

Consolidated for Convenience

Cultus Lake Park Board

BYLAW NO. 001-2004

A bylaw to provide for the procedure to be followed for the conduct of the business of the Cultus Lake Park Board and the business of its select and standing committees

WHEREAS Sec. 14 of the *Cultus Lake Park Act (the Act)* provides that the Cultus Lake Park Board may, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing committees, including the manner by which resolutions may be passed and bylaws adopted;

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

NOW THEREFORE the Cultus Lake Park Board, in open meeting assembled, enacts as follows:

CITATION

This bylaw may be cited for all purposes as the “Cultus Lake Park Board and Committee Procedures Bylaw No. 001, 2004.

ENACTMENTS

The following rules of procedure shall govern the Cultus Lake Park Board:

1. MEETINGS OF THE CULTUS LAKE PARK BOARD

1.1 Inaugural Meeting

1.1.1 The Board shall convene an inaugural meeting during the month of December at such time as shall be established in writing by the person responsible for corporate administration. The presiding officer of the inaugural meeting shall be the person responsible for corporate until such time as the Board Chair has been elected.

1.2 Elections and Duties of the Chair and Vice Chair

1.2.1 The Board shall elect a Chair and Vice Chair from amongst its members at the first meeting held after December 1st in each year, and each Commissioner present at the meeting has one vote in each election for an office.

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

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

1.3 Open Meetings

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

1.4 Conduct at Meetings

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

1.5 Quorum

1.5.1 Meetings shall be held at such time and such place as the Board shall decide from time to time by resolution.

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

1.6 Exercise of the Board's Power

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

1.7 Minutes

1.7.1 The minutes of all meetings of the Board shall be accurately recorded and kept by the person responsible for corporate administration. Minutes of all meetings of the Board shall be circulated to the members of the Board prior to the next meeting, and after they have received the approval of a majority of the members, shall be signed by the Chair or other person presiding at the meeting or at the meeting at which the minutes are adopted, signed by the person responsible for corporate administration and sealed by the person responsible for corporate administration with the corporate seal of the Cultus Lake Park Board,

1.7.2 Minutes of all Board and Committee proceedings, except matters dealt with in camera, shall be a matter of public record and open for inspection by any person, who may obtain copies thereof and extracts there from, at all reasonable times.

1.8 Special Meetings

- 1.8.1 A special meeting of the Board shall be called by the person responsible for corporate administration on the request of the Chair or any two Commissioners by notice mailed to each Commissioner at least two (2) days before the date of the meeting to the address given by each Commissioner to the person responsible for corporate administration for that purpose. The notice shall state the general purpose of the meeting and the day, hour and place of the meeting. The notice of any special meeting may be waived by a unanimous vote of the Board.
- 1.8.2 In the case of an emergency, notice of a special meeting may be given with the consent of the Chair and two Commissioners, less than two (2) days before the date of the meeting, and notice of the meeting need not be given in writing.

1.9 Advance Public Notice of Board and Committee Meetings

- 1.9.1 At least 3 (three) days before a regular open meeting or in camera meeting of the Board; or its Standing or Select Committees, the person responsible for corporate administration under the Act must give public notice of the date, place and time of the meeting by way of a notice posted on the public message boards of the Cultus Lake Park Board, the Cultus Lake Post Office, and the Cultus Lake Community Hall;
- 1.9.2 At least 24 hours before a regular open meeting of the Board or its Standing or Select Committees or other duly constituted bodies as set forth above in section
- 1.9.1, the person responsible for corporate administration under the Act must give further public notice by:
- (a) posting a copy of the agenda head sheet on the public message boards of the Cultus Lake Park Board, the Cultus Lake Post Office, and the Cultus Lake Community Hall; and
 - (b) making a copy of the full agenda package available for public inspection at the reception counters at the Cultus Lake Park Board office;
- 1.9.3 Except where notice of a special meeting of the Board is waived by unanimous vote of the full Board, at least 24 hours before a special meeting of the Board, the person responsible for corporate administration must give advance public notice of the time, place and date of the meeting on the Cultus Lake Park Board, the Cultus Lake Post Office, and the Cultus Lake Community Hall;
- 1.9.4 Where deemed expedient or appropriate, the person responsible for corporate administration may also provide for advance public notice by way of advertising, subject to the requirements for advance public notice under the Local Government Act and this Article.”

