will vote by informing the person responsible for corporate administration, either verbally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw by means of electronic transmission in electronic form and the person responsible for corporate administration will at that time record the Commissioner's vote.~~

~~5.2.5 Each Commissioner who votes will have the number of votes that he/she would have had in voting on the matter at a Regular meeting of the Board.~~

~~5.2.6 The rules under Section 123 of the *Community Charter* regarding the counting of votes at meetings of the Board, except Section 123(4) will apply to the counting votes taken in accordance with this section.~~

~~5.2.7 After ensuring that each Commissioner has had an opportunity to vote, either verbally or by delivery, the person responsible for corporate administration will inform the Board Chair of the results of the voting and the Board Chair will declare the vote to have passed or failed in accordance with the results. At the time of the Board Chair's declaration, the results of the voting will have the same effect as if the voting had been conducted at a Regular meeting of the Board and will then be recorded by the person responsible for corporate administration as Minutes of the Board.~~

~~5.2.8 If the person responsible for corporate administration is absent, ill or otherwise disabled, the deputy of that person will conduct voting under this section in place of the person responsible for corporate administration.~~

~~5.2.9 At the next Regular meeting of the Board following a Special Vote, the Chair will report the results of the Special Vote.~~

~~6. EMERGENCY POWERS OF THE BOARD~~

~~6.1 In accordance with Section 12 of the Act, and any and all amendments that will from time to time be enacted, the Board may, by bylaw or resolution, or by Order of the Board Chair, declare a state of local emergency in a participating area, when the extraordinary power or authority enabled by the Emergency Program Act, chapter 111, R.S.B.C. 1996 is required.~~

~~6.2 The Board must, by bylaw, resolution or by the Board Chair's order, cancel the state of local emergency, when of the opinion that a state of local emergency no longer exists within a participating area.~~

~~7. BOARD CHAIR AND PRESIDING OFFICERS~~

~~7.1 The Board Chair or other person presiding at a meeting of the Board will preserve order and decide all points of order which may arise, but subject to a challenge by the other Commissioners then present.~~

~~7.2 The Board Chair must inform the Board of the grounds upon which a ruling on a point of order is made.~~

~~7.3 Where the bylaw is silent, Robert's Rule of Order, Newly Revised (current edition) will apply to the conduct of Board meetings.~~

~~7.4 Where there is an inconsistency between this bylaw, Robert's Rules of Order, Newly Revised, and the Act, firstly the Act will prevail, secondly Robert's Rules of Order will prevail where this bylaw is silent, and finally this bylaw will prevail.~~

~~7.5 No Commissioner will speak until recognized by the Board Chair or other person presiding.~~

~~7.6 Every Commissioner desiring to speak will address him/herself to the Board Chair or other person presiding.~~

~~7.7 No Commissioner will interrupt a person speaking except to raise a point of order.~~

~~7.8 Debate will be strictly relevant to the question before the meeting and the Board Chair or other person presiding will warn speakers who violate this rule of procedure.~~

~~7.9 If a decision of the Board Chair or person presiding is challenged by a Commissioner, the Board Chair or person presiding will immediately put the question "Shall the Chair be sustained?" and the question will be decided without debate. The Board Chair will be governed by the vote of the majority of the Commissioners then present and entitled to vote, exclusive of the Board Chair, and in the event of the votes being equal, the question will pass in the affirmative.~~

~~7.10 If the Board Chair or person presiding refuses to put the question "Shall the Chair be sustained?", the Vice Chair or other person appointed by the Board will preside temporarily in place of the Board Chair, and the Commissioner so temporarily appointed will immediately put the question "Shall the Chair be sustained?" and the question will be decided without debate. In the event of the votes being equal, the question will pass in the affirmative. Any resolution taken is as effectual and binding as if carried out with the Board Chair presiding.~~

~~7.11 Any resolution or motion carried under the circumstances mentioned in subsection 7.10 is as effectual and binding as if carried out with the Board Chair presiding.~~

~~8.~~ **MOTIONS**

~~8.1 All questions will be decided by a vote on a motion. Subject to Section 8.2, all motions may be moved and seconded by any Commissioner,~~

~~8.2 Any Commissioner may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Commissioner while speaking.~~

~~14.3 8.3 Where a motion is under consideration, no motion may be made except to:~~

- ~~a) to refer;~~
- ~~b) to amend;~~
- ~~c)(a) to lay on the table;~~
- ~~d)(a) to postpone indefinitely;~~
- ~~e)(a) to postpone to a certain time;~~
- ~~f)(a) to move the previous question; and~~
- ~~g) to adjourn.~~

~~— A motion made under subsection 8.3 c) to g) is not amendable or debatable.~~

~~8.4 After a motion has been stated by the Board Chair or other person presiding or the person responsible for corporate administration, it will be deemed to be in the possession of the Board, but may be withdrawn at any time before a decision or amendment with the unanimous consent of the Board.~~

~~8.5 No Commissioner will speak more than once to the same question without leave of the Board Chair except in explanation of the material part of his/her speech which may have been misconstrued, and in doing so he/she is not to introduce new matter. A reply is allowed to a Commissioner who has made a substantive motion to the Board, but not to any Commissioner who has moved an amendment.~~

~~8.4 No Commissioner will speak on any question for longer than five (5) minutes without leave of the Board Chair.~~

~~8.7 If a Commissioner calls for a record of votes, the names of those who vote for and those who vote against the question will be entered in the Minutes.~~

~~8.8 Amendments will be voted on in the reverse order to that in which they are moved. Every amendment submitted will, when requested by any Commissioner, be reduced to writing and be decided upon or withdrawn before the main question is put to vote. Only one amendment will be allowed to an amendment and any amendment more than one must be to the main motion.~~

~~8.9 When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition will be taken if any Commissioner so requires.~~

~~8.10 After the question is finally put by the Board Chair, no Commissioner will speak to the question nor will any other motion be made, until after the result is declared. The decision of the Board Chair as to whether the question has been finally put is conclusive.~~

~~8.11 When a question is under debate, only motions noted in subsection 8.3 will be in order~~

~~8.12 At any time during debate on a motion, a Commissioner may move "that the question be called", or "that the vote on the motion be called". The motion to call the question will be decided without amendment or debate and will pass if adopted by at least two thirds vote of the Commissioners present. The motion previously under debate will immediately be voted upon without further amendment or debate.~~

~~8.13 A question of referral, until it is decided, will preclude all amendments to the main question.~~

~~8.14 A motion to adjourn will always be in order, but no second motion to the same effect will be made until some intermediate proceeding will have been taken.~~

~~8.15 When the Board Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, the Board Chair will apprise the Commissioners immediately before putting forward the question, and will cite the rule or authority applicable to the case without argument or comment.~~

9.17. MATTERS BROUGHT FORWARD FOR RECONSIDERATION BY BOARD CHAIR

~~917.1~~ In accordance with ~~Section 131 of~~ the *Community Charter*, and without limiting the authority of the Board to reconsider a matter, the Board Chair may require the Board to reconsider and vote again on a matter that was the subject of a previous vote of the Board.

~~917.2~~ The Board Chair may only initiate the reconsideration of a matter at the same meeting or at the Board meeting following the original vote, whether or not this is within the 30-day period referred to in ~~Section 131(2) of~~ the *Community Charter*.

~~17.3. 9.3~~ The matter may not be reconsidered if the matter:

- a) ~~(a)~~ Has had the approval or assent of the electors and was subsequently adopted by the Board;
~~Has~~
- b) ~~(b) has~~ already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
~~The~~
- e) ~~(c) the~~ Board has been advised that the matter has already been irreversibly acted on by an officer, employee, or agent of ~~the~~ Cultus Lake Park further to previous Board direction.

~~917.4~~ Where the Board Chair has brought a matter forward for reconsideration, the Board Chair must state ~~his/her~~their objections to the Board and the ~~person responsible~~Person Responsible for ~~corporate administration~~Corporate Administration must record in the ~~Minute book~~Minutes the objections, suggestions, or amendments of the Board Chair.

~~917.5~~ On reconsideration of the matter, the Board will, as soon as convenient, consider the Board Chair's reason for reconsideration and either reaffirm or reject the bylaw, resolution or proceeding which is the subject of reconsideration.

~~917.6~~ If the motion to reconsider a matter has passed, the matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next Regular Board meeting ~~agenda~~Agenda for reconsideration by separate resolution of the Board

~~17.7~~ On reconsideration of a matter, the Board has the same authority ~~if it~~ had in its original consideration of the matter.

~~917.8~~ On ~~reconsider~~reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

~~917.9~~ Matters brought forward for reconsideration by the Board Chair will be recorded in the Board Minutes.

~~10.~~ 18. RECONSIDERATION INITIATED BY A COMMISSIONER

~~4018.1~~ After a bylaw, resolution, or proceeding has been decided by the Board, any Commissioner may, at the same meeting, or at the Board meeting following the original vote, initiate the reconsideration of a matter.

~~18.2~~ ~~40.2~~ — The matter may not be reconsidered if the matter:

- a) ~~(a)~~ Has had the approval or assent of the electors and was subsequently adopted by the Board;
Has
- b) ~~(b)~~ has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
~~The Board has been advised that the matter~~
- c) ~~(c)~~ has already been irreversibly acted on by an officer, employee, or agent of ~~the~~ Cultus Lake Park further to previous Board direction.

~~4018.3~~ The Board will not reconsider a matter unless the motion to reconsider the matter has first been considered.

~~4018.4~~ If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may, by separate resolution of the Board, be set to the next Regular Board meeting agenda~~Agenda~~ for reconsideration by the Board.

~~4018.5~~ On reconsideration of a matter, the Board has the same authority ~~if it~~ had in its original consideration of the matter.

~~4018.6~~ On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

~~4018.7~~ Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it will not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.

~~4018.8~~ Where a matter has been reconsidered, the Board will not reconsider the matter again subject to Section ~~4018.7~~.

~~4018.9~~ Matters brought forward for reconsideration by a Commissioner will be recorded in the Board Minutes.

~~11.~~ CONFFLICT OF INTEREST

~~11.1~~ Where a Commissioner considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the

~~Commissioner must declare this and state the general nature of why the member considers this to be the case.~~

- ~~11.2 Where a Commissioner considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must:~~
- ~~a) not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;~~
 - ~~b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and~~
 - ~~c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.~~

~~11.3 Where a Commissioner declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person responsible for corporate administration will record the Commissioner's declaration, the reasons given for it and the time(s) of the Commissioner's departure from the meeting room and, if applicable, of the Commissioner's return.~~

~~11.4 Where a Commissioner declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Commissioner is not present at the meeting at the time of any vote on the matter.~~

~~11.5 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest, except where:~~

- ~~a) the pecuniary interest of the Commissioner is a pecuniary interest in common with electors of the Cultus Lake Park;~~
- ~~b) the matter relates to remuneration or expenses payable to one or more Commissioners in relation to their duties as Board members; or~~
- ~~c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Commissioner in relation to the matter.~~

~~12.~~ **BYLAWS**

~~12.1 Prior to the introduction of any bylaw for First Reading, each member of the Board will receive a copy of the proposed bylaw, either in hard copy or electronic format.~~

~~12.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw will receive a copy of the proposed bylaw, either in hard copy or electronic format.~~

~~12.3 Any bylaw which does not require approval, consent, or assent under the provisions of the Act or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, a Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.~~

~~12.4 A procedural bylaw must not be amended unless notice of the proposed amendment is mailed to each Commissioner, at the address given by the Commissioner to the person responsible for corporate administration for that purpose, at least five (5) days before the meeting at which the amendment is to be introduced.~~

~~12.5 Unless the holding of a public hearing is waived in accordance with Section 890 of the *Local Government Act*, the Board must not give Third Reading to the Plan Cultus Bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw, and requires at least fourteen (14) days written notice to all Cultus Lake Park leaseholders prior to the meeting.~~

~~12.6 First Reading of a Bylaw must be given by separate resolution.~~

~~12.7 Second and Third Readings of a Bylaw may be given by one resolution.~~

~~12.8 A bylaw must be adopted by a separate resolution.~~

~~12.9 A reading of a bylaw must be rescinded by separate resolution.~~

~~12.10 A series of bylaws with the same corporate vote may be taken together in one resolution as provided for in Sections 12.6, 12.7 and 12.8.~~

~~12.11 When a bylaw is read at a Board meeting, the person responsible for corporate administration will certify the readings and dates at the end of such bylaw. After a bylaw is adopted, the person responsible for corporate administration will be responsible for the correctness, including any amendments.~~

~~12.12 After a bylaw is adopted and signed by the person responsible for corporate administration and the Board Chair, the person responsible for corporate administration must have it placed in the Cultus Lake Park records for safekeeping and endorse upon it:~~

- ~~(a) the dates of its readings and adoption; and~~
- ~~(b) the date of Ministerial approval or approval of the electorate if applicable.~~

~~12.13 A bylaw comes into force on the later of the date it is adopted and a date set by the bylaw.~~

~~13. AGENDA~~

~~13.111.1 The Order of Business for all Regular meetings of the Board will be as follows:~~

- ~~• Call to Order~~
- ~~• Resolution to Close Meeting~~
- ~~• Reconvene to Regular Meeting~~
- ~~Approval of Agenda (including deletion of items and the addition of Late Items)~~
- ~~• Delegations and Presentations~~
- ~~• Adoption of Minutes~~
- ~~• Business Arising from the Regular Board Meeting Minutes~~
- ~~Adoption of Committee Minutes~~

- ~~• Business Arising from the Committee Minutes~~
- ~~• Correspondence~~
- ~~• Finance~~
- ~~• Bylaws~~
- ~~• Consent Agenda~~
- ~~• Reports by Staff~~
- ~~• New Business~~
- ~~• Reports by Commissioners~~
- ~~• Community Association~~
- ~~• Public Question Period~~
- ~~• Adjournment~~

~~**13.211.1 The Order of Business for all Closed meetings of the Board will be as follows:**~~

- ~~• Call to Order~~
- ~~• Approval of Agenda (including the addition of Late Items)~~
- ~~• Delegations and Presentations~~
- ~~• Adoption of Minutes~~
- ~~• Business Arising from the Closed Board Meeting Minutes~~
- ~~• Correspondence~~
- ~~• Reports by Staff~~
- ~~• Reports by Commissioners~~
- ~~• Adjournment~~

~~**11.1 13.3** At any meeting, other than an emergency meeting, the Board Chair or any Commissioner may add items to the Board Agenda with the consent of the Board.~~

~~**13.4** In the absence of urgent circumstances, Board Agendas will be circulated to Board members, electronically, at least four (4) calendar days in advance of a Meeting of the Board.~~

~~**13.5** Late Item materials not contained within the Regular Board Agenda will be circulated at the time of the Regular Board Meeting. Late Items for the Agenda must be approved by the Board Chair in advance of circulation.~~

~~**13.6 Public Input**~~

~~**13.6.1** The Board will hold a thirty minute Public Question Period or until speakers have concluded, whichever comes first, after section "Reports by Commissioners" at a Regular Board meeting.~~

~~**13.6.2** Questions relevant to the Agenda will be given first priority.~~

~~**13.6.3** Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.~~

~~**13.6.4** Members of the public will address their questions through the Board Chair or other persons presiding at the Regular Board meeting and if the question can be answered either by the Board Chair or through another Commissioner, the Board will do so.~~

~~13.6.5 Where the Board is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.~~

~~14.~~

19. STANDING / SELECT COMMITTEES

~~14.1 A meeting of the Committee of the Whole may be called at any time by the Board Chair.~~

~~14.2 A Committee of the Whole held during a Board meeting will be appointed by a resolution "that the Board does now proceed to resolve itself into a Committee of the Whole", and the Board Chair will act as Chair of the Committee of the Whole, unless the Committee or Board decides otherwise.~~

~~14.3~~19.1 The Board Chair may appoint Standing Committees, and for that purpose, may appoint persons who are not Commissioners, but each Committee must have at least one (1) member who is a Commissioner. ~~Terms of Reference for each Standing Committee will be drafted by the person responsible~~Person Responsible for ~~corporate administration~~Corporate Administration in consultation with the Board Chair and adopted by a Board resolution.

~~14.4~~19.2 The Board may, by bylaw adopted by at least two-thirds (2/3) of the votes cast, delegate administrative powers to a Standing Committee.

~~14.5~~19.3 The Board may appoint a Select Committee of Commissioners to consider or enquire into any matter and report its findings and opinion to the Board. ~~Terms of Reference for each Select Committee will be drafted by the person responsible~~Person Responsible for ~~corporate administration~~Corporate Administration in consultation with the Chair of the Select Committee and adopted by a Board resolution.

~~14.6~~19.4 A member of a Committee will have one (1) vote only.

~~14.7~~19.5 The Board may establish when Regular meetings of a Committee will be held. Where the Board has not established Regular meetings of a Committee, meetings of a Committee will be convened at the call of the Committee Chair.

~~14.8~~19.6 A majority of the members of any Committee, may, by written request to the Committee Chair, require the Committee Chair to call a meeting and it will be the duty of the Committee Chair or, in ~~his~~their absence, the duty of the Vice Committee Chair or the ~~person responsible~~Person Responsible for ~~corporate administration~~Corporate Administration to call such meeting.

~~14.9~~19.7 Any Standing or Select Committee will conduct its business under the following rules of procedure:

~~14.9~~19.7.1 Where a predetermined date for a Committee meeting has not been established, a notice of meeting will be caused to be sent by the ~~person responsible for corporate administration~~Person Responsible for Corporate Administration, to the Committee Chair and to each of the Committee members at least four (4) days prior to such meeting being held.

~~14.9~~19.7.2 The Committee Chair will preside at every meeting and will vote on all questions submitted and in case of an equal number of votes for and against the question, the question will be defeated.

~~14.919.7.3~~ A quorum for a Standing or Select Committee will be a majority of the persons appointed to the Committee being present at a meeting and will include at least one (1) member who is a Board Commissioner.

~~14.919.7.4~~ In the absence of the Committee Chair, the Vice Committee Chair if so appointed will preside, and in the absence of both the Committee Chair and Vice Committee Chair, a Committee member chosen by the other Committee members then present will preside, and for that purpose will have all the powers and is subject to the same rules as the Committee Chair.

~~14.919.7.5~~ The ~~person responsible~~Person Responsible for ~~corporate administration~~Corporate Administration or a designate will attend all meetings of the Committee and will ensure that there is a record of the proceedings.

~~14.919.7.6~~ When a vote is taken on any question, the names of those who voted for and those who vote against the question will be entered upon the Minutes if any member requests a recorded vote.

~~14.919.7.7~~ The Minutes of all meetings of every Committee will be accurately recorded, will be circulated to the members of the Committee prior to the next meeting and after the Minutes have received with the approval of a majority of the members, will be signed by the Committee Chair or other person presiding at the meeting or at the next meeting at which the Minutes are adopted.

~~14.919.7.8~~ A Committee will consider and report to the Board on any and every matter referred to it. ~~Such report will be in the form of the approved Minutes of the meetings of the Committees as referred to a meeting of the Board, unless special or urgent circumstances dictate that matters may be otherwise brought forward.~~

~~14.1019.7.9~~ No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee. ~~Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.~~

~~15. DELEGATIONS~~

~~15.1 Board Regular Delegations~~

~~15.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the person responsible for corporate administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first come basis.~~

~~15.1.2 No individual delegation may speak to the same topic again until the passage of at least two months' time from the date of their most recent presentation or as space permits.~~

~~19.8 Each Committee meeting will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first.~~

~~19.9 Questions relevant to the Agenda will be given first priority.~~

~~19.10 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.~~

~~19.11 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee meeting and if the question can be answered either by the Committee Chair or through another person presiding, the Committee will do so.~~

~~19.12 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.~~

19.13

~~15.1.3 The Board Chair must approve all delegations before the delegation is set on the Board Agenda. Where the Board Chair has refused a delegation; the Board Chair will notify the Board in writing on the Board Agenda that the delegation asked to appear before.~~

~~15.1.4 The person responsible for corporate administration will notify a representative of the delegation at a time reasonably in advance of the date, time and place of the Board meeting at which the delegation will be heard.~~

~~15.1.5 The delegation appearance and the subject of the delegation will be included on the Agenda for a Regular meeting of the Board. Each delegation will be limited to a maximum time of ten (10) minutes unless otherwise extended by leave of the Chair.~~

~~15.2 Board Late Delegations~~

~~15.2.1 Any person or organization who deems its interests to be affected by an item on a Board agenda, who has appeared before an appropriate Committee or who, because of circumstances, could not have been expected to appear before a Committee or give earlier notice, may request to appear as a late delegation before the Board by submitting a written request to the person responsible for corporate administration no later than twelve o'clock noon on the day before the Board meeting.~~

~~15.2.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Board should consider the late delegation.~~

~~15.2.3 The person responsible for corporate administration will advise the Board Chair of the late delegation request and circulate the written request for a late delegation to Commissioners as a Late Item at the Board meeting.~~

~~15.2.4 The Board will, by simple majority vote, determine if the late delegation will be heard at the Board meeting.~~

~~15.2.5 The late delegation will provide sufficient written copies of their submission for distribution to the Board at the time they are heard.~~

~~15.2.6 Such late delegation will be limited to a maximum time of ten (10) minutes to make a presentation unless otherwise determined by leave of the Board Chair.~~

15.3 Committee Regular Delegations

~~15.3.1~~ A delegation wishing to appear before a Committee will submit a written request, together with written copies of their submission, to the ~~person responsible~~ Person Responsible for ~~corporate administration~~ Corporate Administration at least seven (7) days prior to the scheduled Committee meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.

~~15.3.2~~

19.14 The Committee Chair must approve of all delegations before the delegation is set on the Committee Agenda. Where the Committee Chair has refused a delegation, the Committee Chair will notify the Committee in writing on the Committee Agenda that the delegation asked to appear before.

~~Where the Committee Chair has refused a delegation, the Committee Chair will notify the Committee in writing on the Committee Agenda that the delegation asked to appear before.~~

19.15.3.3 Where the subject matter of a delegation has previously been dealt with in the form of a delegation to the Committee, the Committee Chair, through the ~~person responsible for corporate administration~~ Person Responsible for Corporate Administration, may advise the delegation of such apparent duplication and/or repetition and refuse such delegation until permission of the Committee has been obtained.

~~15.3.4~~ 19.16 The ~~person responsible~~ Person Responsible for ~~corporate administration~~ Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, ~~time~~ place, and ~~place~~ time of the Committee meeting at which the delegation will be heard.

~~15.3.5~~ 19.17 The ~~delegation~~ delegation's appearance and the subject of the delegation will be included on the Agenda for a Regular Committee ~~Meeting~~ meeting. Each delegation will be limited to a maximum time of ~~ten (10)~~ minutes unless otherwise extended by leave of the Committee Chair.

15.4 Committee Late Delegations

~~15.4.1 Any person or organization who deems its interests to be affected by an item on a Committee agenda, and who, because of circumstances, could not have been expected to give notice in accordance with subsection 15.3.1, may request to appear as a late delegation at the Committee by submitting a written request to appear as a late delegation to the person responsible for corporate administration not later than twelve o'clock noon on the day before the scheduled Committee Meeting.~~

~~15.4.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Committee should consider the late delegation.~~

~~15.4.3 The person responsible for corporate administration will advise the Committee Chair of the late delegation request and circulate the written request for a late delegation to Committee members as a late item at the Committee Meeting.~~

~~15.4.4 The Committee will, by simple majority vote, determine if the late delegation will be heard at the Committee Meeting.~~

~~15.4.5 The late delegation will provide sufficient written copies of their submission for distribution to Committee members at the time of the delegation.~~

~~15.4.6 Such delegation will be limited to a maximum time of ten (10) minutes unless otherwise determined by leave of the Committee Chair~~

~~15.5 Committee Report~~

20. PUBLIC INPUT

20.1 The Board will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first, after section "Reports by Commissioners" at a Regular Board meeting.

20.2 Questions relevant to the Agenda will be given first priority.

20.3 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.

20.4 Members of the public will address their questions through the Board Chair or other persons presiding at the Regular Board meeting and if the question can be answered either by the Board Chair or through another Commissioner, the Board will do so.

20.5 ~~Where delegations are heard by a Committee, the Committee the Board is unable to address a question, the question may be referred to staff for an answer or subsequent research and report to the~~

21. MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

21.1 The Minutes of all meetings of the Board will include the Committee recommendation and notification be legibly recorded, certified as correct by the Person Responsible for Corporate Administration, and signed by the Board Chair or other member presiding at the meeting and by the CAO at the next meeting at which they are adopted.

21.2 Minutes will contain a record of the decisions of the Board and will contain limited narrative. Minutes are not intended to be a verbatim transcript of the proceedings of the appearance Board.

21.3 Minutes will set out the name of delegations, together with copies the mover and the seconder of the submissions motion.

21.4 Minutes of delegations to the Committee all meetings of the Board will be circulated to the members of the Board prior to the next meeting, and after they

have received the approval of the majority of the members, will be deemed to be adopted.

