



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, AUGUST 20, 2025

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, August 20, 2025, 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.

Please note you are required to have your cameras on when entering the meeting to confirm your identity.

Join the Zoom Meeting:

Cultus Lake Park Board Regular Meeting
August 20, 2025, at 7:00 pm

https://us06web.zoom.us/j/82674660958?pwd=RtwNnVgSGma1qEPmuLGOBH4B3rGTkG.1&js_t=1

Meeting ID: 826 7466 0958
Passcode: 564099

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, AUGUST 20, 2025

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 (X:XX 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; (e), the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

(3) RECONVENE

(4) APPROVAL OF AGENDA

- Page 1 (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of August 20, 2025; and*

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

(5) ADOPTION OF MINUTES

- Page 5 (a) *THAT the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held July 16, 2025.*

(6) ADOPTION OF COMMITTEE MINUTES

- Page 9 (a) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from June 26, 2025.*

(7) CORRESPONDENCE

(a) Buoy, Dock Whips or Boat Lift installed

- Email dated July 16, 2025; from Mike Laurin, resident of Cultus Lake Park

- Page 15 (b) **First Aid Course Request 2025**
- Letter dated July 9, 2025; from Johnathan Willcocks, Past-Commodore, SIPC

(8) **CONSENT AGENDA**

- Pages 17-56 (a) **2025 Second Quarter Reports**
- Finance
 - Parking
 - Bylaw Compliance and Enforcement
 - Public Works
 - Sunnyside Campground and Accommodations
 - Fire Department
 - Lease Assignment
 - Parking Fee Waivers

***THAT** the Cultus Lake Park Board receive the 2025 Second Quarter reports for information.*

(b) **Cultus Lake Park Events**

- Page 57 (a) Sunny Side Luau, August 3, 2025
- Page 59 (b) Miller Lite Photoshoot, August 13, 2025
- Page 61 (c) Sunnyside Pig Roast, September 6, 2025
- Page 63 (d) Lakeshore Drive & Munroe Drive Block Party, August 22, 2025

***THAT** the Cultus Lake Park Board receive the Cultus Lake Park Event reports for information.*

(9) **REPORTS BY STAFF**

- Page 65 (a) **2025 Cultus Lake Swilcha Community School Events**
- Report dated August 20, 2025, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator
 - Attachment 1: Welcome Back BBQ Event Application
 - Attachment 2: Remembrance Day Assembly Event Application
 - Attachment 3: Winter Concert Event Application
- Page 67
- Page 71
- Page 75

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 280 participant vehicles in Parking Lot B on September 24, 2025, for the Welcome Back BBQ event from 4:00 pm to 6:00 pm.*

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 80 participant vehicles in Parking Lot B on November 7, 2025, for the Remembrance Day Assembly event from 10:30 am to 12:00 pm.*

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 100 participant vehicles in Parking Lot B on December 10, 2025, for the Winter Concert rehearsal event from 11:30 am to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 100 participant vehicles in Parking Lot B on December 11, 2025, for the Winter Concert event from 12:00 pm to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 300 participant vehicles in Parking Lot B on December 11, 2025, for the Winter Concert event from 6:00 pm to 8:00 pm.

(b) **British Motor Club Picnic**

- Report dated August 20, 2025, from Carmen Baker, Administrative Assistant, Communications & Event Coordinator
- Attachment 1; Event Application

THAT the Cultus Lake Park Board approve the British Motor Club Picnic event held on Sunday, September 7, 2025 from 8:00 am to 3:00 pm at Main Beach and,

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to thirty participant vehicles in Parking Lot B from 8:00am to 3:00pm.

(c) **Cultus Lake Triathlon Event**

- Report dated August 20, 2025, from Carmen Baker, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; 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 2025

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 12th to 15, 2025, subject to staff's review and approval of an updated Traffic Management Plan;

THAT the Cultus Lake Park Board permit one (1) operational and equipment and one (1) storage trailer 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; and

THAT the Cultus Lake Park Board permit use of two (2) generators from 7:30 am to 1:00 pm on Sunday, September 14, 2025, for the purpose of operating equipment at the Main Beach docks and the finish line of the race at Main Beach.

(10) REPORTS BY COMMISSIONERS

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

(13) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on August 20, 2025, be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JULY 16, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Commissioner K. Dzaman – Chair
Commissioner J. Beesley – Vice Chair
Commissioner E. Jartved
Commissioner T. Moul
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 – T. McKay
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Clerk, Communications & Events Coordinator – C. Baker

(1) CALL TO ORDER

The Chair called the meeting to order at 7:00 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

5634-25 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

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

Section 90 (1), (d), security of the property of the municipality; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

(3) RECONVENE

(4) APPROVAL OF AGENDA

5635-25 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of July 16, 2025; and

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

CARRIED

(5) ADOPTION OF MINUTES

5636-25 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) ***THAT** the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held June 18, 2025.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5637-25 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (a) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from May 2, 2025.*

CARRIED

5638-25 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (b) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from June 3, 2025.*

CARRIED

5639-25 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

- (c) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from June 17, 2025.*

CARRIED

(7) CORRESPONDENCE

- (a) **Request to use Lot B for School Event Parking**

- Letter dated June 27, 2025 from Lisa Wallace, Principal of Cultus Lake Swilhcha School

5640-25 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board direct staff on the next steps with respect to Cultus Lake Swilhcha School Event Parking.*

CARRIED

(8) CONSENT AGENDA

Cultus Lake August Events

- (a) Rickaby's Live Band, August 9, 2025
- (b) Alder Block Party, August 23, 2025
- (c) Horseshoe Tournament, August 30, 2025

5641-25 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the Cultus Lake August Event reports for information.

CARRIED

(9) REPORTS BY STAFF

(a) **2025-2026 Insurance Policy Renewal**

- Report dated July 16, 2025, from Erica Lee, Chief Financial Officer

5642-25 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board received the report from the Chief Financial Officer regarding the 2025-2026 Insurance Policy Renewal.

CARRIED

(b) **2025 Christmas Light Display**

- Report dated July 16, 2025, from Rachel Litchfield, Manager of Corporate Services/Corporate Officer.

5643-25 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board supports this year's staffing costs and light replacement necessary to hold the Main Beach Christmas light display and to host the Community Events and Engagement Committee's Cultus Lake Park Christmas Event for 2025.

CARRIED

(10) REPORTS BY COMMISSIONERS

(a) **2025 Party in the Plaza**

- Report dated July 16, 2025, from John Beesley, Chair, Community Events & Engagement Committee

5644-25 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve the Party in the Plaza event to be held on Friday, August 29, 2025, from 7:00 pm to 10:00 pm in the Plaza.

CARRIED

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

There were no public questions.

(13) ADJOURNMENT

5645-25 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held on July 16, 2025, be adjourned at 7:31 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held July 16, 2025.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

THURSDAY, JUNE 26, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present	J. Beesley – Chair
Committee	T. Moul – Vice Chair
Members	K. Lees C. Beesley R. LeBlanc C. Nylund C. Pickering
Staff	Corporate Officer, Manager of Corporate Services – R. Litchfield Events Coordinator and Committee Clerk– H. Hill
Board Members	Commissioner E. Jartved
Regrets	Chief Administrative Officer – J. Lamb A. Booth T. Seeley J. Powley

(1) CALL TO ORDER

The Chair called the meeting to order at 7:05 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: R. LeBlanc Seconded by: C. Pickering

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of June 26, 2025; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: C. Beesley Seconded by: K. Lees

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of June 17, 2025.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Cultus Lake Day Debrief

- Post Event Media – Thank You to Our Sponsors poster

The committee note that this year's Pancake Breakfast was another success however the attendance was lower than last but likely due to the weather.

Chair Beesley noted that he is very appreciative to Soowahlie's First Nations participation and acknowledgement of their invitation.

Committee members noted that the 15 parade volunteers worked well together. Next year the committee noted that they will explore having additional signage to support traffic with the use of security at the roundabout during the road closure time to assist with direction flow. It was noted that additional barricades be set up next year at the treed streets to block traffic until the parade is finished.

The committee mentioned that there was a need for more people on the rotary train during the parade.

The committee noted that \$640 was raised during the kids' activities and they noted that the face painting was a success. With respect to the bouncy castle, signage is recommended for next year's event to be held to note the ages and hours open.

The committee discussed that the meal vouchers for volunteers were greatly appreciated.

The committee chatted about the mobile bar and noted that it was a great addition. They noted that security was excellent on site and communicated with the permit holder and communicating with people going in and out. The committee noted that for next year's event it would be helpful to have more volunteers for pouring and serving the beverage garden.

The committee noted that the food trucks were popular again this year. It was suggested to have signage for food truck near the entrances or beverage garden to inform people when they arrive.

The committee provided feedback with respect to the vendors and noted that this year vendors participated. The members noted having a map available to guide the vendors to their locations would be helpful.

The committee was happy to see that many people came to the event with their dogs and suggested having water bowls available for next year.

Pinnacle Pursuits added additional value to the event and committee members noted that the activities appealed to all ages so families can have fun together; there was something for everyone.

The committee noted that the music talent was fantastic and suggested moving the line up around for next year. It was noted that there may be opportunities for grants to promote musicians which need to be applied for at this time of year.

The committee discussed sponsor placement, the specific area and agreed to discuss this earlier next year for advertising with Progress, Facebook, email thank and send a thank you card.

(b) **Party in the Plaza Review**

Committee members will discuss it at the next meeting.

(c) **Movie Night in the Park**

- Inside Out 2 Movie Night Poster for July 4

Committee members discussed advertising on social media, Cultus Lake Park website, as well as using the sandwich boards for each movie date. Staff noted they will forward the remaining posters for members to share once complete.

(6) PUBLIC QUESTION PERIOD

There were no public questions.

(7) NEXT MEETING

The next meeting is to be determined.

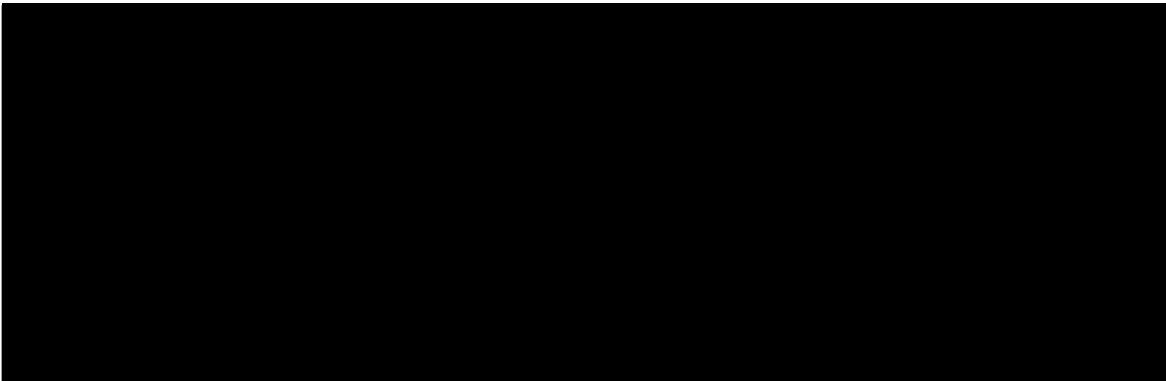
(8) ADJOURNMENT

Moved by: C. Beesley Seconded by: K. Lees

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held June 26, 2025, be adjourned at 8:26 pm.

CARRIED

FW: Boat



From: "Laurin, Michael"
Date: Wednesday, July 16, 2025 at 11:30 AM
To: Joe Lamb <joe.lamb@cultuslake.bc.ca>
Cc: leanne laurin
Subject: Boat

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning, Joe.

As per our previous conversations, I am emailing you to put in my official request to have a buoy, dock whips or boat lift.

My wife and I purchased _____ on June 28, 2024, and officially moved in April 12th, 2025. We were quite surprised to find that we were unable to moor our boat to the dock directly in front of our house.

That prompted me to enquire as to why and I was advised that it was a public dock and that I was not grandfathered in as many other neighbors are such as _____ (dock whips), _____ and _____ (boat lifts) etc... have been.

I then enquired about getting a buoy only to be advised that there has been a moratorium on new buoys for the last 8 years.

So here is my dilemma for which we are seeking a solution.

We live on the water in Cultus Lake which has dock directly in front of it and yet I have no access to a buoy to moor my boat to, no dock to which I can attach whips to moor to and no boat lift. I'm sure you can see how silly this seems.

We can easily put whips or a lift off to the side (at my cost) and it would still leave the front of the dock accessible to other boats.

We are seeking an exception since no other individual has access to that dock via land, therefore, we are logically the only persons who could permanently moor to it, it would not impact the front of the dock to other boats and lastly, having a house on the lake should come with the ability to moor somewhere in this lake.

I thank you for your attention to this matter.

Mike



July 9th, 2025

From: Sudden Impact Paddling Club

To: Cultus Lake Parks Board

Re: Support for Hosting Local Community First Aid Course

I'm writing this letter on behalf of our Paddling Club's desire to host a First Aid Course locally here at the lake sometime this summer.

Our Club has been planning to host a first aid course to members of our club, with a focus on water safety. We are happy to also invite other paddling clubs to offer it to their members in order to help building community and increase first aid capacity here at the lake.

Our club is growing in size and we have more teams where we require additional certified first aiders. As well, we are experiencing situations on the lake (three already in the past month), that have required our paddlers to perform first aid to other clubs and tourists while out paddling.

We need a minimum of 8 participants for a custom one-day course (maximum 12). We had been offered the Parks Board Board Room at one point at no cost in support of the program.

Once we can confirm we can use the Board Room and what dates are best /not available, we will then be happy to poll / confirm participants who want to be involved.

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

Sincerely,

Jonathan Willcocks; Past-Commodore, SIPC



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 0550

SUBMITTED BY: Erica Lee, Chief Financial Officer

SUBJECT: 2025 Second Quarter Financial Report

PURPOSE:

To provide the Board with an update on the financial results for the Second Quarter of 2025.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2025 Second Quarter Financial report for information.*

DISCUSSION:

The financial results for the Second Quarter of 2025 are being provided to the Board for information and circulation. Included with this report is a consolidated balance sheet listing the assets and liabilities of Cultus Lake Park, a consolidated income statement and income statements for each business unit with comparative figures for 2024. The income statements provide additional information for variances noted as significant or that may be of general interest to readers of this information.

With the close of the Second Quarter, Cultus Lake Park is currently in an overall surplus position of \$487,461 as a result of residential lease fee collection, parking revenue & seasonal and overnight Sunnyside Campground fees received, along with more limited operating expenditures. Operating expenditures will increase over the summer months as the seasonal staffing complement is increased to complete work duties within the busy park. In addition, budgeted transfers to capital reserves will also be completed closer to the end of the year.

The overall surplus is lower than typical at this time of year as there has been more significant spending on capital purchases early in 2025 compared to 2024 (2025-\$1.685 Mil, 2024 - \$906K), and the transfer from capital reserves to cover these costs will be completed for the Q3 financial report.

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

2025 Financial Report

As at June 30, 2025, with comparative figures at June 30, 2024

Balance Sheet

	2025	2024
<u>ASSETS</u>		
Cash	\$ 1,105,465	\$ 1,031,452
Investments	11,431,829	11,049,545
Accounts Receivable	102,362	109,734
Prepaid Accounts and Inventory	522,176	371,669
Capital Assets (net)	<u>4,245,892</u>	<u>4,108,871</u>
 TOTAL ASSETS	 \$ 17,407,724	 \$ 16,671,271
 <u>LIABILITIES</u>		
Accounts Payable	\$ 666,136	\$ 590,661
Payroll Liabilities	83,669	68,907
Deferred Revenue	853,884	717,305
Performance Bonds & Refundable Deposits	62,870	61,870
Asset Retirement Obligations	4,918,283	1,650,662
Equity in Capital Assets	4,245,892	4,108,871
Operating Fund Surplus	(826,292)	1,826,093
Restricted Reserve Funds	<u>6,915,821</u>	<u>6,293,856</u>
 TOTAL LIABILITIES	 \$ 16,920,263	 \$ 15,318,225
 CURRENT YEAR SURPLUS	 <u>\$ 487,461</u>	 <u>\$ 1,353,046</u>

CULTUS LAKE PARK

2025 Financial Report

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

CONSOLIDATED INCOME STATEMENT

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD
REVENUE					
Sunnyside Campground	\$ 2,922,883	\$ 4,481,240	\$ (1,558,357)	-34.8%	\$ 2,712,710
Protective Services	55,918	185,000	(129,082)	-69.8%	43,164
Visitor Services (Cabins)	77,063	230,400	(153,337)	-66.6%	63,109
Volunteer Fire Department	205,729	315,390	(109,661)	-34.8%	201,976
Commercial Leases	257,922	894,410	(636,488)	-71.2%	235,388
Residential Leases	1,033,597	1,063,494	(29,897)	-2.8%	986,031
General Administration	167,138	42,500	124,638	293.3%	242,415
Community Hall	6,130	11,950	(5,820)	-48.7%	7,260
Foreshore lease	91,431	109,000	(17,569)	-16.1%	91,334
Public Areas	341,546	1,156,300	(814,754)	-70.5%	304,257
Community Events Committee	40,660	38,040	2,620	6.9%	47,939
	\$ 5,200,017	\$ 8,527,724	\$ (3,327,707)	-39.0%	\$ 4,935,583
EXPENDITURES					
Advertising and Promotion	\$ 41,690	\$ 89,020	\$ 47,330	53.2%	\$ 40,971
Bank, Credit Card and Interest Charges	96,874	163,050	66,176	40.6%	83,883
Commissioners Indemnities	50,790	100,990	50,200	49.7%	49,502
Grounds Maintenance	43,156	102,000	58,844	57.7%	42,684
Information Systems	142,374	187,100	44,726	23.9%	130,639
Inspections, Permits and Fees	3,383	73,195	69,812	95.4%	3,700
Insurance	156,766	347,385	190,619	54.9%	182,158
Janitorial	31,966	50,100	18,134	36.2%	24,727
Office, Telephone and Sundry	145,281	249,900	104,619	41.9%	125,726
Professional Fees	442,296	705,478	263,182	37.3%	298,032
Repairs and Maintenance	124,450	346,620	222,170	64.1%	148,007
Roads and Parking	25,924	43,300	17,376	40.1%	16,203
Security	3,476	4,800	1,324	27.6%	5,001
Sewer. Septic and Water Systems	2,761	334,930	332,169	99.2%	1,071
Travel and Conferences	290	20,230	19,940	98.6%	692
Utilities	78,164	199,885	121,721	60.9%	75,009
Waste Disposal	99,840	205,115	105,275	51.3%	100,560
Waterfront Maintenance	5,565	15,000	9,435	62.9%	588
Wages and Benefits	1,532,276	3,531,810	1,999,534	56.6%	1,347,592
TOTAL OPERATING & WAGES AND BENEFITS	\$ 3,027,322	\$ 6,769,908	\$ 3,742,586		\$ 2,676,745
NET OPERATING INCOME	\$ 2,172,695	\$ 1,757,816	\$ (414,879)		\$ 2,258,838
Capital Purchases	1,685,234	3,266,901	1,581,667	48.4%	905,792
Transfer from Reserve Capital Purchases	-	(3,140,241)	(3,140,241)	100.0%	-
Transfer from Accumulated Surplus	-	(50,000)	(50,000)	100.0%	-
Transfer to Reserves	-	1,667,238	1,667,238	100.0%	-
	\$ 4,712,556	\$ 8,513,806	\$ 3,801,250		\$ 3,582,537
NET CONTRIBUTION TO PARK	\$ 487,461	\$ 13,918	\$ 473,543		\$ 1,353,046

