



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE TERMS OF REFERENCE (Amended December 19, 2018)

1. Committee Purpose

- 1.1 This Select Committee is appointed by the Cultus Lake Park Board for the purpose of creating experiences that promote Community Spirit and Pride in Cultus Lake Park.
- 1.2 This Committee will provide a wide variety of activities throughout the Park, promoting engagement from both residents and non-residents.

2. Duties

- 2.1 To provide organized community events and activities.
- 2.2 To promote fundraisers to assist the funding of the organized community events and activities.
- 2.3 To provide recommendations to the Park Board for projects that improve Cultus Lake Park.
- 2.4 To consider matters referred to it by the Park Board.

3. Membership & Term

- 3.1 The Committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair – Commissioner Lamb
 - Vice Chair – Community member (to be appointed).
 - Five members of the public, appointed by the Board
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such has the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.

- 3.4 The Committee with support from the Chief Administrative Officer may outsource the duties of the Committee to an outside agency who in turn will:
- plan, organize, implement and evaluate events; and
 - receive, review and coordinate event applications.
- 3.5 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.6 The committee shall dissolve on January 31, 2020 or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

- 4.1 The Committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee Members and Executive Assistant at least four (4) days prior to the meeting.
- 4.3 The meeting minutes will be taken by a member of the committee appointed by the committee. Draft minutes will be given to the Executive Assistant who will format and place them on the next Board meeting agenda.
- 4.4 The Committee will report recommendations to the Board on anything related to the Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and Committee System Policy.
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board authority to act.