



# CULTUS LAKE PARK

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## Administrative Policy

Section:		
Sub-Section:		
Title:	<b>PUBLIC AGENDAS</b>	

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### APPROVALS

<b>Approval Date: April 23, 2014</b>	<b>Approved by: CLPB Motion 3271-14</b>
<b>Amended:</b>	<b>Approved by:</b>
<b>Amended:</b>	<b>Approved by:</b>
<b>Amended:</b>	<b>Approved by:</b>

**POLICY STATEMENT**

The Cultus Lake Park Board sees value in migrating from hard copy to electronic agendas. The result is a significant reduction of paper, reduced staff time, cost savings, and is ultimately more efficient and environmentally responsible.

The Cultus Lake Park website and RSS Feed provide access to Board meeting agendas, meeting videos and approved minutes. The open Wi-Fi network at the Park Office is readily accessible at no cost to the public. The use of smart phones, tablets and handheld electronic devices (in airplane mode/muted to prevent disruptions during meetings) will be encouraged.

**PROCEDURES:**

Regular Meeting Agenda Packages will be made available in electronic format on the Cultus Lake Park website and sent via RSS feed to all subscribers prior to the meeting.

One printed copy of the package will be available at the front counter for review by the public, and will not be removed from the front counter binder until replaced with the subsequent meeting agenda package.

Five copies of the agenda package will be printed and available on a first-come, first-served basis at the regular Board meeting. A printed copy of the Regular Meeting Agenda "Face Page" shall be made available to each member of the public at the Board meeting or a copy of the face page may be picked up at the Park Office any time between 8:30 am on the Monday prior to the meeting and 4:30 pm the day of the meeting.

Anyone wishing to have a complete agenda package printed shall contact the Park office no sooner than noon on Monday prior to the meeting and no later than 2:00 p.m. on the day of the meeting. A copy will be printed in black and white and double sided, and can be picked up at the Park Office (with 2 hours' notice) before 4:30 pm during regular office hours on Monday, Tuesday or Wednesday immediately preceding the meeting.