CULTUS LAKE PARK

2025 Financial Report

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

SUNNYSIDE CAMPGROUND

	2025	2025	Variance	Variance	2024	
	Actual YTD	Annual Budget	\$	%	Actual YTD	Variance Comments
REVENUE						
1011004000 SS Seasonal Waterfront Lots	\$ 686,483	\$ 686,500	\$ (17)	0.0%	\$ 641,586	Occupancy at Sunnyside is generally consistent for Quarter 2 of 2025 compared to 2024; therefore, revenue increases are consistent with rate increases implemented in this year's budget.
1011004001 SS Seasonal View Lots	249,697	251,100	(1,403)	-0.6%	234,731	
1011004002 SS Seasonal Regular Lots	1,283,921	1,290,300	(6,379)	-0.5%	1,200,324	
1011004003 SS Overnight Full Hook Up	222,953	795,300	(572,347)	-72.0%	213,073	
1011004004 SS Overnight No Hook Up	66,570	322,100	(255,530)	-79.3%	61,725	
1011004005 SS Overnight View Lots	26,996	126,400	(99,404)	-78.6%	23,761	
1011004006 SS Overnight Waterfront Lots	49,917	155,200	(105,283)	-67.8%	42,926	
1011004011 SS Group Area A & B	12,386	35,800	(23,414)	-65.4%	11,389	
1011004016 SS Milfoil Revenue	2,993	7,500	(4,507)	-60.1%	2,986	
1011004050 Sunnyside Store Sales	61,931	141,000	(79,069)	-56.1%	41,764	
1011004090 SS Infrastructure Reserve Fees	23,911	55,440	(31,529)	-56.9%	19,105	
1011004900 SS Pay Parking/Miscellaneous Revenue	227,590	607,800	(380,210)	-62.6%	212,219	
1011004910 SS Laundromat	-	4,800	(4,800)	-100.0%	-	
1011004950 Promotional Items Sales	7,536	2,000	5,536	276.8%	7,121	
	\$ 2,922,883	\$ 4,481,240	\$ (1,558,357)		\$ 2,712,710	
EXPENDITURES						
1021005000 Advertising	\$ 784	\$ 9,550	\$ 8,766	91.8%	\$ 1,826	Security Services
1021005300 Building Maintenance/Materials	19,372	34,100	14,728	43.2%	16,337	
1021005375 Contract Services	77,030	214,000	136,970	64.0%	81,244	
1021005400 Conferences/Meetings	-	3,330	3,330	100.0%	-	IT Services and Reservation Software
1021005500 Data Processing	28,895	51,800	22,905	44.2%	28,231	
1021005700 Education & Training	-	4,500	4,500	100.0%	226	
1021005800 Equipment Maintenance	3,720	15,600	11,880	76.2%	2,370	
1021005820 Equipment Fuel	-	550	550	100.0%	-	
1021005900 Garbage Collection & Recycling	30,119	60,500	30,381	50.2%	29,464	
1021006000 Ground Maintenance Materials	28,336	51,400	23,064	44.9%	19,745	
1021006100 Commercial Insurance	27,650	62,200	34,550	55.5%	34,418	
1021006200 Vehicle Insurance	468	1,110	642	57.8%	528	
1021006300 Janitorial Contracts/Supplies	12,829	24,500	11,671	47.6%	9,174	
1021006500 Licences & Permits	434	1,200	766	63.8%	590	
1021006600 Membership Dues & Subscriptions	503	195	(308)	-157.9%	43	
1021006800 Office Supplies & Expenses	2,676	4,400	1,724	39.2%	1,613	
1021006810 Bank Charges/ Cash Short (Over)	336	1,000	664	66.4%	151	
1021006812 Point of Sales Fees	66,908	73,000	6,092	8.3%	57,182	
1021006817 Retail Cost of Goods Sold	57,134	57,200	66	0.1%	50,329	
1021006822 Office Furniture	32	500	468	93.6%	17	
1021007000 Printing Expense	1,861	5,000	3,139	62.8%	2,829	
1021007100 Public Relations	1,826	3,840	2,014	52.4%	1,106	
1021007200 Roads & Parking Maintenance	5,201	8,000	2,799	35.0%	3,033	
1021007300 Vandalism Repairs	-	2,000	2,000	100.0%	-	
1021007400 Security Systems & Supplies	1,330	2,000	670	33.5%	3,396	
1021007500 Sewer	1,685	125,800	124,115	98.7%	471	
1021007625 Shop Supplies	799	2,500	1,701	68.0%	874	
1021007700 Special Events	-	12,080	12,080	100.0%	2,940	
1021007800 Telephone	8,327	12,900	4,573	35.4%	8,846	
1021007900 Travel Expense	-	1,200	1,200	100.0%	-	
1021008000 Propane & Natural Gas	5,098	9,000	3,902	43.4%	5,559	
1021008005 Hydro Consumption	33,574	95,700	62,126	64.9%	30,021	
1021008020 Water	-	186,400	186,400	100.0%	-	
1021008100 Vehicle Maintenance	-	1,450	1,450	100.0%	456	
1021008130 Vehicle Fuel	277	1,010	733	72.6%	703	
1021008201 Signage	2,022	2,000	(22)	-1.1%	1,473	
1021008300 Water System Maintenance	1,076	5,000	3,924	78.5%	600	
1021008600 Management/Administration Salaries	74,894	158,700	83,806	52.8%	74,904	
1021008700 Staff Wages - Gatehouse	50,175	121,450	71,275	58.7%	51,425	
1021008701 Staff Wages - Maintenance	112,348	219,500	107,152	48.8%	88,096	
1021008710 Staff Wages - Store	16,155	34,340	18,185	53.0%	12,383	

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
1021008800 Employee Benefits	47,202	146,190	98,988	67.7%	43,073	
1021008825 Uniforms & Clothing Allowance	2,253	1,700	(553)	-32.5%	1,037	
TOTAL OPERATING EXPENSES	\$ 723,329	\$ 1,828,395	\$ 1,105,066		\$ 666,713	
NET OPERATING INCOME	\$ 2,199,554	\$ 2,652,845	\$ 453,291		\$ 2,045,997	
1021009000 Capital Purchases	1,214,330	1,769,891	555,561	31.4%	413,082	Dock #1, 2, 3 & 5 Replacement, Bathroom Renovations, Gator, Tree Maintenance, Transformer Replacements, Picnic Table Replacements, Phase 2 - Sewer Connection, Paving, Electrical Upgrades
1021009800 Transfer to Reserves	-	746,381	746,381	100.0%	-	
1021009805 Transfer from Reserve Capital Purchases	-	(1,769,891)	(1,769,891)	100.0%	-	
1021009998 Overhead Expenses	256,024	512,049	256,025	50.0%	229,548	
1021009999 Allocated Services	166,470	332,940	166,470	50.0%	152,346	
	\$ 2,360,153	\$ 3,419,765	\$ 1,059,612		\$ 1,461,689	
NET CONTRIBUTION TO (FROM)	\$ 562,730	\$ 1,061,475	\$ (498,745)		\$ 1,251,021	

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For the SIX Months Ending June 30, 2025, with comparative figures for 2024

PROTECTIVE SERVICES

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1011254675 Bylaw Enforcement Fines	\$ 54,451	\$ 185,000	\$ (130,549)	-70.6%	\$ 42,040	
1011254900 Miscellaneous Revenue	1,466	-	1,466	0.0%	1,124	
	<u>\$ 55,917</u>	<u>\$ 185,000</u>	<u>\$ (129,083)</u>		<u>\$ 43,164</u>	
EXPENDITURES						
1021255300 Building Maintenance Materials	\$ 1,307	\$ 1,290	\$ (17)	-1.3%	\$ 530	
1021255375 Contract Services	164,152	293,700	129,548	44.1%	121,353	Security and Policing Contracts
1021255500 Data Processing	52,865	48,000	(4,865)	-10.1%	47,295	
1021255700 Education & Training	-	3,200	3,200	100.0%	-	
1021255800 Equipment Maintenance	1,709	1,000	(709)	-70.9%	760	
1021256100 Commercial Insurance	5,750	12,900	7,150	55.4%	6,200	
1021256200 Vehicle Insurance	-	-	-	0.0%	249	
1021256450 Professional Fees	7,220	25,000	17,780	71.1%	8,530	
1021256500 Licences & Permits	-	65,000	65,000	100.0%	-	
1021256800 Office Supplies & Expenses	1,100	1,200	100	8.3%	199	
1021257000 Printing Expense	275	750	475	63.3%	248	
1021257100 Public Relations	-	500	500	100.0%	-	
1021257400 Security Systems & Supplies	-	500	500	100.0%	-	
1021257800 Telephone	2,676	2,250	(426)	-18.9%	1,711	
1021258000 Propane & Natural Gas	737	975	238	24.4%	614	
1021258100 Vehicle Maintenance	90	1,100	1,010	91.8%	-	
1021258130 Vehicle Fuel	788	1,650	862	52.2%	846	
1021258700 Staff Wages - Bylaw Enforcement	59,927	113,630	53,703	47.3%	46,646	
1021258715 Staff Wages - Parking Enforcement	13,007	52,770	39,763	75.4%	16,158	
1021258715 Staff Wages - Admin	34,595	73,130	38,535	52.7%	31,932	
1021258800 Employee Benefits	29,136	68,300	39,164	57.3%	25,315	
1021258825 Uniforms & Clothing Allowance	612	2,000	1,388	69.4%	723	
TOTAL OPERATING EXPENSES	<u>\$ 375,946</u>	<u>\$ 768,845</u>	<u>\$ 392,899</u>		<u>\$ 309,309</u>	
NET OPERATING INCOME	<u>\$ (320,029)</u>	<u>\$ (583,845)</u>	<u>\$ (263,816)</u>	45.2%	<u>\$ (266,145)</u>	
1021259800 Transfer to Reserves	-	2,000	2,000	100.0%	-	
1021259998 Overhead Expenses	(303,812)	(607,625)	(303,813)	50.0%	(279,160)	
1021259999 Allocated Services	10,890	21,780	10,890	50.0%	10,356	
	<u>\$ 83,024</u>	<u>\$ 185,000</u>	<u>\$ 101,976</u>		<u>\$ 40,505</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (27,107)</u>	<u>\$ -</u>	<u>\$ (27,107)</u>		<u>\$ 2,659</u>	

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For the SIX Months Ending June 30, 2025, with comparative figures for 2024

VISITOR SERVICES & CABINS

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1011504400 Cabin Rentals	\$ 71,049	\$ 225,400	\$ (154,351)	-68.5%	\$ 59,299	
1011504900 Miscellaneous Revenue	6,015	5,000	1,015	20.3%	3,810	
	<u>\$ 77,064</u>	<u>\$ 230,400</u>	<u>\$ (153,336)</u>		<u>\$ 63,109</u>	
EXPENDITURES						
1021505000 Advertising	\$ 622	\$ 1,900	\$ 1,278	67.3%	\$ 1,071	
1021505300 Building Maintenance Materials	2,988	7,000	4,012	57.3%	2,059	
1021505500 Data Processing	1,969	3,700	1,731	46.8%	1,790	
1021505700 Education & Training	-	400	400	100.0%	-	
1021505800 Equip & Material Replacement	774	5,800	5,026	86.7%	574	
1021506000 Grounds Maintenance Materials	3,236	4,590	1,354	29.5%	4,288	
1021506100 Commercial Insurance	10,050	22,600	12,550	55.5%	11,850	
1021506300 Janitorial Contracts/Supplies	1,503	4,000	2,497	62.4%	2,154	
1021506301 Linens	2,384	3,800	1,416	37.3%	200	
1021506800 Office Supplies & Expenses	290	650	360	55.4%	367	
1021506810 Bank Charges/Point of Sales Fees	3,312	5,500	2,188	39.8%	2,973	
1021506817 Retail Cost of Goods Sold	-	850	850	100.0%	-	
1021507000 Printing Expense	-	250	250	100.0%	-	
1021507100 Public Relations	-	500	500	100.0%	24	
1021507200 Roads & Parking Maintenance	173	300	127	42.3%	150	
1021257400 Security Systems & Supplies	443	-	(443)	0.0%	443	
1021507500 Sewer & Septic System Maintenance	-	5,700	5,700	100.0%	-	
1021507800 Telephone/Cable	3,038	4,780	1,742	36.4%	3,113	
1021508000 Propane & Natural Gas	2,071	4,000	1,929	48.2%	1,867	
1021508005 Hydro Consumption	5,475	11,400	5,925	52.0%	5,943	
1021508020 Water	-	5,700	5,700	100.0%	-	
1021508201 Signage	-	500	500	100.0%	-	
1021508700 Staff Wages - Visitor Services	27,653	63,370	35,717	56.4%	21,019	
1021508800 Employee Benefits	3,496	16,530	13,034	78.9%	2,722	
1021508825 Uniforms	130		(130)	0.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 69,607</u>	<u>\$ 173,820</u>	<u>\$ 104,213</u>		<u>\$ 62,607</u>	
NET OPERATING INCOME	<u>\$ 7,457</u>	<u>\$ 56,580</u>	<u>\$ 49,123</u>	86.8%	<u>\$ 502</u>	
1021509000 Capital Purchases	9,413	30,575	21,162	69.2%	15,891	Cabin Refresh, Mattress and Furniture Replacement
1021509800 Transfer to Reserves	-	30,570	30,570	100.0%	-	
1021509805 Transfer from Reserve Capital Purchases	-	(30,575)	(30,575)	100.0%	-	
1021509999 Allocated Services	26,712	53,424	26,712	50.0%	24,308	
	<u>\$ 105,732</u>	<u>\$ 257,814</u>	<u>\$ 152,082</u>		<u>\$ 102,806</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (28,668)</u>	<u>\$ (27,414)</u>	<u>\$ (1,254)</u>		<u>\$ (39,697)</u>	

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For the SIX Months Ending June 30, 2025, with comparative figures for 2024

VOLUNTEER FIRE DEPARTMENT

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1013004600 Local Services Revenue VFD CL	\$ 15,672	\$ 43,435	\$ (27,763)	-63.9%	\$ 15,314	
1013004601 Fire Protection Agreements	-	81,900	(81,900)	-100.0%	-	Recoveries from FVRD and Soowahlie are invoiced in Q3
1013004605 Residential Lease Revenue VFD	190,057	190,055	2	0.0%	185,662	
1013004900 Miscellaneous Revenue	-	-	-	0.0%	1,000	Donation
	<u>\$ 205,729</u>	<u>\$ 315,390</u>	<u>\$ (109,661)</u>		<u>\$ 201,976</u>	
EXPENDITURES						
1023005000 Advertising	\$ -	\$ 550	\$ 550	100.0%	\$ -	
1023005300 Building Maintenance Materials	1,110	6,000	4,890	81.5%	6,633	
1023005500 Data Processing	1,584	3,000	1,416	47.2%	1,405	
1023005700 Education & Training	17,565	21,630	4,065	18.8%	5,979	
1023005800 Firefighting Equipment Fuel & Maintenance	4,561	32,800	28,239	86.1%	9,463	
1023005850 Fire Protection Equip Annual Testing	5,981	10,500	4,519	43.0%	-	
1023006000 Grounds Maintenance Materials	-	500	500	100.0%	-	
1023006100 Commercial Insurance	9,750	21,900	12,150	55.5%	10,550	
1023006200 Vehicle Insurance	2,199	4,650	2,451	52.7%	2,190	
1023006300 Janitorial Contracts/Supplies	561	1,000	439	43.9%	116	
1023006600 Membership Dues & Subscriptions	106	800	694	86.8%	171	
1023006800 Office Supplies & Expenses	1,179	1,400	221	15.8%	89	
1023007100 Public Relations	-	550	550	100.0%	94	
1023007400 Security Systems & Supplies	128	550	422	76.7%	257	
1023007500 Sewer & Septic System Maintenance	-	640	640	100.0%	-	
1023007600 Shop Supplies	56	1,000	944	94.4%	573	
1023007655 Medical Supplies	1,338	3,700	2,362	63.8%	277	
1023007800 Telephone	2,896	9,000	6,104	67.8%	6,681	
1023008000 Propane & Natural Gas	1,183	2,000	817	40.9%	1,101	
1023008005 Hydro Consumption	1,637	4,100	2,463	60.1%	1,633	
1023008020 Water	-	630	630	100.0%	-	
1023008100 Vehicle Maintenance	5,276	15,200	9,924	65.3%	10,563	
1023008130 Vehicle Fuel	1,027	2,200	1,173	53.3%	1,109	
1023008600 Mgmt. Salaries - Fire Chief	2,600	6,950	4,350	62.6%	1,300	
						In 2024, the second annual fire payment was made in July rather than in June.
1023008700 Staff Wages - VFD	31,149	70,300	39,151	55.7%	13,452	
1023008760 WCB/EHT Expense	1,580	4,420	2,840	64.3%	792	
1023008825 Uniforms & Clothing Allowance	-	4,000	4,000	100.0%	1,653	
TOTAL OPERATING EXPENSES	<u>\$ 93,466</u>	<u>\$ 229,970</u>	<u>\$ 136,504</u>		<u>\$ 76,081</u>	
NET OPERATING INCOME	<u>\$ 112,263</u>	<u>\$ 85,420</u>	<u>\$ (26,843)</u>	-31.4%	<u>\$ 125,895</u>	
1023009000 Capital Purchases	-	47,897	47,897	100.0%	2,439	
1023009800 Transfer to Reserves	-	60,820	60,820	100.0%	-	
1023009805 Transfer from Reserve Capital Purchases	-	(36,237)	(36,237)	100.0%	-	
1023009999 Allocated Services	6,470	12,940	6,470	50.0%	6,100	
	<u>\$ 99,936</u>	<u>\$ 315,390</u>	<u>\$ 215,454</u>		<u>\$ 84,620</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ 105,793</u>	<u>\$ -</u>	<u>\$ 105,793</u>		<u>\$ 117,356</u>	

CULTUS LAKE PARK

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For the SIX Months Ending June 30, 2025, with comparative figures for 2024

PUBLIC WORKS

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
EXPENDITURES						
1024005300 Building Maintenance Materials	\$ 2,749	\$ 6,600	\$ 3,851	58.3%	\$ 11,129	OH&S program & Yellow Barn Fire Clean Up
1024005375 Contract Services	20,018	5,000	(15,018)	-300.4%	-	
1024005400 Conferences/Meetings	-	2,700	2,700	100.0%	-	
1024005500 Data Processing	1,585	2,900	1,315	45.3%	1,544	
1024005700 Education & Training	1,300	15,310	14,010	91.5%	800	
1024005800 Equipment Maintenance	4,363	21,200	16,837	79.4%	6,461	
1024005820 Equipment Fuel	1,924	4,020	2,096	52.1%	1,572	
1024005900 Garbage Collection & Recycling	5,624	10,500	4,876	46.4%	7,850	
1024006000 Grounds Maintenance Materials	-	1,710	1,710	100.0%	-	
1024006100 Commercial Insurance	11,950	26,000	14,050	54.0%	13,900	
1024006200 Vehicle Insurance	9,730	17,750	8,020	45.2%	8,081	
1024006500 Licences & Permits	-	450	450	100.0%	-	
1024006600 Membership Dues & Subscriptions	-	750	750	100.0%	72	
1024006800 Office Supplies & Expenses	1,417	1,680	263	15.7%	947	
1024006810 Bank Charges	124	-	(124)	0.0%	114	
1024007400 Security Systems & Supplies	757	750	(7)	-0.9%	462	
1024007500 Sewer	-	640	640	100.0%	-	
1024007600 Shop Supplies	8,837	11,490	2,653	23.1%	5,905	
1024007625 Small Tools	381	3,500	3,119	89.1%	1,441	
1024007650 Safety Supplies	2,388	3,500	1,112	31.8%	2,167	
1024007800 Telephone	4,133	4,400	267	6.1%	4,456	
1024008000 Propane & Natural Gas	4,677	6,600	1,923	29.1%	3,633	
1024008005 Hydro Consumption	2,250	4,590	2,340	51.0%	2,247	
1024008020 Water	-	630	630	100.0%	-	
1024008100 Vehicle Maintenance	20,972	27,260	6,288	23.1%	30,351	
1024008130 Vehicle Fuel	10,743	25,400	14,657	57.7%	12,513	
1024008600 Management Salaries	48,653	107,010	58,357	54.5%	35,962	
1024008700 Staff Wages - Supervisor	95,894	162,460	66,566	41.0%	88,010	
1024008701 Staff Wages - Custodian	54,322	133,780	79,458	59.4%	45,165	
1024008710 Staff Wages - Public Works	277,557	744,980	467,423	62.7%	252,665	
1024008800 Employee Benefits	138,163	339,070	200,907	59.3%	120,195	
1024008825 Uniforms & Clothing Allowance	3,600	8,800	5,200	59.1%	2,035	
TOTAL OPERATING EXPENSES	\$ 734,111	\$ 1,701,430	\$ 967,319		\$ 659,677	
NET OPERATING INCOME	\$ (731,362)	\$ (1,694,830)	\$ (963,468)	56.8%	\$ (648,548)	
1024009000 Capital Purchases	47,804	215,997	168,193	77.9%	252,210	Radios, Vehicle Replacement
1024009800 Transfer to Reserves	-	145,000	145,000	100.0%	-	
1024009805 Transfer from Reserve Capital Purchases	-	(215,997)	(215,997)	100.0%	-	
1024009998 Overhead Expenses	(238,000)	(476,000)	(238,000)	50.0%	(188,496)	
1024009999 Allocated Services	(685,216)	(1,370,430)	(685,214)	50.0%	(628,800)	
	\$ (141,301)	\$ -	\$ 141,301		\$ 94,591	
NET CONTRIBUTION TO (FROM)	\$ 141,301	\$ -	\$ 141,301		\$ (94,591)	