1.10 Closed Meetings

Amended by
Bylaw 2009-02

1.10.1 Subject to the Community Charter, Chapter 26, concerning the general rule that all meetings of the Board, including meetings of the Boards Standing or Select Committees, must be open to the public in accordance with Section 89, Division 3 of Part 4 of the Community Charter;

Amended by
Bylaw 2009-02

1.10.2 Where the Board or its duly constituted bodies wish to close a meeting to the public; it may do so by adopting a resolution in accordance with Section 90, Division 3, Part 4 of the Community Charter;

1.10.3 No Member of the Board or Member of the Boards duly constituted bodies may disclose to the public the proceedings of a meeting held in camera, unless a resolution has been passed at the in camera meeting which would permit disclosure;

1.10.4 Minutes of an in camera meeting must be kept in the same manner as a regular meeting, but must be kept in a confidential location and must not be filed with the minutes of regular meetings;

1.10.5 An in camera resolution or minute may be made a matter of public record where the Board resolves in camera that it is in the public interest to make an in camera resolution a matter of public record. It shall be the responsibility of the person responsible for corporate administration to ensure that the matter is brought into the public record at the next regular meeting.

2. CORPORATE VOTING

2.1 The procedure for voting shall be in accordance with the provisions of Section 791 of the Local Government Act.

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

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

2.4 Any Commissioner may require that his/her negative vote be recorded in the Minutes.

3. SPECIAL VOTE BY TELEPHONE POLL

3.1 A Special Vote by telephone poll may be undertaken where a matter is considered urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a regular or special meeting of the Board would be impractical.

3.2 The following rules of procedure shall govern a Special Vote of the Board:

3.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue

to be voted on urgent and that calling a regular or special meeting to conduct the voting would be impractical, except that a special vote cannot be undertaken where the vote is on the second or third reading of the following bylaws:

- annual budget bylaws;
- specified area bylaw
- bylaws adopting official community plans;

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

3.2.3 Before a Commissioner votes, the Secretary shall ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:

- orally, including by telephone or other means of telecommunication, or
- by delivery, including by delivery in writing, by facsimile transmission or other means of electronic transmission or by delivery in electronic form.

3.2.4 A Commissioner shall vote by informing the person responsible for corporate administration, either orally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw and the person responsible for corporate administration shall at that time record the Commissioner's vote.

3.2.5 Each Commissioner who votes shall have the number of votes that he/she would have had in voting on the matter at a regular meeting of the Board.

3.2.6 The rules under Section 791 of the Local Government Act regarding the counting of votes at meetings of the Board, except Section 791(10) shall apply to the counting votes taken in accordance with this section.

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

3.2.8 If the person responsible for corporate administration is absent, ill or otherwise disabled, the Chair may appoint another Commissioner to conduct voting under this section in place of the person responsible for corporate administration.

3.2.9 At the next regular meeting of the Board following a Special Vote, the Chair shall report the results of the Special Vote.

4. EMERGENCY POWERS OF THE BOARD

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

4.2 The Board must, by bylaw, resolution or by Chairs order, cancels the state of local emergency, when of the opinion that a state of local emergency no longer exists within a participating area.

5. CHAIR AND PRESIDING OFFICERS

- 5.1 The Chair or other person presiding at a meeting of the Board shall preserve order and decide all points of order which may arise, but subject to a challenge by the other Commissioners then present.
- 5.2 If a decision of the Chair is challenged by a Commissioner, the Chair shall immediately put the question ‘Shall the Chair be sustained?’ and the question shall be decided without debate. The Chair shall be governed by the vote of the majority of the Commissioners then present and entitled to vote, exclusive of the Chair, and in the event of the votes being equal, the question shall pass in the affirmative.
- 5.3 If the Chair refuses to put the question “Shall the Chair be sustained?”, the Vice Chair or other person appointed by the Board shall preside temporarily in place of the Chair, and the Commissioner so temporarily appointed shall immediately put the question “Shall the Chair be sustained?” and the question shall be decided without debate and in the event of the votes being equal, the question shall pass in the affirmative.
- 5.4 Any resolution or motion carried under the circumstances mentioned in subsection (3) is as effectual and binding as if carried out with the Chair presiding.

