



# Cultus Lake Park

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

A Bylaw to Adopt the 2024-2028 Financial Plan

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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 15<sup>TH</sup> day of NOVEMBER, 2023

READ A SECOND TIME this 15<sup>TH</sup> day of NOVEMBER, 2023

READ A THIRD TIME this 13<sup>TH</sup> day of DECEMBER, 2023

ADOPTED this 20<sup>TH</sup> day of DECEMBER, 2023

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Kirk Dzaman, Chair  
Cultus Lake Park Board

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Joe Lamb  
Chief Administrative Officer

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

A handwritten signature in blue ink, appearing to be 'J. H.', is written above a horizontal line.

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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
<b>REVENUES</b>													
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
<b>TOTAL REVENUES</b>	<b>\$ 7,541,155</b>	<b>\$ 8,008,727</b>	<b>\$ 4,200,090</b>	<b>\$ 870,920</b>	<b>\$ 983,163</b>	<b>\$ 11,950</b>	<b>\$ 1,276,000</b>	<b>\$ 109,000</b>	<b>\$ 297,280</b>	<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ 42,500</b>	<b>\$ 37,824</b>
<b>EXPENDITURES</b>													
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	-	-	3,200	-	-	-	-	-	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	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>\$ 2,939,689</b>	<b>\$ 3,072,740</b>	<b>\$ 1,143,395</b>	<b>\$ 113,225</b>	<b>\$ 154,735</b>	<b>\$ 27,645</b>	<b>\$ 392,255</b>	<b>\$ 63,750</b>	<b>\$ 144,890</b>	<b>\$ 204,790</b>	<b>\$ 429,190</b>	<b>\$ 361,055</b>	<b>\$ 37,810</b>
<i>WAGES &amp; BENEFITS:</i>													
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	-
<b>TOTAL PAYROLL</b>	<b>\$ 3,227,503</b>	<b>\$ 3,342,430</b>	<b>\$ 641,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,370</b>	<b>\$ -</b>	<b>\$ 79,130</b>	<b>\$ 1,314,800</b>	<b>\$ 286,420</b>	<b>\$ 946,160</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,167,192</b>	<b>\$ 6,415,170</b>	<b>\$ 1,784,945</b>	<b>\$ 113,225</b>	<b>\$ 154,735</b>	<b>\$ 27,645</b>	<b>\$ 466,625</b>	<b>\$ 63,750</b>	<b>\$ 224,020</b>	<b>\$ 1,519,590</b>	<b>\$ 715,610</b>	<b>\$ 1,307,215</b>	<b>\$ 37,810</b>
<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)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,901,214</b>	<b>\$ 9,774,373</b>	<b>\$ 4,406,013</b>	<b>\$ 651,553</b>	<b>\$ 1,087,330</b>	<b>\$ 84,742</b>	<b>\$ 2,020,480</b>	<b>\$ 665,200</b>	<b>\$ 300,237</b>	<b>\$ 120,997</b>	<b>\$ 180,000</b>	<b>\$ 219,997</b>	<b>\$ 37,824</b>
<b><i>SURPLUS/(DEFICIT)</i></b>	<b>(2,360,059)</b>	<b>(1,765,646)</b>	<b>(205,923)</b>	<b>219,367</b>	<b>(104,167)</b>	<b>(72,792)</b>	<b>(744,480)</b>	<b>(556,200)</b>	<b>(2,957)</b>	<b>(120,997)</b>	<b>-</b>	<b>(177,497)</b>	<b>-</b>
<i>APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)</i>	2,372,030	1,820,461	1,173,641	897	22,000	897	184,975	136,600	2,957	120,997	-	177,497	-
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 11,971</b>	<b>\$ 54,815</b>	<b>\$ 967,718</b>	<b>\$ 220,264</b>	<b>\$ (82,167)</b>	<b>\$ (71,895)</b>	<b>\$ (559,505)</b>	<b>\$ (419,600)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CULTUS LAKE PARK  
2024 - 2028 FINANCIAL PLAN

Schedule "B"

**CULTUS LAKE PARK  
2024-2028 Financial Plan Summary**

	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>	<b>TOTAL 2026 BUDGET</b>	<b>TOTAL 2027 BUDGET</b>	<b>TOTAL 2028 BUDGET</b>
<b>REVENUES</b>					
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
<b>TOTAL REVENUES</b>	<b>\$ 8,008,727</b>	<b>\$ 8,196,054</b>	<b>\$ 8,341,137</b>	<b>\$ 8,539,339</b>	<b>\$ 8,699,849</b>
<b>EXPENDITURES</b>					
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"

	<b>TOTAL 2024 BUDGET</b>	<b>TOTAL 2025 BUDGET</b>	<b>TOTAL 2026 BUDGET</b>	<b>TOTAL 2027 BUDGET</b>	<b>TOTAL 2028 BUDGET</b>
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
<b>SUBTOTAL</b>	<b>\$ 3,072,740</b>	<b>\$ 3,144,359</b>	<b>\$ 3,241,167</b>	<b>\$ 3,330,898</b>	<b>\$ 3,399,362</b>
<i>WAGES &amp; 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
<b>TOTAL PAYROLL</b>	<b>\$ 3,342,430</b>	<b>\$ 3,477,440</b>	<b>\$ 3,562,540</b>	<b>\$ 3,659,450</b>	<b>\$ 3,759,030</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,415,170</b>	<b>\$ 6,621,799</b>	<b>\$ 6,803,707</b>	<b>\$ 6,990,348</b>	<b>\$ 7,158,392</b>
<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	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,774,373</b>	<b>\$ 9,380,198</b>	<b>\$ 9,034,977</b>	<b>\$ 9,259,897</b>	<b>\$ 9,418,611</b>
<b><i>SURPLUS/(DEFICIT)</i></b>	(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)
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 54,815</b>	<b>\$ 17,147</b>	<b>\$ 25,382</b>	<b>\$ 31,883</b>	<b>\$ 16,979</b>