CULTUS LAKE PARK

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For the SIX Months Ending June 30, 2025, with comparative figures for 2024

COMMERCIAL LEASES

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1015004200 Commercial Leases	\$ 239,489	\$ 843,410	\$ (603,921)	-71.6%	\$ 217,780	
1015004201 CL- Public Works	3,261	9,300	(6,039)	-64.9%	3,192	
1015004202 CL - Bylaw Enforcement	15,172	41,700	(26,528)	-63.6%	14,116	
1015004900 Miscellaneous Revenue	-	-	-	0.0%	300	
	<u>\$ 257,922</u>	<u>\$ 894,410</u>	<u>\$ (636,488)</u>		<u>\$ 235,388</u>	
EXPENDITURES						
1025005300 Building Maintenance Materials	\$ 1,551	\$ 8,000	\$ 6,449	80.6%	\$ 2,299	
1025005900 Garbage Collection & Recycling	7,221	19,880	12,659	63.7%	7,322	
1025006000 Grounds Maintenance Materials	2,100	2,800	700	25.0%	-	
1025006100 Commercial Insurance	26,950	60,600	33,650	55.5%	33,850	
1025006810 Bank Charges	747	-	(747)	0.0%	721	
1025007500 Sewer	-	640	640	100.0%	-	
1025008000 Propane & Natural Gas	503	500	(3)	-0.6%	350	
1025008005 Hydro Consumption	3,457	5,120	1,663	32.5%	3,086	
1025008020 Water	-	600	600	100.0%	-	
1025008201 Signage	2,642	1,200	(1,442)	-120.2%	-	
TOTAL OPERATING EXPENSES	<u>\$ 45,171</u>	<u>\$ 99,340</u>	<u>\$ 54,169</u>		<u>\$ 47,628</u>	
NET OPERATING INCOME	<u>\$ 212,751</u>	<u>\$ 795,070</u>	<u>\$ 582,319</u>	73.2%	<u>\$ 187,760</u>	
1025009000 Capital Purchases	14,357	55,897	41,540	74.3%	63,912	Plaza Redevelopment
1025009800 Transfer to Reserves	-	159,957	159,957	100.0%	-	Consultant
1025009805 Transfer from Reserve Capital Purchases	-	(5,897)	(5,897)	100.0%	-	
1025009810 Transfer from Accumulated Surplus	-	(50,000)	(50,000)	100.0%	-	
1025009998 Overhead Expenses	147,424	294,849	147,425	50.0%	140,202	
1025009999 Allocated Services	51,676	103,350	51,674	50.0%	48,536	
	<u>\$ 258,628</u>	<u>\$ 657,496</u>	<u>\$ 398,868</u>		<u>\$ 300,278</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (706)</u>	<u>\$ 236,914</u>	<u>\$ (237,620)</u>		<u>\$ (64,890)</u>	

CULTUS LAKE PARK

2025 Financial Report

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

RESIDENTIAL LEASES

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1016004100 Residential Leases	\$ 767,060	\$ 766,914	\$ 146	0.0%	\$ 720,413	
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	123,686	123,680	6	0.0%	115,053	
1016004110 Delinquent Fees	2,940	5,400	(2,460)	-45.6%	4,143	
1016004700 Lease Services- OTHER	11,415	40,000	(28,585)	-71.5%	15,925	
1016004611 Lease Services- STVR/BL	92,421	91,500	921	1.0%	94,423	Licencing
	\$ 1,033,597	\$ 1,063,494	\$ (29,897)		\$ 986,032	
EXPENDITURES						
1026005900 Garbage Collection & Recycling	\$ 52,927	\$ 106,535	\$ 53,608	50.3%	\$ 52,927	
1026006100 Commercial Insurance	4,450	10,000	5,550	55.5%	4,550	
1026006812 Bank Charges	705	-	(705)	0.0%	700	
1026008005 Hydro Consumption	9,331	38,100	28,769	75.5%	10,114	
TOTAL OPERATING EXPENSES	\$ 67,413	\$ 154,635	\$ 87,222		\$ 68,291	
NET OPERATING INCOME	\$ 966,184	\$ 908,859	\$ (57,325)	-6.3%	\$ 917,741	
1026009000 Capital Purchases	-	25,000	25,000	100.0%	6,500	
1026009800 Transfer to Reserves	-	63,230	63,230	100.0%	-	
1026009810 Transfer from Accumulated Surplus	-	(25,000)	(25,000)	100.0%	-	
1026009998 Overhead Expenses	241,382	482,765	241,383	50.0%	221,872	
1026009999 Allocated Services	216,480	432,960	216,480	50.0%	201,810	
	\$ 525,275	\$ 1,133,590	\$ 608,315		\$ 498,473	
NET CONTRIBUTION TO (FROM)	\$ 508,322	\$ (70,096)	\$ 578,418		\$ 487,559	

CULTUS LAKE PARK

2025 Financial Report

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

GENERAL ADMINISTRATION

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1017004800 Interest Earned	\$ 161,077	\$ 40,000	\$ 121,077	302.7%	\$ 236,159	
1017004900 Miscellaneous Revenue/Encroachment	5,111	2,000	3,111	155.6%	4,966	
1017004904 Donations	250	-	250	0.0%	400	
1017004915 Dog Licenses	700	500	200	40.0%	890	
	<u>\$ 167,138</u>	<u>\$ 42,500</u>	<u>\$ 124,638</u>		<u>\$ 242,415</u>	
EXPENDITURES						
1027005000 Advertising	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 170	
1027005100 Accounting & Auditing Fees	2,758	19,578	16,820	85.9%	7,867	
1027005175 Board Level Expenses	4,064	17,000	12,936	76.1%	3,485	
1027005300 Building Maintenance Materials	1,204	3,200	1,996	62.4%	984	
1027005375 Contract Services	1,020	21,600	20,580	95.3%	-	
1027005400 Conferences/Meetings	290	11,000	10,710	97.4%	692	
1027005500 Data Processing	54,416	75,500	21,084	27.9%	49,093	
1027005700 Education & Training	1,455	5,000	3,545	70.9%	1,070	
1027005800 Equipment Maintenance	171	1,000	829	82.9%	556	
1027006100 Commercial Insurance	15,054	33,800	18,746	55.5%	18,250	
1027006200 Vehicle Insurance	572	1,575	1,003	63.7%	737	
1027006400 Legal Fees	150,138	60,000	(90,138)	-150.2%	46,302	
1027006450 Professional Fees	4,642	20,000	15,358	76.8%	1,040	
1027006600 Membership Dues & Subscriptions	2,340	3,700	1,360	36.8%	2,824	
1027006800 Office Supplies & Expenses	4,355	9,500	5,145	54.2%	4,841	
1027006801 Staff Recognition Expenses	727	6,500	5,773	88.8%	1,182	
1027006800 Breakroom Supplies	1,654	5,500	3,846	69.9%	1,271	
1027006812 Bank Charges/Point of Sale Fees	7,645	13,000	5,355	41.2%	7,636	
1027006815 Postage & Courier	2,818	4,000	1,182	29.6%	2,867	
1027006820 Equipment Leases	3,960	16,500	12,540	76.0%	3,856	
1027006822 Office Furniture	214	4,000	3,786	94.7%	-	
1027007000 Printing Expense	64	1,000	936	93.6%	96	
1027007100 Public Relations	2,000	4,000	2,000	50.0%	5,180	
1027007400 Security Systems & Supplies	818	1,000	182	18.2%	443	
1027007500 Sewer & Septic System Maintenance	-	640	640	100.0%	-	
1027007700 Special Events - CWFPP	-	5,000	5,000	100.0%	-	
1027007800 Telephone	8,041	9,500	1,459	15.4%	8,456	
1027007900 Travel Expense	-	2,000	2,000	100.0%	-	
1027008000 Propane & Natural Gas	1,154	2,100	946	45.0%	970	
1027008005 Hydro Consumption	1,307	3,500	2,193	62.7%	1,584	
1027008020 Water	-	640	640	100.0%	-	
1027008100 Vehicle Maintenance/Fuel	633	800	167	20.9%	763	
1027008500 Commissioners Indemnity	50,790	100,990	50,200	49.7%	49,503	
1027008600 Management Salaries	96,853	191,140	94,287	49.3%	80,873	
1027008601 Finance Salaries	89,977	199,920	109,943	55.0%	81,321	
1027008710 Staff Wages - CO/Communications	89,694	193,600	103,906	53.7%	79,375	
1027008715 Staff Wages - Admin / CSR	34,834	105,620	70,786	67.0%	40,097	
1027008800 Employee Benefits	95,817	188,150	92,333	49.1%	89,264	
TOTAL OPERATING EXPENSES	<u>\$ 731,479</u>	<u>\$ 1,343,053</u>	<u>\$ 611,574</u>		<u>\$ 592,648</u>	
NET OPERATING INCOME	<u>\$ (564,341)</u>	<u>\$ (1,300,553)</u>	<u>\$ (736,212)</u>	56.6%	<u>\$ (350,233)</u>	
1027009000 Capital Purchases	34,437	45,897	11,460	25.0%	66,598	Computer Upgrades, Server Upgrade
1027009800 Transfer to Reserves	-	50,000	50,000	100.0%	-	
1027009805 Transfer from Reserve Capital	-	(45,897)	(45,897)	100.0%	-	
1027009998 Overhead Expenses	(598,092)	(1,196,183)	(598,091)	50.0%	(580,948)	
1027009999 Allocated Services	(77,186)	(154,370)	(77,184)	50.0%	(76,410)	
	<u>\$ 90,638</u>	<u>\$ 42,500</u>	<u>\$ (48,138)</u>		<u>\$ 1,888</u>	

	2025	2025	Variance	Variance		2024	
	Actual YTD	Annual Budget	\$	%		Actual YTD	Variance Comments
NET CONTRIBUTION TO (FROM)	\$ 76,500	\$ -	\$ 76,500			\$ 240,527	

CULTUS LAKE PARK**2025 Financial Report**

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

COMMUNITY HALL

	2025	2025	Variance	Variance	2024	
	Actual YTD	Annual Budget	\$	%	Actual YTD	Variance Comments
<u>REVENUE</u>						
1018004920 Community Hall Rentals	\$ 6,130	\$ 11,950	\$ (5,820)	-48.7%	\$ 7,260	
<u>EXPENDITURES</u>						
1028005300 Building Maintenance Materials	\$ 1,660	\$ 3,500	\$ 1,840	52.6%	\$ 1,222	
1028005500 Data Processing	1,060	2,200	1,140	51.8%	1,281	
1028006000 Grounds Maintenance Materials	-	1,000	1,000	100.0%	-	
1028006100 Commercial Insurance	6,600	14,800	8,200	55.4%	7,300	
1028007500 Sewer	-	640	640	100.0%	-	
1028007800 Telephone	115	200	85	42.5%	115	
1028008000 Propane & Natural Gas	1,073	1,900	827	43.5%	1,124	
1028008005 Hydro Consumption	671	1,600	929	58.1%	579	
1028008020 Water	-	630	630	100.0%	-	
TOTAL OPERATING EXPENSES	\$ 11,179	\$ 26,470	\$ 15,291		\$ 11,621	
NET OPERATING INCOME	\$ (5,049)	\$ (14,520)	\$ (9,471)	65.2%	\$ (4,361)	
1028009000 Capital Purchases	-	897	897	100.0%	-	
1028009800 Transfer to Reserves	-	10,000	10,000	100.0%	-	
1028009805 Transfer from Reserve Capital Purchases	-	(897)	(897)	100.0%	-	
1028009998 Overhead Expenses	14,340	28,680	14,340	50.0%	13,370	
1028009999 Allocated Services	10,200	20,400	10,200	50.0%	9,730	
	\$ 35,719	\$ 85,550	\$ 49,831		\$ 34,721	
NET CONTRIBUTION TO (FROM)	\$ (29,589)	\$ (73,600)	\$ 44,011		\$ (27,461)	

CULTUS LAKE PARK

2025 Financial Report

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

FORESHORE LEASE

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1018504936 Boat Mooring - Public Areas/VS	\$ 39,621	\$ 52,750	\$ (13,129)	-24.9%	\$ 39,884	
1018504941 Foreshore Reserve Revenue	50,460	56,250	(5,790)	-10.3%	50,760	
1018504900 Miscellaneous Revenue	1,350	-	1,350	0.0%	690	
	<u>\$ 91,431</u>	<u>\$ 109,000</u>	<u>\$ (17,569)</u>		<u>\$ 91,334</u>	
EXPENDITURES						
1028505800 Equipment Maintenance	\$ -	\$ 1,700	\$ 1,700	100.0%	\$ -	
1028505820 Equipment Fuel	57	800	743	92.9%	-	
1028505850 Floats & Buoys	404	10,000	9,596	96.0%	-	
1028506000 Grounds Maintenance Materials	-	10,000	10,000	100.0%	9,134	
1028506100 Commercial Insurance	10,200	22,900	12,700	55.5%	10,850	
1028506200 Vehicle Insurance	42	100	58	58.0%	55	
1028506500 Licences & Permits	-	1,100	1,100	100.0%	-	
1028507000 Printing Expense	-	150	150	100.0%	-	
1028508200 Foreshore Maintenance (Wharfs)	5,565	15,000	9,435	62.9%	588	
1028508201 Signage	-	1,000	1,000	100.0%	-	
TOTAL OPERATING EXPENSES	<u>\$ 16,268</u>	<u>\$ 62,750</u>	<u>\$ 46,482</u>		<u>\$ 20,627</u>	
NET OPERATING INCOME	<u>\$ 75,163</u>	<u>\$ 46,250</u>	<u>\$ (28,913)</u>	-62.5%	<u>\$ 70,707</u>	
1028509000 Capital Purchases	321,058	916,450	595,392	65.0%	1,027	Dock #6 & 7 Replacement, Milfoil Control
1028509800 Transfer to Reserves	-	106,250	106,250	100.0%	-	
1028509805 Transfer from Reserve Capital Purchases	-	(916,450)	(916,450)	100.0%	-	
1028509998 Overhead Expenses	143,576	287,150	143,574	50.0%	136,870	
1028509999 Allocated Services	44,980	89,960	44,980	50.0%	42,430	
	<u>\$ 525,882</u>	<u>\$ 546,110</u>	<u>\$ 20,228</u>		<u>\$ 200,954</u>	
	<u>\$ (434,451)</u>	<u>\$ (437,110)</u>	<u>\$ 2,659</u>		<u>\$ (109,620)</u>	

CULTUS LAKE PARK

2025 Financial Report

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

PUBLIC AREAS

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1019004700 Tree Removal Fees	\$ 900	\$ 5,000	\$ (4,100)	-82.0%	\$ 4,600	
1019004900 Miscellaneous Revenue	15,102	15,000	102	0.7%	11,905	
1019004904 Donations	-	-	-	0.0%	2,600	
1019004910 Pay Parking	286,074	996,300	(710,226)	-71.3%	263,782	
1019004926 Infrastructure Reserve	27,629	98,000	(70,371)	-71.8%	14,960	Increased Infrastructure fee in 2025 to \$2 per transaction (2024 - \$1 per transaction)
1019004927 Foreshore Reserve	11,840	42,000	(30,160)	-71.8%	6,410	
	<u>\$ 341,545</u>	<u>\$ 1,156,300</u>	<u>\$ (814,755)</u>		<u>\$ 304,257</u>	
EXPENDITURES						
1029005300 Building Maintenance Materials	\$ 864	\$ 6,600	\$ 5,736	86.9%	\$ 1,715	
1029005355 Main Beach Events Grant	-	12,000	12,000	100.0%	-	
1029005360 Commemorative Benches	-	1,900	1,900	100.0%	-	
						Precise Parklink/Public Washroom Facilities
1029005375 Contract Services	15,318	46,600	31,282	67.1%	31,696	
1029005800 Equipment Maintenance	-	1,000	1,000	100.0%	-	
1029005900 Garbage Collection & Recycling	3,949	7,700	3,751	48.7%	2,997	
1029006000 Grounds Maintenance Materials	9,485	30,000	20,515	68.4%	9,518	
1029006010 General Maintenance	8,519	45,000	36,481	81.1%	12,214	
1029006100 Commercial Insurance	15,350	34,500	19,150	55.5%	18,600	
1029006300 Janitorial Contracts/Supplies	14,689	16,800	2,111	12.6%	13,083	
1029006810 Bank Charges	-	550	550	100.0%	-	
1029006812 Point of Sale Fees	17,186	70,000	52,814	75.4%	14,329	
						Parking Meters - Communication Fees and Warranty
1029006820 Equipment Leases	11,194	17,400	6,206	35.7%	8,512	
1029007000 Printing Expense	-	500	500	100.0%	-	
1029007200 Roads & Parking Maintenance	20,550	35,000	14,450	41.3%	13,020	
1029007300 Vandalism Repairs	-	2,500	2,500	100.0%	-	
1029008005 Hydro Consumption	3,967	8,700	4,733	54.4%	4,585	
1029008201 Signage	1,088	6,500	5,412	83.3%	1,113	
TOTAL OPERATING EXPENSES	<u>\$ 122,159</u>	<u>\$ 343,250</u>	<u>\$ 221,091</u>		<u>\$ 131,382</u>	
NET OPERATING INCOME	<u>\$ 219,386</u>	<u>\$ 813,050</u>	<u>\$ 593,664</u>	73.0%	<u>\$ 172,875</u>	
						Main Beach Washroom, Paving, Tree Rehabilitation, Pay-station Replacements, Master Locks and Keys, Bear Bins
1029009000 Capital Purchases	43,834	158,400	114,566	72.3%	84,133	
1029009800 Transfer to Reserves	-	292,940	292,940	100.0%	-	
1029009805 Transfer from Reserve Capital Purchases	-	(93,400)	(93,400)	100.0%	-	
1029009998 Overhead Expenses	337,158	674,315	337,157	50.0%	306,740	
1029009999 Allocated Services	228,524	457,046	228,522	50.0%	209,596	
	<u>\$ 731,675</u>	<u>\$ 1,832,551</u>	<u>\$ 1,100,876</u>		<u>\$ 731,851</u>	
NET CONTRIBUTION TO (FROM)	<u>\$ (390,130)</u>	<u>\$ (676,251)</u>	<u>\$ 286,121</u>		<u>\$ (427,594)</u>	

CULTUS LAKE PARK

2025 Financial Report

For the SIX Months Ending June 30, 2025, with comparative figures for 2024

Community Events Committee

	2025 Actual YTD	2025 Annual Budget	Variance \$	Variance %	2024 Actual YTD	Variance Comments
REVENUE						
1019504900 Miscellaneous Revenue	\$ 16,460	\$ 11,040	\$ 5,420	49.1%	\$ 22,739	
1019504902 Public Areas - Contribution	-	12,000	(12,000)	-100.0%	-	
1019504996 Sponsorship/Grants	24,200	15,000	9,200	61.3%	25,200	
	<u>\$ 40,660</u>	<u>\$ 38,040</u>	<u>\$ 2,620</u>		<u>\$ 47,939</u>	
EXPENDITURES						
1029506800 Office Supplies & Misc. Expenses	\$ 736	\$ 900	\$ 164.00	18.2%	\$ 1,602	
1029507700 Special Events CEAC	36,458	37,050	592	1.6%	28,560	Cultus Lake Day
1029509800 Transfer to (from) Reserves	-	90	90	100.0%	-	
	<u>\$ 37,194</u>	<u>\$ 38,040</u>	<u>\$ 846</u>		<u>\$ 30,162</u>	
	<u>\$ 3,466</u>	<u>\$ -</u>	<u>\$ 3,466</u>		<u>\$ 17,777</u>	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 0550-70
SUBMITTED BY: Erica Lee
Chief Financial Officer
SUBJECT: 2025 Second Quarter Parking Report

PURPOSE:

To provide the Board with an overview of parking revenue for the Second Quarter of 2025.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2025 Second Quarter Parking Report for information.

DISCUSSION:

In the Second Quarter of 2025, as seen in Table 1, parking revenue totaled \$216,871 and net parking revenue after parking expenses totaled \$191,815. This is an increase of approximately \$48,441 in net parking revenue from the Second Quarter of 2024.

Expenses for the Second Quarter of 2025 were \$25,057, which is \$8,647 lower than in 2024. Expenses in 2024 were higher due to replenishing ticket paper for all the meters in May 2024.

Year-to-date parking revenue for 2025, net of GST, totals \$239,858, which is an increase of about \$27,080 from 2024. The parking revenue budget year to date, up to the end of June, is \$234,200, therefore, parking revenue was in line with the budget to the end of June.

