



**CULTUS LAKE PARK**

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**Board Policy**

**BOARD COMMITTEE  
SYSTEM POLICY**

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**APPROVALS**

<b>Approved and Adopted: January 13, 2010</b>	<b>Approved and Adopted : Cultus Lake Park Board</b>
<b>Amended: January 27, 2014</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)</b>	<b>Approved by: Cultus Lake Park Board</b>

## **POLICY**

Consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may establish Standing committees for matters the Board Chair considers would be better dealt with by committee and the Board may establish and appoint Select Committees to inquire into any matter and to report its findings and opinions to the Board.

## **DEFINITIONS**

“**Ex officio**” means the Board chair who may attend any committee meeting and has a vote, is not obliged to attend meetings, and shall not be counted for purposes of forming quorum.

“**Standing Committee**” is an advisory body to the Board established by the Board Chair to which the Board Chair shall appoint Board representatives and may appoint citizen members. At least half the members shall be members of the Board.

“**Select Committees**” are established by Board resolution and to which the Board may appoint citizens. At least one member of a Select committee must be a Board member. The Board may also establish a short-term Select Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. A Board member does not have to be appointed to a short-term Select Committee.

“**Staff Liaison**” is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

## **PROCEDURE**

### **1.0 Membership**

#### **1.1 Diversity**

Membership of committees will be diverse, and broadly reflective of the community.

Membership will also reflect desired experience, knowledge, expertise and geographic location in the community.

#### **1.2 Appointments**

- 1.2.1 Annually, the opportunities for appointment of members of the public to committees will be widely advertised so that any citizen who is interested may apply.
- 1.2.2 Recommendations for committee members will be sought from Board members.
- 1.2.3 The Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board establishment of Select Committees and the appointment of the Chair, Vice-Chair and members. The Board will appoint members to Select Committees,

upon recommendation of the Board Chair, at a Regular Board meeting.

1.2.4 Appointment to Standing and Select Committees will be made by January 31 in the year following the appointment of the Cultus Lake Park Board Chair.

1.2.5 *Not used.*

1.2.6 The terms of reference of individual committees will specify the number of members to be appointed to the committee.

1.2.7 Committee members shall serve without pay at the pleasure of the Board, unless otherwise provided in the enabling statute or establishment bylaw.

### **1.3 Applications for Membership are Confidential**

All applications for membership on committees shall be kept in confidence when submitted to the Park.

### **1.4 Terms of Appointment for Standing, Select Committees**

1.4.1 The term of appointment is until the earlier of:  
(a) January 31 of the subsequent year of appointment;  
(b) When the appointee's successor is appointed.

1.4.2 Notwithstanding clause 1.4.1, all committee appointments expire on the day of a general local election.

1.4.3 When considering re-appointments for a consecutive term, committee stability and membership continuity will be considered.

### **1.5 Terms of Appointment of Short Term Select Committees**

The term of appointment of members to short term Select Committees is concurrent with the time frame provided to the short term Select Committee to complete its work; after which the members' terms expire unless extended by Board resolution.

### **1.6 Committee Vacancy Replacement Term**

In the event of a vacancy, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated office.

### **1.7 Attendance of Members at Meetings**

Unless otherwise provided in the enabling statute or establishment bylaw, any member who is absent from two (2) consecutive regular meetings without leave of absence from the committee or without reason satisfactory to the committee shall forthwith cease to be a member of the committee and the appointing authority shall be advised by the committee.

### **1.8 Removal of Member from Committee**

The Board may remove or request the resignation at the request of the committee or on its own initiative any of its committee appointees for malfeasance in office, or any other good and sufficient cause.

### **1.9 Resignation of Member**

Any member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee chair with a copy to the staff liaison.

## **2.0 Board Liaison/Board Membership**

**2.1** The Board Chair shall designate the members of the Board to serve as Chair and vice-Chair of the Standing Committees.

Both the Chair and the Vice Chair of a committee shall be entitled to vote.

**2.2** Any member of the Board not appointed to a Standing or Select Committee may attend the committee meetings as an observer but is not entitled to enter into the discussion unless requested to by a majority vote of the committee. Any Board member not appointed to the committee but attends committee meetings are not entitled to vote.

**2.3** The Board may appoint individual Board members to Select Committees and designate the Chair and Vice-Chair.

**2.4** Board representatives serve for a term outlined in Section 1.4.

**2.5** The Board representative's role on committees is:

2.5.1 to be a voting member of the committee to which they are assigned;  
and

2.5.2 to serve as a communication liaison to the Board.