6. RULES OF ORDER

- 6.1 Where this bylaw is silent, *Roberts Rules of Order, Newly Revised* shall apply to the conduct of meetings.
- 6.2 Where there is an inconsistency between this bylaw *or Robert’s Rules of Order, Newly Revised* and the Cultus Lake Park Act, the Cultus Lake Park Act will prevail
- 6.3 No Commissioner shall speak until recognized by the Chair.
- 6.4 Every Commissioner desiring to speak shall address him/herself to the Chair.
- 6.5 No Commissioner shall interrupt a person speaking except to raise a point of order.
- 6.6 Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule of procedure.

7. MOTIONS

- 7.1 All questions shall be decided by a vote on a motion. Subject to Section 7.2, all motions may be moved and seconded by any Commissioner,
- 7.2 Any Commissioner may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Commissioner while speaking in accordance with Section 6.5.

- 7.3 No Commissioner shall speak more than once to the same question without leave of the Chair except in explanation of the material part of his speech which may have been misconceived, and in doing so he is not to introduce new matter. A reply is allowed to a Commissioner who has made a substantive motion to the Board, but not to any Commissioner who has moved an amendment.
- 7.4 No Commissioner shall speak on any question for longer than five (5) minutes without leave of the Chair.
- 7.5 If a Commissioner of the Board shall call for a record of votes, the names of those who vote for and those who vote against the question shall be entered in the minutes.
- 7.6 After a motion is read by the Chair or other person presiding or the person responsible for corporate administration, it shall be deemed to be in possession of the Board, but may be withdrawn at any time before decision or amendment with the approval of the Board.
- 7.7 Amendments shall be voted on in the reverse order to that in which they are moved. Every amendment submitted shall, when requested by any Commissioner, be reduced to writing and be decided upon or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment and any amendment more than one must be to the main motion.
- 7.8 When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition shall be taken if any Commissioner so requires.
- 7.9 After the question is finally put by the Chair, no Commissioner shall speak to the question nor shall any other motion be made until after the result is declared and the decision of the Chair as to whether the question has been finally put is conclusive.
- 7.10 When a question is under debate, no motion shall be received unless to refer to it, to amend it, to lay it on the table, to postpone it, to adjourn, or to move that the vote be now taken.
- 7.11 A question of referral, until it is decided, shall preclude all amendments to the main question.
- 7.12 A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.
- 7.13 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board he shall apprise the members thereof immediately before putting the question thereon, and shall cite the rule or authority applicable to the case without argument or comment.

8. CONFLICT OF INTEREST

- 8.1 Where a Commissioner considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must declare this and state the general nature of why the member considers this to be the case.

- 8.2 Where a Commissioner considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must:
- not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- 8.3 Where a Commissioner declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Recording Secretary shall record the Commissioner's declaration, the reasons given for it and the time(s) of the Commissioner's departure from the meeting room and, if applicable, of the Commissioner's return.
- 8.4 Where a Commissioner declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Commissioner is not present at the meeting at the time of any vote on the matter.
- 8.5 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest, except where:
- the pecuniary interest of the Commissioner is a pecuniary interest in common with electors of the Cultus Lake Park Board;
 - the matter relates to remuneration or expenses payable to one or more Board Members in relation to their duties as Board Members; or
 - if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Commissioner in relation to the matter.

9. MATTERS BROUGHT FORWARD FOR RECONSIDERATION

- 9.1 The Chair may, at the same meeting or at any time within one (1) month after a bylaw, resolution or proceeding is adopted, return the matter for the Board's reconsideration if the matter has (a) not had the assent of the electors; (b) been reconsidered by the Board where the Chair has brought the matter forward for reconsideration; or (c) been acted on by an officer, employee or agent of the Cultus Lake Park Board.
- 9.2 Where the Chair has brought a matter forward for reconsideration, the Chair must state his/her objections to the Board and the person responsible for corporate administration must record in the minute book the objections, suggestions or amendments of the Chair.
- 9.3 The Board shall, as soon as convenient, consider the Chair's objections and either reaffirm or reject the bylaw, resolution or proceeding.
- 9.4 After a bylaw, resolution, or proceeding has been decided, any Commissioner may, at the same meeting or at any time within one month after a bylaw, resolution or proceeding is considered, return the matter for the Board's reconsideration. The Board shall not reconsider a matter unless the motion to reconsider the matter has firstly been considered.