1621.5 Minutes of all Board meetings, except matters dealt with in a Closed meeting, will be a matter of public record and open for inspection by any person, who may obtain copies and extracts during regular business hours, subject to applicable rates and fees as set out in bylaw.

21.6 Regular meetings of the Board will be recorded and will be posted on the Website on the day following the meeting.

22. GENERAL

22.1 Where this bylaw conflicts with the provisions of the Act, the Act will prevail.

17 22.2 This bylaw may not be amended, or repealed and substituted unless the Board first gives notice in accordance with the Community Charter.

23. SEVERABILITY

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

18.24. REPEAL

Cultus Lake Park Board Procedures Bylaw No. 001, 20041125, 2018 and all amendments are hereby rescinded, repealed upon adoption.

25. EFFECTIVE DATE

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

READ A FIRST TIME this 15thXX day of August, 2018XXX, 2023

READ A SECOND TIME this 15thXX day of August, 2018XXX, 2023

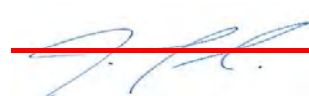
READ A THIRD TIME this 15thXX day of August, 2018XXX, 2023

PUBLIC NOTICE OF INTENTION TO CONSIDER GIVEN ON THE 31stXX day of August, 2018XXX, 2023 and the 7thXX day of September, 2018XXX, 2023

THIRD READING RESCINDED this 19th-day of September, 2018

THIRD READING AS AMENDED GIVEN this 19th-day of September, 2018

ADOPTED this 17thXX day of October, 2018-XXX, 2023



Joe Lamb,

Chair
Cultus Lake Park Board

~~Bonny Bryant~~

Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Board Procedures Bylaw No. ~~1125, 2018~~ 1233, 2023



Cultus Lake Park
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 0550

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: Third Quarter Financial Report 2023

PURPOSE:

To provide the Board with an update on financial results for the third quarter of 2023.

RECOMMENDATION:

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

DISCUSSION:

The financial results for the third quarter of 2023 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liability of Cultus Lake Park, a consolidated income statement and income statements for each business unit. The income statements provide some additional information for variances though it is not exhaustive. Further information regarding specific variances can easily be provided as requested by the Board or public.

With the close of the third quarter, Cultus Lake Park is currently in an overall surplus position of \$1,743,733 as a result of the recently completed summer high season where the majority of campground and parking revenues are received. As shown by the statements, most revenues have been fully received at this point and park operating expenses and completion of some capital projects remain for 2023. This surplus position also reflects the recording of the transfer to reserves expected for 2023 and funding from reserves for those capital costs incurred to date.

STRATEGIC PLAN:

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

Prepared by:

Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer

CULTUS LAKE PARK

2023 Financial Report

As at Sept 30, 2023, with comparative figures at Sept 30, 2022

Balance Sheet

	2023	2022
<u>ASSETS</u>		
Cash	\$ 1,599,536	\$ 2,770,460
Investments	9,772,124	7,399,524
Accounts Receivable	155,295	205,233
Prepaid Accounts and Inventory	312,872	299,605
Capital Assets (net)	<u>4,160,717</u>	<u>3,934,860</u>
 TOTAL ASSETS	 \$ 16,000,544	 \$ 14,609,682
 <u>LIABILITIES</u>		
Accounts Payable	\$ 284,923	\$ 164,726
Payroll Liabilities	83,672	77,256
Deferred Revenue	669,665	648,002
Performance Bonds & Refundable Deposits	59,107	55,107
Landfill Closure Liability	1,451,300	1,463,800
Equity in Capital Assets	4,160,717	3,934,860
Operating Fund Surplus	1,338,557	868,703
Restricted Reserve Funds	<u>6,208,870</u>	<u>5,386,655</u>
 TOTAL LIABILITIES	 \$ 14,256,811	 \$ 12,599,109
 CURRENT YEAR SURPLUS	 <u>\$ 1,743,733</u>	 <u>\$ 2,010,573</u>

CULTUS LAKE PARK

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For the NINE Months Ending Sept 30, 2023, with comparative figures for 2022

CONSOLIDATED INCOME STATEMENT

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD
REVENUE					
Sunnyside Campground	\$ 4,047,385	\$ 3,962,500	\$ 84,885	2.1%	\$ 3,793,624
Protective Services	116,732	175,000	(58,268)	-33.3%	156,213
Visitor Services (Cabins)	198,135	219,700	(21,565)	-9.8%	219,134
Volunteer Fire Department	294,599	301,260	(6,661)	-2.2%	274,760
Public Works	-	-	-	0.0%	29,718
Commercial Leases	639,212	727,740	(88,528)	-12.2%	576,954
Residential Leases	938,201	934,393	3,808	0.4%	910,225
General Administration	309,818	42,500	267,318	629.0%	89,164
Community Hall	7,037	11,950	(4,913)	-41.1%	4,086
Foreshore lease	220,522	109,000	111,522	102.3%	1,291,805
Public Areas	1,095,574	1,019,500	76,074	7.5%	992,395
Community Events Committee	40,249	37,612	2,637	7.0%	32,912
	\$ 7,907,464	\$ 7,541,155	\$ 366,309		\$ 8,370,990
EXPENDITURES					
Advertising and Promotion	\$ 50,047	\$ 88,140	\$ 38,093	43.2%	\$ 42,861
Bank, Credit Card and Interest Charges	154,637	110,000	(44,637)	-40.6%	133,799
Commissioners Indemnities	71,812	96,290	24,478	25.4%	67,366
Election Expense	-	-	-	0.0%	4,509
Grounds Maintenance	40,384	99,160	58,776	59.3%	70,034
Information Systems	153,467	168,500	15,033	8.9%	136,844
Inspections, Permits and Fees	5,764	36,195	30,431	84.1%	2,964
Insurance	262,595	347,164	84,569	24.4%	199,288
Janitorial	37,904	48,300	10,396	21.5%	35,204
Office, Telephone and Sundry	213,520	243,350	29,830	12.3%	210,903
Professional Fees	629,762	669,420	39,658	5.9%	733,813
Repairs and Maintenance	175,267	327,910	152,643	46.6%	219,982
Roads and Parking	18,722	43,300	24,578	56.8%	35,454
Security	3,791	4,750	959	20.2%	4,967
Sewer. Septic and Water Systems	6,077	129,100	123,023	95.3%	11,761
Travel and Conferences	8,439	20,130	11,691	58.1%	657
Utilities	150,707	384,455	233,748	60.8%	131,065
Waste Disposal	146,392	204,815	58,423	28.5%	120,868
Waterfront Maintenance	4,378	15,000	10,622	70.8%	2,707
Wages and Benefits	2,102,938	3,131,213	1,028,275	32.8%	2,000,498
TOTAL OPERATING & WAGES AND BENEFITS	\$ 4,236,603	\$ 6,167,192	\$ 1,930,589		\$ 4,165,544
NET OPERATING INCOME	\$ 3,670,861	\$ 1,373,963	\$ 2,296,898		\$ 4,205,446
Capital Purchases	1,215,623	2,217,190	1,001,567	45.2%	1,843,534
Transfer from Reserve Capital Purchases	(551,511)	(2,018,590)	(1,467,079)	72.7%	(910,765)
Transfer from Accumulated Surplus	(51,202)	(150,000)	(98,798)	65.9%	(55,516)
Transfer to Reserves	1,314,218	1,313,392	(826)	-0.1%	1,317,620
	\$ 6,163,731	\$ 7,529,184	\$ 1,365,453		\$ 6,360,417
NET CONTRIBUTION TO PARK	\$ 1,743,733	\$ 11,971	\$ 1,731,762		\$ 2,010,573

CULTUS LAKE PARK

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For the NINE Months Ending Sept 30, 2023, with comparative figures for 2022

SUNNYSIDE CAMPGROUND

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1011004000 SS Seasonal Waterfront Lots	\$ 597,174	\$ 596,850	\$ 324	0.1%	\$ 556,327	
1011004001 SS Seasonal View Lots	218,337	212,600	5,737	2.7%	203,470	
1011004002 SS Seasonal Regular Lots	1,121,332	1,127,050	(5,718)	-0.5%	1,045,298	
1011004003 SS Overnight Full Hook Up	675,755	691,400	(15,645)	-2.3%	658,779	
1011004004 SS Overnight No Hook Up	302,153	289,400	12,753	4.4%	282,454	
1011004005 SS Overnight View Lots	109,311	113,600	(4,289)	-3.8%	98,701	
1011004006 SS Overnight Waterfront Lots	141,262	139,400	1,862	1.3%	127,964	
1011004011 SS Group Area A & B	57,150	32,200	24,950	77.5%	54,420	
1011004016 SS Milfoil Revenue	7,401	7,500	(99)	-1.3%	7,533	
1011004017 SS WIFI	152	5,000	(4,848)	-97.0%	9,504	
1011004050 Sunnyside Store Sales	194,140	141,000	53,140	37.7%	186,656	
1011004090 SS Infrastructure Reserve Fees	46,515	53,700	(7,185)	-13.4%	49,360	
1011004900 SS Pay Parking/Miscellaneous Revenue	564,163	546,000	18,163	3.3%	500,448	
1011004910 SS Laundromat	3,067	4,800	(1,733)	-36.1%	2,525	
1011004950 Promotional Items Sales	9,474	2,000	7,474	373.7%	10,185	
	\$ 4,047,386	\$ 3,962,500	\$ 84,886		\$ 3,793,624	
EXPENDITURES						
1021005000 Advertising	\$ 1,735	\$ 9,550	\$ 7,815	81.8%	\$ 1,537	
1021005300 Building Maintenance/Materials	21,177	32,770	11,593	35.4%	25,865	
1021005375 Contract Services	194,468	206,000	11,532	5.6%	198,569	Security Services
1021005400 Conferences/Meetings	78	3,330	3,252	97.7%	-	
						IT Services and Rez Expert
1021005500 Data Processing	44,453	49,800	5,347	10.7%	41,975	Software Charges
1021005700 Education & Training	-	4,500	4,500	100.0%	-	
1021005800 Equipment Maintenance	5,687	15,000	9,313	62.1%	13,220	
1021005820 Equipment Fuel	-	550	550	100.0%	212	
1021005900 Garbage Collection & Recycling	44,837	60,500	15,663	25.9%	45,051	
1021006000 Ground Maintenance Materials	19,894	49,400	29,506	59.7%	35,997	
1021006100 Commercial Insurance	49,329	64,200	14,871	23.2%	32,995	
1021006200 Vehicle Insurance	756	1,260	504	40.0%	805	
1021006300 Janitorial Contracts/Supplies	16,724	23,500	6,776	28.8%	17,156	
1021006500 Licences & Permits	857	1,200	343	28.6%	532	
1021006600 Membership Dues & Subscriptions	87	195	108	55.4%	6	
1021006800 Office Supplies & Expenses	4,035	4,400	365	8.3%	2,629	
1021006810 Bank Charges/ Cash Short (Over)	587	1,000	413	41.3%	604	
1021006812 Point of Sales Fees	75,437	73,000	(2,437)	-3.3%	68,557	
						Higher sales led to higher
						than budgeted costs of
						goods sold
1021006817 Retail Cost of Goods Sold	108,417	57,200	(51,217)	-89.5%	92,506	
1021006822 Office Furniture	160	500	340	68.0%	228	
1021007000 Printing Expense	2,043	5,000	2,957	59.1%	3,949	
1021007100 Public Relations	1,239	3,840	2,601	67.7%	835	
1021007200 Roads & Parking Maintenance	4,463	8,000	3,537	44.2%	801	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	1,762	2,000	238	11.9%	2,656	
1021007500 Sewer	6,077	121,100	115,023	95.0%	9,287	
1021007625 Shop Supplies	1,414	2,500	1,086	43.4%	1,053	
1021007700 Special Events	1,004	12,080	11,076	91.7%	266	
1021007800 Telephone	11,763	12,900	1,137	8.8%	10,466	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	6,637	8,400	1,763	21.0%	6,481	
1021008005 Hydro Consumption	78,953	90,200	11,247	12.5%	65,226	
1021008020 Water	-	179,100	179,100	100.0%	-	
1021008100 Vehicle Maintenance	-	1,390	1,390	100.0%	-	
1021008130 Vehicle Fuel	749	780	31	4.0%	514	
1021008201 Signage	1,833	2,000	167	8.4%	1,825	

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
1021008300 Water System Maintenance	3,707	5,000	1,293	25.9%	2,839	
1021008600 Management/Administration Salaries	103,218	136,218	33,000	24.2%	89,756	
1021008700 Staff Wages - Gatehouse	86,554	115,360	28,806	25.0%	108,378	
1021008701 Staff Wages - Maintenance	157,747	212,720	54,973	25.8%	152,588	
1021008710 Staff Wages - Store	35,356	33,620	(1,736)	-5.2%	35,238	
1021008800 Employee Benefits	64,357	124,920	60,563	48.5%	61,135	
1021008825 Uniforms & Clothing Allowance	550	1,700	1,150	67.6%	1,744	
TOTAL OPERATING EXPENSES	\$ 1,158,144	\$ 1,739,883	\$ 581,739		\$ 1,133,481	
NET OPERATING INCOME	\$ 2,889,242	\$ 2,222,617	\$ 666,625	30.0%	\$ 2,660,143	
						Bathroom Renovations, Paving, Gator, Tree Maintenance, Gatehouse Upgrades, Paving, Licence Plate Reader for Gate
1021009000 Capital Purchases	311,183	1,229,750	918,567	74.7%	407,873	
1021009800 Transfer to Reserves	550,147	549,630	(517)	-0.1%	533,022	
1021009805 Transfer from Reserve Capital Purchases	(311,183)	(1,229,750)	(918,567)	74.7%	(407,873)	
1021009998 Overhead Expenses	325,838	434,450	108,612	25.0%	327,126	
1021009999 Allocated Services	222,878	297,170	74,292	25.0%	183,174	
	\$ 2,257,007	\$ 3,021,133	\$ 764,126		\$ 2,176,803	
NET CONTRIBUTION TO (FROM)	\$ 1,790,379	\$ 941,367	\$ 849,012		\$ 1,616,821	

CULTUS LAKE PARK

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PARK PATROL-BYLAWE ENFORCEMENT

	2023		Variance	Variance	2022	
	Actual YTD	Annual Budget	\$	%	Actual YTD	Variance Comments
REVENUE						
1011254675 Bylaw Enforcement Fines	\$ 113,165	\$ 175,000	\$ (61,835)	-35.3%	\$ 151,369	Lower ticket volumes written in the 2023 highseason have led to lower fine revenue
1011254900 Miscellaneous Revenue	3,567	-	3,567	0.0%	4,844	
	\$ 116,732	\$ 175,000	\$ (58,268)		\$ 156,213	
EXPENDITURES						
1021255300 Building Maintenance Materials	\$ 1,078	\$ 1,240	\$ 162	13.1%	\$ 758	Security and Policing Contracts - verbudget due to Police contract increase and dispatch services pilot project.
1021255375 Contract Services	298,983	251,700	(47,283)	-18.8%	242,840	
1021255500 Data Processing	46,542	40,000	(6,542)	-16.4%	27,875	
1021255700 Education & Training	724	3,200	2,476	77.4%	2,662	
1021255800 Equipment Maintenance	225	1,000	775	77.5%	850	
1021256100 Commercial Insurance	9,100	12,000	2,900	24.2%	7,500	
1021256200 Vehicle Insurance	1,019	1,180	161	13.6%	714	
1021256450 Professional Fees	11,705	18,000	6,295	35.0%	10,343	
1021256500 Licences & Permits	-	28,000	28,000	100.0%	-	
1021256800 Office Supplies & Expenses	523	1,200	677	56.4%	1,460	
1021257000 Printing Expense	80	750	670	89.3%	2,766	
1021257100 Public Relations	-	500	500	100.0%	-	
1021257400 Security Systems & Supplies	-	500	500	100.0%	399	
1021257800 Telephone	2,493	2,150	(343)	-16.0%	2,430	
1021258000 Propane & Natural Gas	854	925	71	7.7%	892	
1021258100 Vehicle Maintenance	193	1,060	867	81.8%	-	
1021258130 Vehicle Fuel	1,601	1,590	(11)	-0.7%	808	
1021258700 Staff Wages - Bylaw Enforcement	96,744	104,570	7,826	7.5%	69,444	
1021258715 Staff Wages - Parking Enforcement	32,053	33,260	1,207	3.6%	35,684	
1021258715 Staff Wages - Admin	51,759	67,330	15,571	23.1%	28,416	
1021258800 Employee Benefits	31,501	54,590	23,089	42.3%	20,054	
1021258825 Uniforms & Clothing Allowance	1,560	2,000	440	22.0%	1,577	
TOTAL OPERATING EXPENSES	\$ 588,737	\$ 626,745	\$ 38,008		\$ 457,472	
NET OPERATING INCOME	\$ (472,005)	\$ (451,745)	\$ (20,260)	4.5%	\$ (301,259)	
1021259000 Capital Purchases	1,799	2,500	701	28.0%	-	
1021259800 Transfer to Reserves	2,000	2,000	-	0.0%	2,000	
1021259805 Transfer from Reserve Capital Purchases	(1,799)	(2,500)	(701)	28.0%	-	
1021259998 Overhead Expenses	(355,361)	(473,815)	(118,454)	25.0%	(389,730)	
1021259999 Allocated Services	15,053	20,070	5,017	25.0%	12,495	
	\$ 250,429	\$ 175,000	\$ (75,429)		\$ 82,237	
NET CONTRIBUTION TO (FROM)	\$ (133,697)	\$ -	\$ (133,697)		\$ 73,976	

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VISITOR SERVICES & CABINS

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1011504400 Cabin Rentals	\$ 187,782	\$ 214,700	\$ (26,918)	-12.5%	\$ 209,189	
1011504900 Miscellaneous Revenue	10,353	5,000	5,353	107.1%	9,945	
	<u>\$ 198,135</u>	<u>\$ 219,700</u>	<u>\$ (21,565)</u>		<u>\$ 219,134</u>	
EXPENDITURES						
1021505000 Advertising	\$ 2,448	\$ 1,900	\$ (548)	-28.8%	\$ 1,268	
1021505300 Building Maintenance Materials	5,440	5,200	(240)	-4.6%	6,315	
1021505375 Contract Services	-	-	-	0.0%	11,779	Flood Recovery in 2022
1021505500 Data Processing	2,738	3,500	762	21.8%	4,446	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	4,946	5,800	854	14.7%	1,552	
1021506000 Grounds Maintenance Materials	2,323	3,810	1,487	39.0%	5,008	
1021506100 Commercial Insurance	17,525	23,200	5,675	24.5%	13,400	
1021506300 Janitorial Contracts/Supplies	3,074	4,000	926	23.2%	734	
1021506301 Linens	152	3,800	3,648	96.0%	1,402	
1021506800 Office Supplies & Expenses	915	650	(265)	-40.8%	184	
1021506810 Bank Charges/Point of Sales Fees	6,405	5,500	(905)	-16.5%	5,666	
1021506817 Retail Cost of Goods Sold	-	850	850	100.0%	1,921	
1021507000 Printing Expense	16	250	234	93.6%	-	
1021507100 Public Relations	-	500	500	100.0%	10	
1021507200 Roads & Parking Maintenance	144	300	156	52.0%	-	
1021257400 Security Systems & Supplies	443	-	(443)	0.0%	443	
1021507500 Sewer & Septic System Maintenance	-	5,100	5,100	100.0%	-	
1021507800 Telephone/Cable	4,681	4,780	99	2.1%	4,325	
1021508000 Propane & Natural Gas	2,842	3,800	958	25.2%	2,301	
1021508005 Hydro Consumption	8,986	11,000	2,014	18.3%	8,207	
1021508020 Water	-	5,300	5,300	100.0%	-	
1021508201 Signage	155	500	345	69.0%	487	
1021508700 Staff Wages - Visitor Services	48,955	58,320	9,365	16.1%	46,580	
1021508800 Employee Benefits	6,063	13,960	7,897	56.6%	5,503	
TOTAL OPERATING EXPENSES	<u>\$ 118,251</u>	<u>\$ 162,420</u>	<u>\$ 44,169</u>		<u>\$ 121,531</u>	
NET OPERATING INCOME	<u>\$ 79,884</u>	<u>\$ 57,280</u>	<u>\$ 22,604</u>	39.5%	<u>\$ 97,603</u>	
						Cabin Refresh, Air Conditioner, Mattress and Furniture Replacement
1021509000 Capital Purchases	19,104	41,870	22,766	54.4%	10,866	
1021509800 Transfer to Reserves	29,890	29,890	-	0.0%	29,220	
1021509805 Transfer from Reserve Capital Purchases	(19,104)	(41,870)	(22,766)	54.4%	(10,866)	
1021509999 Allocated Services	35,018	46,690	11,672	25.0%	28,035	
	<u>\$ 183,159</u>	<u>\$ 239,000</u>	<u>\$ 55,841</u>		<u>\$ 178,786</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 14,976</u>	<u>\$ (19,300)</u>	<u>\$ 34,276</u>		<u>\$ 40,348</u>	

CULTUS LAKE PARK

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VOLUNTEER FIRE DEPARTMENT

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1013004600 Local Services Revenue VFD CL	\$ 34,544	\$ 41,450	\$ (6,906)	-16.7%	\$ 32,229	
1013004601 Fire Protection Agreements	57,606	78,610	(21,004)	-26.7%	65,127	
1013004605 Residential Lease Revenue VFD	181,198	181,200	(2)	0.0%	175,424	
1013004900 Miscellaneous Revenue	21,250	-	21,250	0.0%	1,980	Donation
	<u>\$ 294,598</u>	<u>\$ 301,260</u>	<u>\$ (6,662)</u>		<u>\$ 274,760</u>	
EXPENDITURES						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	
1023005300 Building Maintenance Materials	1,348	5,000	3,652	73.0%	1,375	
1023005500 Data Processing	2,161	3,000	839	28.0%	1,863	
1023005700 Education & Training	10,276	29,000	18,724	64.6%	13,246	
1023005800 Firefighting Equipment Fuel & Maintenance	12,327	31,600	19,273	61.0%	12,846	
1023005850 Fire Protection Equip Annual Testing	3,952	9,500	5,548	58.4%	2,547	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	14,425	18,300	3,875	21.2%	11,375	
1023006200 Vehicle Insurance	3,125	5,950	2,825	47.5%	3,292	
1023006300 Janitorial Contracts/Supplies	-	1,000	1,000	100.0%	173	
1023006600 Membership Dues & Subscriptions	-	800	800	100.0%	777	
1023006800 Office Supplies & Expenses	89	1,400	1,311	93.6%	304	
1023007100 Public Relations	-	500	500	100.0%	-	
1023007400 Security Systems & Supplies	385	500	115	23.0%	385	
1023007500 Sewer & Septic System Maintenance	-	580	580	100.0%	-	
1023007600 Shop Supplies	257	1,000	743	74.3%	96	
1023007655 Medical Supplies	1,316	3,300	1,984	60.1%	633	
1023007800 Telephone	3,660	10,650	6,990	65.6%	5,942	
1023008000 Propane & Natural Gas	1,285	2,000	715	35.8%	1,396	
1023008005 Hydro Consumption	2,827	3,900	1,073	27.5%	2,793	
1023008020 Water	-	600	600	100.0%	-	
1023008100 Vehicle Maintenance	14,811	10,000	(4,811)	-48.1%	9,835	
1023008130 Vehicle Fuel	2,266	2,200	(66)	-3.0%	1,207	
1023008600 Mgmt. Salaries - Fire Chief	3,900	6,950	3,050	43.9%	3,375	
1023008700 Staff Wages - VFD	43,698	60,400	16,702	27.7%	43,311	
1023008760 WCB/EHT Expense	2,348	3,200	852	26.6%	1,968	
1023008825 Uniforms & Clothing Allowance	781	4,000	3,219	80.5%	2,694	
TOTAL OPERATING EXPENSES	<u>\$ 125,237</u>	<u>\$ 216,380</u>	<u>\$ 91,143</u>		<u>\$ 121,433</u>	
NET OPERATING INCOME	<u>\$ 169,361</u>	<u>\$ 84,880</u>	<u>\$ 84,481</u>	99.5%	<u>\$ 153,327</u>	
1023009000 Capital Purchases	56,837	57,570	733	1.3%	8,297	SCBA Replacements and Underwater Scanner
1023009800 Transfer to Reserves	59,430	59,430	-	0.0%	58,830	
1023009805 Transfer from Reserve Capital Purchases	(30,176)	(43,970)	(13,794)	31.4%	(6,339)	
1023009999 Allocated Services	8,888	11,850	2,962	25.0%	6,774	
	<u>\$ 220,216</u>	<u>\$ 301,260</u>	<u>\$ 81,044</u>		<u>\$ 188,995</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 74,382</u>	<u>\$ -</u>	<u>\$ 74,382</u>		<u>\$ 85,765</u>	

