



## COMMERCIAL LEASEHOLDERS COMMITTEE TERMS OF REFERENCE

(Adopted December 19, 2018)

### 1. Committee Purpose

- 1.1 This Standing Committee is to strengthen and open communications between the Board and Commercial leaseholders.

### 2. Duties

- 2.1 To help build better communications and relationship between the Board and the Commercial Leaseholders.
- 2.2 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:
  - Committee Chair - Commissioner Smit
  - Committee Vice Chair - Commissioner Payeur
  - Two appointed members of the commercial leaseholders
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as 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 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.
- 3.5 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 meeting 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 the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant 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 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 for authority to act.