The \$2 per transaction infrastructure fee (2023 – \$1 per transaction) has also added \$39,471 (2024-\$21,300) from January to June to be placed in the Park's capital reserves.

The tables attached show the Second 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 2022	Revenue 2023	Revenue 2024	Revenue 2025
Jan	2,538.19	2,385.56	2,447.28	4,997.29
Feb	5,315.33	1,350.62	3,796.48	2,909.43
Mar	12,138.31	12,605.51	29,454.48	15,080.13
Apr	16,861.28	22,771.18	17,656.38	36,503.44
May	34,374.67	108,251.90	50,017.88	44,390.95
Jun	95,505.64	103,437.74	109,403.10	135,977.07
Jul	319,265.65	330,546.57	347,288.91	-
Aug	291,432.28	288,409.82	304,658.02	-
Sep	66,946.41	64,017.22	67,623.64	-
Oct	10,184.95	9,697.33	7,621.90	-
Nov	1,387.18	2,752.71	2,324.33	-
Dec	870.33	2,808.19	2,627.67	-
Total	856,820.22	949,034.35	944,920.07	239,858.31

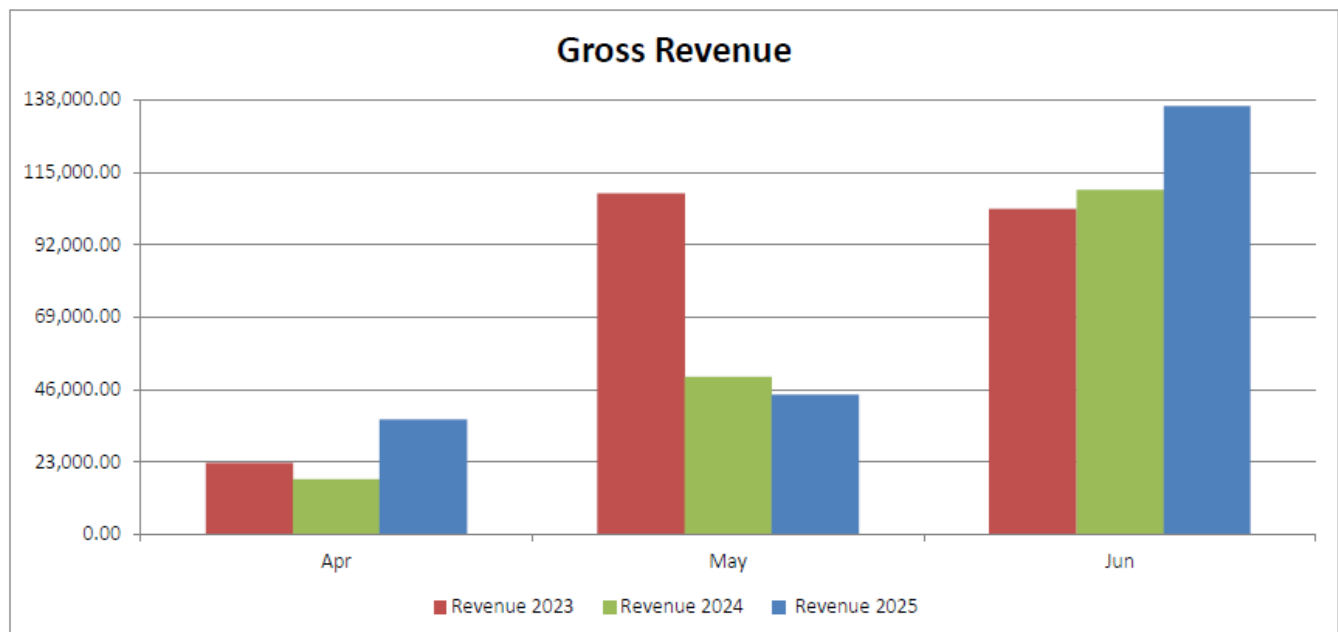


Table 2 -

Parking Expenses				
Month	Expenses 2022	Expenses 2023	Expenses 2024	Expenses 2025
Jan	2,063.70	2,166.65	3,092.45	2,869.87
Feb	2,240.81	2,093.05	2,163.38	2,430.05
Mar	2,546.76	2,908.45	4,076.55	3,566.47
Apr	2,990.29	3,656.15	3,001.85	5,584.12
May	3,799.20	9,166.20	16,761.92	5,130.48
Jun	7,560.93	12,908.66	13,940.08	14,342.01
Jul	28,666.55	23,892.40	23,733.96	-
Aug	17,738.06	20,383.09	20,798.63	-
Sep	10,642.31	10,785.88	11,010.18	-
Oct	2,272.45	2,413.69	2,600.22	-
Nov	1,902.95	2,007.60	2,465.38	-
Dec	1,864.42	2,005.90	2,110.24	-
Total	84,288.43	94,387.72	105,754.84	33,923.00

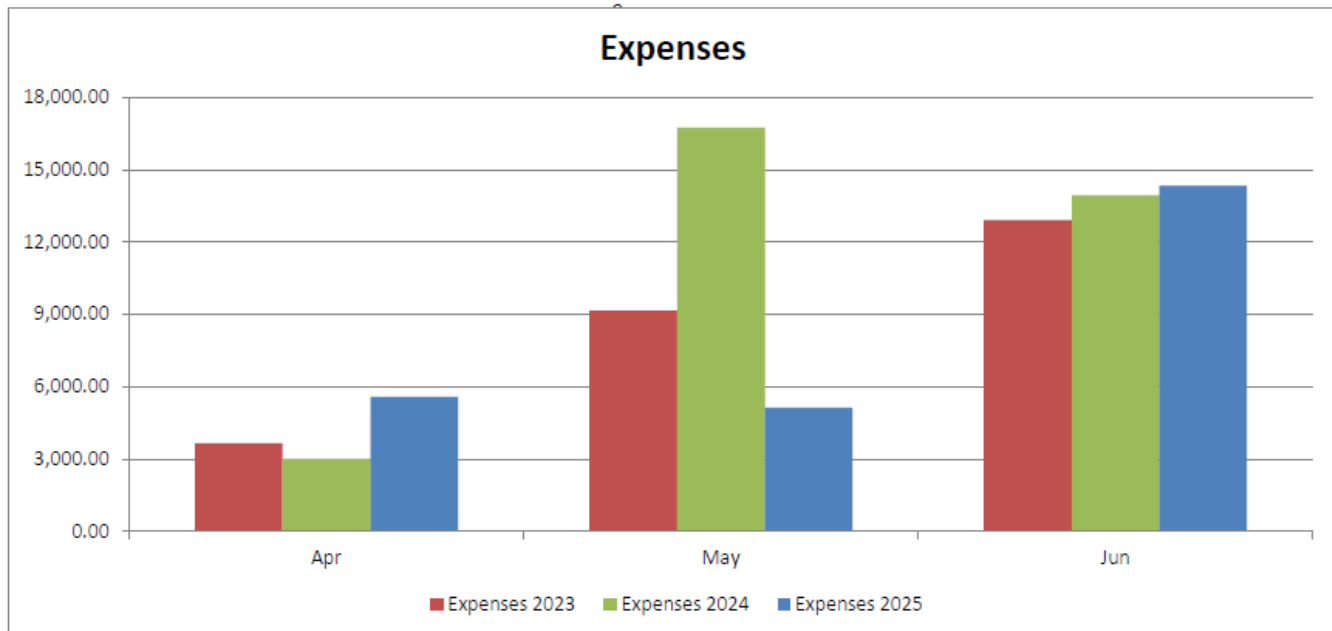
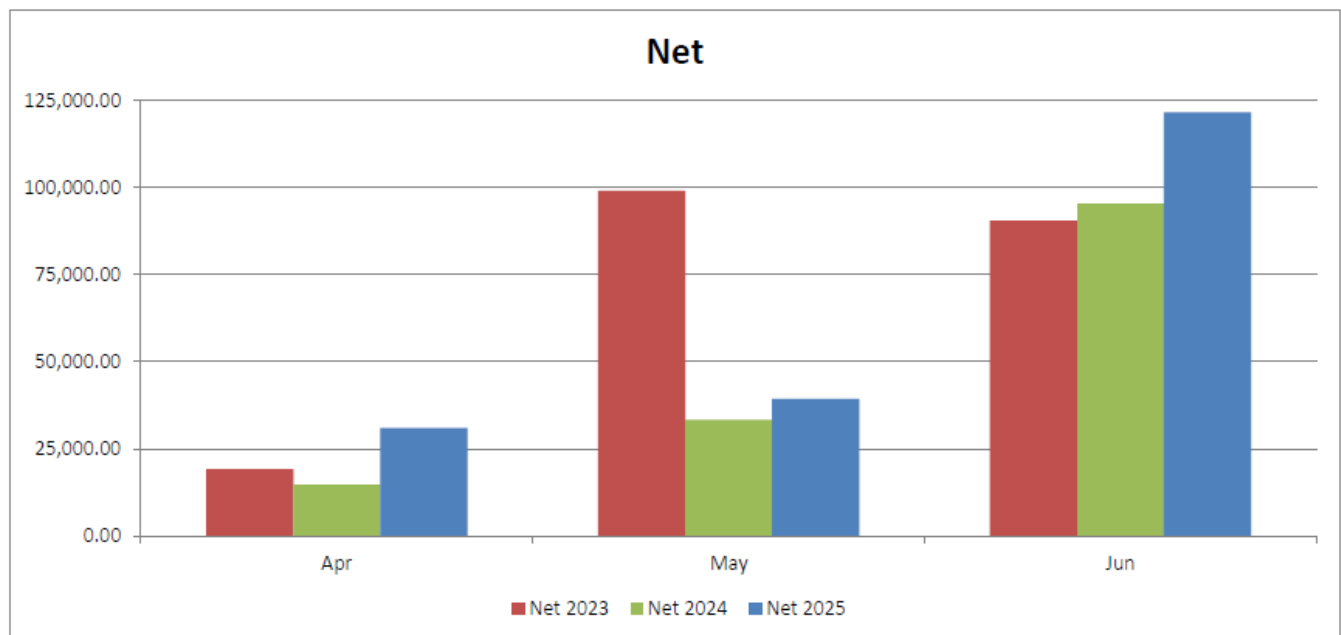


Table 3 -

Net Parking Revenue				
Month	Net 2022	Net 2023	Net 2024	Net 2025
Jan	474.49	218.91	(645.17)	2,127.42
Feb	3,074.52	(742.43)	1,633.10	479.38
Mar	9,591.55	9,697.06	25,377.93	11,513.66
Apr	13,870.99	19,115.03	14,654.53	30,919.32
May	30,575.47	99,085.70	33,255.96	39,260.47
Jun	87,944.71	90,529.08	95,463.02	121,635.06
Jul	290,599.10	306,654.17	323,554.95	-
Aug	273,694.22	268,026.73	283,859.39	-
Sep	56,304.10	53,231.34	56,613.46	-
Oct	7,912.50	7,283.64	5,021.68	-
Nov	(515.77)	745.11	(141.05)	-
Dec	(994.09)	802.29	517.43	-
Total	772,531.79	854,646.63	839,165.23	205,935.31





REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 0550

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

SUBJECT: 2025 Bylaw Compliance & Enforcement Second Quarter Report

PURPOSE:

To provide the Cultus Lake Park Board with an update on Bylaw Compliance and Enforcement throughout the Park for the Second Quarter of 2025.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Bylaw Compliance and Enforcement 2025 Second Quarter Report for information.

DISCUSSION:

The following is a breakdown of statistics relating to Bylaw Compliance and Enforcement for the second quarter (April 1st to June 30th).

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.

Notes: 2025 second quarter reports with STR issues are reduced by 52% than reported in 2024.

BYLAW	Est. # of issues
STR Parking issues	1
STR Noise complaints	3
STR Garbage issues	2
STR Smoking issues	0
Parking & Traffic Regulations Bylaw	Tickets 1107 / Warnings 27 Total = 1,134
Management of Public Areas Bylaw	
o Alcohol	Approx. 338 Reported stats are (Tickets, warnings, pour outs, removal)
o BBQ (Charcoal)	18
Property Maintenance Bylaw	
o (Garbage, unsightly premises, hedge removal)	11
Littering	12

Commercial Business	0
Camping in Public	4
Drone	2
Signs	4
Canvassing, Panhandling, and Busking	6
The Cabins	0
Noise Regulation Bylaw	6
No Smoking Bylaw	39
Boating & Foreshore Bylaw	3
Tree & Plant Bylaw	5
Animal Control Bylaw (Dogs off leash)	32
Burning Conditions & Restrictions Bylaw (See management of Public Areas)	2
Election signage and canvassing	4
Sunnyside Campground Bylaw	
o Parking and Traffic	47
o Noise	224
o Fire	108
o Dog(s)	68
o Litter	12
o General (Fridge decal, late check outs, disrespectful behavior)	207
TOTAL	2280

STRATEGIC PLAN:

This report does impact the Cultus Lake Park Board's Strategic Plan Initiative because it is related to Bylaw Enforcement.

Prepared by:

Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 0550

SUBMITTED BY: Todd McKay,
Manager of Park Operations

SUBJECT: 2025 Public Works Second Quarter Report

PURPOSE:

To provide the Board with an update on Public Works projects completed during the Second Quarter of 2025.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2025 Public Works Second Quarter Report for information.*

DISCUSSION:

The following list summarizes various tasks and projects completed by Public Works staff over the Second Quarter of 2025.

Commercial Leases:

- Daily garbage pickup – 4 days labour
- Daily washroom service – 24 days labour
- Buildings/grounds/parking lot maintenance – 5 days labour
- Vandalism repairs - 0 days labour
- Signage repairs - 0 days labour

Community Hall:

- Janitorial service and rental set up – 12 days labour
- Building/grounds maintenance - 2 days labour

Foreshore:

- Wharf/weir/registered buoy/signage maintenance - 16 days labour
- Debris clean-up - 3 days labour
- Swim lines – 9 days labour
- Warf/swim line vandalism repairs - 1 day labour

Park Office:

- Building maintenance - .5 days labour
- Grounds maintenance - 8 days labour

Public Areas:

- Weekly garbage pickup and cleanup/inspection of playgrounds, docks, catch basins and community notice boards - 35 days labour.
- Daily parking lot opening - 5 days labour
- Daily washroom service - 60.5 days labour
- Friday/daily litter/garbage pickup - 33 days labour
- Tree/stump removal – .5 days labour
- Roads/parking lots/signage/lighting maintenance – 27 days labour
- Mainbeach drainage work - .5 days labour
- Grounds/tree care/lawn care/watering maintenance debris clean-up - 145 days labour
- Float beach - 8 days labour
- Building/structure/pay station maintenance - 23 days labour
- Vandalism repairs - 1 day labour
- Special Events/Committee work – 2.5 days labour

Public Works:

- Vehicle maintenance – 8 days labour
- Equipment maintenance – 3.5 days labour
- Yard/building/janitorial maintenance – 8 days labour
- Administration/purchasing/safety/staff meetings – 40 days labour

Fire Hall:

- Building/janitorial/equipment Maintenance – 1.5 days labour
- Administration/emergency response/inspections – 3.5 days labour

Residential Leases:

- Grounds/tree maintenance/debris cleanup – 4.5 days labour
- Roads/signs/street sweeping/snow removal/grading – 6 days labour

Sunnyside Campground:

- Sewer repairs/maintenance – 3.5 days labour
- Janitorial/litter pick – 3.5 days labour
- Roads/parking - 17 days labour
- Building/vandalism maintenance – 47 days labour
- Water system startup/line replacement/repairs – 9 days labour
- Lawn/tree maintenance - 12 days labour
- Site maintenance/debris clean-up/surfacing/vandalism – 33 days labour
- Additional/Admin/maintenance work orders – 20 days labour
- Vandalism repairs - .5 days labour

Visitor Services/Cabins/Bylaw:

- Cabin work orders/Building maintenance – 13 days labour
- By-weekly garbage pickup – 4.5 days labour
- Janitorial service – 2.5 days labour
- Lawn/Tree care – 8 days labour

Special Events: CEAC

- Cultus lake day 12.5 days labour

STRATEGIC PLAN:

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

Prepared by:



Todd McKay
Manager of Park Operations

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 0550

SUBMITTED BY: Carly Volk
Manager of Sunnyside Campground and Accommodations

SUBJECT: 2025 Sunnyside Campground and Cabins Second Quarter Report

PURPOSE:

To provide the Board with an update on Sunnyside Campground and the Cultus Lake Cabins for the Second Quarter of 2025.

RECOMMENDATION:

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

DISCUSSION:

This report provides information to the Board about activities in the Sunnyside Campground and Cultus Lake Cabins for the second quarter of 2025.

Sunnyside Campground

Several projects were completed prior to seasonal move in date, including renovations of Washrooms 10 and 5, dock replacement, paving of Cottonwood, and various paving patchwork repairs were completed following the sewer tie in project.

The 2025 camping season commenced on April 4th for overnight campers, seasonal campers moved in on April 13th. The seasonal waitlist has been updated and there is now a total of 520 on the seasonal waitlist.

As of the end of June 2025 Sunnyside Campground reported an increase of approximately \$197,330 compared to the same time period in 2024. This increase is attributed to the rate increase, as well as an increase in miscellaneous revenue, firewood, and parking pass sales.

Cultus Lake Cabins

Cabin revenue for April to June 2025 increased by approximately \$13,654 compared to the same period in 2024. This increase is primarily attributed to the rate increase and higher booking volume in April, likely due to Easter falling within that month.

Seasonal staff were recalled in May with an additional 2 new staff members joining the team.

Interior paint was refreshed in Forestview cabin prior to start of busy season, remaining cabins will be refreshed in the fall.

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: August 20, 2025 **FILE:** 0550

SUBMITTED BY: Warren Mazuren
Fire Chief

SUBJECT: 2025 Fire Department Second Quarter Report

PURPOSE:

To provide the Board with information on the activities of the Cultus Lake Volunteer Fire Department for the months of April, May, and June of 2025.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the 2025 Fire Department Second Quarter report for information.*

BACKGROUND:

The Second Quarter of 2025 was above average in call volume compared to the five-year historical average.

There were 15 callouts in April, 15 callouts in May, and 24 callouts in June of 2024. For a total of 54 calls in the Second Quarter.

In 2024 there were 37 callouts in this quarter
In 2023 there were 47 callouts in this quarter.
In 2022 there were 38 callouts in this quarter.
In 2021 there were 45 callouts in this quarter.
In 2020 there were 33 callouts in this quarter.

Historical call volume for the Second Quarter is 40 callouts or approximately 13 per month.

In 2025, 25 calls were in the "FVRD Electoral H", 23 calls were in Cultus Lake Park, and 6 calls were on the Soowhaile First Nation.

There were no calls of note in the Second Quarter of 2025

The CLVFD continued with maintenance training as required by the BC Firefighters minimum training standards.

Members continued with online training through Vector Solutions as well as practical training

on Thursday Nights.

CLVFD sent four members to the BC Spring Training event in Oliver BC.

CLVFD hosted members from Columbia Valley and Chilliwack River Valley and had five members attend and complete their First Responders Level 3 training with instructors from the Chilliwack River Valley Fire Department.

CLVFD members welcome students of the Cultus Lake Elementary school to the Firehall for a tour.

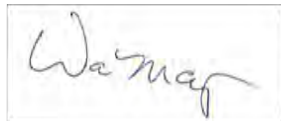
CLVFD Members put on the Tenth annual Pancake Breakfast on Cultus Lake Day serving 472 breakfast that day. Members also participated in the Parade as well as other festivities. Once again a huge Thank you to the **CULTUS LAKE GOLF COURSE** for donation the pancake batter and suppling the sausages to make the event a success. Monies raised this year were donated to the Chilliwack Food bank.

Working smoke alarms save lives. Consider replacing any smoke alarms older then ten years and adding a carbon Monoxide detector to your home to unsure the safety of yourself and family members.

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: August 20, 2025 **FILE:** 0870

SUBMITTED BY: Amanda Haig,
Leasing Clerk

SUBJECT: Lease Assignments Second Quarter 2025

PURPOSE:

To provide the Board with an update on the residential lease assignments and lease administration activity that occurred during the Second Quarter of 2025 (April, May, June).

RECOMMENDATION:

THAT the Cultus Lake Park Board receives the 2025 Lease Assignments Second Quarter report for information.

DISCUSSION:

During the Second Quarter of 2025, the park processed the following: two (2) family assignments and five (5) residential assignments: lease transfers totaling seven (7) for the quarter; and

Twenty-one (21) requests for title searches for various reasons, such as: building permits, listings of houses for sale, and personal banking or purchases; and

Seven (6) mortgage refinances/filing mortgages; and seven (7) mortgage discharges.