CULTUS LAKE PARK

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For the NINE Months Ending Sept 30, 2023, with comparative figures for 2022

PUBLIC WORKS

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1014004900 Miscellaneous Revenue	\$ -	\$ -	\$ -	0.0%	\$ 29,718	Proceeds of Sale of Skid Steer in 2022
EXPENDITURES						
1024005300 Building Maintenance Materials	\$ 2,685	\$ 6,400	\$ 3,715	58.0%	\$ 12,029	WorkSafeBC Requirement - OH&S program.
1024005375 Contract Services	-	5,000	5,000	100.0%	363	
1024005400 Conferences/Meetings	38	2,600	2,562	98.5%	-	
1024005500 Data Processing	2,162	2,700	538	19.9%	1,863	
1024005700 Education & Training	2,605	2,200	(405)	-18.4%	-	
1024005800 Equipment Maintenance	6,120	20,400	14,280	70.0%	21,544	
1024005820 Equipment Fuel	2,881	3,860	979	25.4%	4,233	
1024005900 Garbage Collection & Recycling	12,895	10,500	(2,395)	-22.8%	6,726	
1024006000 Grounds Maintenance Materials	-	1,650	1,650	100.0%	-	
1024006100 Commercial Insurance	20,150	26,400	6,250	23.7%	13,800	
1024006200 Vehicle Insurance	10,742	15,690	4,948	31.5%	9,997	
1024006300 Janitorial Contracts	57	-	(57)	0.0%	-	
1024006500 Licences & Permits	-	450	450	100.0%	-	
1024006600 Membership Dues & Subscriptions	133	750	617	82.3%	-	
1024006800 Office Supplies & Expenses	1,288	1,620	332	20.5%	588	
1024006810 Bank Charges	201	-	(201)	0.0%	201	
1024007200 Roads & Parking Maintenance	12,000	23,000	11,000	47.8%	19,904	Dust Control
1024007400 Security Systems & Supplies	757	750	(7)	-0.9%	642	
1024007500 Sewer	-	580	580	100.0%	-	
1024007600 Shop Supplies	5,895	11,040	5,145	46.6%	9,222	
1024007625 Small Tools	1,442	3,500	2,058	58.8%	797	
1024007650 Safety Supplies	1,916	3,500	1,584	45.3%	1,584	
1024007800 Telephone	5,747	4,200	(1,547)	-36.8%	4,775	
1024008000 Propane & Natural Gas	6,101	6,400	299	4.7%	6,775	
1024008005 Hydro Consumption	2,671	4,410	1,739	39.4%	2,637	
1024008020 Water	-	600	600	100.0%	-	
1024008100 Vehicle Maintenance	19,879	26,210	6,331	24.2%	15,508	
1024008130 Vehicle Fuel	18,826	22,520	3,694	16.4%	19,780	
1024008600 Management Salaries	83,979	112,560	28,581	25.4%	70,309	
1024008700 Staff Wages - Supervisor	129,784	138,940	9,156	6.6%	114,365	
1024008701 Staff Wages - Custodian	55,345	122,340	66,995	54.8%	64,313	
1024008710 Staff Wages - Public Works	365,090	609,540	244,450	40.1%	360,903	
1024008800 Employee Benefits	162,162	275,800	113,638	41.2%	146,163	
1024008825 Uniforms & Clothing Allowance	2,804	8,300	5,496	66.2%	8,318	
TOTAL OPERATING EXPENSES	\$ 936,355	\$ 1,474,410	\$ 538,055		\$ 917,339	
NET OPERATING INCOME	\$ (933,670)	\$ (1,468,010)	\$ 534,340	-36.4%	\$ (905,310)	
1024009000 Capital Purchases	56,102	322,670	266,568	82.6%	130,498	Utility Inspection Camera, Vehicle Replacement
1024009800 Transfer to Reserves	115,000	115,000	-	0.0%	140,385	
1024009805 Transfer from Reserve Capital Purchases	(56,102)	(322,670)	(266,568)	82.6%	(130,498)	
1024009998 Overhead Expenses	(282,878)	(377,170)	(94,292)	25.0%	(260,484)	
1024009999 Allocated Services	(909,180)	(1,212,240)	(303,060)	25.0%	(742,854)	
	\$ (140,703)	\$ -	\$ 140,703		\$ 54,386	
NET CONTRIBUTION TO (FROM)	\$ 140,703	\$ -	\$ 140,703		\$ (24,668)	

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COMMERCIAL LEASES

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1015004200 Commercial Leases	\$ 602,008	\$ 682,940	\$ (80,932)	-11.9%	\$ 541,788	
1015004201 CL- Public Works	7,384	8,900	(1,516)	-17.0%	6,936	
1015004202 CL - Bylaw Enforcement	29,821	35,900	(6,079)	-16.9%	28,204	
1015004900 Miscellaneous Revenue	-	-	-	0.0%	26	
	<u>\$ 639,213</u>	<u>\$ 727,740</u>	<u>\$ (88,527)</u>		<u>\$ 576,954</u>	
EXPENDITURES						
1025005300 Building Maintenance Materials	\$ 4,893	\$ 8,000	\$ 3,107	38.8%	\$ 11,047	
1025005375 Contract Services	983	-	(983)	0.0%	1,140	
1025005900 Garbage Collection & Recycling	10,679	19,880	9,201	46.3%	11,089	
1025006000 Grounds Maintenance Materials	-	2,800	2,800	100.0%	-	
1025006100 Commercial Insurance	50,475	67,100	16,625	24.8%	36,425	
1025006810 Bank Charges	1,093	-	(1,093)	0.0%	1,004	
1025007500 Sewer	-	580	580	100.0%	-	
1025008000 Propane & Natural Gas	528	500	(28)	-5.6%	443	
1025008005 Hydro Consumption	4,505	5,120	615	12.0%	4,548	
1025008020 Water	-	600	600	100.0%	-	
1025008201 Signage	-	1,200	1,200	100.0%	1,531	
TOTAL OPERATING EXPENSES	<u>\$ 73,156</u>	<u>\$ 105,780</u>	<u>\$ 32,624</u>		<u>\$ 67,227</u>	
NET OPERATING INCOME	<u>\$ 566,057</u>	<u>\$ 621,960</u>	<u>\$ (55,903)</u>	-9.0%	<u>\$ 509,727</u>	
1025009000 Capital Purchases	49,351	140,570	91,219	64.9%	24,508	Plaza Redevelopment Consultant and Fencing
1025009800 Transfer to Reserves	159,675	159,630	(45)	0.0%	158,825	
1025009805 Transfer from Reserve Capital Purchases	-	(15,570)	(15,570)	100.0%	-	
1025009810 Transfer from Accumulated Surplus	(49,351)	(125,000)	(75,649)	60.5%	(15,990)	
1025009998 Overhead Expenses	206,842	275,789	68,947	25.0%	194,691	
1025009999 Allocated Services	70,583	94,110	23,527	25.0%	59,154	
	<u>\$ 510,256</u>	<u>\$ 635,309</u>	<u>\$ 125,053</u>		<u>\$ 488,415</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 128,957</u>	<u>\$ 92,431</u>	<u>\$ 36,526</u>		<u>\$ 88,539</u>	

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RESIDENTIAL LEASES

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
<u>REVENUE</u>						
1016004100 Residential Leases	\$ 706,680	\$ 706,663	\$ 17	0.0%	\$ 679,508	
1016004102 Residential Area Reserve	12,025	12,000	25	0.2%	12,025	
1016004103 Foreshore Reserve	24,050	24,000	50	0.2%	24,050	
1016004101 Bylaw Enforcement	106,334	106,330	4	0.0%	103,235	
1016004110 Delinquent Fees	4,856	5,400	(544)	-10.1%	3,232	
1016004700 Lease Services- OTHER	24,405	35,000	(10,595)	-30.3%	33,700	
1016004611 Lease Services- STVR/BL	59,850	45,000	14,850	33.0%	54,475	Licencing
	<u>\$ 938,200</u>	<u>\$ 934,393</u>	<u>\$ 3,807</u>		<u>\$ 910,225</u>	
<u>EXPENDITURES</u>						
1026005375 Contract Services	\$ -	\$ -	\$ -	0.0%	\$ 113	
1026005900 Garbage Collection & Recycling	73,777	106,535	32,758	30.7%	54,500	
1026006100 Commercial Insurance	6,775	9,000	2,225	24.7%	6,150	
1026006812 Bank Charges	987	-	-	0.0%	2,595	
1026008005 Hydro Consumption	16,122	38,100	21,978	57.7%	12,781	
TOTAL OPERATING EXPENSES	<u>\$ 97,661</u>	<u>\$ 153,635</u>	<u>\$ 55,974</u>		<u>\$ 76,139</u>	
NET OPERATING INCOME	<u>\$ 840,539</u>	<u>\$ 780,758</u>	<u>\$ 59,781</u>	7.7%	<u>\$ 834,086</u>	
1026009000 Capital Purchases	2,455	4,660	2,205	47.3%	5,332	Traffic Calming
1026009800 Transfer to Reserves	63,230	63,230	-	0.0%	63,230	
1026009805 Transfer from Reserve Capital Purchases	(2,455)	(4,660)	(2,205)	47.3%	(5,332)	
1026009998 Overhead Expenses	317,914	423,885	105,971	25.0%	306,318	
1026009999 Allocated Services	293,153	390,870	97,717	25.0%	244,185	
	<u>\$ 771,958</u>	<u>\$ 1,031,620</u>	<u>\$ 259,662</u>		<u>\$ 689,872</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 166,242</u>	<u>\$ (97,227)</u>	<u>\$ 263,469</u>		<u>\$ 220,353</u>	

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GENERAL ADMINISTRATION

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1017004800 Interest Earned	\$ 302,489	\$ 40,000	\$ 262,489	656.2%	\$ 49,581	
1017004900 Miscellaneous Revenue/Encroachment	6,269	2,000	4,269	213.5%	36,608	
1017004904 Donations	500	-	500	0.0%	2,335	Milfoil Matting in 2022
1017004915 Dog Licenses	560	500	60	12.0%	640	
	<u>\$ 309,818</u>	<u>\$ 42,500</u>	<u>\$ 267,318</u>		<u>\$ 89,164</u>	
EXPENDITURES						
1027005000 Advertising	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 193	
1027005100 Accounting & Auditing Fees	3,357	18,820	15,463	82.2%	2,782	
1027005175 Board Level Expenses	9,057	17,000	7,943	46.7%	2,516	
1027005300 Building Maintenance Materials	1,711	3,200	1,489	46.5%	659	
1027005375 Contract Services	-	20,800	20,800	100.0%	10,000	
1027005400 Conferences/Meetings	7,951	11,000	3,049	27.7%	221	
1027005500 Data Processing	53,813	67,500	13,687	20.3%	57,383	
1027005700 Education & Training	100	5,000	4,900	98.0%	1,850	
1027005750 Election Expenses	-	-	-	0.0%	4,509	
1027005800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1027006100 Commercial Insurance	26,725	35,200	8,475	24.1%	17,750	
1027006200 Vehicle Insurance	1,032	1,684	652	38.7%	1,067	
1027006400 Legal Fees	73,948	60,000	(13,948)	-23.2%	70,953	
1027006450 Professional Fees	23,946	42,500	18,554	43.7%	-	
1027006600 Membership Dues & Subscriptions	4,688	3,700	(988)	-26.7%	1,649	
1027006800 Office Supplies & Expenses	4,640	9,000	4,360	48.4%	7,428	
1027006801 Staff Recognition Expenses	395	6,250	5,855	93.7%	206	
1027006800 Breakroom Supplies	2,367	5,250	2,883	54.9%	1,279	
1027006812 Bank Charges/Point of Sale Fees	10,242	13,000	2,758	21.2%	9,708	
1027006815 Postage & Courier	3,762	4,000	238	6.0%	10,069	
1027006820 Equipment Leases	5,733	15,900	10,167	63.9%	8,478	
1027006822 Office Furniture	-	4,000	4,000	100.0%	2,387	
1027007000 Printing Expense	214	1,000	786	78.6%	2,289	
1027007100 Public Relations	1,144	4,000	2,856	71.4%	-	
1027007400 Security Systems & Supplies	443	1,000	557	55.7%	443	
1027007500 Sewer & Septic System Maintenance	-	580	580	100.0%	-	
1027007700 Special Events - CWFPF	-	5,000	5,000	100.0%	-	
1027007800 Telephone	13,189	9,000	(4,189)	-46.5%	10,715	
1027007900 Travel Expense	372	2,000	1,628	81.4%	435	
1027008000 Propane & Natural Gas	1,386	2,000	614	30.7%	1,593	
1027008005 Hydro Consumption	2,677	3,500	823	23.5%	1,904	
1027008020 Water	-	600	600	100.0%	-	
1027008100 Vehicle Maintenance/Fuel	1,297	800	(497)	-62.1%	927	
1027008500 Commissioners Indemnity	71,812	96,290	24,478	25.4%	67,366	
1027008600 Management Salaries	120,432	182,240	61,808	33.9%	103,070	
1027008601 Finance Salaries	125,385	173,455	48,070	27.7%	120,409	
1027008710 Staff Wages - CO/Communications	112,529	190,800	78,271	41.0%	120,368	
1027008715 Staff Wages - Admin / CSR	59,285	97,200	37,915	39.0%	71,150	
1027008800 Employee Benefits	118,997	186,920	67,923	36.3%	113,686	
TOTAL OPERATING EXPENSES	<u>\$ 862,629</u>	<u>\$ 1,302,689</u>	<u>\$ 440,060</u>		<u>\$ 825,442</u>	
NET OPERATING INCOME	<u>\$ (552,811)</u>	<u>\$ (1,260,189)</u>	<u>\$ 707,378</u>	-56.1%	<u>\$ (736,278)</u>	
1027009000 Capital Purchases	25,893	87,670	61,777	70.5%	18,876	My Civic App, Computer Upgrades, Boardroom Equipment Upgrades, Mail Folder and Inserter
1027009800 Transfer to Reserves	50,000	50,000	-	0.0%	50,000	
1027009805 Transfer from Reserve Capital	(24,042)	(62,670)	(38,628)	61.6%	(18,876)	
1027009810 Transfer from Accumulated Surplus	(1,851)	(25,000)	(23,149)	92.6%	-	
1027009998 Overhead Expenses	(867,614)	(1,156,819)	(289,205)	25.0%	(808,905)	
1027009999 Allocated Services	(115,028)	(153,370)	(38,342)	25.0%	(102,555)	
	<u>\$ (70,013)</u>	<u>\$ 42,500</u>	<u>\$ 112,513</u>		<u>\$ (36,018)</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 379,831</u>	<u>\$ -</u>	<u>\$ 379,831</u>		<u>\$ 125,182</u>	

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COMMUNITY HALL

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1018004920 Community Hall Rentals	\$ 7,037	\$ 11,950	\$ (4,913)	-41.1%	\$ 4,086	Flood recovery caused the community Hall to be closed in Q1 of 2022.
EXPENDITURES						
1028005300 Building Maintenance Materials	\$ 1,151	\$ 3,500	\$ 2,349	67.1%	\$ 4,823	
1028005375 Contract Services	-	-	-	0.0%	21,879	Flood Recovery in 2022
1028005500 Data Processing	1,600	2,000	400	20.0%	1,440	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	1,304	
1028006100 Commercial Insurance	10,700	14,100	3,400	24.1%	8,525	
1028007500 Sewer	-	580	580	100.0%	-	
1028007800 Telephone	173	200	27	13.5%	171	
1028008000 Propane & Natural Gas	1,841	1,900	59	3.1%	2,089	
1028008005 Hydro Consumption	1,035	1,600	565	35.3%	2,754	
1028008020 Water	-	600	600	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 16,500	\$ 25,480	\$ 8,980		\$ 42,985	
NET OPERATING INCOME	\$ (9,463)	\$ (13,530)	\$ 4,067	-30.1%	\$ (38,899)	
1028009000 Capital Purchases	8,571	10,570	1,999	18.9%	-	Air Conditioning
1028009800 Transfer to Reserves	10,000	10,000	-	0.0%	10,000	
1028009805 Transfer from Reserve Capital Purchases	(8,571)	(10,570)	(1,999)	18.9%	-	
1028009998 Overhead Expenses	18,840	25,120	6,280	25.0%	18,300	
1028009999 Allocated Services	14,063	18,750	4,687	25.0%	11,670	
	\$ 59,403	\$ 79,350	\$ 19,947		\$ 82,955	
NET CONTRIBUTION TO (FROM)	\$ (52,366)	\$ (67,400)	\$ 15,034		\$ (78,869)	

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FORESHORE LEASE

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1018504936 Boat Mooring - Public Areas/VS	\$ 45,074	\$ 52,750	\$ (7,676)	-14.6%	\$ 44,076	
1018504941 Foreshore Reserve Revenue	52,257	56,250	(3,993)	-7.1%	53,150	
1018504900 Delinquency Fees	-	-	-	0.0%	1,500	
1018504900 Miscellaneous Revenue	123,191	-	123,191	0.0%	1,193,079	Insurance Funds - Docks
	<u>\$ 220,522</u>	<u>\$ 109,000</u>	<u>\$ 111,522</u>		<u>\$ 1,291,805</u>	
EXPENDITURES						
1028505375 Contract Services	\$ -	\$ -	\$ -	0.0%	\$ 116,190	Flood Recovery in 2022
1028505800 Equipment Maintenance	-	1,500	1,500	100.0%	-	
1028505820 Equipment Fuel	-	800	800	100.0%	-	
1028505850 Floats & Buoys	3,973	10,000	6,027	60.3%	1,437	
1028506000 Grounds Maintenance Materials	4	10,000	9,996	100.0%	-	
1028506100 Commercial Insurance	15,775	20,700	4,925	23.8%	14,575	
1028506200 Vehicle Insurance	92	100	8	8.0%	93	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	-	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508100 Vehicle Maintenance/Fuel	151	200	49	24.5%	52	
1028508200 Foreshore Maintenance (Wharfs)	4,378	15,000	10,622	70.8%	2,707	
1028508201 Signage	-	1,000	1,000	100.0%	1,926	
TOTAL OPERATING EXPENSES	<u>\$ 24,373</u>	<u>\$ 60,550</u>	<u>\$ 36,177</u>		<u>\$ 136,980</u>	
NET OPERATING INCOME	<u>\$ 196,149</u>	<u>\$ 48,450</u>	<u>\$ 147,699</u>	304.8%	<u>\$ 1,154,825</u>	
1028509000 Capital Purchases	507,269	231,000	(276,269)	-119.6%	910,383	Dock Replacement and Upgrades, Milfoil Control
1028509800 Transfer to Reserves	52,006	56,250	4,244	7.5%	53,150	
1028509805 Transfer from Reserve Capital Purchases	(25,047)	(231,000)	(205,953)	89.2%	(43,396)	
1028509998 Overhead Expenses	202,103	269,470	67,367	25.0%	190,209	
1028509999 Allocated Services	61,328	81,770	20,442	25.0%	50,370	
	<u>\$ 822,032</u>	<u>\$ 468,040</u>	<u>\$ (353,992)</u>		<u>\$ 1,297,696</u>	
	<u>\$ (601,510)</u>	<u>\$ (359,040)</u>	<u>\$ (242,470)</u>		<u>\$ (5,891)</u>	

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PUBLIC AREAS

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
REVENUE						
1019004700 Tree Removal Fees	\$ 15,700	\$ 1,500	\$ 14,200	946.7%	\$ 4,525	
1019004900 Miscellaneous Revenue	21,484	15,000	6,484	43.2%	11,959	
1019004910 Pay Parking	984,924	933,000	51,924	5.6%	904,093	
1019004926 Infrastructure Reserve	51,427	49,000	2,427	5.0%	50,274	
1019004927 Foreshore Reserve	22,040	21,000	1,040	5.0%	21,544	
	<u>\$ 1,095,575</u>	<u>\$ 1,019,500</u>	<u>\$ 76,075</u>		<u>\$ 992,395</u>	
EXPENDITURES						
1029005300 Building Maintenance Materials	\$ 1,291	\$ 6,400	\$ 5,109	79.8%	\$ 3,171	
1029005355 Main Beach Events Grant	843	12,000	11,157	93.0%	-	
1029005360 Commemorative Benches	-	1,900	1,900	100.0%	1,549	
						Precise Parklink/Public Washroom Facilities
1029005375 Contract Services	22,374	46,600	24,226	52.0%	46,910	
1029005800 Equipment Maintenance	312	1,000	688	68.8%	-	
1029005900 Garbage Collection & Recycling	4,203	7,400	3,197	43.2%	3,502	
1029006000 Grounds Maintenance Materials	18,163	30,000	11,837	39.5%	27,726	
1029006010 General Maintenance	15,272	45,000	29,728	66.1%	22,800	
1029006100 Commercial Insurance	24,850	31,100	6,250	20.1%	20,825	
1029006300 Janitorial Contracts/Supplies	17,897	16,000	(1,897)	-11.9%	15,738	
1029006810 Bank Charges	17	500	483	96.6%	-	
1029006812 Point of Sale Fees	60,068	17,000	(43,068)	-253.3%	45,400	
1029006820 Equipment Leases	13,863	17,400	3,537	20.3%	13,201	Parking Meters
1029007000 Printing Expense	107	500	393	78.6%	-	
1029007200 Roads & Parking Maintenance	2,114	12,000	9,886	82.4%	14,748	
1029007300 Vandalism Repairs	-	2,500	2,500	100.0%	-	
1029008005 Hydro Consumption	7,750	8,300	550	6.6%	5,405	
1029008201 Signage	4,798	6,500	1,702	26.2%	3,439	
TOTAL OPERATING EXPENSES	<u>\$ 193,922</u>	<u>\$ 262,100</u>	<u>\$ 68,178</u>		<u>\$ 224,414</u>	
NET OPERATING INCOME	<u>\$ 901,653</u>	<u>\$ 757,400</u>	<u>\$ 144,253</u>	19.0%	<u>\$ 767,981</u>	
						Paving, Tree Rehabilitation, Westside Retaining Wall, Irrigation, Pay station Replacements and Upgrades, Bear Bins, Retaining Wall Stabilization, Munroe Stair Replacement.
1029009000 Capital Purchases	177,059	291,800	114,741	39.3%	329,260	
1029009800 Transfer to Reserves	222,840	217,840	(5,000)	-2.3%	218,958	
1029009805 Transfer from Reserve Capital Purchases	(73,032)	(256,800)	(183,768)	71.6%	(287,585)	
1029009810 Transfer from Accumulated Surplus	-	-	-	0.0%	(39,525)	
1029009998 Overhead Expenses	434,318	579,090	144,772	25.0%	422,475	
1029009999 Allocated Services	303,248	404,330	101,082	25.0%	249,552	
	<u>\$ 1,258,355</u>	<u>\$ 1,498,360</u>	<u>\$ 240,005</u>		<u>\$ 1,117,549</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (162,780)</u>	<u>\$ (478,860)</u>	<u>\$ 316,080</u>		<u>\$ (125,154)</u>	

CULTUS LAKE PARK
2023 Financial Report

For the NINE Months Ending Sept 30, 2023, with comparative figures for 2022

Community Events Committee

	2023 Actual YTD	2023 Annual Budget	Variance \$	Variance %	2022 Actual YTD	Variance Comments
<u>REVENUE</u>						
1019504900 Miscellaneous Revenue	\$ 17,849	\$ 10,612	\$ 7,237	68.2%	\$ 14,262	
1019504902 Public Areas - Contribution	-	12,000	(12,000)	-100.0%	-	
1019504996 Sponsorship/Grants	22,400	15,000	7,400	49.3%	18,650	
	<u>\$ 40,249</u>	<u>\$ 37,612</u>	<u>\$ 2,637</u>		<u>\$ 32,912</u>	
<u>EXPENDITURES</u>						
1029506800 Office Supplies & Misc. Expenses	\$ -	\$ 900	\$ 900	100.0%	\$ -	
1029507700 Special Events CEAC	41,633	36,220	(5,413)	-14.9%	38,741	Cultus Lake Day, Party at the Plaza
1029509800 Transfer to (from) Reserves	-	492	492	100.0%	-	
	<u>\$ 41,633</u>	<u>\$ 37,612</u>	<u>\$ (4,021)</u>		<u>\$ 38,741</u>	
	<u>\$ (1,384)</u>	<u>\$ -</u>	<u>\$ (1,384)</u>		<u>\$ (5,829)</u>	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 0550-70
SUBMITTED BY: Erica Lee,
Chief Financial Officer
SUBJECT: Third Quarter Parking Report 2023

PURPOSE:

To provide the Board with an overview of parking revenue for the third quarter of 2023.

RECOMMENDATION:

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

DISCUSSION:

Parking meter revenue, net of GST, for the third quarter totaled \$682,974. This is an increase of more than \$5,000 over parking meter revenue for the third quarter of 2022. In the third quarter, as seen in Table 3 net parking revenue totaled \$627,912. This is an increase of more than \$7,000 over net parking meter revenue for the third quarter of 2022.

