



Cultus Lake Park

BOARD PROCEDURES BYLAW No. 1125, 2018

Amendment Bylaw No. 1198, 2021

A Bylaw to amend The Cultus Lake Park Board Procedures Bylaw No. 1125, 2018

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park Board Procedures Bylaw No. 1125, 2018*”.

The Board for Cultus Lake Park deems it advisable to amend said bylaw;

The Board for Cultus Lake Park, in open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Board Procedures Bylaw 1125, 2018 Amendment Bylaw No. 1198, 2021.

2. AMENDMENTS

The Cultus Lake Park Board Procedures Bylaw 1125, 2018 is amended as follows:

2.1 In section 2. DEFINITONS add

“**CAO**” means the Chief Administrative Officer; a position appointed by the Board.

“**Electronic Meeting**” means a meeting where all attendees participate electronically.

“**Electronic Participation**” means the electronic participation of one or more attendees at an in-person meeting.

“**Hybrid Meeting**” means a meeting where some members are attending in-person and some members are attending electronically.

“**Mailed**” means the distribution of information through the traditional postal system, electronic mail, or any other means of delivery required by the recipient

2.2 Delete section 14.10 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

2.3 Add section 14.10 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been approved by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter

will be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee.

2.4 Add sections:

3.12 Electronic Meetings

3.12.1 A regular, closed, or special Board meeting, or other Board committee meetings may be conducted by electronic means.

3.12.2 Electronic Meetings will follow the rules established by the *Community Charter* and Board policies pertaining to Electronic Meetings.

3.12.3 Advance public notice of

(a) the way in which the Electronic Meeting will be conducted, and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in the bylaw for giving notice in section **3.9 Advance Public Notice of Board and Committee Meetings**.

3.13 Electronic Participation at Hybrid Meetings – Board Members

3.13.1 A member of the Board may attend an in-person regular, closed, or special Board meeting, or other Board committee meeting by electronic means or other communication facilities, as available.

3.13.2 The following rules apply to Electronic Participation referred to in subsection 3.13.1:

(a) A member who wishes to attend an in-person meeting via electronic means must provide notice to the CAO and/or the Corporate Officer no less than forty- eight (48) hours prior to the meeting;

(b) electronic participants will be noted in the meeting minutes as having participated electronically;

(c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during the meeting will be noted in the minutes as having left the meeting;

(d) if a member must be recused due to a conflict of interest, section **11 CONFLICT OF INTEREST** of this bylaw will be followed and they will temporarily be disconnected or place in a “waiting room” if possible;

(e) electronic participants will abide by the rules and procedures established in this bylaw.

3.14 Electronic Participation at Hybrid Meetings – The Public

3.14.1 A member of the Public may attend an in-person regular, special regular Board meeting, or other Board committee meetings by electronic means or other communication facilities, as available.

3.14.2 The following rules apply to Electronic Participation referred to in subsection 3.14.1:

(a) The opportunity for public engagement will be provided at every regular, special regular Board meeting, or other Board committee meetings during each Public Question Period; and

(b) electronic participants will abide by the rules and procedures established in this bylaw.

3.15 Electronic Participation at Hybrid Meetings – Delegations

3.15.1 A delegation may attend an in-person regular, regular, closed (if deemed necessary), or special Board meeting or Board committee meetings by electronic means or other communication facilities, as available.

3.15.2 The following rules apply to Electronic Participation referred to in subsection 3.15.1:

(a) **Section 15. DELEGATIONS**, as set out in this bylaw will be followed; and

(b) electronic participants will abide by the rules and procedures established in this bylaw.

- 14.11.1** The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.
- 14.11.2** Questions relevant to the Agenda will be given first priority.
- 14.11.3** Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.
- 14.11.4** Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee Board meeting and if the question can be answered either by the Committee Chair or through another Commissioner, the Committee will do so.
- 14.11.5** Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

3 EFFECTIVE DATE

READ A FIRST TIME this 20th day of October, 2021

READ A SECOND TIME this 20th day of October 2021

READ A THIRD TIME this 20th day of October 2021

PUBLIC NOTICE OF INTENTION TO CONSIDER GIVEN ON THE 29th day of OCTOBER 2021 and the 5th day of November, 2021

ADOPTED this 24 day of November, 2021



David Renwick, Chair
Cultus Lake Park Board



Joe Lamb
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true
and correct copy of Cultus Lake Park Board Procedures
Bylaw No. 1125, 2018 Amendment Bylaw No. 1198, 2021

Chief Administrative Officer