- 9.5 Where a matter has been reconsidered, the Board shall not reconsider the matter again subject to Section 9.6.
- 9.6 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.
- 9.7 Any and all conditions which apply to the passage of the original bylaw, resolution, or proceeding shall apply to its rejection.

10. BYLAWS

- 10.1 Prior to the introduction of any bylaw for First Reading, each member of the Board shall receive a copy of the proposed bylaw, either in hard copy or electronic format
- 10.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw shall receive a copy of the proposed bylaw, either in hard copy or electronic format
- 10.3 Any bylaw which does not require approval, consent, or assent under the provisions of the Act or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, a Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.
- 10.4 A procedural bylaw must not be amended unless notice of the proposed amendment is mailed to each Commissioner, at the address given by the Commissioner to the person responsible for corporate administration for that purpose, at least five (5) days before the meeting at which the amendment is to be introduced.
- 10.5 Unless the holding of a public hearing is waived in accordance with Section 890 of the Local Government Act, the Board must not give Third Reading to a Park Use Plan bylaw, or Specified Area bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw, and requires at least fourteen (14) days written notice to all Cultus Lake Park leaseholders prior to the meeting.
- 10.6 First Reading of a Bylaw must be given by separate resolution.
- 10.7 Second and Third Readings of a Bylaw may be given by one resolution.
- 10.8 A bylaw must be adopted by separate resolution.
- 10.9 A reading on a bylaw must be rescinded by separate resolution. The resolution required where a reading on a bylaw must be rescinded shall be: That the motion granting “_____” Reading of Bylaw No. “_____” cited as “_____” be rescinded and that a new “_____” Reading of Bylaw No. “_____” cited as “_____” be given.
- 10.10 A series of bylaws with the same corporate vote may be taken together in one resolution as provided for in Sections 10.6, 10.7 and 10.8.

- 10.11 When a bylaw is read at a Board meeting, the person responsible for corporate administration shall certify the readings and dates thereof at the end of such bylaw. After a bylaw is adopted, the person responsible for corporate administration shall be responsible for the correctness thereof, including any amendments.
- 10.12 Every bylaw which has been adopted by the Board shall immediately be signed by the authorized officers and sealed with the seal of the Board, and shall be retained by the person responsible for corporate administration for safekeeping.
- 10.13 A bylaw comes into force on the later of the date it is adopted and a date set by the bylaw.

11. AGENDA

Amended by
Bylaw 2009-02

11.1 The order of business for all regular meetings of the Board shall be as follows:

- Call to Order
- Approval of Agenda
- Delegations
- Adoption of Board Minutes
- Business Arising from the Board Minutes
- Adoption of Committee and Commission Minutes
- Business Arising from the Committee and Commission Minutes
- Finance
- Correspondence
- Lease Transfers, Agreements for Sale, and Twelve Month Occupancy
- Bylaws
- New Business
- Reports by Staff
- Reports by Commissioners
- Community Association
- Public Question Period
- Resolution to proceed in camera (as appropriate)
- Adjournment

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

11.3 In the absence of exigent circumstances, Board Agendas shall be circulated to Board Members, either by delivery in hard copy or electronically, at least four (4) calendar days in advance of a Meeting of the Board.

11.4 Addenda materials not contained within the regular Board Agenda shall be circulated at the time of the regular Board Meeting. Matters for the addenda must be approved by the Chair in advance of circulation.

Amended by
Bylaw 2009-02
(New)

11.5 Public Participation

11.5.1 The Board shall hold a thirty minute public participation period or until speakers have concluded, whichever comes first after section: "Community Association" of the Public Agenda of each regular Board meeting.

11.5.2 Questions relevant to the Agenda will be given first priority.

11.5.3 Members of the public shall address their questions through the Commissioner chairing the Cultus Lake Park Board Meeting and if the question can be answered either by that Commissioner or through the Commissioner, the Board shall do so.

11.5.4 Where the Board is unable to address a question, the question shall be referred to staff for answer or subsequent research and report.