Parking meter revenue, net of GST, year-to-date totaled \$933,776 which is an increase of approximately \$89,000 from 2022. Parking meter revenue was lower in 2022 than 2023 due to the weather being consistently cool and rainy until at least halfway through July of 2022, which is not typical for June and July. Parking meter revenue is above the year-to-date budget for parking meter revenue by approximately \$54,000.

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

STRATEGIC PLAN:

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

Prepared by:

Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:

Joe Lamb,
Chief Administrative Officer

Table 1 –

Parking Revenue				
Month	Revenue 2020	Revenue 2021	Revenue 2022	Revenue 2023
Jan	977.00	2,292.62	2,538.19	2,385.56
Feb	2,483.19	2,477.90	5,315.33	1,350.62
Mar	5,045.90	8,414.29	12,138.31	12,605.52
Apr	-	17,879.90	16,861.28	22,771.19
May	21,066.33	68,042.10	34,374.67	108,251.91
Jun	51,735.29	190,725.22	95,505.64	103,437.75
Jul	178,871.81	369,153.90	319,265.65	330,546.57
Aug	191,850.19	232,956.90	291,432.28	288,409.82
Sep	56,447.76	45,544.95	66,946.41	64,017.22
Oct	5,194.02	6,286.58	10,184.95	-
Nov	2,735.52	1,000.05	1,387.18	-
Dec	1,816.76	1,249.96	870.33	-
Total	518,223.77	946,024.37	856,820.22	933,776.16

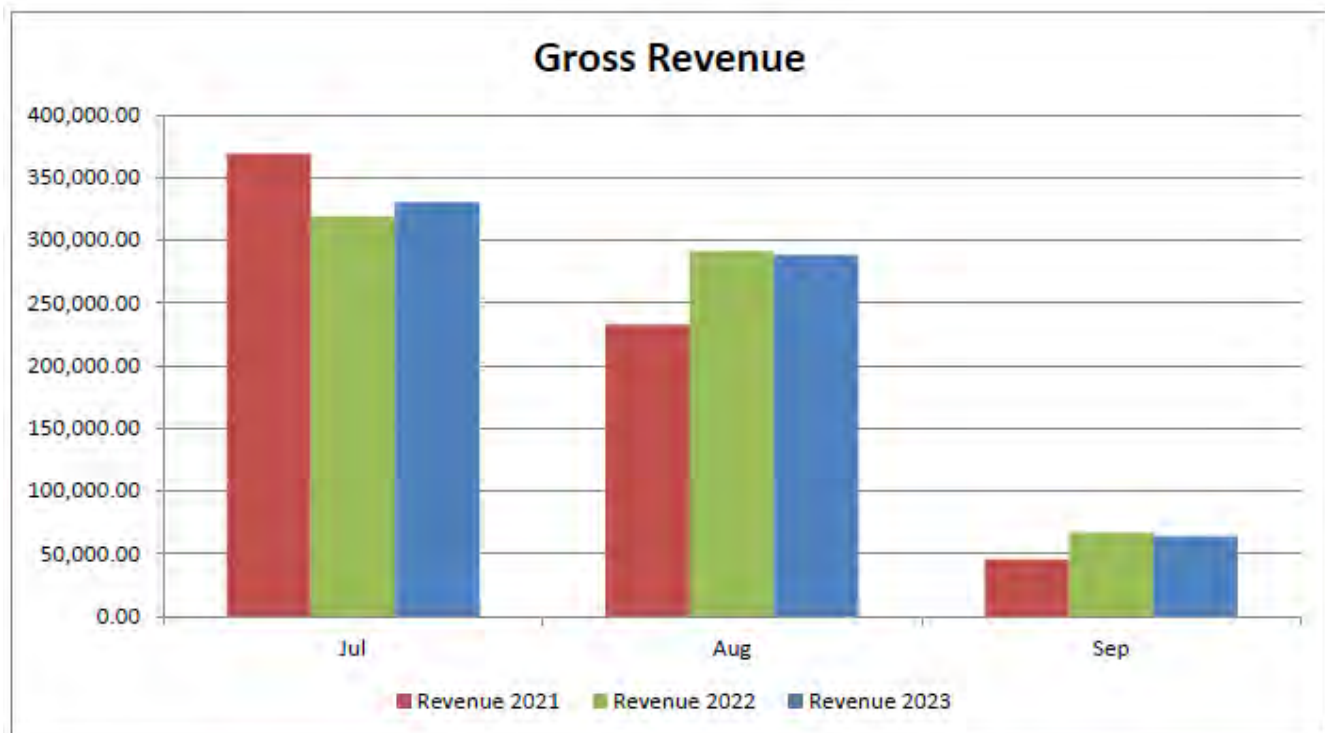


Table 2 –

Parking Expenses				
Month	Expenses 2020	Expenses 2021	Expenses 2022	Expenses 2023
Jan	2,426.76	2,866.70	2,063.70	2,166.65
Feb	2,496.64	3,134.19	2,240.81	2,093.05
Mar	2,857.83	7,328.65	2,546.76	2,908.45
Apr	2,469.63	5,985.43	2,990.29	3,656.15
May	3,672.57	4,911.41	3,799.20	9,166.20
Jun	8,227.19	44,683.26	7,560.93	12,908.66
Jul	14,569.52	23,017.96	28,666.55	23,892.40
Aug	17,500.97	18,033.66	17,738.06	20,383.09
Sep	10,513.22	8,797.80	10,642.31	10,785.88
Oct	4,859.70	6,650.94	6,662.70	-
Nov	3,213.73	1,966.98	1,902.95	-
Dec	2,807.38	1,960.13	1,864.42	-
Total	75,615.14	129,337.11	88,678.68	87,960.53

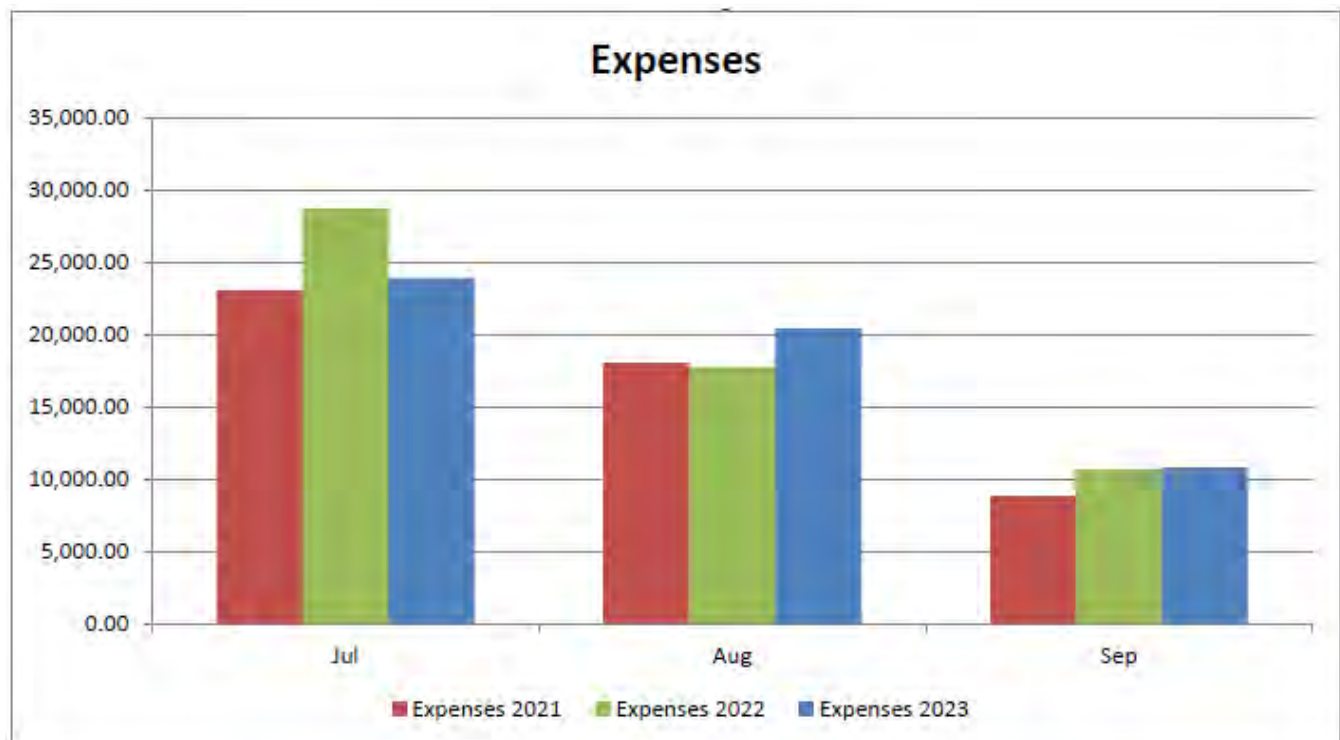
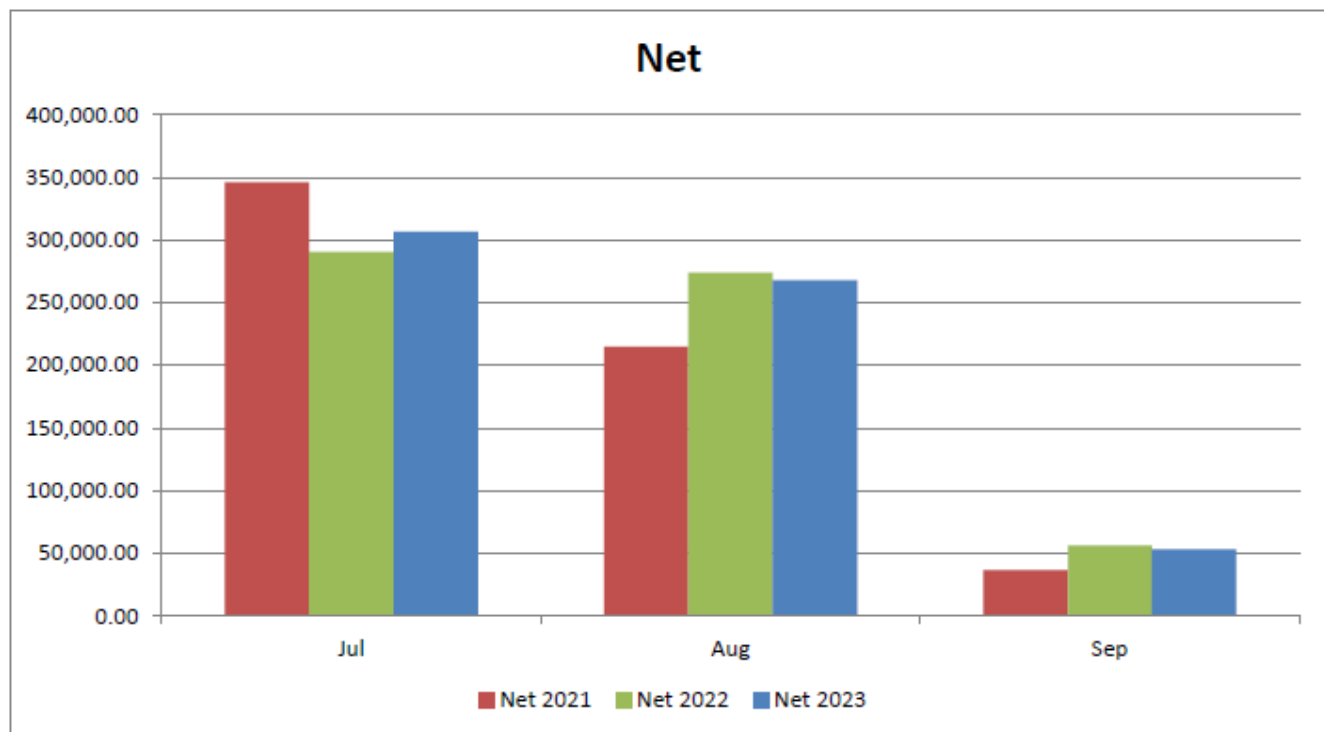


Table 3 –

Net Parking Revenue				
Month	Net 2020	Net 2021	Net 2022	Net 2023
Jan	(1,449.76)	(574.08)	474.49	218.91
Feb	(13.45)	(656.29)	3,074.52	(742.43)
Mar	2,188.07	1,085.64	9,591.55	9,697.07
Apr	(2,469.63)	11,894.47	13,870.99	19,115.04
May	17,393.76	63,130.69	30,575.47	99,085.71
Jun	43,508.10	146,041.96	87,944.71	90,529.09
Jul	164,302.29	346,135.94	290,599.10	306,654.17
Aug	174,349.22	214,923.24	273,694.22	268,026.73
Sep	45,934.54	36,747.15	56,304.10	53,231.34
Oct	334.32	(364.36)	3,522.25	-
Nov	(478.21)	(966.93)	(515.77)	-
Dec	(990.62)	(710.17)	(994.09)	-
Total	442,608.63	816,687.26	768,141.54	845,815.63





REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 0550

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

SUBJECT: Bylaw Compliance & Enforcement Third Quarter 2023 Report

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

The following is a breakdown of statistics relating to Bylaw Compliance and Enforcement for the third 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 of the statistics is updated to show the tickets and written warnings combined but to also capture the estimated number of issues per bylaw. Bylaw Compliance Officers, Security Officers and RCMP members responded to the following related issues noted below.

After hours dispatch call logs, in July and August we received two (2) calls.

In addition, the RCMP have provided a seasonal update which is provided under the Correspondence section of this agenda.

BYLAW	Est. # of issues
STR Parking issues	3
STR Noise complaints	0
STR Garbage issues	7
Parking & Traffic Regulations Bylaw	58 Verbal warnings / 28 Written warnings / 1937 Tickets Total Infractions = 2023

Management of Public Areas Bylaw	
○ Alcohol	218 Verbal warnings / 2 Written warnings / 2 Tickets Total Infractions = 222
○ BBQ (Charcoal)	23 Verbal warnings / 4 Written warnings / 0 Tickets Total Infractions = 27
○ Camping in Public Areas	1
○ Littering	1
Property Maintenance Bylaw ○ (Garbage, unsightly premises, hedge removal)	5 Verbal warnings / 12 Written warnings / 0 Tickets Total Infractions = 17
Noise Regulation Bylaw	10 Verbal warnings / 0 Written warnings / 0 Tickets Total Infractions = 10
No Smoking Bylaw	33 Verbal warnings / 3 Written warnings / 2 Tickets Total Infractions = 38
Boating & Foreshore Bylaw	12 Verbal warnings / 1 Written warnings / 0 Tickets Total Infractions = 13
Tree & Plant Bylaw	4
Animal Control Bylaw (Dogs off leash)	47 Verbal warnings / 0 Written warnings / 0 Tickets Total Infractions = 47
Burning Conditions & Restrictions Bylaw (See management of Public Areas)	2 Verbal warnings / 0 Written warnings / 0 Tickets Total Infractions = 2
Special Event	2 Verbal warnings / 1 Written warnings / 1 Tickets Total Infractions = 4
Sunnyside Campground	
○ Failure to Depart	36 Verbal warnings / 21 Written warnings / 6 Tickets Total Infractions = 63
○ Noise	91 Verbal warnings / 12 Written warnings / 5 Tickets Total Infractions = 108
○ Fire	68 Verbal warnings / 1 Written warnings / 0 Tickets Total Infractions = 69
○ Smoking	2 Verbal warnings / 0 Written warnings / 0 Tickets Total Infractions = 2
○ Alcohol	8 Verbal warnings / 0 Written warnings / 0 Tickets Total Infractions = 8
○ Dog(s)	9 Verbal warnings / 1 Written warnings / 0 Tickets Total Infractions = 10
○ Litter	5
○ General (Fridge decal, late check outs, disrespectful behavior)	8
	TOTAL ISSUES = 2692

STRATEGIC PLAN:


This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it is related to Bylaw Enforcement.

Prepared by:

Approved for submission to the Board:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 5330

SUBMITTED BY: Joe Almeida,
Manager of Park Operations

SUBJECT: Public Works Third Quarter Report 2023

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

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

Commercial Leases:

- Daily garbage pickup – 4 days labour
- Daily washroom service – 30 days labour
- Buildings/grounds/parking lot maintenance – 4.5 days labour
- Vandalism repairs - .5 days labour
- Signage repairs - .5 days labour

Community Hall:

- Janitorial service and rental set up - 8 days labour
- Building/grounds maintenance – 4.5 days labour

Foreshore:

- Wharf/weir/registered buoy/signage maintenance – 21.5 days labour
- Debris clean-up – 1.5 days labour
- Swim lines - 9 days labour
- Warf/swim line vandalism repairs - .5 days labour

Park Office:

- Building maintenance - 1.5 days labour
- Grounds maintenance - 8 days labour

Public Areas:

- Weekly garbage pickup and clean-up/inspection of playgrounds, docks, catch basins and community notice boards - 20 days labour
- Daily parking lot opening - 5 days labour
- Daily washroom service - 72 days labour
- Friday/daily litter/garbage pickup - 76 days labour
- Tree/stump removal - 8 days labour
- Roads/parking lots/signage/lighting maintenance – 32 days labour
- Main Beach drainage work - .5 days labour
- Grounds/tree care/lawn care/watering maintenance debris clean-up - 91 days labour
- Float beach - 8 days labour
- Building/structure/pay station maintenance – 19.5 days labour
- Vandalism repairs - 13 days
- Special Events – 5.5 days

Public Works:

- Vehicle maintenance – 10 days labour
- Equipment maintenance – 5.5 days labour
- Yard/building/janitorial maintenance – 20 days labour
- Administration/purchasing/safety/staff meetings – 28 days labour

Fire Hall:

- Building/janitorial/equipment maintenance - 1 days labour
- Administration/emergency response/inspections – 4 days labour

Residential Leases:

- Grounds/tree maintenance/debris clean-up – 1.5 days labour
- Roads/signs/street sweeping/snow removal/grading – 7.5 days labour

Sunnyside Campground:

- Sewer repairs/maintenance – 3.5 days labour
- Janitorial - 1 days labour
- Roads/parking - 16 days labour
- Building/vandalism maintenance – 26.5 days labour
- Water system startup/line replacement/repairs – 12 days labour
- Lawn/tree maintenance – 7.5 days labour
- Site maintenance/debris clean-up/surfacing/vandalism – 20 days labour
- Additional maintenance work orders – 16.5 days labour
- Vandalism repairs - .5 days labour

Visitor Services/Cabins/Bylaw:

- Cabin work orders/building maintenance – 9 days labour
- Bi-weekly garbage pickup - 4.5 days labour
- Janitorial service – 2.5 days labour
- Lawn care - 2.5 days labour

Special Events: CEEC

- 3 days labour

STRATEGIC PLAN:

This report does not impact on 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



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 0550

SUBMITTED BY: Carly Volk
Manager of Sunnyside Campground and Accommodations

SUBJECT: Campground and Cabins Third Quarter 2023

PURPOSE:

To provide the Board with an update on the Campground and Cabins operations for the third quarter of 2023.

RECOMMENDATION:

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

DISCUSSION:

This report provides a summary of the events and financial analysis of the revenue received for July, August, and September of 2023 compared to the same time in 2022 for Sunnyside Campground and the Cabins at Cultus Lake Park.

Sunnyside Campground

During the third quarter of 2023, the overnight areas generated an increase in revenue of approximately \$21,000 compared to the same period of 2022. This increase can be attributed to the fee increase as well as the warm fall season that led to an increase in bookings.

The miscellaneous revenue that is generated from site bookings (reservation fees, pets, extra adults, and parking) increased in 2023 by \$13,932. This increase was due to the rate increase, as well as great summer camping weather.

This year, the fire ban was issued much earlier in the summer compared to the past few seasons. As a result, there was a significant decrease in firewood sales. However, the store remained busy and had an increased revenue of \$3,800 over the same period in 2022.

The seasonal waitlist has been updated, there is now a total of 559 people waiting to secure a seasonal site. Nine (9) seasonal sites became available for the 2024 season.

Cabins

There was a decrease of \$8,278 in cabin revenue during the third quarter of 2023 compared to 2022. The cabins remained busy throughout the summer months and were fully booked on all weekends and most weekdays. There were, however, several cancellations this past August due to smoke and air quality concerns.

STRATEGIC PLAN:

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

Prepared by:



Carly Volk,
Manager of Sunnyside Campground and
Accommodations

Approved for submission to the Board:



Joe Lamb,
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 0550

SUBMITTED BY: Warren Mazuren,
Fire Chief

SUBJECT: 2023 Fire Department Third Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department (CLVFD) for the months of July, August, and September of 2023.

RECOMMENDATION:

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

BACKGROUND:

The third quarter of 2023 was slightly below average in call volume compared to last year's third quarter.

There were 14 calls in July, 17 calls in August, and 19 calls in September of 2023, for a total of 50 calls in the third quarter.

- 2022 saw 67 calls in the third quarter.
- 2021 saw 76 calls in the third quarter.
- 2020 saw 27 calls in the third quarter.

Twenty-four calls were in the "FVRD Electoral H", 20 were in Cultus Lake Park, and six (6) calls were on Soowahlie First Nation.

An unusually warm and dry summer required the use of the rescue boat for many situations this summer.

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

CLVFD members welcome the Cultus Lake Community School kids' program for a hall tour during the month of August.

CLVFD had the honor of thanking the Dogwood Monarch Lions Club members for their

generous donation of 14 sets of rescue swimmer gear as well as an AquaEye, which is a device that allows us to search underwater using underwater sonar.

CLVFD had three (3) members move on to full-time firefighting positions in BC.

The CLVFD continued with maintenance training as required by the Playbook.

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

There was one (1) fire of note in this quarter. CLVFD members attended a structure fire on the Soowahlie First Nations, during the early morning hours of September 17th. No firefighters were injured on this call.

Winter season is upon us. Please have all gas appliances serviced at least once a year. Working smoke detectors save lives, so be sure to check your smoke detectors batteries twice a year!

STRATEGIC PLAN:

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

Prepared by:



Warren Mazuren,
Fire Chief

Approved for submission to the Board:



Joe Lamb,
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023

FILE: 0870

SUBMITTED BY: Tricia Schmuland,
Leasing Clerk

SUBJECT: Lease Assignments Third Quarter 2023

PURPOSE:

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

RECOMMENDATION:

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

DISCUSSION:

During the third quarter of 2023, the Park processed the following: five (5) family assignments and five (5) residential assignments: lease transfers totaling thirteen for the quarter; and

Thirty-seven - requests for title searches for various reasons, such as: building permits, listings of houses for sale, and personal banking or purchases; and

Six (6) mortgage refinances/filing mortgages; and nine (9) mortgage discharges.