DATE OF ASSIGNMENT: **APRIL 1, 2025**

PROPERTY: **514 PARK DRIVE, CULTUS LAKE BC V2R 4Z5**

SALE PRICE: **N/A – FAMILY TRANSFER**

DATE OF ASSIGNMENT: **APRIL 24, 2025**

PROPERTY: **405 BIRCH STREET, CULTUS LAKE BC V2R 4Z3**

SALE PRICE: **\$880,00000**

DATE OF ASSIGNMENT: **APRIL 30, 2025**

PROPERTY: **309 SECOND AVENUE, CULTUS LAKE BC V2R 4Y5**

SALE PRICE: **\$1,550,000.00**

DATE OF ASSIGNMENT: **MAY 5, 2025**

PROPERTY: **653 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z6**

SALE PRICE: **N/A – FAMILY TRANSFER**

DATE OF ASSIGNMENT: **MAY 20, 2025**

PROPERTY: **655 MOUNTAIN VIEW ROAD, CULTUS LAKE BC V2R 4Z6**

SALE PRICE: **\$1,250,000.00**

DATE OF ASSIGNMENT: **MAY 22, 2025**

PROPERTY: **282 FIR STREET, CULTUS LAKE BC V2R 4Y5**

SALE PRICE: **\$1,000,000.00**

DATE OF ASSIGNMENT: **JUNE 25, 2025**

PROPERTY: **320 SPRUCE STREET, CULTUS LAKE BC V2R 4Y7**

SALE PRICE: **\$925,000.00**

STRATEGIC PLAN:

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

Prepared by:

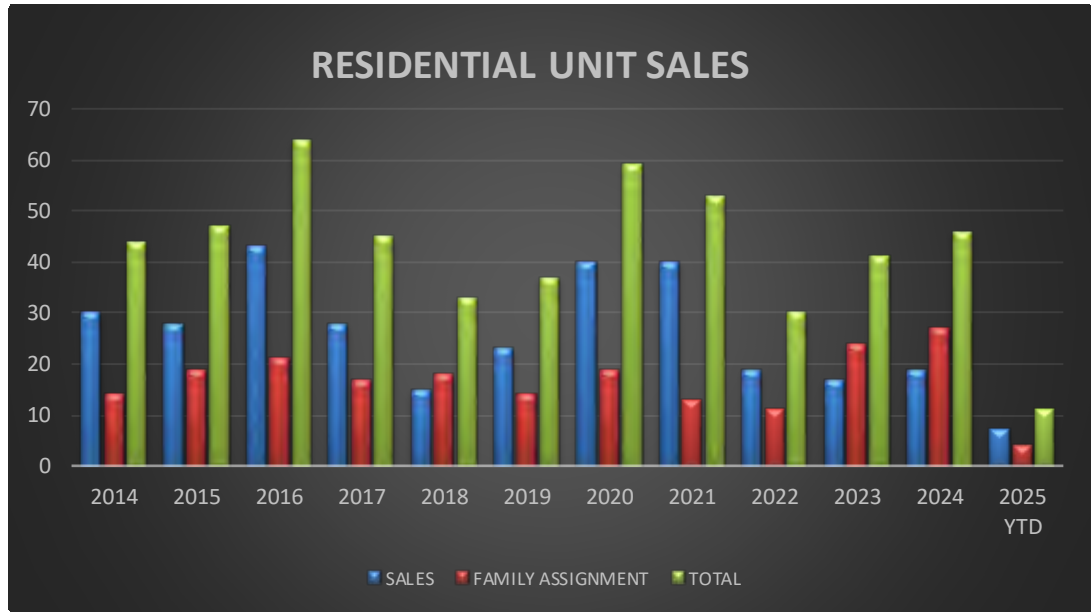


Amanda Haig
Leasing Clerk

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer





CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: 2025 Parking Fee Waivers Second Quarter Report

PURPOSE:

To provide the Board with information on the Parking Fee Waivers related to Events hosted in Cultus Lake Park for the Second Quarter of 2025 (April, May, June).

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the 2025 Parking Fee Waivers Second Quarter report for information.

DISCUSSION:

The approved parking fee waivers for the second quarter of 2025 are outlined in the chart below.

Event Date & Time	Event Name	Event Host	Parking lot Approved for Waivers	Total Waivers Requested	Actual Waivers Given	Approved By
May 1, 2025	Country Run	CLSCS	Lot B	400 \$11,520.00	300 \$8640.00	Cultus Lake Park Board November. 20, 2024
May 4, 2025 7:00am to 4:00pm	Paddle Expo	Western Canoe & Kayak	Lot B	18 \$1328.40	16 \$1180.80	Cultus Lake Park Board March 15, 2025
May 25, 2025, 10:00am – 2:00pm	Ride to Live – The Amazing Ride	N. Sirockman	Lot A	250 \$8200.00	\$500 Flat Rate for parking	Cultus Lake Park Board February 19, 2025

Event Date & Time	Event Name	Event Host	Parking lot Approved for Waivers	Total Waivers Requested	Actual Waivers Given	Approved By
May 29, 2025 4:00pm-7:00pm	Spring Fling	CLSCS	Lot D	200 \$4920.00	200 \$4920.00	Cultus Lake Park Board October 16, 2024
June 6, 2025 – June 8, 2025 *All day, overnight*	Cultus Lake Water Sports Festival	War Canoe Races	Lot A & B	210 \$71,560	Meter revenue given to the organizers: \$12,701.18	Cultus Lake Park Board October 16, 2024
June 11, 2025 12:30pm – 2:00pm	Kinder Fair	CLSCS	Lot D	30 \$432.00	30 \$432.00	Cultus Lake Park Board October 16, 2024
June 12, 2025 8:00am-2:00pm	Indigenous Day Celebration	CLSCS	Lot D	10 \$432.00	10 \$432.00	Cultus Lake Park Board November 20, 2025
June 14, 2025, 5:00am – 4:00pm	Lions Cultus Lake Fishing	Lions Club	Lot A	51 \$4600.20	51 \$4600.20	Cultus Lake Park Board February 19, 2025.
June 18, 2025, 10:30am-12:30pm	Kindergarten Celebration	CLSCS	Lot D	30 \$432.00	30 \$432.00	Cultus Lake Park Board October 16, 2024
June 20, 2025 8:00am – 2:00pm	Sports Day	CLSCS	Lot D	50 \$2460.00	50 \$2460.00	Cultus Lake Park Board October 16, 2024
June 24, 2025, 9:00am-1:30pm	Beach Day	CLSCS	Lot D	5 \$180.00	5 \$180.00	Cultus Lake Park Board October 16, 2024

Event Date & Time	Event Name	Event Host	Parking lot Approved for Waivers	Total Waivers Requested	Actual Waivers Given	Approved By
June 25, 2025 10:15am-2:00pm	Year End Assembly & Grade 5 Celebration	CLSCS	Lot D	50 \$1440.00	50 \$1440.00	Cultus Lake Park Board October 16, 2024.
				\$95,984.60	\$37,918.18	

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant, Communications &
Events Coordinator

Approved for submission to the Board:

J. Lamb

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Luau - Sunnyside Campground

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Sunnyside Luau event that was held on August 3, 2025.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Sunnyside Luau Event report for information.*

DISCUSSION:

The Sunnyside Luau event had received approval from the Chief Administrative Officer as per the Event Policy, and was held on August 3, 2025, from 5:00 pm to 11:00 pm, at the corner of Arbutus and Parkview.

This event welcomed approximately 120 or less guests to the area.

Parkview Site 336 & 327 and Arbutus/Ash Site 240 were closed to vehicle traffic with the use of knife barriers provided by Public Works.

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Miller Lite Photoshoot Event – Sunnyside Campground

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Sunnyside Miller Lite Photo Shoot event that was held on August 13, 2025, in Sunnyside Campground.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Miller Lite Photoshoot Event report for information.*

DISCUSSION:

The Miller Lite Photoshoot event had received approval from the Chief Administrative Officer as per the Event Policy, and was held on August 13, 2025, from 7:00 am to 10:00 pm, held in Sunnyside Campground.

This event welcomed approximately 40 or less participants, which was closed to the public for filming purposes.

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Lakeshore Drive & Munroe Drive Block Party Event

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Lakeshore Drive & Munroe Drive Block Party event scheduled to be held on August 22, 2025.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the Lakeshore Drive & Munroe Drive Block Party Event report for information.*

DISCUSSION:

The Lakeshore Drive & Munroe Drive Block Party Event, designated as private, has received approval from the Chief Administrative Officer as per the Event Policy, and is scheduled to be held on August 22, 2025, from 2:00 pm to 11:00 pm, between 30 and 44 Lakeshore Drive.

This Event creates an opportunity for invitees to gather and enjoy a live musical performance near 44 Lakeshore Drive.

The roadway will be closed to vehicle traffic with knife barricades and as per the Management of Public Areas Bylaw No. 1254, 2025 Section 3. 3.1, the CAO or designate may temporarily designate a Public Area as Private use. Residents in the area will be notified of the closure, as per the park's Highway Closure Permitting Process.

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Pig Roast Event – Sunnyside Campground

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Sunnyside Pig Roast Event that will be held on September 6, 2025, in Sunnyside Campground.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Pig Roast Event in Sunnyside Campground report for information.

DISCUSSION:

The Pig Roast Event had received approval from the Chief Administrative Officer as per the Event Policy, and will be held on September 6, 2025, in site 50 in the Sunnyside Campground between 3:00 pm and 10:00 pm.

This event will welcome approximately 75 or less guests to the area. Applicant noted they may request staff to place knife barricades to ensure safety of those attending.

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Cultus Lake Swílhcha Community School Events

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to a Cultus Lake Swílhcha Community School events to be held on Wednesday, September 24, Friday, November 7, Wednesday, December 10, and Thursday, December 11.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 280 participant vehicles in Parking Lot B on September 24, 2025, for the Welcome Back BBQ event from 4:00 pm to 6:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 80 participant vehicles in Parking Lot B on November 7, 2025, for the Remembrance Day Assembly event from 10:30 am to 12:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 100 participant vehicles in Parking Lot B on December 10, 2025, for the Winter Concert rehearsal event from 11:30 am to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 100 participant vehicles in Parking Lot B on December 11, 2025, for the Winter Concert event from 12:00 pm to 2:00 pm.

THAT the Cultus Lake Park Board approve the waiver of parking fees for up to 300 participant vehicles in Parking Lot B on December 11, 2025, for the Winter Concert event from 6:00 pm to 8:00 pm.

DISCUSSION:

Staff received the following event applications from the Cultus Lake Swílhcha Community School with a request to waive parking fees in Parking Lot B for the Welcome Back BBQ, Remembrance Day Assembly, and Winter Concerts.

Should the Board not approve waiving parking fees for these events, the potential parking revenue for the park would be as follows:

Welcome Back BBQ – September 24, 2025 280 vehicles parked for a maximum of two (2) and a half hours at \$5.20/hr. + \$2 infrastructure fee per transaction = \$5,040.00

Remembrance Day Assembly – November 7, 2025

80 vehicles parked for a maximum of one (1) and a half hours at \$6.20/hr. + \$2 infrastructure fee per transaction = \$984.00

Winter Concert -Dress Rehearsal December 10, 2025

30 vehicles parked for a maximum of two (2) and a half-hours at \$5.20/hr. + \$2 infrastructure fee per transaction = \$540.00

Winter Concert - December 11, 2025

100 vehicles parked for a maximum of two (2) -hours at \$5.20/hr. + \$2 infrastructure fee per transaction = \$1,440.00

Winter Concert - December 11, 2025

300 vehicles parked for a maximum of two (2) -hours at \$5.20/hr. + \$2 infrastructure fee per transaction = \$4,320.00

Total = \$12,324.00

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:

J. Lamb

Joe Lamb
Chief Administrative Officer



2025 EVENT APPLICATION

4165 Columbia Valley Highway

Cultus Lake BC V2R 5B5

604.858.3334

reception@cultuslake.bc.ca

ALL APPLICATIONS MUST BE COMPLETED AND SUBMITTED 90 DAYS PRIOR TO THE PROPOSED EVENT.

APPLICANT INFORMATION

Applicant Name(s):

1. Lisa Wallace

2.

Type of Organization: ☐ Not-for-Profit ☐ Registered Charity ☐ Indigenous Organization ☒ Other

Name of Organization: Cultus Lake Swil'hcha Community School

Mailing Address:

Telephone Number:

1.

2.

Mobile Number:

1.

2.

Email Address:

1.

2.

EVENT INFORMATION Mark with 'X' to request approved Event to be posted on Cultus Lake Park website ☐

Type of Event: ☐ Public Area Event ☐ Block Party Event ☒ Community Event
☐ Residential Lease Lot Event ☐ Commercial Lease Lot Event

Date(s):

Sept. 24, 2025

Name of Event:

Welcome Back BBQ

Location(s) of Event:

CLSCS

Hours of Event:

4-6:30 pm

☒ Private Event ☐ Free Public Event ☐ Ticketed Public Event

EVENT DESCRIPTION

BBQ to welcome families back to school!

ESTIMATED ATTENDANCE

Participants: 250

Spectators:

Staff/Volunteers: 30

FIRST AID ON SITE		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>May be required depending on the scope of the Event. Certification verification may also be required.</i>			
SPECIAL REQUESTS			
<i>Any waiver, exemption or allowance not outlined in the current Cultus Lake Park Bylaws and all amendments, Administrative Policies, that requires consideration by the Board, and are subject to additional fees.</i>			
FOOD VENDOR		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Type of Food Vendor(s). Provide Business Name if Applicable, Use a Separate Sheet if Needed:			
Total Vendors:		<input type="checkbox"/> Serving Staff/Volunteers/Participants Only	<input type="checkbox"/> Serving the Public
LIQUOR SERVICE OR BEVERAGE GARDEN		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Total Occupancy:		<input type="checkbox"/> Serving at No Cost	<input type="checkbox"/> Serving at a Cost
Location of Liquor Servicer or Beverage Garden. Please Attach a Map if in Public Area:			
Fencing Details for Beverage Garden, if Applicable, Include Height, Type, # of entrances and Emergency Exits:			
Hours of Operation of Liquor Service or Beverage Garden:			
Security Company Name:		Lead Officer Contact Name:	
Phone:		Email:	
HIGHWAY CLOSURE			
<i>Highway has the same meaning as in the Motor Vehicle Act (British Columbia)</i>			
<input type="checkbox"/> Partial Highway Closure(s)	<input type="checkbox"/> Full Highway Closure(s)	<input checked="" type="checkbox"/> No Closure	
Hours of Road Use:			
Location of Road Closure. Please Attach a Map and Include Route Information, if Applicable:			
Duration of Delays, if Applicable:			
Duration of Closure, if Applicable:			
ADDITIONAL REQUESTS			
<i>Please note the following additional requests are subject to approval by the CAO or Designate prior to Event.</i>			
AMPLIFIED SOUND / MUSIC:		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE:	
Additional Comments:			
GENERATOR:		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
LOCATION OF USE:		HOURS OF USE: BEING USED FOR:	

ADDITIONAL REQUESTS: The following additional requests may be subject to additional fees and/or approval from the CAO or Designate. Check all that apply.

Washrooms Open Early	<input type="checkbox"/>	Time:
Washrooms Closed Late	<input type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input type="checkbox"/>	Time:
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input type="checkbox"/>	Quantity:
Garbage Bin Rental	<input type="checkbox"/>	Quantity:
Swim Line Installation / Removal	<input type="checkbox"/>	
Community Hall	<input type="checkbox"/>	Dates:
Gazebo(s)	<input type="checkbox"/>	Dates:
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
Tent Rental		
10 x 10	<input type="checkbox"/>	Quantity: (Up to four (4), subject to availability)
20 x 20	<input type="checkbox"/>	Quantity: (Up to two (2), subject to availability)
Table Rentals (3' x 8')	<input type="checkbox"/>	Quantity:
Filming	<input type="checkbox"/>	

Staff to determine if any of the following is applicable:

Use of Additional Areas

Additional Park Staff Services

Parking Arrangements

Clean Up Fees

Temporary Private Land Use Designation Change

Noise Exemption (Quiet hours are between 11:00 pm and 7:00 am)

ADDITIONAL COMMENTS:

* We would like 20 picnic tables please

* Parking Lot B for attendees please

By signing below, I acknowledge that I have read and understand the Cultus Lake Park Event Bylaw No. 1255, 2025, and that the information provided is accurate. I accept all liability and responsibility for organizing and hosting an Event within Cultus Lake Park. I understand that it is my responsibility to provide the Park office with the following no less than five (5) days prior to the Event date:

- i. Comprehensive General Liability Insurance policy of not less than \$5,000,000 naming "Cultus Lake Park" as an Additional Insured (located at 4165 Columbia Valley Hwy, Cultus Lake, BC V2R 5B5);
- ii. Payment of all Event Fees and Refundable Security Deposit; and
- iii. A copy of any and all other required permits or certificates, as required.

I also acknowledge that I am responsible for any and all costs for clean up, or repairs, of the Park property and infrastructure resulting from this Event per Section 5.1 (a) through (d), of the Event Bylaw No. 1255, 2025.

Applicant Signature: X <i>Wallace</i>	Date: <i>June 30, 2025</i>
Applicant Signature: X	Date:

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> Event Application Complete
<input type="radio"/> Event Application Fee Received. Receipt #
<input type="radio"/> Map of Event Submitted
<input type="radio"/> Security Plan Submitted
<input type="radio"/> Report to Board Submitted
<input type="radio"/> Approved: YES / NO By: Date:
<input type="radio"/> Approval Letter Sent
<input type="radio"/> Site Visit Scheduled Date: Completed On:
<input type="radio"/> Insurance Received
<input type="radio"/> Event Fees Received Receipt #:
<input type="radio"/> Fraser Health Certificate Submitted
<input type="radio"/> First Aid Certificate Submitted
<input type="radio"/> BCLCLSEP and SIR Certificates Received
<input type="radio"/> Security Deposit Received On: By: Cheque / Credit Card
<input type="radio"/> Public Works Site Inspection Complete
<input type="radio"/> Closing Letter Sent
<input type="radio"/> Security Deposit Reimbursed / Released On: By: Cheque / Credit Card
Additional Requests or Comments:



2025 EVENT APPLICATION

4165 Columbia Valley Highway

Cultus Lake BC V2R 5B5

604.858.3334

reception@cultuslake.bc.ca

ALL APPLICATIONS MUST BE COMPLETED AND SUBMITTED 90 DAYS PRIOR TO THE PROPOSED EVENT.

APPLICANT INFORMATION

Applicant Name(s):

1. Lisa Wallace

2.

Type of Organization: ☐ Not-for-Profit ☐ Registered Charity ☐ Indigenous Organization ☒ Other

Name of Organization: Cultus Lake Swilhcha Community School

Mailing Address:

Telephone Number:

1.

2.

Mobile Number:

1.

2.

Email Address:

1.

2.

EVENT INFORMATION Mark with 'X' to request approved Event to be posted on Cultus Lake Park website ☐

Type of Event: ☐ Public Area Event ☐ Block Party Event ☒ Community Event

☐ Residential Lease Lot Event ☐ Commercial Lease Lot Event

Date(s):

Nov. 7, 2025

Name of Event:

Remembrance Day Assembly

Location(s) of Event:

CLSCS

Hours of Event:

10:30 - 12:00

☐ Private Event ☒ Free Public Event ☐ Ticketed Public Event

EVENT DESCRIPTION

Community are invited to join this official assembly for Remembrance Day.

ESTIMATED ATTENDANCE

Participants: 50

Spectators:

Staff/Volunteers: 30

FIRST AID ON SITE☐

YES

☐

NO

May be required depending on the scope of the Event. Certification verification may also be required.

SPECIAL REQUESTS

Any waiver, exemption or allowance not outlined in the current Cultus Lake Park Bylaws and all amendments, Administrative Policies, that requires consideration by the Board, and are subject to additional fees.

