



FORESHORE FUNDRAISING AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Select Committee is appointed by the Cultus Lake Park Board to provide recommendations and options to the Board to Fundraise for the Cultus Lake Foreshore Improvement reserve and on the potential replacement of all the docks within Cultus Lake Park foreshore.
- 1.2 Committee recommendations will be reviewed by the Board for the management, maintenance and improvement of Cultus Lake Park.
- 1.3 This Committee will provide and execute fundraising options to support improvements in the Park.

2. Duties

- 2.1 To work within the scope of the policy developed by Park staff for fundraising.
- 2.2 To provide recommendations to the Board for replacement projects, repairs, installation, and any other improvements considered.
- 2.3 To provided recommendations to the Board on funding usage.

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 – _____
 - Vice Chair – _____
 - No more than six 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 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 The Committee with support from the Chief Administrative Officer may outsource the duties of the Committee to an outside agency who in turn will:
- 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 at the end of each year 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.