DATE OF ASSIGNMENT: JULY 10, 2023

PROPERTY: 265 FIR ST, CULTUS LAKE BC V2R 4Y5

SALE PRICE: N/A FAMILY TRANSFER

DATE OF ASSIGNMENT: JULY 24, 2023

PROPERTY: 249 FIRST AVE, CULTUS LAKE BC V2R 4Z2

SALE PRICE: N/A FAMILY TRANSFER

DATE OF ASSIGNMENT: **JULY 31, 2023**

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

SALE PRICE: **\$800,000**

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

PROPERTY: **202W LAKESHORE DR, CULTUS LAKE BC V2R 5A1**

SALE PRICE: **\$595,000**

DATE OF ASSIGNMENT: **AUGUST 17, 2023**

PROPERTY: **332 BALSAM ST, CULTUS LAKE BC V2R 4Y8**

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

DATE OF ASSIGNMENT: **AUGUST 28, 2023**

PROPERTY: **220 FIRST AVE, CULTUS LAKE BC V2R 4Y4**

SALE PRICE: **\$1,270,000**

DATE OF ASSIGNMENT: **AUGUST 28, 2023**

PROPERTY: **326 SPRUCE ST, CULTUS LAKE BC V2R 4Y7**

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

DATE OF ASSIGNMENT: **AUGUST 31, 2023**

PROPERTY: **173 FIRST AVE, CULTUS LAKE BC V2R 4Z4**

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

DATE OF ASSIGNMENT: **SEPTEMBER 7, 2023**

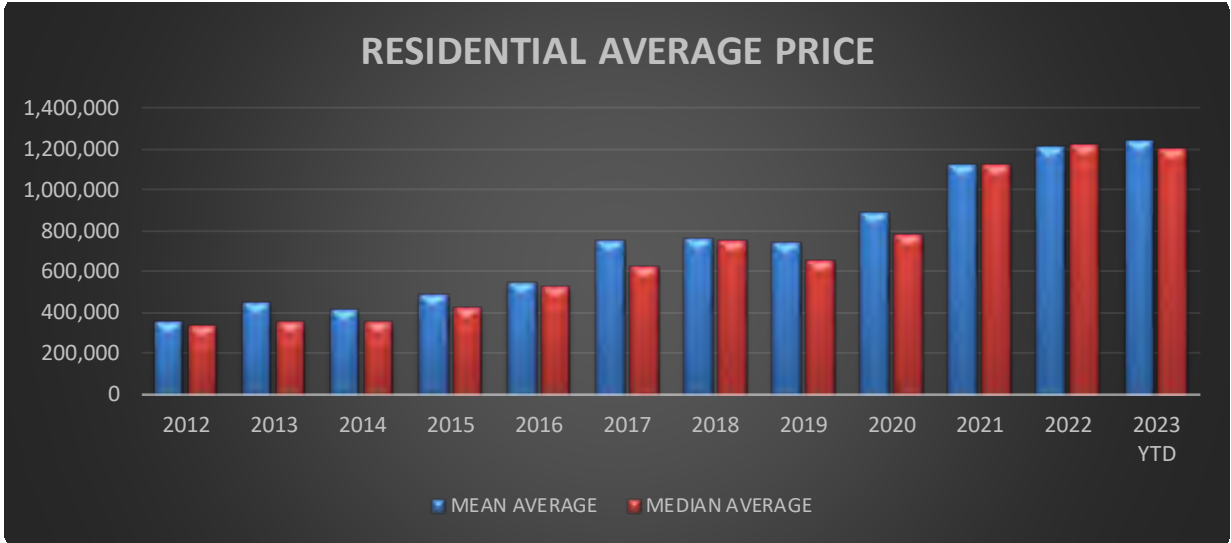
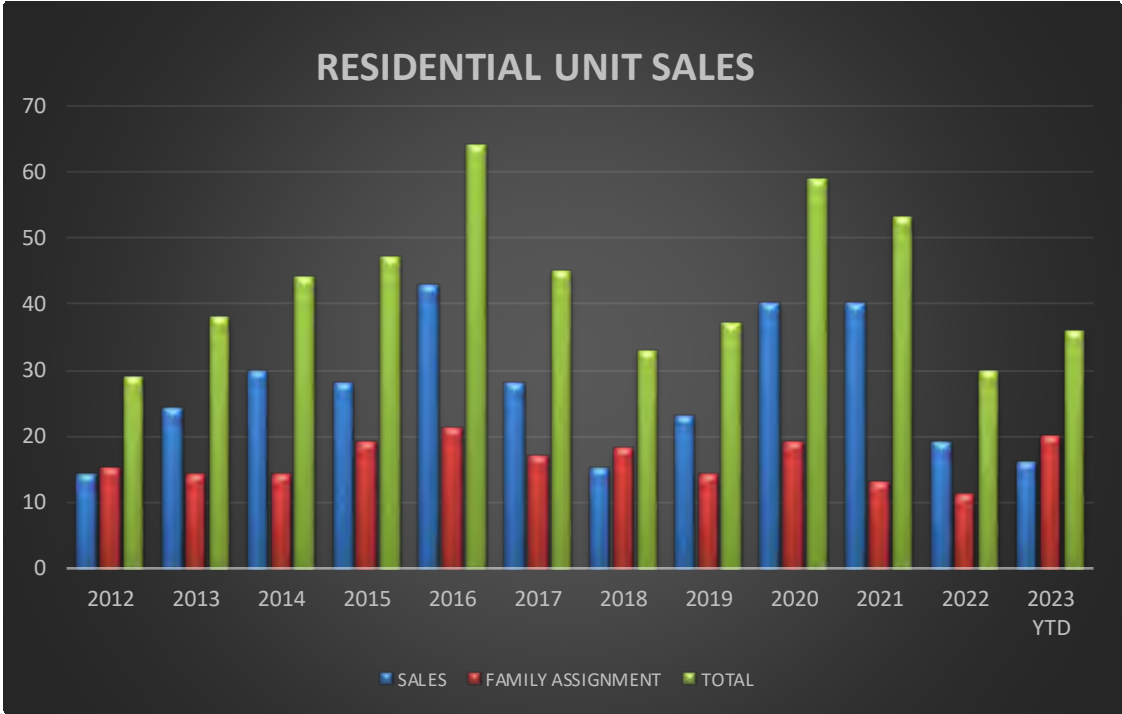
PROPERTY: **282 FIR ST, CULTUS LAKE BC V2R 4Y5**

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

DATE OF ASSIGNMENT: **SEPTEMBER 18, 2023**

PROPERTY: **538 PARK, CULTUS LAKE BC V2R 4Z6**

SALE PRICE: **\$1,315,000**



STRATEGIC PLAN:

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

Prepared by:

A handwritten signature in blue ink that reads "Schmuland".

Tricia Schmuland,
Leasing Clerk

Approved for submission to the Board:

A handwritten signature in blue ink that appears to be "J. Lamb".

Joe Lamb,
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 0550

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

SUBJECT: 2024 Cultus Lake Park Board Meeting Dates

PURPOSE:

To provide the Board with a proposal for the 2024 Cultus Lake Park Board Meeting dates.

RECOMMENDATION:

THAT the Cultus Lake Park Board endorses the following dates as the 2024 Board Meeting dates:

January 17	February 21
March 20	April 17
May 15	June 19
July 17	August 21
September 25	October 16
November 20	December 11

THAT the Cultus Lake Park Board approve the 2024 Cultus Lake Park Board Meeting dates.

DISCUSSION:

Staff are proposing to hold twelve (12) Board meetings throughout the 2024 calendar year, one (1) per month as listed in the calendar above. Board meetings for 2024 are held on the third Wednesday of the month except for the month of September and December which allows for the Board to attend the Union of BC Municipalities Convention along with planning with respect to budget reviews.

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

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

In early 2020, amendments to the Board procedure bylaw were made to allow Electronic Participation at Hybrid Meetings as follows:

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

3.14.2 The following rules apply to Electronic Participation referred to in subsection 3.14.1: (a) The opportunity for public engagement will be provided at every regular, special regular Board meeting, or other Board committee meetings during each Public Question Period; and (b) electronic participants will abide by the rules and procedures established in this bylaw.

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 Board:



Joe Lamb
Chief Administrative Officer

2024 Cultus Lake Park Board Meeting Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1 – New Year's Day

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20 – Victoria Day

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2 – Labour Day
September 16-20 – UBCM Convention
September 30 – National Day of Truth and Reconciliation

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 19 – Family Day

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 14 – Thanksgiving

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 29 – Good Friday

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 1 – Canada Day

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 11 – Remembrance Day

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1 – Easter Monday

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 5 – BC Day

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 25 – Christmas Day
December 26 – Boxing Day

Board Meeting Dates – Yellow

Statutory Holidays – Red

Convention - Blue



REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Board Committee Systems Policy

PURPOSE:

The purpose of the report is to provide the Board with information in relation to the newly drafted Cultus Lake Park Board Committee Systems Policy.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board adopt the Cultus Lake Park Board Committee Systems Policy as amended.*

DISCUSSION:

The Cultus Lake Park Board Committee Systems Policy was first adopted by the Board on January 13, 2010, and was later amended in January of 2014 and 2016, and February 2021. This policy stipulates the process by which the Board may establish Standing and Select Committees, inclusive of procedures for membership, creation of terms of reference, order of business, facilitation of meetings, etc.

Staff are presenting for the Board's consideration the amended Board Committee Systems Policy with an emphasis on orientation, order of business, conduct at meetings, public input, and inserting a clause/waiver with respect to the collection, use and disclosure of personal information in accordance with the *Freedom of Information and Protection of Privacy Act* and any applicable bylaws.

In addition, staff took the opportunity to revise and/or modernize wording, formatting, grammatical structure, typos, and a clerical clean up.

The following changes and/or amendments have been made to the policy:

Definitions

Adding Short-term into definitions as the Board can establish short-term committees.

“Short-term Select Committee” are established by Board resolution for a specific issue within a bounded period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. The Board may appoint citizens and at least one (1) member of a Short-term Select Committee must be a Board member.

1.2 Appointments

Removing Section 1.2.5, “Not used” and noting the numbering was duplicated.

1.2.6 Removing the strikethrough in sentence below:

Committee members shall serve without pay ~~at the pleasure of the Board~~, unless otherwise provided in the enabling statute or establishment bylaw.

1.3 Applications for Membership are Confidential

Inserting into this section following “park”, subject to contacting references for the purpose of making appointments with the applicant’s written consent

2.0 Board Liaison / Board Membership

Adding under Section 2.4, If the Board does not appoint the Chair and Vice Chair of a Select Committee, the Committee shall, at its first Regular meeting, elect a Chair and Vice Chair that serve for a term outlined in Section 1.4.

3.0 Staff Support

Under Section 3.3, to be consistent with language in Section 3.1, reference to staff, “Committee Clerk” being removed and replaced with Staff Liaison”.

4.0 Meeting Schedule

4.1 Adding below to sentence Standing and Select Committees will establish their own meeting schedules to read:

Standing and Select Committees will establish their own meeting schedules if the Board has not determined the schedule in advance.

5.0 Chair (previous version was Section 6.0)

Removal of this section as it is duplicated under Section 8.2.

6.0 Agendas

The Board Committee Systems Policy previously has not defined an “Order of Business”, staff are recommending establishing an order of business for Committee process.

6.1 The Order of Business for Standing, Select and Short- term Committees are as follows:

- Call to Order
- Approval of Agenda
- Delegations and Presentations
- Approval of Committee Minutes
- Correspondence
- Reports by Staff

- New Business
- Public Question Period
- Next Meeting
- Adjournment

7.0 Minutes

For clarification and to speak to current positions of staff.

In Sections 8.2, 8.3 and 16, removing and replacing Executive Assistant with Administrative Assistant.

8.0 Rules of Procedure

In Section 8.1, adding into the sentence “as set out in the Terms of Reference”.

14.0 Budget (previously, Section 15)

As committees meet outside of regular office hours staff have removed reference to “and only during office hours”.

Section 15.3 now reads as follows:

The Committee shall have reasonable use of the Park’s miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison, subject to approval of the Chief Administrative Officer.

18. Meetings Open to Public

For the purpose of bylaw process, staff have removed reference to Section 3.10 of the Cultus Lake Park Board Procedures Bylaw No. 1125, 2018, as amended.

Section 18, now reads as follows:

All meetings of Board Committees are open to the public and no person will be excluded except for improper conduct, or where the Committee is considering an item where the exclusion of the public would otherwise occur in a regular Board meeting.

19. Public Input (previously, Section 20)

Under Section 20.1, Removing “Board” and “after following the Committee Meeting”.

20.0 Application Form

Inserting into the application form a clause/waiver with respect to the collection, use and disclosure of personal information in accordance with the *Freedom of Information and Protection of Privacy Act* and any applicable bylaws.

Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the purpose of making appointments. Further to that purpose, the Cultus Lake Park Board, civic staff, or members of the applicable

Committee/Commission/Board may contact the individuals or entities (including current or former employees, representatives or members of the entities) listed on your application/resume regarding your application and qualifications. Your information is collected and used, and may be disclosed, in accordance with the Freedom of Information and Protection of Privacy Act and any applicable bylaws. I authorize the Cultus Lake Park Board to collect, use and disclose information, including my personal information, relating to my application to the Committee/Commission/Board from and to the individuals or entities (including current or former employees, representatives or members of the entities) listed on my application/resume. This consent to remain in effect until the appointment(s) to the Committee/Commission/Board have been made.

Signature: _____ Date: _____

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

Board Policy

BOARD COMMITTEE SYSTEM POLICY

APPROVALS

Approved and Adopted: January 13, 2010	Approved and Adopted: Cultus Lake Park Board
Amended: January 27, 2014	Approved by: Cultus Lake Park Board
Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)	Approved by: Cultus Lake Park Board
Amended: February 17, 2021 (Inserting 19.1 Public Input)	Approved by:
Amended: November 15, 2023	Approved by:

POLICY

Consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing Committees for matters the Board Chair considers would be better dealt with by Committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

DEFINITIONS

“Ex officio” means the Board Chair who may attend any Committee meeting and has a vote, is not obliged to attend meetings, and will not be counted for purposes of forming quorum.

“Standing Committee” is an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint citizen members. At least half the members will be members of the Board.

“Select Committees” are established by Board resolution and to which the Board may appoint citizens. At least one (1) member of a Select Committee must be a Board member.

“Short-term Select Committee” are established by Board resolution for a specific issue within a bounded period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. The Board may appoint citizens and at least one (1) member of a Short-term Select Committee must be a Board member.

“Staff Liaison” is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

PROCEDURE

1. Membership

1.1 Diversity

- 1.1.1 Membership of committees will be diverse, and broadly reflective of the community.
- 1.1.2 Membership will also reflect desired experience, knowledge, expertise and geographic location in the community.

1.2 Appointments

- 1.2.1 Annually, the opportunities for appointment of members of the public to committees will be widely advertised so that any citizen who is interested may apply.
- 1.2.2 Recommendations for committee members will be sought from Board members.
- 1.2.3 The Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board establishment of Select Committees and the appointment of the Chair, Vice Chair, and

members. The Board will appoint members to Select Committees, upon recommendation of the Board Chair, at a Regular Board meeting.

1.2.4 Appointment to Standing and Select Committees will be made by January 31 in the year following the appointment of the Cultus Lake Park Board Chair.

1.2.5 The Terms of Reference of individual committees will specify the number of members to be appointed to the Committee.

1.2.6 Committee members will serve without pay unless otherwise provided in the enabling statute or establishment bylaw.

1.3 Applications for Membership are Confidential

All applications for membership on Committees will be kept in confidence when submitted to the Park, subject to contacting references for the purpose of making appointments with the applicant's written consent.

1.4 Terms of Appointment for Standing, Select Committees

1.4.1 The term of appointment is until the earlier of:

(a) January 31 of the subsequent year of appointment; or

(b) when the appointee's successor is appointed.

1.4.2 Notwithstanding clause 1.4.1, all committee appointments expire on the day of a general local election.

1.4.3 When considering re-appointments for a consecutive term, Committee stability and membership continuity will be considered.

1.5 Terms of Appointment of Short-term Select Committees

The term of appointment of members to Short-term Select Committees is concurrent with the time frame provided to the Short-term Select Committee to complete its work; after which the members' terms expire unless extended by Board resolution.

1.6 Committee Vacancy Replacement Term

In the event of a vacancy, the person appointed to fill the vacancy will hold office for the remainder of the term of the vacated office.

1.7 Attendance of Members at Meetings

Unless otherwise provided in the enabling statute or establishment bylaw, any member who is absent from two (2) consecutive regular meetings without leave of absence from the Committee or without reason satisfactory to the Committee will cease to be a member of the Committee and the appointing authority will be advised by the Committee.

1.8 Removal of Member from Committee

The Board may remove or request the resignation at the request of the Committee or on its own initiative any of its Committee appointees for malfeasance in office, or any other good and sufficient cause.

1.9 Resignation of Member

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Staff Liaison.

2. Board Liaison/Board Membership

2.1 The Board Chair will designate the members of the Board to serve as Chair and Vice Chair of the Standing Committees.

2.1.1. Both the Chair and the Vice Chair of a Committee will be entitled to vote.

2.2 Any member of the Board not appointed to a Standing or Select Committee may attend the Committee meetings as an observer but is not entitled to enter into the discussion unless requested to by a majority vote of the Committee. Any Board member not appointed to the Committee but attends Committee meetings are not entitled to vote.

2.3 The Board may appoint individual Board members to Select Committees and designate the Chair and Vice Chair.

2.4 If the Board does not appoint the Chair and Vice Chair of a Select Committee, the Committee will, at its first Regular meeting, elect a Chair and Vice Chair that serve for a term outlined in Section 1.4.

2.5 Board representatives serve for a term outlined in Section 1.4.

2.6 The Board representative's role on Committees is:

2.6.1 To be a voting member of the committee to which they are assigned;
and

2.6.2 to serve as a communication liaison to the Board.

- 2.7** The Chair is an Ex officio member of every Standing and Select Committee and as such has the same rights as other Committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

3. Staff Support

- 3.1** A Staff Liaison may be appointed to each Standing or Select Committee by the Chief Administrative Officer. The Staff Liaison is not a member of the Committee and therefore is not entitled to vote. The role of the Staff Liaison includes:
- 3.1.1 Providing information and professional advice;
 - 3.1.2 supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
 - 3.1.3 writing report / recommendations to the Board as requested by the committees when reporting to the Board;
 - 3.1.4 assisting with the annual membership recruitment by providing timely responses to requests for information concerning reappointment.
- 3.2** Any other projects or tasks to be assigned to the Staff Liaison require the approval of the Chief Administrative Officer.
- 3.3** The Chief Administrative Officer may assign a Staff Liaison to assist Committees by carrying out the duties specified in the Terms of Reference for the Committee.
- 3.4** If a Staff Liaison has not been appointed by the Chief Administrative Officer, the Committee will appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under Section 7 of this policy.

4. Meeting Schedule

Standing and Select Committees will establish their own meeting schedules if the Board has not determined the schedule in advance.

5. Quorum

Unless otherwise provided in a Committee's enabling statute or establishment bylaw, a majority of the members of a Committee constitute a quorum provided that one (1) Board member is in attendance. For Standing Committees at least half of the quorum must be made up of members of the Board.

6. Agendas

- 6.1** The Order of Business for all Standing, Select and Short-term Committee meetings of the Board will be as follows:

- Call to Order
- Approval of Agenda
- Delegations and Presentations
- Approval of Committee Minutes

- Correspondence
- Reports by Staff
- New Business
- Public Question Period
- Next Meeting
- Adjournment

6.2 The Staff Liaison, or in the absence of the Staff Liaison the Committee Chair, is responsible for the preparation of Committee agendas which are typed and distributed to Committee members.

6.3 The preparation of Committee agendas can be delegated to a member appointed by the Committee.

7. Minutes

7.1 Committee minutes and setting out recommendations made of all meetings of Committees will be legibly recorded by the Staff Liaison or Committee member appointed by the Committee.

7.1.1 Other details relevant to the agenda may be entered into the Committee minutes, upon approval of the Committee or Committee Chair.

7.2 Following review by the Committee Chair, the minutes will be certified as correct by the Staff Liaison or Committee member appointed by the Committee and:

7.2.1 Be provided in draft form to the Administrative Assistant to the Chief Administrative Officer for circulation to the Board on the public agenda for information; and

7.2.2 following adoption of the minutes at the next meeting of the Committee, will be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

7.3 The Staff Liaison or Committee member appointed by the Committee will provide adopted Committee minutes to all members of the Committee and the original signed copy as well as an electronic version to the Administrative Assistant to the Chief Administrative Officer for proper retention and distribution.

8. Rules of Procedure

8.1 Each Committee will prescribe its own rules as set out in the Terms of Reference, providing they are not inconsistent with its enabling statute, establishment bylaw, Board policy, and the Board's Procedure Bylaw. The Committee may rely for reference upon the advice of the Staff Liaison.

8.2 Questions of procedure which cannot be resolved by the Committee upon the advice of the Staff Liaison will be referred to the Chief Administrative Officer.

9. Voting

All members of a Committee, including the Chair and Vice Chair, will have a vote on any question before it, and in all cases in the event of a tie vote, the motion will be defeated. Any member who abstains from voting, without having declared a pecuniary interest and leaving the meeting, will be deemed to have voted in the affirmative. Proxy votes are not permitted.

10. Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter* and Section 15 of the Board Procedures Bylaw.

11. Sub-Committees

Committees may establish working groups and will advise the Board of the establishment of working groups and their purpose.

12. Reporting

12.1 Establishment and Authority

Members will not misrepresent themselves as having any authority beyond that delegated by the Board.

12.1.2 Short-term Select Committees conduct their task within the time prescribed by the Board following which they report their findings and opinions to the Board for consideration.

12.2 Reporting on Issues

12.2.1 When responding on an issue referred to it by the Board, Standing, and Select Committees, with the assistance of the Staff Liaison will submit reports to the Board in accordance with the Board's policy and the Board's Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, Committee reports will be accompanied by a staff report.

12.2.2 Committees will not reconsider a decision of the Board except with a referral from the Board.

12.3 Timing of Reports and Minutes to Board

Reports and approved minutes from Committee meetings will be submitted for the agenda for the next Board meeting as soon as reasonably possible.

13. Authority

Except as may be provided in their enabling statute or establishment bylaw, Committees do not have the authority to communicate with other levels of government, to pledge the credit of the Park, or to authorize any expenditures to be charged against the Park.

14. Budget

- 14.1** Unless otherwise provided in their enabling statute or establishment bylaw, Committees may request budget funds from the Board in accordance with the Board's budget preparation schedule and procedure.
- 14.2** Any solicitation of funds from other organizations requires the prior approval of the Board.
- 14.3** The Committee will have reasonable use of the Park's miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison, subject to approval of the Chief Administrative Officer.

15. Personal Liability

No member of a Committee will be liable in their personal capacity for any debt or liability of the Committee. It is the responsibility of the Board to insure the members of Committees against all liabilities related to fulfilling their responsibilities as a member of the Committee.

16. Orientation

- 16.1** An orientation package for newly appointed members will be provided by the Administrative Assistant to the Chief Administrative Officer upon their appointment.
- 16.2** An orientation session will be provided by the Staff Liaison to each Committee at the first meeting after annual Committee appointments are made, where such orientation is deemed necessary by the Staff Liaison or Committee.

17. New Committees

In considering the formation of a new Select Committee or Standing Committee, the Board or Board Chair will request staff to prepare Terms of Reference or bylaw for consideration by the Board prior to establishing the Committee.

18. Meetings Open to Public

All meetings of Board Committees are open to the public and no person will be excluded except for improper conduct, or where the Committee is considering an item where the exclusion of the public would otherwise occur in a Regular Board meeting.

19. Public Input

- 19.1** The Committee will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first.
- 19.2** Questions relevant to the Agenda will be given first priority.
- 19.3** Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.

19.4 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.

19.5 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

20. Application Form

Individuals interested in applying for membership to Standing or Select Committees are to use the attached form (Attachment 1).



Cultus Lake Park
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Telephone: (604) 858-3334 Fax: (604) 858-8091
Website: www.cultuslake.bc.ca

VOLUNTEER APPLICATION

Park Committees, Commissions, Boards

Name of Applicant: _____

Mailing Address of Applicant: _____

Residential Address of Applicant: _____

Contact: Work: _____ Fax: _____
 Home: _____ E-mail: _____

1. Is your primary residence in Chilliwack or Cultus Lake? Yes ☐ No ☐

2. Are you a business operator in Chilliwack or Cultus Lake? Yes ☐ No ☐

3. Name of Committee/Commission/Board you are applying to:

4. Are you applying as a representative of a community association or other organization?

Yes ☐ No ☐

If YES, identify the association/organization: _____

5. Are you currently serving on a Committee/Commission/Board?

Yes ☐ No ☐

If YES, identify the Committee/Commission/Board:

6. Have you previously volunteered on any Cultus Lake Committee/Commission/ Board?

Yes ☐ No ☐

If YES, provide name of the Committee/Commission/Board and length of service:

7. Have you volunteered on any Committee/Commission/Board for another municipality or any community organization?

If YES, provide details:

8. What skills and goals will you bring to the Committee/Commission/Board?

9. Business/Work experience in the past five years?

10. How is your business/work experience related to the mandate of the Committee/Commission/Board?

11. Do you have an education background or professional qualifications related to the mandate of the Committee/Commission/Board?

12. Are you available to participate throughout the year? Yes ☐ No ☐

If NO, please explain:

13. Other relevant information, if any:

Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the purpose of making appointments. Further to that purpose, the Cultus Lake Park Board, civic staff, or members of the applicable Committee/Commission/Board may contact the individuals or entities (including current or former employees, representatives, or members of the entities) listed on your application/resume regarding your application and qualifications. Your information is collected and used, and may be disclosed, in accordance with the *Freedom of Information and Protection of Privacy Act* and any applicable bylaws.

I authorize the Cultus Lake Park Board to collect, use and disclose information, including my personal information, relating to my application to the Committee/Commission/Board from and to the individuals or entities (including current or former employees, representatives, or members of the entities) listed on my application/resume. This consent to remain in effect until the appointment(s) to the Committee/Commission/Board have been made.

Signature: _____ Date: _____

Contact Information:

Manager of Corporate Services / Corporate Officer
4165 Columbia Valley Highway
Telephone: (604) 858-3334
Fax: (604) 858-8091
Email: rachel.litchfield@cultuslake.bc.ca



CULTUS LAKE PARK

Board Policy

BOARD COMMITTEE SYSTEM POLICY

APPROVALS

Approved and Adopted: January 13, 2010	Approved and Adopted: Cultus Lake Park Board
Amended: January 27, 2014	Approved by: Cultus Lake Park Board
Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)	Approved by: Cultus Lake Park Board
Amended: February 17, 2021 (Inserting 19.1 Public Input)	Approved by:
Amended: <u>November 15, 2023</u>	Approved by:

POLICY

Consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing Committees for matters the Board Chair considers would be better dealt with by Committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

DEFINITIONS

“Ex officio” means the Board Chair who may attend any Committee meeting and has a vote, is not obliged to attend meetings, and ~~shall~~will not be counted for purposes of forming quorum.