FOOD VENDOR☐

YES

☒

NO

Type of Food Vendor(s). Provide Business Name if Applicable, Use a Separate Sheet if Needed:

Total Vendors:

☐

Serving Staff/Volunteers/Participants Only

☐

Serving the Public

LIQUOR SERVICE☐

YES

☒

NO

OR BEVERAGE GARDEN

Total Occupancy:

☐

Serving at No Cost

☐

Serving at a Cost

Location of Liquor Servicer or Beverage Garden. Please Attach a Map if in Public Area:

Fencing Details for Beverage Garden, if Applicable, Include Height, Type, # of entrances and Emergency Exits:

Hours of Operation of Liquor Service or Beverage Garden:

Security Company Name:

Lead Officer Contact Name:

Phone:

Email:

HIGHWAY CLOSURE

Highway has the same meaning as in the *Motor Vehicle Act* (British Columbia)

☐

Partial Highway Closure(s)

☐

Full Highway Closure(s)

☒

No Closure

Hours of Road Use:

Location of Road Closure. Please Attach a Map and Include Route Information, if Applicable:

Duration of Delays, if Applicable:

Duration of Closure, if Applicable:

ADDITIONAL REQUESTS

Please note the following additional requests are subject to approval by the CAO or Designate prior to Event.

AMPLIFIED SOUND / MUSIC:

☐

YES

☒

NO

HOURS OF USE:

LOCATION OF USE:

Additional Comments:

GENERATOR:

☐

YES

☒

NO

HOURS OF USE:

LOCATION OF USE:

BEING USED FOR:

ADDITIONAL REQUESTS: The following additional requests may be subject to additional fees and/or approval from the CAO or Designate. Check all that apply.

Washrooms Open Early	<input type="checkbox"/>	Time:
Washrooms Closed Late	<input type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input type="checkbox"/>	Time:
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input type="checkbox"/>	Quantity:
Garbage Bin Rental	<input type="checkbox"/>	Quantity:
Swim Line Installation / Removal	<input type="checkbox"/>	
Community Hall	<input type="checkbox"/>	Dates:
Gazebo(s)	<input type="checkbox"/>	Dates:
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
Tent Rental		
10 x 10	<input type="checkbox"/>	Quantity: (Up to four (4), subject to availability)
20 x 20	<input type="checkbox"/>	Quantity: (Up to two (2), subject to availability)
Table Rentals (3' x 8')	<input type="checkbox"/>	Quantity:
Filming	<input type="checkbox"/>	

Staff to determine if any of the following is applicable:

Use of Additional Areas

Additional Park Staff Services

Parking Arrangements

Clean Up Fees

Temporary Private Land Use Designation Change

Noise Exemption (Quiet hours are between 11:00 pm and 7:00 am)

ADDITIONAL COMMENTS:

Parking Lot B for attendees please

By signing below, I acknowledge that I have read and understand the Cultus Lake Park Event Bylaw No. 1255, 2025, and that the information provided is accurate. I accept all liability and responsibility for organizing and hosting an Event within Cultus Lake Park. I understand that it is my responsibility to provide the Park office with the following no less than five (5) days prior to the Event date:

- i. Comprehensive General Liability Insurance policy of not less than \$5,000,000 naming "Cultus Lake Park" as an Additional Insured (located at 4165 Columbia Valley Hwy, Cultus Lake, BC V2R 5B5);
- ii. Payment of all Event Fees and Refundable Security Deposit; and
- iii. A copy of any and all other required permits or certificates, as required.

I also acknowledge that I am responsible for any and all costs for clean up, or repairs, of the Park property and infrastructure resulting from this Event per Section 5.1 (a) through (d), of the Event Bylaw No. 1255, 2025.

Applicant Signature: <div style="display: flex; align-items: center;"> X <div style="border-bottom: 1px solid black; flex-grow: 1; text-align: center;"> <i>2 Wallace</i> </div> </div>	Date: <div style="border-bottom: 1px solid black; text-align: center;"> <i>June 30, 2025</i> </div>
Applicant Signature: <div style="display: flex; align-items: center;"> X <div style="border-bottom: 1px solid black; flex-grow: 1;"></div> </div>	Date: <div style="border-bottom: 1px solid black;"></div>

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> Event Application Complete		
<input type="radio"/> Event Application Fee Received. Receipt #		
<input type="radio"/> Map of Event Submitted		
<input type="radio"/> Security Plan Submitted		
<input type="radio"/> Report to Board Submitted		
<input type="radio"/> Approved: YES / NO	By:	Date:
<input type="radio"/> Approval Letter Sent		
<input type="radio"/> Site Visit Scheduled	Date:	Completed On:
<input type="radio"/> Insurance Received		
<input type="radio"/> Event Fees Received	Receipt #:	
<input type="radio"/> Fraser Health Certificate Submitted		
<input type="radio"/> First Aid Certificate Submitted		
<input type="radio"/> BCLCLSEP and SIR Certificates Received		
<input type="radio"/> Security Deposit Received On:	By: Cheque / Credit Card	
<input type="radio"/> Public Works Site Inspection Complete		
<input type="radio"/> Closing Letter Sent		
<input type="radio"/> Security Deposit Reimbursed / Released On:	By: Cheque / Credit Card	
Additional Requests or Comments:		



2025 EVENT APPLICATION

4165 Columbia Valley Highway

Cultus Lake BC V2R 5B5

604.858.3334

reception@cultuslake.bc.ca

ALL APPLICATIONS MUST BE COMPLETED AND SUBMITTED 90 DAYS PRIOR TO THE PROPOSED EVENT.

APPLICANT INFORMATION

Applicant Name(s):

1. Lisa Wallace
- 2.

Type of Organization: ☐ Not-for-Profit ☐ Registered Charity ☐ Indigenous Organization ☒ Other

Name of Organization: Cultus Lake Swilhcha Community School

Mailing Address: [REDACTED]

Telephone Number:

1. [REDACTED]
- 2.

Mobile Number:

- 1.
- 2.

Email Address:

1. [REDACTED]
- 2.

EVENT INFORMATION Mark with 'X' to request approved Event to be posted on Cultus Lake Park website ☐

Type of Event: ☐ Public Area Event ☐ Block Party Event ☒ Community Event
☐ Residential Lease Lot Event ☐ Commercial Lease Lot Event

Date(s):

see below

Name of Event:

Winter Concert

Location(s) of Event:

CLSCS

Hours of Event:

see below

☒ Private Event ☐ Free Public Event ☐ Ticketed Public Event

EVENT DESCRIPTION

Dec. 10 - Dress Rehearsal 11:30 - 2:00

Dec. 11 - Concert 12:00 - 2 pm (100 spectators)
6:00 - 8:00 pm (300 spectators)

ESTIMATED ATTENDANCE

Participants: see above Spectators: see above Staff/Volunteers: 30

FIRST AID ON SITE☐

YES

☐

NO

May be required depending on the scope of the Event. Certification verification may also be required.

SPECIAL REQUESTS

Any waiver, exemption or allowance not outlined in the current Cultus Lake Park Bylaws and all amendments, Administrative Policies, that requires consideration by the Board, and are subject to additional fees.

FOOD VENDOR☐

YES

☒

NO

Type of Food Vendor(s). Provide Business Name if Applicable, Use a Separate Sheet if Needed:

Total Vendors:

☐

Serving Staff/Volunteers/Participants Only

☐

Serving the Public

LIQUOR SERVICE☐

YES

☒

NO

OR BEVERAGE GARDEN

Total Occupancy:

☐

Serving at No Cost

☐

Serving at a Cost

Location of Liquor Servicer or Beverage Garden. Please Attach a Map if in Public Area:

Fencing Details for Beverage Garden, if Applicable, Include Height, Type, # of entrances and Emergency Exits:

Hours of Operation of Liquor Service or Beverage Garden:

Security Company Name:

Lead Officer Contact Name:

Phone:

Email:

HIGHWAY CLOSURE

Highway has the same meaning as in the *Motor Vehicle Act* (British Columbia)

☐

Partial Highway Closure(s)

☐

Full Highway Closure(s)

☒

No Closure

Hours of Road Use:

Location of Road Closure. Please Attach a Map and Include Route Information, if Applicable:

Duration of Delays, if Applicable:

Duration of Closure, if Applicable:

ADDITIONAL REQUESTS

Please note the following additional requests are subject to approval by the CAO or Designate prior to Event.

AMPLIFIED SOUND / MUSIC:

☐

YES

☒

NO

HOURS OF USE:

LOCATION OF USE:

Additional Comments:

GENERATOR:

☐

YES

☒

NO

HOURS OF USE:

LOCATION OF USE:

BEING USED FOR:

ADDITIONAL REQUESTS: The following additional requests may be subject to additional fees and/or approval from the CAO or Designate. Check all that apply.

Washrooms Open Early	<input type="checkbox"/>	Time:
Washrooms Closed Late	<input type="checkbox"/>	Time:
Parking Lot Gates Open Early	<input type="checkbox"/>	Time:
Parking Lot Gates Closed Late	<input type="checkbox"/>	Time:
Additional Portable Washrooms	<input type="checkbox"/>	Quantity:
Garbage Bin Rental	<input type="checkbox"/>	Quantity:
Swim Line Installation / Removal	<input type="checkbox"/>	
Community Hall	<input type="checkbox"/>	Dates:
Gazebo(s)	<input type="checkbox"/>	Dates:
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
Tent Rental		
10 x 10	<input type="checkbox"/>	Quantity: (Up to four (4), subject to availability)
20 x 20	<input type="checkbox"/>	Quantity: (Up to two (2), subject to availability)
Table Rentals (3' x 8')	<input type="checkbox"/>	Quantity:
Filming	<input type="checkbox"/>	

Staff to determine if any of the following is applicable:

Use of Additional Areas

Additional Park Staff Services

Parking Arrangements

Clean Up Fees

Temporary Private Land Use Designation Change

Noise Exemption (Quiet hours are between 11:00 pm and 7:00 am)

ADDITIONAL COMMENTS:

Parking in Lot B please

By signing below, I acknowledge that I have read and understand the Cultus Lake Park Event Bylaw No. 1255, 2025, and that the information provided is accurate. I accept all liability and responsibility for organizing and hosting an Event within Cultus Lake Park. I understand that it is my responsibility to provide the Park office with the following no less than five (5) days prior to the Event date:

- i. Comprehensive General Liability Insurance policy of not less than \$5,000,000 naming "Cultus Lake Park" as an Additional Insured (located at 4165 Columbia Valley Hwy, Cultus Lake, BC V2R 5B5);
- ii. Payment of all Event Fees and Refundable Security Deposit; and
- iii. A copy of any and all other required permits or certificates, as required.

I also acknowledge that I am responsible for any and all costs for clean up, or repairs, of the Park property and infrastructure resulting from this Event per Section 5.1 (a) through (d), of the Event Bylaw No. 1255, 2025.

Applicant Signature: X <i>Wallace</i>	Date: <i>June 30, 2025</i>
Applicant Signature: X	Date:

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> Event Application Complete
<input type="radio"/> Event Application Fee Received. Receipt #
<input type="radio"/> Map of Event Submitted
<input type="radio"/> Security Plan Submitted
<input type="radio"/> Report to Board Submitted
<input type="radio"/> Approved: YES / NO By: Date:
<input type="radio"/> Approval Letter Sent
<input type="radio"/> Site Visit Scheduled Date: Completed On:
<input type="radio"/> Insurance Received
<input type="radio"/> Event Fees Received Receipt #:
<input type="radio"/> Fraser Health Certificate Submitted
<input type="radio"/> First Aid Certificate Submitted
<input type="radio"/> BCLCLSEP and SIR Certificates Received
<input type="radio"/> Security Deposit Received On: By: Cheque / Credit Card
<input type="radio"/> Public Works Site Inspection Complete
<input type="radio"/> Closing Letter Sent
<input type="radio"/> Security Deposit Reimbursed / Released On: By: Cheque / Credit Card
Additional Requests or Comments:



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: British Motor Club Picnic Parking Fee Waivers

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Fraser Valley British Motor Club Picnic on Sunday, September 7, 2025.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to thirty participant vehicles in Parking Lot B from 8:00 am to 3:00 pm.*

DISCUSSION:

British Motor Club Picnic event organizer, Ivan Antak, has made application to host the annual event at Main Beach on Sunday, September 7, 2025, from 8:00 am to 3:00 pm. Mr. Antak's application outlines the request to park the participating vehicles along the lower access roadway behind the park office, dependent on weather conditions, as was approved in previous years.

In the case of inclement weather, participating vehicles are best displayed on a paved surface to prevent damage and/or dirt collection on the vehicles from driving on wet, muddy gravel. For this reason, the Board is being requested to approve the British Motor Club's request to park 30 vintage cars in Parking Lot B, in the case of rain, on the day of the event. If this option is approved and required, staff would work with Mr. Antak to designate an area in the parking lot for vintage cars, to allow for enforcement of the rest of the parking lot during the event.

Following the Board's decision on alternative parking, staff will review the event application and provide Mr. Payeur with response to hosting the event and direction on parking allowances.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for the 30 participant vehicles:

- 30 participant vehicles parked for five (7) hours at \$6.20/hr. plus \$2 infrastructure fee per transaction = \$1722.00

The event organizer would have access to the lower gate at Parking Lot B to park and display

the classic cars at Main Beach. Vehicles will park on the grass along the gravel roadway to ensure accessibility for staff and emergency vehicles. Irrigation heads will be flagged by staff to prevent damage during the event.

The organizer will be required to provide Comprehensive General Liability Insurance of not less than \$5,000,000.

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



2025 EVENT APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

APPLICANT INFORMATION

Applicant Name(s):

Doug Holbrow / Ivan Antak.

Name of Organization: ☒ Not-for-Profit ☐ Registered Charity ☐ Indigenous Organization ☐ Other

FRASER VALLEY BRITISH MOTOR CLUB.

Mailing Address:

Telephone:

Email:

SECONDARY CONTACT INFORMATION (if applicable)

Name:

Telephone:

Cell:

Email:

EVENT INFORMATION

Post on park website: ☐

Date(s):

SEPT 7 2025

Name of Event:

ANNUAL BRITISH PICNIC

Location(s) of Event:

MAIN BEACH PARK AREA

Hours of Event:

Private Event ☐

Free Public Event ☒

Ticketed Public Event ☐

TYPE OF EVENT

Please check all that apply

Race/Walk/Cycle ☐

Festival/Celebration ☐

Farmers' Market ☐

Parade ☐

Concert/Performance ☐

Fundraiser ☐

Exhibits ☐

Filming ☐

Wedding ☐

Other (please specify):

CAR SHOW

ESTIMATED ATTENDANCE

Participants:

60

Spectators:

100

Volunteers/Staff:

SPECIAL REQUESTS Please note that all special requests are subject to staff review and require Board approval which must be submitted no later than 90 days prior to the event.

FOOD TRUCKS / VENDOR(S)☐

YES

☒

NO

Type of food vendor(s):

Total vendors:

☐

Serving participants

☐

Serving public

☐

Serving event staff

LIQUOR SERVICE (BEVERAGE GARDEN)☐

YES

☒

NO

Total occupancy:

☐

Serving at no cost

☐

Serving at a cost

☐

BYOB

Location of beverage garden (please attach a map):

Fencing details (height, type, etc.):

Hours of operation:

Security Company Name:

Email:

Phone Number of Lead Officer:

AMPLIFIED SOUND / MUSIC☐

YES

☒

NO

Hours of use:

Location of use:

GENERATORS☐

YES

☒

NO

Hours of use:

Location of generator(s)

What is the generator(s) providing power for?

☐

PARTIAL HIGHWAY CLOSURE(S)

☐

FULL HIGHWAY CLOSURE(S)

☒

NO CLOSURE(S)

☐

PUBLIC AREA FOR PRIVATE USE ONLY (NO PUBLIC PERMITTED)

Hours of road use:

Location of road use:

Duration of delays (if applicable):

Duration of closure (if applicable):

FIRST AID ON SITE ☐ YES☒ NO

May be required depending on the scope of your event

EVENT DESCRIPTION

PLEASE PROVIDE AN OVERVIEW OF THE EVENT BELOW AND ATTACH A MAP

STATIC DISPLAY OF CLASSIC CARS.

ADDITIONAL REQUESTS

Washrooms open early

☐

Time:

Washrooms closed late

☐

Time:

Parking lot gates open early

☒

Time: 08:00 AM

Parking lot gates closed late

☐

Time:

Portable washrooms

☐

Quantity:

Garbage dumpsters

☐

Quantity:

Swim line removal

☐

Community Hall

☐

Dates:

Gazebo(s)

☐

Please list A/B/C:

Parking Arrangements:

☒

MAIN BEACH 0:09 AM → 3:00 P.M.

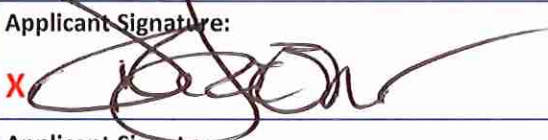

Noise Exemption (quiet hours 11:00 pm to 7:00 am):

☐

By signing below, I acknowledge that I have read and understand the Event Bylaw No. 1252, 2025 and Policy, and that the information provided is accurate. I accept all liability and responsibility for organizing and hosting an Event within Cultus Lake Park. I understand that it is my responsibility to provide the Park office with:

- i. General Liability Insurance of no less than \$5 million dollars naming "*Cultus Lake Park*" as an Additional Insured (4165 Columbia Valley Hwy, Cultus Lake, BC V2R 5B5);
- ii. Payment of all Event Fees and Security Deposit prior to the Event Date; and
- iii. All required certifications no later than five (5) business days prior to the Event Date, unless otherwise stipulated by Park Staff.

I also acknowledge I am responsible for any and all costs associated with damages to Park property resulting from this Event.

Applicant Signature: 	Date: <i>Jul 26/25</i>
Applicant Signature: 	Date:

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> Approved: YES / NO By:	Date:
<input type="radio"/> Event Application Fee Received. Receipt #	
<input type="radio"/> Event Application Complete	
<input type="radio"/> Security Plan Submitted	
<input type="radio"/> Map of Event Submitted	
<input type="radio"/> Letter to Board Submitted	
<input type="radio"/> Approval Letter Sent	
<input type="radio"/> Event Fees Received. Receipt #	
<input type="radio"/> Site Visit Scheduled. Date:	
<input type="radio"/> Site Visit Complete	
<input type="radio"/> Fraser Health Certification Submitted	
<input type="radio"/> First Aid Certification Submitted	
<input type="radio"/> Insurance Received	
<input type="radio"/> Security Deposit Received On:	By: Cheque / Credit Card
<input type="radio"/> Public Works Site Inspection Complete	
<input type="radio"/> Closing Letter Sent	
<input type="radio"/> Security Deposit Reimbursed / Released On:	By: Cheque / Credit Card
Additional Approved Requests:	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: August 20, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Cultus Lake Triathlon Event

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Cultus Lake Triathlon event application to be held on September 12th-15, 2025.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 12th to 15, 2025, subject to staff's review and approval of an updated Traffic Management Plan;

THAT the Cultus Lake Park Board permit one (1) operational and equipment and one (1) storage trailer 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 and

THAT the Cultus Lake Park Board permit use of two (2) generators from 7:30 am to 1:00 pm on Sunday, September 14, 2025, for the purpose of operating equipment at the Main Beach docks and the finish line of the race at Main Beach.

DISCUSSION:

The Cultus Lake Triathlon event organizers are requesting Board approval for the annual event to be held from Friday, September 12th to Monday, September 15, 2025. The event organizers, Dynamic Race Events have facilitated the Cultus Lake Triathlon since 2015. The event challenges participants in several multi-sport events of varying distances; swimming, biking, and running. Competitors will begin the race by swimming laps in the water around Main Beach docks. Following this, athletes will bike the course out of Parking Lot B along Columbia Valley Highway towards Chilliwack Lake Road. Athletes will be required to walk their bikes between transition stations throughout the park, to avoid damage to the greenspace and irrigation systems. The final leg of the race requires competitors to run a loop through residential areas along Park Drive and First Avenue. The event will no longer include a third distance (Half Iron) for participants, resulting in the last runner crossing the finish line around approximately 12:30 pm. Dynamic Race Events anticipates approximately 800 participants, 500 spectators and 75 volunteers to attend the event.

The event organizers will complete all event setup from Friday, September 12th to Saturday, September 15th, excluding the placement of pilons along the bike and running race routes, which is completed by 7:00 am on Sunday, September 14th. Event organizers and volunteers will arrive at approximately 4:00 am on Sunday, to prepare for athletes' arrival and race start of 7:30 am at Main Beach. The event will conclude at approximately 6:00 pm including the removal of the majority of the event set up at Main Beach and throughout residential areas. The removal of all remaining event setup will be completed the morning of Monday, September 15, 2025.

The Cultus Lake Triathlon will use Beethoven's Pizza as their food provider as in previous years and will be responsible for the removal of their garbage.

The organizers have submitted the attached map of Cultus Lake Park showcasing the transition area, portable washrooms, generator locations and medical tents. In addition, they will have two (2) portable washrooms along the waterfront near Main Beach Boat Rentals, and one (1) portable washroom and two (2) water stations located on Park Drive.