11.5.5 Each address must be limited to 2 minutes.

12. COMMITTEES

12.1 A meeting of the Committee of the Whole may be called at any time by the Chair.

12.2 A Committee of the Whole held during a Board meeting shall be appointed by a resolution “that the Board does now proceed to resolve itself into a Committee of the Whole”, and the Chair shall act as Chair of the Committee of the Whole, unless the Committee or Board decides otherwise.

12.3 The Chair may appoint Standing Committees, and for that purpose, may appoint persons who are not Commissioners, but each Committee must have at least one (1) member who is a Commissioner. Terms of Reference for each Standing Committee shall be drafted by the person responsible for corporate administration in consultation with the Board Chair.

12.4 The Board may, by bylaw adopted by at least 2/3 of the votes cast, delegate administrative powers to a Standing Committee.

12.5 The Board may appoint a Select Committee of Commissioners to consider or enquire into any matter and report its findings and opinion to the Board. Terms of Reference for each Select Committee shall be drafted by the person responsible for corporate administration in consultation with the Chair of the Select Committee.

12.6 A member of a Committee shall have one vote only.

12.7 The Board may establish when regular meetings of a Committee will be held. Where the Board has not established regular meetings of a Committee, meetings of a Committee shall be convened at the call of the Chair.

12.8 A majority of the members of any Committee, may, by written request to the Committee Chair, require the Committee Chair to call a meeting and it shall be the duty of the Committee Chair or, in his absence, the duty of the Vice Committee Chair or the person responsible for corporate administration to call such meeting.

12.9 Any Standing or Select Committee shall conduct its business under the following rules of procedure:

12.9.1 Where a predetermined date for a committee meeting has not been established, a notice of meeting shall be caused to be sent by the person responsible for corporate administration, to the Committee Chair and to each of the Committee members at least four (4) days prior to such meeting being held.

- 12.9.2 The Committee Chair shall preside at every meeting and shall vote on all questions submitted and in case of an equal number of votes for and against the question, the question shall be defeated.
- 12.9.3 A quorum for a Standing or Select Committee shall be a majority of the persons appointed to the Committee being present at a meeting and shall include at least one member who is a Board Commissioner.
- 12.9.4 In the absence of the Committee Chair, the Vice Committee Chair if so appointed shall preside, and in the absence of both the Chair and Vice Chair, a Committee member chosen by the other Committee members then present shall preside, and for that purpose shall have all the powers and is subject to the same rules as the Committee Chair.
- 12.9.5 The person responsible for corporate administration or a designate shall attend all meetings of the Committee and shall ensure that there is a record of the proceedings.
- 12.9.6 When a vote is taken on any question, the names of those who vote for and those who vote against the question shall be entered upon the minutes if any member shall request a recorded vote.
- 12.9.7 The minutes of all meetings of every Committee shall be accurately recorded, shall be circulated to the members of the Committee prior to the next meeting and after the minutes have received the approval of a majority of the members, shall be signed by the Chair or other person presiding at the meeting or at the next meeting at which the minutes are adopted.
- 12.9.8 A committee shall consider and report to the Board on any and every matter referred to it. Such report shall be in the form of the minutes of the meetings of the Committees as referred to a meeting of the Board, unless special or exigent circumstances dictate that matters may be otherwise brought forward.
- 12.10 No action of any Committee shall be binding on the Board unless the Minutes of such Committee have been received by the Board. Where an issue arising from such Committee Minutes requires action by the Board, that matter shall be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

13. DELEGATIONS

13.1 Board Regular Delegations

- 13.1.1 A delegation wishing to appear before the Board shall submit a written request to appear as a delegation, together with written copies of any submissions to the Board, to the person responsible for corporate administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.
- 13.1.2 The Chair must approve of all delegations before the delegation is set on the Board Agenda. There the Chairman has refused a delegation; the Chairman shall notify the Board in writing on the Board Agenda that the delegation asked to appear before.
- 13.1.3 Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the chair may advise the delegation of such apparent

duplication and/or repetition and refuse such delegation until permission of the Board has been obtained.

13.1.4 The person responsible for corporate administration shall notify a representative of the delegation at a time reasonably in advance of the date, time and place of the Board meeting at which the delegation will be heard.

13.1.5 The delegation appearance, and the subject of the delegation will be included on the agenda for a regular meeting of the Board. Each delegation shall be limited to a maximum time often (10) minutes unless otherwise extended by leave of the Chair.

13.2 Board Late Delegations

13.2.1 Any person or organization who deems its interests to be affected by an item on a Board agenda, who has appeared before an appropriate committee or who, because of circumstances, could not have been expected to appear before a committee or give earlier notice, may request to appear as a late delegation before the Board by submitting a written request to the person responsible for corporate administration no later than twelve o'clock noon on the day before the Board meeting.

13.2.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Board should consider the late delegation.

13.2.3 The person responsible for corporate administration will advise the Chair of the Board of the late delegation request and circulate the written request for a late delegation to Board members on table at the Board meeting.

13.2.4 The Board shall, by simple majority vote, determine if the late delegation will be heard at the Board meeting.

13.2.5 The late delegation shall provide sufficient written copies of their submission for distribution to the Board at the time they are heard.

13.2.6 Such late delegation shall be limited to a maximum time of ten (10) minutes to make a presentation unless otherwise determined by leave of the Chair.

13.3 Committee Regular Delegations

13.3.1 A delegation wishing to appear before a Committee shall submit a written request, together with written copies of their submission, to the person responsible for corporate administration at least seven (7) days prior to the scheduled Committee meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.

13.3.2 The Committee Chair must approve of all delegations before the delegation is set on the Committee Agenda. Where the Chairman has refused a delegation, the Committee Chair shall notify the Committee in writing on the Committee Agenda that the delegation asked to appear before.

13.3.3 Where the subject matter of a delegation has previously been dealt with in the form of a delegation to the Committee, the Committee Chair, through the person responsible for corporate administration, may advise the delegation of such apparent

duplication and/or repetition and refuse such delegation until permission of the Committee has been obtained.

13.3.4 The person responsible for corporate administration shall notify a representative of the delegation at a time reasonably in advance of the date, time and place of the committee meeting at which the delegation will be heard.

13.3.5 The delegation appearance and the subject of the delegation will be included on the agenda for a regular Committee Meeting. Each delegation shall be limited to a maximum time often (10) minutes unless otherwise extended by leave of the Committee Chair.

13.4 Committee Late Delegations

13.4.1 Any person or organization who deems its interests to be affected by an item on a Committee agenda, and who, because of circumstances, could not have been expected to give notice in accordance with Article 14.3.1, may request to appear as a late delegation at the Committee by submitting a written request to appear as a late delegation to the person responsible for corporate administration not later than twelve o'clock noon on the day before the scheduled Committee Meeting.

13.4.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Committee should consider the late delegation.

13.4.3 The person responsible for corporate administration will advise the Chair of the Committee of the late delegation request and circulate the written request for a late delegation to Committee Members on table at the Committee Meeting.

13.4.4 The Committee shall, by simple majority vote, determine if the late delegation will be heard at the Committee Meeting.

13.4.5 The late delegation shall provide sufficient written copies of their submission for distribution to Committee Members at the time of the delegation.

13.4.6 Such delegation shall be limited to a maximum time often (10) minutes unless otherwise determined by leave of the Chair.

13.5 Committee Report

13.5.1 Where delegations are heard by a Committee, the Committee report to the Board shall include the Committee recommendation and notification of the appearance of delegations, together with copies of the submissions of delegations to the Committee.

14. GENERAL

Where this bylaw conflicts with the provisions of the Act, the Act shall prevail.

15. EFFECTIVE DATE

This bylaw shall come into full force and shall take effect on and after the date of the adoption hereof.

16. REPEAL

The following Bylaws are repealed: Cultus Lake Park Board, Board and Proceeding Bylaw

17. READINGS AND ADOPTION

READ A FIRST TIME THIS 13th DAY OF OCTOBER, 2004.
READ A SECOND TIME THIS 24th DAY OF NOVEMBER 2004.
READ A THIRD TIME THIS 24th DAY OF NOVEMBER 2004.
ADOPTED ON THIS 08th DAY OF DECEMBER 2004.

Chair

Manager/Chief Administrative Officer

18. CERTIFICATIONS

I hereby certify this is a true and correct copy of Bylaw No. 001-2004 adopted by the Cultus Lake Park Board on the December 8, 2004 . Dated at Cultus Lake, B.C. this 23 day of December, 2004.

Manager/Chief Administrative Officer

*original on file