“Standing Committee” is an advisory body to the Board established by the Board Chair to which the Board Chair ~~shall~~will appoint Board representatives and may appoint citizen members. At least half the members ~~shall~~will be members of the Board.

“Select Committees” are established by Board resolution and to which the Board may appoint citizens. At least one (1) member of a Select Committee must be a Board member. ~~The Board may also establish a short~~

~~“Short-term Select Committee to inquire into”~~ are established by Board resolution for a specific issue within a bounded time period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. A ~~The Board may appoint citizens and at least one (1) member does not have to be appointed to of a short~~ Short-term Select Committee must be a Board member.

“Staff Liaison” is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

PROCEDURE

1.0 Membership

1.1 Diversity

- 1.1.1 Membership of committees will be diverse, and broadly reflective of the community.
- 1.1.2 Membership will also reflect desired experience, knowledge, expertise and geographic location in the community.

1.2 Appointments

- 1.2.1 Annually, the opportunities for appointment of members of the public to committees will be widely advertised so that any citizen who is interested may apply.
- 1.2.2 Recommendations for committee members will be sought from Board members.
- 1.2.3 The Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board establishment of Select Committees and the appointment of the Chair, Vice Chair, and

_____ members. The Board will appoint members to Select Committees, upon recommendation of the Board Chair, at a Regular Board meeting.

- 1.2.4 Appointment to Standing and Select Committees will be made by January 31 in the year following the appointment of the Cultus Lake Park Board Chair.

~~1.2.5~~ ~~Not used.~~

- 1.2.5 The Terms of Reference of individual committees will specify the number of members to be appointed to the Committee.

- 1.2.6 Committee members ~~shall~~will serve without pay ~~at the pleasure of the Board,~~ unless otherwise provided in the enabling statute or establishment bylaw.

1.3 Applications for Membership are Confidential

All applications for membership on Committees ~~shall~~will be kept in confidence when submitted to the Park-, subject to contacting references for the purpose of making appointments with the applicant's written consent.

1.4 Terms of Appointment for Standing, Select Committees

- 1.4.1 The term of appointment is until the earlier of:

- (a) January 31 of the subsequent year of appointment; or
- (b) when the appointee's successor is appointed.

- 1.4.2 Notwithstanding clause 1.4.1, all committee appointments expire on the day of a general local election.

- 1.4.3 When considering re-appointments for a consecutive term, Committee stability and membership continuity will be considered.

1.5 Terms of Appointment of Short-term Select Committees

The term of appointment of members to ~~short~~Short-term Select Committees is concurrent with the time frame provided to the ~~short~~Short-term Select Committee to complete its work; after which the members' terms expire unless extended by Board resolution.

1.6 Committee Vacancy Replacement Term

In the event of a vacancy, the person appointed to fill the vacancy ~~shall~~will hold office for the remainder of the term of the vacated office.

1.7 Attendance of Members at Meetings

Unless otherwise provided in the enabling statute or establishment bylaw, any member who is absent from two (2) consecutive regular meetings without leave of absence from the Committee or without reason satisfactory to the Committee ~~shall forthwith~~will cease to be a member of the Committee and the appointing authority ~~shall~~will be advised by the Committee.

1.8 Removal of Member from Committee

The Board may remove or request the resignation at the request of the Committee or on its own initiative any of its Committee appointees for malfeasance in office, or any other good and sufficient cause.

1.9 Resignation of Member

Any member of a Committee wishing to resign from the ~~committee~~Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Staff Liaison.

2.0 Board Liaison/Board Membership

2.1 The Board Chair ~~shall~~will designate the members of the Board to serve as Chair and Vice Chair of the Standing Committees.

2.1.1. Both the Chair and the Vice Chair of a Committee ~~shall~~will be entitled to vote.

2.2 Any member of the Board not appointed to a Standing or Select Committee may attend the Committee meetings as an observer but is not entitled to enter into the discussion unless requested to by a majority vote of the Committee. Any Board member not appointed to the Committee but attends Committee meetings are not entitled to vote.

2.3 The Board may appoint individual Board members to Select Committees and designate the Chair and Vice Chair.

2.4 If the Board does not appoint the Chair and Vice Chair of a Select Committee, the Committee ~~shall~~will, at its first Regular meeting, elect a Chair and Vice Chair that serve for a term outlined in Section 1.4.

2.5 Board representatives serve for a term outlined in Section 1.4.

2.6 The Board representative's role on Committees is:

2.6.1 To be a voting member of the committee to which they are assigned;
and

2.6.2 to serve as a communication liaison to the Board.

- 2.7** The Chair is an Ex officio member of every Standing and Select Committee and as such has the same rights as other Committee members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

3.0 Staff Support

- 3.1** A Staff Liaison may be appointed to each Standing or Select Committee by the Chief Administrative Officer. The Staff Liaison is not a member of the Committee and therefore is not entitled to vote. The role of the Staff Liaison includes:
- 3.1.1 Providing information and professional advice;
 - 3.1.2 supporting the ~~chairperson~~ Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
 - 3.1.3 writing report / recommendations to the Board as requested by the committees when reporting to the Board;
 - 3.1.4 assisting with the annual membership recruitment by providing timely responses to requests for information concerning reappointment.
- 3.2** Any other projects or tasks to be assigned to the Staff Liaison require the approval of the Chief Administrative Officer.
- 3.3** The Chief Administrative Officer may assign a ~~Committee Clerk~~ Staff Liaison to assist Committees by carrying out the duties specified in the Terms of Reference for the Committee.
- 3.4** If a Staff Liaison has not been appointed by the Chief Administrative Officer, the Committee ~~shall~~will appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under Section ~~87~~ of this policy.

4.0 Meeting Schedule

- ~~4.1~~ Standing and Select Committees will establish their own meeting schedules if the Board has not determined the schedule in advance.

5.0 Quorum

- 5.1** Unless otherwise provided in a ~~committee's~~Committee's enabling statute or establishment bylaw, a majority of the members of a Committee constitute a quorum provided that one (1) Board member is in attendance. For Standing Committees at least half of the quorum must be made up of members of the Board.

6.0 ~~Chair~~ Agendas

- ~~Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice Chair if the Board Chair or Board has not already done so, each of whom hold office for a period of one year, to carry out the duties normally attributed to such office in conducting the business of the committee.~~

7.0 ~~Agendas~~

7.16.1 The Order of Business for all Standing, Select and Short-term Committee meetings of the Board will be as follows:

- Call to Order
- Approval of Agenda
- Delegations and Presentations
- Approval of Committee Minutes

- Correspondence
- Reports by Staff
- New Business
- Public Question Period
- Next Meeting
- Adjournment

6.2 The Staff Liaison, or in the absence of the ~~staff liaison~~ Staff Liaison the Committee Chair, is responsible for the preparation of Committee agendas which are typed and distributed to Committee members.

7.26.3 The preparation of Committee agendas can be delegated to a member appointed by the Committee.

8.07. Minutes

87.1 Committee minutes and setting out recommendations made of all meetings of Committees ~~shall~~will be legibly recorded by the Staff Liaison or Committee member appointed by the Committee.

87.1.1 Other details relevant to the agenda may be entered into the Committee minutes, upon approval of the Committee or Committee Chair.

87.2 Following review by the Committee Chair, the minutes ~~shall~~will be certified as correct by the Staff Liaison or Committee member appointed by the Committee and:

87.2.1 Be provided in draft form to the ~~Executive Assistant~~ Administrative Assistant to the Chief Administrative Officer for circulation to the Board on the public agenda for information; and

87.2.2 following adoption of the minutes at the next meeting of the Committee, ~~shall~~will be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

87.3 The Staff Liaison or Committee member appointed by the Committee ~~shall~~will provide adopted Committee minutes to all members of the Committee and the original signed copy as well as an electronic version to the ~~Executive Assistant~~ Administrative Assistant to the Chief Administrative Officer for proper retention and distribution.

9.08. Rules of Procedure

98.1 Each Committee ~~shall~~will prescribe its own rules as set out in the Terms of Reference, providing they are not inconsistent with its enabling statute, establishment bylaw, Board policy, and the Board's Procedure Bylaw. The Committee may rely for reference upon the advice of the Staff Liaison.

98.2 Questions of procedure which cannot be resolved by the Committee upon the advice of the Staff Liaison ~~shall~~will be referred to the Chief Administrative Officer.

10.09. Voting

All members of a Committee, including the Chair and Vice Chair, ~~shall~~will have a vote on any question before it, and in all cases in the event of a tie vote, the motion ~~shall~~will be defeated. Any member who abstains from voting, without having declared a pecuniary interest and leaving the meeting, ~~shall~~will be deemed to have voted in the affirmative. Proxy votes are not permitted.

11.010. Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter* and Section 15 of the ~~Board~~ Procedures Bylaw.

12.011. Sub-Committees

Committees may establish working groups and ~~shall~~will advise the Board of the establishment of working groups and their purpose.

13.012. Reporting

1312.1 Establishment and Authority

Members will not misrepresent themselves as having any authority beyond that delegated by the Board.

1312.1.2 Short-~~Term-term~~ Select Committees conduct their task within the time prescribed by the Board following which they report their findings and opinions to the Board for consideration.

1312.2 Reporting on Issues

1312.2.1 When responding on an issue referred to it by the Board, Standing, and Select Committees, with the assistance of the Staff Liaison will submit reports to the Board in accordance with the Board's policy and the ~~Boards~~Board's Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, ~~committee~~Committee reports will be accompanied by a staff report.

1312.2.2 Committees ~~shall~~will not reconsider a decision of the Board except with a referral from the Board.

1312.3 Timing of Reports and Minutes to Board

Reports and approved minutes from Committee meetings will be submitted for the agenda for the next Board meeting as soon as reasonably possible.

14.013. Authority

— Except as may be provided in their enabling statute or establishment bylaw, Committees do not have the authority to communicate with other levels of government, to pledge the credit of the Park, or to authorize any expenditures to be charged against the Park.

15.014. Budget

1514.1 Unless otherwise provided in their enabling statute or establishment bylaw, ~~committees~~**Committees** may request budget funds from the Board in accordance with the Board's budget preparation schedule and procedure.

1514.2 Any solicitation of funds from other organizations requires the prior approval of the Board.

1514.3 The Committee ~~shall~~**will** have reasonable use of the Park's miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison, subject to approval of the Chief Administrative Officer. ~~and only during office hours.~~

16.015. Personal Liability

No member of a Committee ~~shall~~**will** be liable in ~~his or her~~**their** personal capacity for any debt or liability of the Committee. It is the responsibility of the Board to insure the members of Committees against all liabilities related to fulfilling their responsibilities as a member of the Committee.

17.016. Orientation

1716.1 An orientation package for newly appointed members will be provided by the ~~Executive Assistant~~ Administrative Assistant to the Chief Administrative Officer upon their appointment.

1716.2 An orientation session will be provided by the Staff Liaison to each Committee at the first meeting after annual ~~committee~~**Committee** appointments are made, where such orientation is deemed necessary by the Staff Liaison or Committee.

18.017. New Committees

In considering the formation of a new Select Committee or Standing Committee, the Board or Board Chair will request staff to prepare ~~terms~~**Terms** of ~~reference~~**Reference** or bylaw for consideration by the Board prior to establishing the ~~committee~~**Committee**.

19.018. Meetings Open to Public

All meetings of Board Committees are open to the public and no person ~~shall~~**will** be excluded except for improper conduct, or where the Committee is considering an item where the exclusion of the public would otherwise occur in a ~~regular Board meeting, pursuant to Section 1.10 of the Cultus Lake Park Board and Committee Procedures Bylaw No. 001, 2004, as amended.~~**Regular Board meeting.**

20-19. Public Input

20

19.1 The ~~Board~~ Committee will hold a ~~fifteen~~15-minute ~~Committee~~ Public Question Period or until speakers have concluded, whichever comes first. ~~after following the Committee Meeting.~~

2019.2 Questions relevant to the Agenda will be given first priority.

2019.3 Each speaker must state ~~his or her~~their name and where they are from and will be allowed two (2) minutes to speak.

2019.4 Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee ~~Board~~ meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.

2019.5 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

21.20. Application Form

Individuals interested in applying for membership to Standing or Select ~~committees~~Committees are to use the attached form (Attachment 1).



Cultus Lake Park
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Telephone: (604) 858-3334 Fax: (604) 858-8091
Website: www.cultuslake.bc.ca

VOLUNTEER APPLICATION

Park Committees, Commissions, Boards

Name of Applicant: _____

Mailing Address of Applicant: _____

Residential Address of Applicant: _____

Contact: Work: _____ Fax: _____
 Home: _____ E-mail: _____

1. Is your primary residence in Chilliwack or Cultus Lake? Yes ☐ No ☐

2. Are you a business operator in Chilliwack or Cultus Lake? Yes ☐ No ☐

3. Name of Committee/Commission/Board you are applying to:

4. Are you applying as a representative of a community association or other organization?

Yes ☐ No ☐

If YES, identify the association/organization: _____

5. Are you currently serving on a Committee/Commission/Board?

Yes ☐ No ☐

If ~~yes~~YES, identify the Committee/Commission/Board:

6. Have you previously volunteered on any Cultus Lake Committee/Commission/ Board?

Yes ☐ No ☐

If YES, provide name of the Committee/Commission/Board and length of service:

7. Have you volunteered on any Committee/Commission/Board for another municipality or any community organization?

If YES, provide details:

8. What skills and goals will you bring to the Committee/Commission/Board?

9. Business/Work experience in the past five years?

10. How is your business/work experience related to the mandate of the Committee/Commission/Board?

11. Do you have an education background or professional qualifications related to the mandate of the Committee/Commission/Board?

12. Are you available to participate throughout the year? Yes ☐ No ☐

If NO, please explain: _____

13. Other relevant information, if any:

Date of Application: _____

~~Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the sole purpose of making appointments. Your information is collected under the authority of the Freedom of Information and Protection of Privacy Act and any applicable bylaws.~~

Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the purpose of making appointments. Further to that purpose, the Cultus Lake Park Board, civic staff, or members of the applicable Committee/Commission/Board may contact the individuals or entities (including current or former employees, representatives, or members of the entities) listed on your application/resume regarding your application and qualifications. Your information is collected and used, and may be disclosed, in accordance with the *Freedom of Information and Protection of Privacy Act* and any applicable bylaws.

I authorize the Cultus Lake Park Board to collect, use and disclose information, including my personal information, relating to my application to the Committee/Commission/Board from and to the individuals or entities (including current or former employees, representatives, or members of the entities) listed on my application/resume. This consent to remain in effect until the appointment(s) to the Committee/Commission/Board have been made.

Signature: _____ Date: _____

Contact Information:

Manager of Corporate Services / Corporate Officer
4165 Columbia Valley Highway
Telephone: (604) 858-3334
Fax: (604) 858-8091
Email: rachel.litchfield@cultuslake.bc.ca



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 3900

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

SUBJECT: Short-term Rental Policy

PURPOSE:

The purpose of the report is to provide the Board with information with respect to consideration of amendments to the Short-term Rental Bylaw and Policy.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the Short-term Rental Policy as amended; and*

***THAT** the Cultus Lake Park Board request staff to amend the Short-term Rental Bylaw No. 1202, 2021, reflective of the approved amendments in the Short-term Rental Policy, for Board review at the next Regular Board Meeting.*

DISCUSSION:

At the October 18, 2023, Regular Board Meeting, the Board reviewed staff's report providing options with respect to changes to the Short-term Rental Bylaw No. 1202, 2021.

Following review and discussion, the Board approved the following recommendations:

THAT the Cultus Lake Park Board support staff to amend the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect a maximum advertised occupancy of eight (8) guests per operation.

THAT the Cultus Lake Park Board support amending the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect changes to Section 4, of the Policy – "Revoking, Cancellation or Refusal of Permit" to regulate the Short-term Rental Operations.

THAT the Cultus Lake Park Board supports parking allotment management for each Short-term Rental Operation.

THAT the Cultus Lake Park Board support amending the Cultus Lake Park Short-term Rental Bylaw No. 1202, 2021, and Short-term Rental Administrative Policy to reflect changes to Section 4, of the Policy – "Revoking, Cancellation or Refusal of Permit" in order to regulate the Short-term Rental Operations.

THAT the Cultus Lake Park Board request that staff review options to restrict parking allotment for each Short-term Rental Operation.

THAT the Cultus Lake Park Board request that staff provide draft changes of the Cultus Lake Park Short-term Rental Bylaw and Short-term Rental Administrative Policy along with options to manage parking allocations.

At that meeting staff noted that there was a total of 56 applications that have been submitted and approved by staff; two (2) of which are in the pending approval process and seven (7) operate weekly rentals. Currently, to date there are a total of 60 short-term rentals (STR) in the park.

Following the requests of the Board staff have reviewed the following information with respect to STR operations. You will note that staff are providing an overview of operations (Attachment # 1) per residential street, advertised occupancy based on approval, advertised sleeping units, approved parking as per the 2023 application, advertised onsite parking, advertised additional parking beyond onsite availability, and onsite parking allowance based on a recent assessment by staff.

Following the review of the attached information staff have made recommended changes to the STR Policy and minor clerical improvements to assist with the flow of administrative processes and overall management of the STR operation(s). Should the Board support the policy changes, staff propose to amend the existing STR Bylaw and the Bylaw Notice Enforcement Bylaw, if necessary, and present those changes to the Board for consideration at the December Regular Board Meeting.

Focus and attention has been given to the following aspects to the policy recommendations:

- Application process
- Capping of operations
- Guest occupancy approval
- On site parking requirements
- Waitlist implementation
- Removal of weekly rentals
- Strengthening of language revoking cancellation or refusal of permit.

Staff have prepared a draft version of the Short-term Rental Administrative Policy and a supporting red line version. The following is an overview of the recommended changes to the STR Policy:

Definitions

Definitions were added, removed and/or amended as follows to support the bylaw for the purpose of process, procedure, and enforcement:

- Removal of reference to "Area" means a self-contained space, used for a Short-term Rental, within a residence.
- "Designate" means a Person appointed by the CAO.
- "Designated Primary Contact" means the person who will be contacted first regarding any issues or bylaw contraventions, examples are, but not limited to; noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued.
- Relaced with "Dwelling Unit" means a self-contained room or set of rooms with a private entrance, used for a Short-term Rental, within a residence.
- "Leaseholder(s)" means a person(s) having a current and valid lease, with the Cultus Lake Park Board, for the leased lot the Short-term Rental permit would be applied to.

- “On Site Parking” means the number of vehicles that can be parked in a lease lots designated parking area.
- “Sleeping Unit” means a bedroom and, if approved by the Board at the time of submitting an application form for a Short-term Rental, may include a sofa bed, bunk bed or murphy bed; with a limit of two (2) guests per sleeping unit.
- “Substantiated” means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation, whether or not a Bylaw Offence Notice or a warning was written.

1. General Rules

Staff are recommending placing a “cap” on the maximum of Short-term Rental operations within the park’s boundaries. Staff note that this will coincide with reference in the policy to the “waitlist” process recommendation. Staff are of the opinion that implementing a cap on the number of STR operations will support the management and regulations and provide the community with a “sense of community”.

Section 1, 1.1 Cultus Lake Park will not authorize more than 65 active Short-term Rental permits at any given time.

Adding new process to Section 1;

- 1.5 Short-term Rental permits are non-transferable except in the case of a lease transfer, with the following regulations:
- (a) Short-term Rental permits continue with the address, not the Permittee;
 - (b) the new Leaseholder(s) must submit a completed application form to the Cultus Lake Park office and pay the nonrefundable application fee, and follow the required rules in section two (2) and three (3) of this policy; and
 - (c) the Short-term Rental permit will continue to be valid until December 31 of that year and the new Leaseholder(s) will receive an invoice and have the option to renew by following the renewal procedure.

Adding to Section 1,

- 1.8 The Board may impose reasonable limitations and rules with respect to each Short-term Rental permit.
- 1.9 This Policy is subject to applicable laws and regulations of the Province of British Columbia, and it is the Permittee’s responsibility to ensure compliance with such applicable laws and regulations.

2. Leaseholder Requirements

The leaseholder requirement Section (2) is a new section being added with new requirements and has been split from Section 1, General Rules for easier reference as follows:

- 2.1 For a Leaseholder(s) to be approved for a Short-term Rental permit they must ensure that all outstanding fines, fees, and encumbrances are removed, via payment or compliance.

- 2.2 For a Leaseholder(s) to be approved for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for such use.
- 2.3 Every Applicant must have a Designated Primary Contact who is available on a 24/7 basis, to respond within two (2) hours to any issues or bylaw contraventions regarding the Short-term Rental, and who have consented to the Applicant to allow their contact information to be made available to the Cultus Lake Park staff.

2.3.1 In the case that the Designated Primary Contact is the Leaseholder(s) they must appoint a secondary contact that is available should the Leaseholder(s) be unreachable.

3. Application Procedure

Staff are presenting recommended additions to support the application process, changes have been made with respect to access to current application form, reference to leaseholder signature requirements, total guest occupancy approval and designated “on site parking” approval/maximum.

- 3.1 Only the current application form will be accepted and is available at the Cultus Lake Park office or can be found on the Cultus Lake Park website.
- 3.2 Applicants must submit a completed application form, along with all supporting documentation required, as noted on the application, to the Cultus Lake Park office and pay the nonrefundable application fee.
- 3.3 If more than one (1) Leaseholder is registered on title, all Leaseholders must sign the application form.
- 3.4 Total guest occupancy approval will be based on the number of Sleeping Units in the Dwelling Unit available in the leased lots primary dwelling.
- 3.5 Designated parking space approval will be based on actual On-Site Parking to a maximum of four (4).

Section 3.7 has been modified as follows:

- 3.7 If approved, the Applicant must have a meeting, with the CAO or designate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park.

Section 3.10 removing and replacing 30 days of approval with 15 days of approval.
Removing and replacing advertisement with “link” and revocation with “cancellation”.

- 3.10 Within 15 days of approval, Permittees must provide the Park office with a link to any online listings they have posted for advertising their Short-term Rental. Failure to do so may result in the cancellation of the Short-term Rental Permit.

Section 3.11 was moved from Section 4.4 of the original policy and amended for clarification.

- 3.11 Once the application process is complete and the Applicant has their permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in the current Cultus Lake Park Short-term Rental Bylaw the current Cultus Lake Park Short-term Rental Administrative Policy and all Cultus Lake Park Bylaws and all amendments.

4. Renewal Procedure

In this section, staff are proposing which coincides with Section 1. General Rules, 1.1, Cultus Lake Park will not authorize more than 65 active Short-term Rental permits at any given time.

Removing section 4.1(a), a Short-Term Rental permit held by the Applicant has been revoked in the preceding two (2) permit periods; and restructuring (a) through (c).

Added new to Section 4, 4.3, If the renewal form and payment are not received by the Cultus Lake Park office prior to **March 15** of each year, the annual Short-term Rental Permit is forfeited. Applicants will have the option to go onto the waitlist if the waitlist parameters are met.

5. Cancellation or Refusal Of Permit

This section has been removed and replaced from the original policy in order to strengthen the language for enforcement purposes and to provide the Board/staff and the public with clarification regarding process for cancelation, reconsideration, process and procedure.

- 5.1 Cancellation or refusal of a Short-term Rental permit will be at the sole discretion of the CAO in consultation with staff. Potential criteria may include, but is not limited to:
 - (a) Park records show there were more than three (3) Substantiated reports of any Cultus Lake Park Bylaw violation occurring while the residence was permitted as a Short-term rental;
 - (b) park records show there were contraventions, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaws, which resulted in a Bylaw Offence Notice or a warning;
 - (c) Permittee directly or indirectly use a disproportionate amount of Park resources (including park staff time) relative to other Short-term rental Permittees;
 - (d) the Short-term Rental location causing negative impact on the community through noise, garbage, parking, or other bylaw contraventions; or
 - (e) not providing the Park office with a link to any online advertisements within 15 days of approval.
- 5.2 Where the application for a Short-term Rental permit is refused, or a Short-term Rental permit is cancelled, notice will be provided to the Applicant or Permittee who is subject to the decision.
- 5.3 A notice under Section 5.2 of this Policy will be issued to the Applicant or Permittee and delivered by registered mail to the address given by the Applicant or Permittee on the application for the permit within 14 days.
- 5.4 The Applicant or Permittee is entitled to have the Board reconsider the matter. An Applicant or Permittee who wishes to have the Board reconsider the refusal or cancellation of a Short-term Rental permit will give written notice of their request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be made within 28 days of the date on the letter noted in Section 5.3 of this Policy. Where the request for reconsideration has not been received within the time specified, the Applicant will have lost the right for reconsideration.

- 5.5 Upon receipt of a written notice under Section 5.4 of this Policy, the CAO will respond within 28 days.
- 5.6 If a Short-term Rental is cancelled, the Permittee will not be entitled to a renewal of such permit.