Cultus Lake Triathlon fees are as follows:

- Application fee: \$100
- Rental fees (0-100+ people Thursday, Friday, Saturday, Monday): \$400
- Early Set Up fee (race day): \$75
- Rental fee (200+ people Sunday): \$500
- Swim Line Removal/Replacement fee: \$500
- Security Deposit (refundable; increased to cover potential turf replacement): \$2,000

Total: \$3575.00

The event organizers are requesting Board approval to waive parking fees for fifteen (15) volunteers to park in Parking Lot A and B for the duration of the event. Event volunteers would assist in multiple areas including guiding participants and spectators to public parking lots based on parking availability to reduce congestion and traffic on surrounding roadways. In addition, the event organizers are requesting Board approval to park one (1) security vehicle overnight on the lower access roadway at Main Beach for security purposes. one (1) along the gravel access road near the Centre of Excellence.

Below is the potential revenue for the park if the parking fees were not permitted to be waived for the fifteen (15) volunteers, one (1) operational vehicles and one (1) security vehicle:

Fifteen (15) vehicles parked for 16 hours x 3 days + \$2 infrastructure fee per transaction = \$5184.00

At the Cultus Lake Triathlon 2024, the event contributed a total of \$11,427 in parking revenue.

The event organizers would have temporary access to the lower gate at Main Beach to provide access for security, equipment trailers to place event fencing, and tents. The organizers will be required to provide Comprehensive General Liability Insurance of not less than \$5,000,000, naming Cultus Lake Park as additional insured, and a Ministry of Transportation permit to occupy the highway prior to the event date.

STRATEGIC PLAN:

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

Prepared by:

Cbaker

Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



2024 SPECIAL EVENT APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

APPLICANT INFORMATION

Applicant Name(s):

Dynamic Race Events Ltd.

Name of Organization: ☐ Not-for-Profit ☐ Registered Charity ☐ Indigenous Organization ☒ Other

Mailing Address:

[REDACTED]

Telephone:

[REDACTED]

Cell:

same

Email:

[REDACTED]

SECONDARY CONTACT INFORMATION (if applicable)

Name:

[REDACTED]

Telephone:

[REDACTED]

Cell:

same

Email:

[REDACTED]

SPECIAL EVENT INFORMATION

Post on park website: ☒

Date(s):

Sept 12 - 15, 2025

Name of Event:

Cultus Lake Triathlon

Location(s) of event:

Main beach, course maps attached

Hours of Event:

all day

Private Event ☐

Free Public Event ☒

Ticketed Public Event ☒

TYPE OF EVENT

Please check all that apply

Race/Walk/Cycle ☒

Festival/Celebration ☐

Farmers' Market ☐

Parade ☐

Concert/Performance ☐

Fundraiser ☐

Exhibits ☐

Filming ☐

Wedding ☐

Other (please specify):

ESTIMATED ATTENDANCE		
Participants: 800	Spectators: 500	Volunteers/Staff: 50-75
SPECIAL REQUESTS Please note that all special requests are subject to staff review and require Board approval which must be submitted no later than 90 days prior to the event.		
FOOD TRUCKS / VENDOR(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Type of food vendor(s):		
Total vendors: Serving participants/public <input type="checkbox"/> Serving event staff only <input type="checkbox"/>		
BEVERAGE GARDEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Total occupancy:		
Location of beverage garden (please attach a map):		
Fencing details (height, type, etc.):		
Hours of operation:		
Security Company Name:		
Email:	Phone Number of Lead Officer:	
AMPLIFIED SOUND / MUSIC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Hours of use: 8am - 12:30pm - Sept 14 (event day), only necessary safety announcements made prior to 8am		
Location of use: Finish line		
GENERATORS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Hours of use: 7:30am - 1:00pm		
Location of generator(s) Main beach - swim start and Main Beach Finish Line area		
What is the generator(s) providing power for? <small>Swim start - for timing mat & arch Finish Line - to power arch, timing system, computer system, announcers audio and speakers</small>		
<input type="checkbox"/> PARTIAL HIGHWAY CLOSURE(S) <input type="checkbox"/> FULL HIGHWAY CLOSURE(S) <input checked="" type="checkbox"/> NO CLOSURE(S)		
Hours of road use: 6am - 11am		
Location of road use: Main Beach parking lot, north through traffic circle down to Vedder Mtn Rd		
Duration of delays (if applicable): max 3 mins traffic hold		
Duration of closure (if applicable): n/a		

FIRST AID ON SITE ☒ YES ☐ NO

May be required depending on the scope of your event

EVENT DESCRIPTION

PLEASE PROVIDE AN OVERVIEW OF THE EVENT BELOW AND ATTACH A MAP

Long running annual triathlon, approximately 700-800 athletes.

Maps provided in email submission.

ADDITIONAL REQUESTS

Washrooms open early	<input checked="" type="checkbox"/>	Time: 6am
Washrooms closed late	<input type="checkbox"/>	Time:
Parking lot gates open early	<input checked="" type="checkbox"/>	Time: keys usually provided
Parking lot gates closed late	<input type="checkbox"/>	Time:
Portable washrooms	<input checked="" type="checkbox"/>	Quantity: approx 12-15
Garbage dumpsters	<input checked="" type="checkbox"/>	Quantity: 1 (privately contracted)
Swim line removal	<input checked="" type="checkbox"/>	
Community Hall	<input type="checkbox"/>	Dates:
Gazebo(s)	<input checked="" type="checkbox"/>	Please list A/B/C:
Parking Arrangements:	<input checked="" type="checkbox"/>	

By signing below, I acknowledge that the information provided is accurate and I accept all liability and responsibility for organizing and hosting a special event within Cultus Lake Park. I understand that it is my responsibility to provide the park office General Liability Insurance of no less than \$5 million dollars naming Cultus Lake Park as additional insured, payment of all special event fees and required certifications no later than five business days prior to the event date unless otherwise stipulated by park staff.

Applicant Signature:

X



Date: Aug 16, 2024

Applicant Signature:

X

Date:

Date: _____

Approved by: _____

Approved? YES / NO

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/>	Special Event Application fee received. Receipt #
<input type="radio"/>	Special Event Application complete
<input type="radio"/>	Security Plan submitted
<input type="radio"/>	Map of event submitted
<input type="radio"/>	Letter to Board submitted
<input type="radio"/>	Board approval received
<input type="radio"/>	Board approval letter sent
<input type="radio"/>	Special event fees received. Receipt #
<input type="radio"/>	Site visit scheduled. Date:
<input type="radio"/>	Site visit complete
<input type="radio"/>	Fraser Health certification submitted
<input type="radio"/>	First aid certification submitted
<input type="radio"/>	Insurance received
<input type="radio"/>	Security deposit received. Receipt #
<input type="radio"/>	Public Works site inspection complete
<input type="radio"/>	Closing letter sent
<input type="radio"/>	Security deposit reimbursed. Receipt #
Additional approved requests:	



August 13, 2025

Dear Cultus Lake Parks Board,

Thank you for the opportunity to present our event application to the Board.

Dynamic Race Events has had the pleasure of producing the annual Cultus Lake Triathlon from 2015 through 2024. In that time, we have continued to grow the event and it has become an annual favorite for the multisport community in the Pacific Northwest. With the support of Tourism Chilliwack & the City of Abbotsford, we hosted the Provincial Championships in 2018 and 2019, as well as the series finales for Dynamic & Triathlon BC annually. We are again hosting Provincial Championships for 2025 and the event also serves as a World Triathlon Age Group Championship Qualifier.

Following the 2024 event, we worked collaboratively through the application and approval process with Park Staff to further refine our production and processes on event weekend to ensure continued partnership. This proved successful in 2024 and we look forward to continuing to ameliorate our event with support of the Board and Staff.

In seeking approval for our 2025 event, we will continue hosting only our short course events, this greatly limit impacts to residents, businesses and traffic, as we anticipate our final finisher crossing the finish line by 12:30pm.

Further refinements to our traffic management plan are underway and we are working with our supplier and the Ministry of Transportation and Infrastructure to improve traffic flow on race morning.

This event attracts upwards of 750 athletes each September on race weekend, providing a significant revenue generation for both the Park via parking, as well as an end-of-season injection for the local businesses. This economic impact stretches further than race weekend, as many athletes make the trip to Cultus Lake, as either a day trip or a training weekend, to come swim at the venue and ride and run the set courses. These extra trips convert to dollars spent locally and many times we have heard that athletes are making additional trips up with their families once they have seen the idyllic offering that is Cultus Lake.

Dynamic Race Events produces 5 multisport event weekends annually, creating finish line experiences for over 3000 athletes a year. We strive to use as many local suppliers as possible in each of our venues, ensuring a positive working relationship with our stakeholders in each locale.

We welcome any questions or concerns about the event and look forward to returning to Cultus Lake in 2025.

Best,

A handwritten signature in blue ink, appearing to read 'Angie Woodhead', with a stylized flourish at the end.

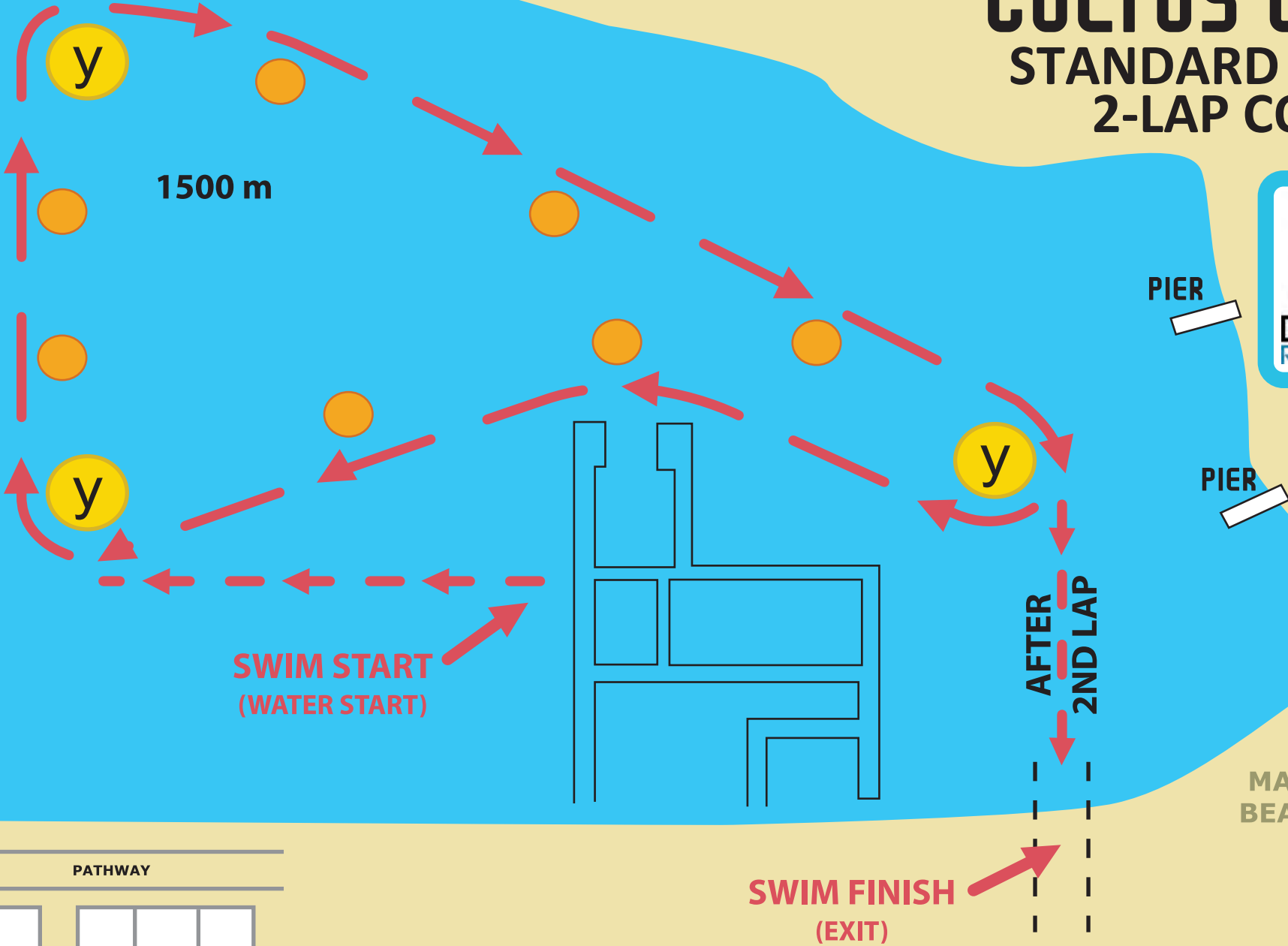
Angie Woodhead
Owner | Organizer
250.213.7885

Jordan Myers
Operations | Projects
604.733.5444

CULTUS LAKE

STANDARD SWIM

2-LAP COURSE



PATHWAY

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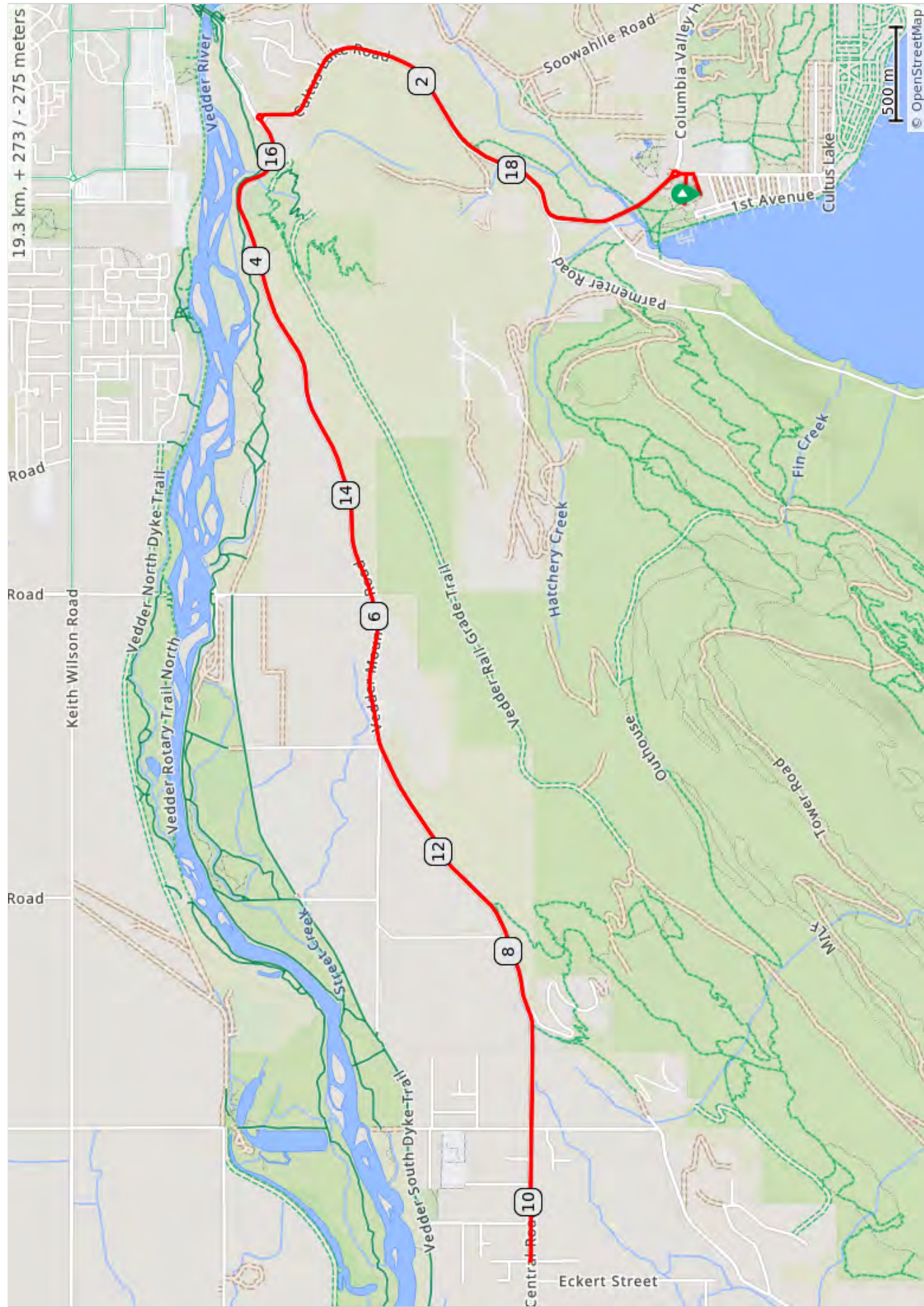
FIRST AVE

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SECOND AVE

BOAT RENTAL	CONCESSION
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- Large Yellow Corner Buoys
- Orange Buoys



Cultus Lake Tri | BIKE - Sprint

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0	📍	Start of route	0.1
2.	0.1	0.1	←	L onto Sunnyside Boulevard	0.1
3.	0.2	0.1	↑	Enter roundabout	0.0
4.	0.2	0.0	↑	At roundabout, take exit 1 onto Columbia Valley Highway	2.9

0.2 kilometers. +0/-4 meters

Num	Dist	Prev	Type	Note	Next
9.	16.2	6.5	↑	At roundabout, take exit 1 onto Cultus Lake Road	0.0
10.	16.2	0.0	↗	Slight R onto Cultus Lake Road	2.8

6.5 kilometers. +0/-0 meters

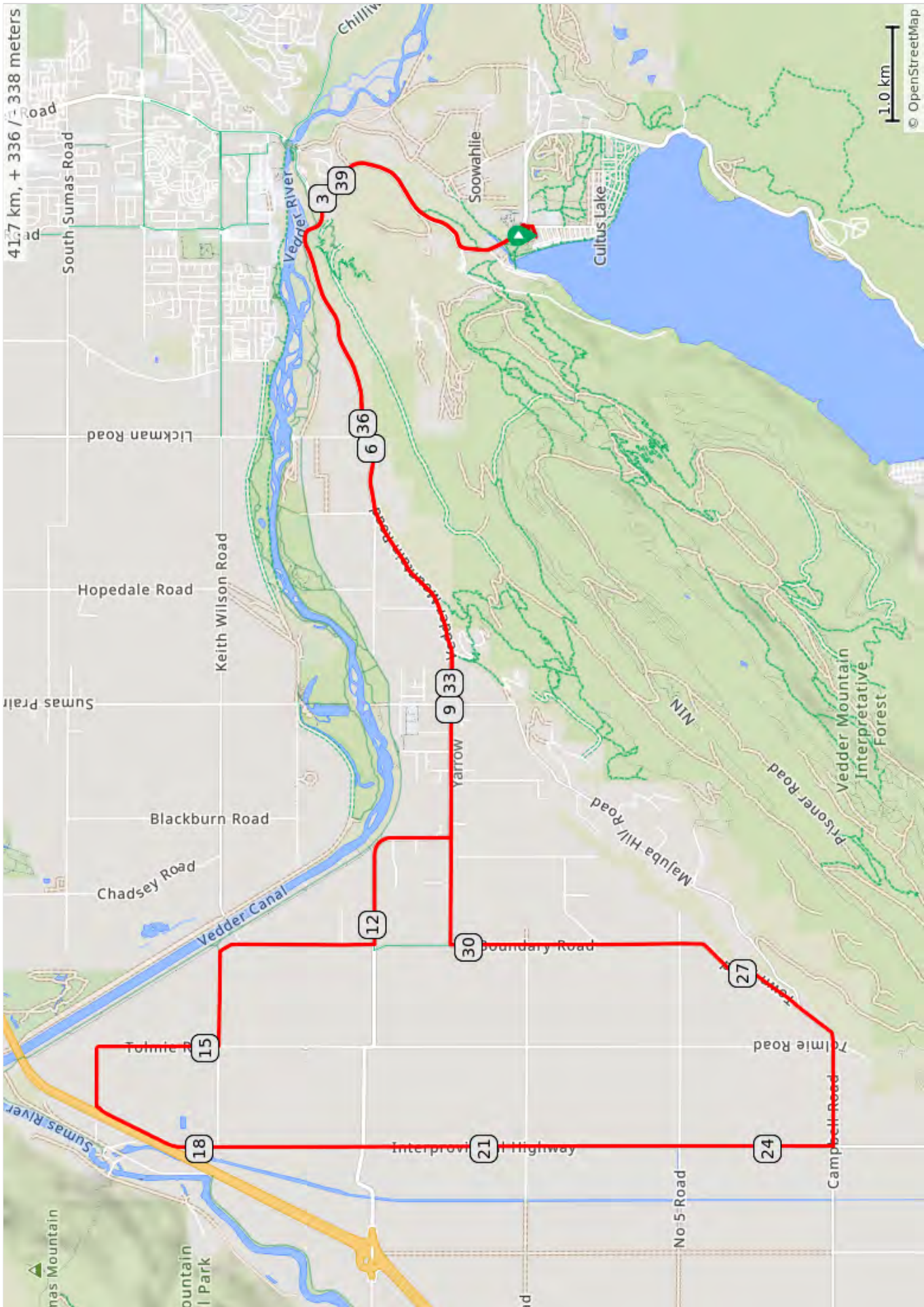
Num	Dist	Prev	Type	Note	Next
5.	3.1	2.9	↑	At roundabout, take exit 2	0.1
6.	3.2	0.1	↗	Slight R onto Vedder Mountain Road	6.5
7.	9.7	6.5	→	R onto Kehler Street	0.0
8.	9.7	0.0	←	L onto Yarrow Central Road	6.5

9.5 kilometers. +54/-98 meters





Num	Dist	Prev	Type	Note	Next
11.	19.1	2.8	↑	At roundabout, take exit 1 onto Sunnyside Boulevard	0.2
12.	19.3	0.2	↙	Sharp L	0.0
13.	19.3	0.0	📍	End of route	0.0

3.1 kilometers. +2/-0 meters







Cultus Lake Tri | BIKE - Standard



Cultus Lake Tri | BIKE - Standard

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0		Start of route	0.1
2.	0.1	0.1		L onto Sunnyside Boulevard	0.1
3.	0.2	0.1		At roundabout, take exit 3 onto Columbia Valley Highway	2.9
4.	3.1	2.9		At roundabout, take exit 2	0.1



3.1 kilometers. +54/-56 meters

Num	Dist	Prev	Type	Note	Next
5.	3.2	0.1		Slight R onto Vedder Mountain Road	7.2
6.	10.4	7.2		R onto No. 3 Road	1.9
7.	12.2	1.9		R onto Boundary Road	1.6
8.	13.9	1.6		L onto No. 2 Road	1.0
9.	14.9	1.0		R onto Tolmie Road	9.8
10.	24.7	9.8		L onto Campbell Road	1.6

21.6 kilometers. +90/-137 meters

Num	Dist	Prev	Type	Note	Next
11.	26.3	1.6		Continue onto Town Road	3.9
12.	30.2	3.9		R onto Yarrow Central Road	8.4
13.	38.6	8.4		At roundabout, take exit 1 onto Cultus Lake Road	0.0
14.	38.6	0.0		Slight R onto Cultus Lake Road	2.8

13.9 kilometers. +116/-68 meters

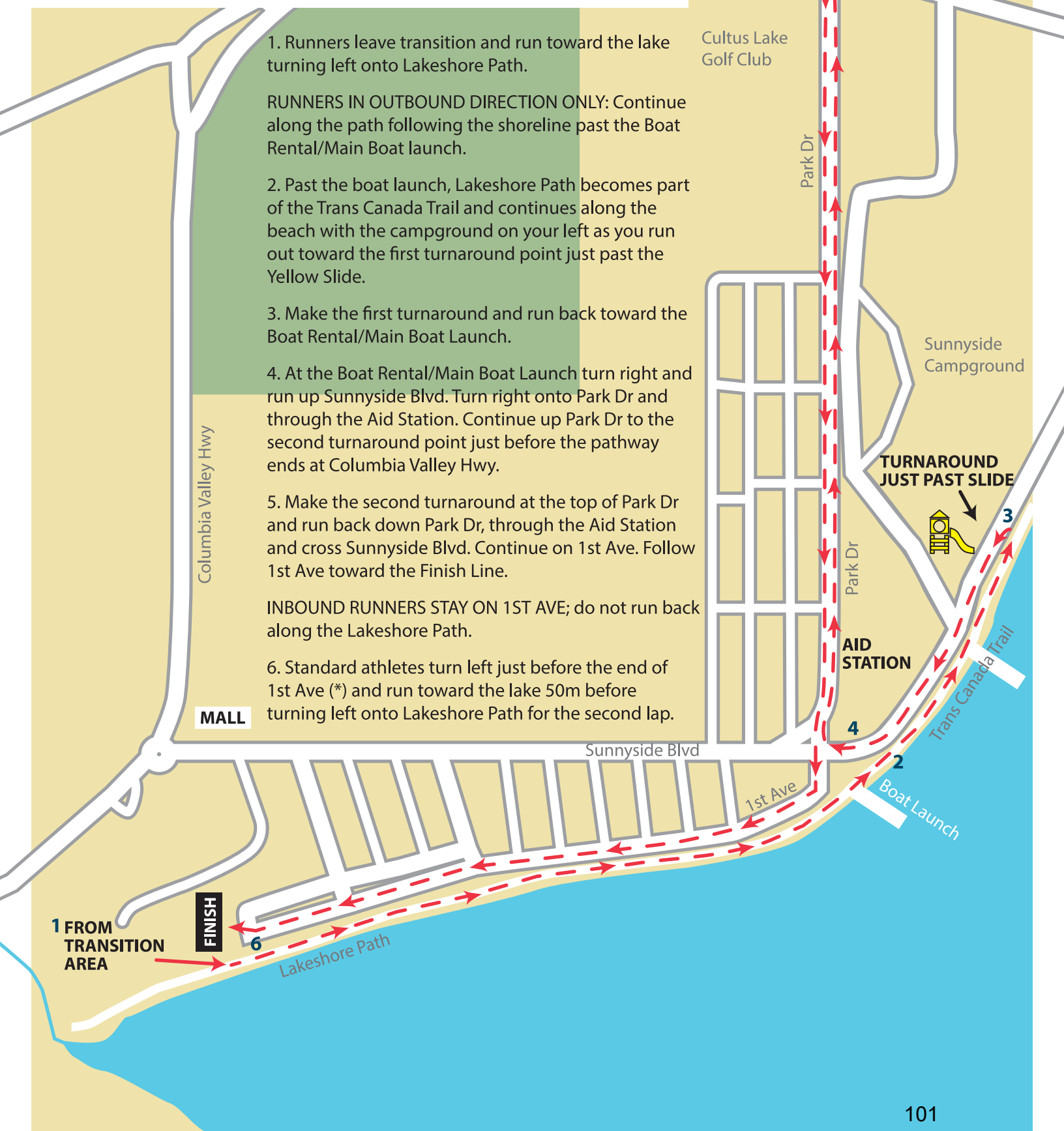
Num	Dist	Prev	Type	Note	Next
15.	41.5	2.8		At roundabout, take exit 1 onto Sunnyside Boulevard	0.2
16.	41.7	0.2		End of route	0.0

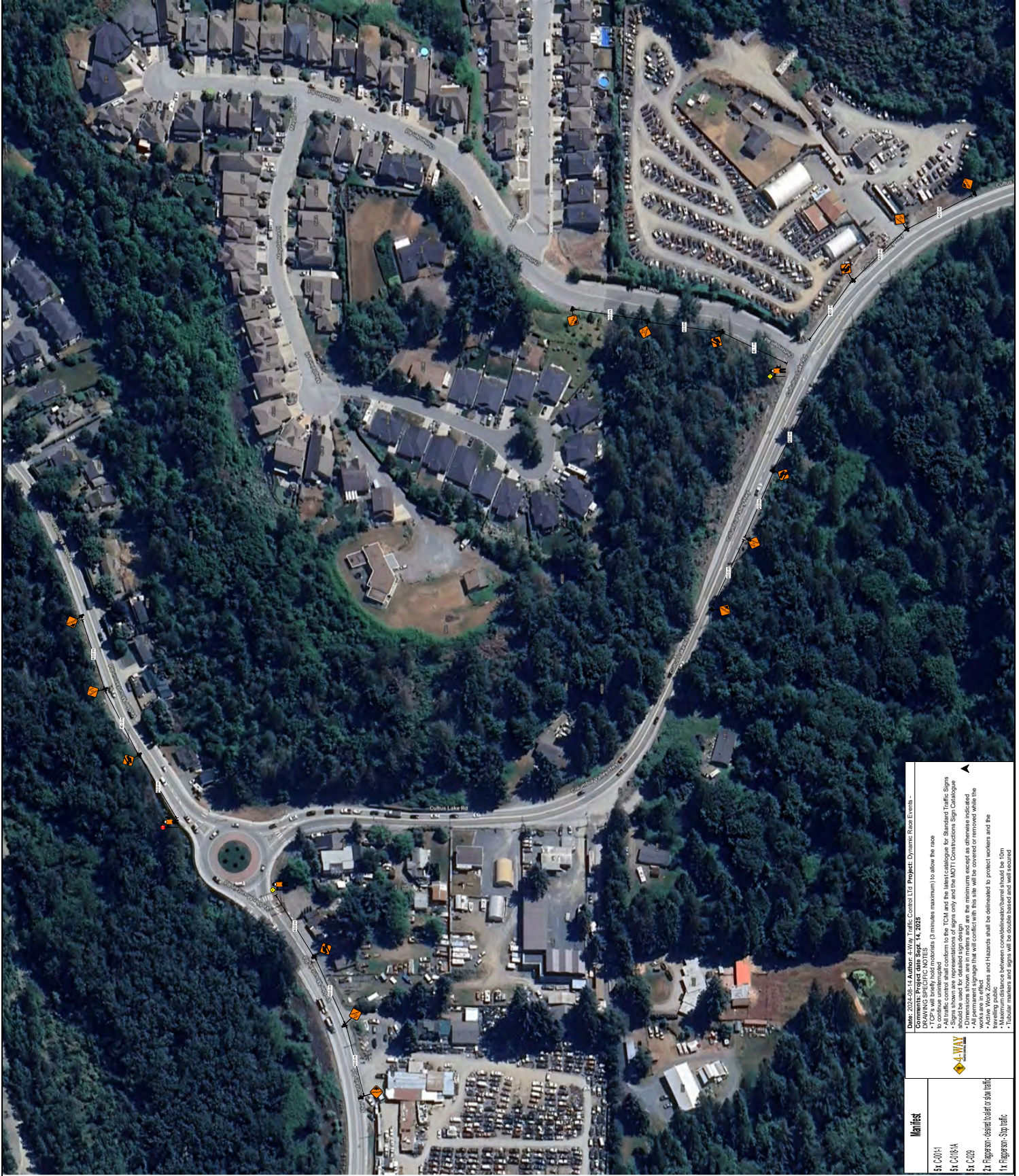
3.1 kilometers. +2/-0 meters

CULTUS LAKE RUN MAP

1 LOOP: SPRINT RUNNERS

2 LOOPS: STANDARD RUNNERS









	<p>DATE: 2024-10-20 BY: [Signature] PROJECT: [Project Name] SHEET: 14 OF 14</p>	<p>NOTES: 1. All traffic signs shall conform to the T024 and T025 standards for Standard Traffic Signs. 2. All traffic signs shall be installed in accordance with the T024 and T025 standards for Standard Traffic Signs. 3. All traffic signs shall be installed in accordance with the T024 and T025 standards for Standard Traffic Signs. 4. All traffic signs shall be installed in accordance with the T024 and T025 standards for Standard Traffic Signs.</p>	<p>4.1 C0011 4.1 C002 4.1 C003 4.1 C004</p>
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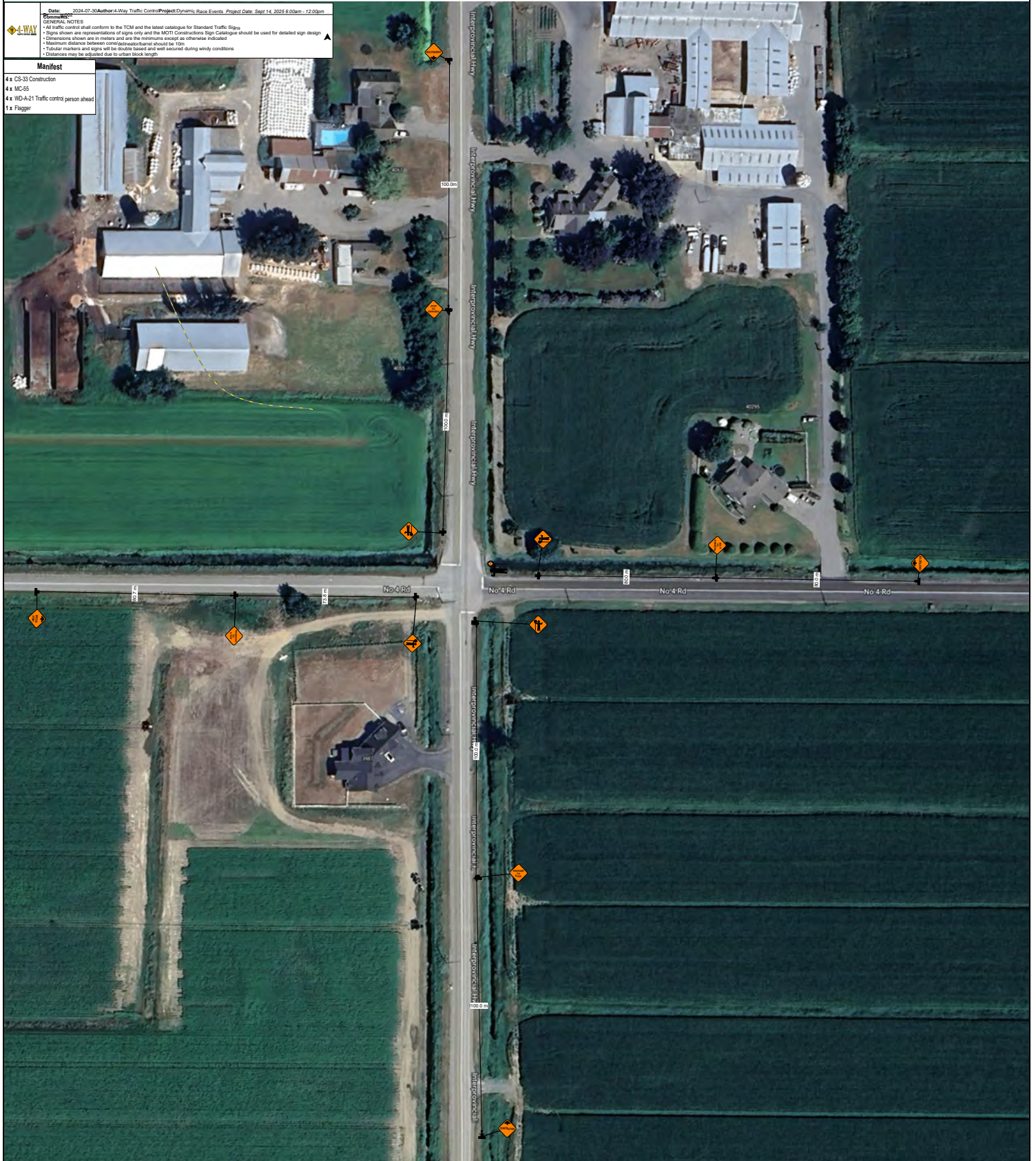
Date: 2024-07-30 **Author:** A-Way Traffic Control/Project Dynamics **Raise Events** **Project Date:** Sept 14, 2025 6:00am - 12:00pm

GENERAL NOTES

- All traffic control shall conform to the TCM and the latest catalogue for Standard Traffic Signs
- Signs shown are representative of signs only and the MDTI Construction Sign Catalogue should be used for detailed sign design
- Dimensions shown are in meters and are the minimums except as otherwise indicated
- Maximum distance between cones/advance warning should be 50m
- Tubular markers and signs will be double based and well secured during windy conditions
- Distances may be adjusted due to urban block length

Manifest

4x CS-33 Construction
 4x W-55
 4x WD-A-21 Traffic control person ahead
 1x Flagger



4-WAY

Manifest

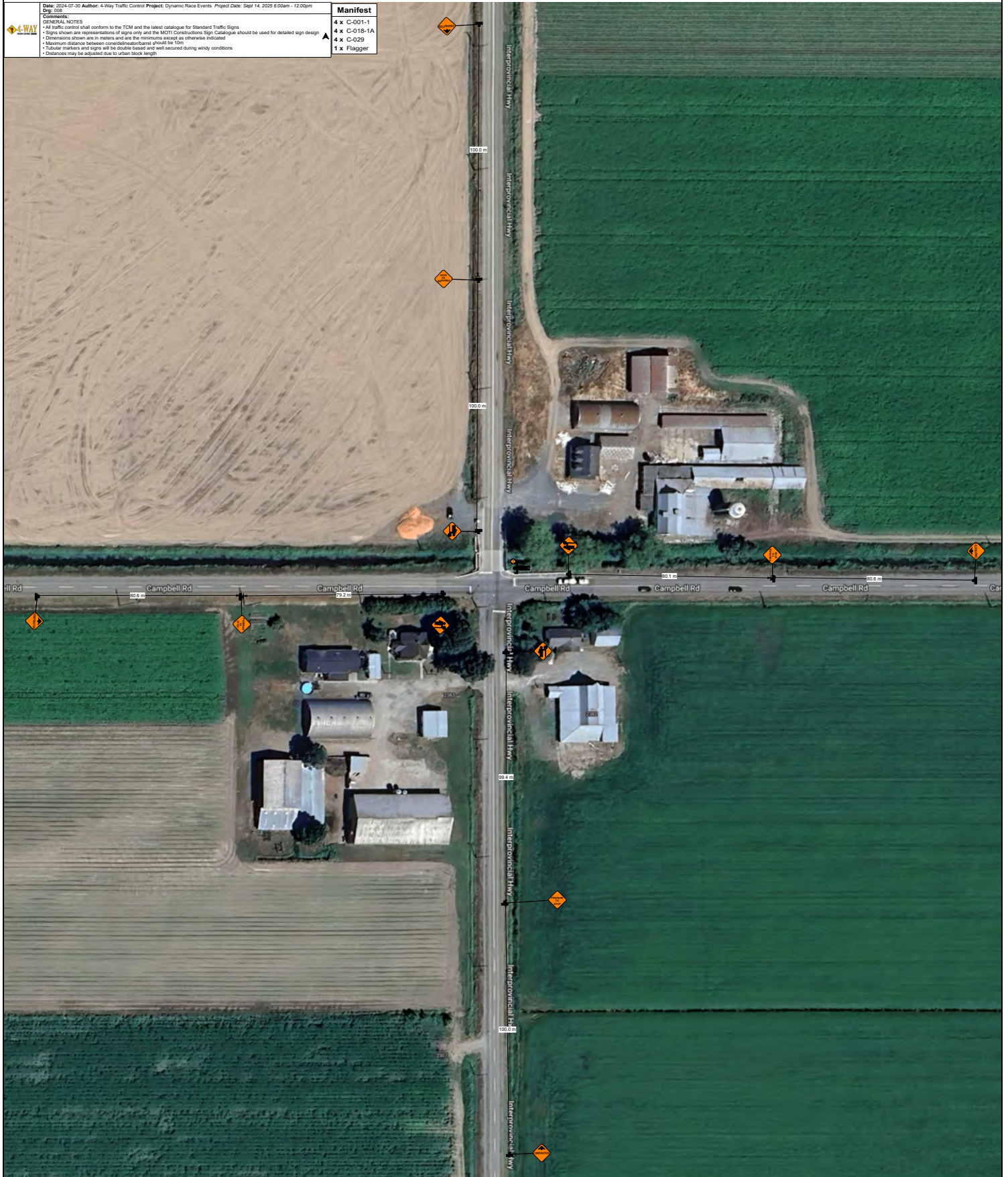
4x CS-33 Construction
 4x MC-55
 4x WD-A-21 Traffic control person ahead
 2x Flagger

Comments:
 GENERAL NOTES
 • All traffic control shall conform to the TCM and the latest catalogue for Standard Traffic Signs
 • Signs shown are representations of signs only and the MOTI Construction Sign Catalogue should be used for detailed sign design
 • Dimensions shown are in meters and are the minimums except as otherwise indicated
 • Maximum distance between construction signs should be 10m
 • Tubular markers and signs will be double based and well secured during windy conditions
 • Distances may be adjusted due to urban block length













Date: 2024-07-30 Author: 4-Way Traffic Control Project: Dynamic Race Events Project Date: Sept 14, 2025 6:00am - 12:00pm	
4-WAY	CONTRACT
GENERAL NOTES	
• All traffic control and all conform to the TCM and the latest catalogue for Standard Traffic Signs	
• Dimensions shown are in meters and are the minimums except as otherwise indicated	
• Maximum distance between cones/delineator/trailers should be 10m	
• Dimensions may be adjusted due to urban block length	

Manifest
1 x C-014-1
1 x C-020
2 x CS-33 Construction
1 x C-018-1A
1 x Flagger