**2.6** The 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.

## **3.0 Staff Support**

**3.1** A staff liaison may be appointed to each Standing or Select Committee by the Chief Administrative Officer. The staff liaison is not a member of the committee and therefore is not entitled to vote. The role of the staff liaison includes:

3.1.1 providing information and professional advice;

3.1.2 supporting the chairperson in developing agendas, arranging meetings, and promoting effective committee functioning;

3.1.3 writing report/ recommendations to the Board as requested by the committees when reporting to the Board;

3.1.4 Assisting with the annual membership recruitment by providing timely responses to requests for information concerning reappointment.

**3.2** Any other projects or tasks to be assigned to the staff liaison require the approval of the Chief Administrative Officer.

**3.3** The Chief Administrative Officer may assign a Committee Clerk to assist committees by carrying out the duties specified in the terms of reference for the committee.

**3.4** If a staff liaison has not been appointed by the Chief Administrative Officer, the committee shall appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under section 8 of this policy.

#### **4.0 Meeting Schedule**

**4.1** Standing and Select Committees will establish their own meeting schedules.

#### **5.0 Quorum**

**5.1** Unless otherwise provided in a committee's enabling statute or establishment bylaw, a majority of the members of a committee constitute a quorum provided that one Board member is in attendance. For Standing Committees at least half of the quorum must be made up of members of the Board.

#### **6.0 Chair**

Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair if the Board Chair or Board has not already done so, each of whom hold office for a period of one year, to carry out the duties normally attributed to such office in conducting the business of the committee.

#### **7.0 Agendas**

The staff liaison, or in the absence of the staff liaison the committee chair, is responsible for the preparation of committee agendas which are typed and distributed to committee members.

**7.1** The preparation of committee agendas can be delegated to a member appointed by the committee.

#### **8.0 Minutes**

**8.1** Committee minutes, setting out recommendations made of all meetings of committees shall be legibly recorded by the Staff Liaison or committee member appointed by the committee.

**8.1.1** Other details relevant to the agenda may be entered into the committee minutes, upon approval of the committee or committee chair.

**8.2** Following review by the Committee Chair, the minutes shall be certified as correct by the Staff Liaison or committee member appointed by the committee and:

8.2.1 be provided in draft form to the Executive Assistant to the Chief Administrative Officer for circulation to the Board on the public agenda for information; and

8.2.2 following adoption of the minutes at the next meeting of the committee, shall be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

**8.3** The Staff Liaison or committee member appointed by the committee shall provide adopted committee minutes to all members of the committee and the original signed copy as well as an electronic version to the Executive Assistant to the Chief Administrative Officer for proper retention and distribution.

## **9.0 Rules of Procedure**

**9.1** Each committee shall prescribe its own rules, providing they are not inconsistent with its enabling statute, establishment bylaw, Board policy, and the Board's Procedure Bylaw. The Committee may rely for reference upon the advice of the staff liaison.

**9.2** Questions of procedure which cannot be resolved by the committee upon the advice of the Staff Liaison shall be referred to the Chief Administrative Officer.

## **10.0 Voting**

All members of a committee, including the Chair and Vice-Chair, shall have a vote on any question before it, and in all cases in the event of a tie vote, the motion shall be defeated. Any member who abstains from voting, without having declared a pecuniary interest and leaving the meeting, shall be deemed to have voted in the affirmative. Proxy votes are not permitted.

## **11.0 Conflict of Interest**

Committee members are subject to sections 100 to 104 of the *Community Charter*.

## **12.0 Sub-Committees**

Committees may establish working groups and shall advise the Board of the establishment of working groups and their purpose.

## **13.0 Reporting**

### **13.1 Establishment and Authority**

Members will not misrepresent themselves as having any authority beyond that delegated by the Board.

- 13.1.1 Standing and Select Committees must refer recommendations to the Board for authority to act.
- 13.1.2 Short Term Select Committees conduct their task within the time prescribed by the Board following which they report their findings and opinions to the Board for consideration.

### **13.2 Reporting on Issues**

When responding on an issue referred to it by the Board, Standing, and Select Committees, with the assistance of the staff liaison will submit reports to the Board in accordance with the Board's policy and the Boards Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, committee reports will be accompanied by a staff report.

Committees shall not reconsider a decision of the Board except with a referral from the Board.

### **13.3 Timing of Reports and Minutes to Board**

Reports and minutes from committee meetings will be submitted for the agenda for the next Board meeting as soon as reasonably possible.

## **14.0 Authority**

Except as may be provided in their enabling statute or establishment bylaw, committees do not have the authority to communicate with other levels of government, to pledge the credit of the Park, or to authorize any expenditures to be charged against the Park.

## **15.0 Budget**

- 15.1 Unless otherwise provided in their enabling statute or establishment bylaw, committees may request budget funds from the Board in accordance with the Boards budget preparation schedule and procedure.
- 15.2 Any solicitation of funds from other organizations requires the prior approval of the Board.
- 15.3 The Committee shall have reasonable use of the Park's miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison and only during office hours.

## **16.0 Personal Liability**

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the Committee. It is the responsibility of the Board to insure the members of committees against all liabilities related to fulfilling their responsibilities as a member of the committee.

**17.0 Orientation**

- 17.1** An orientation package for newly appointed members will be provided by the Executive Assistant to the Chief Administrative Officer upon their appointment.
- 17.2** An orientation session will be provided by the staff liaison to each committee at the first meeting after annual committee appointments are made, where such orientation is deemed necessary by the staff liaison or committee.

**18.0 New Committees**

In considering the formation of a new Select Committee or Standing Committee, the Board or Board Chair will request staff to prepare terms of reference or bylaw for consideration by the Board prior to establishing the committee.

**19.0 Meetings Open to Public**

All meetings of Board Committees are open to the public and no person shall be excluded except for improper conduct, or where the Committee is considering an item where the exclusion of the public would otherwise occur in a regular Board meeting, pursuant to Section 1.10 of the Cultus Lake Park Board and Committee Procedures Bylaw No. 001, 2004, as amended.

**20.0 Application Form**

Individuals interested in applying for membership to Standing or Select committees are to use the attached form (Attachment 1).





**Cultus Lake Park**  
 4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
 Telephone: (604) 858-3334 Fax: (604) 858-8091  
 Website: [www.cultuslake.bc.ca](http://www.cultuslake.bc.ca)

**VOLUNTEER APPLICATION**  
 Park Committees, Commissions, Boards

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Residential Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Contact:      Work: . \_\_\_\_\_      Fax: \_\_\_\_\_  
                   Home: \_\_\_\_\_      E-mail: \_\_\_\_\_

- 1. Is your primary residence in Chilliwack or Cultus Lake?      Yes       No
- 2. Are you a business operator in Chilliwack or Cultus Lake?      Yes       No

3. Name of Committee/Commission/Board you are applying to:  
 \_\_\_\_\_

- 4. Are you applying as a representative of a community association or other organization?  
 Yes       No

If YES, identify the association/organization: \_\_\_\_\_

- 5. Are you currently serving on a Committee/Commission/Board?  
 Yes       No

If yes, identify the Committee/Commission/Board:  
 \_\_\_\_\_  
 \_\_\_\_\_

- 6. Have you previously volunteered on any Cultus Lake Committee/Commission/ Board?  
 Yes       No

If YES, provide name of the Committee/Commission/Board and length of service:  
 \_\_\_\_\_  
 \_\_\_\_\_

- 7. Have you volunteered on any Committee/Commission/Board for another municipality or any community organization?

If YES, provide details:

\_\_\_\_\_

8. What skills and goals will you bring to the Committee/Commission/Board?

\_\_\_\_\_  
\_\_\_\_\_

9. Business/Work experience in the past five years?

\_\_\_\_\_  
\_\_\_\_\_

10. How is your business/work experience related to the mandate of the Committee/Commission/Board?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Do you have an education background or professional qualifications related to the mandate of the Committee/Commission/Board?

\_\_\_\_\_  
\_\_\_\_\_

12. Are you available to participate throughout the year? Yes  No

If NO, please explain: \_\_\_\_\_

13. Other relevant information, if any:

\_\_\_\_\_  
\_\_\_\_\_

Date of Application: \_\_\_\_\_

Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the sole purpose of making appointments. Your information is collected under the authority of the Freedom of Information and Protection of Privacy Act and any applicable bylaws.

**Contact Information:**

Director of Park Operations  
4165 Columbia Valley Highway  
Telephone: (604) 858-3334  
Fax: (604) 858-8091  
Email: bonny.bryant@cultuslake.bc.ca