6. Permit Waitlist

New to this policy is the maintenance of the permit waitlist to ensure that permits will be issued when available within the 65 maximum cap.

- 6.1 Cultus Lake Park will manage and maintain a timestamped waitlist for potential Short-term Rental Applicants.
- 6.2 Applicants must follow the Short-term Rental permit application procedure set out in Section 3.1, 3.2, and 3.3 of this Policy. If the Short-term Rental application has been approved by the CAO or designate, and there are no Short-term Rental permits available under this Policy, the Applicant will be placed on the waitlist, in order of approval. Applicants will maintain their place on the waitlist until a Short-term Rental permit becomes available.
- 6.3 If a Short-term Rental permit becomes available, the approved Applicant, at the top of the waitlist, will be notified. The Applicant will be contacted through the information provided on the Short-term Rental application, and it is the responsibility of the Applicant to promptly update the Cultus Lake Park office of any changes to their contact information.
 - 6.3.1 The Applicant will have five (5) business days to respond to the notification and confirm their acceptance of the permit. Failure to respond within this stipulated timeframe will result in the Applicant moving to the end of the waitlist and the available permit will be offered to the Applicant in the next position on the waitlist.
 - 6.3.2 If the Applicant does not accept the permit, by written notice to the Cultus Lake Park office, they will forfeit their place on the waitlist.
- 6.4 Once the permit has been accepted, the Applicant will be required to pay the Short-term Rental permit fee. The Short-term Rental permit fee will be prorated, and proration will be determined by the remaining months of the year, calculated proportionately based on the Short-term Rental Annual fee.

In addition to the above recommendations, staff are recommending that the weekly rental permit option be removed to maintain an accurate account of all permits to stay within the 65 permit cap or maximum. Renewals and payment must be renewed and paid by March 15th annually. As the weekly permit parameters do not align with this procedure staff feel that it would be easier to manage without the weekly option. All current weekly permit holders will have the option to renew for the 2024 season and must complete a renewal form and pay the annual permit fee by March 15th.

Pending the Board's approval of the policy, staff will make applicable changes to the bylaw and bring this forward to the next Regular Board meeting.

STRATEGIC PLAN:

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

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer

	Street Name	Advertised Occupancy	Advertised Sleeping Units	2023 Approved Parking	Current Advertised On Site Parking	Current Advertised Parking - Additional	Onsite Parking Allowance
1	Alder Street	6					2
2	Alder Street	6	3	2	Undisclosed	Undisclosed	2
3	Alder Street	8	3	2	2	0	2
4	Alder Street	6	3	3	Undisclosed	Undisclosed	3
5	Balsam Street	6		2			2
6	Balsam Street	8	5	3	3	0	2
7	Birch Street	8		2			2
8	Cedar Street	10	3	2	2	2	2
9	Cedar Street	8	3	2	2	2	2
10	Cedar Street						
11	Cedar Street						
12	Fir Street	6	2	2	2	More undetermined	2
13	Fir Street	8	4	3	Undisclosed	Undisclosed	2
14	First Avenue	6	3	2	2	0	2
15	First Avenue	7	2	2	2	More undetermined	2
16	First Avenue	8	3	2	Undisclosed	Undisclosed	2
17	First Avenue	8		2			2
18	First Avenue	12	5	4	4	0	4
19	First Avenue	6					3
20	First Avenue	8	4	4	Undisclosed	Undisclosed	1
21	First Avenue	10	4	5	5	0	4
22	First Avenue	8	3	2	Undisclosed	Undisclosed	2
23	First Avenue						
24	First Avenue						
25	First Avenue						
26	Hemlock Street	10	4	2	2	More undetermined	2
27	Hemlock Street	5		2			2
28	Hemlock Street	6	2	2	2	0	2
29	Hemlock Street	7		2			2
30	Hemlock Street	6	3	3	3	0	3
31	Hemlock Street	12	4	3	3	0	2
32	Hemlock Street	10	3	4	4	0	4
33	Hemlock Street	6-8	5	4	4	0	4
34	Lakeshore Drive	2	1	2		1	2
35	Lakeshore Drive	8	3	2	3	0	2
36	Lakeshore Drive						
37	Lakeshore Drive	10	4	3	2	1	3
38	Lakeshore Drive						
39	Maple Street	7	4	4	Undisclosed	Undisclosed	3

40	Mountain View Road	6	Unknown	2	Unknown	Unknown	2
41	Mountain View Road	5	2	2	2	0	2
42	Mountain View Road	10		4			4
43	Mountain View Road	14	3	4	4	0	4
44	Munroe Avenue			2			2
45	Park Drive	10	3	4	4	0	4
46	Park Drive	8	2	4	Undisclosed	Undisclosed	4
47	Park Drive	10	4	4	4	0	4
48	Pine Street	6	2	2	2	0	2
49	Pine Street	8	4	2 on property (3 provided)	4	0	3
50	Pine Street	4	2	4	4	0	2
51	Pine Street	6	3	4	3	0	3
52	Pine Street	9		4			2
53	Second Avenue	6	3	1	1	1	1
54	Second Avenue	7	2	2	2	0	2
55	Spruce Street	10	3	2	2	More undetermined	2
56	Spruce Street	8	3	2	2	0	2
57	Spruce Street	10	4	3	2	1	3
58	Spruce Street	6-8	2	3	3	More undetermined	3
59	Willow Street			2			2
60	Willow Street	6	2	3	Undisclosed	Undisclosed	3



CULTUS LAKE PARK

Short-term Rental Administrative Policy

Section:		
Sub-Section:		
Title:	Short-term Rental Administrative Policy	

APPROVALS

Approval Date: November 24, 2021	Approved by: Cultus Lake Park Board
Amended: November 15, 2023	Approved by:
Amended:	Approved by:
Amended:	Approved by

PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff and applicants regarding the Short-term Rental Bylaw permitting process.

DEFINITIONS

“Applicant” means the leaseholder(s) that is applying for a Short-term Rental permit.

“Bylaw Offence Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

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

“Designate” means a Person appointed by the CAO.

“Designated Primary Contact” means the person who will be contacted first regarding any issues or bylaw contraventions, examples are, but not limited to; noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued.

“Dwelling Unit” means a self-contained room or set of rooms with a private entrance, used for a Short-term Rental, within a residence.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards, or pandemics.

“Leaseholder(s)” means a person(s) having a current and valid lease, with the Cultus Lake Park Board, for the leased lot the Short-term Rental permit would be applied to.

“On Site Parking” means the number of vehicles that can be parked in a lease lots designated parking area.

“Permittee” means a Leaseholder(s) who holds a valid permit from Cultus Lake Park to operate a Short-term Rental.

“Short-term Rental” means the rental of all or a portion of the residence, used to provide accommodation, for a period of less than 30 days.

“Sleeping Unit” means a bedroom and, if approved by the CAO or designate, may include a sofa bed, bunk bed or murphy bed; with a limit of two (2) guests per sleeping unit.

“Substantiated” means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation, whether or not a Bylaw Offence Notice or a warning was written.

1. GENERAL RULES

- 1.1 Cultus Lake Park will not authorize more than 65 active Short-term Rental permits at any given time.
- 1.2 Short-term Rental permit fees are nonrefundable.
- 1.3 Short-term Rental permits will be valid for one (1) year, to commence on January 1 and to terminate on December 31 of each year.
- 1.4 All Short-term Rental permits are valid for one (1) rental Dwelling Unit per leased lot.
- 1.5 Short-term Rental permits are non-transferable except in the case of a lease transfer, with the following regulations:
 - (a) Short-term Rental permits continue with the address, not the Permittee;
 - (b) the new Leaseholder(s) must submit a completed application form to the Cultus Lake Park office and pay the nonrefundable application fee, and follow the required rules in section 2 and 3 of this Policy; and
 - (c) the Short-term Rental permit will continue to be valid until December 31 of that year and the new Leaseholder(s) will receive an invoice and have the option to renew by following the renewal procedure.
- 1.6 All Short-term Rental related contraventions that Cultus Lake Park Bylaw staff or security respond to, or Substantiated complaints that are received will be dealt with as required, and the registered Leaseholder(s) will be notified of the infraction.
- 1.7 All Short-term Rental permits can be suspended in the case of an Emergency. This is at the sole discretion of the Board.
- 1.8 The Board may impose reasonable limitations and rules with respect to each Short-term Rental permit.
- 1.9 This Policy is subject to applicable laws and regulations of the Province of British Columbia, and it is the Permittee's responsibility to ensure compliance with such applicable laws and regulations.

2. LEASEHOLDER REQUIREMENTS

- 2.1 For a Leaseholder(s) to be approved for a Short-term Rental permit they must ensure that all outstanding fines, fees, and encumbrances are removed, via payment or compliance.
- 2.2 For a Leaseholder(s) to be approved for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for such use.
- 2.3 Every Applicant must have a Designated Primary Contact who is available on a 24/7 basis, to respond within two (2) hours to any issues or bylaw contraventions regarding

the Short-term Rental, and who have consented to the Applicant to allow their contact information to be made available to the Cultus Lake Park staff.

2.3.1 In the case that the Designated Primary Contact is the Leaseholder(s) they must appoint a secondary contact that is available should the Leaseholder(s) be unreachable.

3. APPLICATION PROCEDURE

- 3.1 Only the current application form for a Short-term Rental permit will be accepted. This application form is available at the Cultus Lake Park office or on the Cultus Lake Park website.
- 3.2 Applicants must submit a completed application form, along with all supporting documentation as required and noted on the application, to the Cultus Lake Park office and pay the nonrefundable application fee.
- 3.3 If more than one (1) Leaseholder is registered on title, all Leaseholders must sign the application form.
- 3.4 Total guest occupancy approval will be based on the number of Sleeping Units in the Dwelling Unit available in the leased lots primary dwelling.
- 3.5 Designated parking space approval will be based on actual On-Site Parking to a maximum of four (4).
- 3.6 All Short-term Rental permit applications will be reviewed, and approved or denied by the CAO or designate.
- 3.7 If the application is approved, the Applicant must have a meeting, with the CAO or designate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park.
- 3.8 Following the meeting and approval, the Applicant will be required to pay the Short-term Rental permit fee.
- 3.9 Once the meeting with the CAO or designate has occurred and the Short-term Rental permit fee has been received, the Applicant will receive a Short-term Rental permit and permit number.
- 3.10 Within 15 days of approval, Permittees must provide the Park office with a link to any online listings they have posted for advertising their Short-term Rental. Failure to do so may result in the cancellation of the Short-term Rental Permit.
- 3.11 Once the application process is complete and the Applicant has their permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in the current Cultus Lake Park Short-term Rental Bylaw, the current Cultus Lake Park Short-term Rental Administrative Policy and all Cultus Lake Park Bylaws and all amendments.

4. RENEWAL PROCEDURE

- 4.1 Prior to the distribution of the renewal form and invoice to Short-term Rental Permittees for renewal, Park staff will review Park records to determine if there are any concerns

with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may consider not renewing the permit if:

- (a) There are Park records that show there were more than three (3) Substantiated reports of any Cultus Lake Park Bylaw violation occurring while the residence was permitted as a Short-term rental;
 - (b) there are Park records that show there were any contraventions, which resulted in a Bylaw Offence Notice or a warning, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaw; or
 - (c) Applicant has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments.
- 4.2 Short-term Rental permit renewal form and invoice will be distributed from the Cultus Lake Park office. Completed forms and payments are due no later than **March 15** of each year.
- 4.3 If the renewal form and payment are not received by the Cultus Lake Park office prior to **March 15** of each year, the annual Short-term Rental Permit is forfeited. Applicants will have the option to go onto the waitlist if the waitlist parameters are met.
- 4.4 Once the renewal process is complete and the Applicant has their new permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in the current Cultus Lake Park Short-term Rental Bylaw, the current Cultus Lake Park Short-term Rental Administrative Policy, and all Cultus Lake Park Bylaws and amendments.

5. CANCELLATION OR REFUSAL OF PERMIT

- 5.1 Cancellation or refusal of a Short-term Rental permit will be at the sole discretion of the CAO in consultation with staff. Potential criteria may include, but is not limited to:
- (a) Park records show there were more than three (3) Substantiated reports of any Cultus Lake Park Bylaw violation occurring while the residence was permitted as a Short-term Rental;
 - (b) park records show there were contraventions, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaws, which resulted in a Bylaw Offence Notice or a warning;
 - (c) Permittee directly or indirectly use a disproportionate amount of Park resources (including park staff time) relative to other Short-term Rental Permittees;
 - (d) the Short-term Rental location causing negative impact on the community through noise, garbage, parking, or other bylaw contraventions; or
 - (e) not providing the Park office with a link to any online advertisements within 15 days of approval.
- 5.2 Where the application for a Short-term Rental permit is refused, or a Short-term Rental permit is cancelled, notice will be provided to the Applicant or Permittee who is subject to the decision.

- 5.3 A notice under Section 5.2 of this Policy will be issued to the Applicant or Permittee and delivered by registered mail to the address given by the Applicant or Permittee on the application for the permit within 14 days.
- 5.4 The Applicant or Permittee is entitled to have the Board reconsider the matter. An Applicant or Permittee who wishes to have the Board reconsider the refusal or cancellation of a Short-term Rental permit will give written notice of their request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be made within 28 days of the date on the letter noted in Section 5.3 of this Policy. Where the request for reconsideration has not been received within the time specified, the Applicant will have lost the right for reconsideration.
- 5.5 Upon receipt of a written notice under Section 5.4 of this Policy, the CAO will respond within 28 days.
- 5.6 If a Short-term Rental is cancelled, the Permittee will not be entitled to a renewal of such permit.

6. PERMIT WAITLIST

- 6.1 Cultus Lake Park will manage and maintain a timestamped waitlist for potential Short-term Rental Applicants.
- 6.2 Applicants must follow the Short-term Rental permit application procedure set out in Section 3.1, 3.2, and 3.3 of this Policy. If the Short-term Rental application has been approved by the CAO or designate, and there are no Short-term Rental permits available under this Policy, the Applicant will be placed on the waitlist, in order of approval. Applicants will maintain their place on the waitlist until a Short-term Rental permit becomes available.
- 6.3 If a Short-term Rental permit becomes available, the approved Applicant, at the top of the waitlist, will be notified. The Applicant will be contacted through the information provided on the Short-term Rental application, and it is the responsibility of the Applicant to promptly update the Cultus Lake Park office of any changes to their contact information.
 - 6.3.1 The Applicant will have five (5) business days to respond to the notification and confirm their acceptance of the permit. Failure to respond within this stipulated timeframe will result in the Applicant moving to the end of the waitlist and the available permit will be offered to the Applicant in the next position on the waitlist.
 - 6.3.2 If the Applicant does not accept the permit, by written notice to the Cultus Lake Park office, they will forfeit their place on the waitlist.
- 6.4 Once the permit has been accepted, the Applicant will be required to pay the Short-term Rental permit fee. The Short-term Rental permit fee will be prorated, and proration will be determined by the remaining months of the year, calculated proportionately based on the Short-term Rental Annual fee.



CULTUS LAKE PARK

Short-term Rental Administrative Policy

Section:		
Sub-Section:		
Title:	Short-term Rental Administrative Policy	

APPROVALS

Approval Date: November 24, 2021	Approved by: Cultus Lake Park Board
Amended: <u>November 15, 2023</u>	Approved by:
Amended:	Approved by:
Amended:	Approved by:

PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff and applicants regarding the Short-term Rental Bylaw permitting process.

DEFINITIONS

“Applicant” means the leaseholder(s) that is applying for a Short-term Rental permit.

~~“Area” means a self-contained space, used for a Short-term Rental, within a residence.~~

“Bylaw Offence Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

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

“Designate” means a Person appointed by the CAO.

“Designated Primary Contact” means the person who will be contacted first regarding any issues or bylaw contraventions, examples are, but not limited to; noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued.

“Dwelling Unit” means a self-contained room or set of rooms with a private entrance, used for a Short-term Rental, within a residence.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards, or pandemics.

“Leaseholder”(s) means ~~(a) a Person person(s) having a current and valid lease, with the Cultus Lake Park Board; or (b) a Person (i) renting a residence in, for the Park from a Person having a current and valid lease with leased lot the Board, and (ii) Short-term Rental permit would be applied to.~~

“On Site Parking” means the address number of vehicles that residence is the Person’s permanent address can be parked in a lease lots designated parking area.

“Permittee” means a ~~leaseholder~~ Leaseholder(s) who holds a valid permit from Cultus Lake Park to operate a Short-term ~~rental~~ Rental.

“Short-term Rental” means the rental of all or a portion of the residence, used to provide accommodation, for a period of less than ~~thirty (30)~~ days.

“Sleeping Unit” means a bedroom and, if approved by the CAO or designate, may include a sofa bed, bunk bed or murphy bed; with a limit of two (2) guests per sleeping unit.

“Substantiated” means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation, whether or not a Bylaw Offence Notice or a warning was written.

1. GENERAL RULES

- 1.1 Cultus Lake Park will not authorize more than 65 active Short-term Rental permits at any given time.
- 1.2 Short-term Rental permit fees are nonrefundable.
- 1.3 Short-term Rental permits will be valid for one (1) year, to commence on January 1 and to terminate on December 31 of each year.
- 1.4 All Short-term Rental permits are valid for one (1) rental Dwelling Unit per leased lot.
- 1.4.1 Prior to any leaseholder applying 5 Short-term Rental permits are non-transferable except in the case of a lease transfer, with the following regulations:
 - (a) Short-term Rental permits continue with the address, not the Permittee;
 - (b) the new Leaseholder(s) must submit a completed application form to the Cultus Lake Park office and pay the nonrefundable application fee, and follow the required rules in section 2 and 3 of this Policy; and
 - (c) the Short-term Rental permit will continue to be valid until December 31 of that year and the new Leaseholder(s) will receive an invoice and have the option to renew by following the renewal procedure.
- 1.6 All Short-term Rental related contraventions that Cultus Lake Park Bylaw staff or security respond to, or Substantiated complaints that are received will be dealt with as required, and the registered Leaseholder(s) will be notified of the infraction.
- 1.7 All Short-term Rental permits can be suspended in the case of an Emergency. This is at the sole discretion of the Board.
- 1.8 The Board may impose reasonable limitations and rules with respect to each Short-term Rental permit.
- 1.9 This Policy is subject to applicable laws and regulations of the Province of British Columbia, and it is the Permittee's responsibility to ensure compliance with such applicable laws and regulations.

2. LEASEHOLDER REQUIREMENTS

- 2.1 For a Leaseholder(s) to be approved for a Short-term Rental permit they must ensure that all outstanding fines, fees, and encumbrances are removed, via payment or compliance, ~~from title.~~

~~12.2~~ For a Leaseholder(s) to be ~~eligible to apply~~approved for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for such use.

~~12.3~~ ~~Annual Short term Rental permits will be valid for one (1) year, to commence on January 1 and to terminated on December 31 of each year. Fees will only be prorated if an application is submitted by a new leaseholder.~~

~~1.4~~ Permittees must contact the Cultus Lake Park office, no less than seven (7) business days prior to receiving and paying for a weekly permit.

~~1.5~~ Short term Rental permits are only transferable to a new leaseholder in the case of a lease transfer. Every

~~1.6~~ Short term Rental permits are nonrefundable.

~~1.7~~ All Short term Rental Applicants must provide contact information for one (1) local contact, other than the Applicant, must have a Designated Primary Contact who is available on a 24/7 basis, during the use of Short Term Rental by a guest, to respond within two (2) hours to any telephone enquiries/issues or bylaw contraventions regarding the Short-term Rental, and who have consented to the Applicant to allow their contact information to be made available to the Cultus Lake Park staff.

~~1.8~~ All Short term Rental related contraventions that Cultus Lake Park Bylaw staff or security respond to, or substantiated complaints that are received will be dealt with as required, and the registered leaseholders will be notified of the infraction.

~~1.9~~ All Short term Rental permits can be suspended in the case of an Emergency. This is at the sole discretion of the Board.

2.3.1 In the case that the Designated Primary Contact is the Leaseholder(s) they must appoint a secondary contact that is available should the Leaseholder(s) be unreachable.

2.3. APPLICATION PROCEDURE

3.1 Only the current application form for a Short-term Rental permit will be accepted. This application form is available at the Cultus Lake Park office or on the Cultus Lake Park website.

3.2.1 Applicants must submit a completed application form, along with all supporting documentation as required as and noted on the application, to the Cultus Lake Park office. Payment of and pay the nonrefundable application fee is required at this time.

2.2 ~~All leaseholders~~3.3 If more than one (1) Leaseholder is registered on title, all Leaseholders must sign the application form.

~~2.3~~ All Short term Rental permits are valid for one rental Area per leased lot.

~~2.4~~ 3.4 Total guest occupancy approval will be based on the number of Sleeping Units in the Dwelling Unit available in the leased lots primary dwelling.

3.5 Designated parking space approval will be based on actual On-Site Parking to a maximum of four (4).

3.6 All Short-term Rental permit applications will be reviewed, and approved or denied by the CAO, or designate.

~~2.5 The Applicant will be notified on the status of 3.7 If the application:~~

~~2.6 If is approved, the Applicant must have a meeting, with the CAO or designate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park.~~

3.8 Following the meeting and approval, the Applicant will be required to pay the Short-term Rental permit fee.

~~2.7 Once~~3.9 Once the meeting with the CAO or designate has occurred and the Short-term Rental permit fee has been received, the Applicant will receive a Short-term Rental permit and permit number.

~~2.8 Once the permit is approved/renewed and the fee is paid, prior to advertising or commencing rentals, the Permittee must have a meeting, with the CAO or delegate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park.~~

~~2.9~~3.10 Within 3015 days of approval, Permittees must provide the Park office with a link, or a screen-shot of, to any online advertisements/listings they have placed-posted for advertising their Short-term Rental. Failure to do so may result in the revocationcancellation of the Short-term Rental Permit.

3.11 Once the application process is complete and the Applicant has their permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in the current Cultus Lake Park Short-term Rental Bylaw, the current Cultus Lake Park Short-term Rental Administrative Policy and all Cultus Lake Park Bylaws and all amendments.

4. RENEWAL PROCEDURE

4.1 Prior to the distribution of the renewal form and invoice to Short-term Rental Permittees for renewal, Park staff will review Park records to determine if there are any concerns with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may consider not renewing the permit if:

(a) There are Park records that show there were more than three (3) Substantiated reports of any Cultus Lake Park Bylaw violation occurring while the residence was permitted as a Short-term rental;

(b) there are Park records that show there were any contraventions, which resulted in a Bylaw Offence Notice or a warning, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaw; or

(c) 2.10 The CAO or delegate will hold an annual meeting with all Short-term Rental Permittees to discuss issues and concerns throughout the season.

3 Applicant has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments.

4.2 RENEWAL PROCEDURE

~~3.1 Annual~~ Short-term Rental permit renewal form and invoice will be distributed from the Cultus Lake Park office. Completed forms and payments are due no later than **March 15** of each year. ~~If payment is not received by the due date a new application and application fee will need to be processed.~~

~~4.3.2 Weekly Short term Rental permits will be subject to a new application and application fee every three (3) years.~~

~~3.3 Prior to the distribution of ____ If the renewal form and invoice to Short-term Rental Permittees for renewal, Park staff will review Park records to determine if there are any concerns with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may;~~

~~(a) consider whether a Short-Term Rental permit held payment are not received by the Applicant has been revoked in the preceding two (2) permit periods;~~

~~(b) consider not renewing the permit, if there are Park records that show there were more than three Substantiated reports of any Cultus Lake Bylaw-violation occurring at the residence while it was rented out;~~

Park office prior to **March 15** of each year, the annual Short-term Rental Permit is forfeited. Applicants will have the option to go onto the waitlist if the waitlist parameters

~~(c) consider not renewing the permit, if there are Park records that show there were any contraventions, which resulted in a Bylaw Notice or a warning, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaw; or met.~~

~~(d) withhold approval of a permit if an Applicant has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.~~

~~34.4~~ Once the renewal process is complete and the Applicant has their new permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in this Bylaw the current Cultus Lake Park Short-term Rental Bylaw, the current Cultus Lake Park Short-term Rental Administrative Policy, and all Cultus Lake Park Bylaws and amendments.

4. REVOKING 5. CANCELLATION OR REFUSAL OF PERMIT

~~45.1 Revoking, cancellation~~ Cancellation or refusal of a Short-term Rental permit will be at the sole discretion of the CAO in consultation with staff. Potential criteria may include, but is not limited to:

(a) 4 Park records show there were more than three (3) Substantiated reports of any Cultus Lake Park Bylaw violation occurring while the residence was permitted as a Short-term Rental;

(b) park records show there were contraventions, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaws, which resulted in a Bylaw Offence Notice or a warning;

(c) Permittee directly or indirectly use a disproportionate amount of Park resources (including park staff time) relative to other Short-term Rental Permittees;

(d) the Short-term Rental location causing negative impact on the community through noise, garbage, parking, or other bylaw contraventions; or

(e) not providing the Park office with a link to any online advertisements within 15 days of approval.

5.2 Where the application for a Short-term Rental permit is refused, or a Short-term Rental permit is cancelled ~~or revoked~~, notice will be provided to the Applicant or Permittee who is subject to the decision. ~~The Applicant or Permittee is entitled to have the Board reconsider the matter.~~

45.3 A notice under Section 45.2 of this Policy, will be issued to the Applicant or Permittee ~~or and~~ delivered by registered mail to the address given by the Applicant or Permittee on the application for the permit within 14 days.

5.4.4 ~~_____ The Applicant or Permittee is entitled to have the Board reconsider the matter.~~ An Applicant or Permittee who wishes to have the Board reconsider the refusal, ~~revocation~~ or cancellation of a Short-term Rental permit will give written notice of their request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be made within 28 days of the date on the letter noted in Section 45.3 of this Policy. Where the request for reconsideration has not been received within the time specified, the Applicant will have lost the right for reconsideration.

45.5 Upon receipt of a written notice under Section 45.4 of this Policy, the CAO will respond within 28 days.

5.6 If a Short-term Rental is cancelled, the Permittee will not be entitled to a renewal of such permit.

6. PERMIT WAITLIST

6.1 Cultus Lake Park will manage and maintain a timestamped waitlist for potential Short-term Rental Applicants.

6.2 Applicants must follow the Short-term Rental permit application procedure set out in Section 3.1, 3.2, and 3.3 of this Policy. If the Short-term Rental application has been approved by the CAO or designate, and there are no Short-term Rental permits available under this Policy, the Applicant will be placed on the waitlist, in order of approval. Applicants will maintain their place on the waitlist until a Short-term Rental permit becomes available.

6.3 If a Short-term Rental permit becomes available, the approved Applicant, at the top of the waitlist, will be notified. The Applicant will be contacted through the information provided on the Short-term Rental application, and it is the responsibility of the Applicant

to promptly update the Cultus Lake Park office of any changes to their contact information.

6.3.1 The Applicant will have five (5) business days to respond to the notification and confirm their acceptance of the permit. Failure to respond within this stipulated timeframe will result in the Applicant moving to the end of the waitlist and the available permit will be offered to the Applicant in the next position on the waitlist.

6.3.2 If the Applicant does not accept the permit, by written notice to the Cultus Lake Park office, they will forfeit their place on the waitlist.

6.4 Once the permit has been accepted, the Applicant will be required to pay the Short-term Rental permit fee. The Short-term Rental permit fee will be prorated, and proration will be determined by the remaining months of the year, calculated proportionately based on the Short-term Rental Annual fee.

DRAFT



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 8100

SUBMITTED BY: Amanda Warmerdam,
Administrative Assistant, Communications and Events Coordinator

SUBJECT: Paddle Expo 2024 Special Event

PURPOSE:

To provide the Board with information relating to the special event application for Western Canoe & Kayak's Paddle Expo, proposed to take place on April 28, 2024.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the Paddle Expo 2024 from 7:00 am to 5:00 pm on Sunday, April 28, 2024.*

***THAT** the Cultus Lake Park Board approve one (1) food vendor to operate at Main Beach as part of Paddle Expo 2024 from 7:00 am to 5:00 pm.*

***THAT** the Cultus Lake Park Board approve the use of five (5) propane fire pits at Main Beach for the duration of the event.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 15 volunteer and support vehicles at Main Beach and Parking Lot B from 7:00 am to 5:00 pm.*

DISCUSSION:

Western Canoe & Kayak are requesting Board approval for the Paddle Expo special event on April 28, 2024, from 7:00 am to 5:00 pm. The event welcomes approximately 300 participants and 35 volunteers to Main Beach. The event will have specified areas for children and adults to browse the selection of watercrafts and sign up for free use of the equipment matched to their skill level. Trained volunteers and support staff will be on site to facilitate the use of watercrafts along with the required signed waivers. Participants will also have the opportunity to tour the lake on various watercrafts along with a trained instructor, browse additional exhibitors and learn various rescue techniques. This event was historically approved by the Board in 2017 through to 2020, with no reported damage to the grounds and facilities during the event.

The event organizers are requesting Board approval to use five (5) propane fire pits on Main Beach for the comfort of the volunteers and participants, in case of inclement weather. The event plans to use a megaphone to announce when and where events are happening and a sound system to be used to play background music from 10:00 am to 3:00 pm.

The Paddle Expo 2024 fees for the event are as follows:

- Application Fee: \$100
- Rental Fee (200+ people): \$500
- Security Deposit (Refundable): \$1000

Total: \$1600

The organizers are requesting Board approval to waive parking fees for 15 volunteer and support vehicles. Three (3) vehicles will be parked on Main Beach displaying vehicle roof racks for kayaks, and the remainder of volunteer and support vehicles would be parked in Parking Lot B for the duration of the event, with the exception of access to the beach to complete setup and tear down.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for the 15 volunteer and support vehicles:

- 15 support vehicles parking for 10 hours at \$4/hr. plus \$1 infrastructure fee per transaction
= \$615.00.

At the Paddle Expo 2019, the event contributed a total of \$179.00 in parking revenue.

Staff has connected with Main Beach Boat Rentals and Concession's to confirm if they would be open during the event and to review any concerns with the event organizer offering access to non-motorized watercrafts at no charge at Main Beach. They conveyed support for the event and will provide staff with confirmation at a later date of their hours of operation, if any, on the date of the event. Should Main Beach Boat Rentals and Concession's, be unable to support on this date, the organizer will make efforts to connect with another commercial leaseholder, however if unsuccessful, are requesting Board approval to host one (1) food vendor at Main Beach from outside the lake to offer food and beverage to their staff and members of the public who attend the event.

At least five (5) days prior to the event, the organizers will need to provide Comprehensive General Liability Insurance of not less than \$5,000,000, and confirmation of their first aid certifications. The organizers will have access to the lower gate at Main Beach to complete setup and tear down of approximately 12 tents in the registration area as per the site map attached to the report. Staff has organized an on-site visit with the organizer to review placement of tents and the many updates that have been made to Main Beach since the last Paddle Expo in 2019.

STRATEGIC PLAN:

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

Prepared by:



Amanda Warmerdam,
Administrative Assistant,
Communications and Events Coordinator

Approved for submission to the Board:



Joe Lamb,
Chief Administrative Officer



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091

4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5

Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: October 25 '23

*\$100 Application Fee must be received with your application.

Name of Event: Paddle Expo 2024

Name of Organization: Western Canoe Kayak

Contact Name(s): Lynne Smith & Laura Vanderhoek

Mailing Address: _____

Postal Code: _____

Phone: _____

Alt. Phone: _____

E-Mail: _____

Alternate Contact: _____

Phone: _____

Public Contact Info: _____

Would you like your event posted on our website? yes If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: Sunday April 28

Hours of Use: 7-5

Event Type: ☐ Private Event ☒ Free Public Event ☐ Ticketed Event

Location Type: ☐ Park/Trail ☐ Roadway ☐ Public Facility ☒ Main Beach ☐ Parking

☐ Gazebo Rental

Event Category: ☐ Race/Walk/Cycle ☒ Festival/Celebration ☐ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Non-profit ☒ Exhibits ☐ Filming Other (_____)

Estimated # of Participants: 300

Estimated # of Staff or Volunteers: 35

Estimated # of Spectators: _____ Event Details: Displays on land and water

of canoes, kayaks and SUPs. Shore displays of gear.

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: N/A Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: Same as last time, we will leave the area clean or cleaner. Please have parks staff review 5-5:30

First Aid Details (if applicable) Copy of contract to be provided: Tell me what you need

ADDITIONAL REQUESTS:

Washrooms opened early? ☒ Porta-Potties? ☐ Swim line removal? ☐

Access to water? ☒ Community Hall Rental: ☐ Gate Access? ☒

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): 1-2

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): Will contract w/ local food vendor

Requires Fraser Health approval, a copy of which must be provided to the Park office.)

Beverage Garden: no

(Requires a BC Special Event Permit, a copy of which must be provided to the Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Lynne Smith Date: Oct 25 '24

Office Use Only:

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: _____

Notes/Concerns for CAO: _____

Approved By CAO: _____

Date: _____

Cost of Rental: _____

Rental Fee/s: _____ **Due by:** _____

Fee/s Paid: _____

Date: _____

Notes for Public Works:

PADDLE EXPO



Munroe Ave

FVRD Cultus Lake
Water System

Lakeshore Dr

Lakeshore Dr

Parking

Sweltzer River

Sweltzer River

CANOE, KAYAKS & SUP

REGISTRATION

Parking

ON-WATER
DEMO AREA

ON WATER
EXHIBITORS

DRAGON BOAT / OC-1

KIDS
ZONE

SPECIAL
EVENT
AREA

SAIL BOATS

EXHIBIT TENTS

END OF EVENT AREA



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: November 15, 2023 **FILE:** 8100

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

SUBJECT: Cultus Lake Community School Special Events

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Cultus Lake Community School special event applications to be held on Saturday, December 2, 2023, Thursday, April 25, Thursday, May 2, Friday, May 10, Wednesday, June 12, Friday, June 14, and Tuesday, June 25, 2024.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 125 participant, staff, and spectator vehicles in Parking Lot B on December 2, 2023, for the Craft Fair special event from 9:00 am to 4:00 pm.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 40 parent and volunteer vehicles in Parking Lot B on April 25, 2024, for the Volunteer Tea special event from 9:00 am to 11:00 am.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 400 parent and volunteer vehicles in Parking Lot B on May 2, 2024, for the School District Cross Country Run special event from 1:30 pm to 5:30 pm.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 225 parent and volunteer vehicles in Parking Lot B on May 10, 2024, for the Spring Fling special event from 4:00 pm to 7:00 pm.*

***THAT** the Cultus Lake Park Board approve up to two (2) food trucks to operate at the Cultus Lake Community School as part of the Spring Fling special event from 4:00 pm to 7:00 pm; and*

***THAT** the Cultus Lake Park Board approve the waiver of food vendor fees of \$200 for two (2) food trucks participating in the Spring Fling special event.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 30 parent vehicles in Parking Lot B on June 12, 2024, for the Kinder Fair special event from 12:30 pm to 2:30 pm.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for 20 parent vehicles in Parking Lot B on June 14, 2024, for the Sports Day special event from 8:00 am to 2:00 pm.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for four (4) faculty vehicles in Parking Lot B on June 25, 2024, for the Beach Day special event from 9:30 am to 1:30 pm.*

DISCUSSION:

The Cultus Lake Community School is requesting Board approval to waive parking fees in Parking Lot B to accommodate parking overflow for the following school events this year:

Craft Fair

- Saturday, December 2, 2023, from 9:00 am to 4:00 pm
- Community craft fair to raise money for Cultus Lake Community School Association
- 25 participant / volunteer and 100 spectator vehicles
- Potential revenue for the park would be \$3,625.00, should fees not be waived
(((\$4.00/hr. x 7hrs + \$1.00 infrastructure fee) x 125 vehicles)

Volunteer Tea

- Thursday, April 25, 2024, from 9:00 am to 11:00 am
- Volunteer appreciation event
- 40 parent and volunteer vehicles
- Potential revenue for the park would be \$360.00, should fees not be waived
(((\$4.00/hr. x 2hrs + \$1.00 infrastructure fee) x 40 vehicles)

Chilliwack School District's Cross-Country Run

- Thursday, May 2, 2024, from 1:30 pm to 5:30 pm
- Students race throughout the trails located behind the school
- 400 parent and volunteer vehicles
- Potential revenue for the park would be \$6,800.00, should fees not be waived
(((\$4.00/hr. x 4hrs + \$1.00 infrastructure fee) x 400 vehicles)

Spring Fling

- Friday, May 10, 2024, from 4:00 pm to 7:00 pm
- Public event to celebrate spring
- Two (2) food trucks on the school grounds
- Public Works provides 20 picnic tables for this event
- 225 parent and volunteer vehicles
- Potential revenue for the park would be \$2,925.00, should fees not be waived
(((\$4.00/hr. x 3hrs + \$1.00 infrastructure fee) x 225 vehicles)

Kinder Fair

- Wednesday, June 12, 2024, from 12:30 pm to 2:30 pm
- New kindergarten student and parent welcome event
- 30 parent vehicles
- Potential revenue for the park would be \$330.00, should fees not be waived
(((\$5.00/hr. x 2hrs + \$1.00 infrastructure fee) x 30 vehicles)

Sports Day

- Friday, June 14, 2024, from 8:00 am to 2:00 pm
- Students participate in various games and sports competitions in the school yard
- 400 parent and volunteer vehicles
- Potential revenue for the park would be \$14,800.00, should fees not be waived
(((\$6.00/hr. x 6hrs + \$1.00 infrastructure fee) x 400 vehicles)

Beach Day

- Tuesday, June 25, 2024, from 9:30 am to 1:30 pm
- Entire school event at Main Beach with use of Gazebo A and park dumpster
- Four (4) faculty vehicles
- Potential revenue for the park would be \$84.00, should fees not be waived
(((\$5.00/hr. x 4hrs + \$1.00 infrastructure fee) x 4 vehicles)

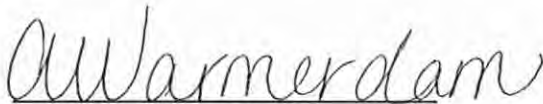
The total potential revenue for the park, should the Board not waive parking fees for the Cultus Lake Community School events, would total \$28,924.00.

The Cultus Lake Community School has received Board approval for parking fee waivers in Parking Lot B for special events in previous years. In addition, staff will provide the community with information in advance of the Craft Fair, Spring Fling, Cross Country Run and Sports Day to ensure residents and guests are aware of potential increased congestion and traffic in the residential area on these dates.

STRATEGIC PLAN:

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

Prepared by:



Amanda Warmerdam
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: Nov 1/23

*\$100 Application Fee must be received with your application.

Name of Event: Craft Fair

Name of Organization: Cultus Lake Community School Association

Contact Name(s): Melissa Giles

Mailing Address:

Postal Code

Phone:

Alt. Phone:

E-Mail: clcsacultuslake@gmail.com

Alternate Contact:

Phone:

Public Contact Info:

Would you like your event posted on our website? y If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: Dec 2 - 23

Hours of Use: 9 - 4

Event Type:

☐

Private Event

☒

Free Public Event

☐

Ticketed Event

Location Type:

☐

Park/Trail

☐

Roadway

☐

Public Facility

☐

Main Beach

☒

Parking

☐

Gazebo Rental

Event Category:

☐

Race/Walk/Cycle

☐

Festival/Celebration

☐

Private Event

☐

Outdoor Market

☐

Parade

☐

Concert/Performance

☒

Charity/Non-profit

☐

Exhibits

☐

Filming

Other (Indoor Market)

Estimated # of Participants: 20

Estimated # of Staff or Volunteers: 5

Estimated # of Spectators: 100

Event Details:

Indoor craft fair and market - by donation - supports CLCSA

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: _____

ADDITIONAL REQUESTS:

Washrooms opened early? ☐ Porta-Potties? ☐ Swim line removal? ☐

Access to water? ☐ Community Hall Rental: ☐ Gate Access? ☐

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____

Requires Fraser Health approval, a copy of which must be provided to the Park office.)

Beverage Garden: _____

(Requires a BC Special Event Permit, a copy of which must be provided to the Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Melissa Giles Date: Nov 1 - 23

Office Use Only:

Application Fee Receipt # _____ # of Garbage Bins: _____

Special Request: _____

Notes/Concerns for CAO: _____

Approved By CAO: _____

Date: _____

Cost of Rental: _____

Rental Fee/s: _____ Due by: _____

Fee/s Paid:

Date: _____

Notes for Public Works:



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: July 4, 2023

*\$100 Application Fee must be received with your application.

Name of Event: Volunteer Tea

Name of Organization: CLCS

Contact Name(s): Lisa Wallace

Mailing Address: [REDACTED]

Postal Code [REDACTED] Phone: [REDACTED]

Alt. Phone: [REDACTED] E-Mail: [REDACTED]

Alternate Contact: [REDACTED] Phone: [REDACTED]

Public Contact Info: [REDACTED]

Would you like your event posted on our website? ☐ If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: April 25/24 Hours of Use: *not yet confirmed*

Event Type: ☒ Private Event ☐ Free Public Eye ☐ Ticketed Event

Location Type: ☐ Park/Trail ☐ Roadway ☐ Public Facility ☐ Main Beach ☒ Parking
☐ Gazebo Rental

Event Category: ☐ Race/Walk/Cycle ☐ Festival/Celebration ☒ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming

Other ()

Estimated # of Participants: 20 Estimated # of Staff or Volunteers: 20

Estimated # of Spectators: [REDACTED] Event Details: [REDACTED]

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: ☐ _____

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): ☐ Porta Potties: ☐ Swim line removal: ☐

Access to water: ☐ Community Hall Rental: ☐ Gate Access: ☐

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Wallace Date: July 4, 2023

Office Use Only:



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: July 4, 2023

*\$100 Application Fee must be received with your application.

Name of Event: School District Cross Country Run

Name of Organization: Cultus Lake Community School

Contact Name(s): Lisa Wallace

Mailing Address: [REDACTED]

Postal Code [REDACTED] Phone: [REDACTED]

Alt. Phone: [REDACTED] E-Mail: [REDACTED]

Alternate Contact: — Phone: —

Public Contact Info: —

Would you like your event posted on our website? ☐ If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: May 2, 2024 Hours of Use: 1:30-5:30

Event Type: ☒ Private Event ☐ Free Public Use ☐ Ticketed Event

Location Type: ☒ Park/Trail ☐ Roadway ☐ Public Facility ☐ Main Beach ☒ Parking

☐ Gazebo Rental Trail behind school
Event Category: ☒ Race/Walk/Cycle ☐ Festival/Celebration ☐ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming

Other ()

Estimated # of Participants: 400 Total Estimated # of Staff or Volunteers: —

Estimated # of Spectators: — Event Details: —

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: ☐ _____

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): ☐ Porta Potties: ☐ Swim line removal: ☐

Access to water: ☐ Community Hall Rental: ☐ Gate Access: ☐

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Wallace Date: July 4, 2023

Office Use Only:



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: Oct. 28/23

*\$100 Application Fee must be received with your application.

Name of Event: Spring Fling

Name of Organization: Cultus Lake Community School

Contact Name(s): Lisa Wallace

Mailing Address: [REDACTED]

Postal Code: [REDACTED] Phone: [REDACTED]

Alt. Phone: / E-Mail: [REDACTED]

Alternate Contact: Leann Wiebe Phone: [REDACTED]

Public Contact Info: /

Would you like your event posted on our website? / If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: May 10, 2023 Hours of Use: 4-7 pm

Event Type: ☐ Private Event ☒ Free Public Event ☐ Ticketed Event

Location Type: ☐ Park/Trail ☐ Roadway ☐ Public Facility ☐ Main Beach ☒ Parking

☐ Gazebo Rental

Event Category: ☐ Race/Walk/Cycle ☐ Festival/Celebration ☐ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☒ Charity/Non-profit ☐ Exhibits ☐ Filming Other ()

Estimated # of Participants: 200 Estimated # of Staff or Volunteers: 25

Estimated # of Spectators: 0 Event Details: Spring Fling is our annual "carnival"

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: _____

ADDITIONAL REQUESTS:

Washrooms opened early? ☐ Porta-Potties? ☐ Swim line removal? ☐

Access to water? ☐ Community Hall Rental: ☐ Gate Access? ☐

Requested Gazebo(s) (see Bylaw for gazebos Included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): We will have one or two food trucks on
school district property.

Requires Fraser Health approval, a copy of which must be provided to the Park office.)

Beverage Garden: _____

(Requires a BC Special Event Permit, a copy of which must be provided to the Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Wallace Date: Oct. 28/23



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: July 4, 2023

*\$100 Application Fee must be received with your application.

Name of Event: Kinderfair

Name of Organization: Cultus Lake Community School

Contact Name(s): Lisa Wallace

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

E-Mail: [REDACTED]

Alternate Contact: /

Phone: /

Public Contact Info: /

Would you like your event posted on our website? ☐ If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: June 17, 2024

Hours of Use: 12:30 - 2:30

Event Type: ☒ Private Event ☐ Free Public Eye ☐ Ticketed Event

Location Type: ☐ Park/Trail ☐ Roadway ☒ Public Facility ☐ Main Beach ☒ Parking

☐ Gazebo Rental

Event Category: ☐ Race/Walk/Cycle ☐ Festival/Celebration ☒ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☐ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming

Other ()

Estimated # of Participants: 2 groups of 15

Estimated # of Staff or Volunteers: 30

Estimated # of Spectators: _____

Event Details: Introduction to our new ks for next year.

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: ☐ _____

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): ☐ Porta Potties: ☐ Swim line removal: ☐

Access to water: ☐ Community Hall Rental: ☐ Gate Access: ☐

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Wallace Date: July 4, 2023

Office Use Only:



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: July 4, 2023

*\$100 Application Fee must be received with your application.

Name of Event: Sports Day

Name of Organization: Cultus Lake Community School

Contact Name(s): Lisa Wallace

Mailing Address: [REDACTED]

Postal Code [REDACTED] Phone: [REDACTED]

Alt. Phone: [REDACTED] E-Mail: [REDACTED]

Alternate Contact: — Phone: —

Public Contact Info: —

Would you like your event posted on our website? ☐ If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: June 14, 2024 Hours of Use: —

Event Type: ☒ Private Event ☐ Free Public Event ☐ Ticketed Event

Location Type: ☐ Park/Trail ☐ Roadway ☐ Public Facility ☐ Main Beach ☒ Parking
☐ Gazebo Rental

Event Category: ☐ Race/Walk/Cycle ☐ Festival/Celebration ☒ Private Event

☐ Outdoor Market ☐ Parade ☐ Concert/Performance

☒ Charity/Volunteer/Non-profit ☐ Exhibits ☐ Filming

Other (—)

Estimated # of Participants: 20 Estimated # of Staff or Volunteers: —

Estimated # of Spectators: — Event Details: —

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: ☐ _____

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): ☐ Porta Potties: ☐ Swim line removal: ☐

Access to water: ☐ Community Hall Rental: ☐ Gate Access: ☐

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Wallace Date: July 4, 2023

Office Use Only:



SPECIAL EVENT APPLICATION

Cultus Lake Park | Phone 604.858.3334 | Fax 604.858.8091
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5
Email: reception@cultuslake.bc.ca www.cultuslake.bc.ca

Date of Application: July 4, 2023

*\$100 Application Fee must be received with your application.

Name of Event: Beach Day

Name of Organization: Cultus Lake Community School

Contact Name(s): Lisa Wallace

Mailing Address: _____

Postal Code: _____

Phone: _____

Alt. Phone: _____

E-Mail: _____

Alternate Contact: _____

Phone: _____

Public Contact Info: _____

Would you like your event posted on our website? ☐ If yes, please provide event poster.

EVENT DETAILS:

Date(s) Requested: June 25, 2024

Hours of Use: 9:30 - 1:30

Event Type:



Private Event



Free Public Eye



Ticketed Event

Location Type:



Park/Trail



Roadway



Public Facility



Main Beach



Parking



Gazebo Rental



Event Category:



Race/Walk/Cycle



Festival/Celebration



Private Event



Outdoor Market



Parade



Concert/Performance



Charity/Volunteer/Non-profit



Exhibits



Filming

Other ()

Estimated # of Participants: 200

Estimated # of Staff or Volunteers: 25

Estimated # of Spectators: _____

Event Details: _____

Road Closure Required? ☐ If yes, provide copy of transportation plan. Approval from Ministry of Transportation will be required if using Columbia Valley Highway.

Traffic Control Arrangements: _____ Phone: _____

General Description of Proposed Route (Please attach map) _____

Set Up/Staging Area (Please attach map): _____

Garbage Cleanup Plan: _____

First Aid Details (if applicable) Copy of contract to be provided: ☐ _____

ADDITIONAL REQUESTS:

Washrooms opened early (before 7am): ☐ Porta Potties: ☐ Swim line removal: ☐

Access to water: ☐ Community Hall Rental: ☐ Gate Access: ☐

Requested Gazebo(s) (see Bylaw for gazebos included in rental fee): A _____

SPECIAL REQUESTS: (Special requests must go to the Board for approval. Contact Park office for meeting dates and deadlines.) Please provide details below.

Food Vendor(s): _____
(Requires Fraser Health approval, a copy of which must be provided to Park office.)

Beverage Garden: _____
(Requires a BC Special Event Permit, a copy of which must be provided to Park office.)

Other/Additional Information: _____

By signing this application, I/we declare that I/we have read and fully understand the Special Event Bylaw requirements and will abide by them before, during and after the event.

Signature: Wallace Date: July 4, 2023

Office Use Only: