



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, DECEMBER 14, 2022

7:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Time Change Notice - Cultus Lake Park Board Regular Meetings will now be held at 7:00 pm instead of 5:00 pm.

Please feel free to join the meeting in person or electronically via Zoom. Participants will be muted upon entry to the meeting but will be able to ask questions during the Public Question Period.

Join Zoom Meeting Information

<https://us06web.zoom.us/j/89789130716?pwd=ZGh5c1JCZE9Sc3JBcXVDWE5NUzJZQT09>

Meeting ID: 897 8913 0716

Passcode: 757611

The Cultus Lake Park Board Regular Meeting video will be available to view on our website the following day at www.cultuslake.bc.ca/board-meeting-videos/.

Please feel free to email questions for the Public Question Period no later than Tuesday, December 13, 2022, by 4:00 pm to amanda.nadeau@cultuslake.bc.ca.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 14, 2022

7:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (6:00 PM)

***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:*

Section 90 (1), (d) security of the property of the municipality; and

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

(3) RECONVENE

Page 1

(4) APPROVAL OF AGENDA

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 14, 2022; and*

***THAT** all delegations, reports, correspondence, and other information set to the Agenda be received.*

Page 5

(5) ADOPTION OF MINUTES

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 23, 2022.*

(6) CORRESPONDENCE

(7) BYLAWS

(a) 2023 Levying of Rates Bylaw

- Report dated December 14, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; 2023 Levying of Rates Bylaw No. 1221, 2022.

Page 13

Page 15

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Bylaw No. 1221, 2022, cited as the 2023 Levying of Rates Bylaw.*

(8) FINANCE

(a) 2023-2027 Cultus Lake Park DRAFT Financial Plan

Page 17

- Attachment 1; Cultus Lake Park Board 2023-2027 DRAFT Financial Plan Bylaw No. 1220, 2022

Page 19

- Attachment 2; Schedule A – 2023 Financial Plan Summary

Page 21

- Attachment 3; Schedule B – 2023-2027 Five Year Summary

THAT the Cultus Lake Park Board give Third reading to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022.

(9) STAFF REPORTS

(a) December 1, 2022, Sewer Grant Announcement

Page 23

- Report dated December 14, 2022, from Joe Lamb, Chief Administrative Officer

THAT the Cultus Lake Park Board receives the Sewer Grant Announcement report for information.

(b) Draft Media Policy

Page 25

- Report dated December 14, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Page 27

- Attachment 1; Draft Media Policy

THAT the Cultus Lake Park Board adopt the Draft Media Policy attached to and forming part of the December 14, 2022, Regular Meeting Agenda.

(10) REPORTS BY COMMISSIONERS

(a) Appointments of Chair and Vice Chair to Standing and Select Committees

Page 29

- Report dated December 14, 2022, from Chair, Kirk Dzaman

Page 33

- Attachment 1; Board Committee System Policy

Page 41

- Attachment 2; Committee Application

Page 43

- Attachment 3; TOR Community Events and Engagement Committee

Page 47

- Attachment 4; TOR Village Center Planning and Development Committee

Page 51

- Attachment 5; TOR Environmental and Public Area's Planning Committee

Page 53

- Attachment 6; TOR Commercial Leaseholder Committee **as amended**

THAT the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:

Community Events and Engagement Committee (Select)

Chair – To be discussed

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee (Select)

Chair – To be discussed

Vice Chair – To be discussed

Environmental and Public Area's Planning Committee (Standing)

Chair – To be discussed

Vice Chair – To be discussed

Commercial Leaseholder Committee **as amended** (Standing)

Chair – To be discussed

Vice Chair – To be discussed

Cultus Lake Aquatic Stewardship Strategy (CLASS) (External)

To be discussed

Tourism Chilliwack (External)

Vice Chair John Beesley

Cultus Lake Community School (External)

To be discussed

THAT the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 18, 2023.

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

(13) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on December 14, 2022, be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 23, 2022
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Commissioner K. Dzaman - Chair
Commissioner J. Beesley – Vice Chair
Commissioner E. Jartved
Commissioner T. Moul
Commissioner D. Bauer – via Zoom

Staff Chief Administrative Officer – J. Lamb
Manager of Corporate Services / Corporate Officer – R. Litchfield
Chief Financial Officer – E. Lee
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Assistant, Communications & Events Coordinator – A. Nadeau

Regrets Manager of Park Operations – J. Almeida

(1) CALL TO ORDER

The Chair called the meeting to order at 3:01 pm.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5074-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:

Section 90, (1), (d) security of the property of the municipality;

Section 90, (1), (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act; and

Section 90, (1), (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

(3) RECONVENE

The meeting reconvened at 5:00 pm.

(4) APPROVAL OF AGENDA

5075-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 23, 2022; and

THAT all delegations, reports, correspondence, and other information set to the Agenda be received.

CARRIED

(5) ADOPTION OF MINUTES

5076-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Inaugural Meeting held November 8, 2022.***

CARRIED

5077-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

- (b) ***THAT the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held November 9, 2022.***

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5078-22 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (a) ***THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Minutes from September 27, 2022.***

CARRIED

5079-22 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (b) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from September 27, 2022.***

CARRIED

5080-22 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (c) ***THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Minutes from October 12, 2022.***

CARRIED

(7) CORRESPONDENCE

(a) Cultus Lake Memorial Church – Christmas Concert

- Email dated November 14, 2022, from Glenn Charles

5081-22 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board support the use of a horse and buggy to allow free rides along the waterfront section and through Main Beach pathways;*

***THAT** the Cultus Lake Park Board support the use of a trailer to be parked at the Lease Lot of the Church to serve hot drinks provided that the office receives a letter of approval from the leaseholder and that the required permits are obtained;*

***THAT** the Cultus Lake Park Board supports members of the Cultus Lake Fire Department to participate by having two fire trucks on site offering free public education; and*

***THAT** the Cultus Lake Park Board support the event by allowing those that wish to attend to park in lot B for free for the duration of the Christmas Concert.*

CARRIED

Chair Dzaman noted that the Board is already in receipt of a letter from the leaseholder with respect to approval for the event, adding that the beverages being served would be nonalcoholic.

(8) BYLAWS

(a) 2022-2026 Financial Plan Amendment

- Report dated November 23, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; 2022-2026 Five-Year Financial Plan Bylaw No. 1199, 2021 Amendment Bylaw No. 1219, 2022
- Attachment 2; Schedule A, 2022 Financial Plan
- Attachment 3; Schedule B, 2022-2026 Financial Plan
- Attachment 4; Schedule C, 2022 Financial Plan Summary of Changes

5082-22 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give Final reading to Cultus Lake Park 2022-2026 Financial Plan Bylaw 1199, 2021, Amendment Bylaw No. 1219, 2022.*

CARRIED

(9) CONSENT AGENDA

(a) 2022 Third Quarter Reports

- Finance
- Parking
- Public Works
- Bylaw Compliance and Enforcement
- Campground and Accommodations
- Fire Department
- Lease Assignments

5083-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

***THAT** the Cultus Lake Park Board receive the 2022 Third Quarter reports for information.*

CARRIED

(10) FINANCE

(a) 2023-2027 Cultus Lake Park DRAFT Financial Plan

- Report dated November 23, 2022, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park Board 2023-2027 DRAFT Financial Plan Bylaw No. 1220, 2022
- Attachment 2; Schedule A – 2023 Financial Plan Summary
- Attachment 3; Schedule B – 2023-2027 Five Year Summary
- Attachment 4; Business Unit Details
- Attachment 5; Changes Document
- Attachment 6; Schedule of Reserves
- Attachment 7; 2023 Budget Highlights

5084-22 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

***THAT** the Cultus Lake Park Board give First and Second readings to Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022.*

CARRIED

Vice Chair Beesley inquired as to the last time the Park has put into place an Asset Management Plan.

Chief Administrative Officer, J. Lamb noted that the park did not have an Asset Management Plan in the past, however, Manager of Park Operations, J. Almeida will be reviewing this process moving forward.

Vice Chair Beesley inquired on the renovations in the kiosk at Sunnyside Campground with respect to the reasoning being mold in the building.

Chief Administrative Officer, J. Lamb noted that water had infiltrated the building causing mold. He noted that staff will address this in 2023 so it is in a workable and safe condition.

Chair Dzaman thanked staff for the budget presentation and forward-thinking plan. He added that the financials are focused on capital improvements and revenue generating business units as well as building the park assets which will then allow residential leases to remain lower.

(b) Public Consultation on the 2023-2027 Cultus Lake Park DRAFT Financial Plan

L. Shears noted a recommendation to address the westside footbridge in the budget. She noted that the foundational cross beams appear to be decaying and are currently on creosote posts and that there is erosion on the surrounding banks.

Chief Administrative Officer, J. Lamb noted that this is an issue that staff are looking to address through the asset management review. The funds for foreshore improvement collected through parking meter transactions will aid in the replacement project.

(11) STAFF REPORTS

(a) Green Shores Demonstration Project at Cultus Lake Park, BC

- Report dated November 23, 2022, from Joe Lamb, Chief Administrative Officer
- Attachment 1; Letter of support dated November 10, 2022, from Chair Dzaman

5085-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the letter of support for the Stewardship Centre of BC application to the British Columbia Salmon Restoration and Innovation Fund and the report for information.

CARRIED

Vice Chair Beesley inquired into the process for staff to become aware of potential grants such as these.

Chief Administrative Officer, J. Lamb noted that the BC Stewardship Society will apply on behalf of the Cultus Lake Park Board in conjunction with CLASS. Staff do a monthly review of grants to determine if we qualify for application.

(b) Cultus Lake Park Board Meeting Calendar 2023

- Report dated November 23, 2022, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2023 Board Meeting Calendar

5086-22 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board endorses the following dates as the 2023 Board Meeting Dates:

<i>January 18</i>	<i>February 15</i>
<i>March 15</i>	<i>April 19</i>
<i>May 17</i>	<i>June 21</i>
<i>July 19</i>	<i>August 16</i>
<i>September 13</i>	<i>October 18</i>
<i>November 15</i>	<i>December 13</i>

THAT the Cultus Lake Park Board continue to hold Regular Board meetings at a changed time of 7:00 pm going forward.

CARRIED

Chair Dzaman noted that there was prior discussion amongst the Board to move the meetings later to encourage more community engagement adding that this could be amended should community engagement not increase.

R. Burrows, resident noted that she believes it would encourage more attendance.

Chief Administrative Officer, J. Lamb noted the reason for Board meetings time change with respect to the pandemic and added that staff support any change to meeting times.

The Board discussed amending September's date to accommodate for the Board to attend the UBCM conference.

Chief Administrative Officer, J. Lamb noted that the Board is not recognized as a member, so participation is limited currently.

(c) **DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway**

- Report dated November 23, 2022, from Joe Almeida, Manager of Park Operations
- Attachment 1; Letter of Request for Land Use Authorization

5087-22 Moved by: Commissioner Beesley Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the DFO Proposed Cultus Lake Laboratory Sanitary Sewer Upgrade at Columbia Valley Highway;

THAT the Cultus Lake Park Board confirms its approval for the City of Chilliwack to grant the Department of Fisheries ("DFO"), a temporary licence for construction over the City of Chilliwack's property having its Parcel Identifier Number 000-823-198 in order to facilitate the construction of the new sanitary sewer main by DFO and support the continued discussions and coordination with the DFO, FVRD, MOTI and City of Chilliwack to finalize the Land Tenure agreements required for the final completion and tie-ins of the sanitary sewer upgrade; and

THAT the Cultus Lake Park Board approve the Chief Administrative Officer or designate to draft a letter of approval and support for the "temporary licence for construction" and continued coordination with the DFO and associated regulatory bodies.

CARRIED

Commissioners inquired into the start date of the project, if the Department of Fisheries is a federal entity and if this would assist with moving the sewer project ahead. Commissioners noted there is not currently connection to the system for the community hall and that this would be a great benefit to the Park for DFO to complete this project.

Chief Administrative Officer, J. Lamb confirmed that DFO is a federal entity, adding that this is a long-term project that could not hurt to move the sewer project ahead. He noted that this infrastructure is approximately \$1.1 million dollars, and if not already tied into another component, this cost would be the Park's responsibility and is of great benefit to the Park. He noted that the start date is potentially spring/fall of 2023 and is largely dependent on the waste treatment system location.

(d) **Flu Vaccination Clinic**

- Report dated November 23, 2022, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

5088-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve the request to host the Pharmacy of Save on Foods at the Cultus Lake Park Boardroom on Saturday, December 3, 2022, from 10:00 am to 2:00 pm to administer vaccinations free of charge to community members.

CARRIED

(e) **Commissioner Appointments to Collect Parking by Donation**

- Report dated November 23, 2022, from Amanda Nadeau, Administrative Assistant, Communications & Events Coordinator

5089-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board request appointments of Board Commissioners to accept donations for parking at the Cultus Lake Christmas Special Event on November 26, 2022, from 4:00 pm to 9:00 pm.

CARRIED

(12) REPORTS BY COMMISSIONERS

(a) **810 Iverson Road – Business Waste**

- Attachment 1; Letter of support dated November 14, 2022, from Chair Dzaman
- Attachment 2; Letter of support dated November 9, 2022, from Don Myrol, President CVRA

5090-22 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board approve and support sending the letter from Chair Dzaman on behalf of the Board to the Regional Director of the Ministry of Environment.

THAT the Cultus Lake Park Board receive the letter of support from Don Myrol, President CVRA.

CARRIED

The Board discussed that the material was classified as business waste adding that updates are provided intermittently. Commissioners added that the key is pushing the level of governments to fix process to increase timelines on issues such as these.

(b) **Cultus Lake Park Village Center Plan Updates**

- Report dated November 23, 2022, from Chair Dzaman
- Attachment 1; Urban Systems' Cultus Lake Park Village Center Plan Project – Community Engagement Launch

5091-22 Moved by: Commissioner Beesley Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board receive the report for information on the status of the Cultus Lake Park Village Center Plan.

CARRIED

Commissioners noted that public engagement is very important, requesting the public to participate as the Board wants feedback from the community on this project. Commissioners added that this project has the potential to solidify great things for the future of the Park, including monetary aspects. They noted that PlanCultus, will be the document providing the framework for the project and that this project has the potential to define the area. The Board inquired into next steps noted in the document following the December 13th kick-off event, that there is a discrepancy in the committee minutes with respect to the timelines of the project.

Chief Administrative Officer, J. Lamb noted that the Kick-Off Meeting will be held on December 13, 2022, at 7:00 pm virtually to encourage all local and remote residents to participate. The meeting will begin with an introduction of the project and move to break out rooms/sessions to encourage groups to discuss their vision and direction of the project. He noted that original timelines distributed at the committee meeting were later slowed down as the new Board integrated and the timing of the dissolution and striking of the Village Center Planning and Development committee. The new plan was adjusted, however, the market analysis is being completed currently. He added that this timeline is more favourable for public engagement.

(13) COMMUNITY ASSOCIATION

S. Henderson, resident on behalf of the Community Association noted that there are no questions from the Community Association. She added that the Community Association is sponsoring the Jingle Mingle this year to be held at the Cultus Lake Golf Club on December 19, 2022, at 6:00 pm. Dinner will start at 7:00 pm featuring a Christmas buffet, \$43.00 per person, with tickets being sold at Legends Bistro and the Cultus Lake Park office. She added that there will be no reservations to encourage mingling amongst the tables. Minimum attendance of 50 and maximum of 90. Donations for door prizes and entertainment are welcome.

(14) PUBLIC QUESTION PERIOD

M. Isaac, resident noted that the Board might consider putting into place structure and framework to ensure that the Board acts as a whole, rather than an operational process that has high asymmetry of power.

Chair Dzaman noted that the Chair of the Board does not operate separately from the Board. He added that any change in Board Commissioners will result in a change of the dynamics and how they make decisions, and that decisions are made by way of voting as a whole.

(15) ADJOURNMENT

5092-22 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held November 23, 2022, be adjourned at 6:26 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held November 23, 2022.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 14, 2022 **FILE:** 3900

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: 2023 Levying of Rates Bylaw

PURPOSE:

To present to the Board the 2023 Levying of Rates Bylaw that incorporates operating rate changes as included in the 2023-2027 Financial Plan.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Bylaw No. 1221, 2022, cited as the 2023 Levying of Rates Bylaw.*

DISCUSSION:

At the November 23rd Board meeting the 2023-2027 Financial Plan Bylaw (1220, 2022) was given First and Second reading and it is anticipated that this bylaw will receive Third reading at the December 14th meeting. As noted in the budget presentation on November 23rd and included in the Draft 2023-2027 Financial Plan, certain increases in operating fees were required in order to generate the revenues needed to fund operations.

In summary, as noted in the Financial Plan report, the following are the proposed residential rates for 2023:

Operating Levy – An increase with an average per resident cost of \$37.15

Fire Protection – An increase from \$363.95 to \$375.9

Garbage – An increase from \$210.54 to \$223.47

Insurance – An increase from \$16.18 to \$18.68

Bylaw Enforcement – An increase from \$214.18 to \$220.61

Streetlights – An increase from \$76.76 to \$79.05

Foreshore Improvements – Remain at \$50.00

Residential Area Improvements – Remain at \$25.00

STRATEGIC PLAN:

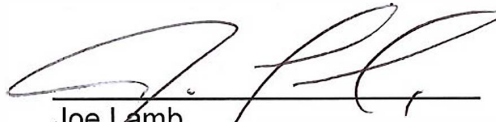
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Erica Lee, CPA, CA
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

Levying of Rates Bylaw No. 1221, 2022

A Bylaw for the Levying of Rates in 2023

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments thereto) enables the Cultus Lake Park Board to make Bylaws;

Section 194 of the *Community Charter* enables the Cultus Lake Park Board to establish fees;

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as the "2023 Levying of Rates Bylaw No. 1221, 2022"

2. GENERAL REGULATIONS

- 2.1 This bylaw has been enacted to impose rates for the year 2023 on residential properties within Cultus Lake Park having 12 (twelve) month and 6 (six) month occupancy leases as follows:

Services	6 month	12 month
Operating Levy		
2014 Increase	6%	6%
2016 Increase	5%	5%
2018 Increase	28%	28%
2019 Increase	12%	12%
2020 Increase	6%	6%
2021 Increase	6%	6%
2022 Increase	6%	6%
2023 Increase	6%	6%
Total Operating Levy, as a % of the base lease	75%	75%
Bylaw Enforcement	\$220.61	\$220.61
Fire Protection	\$375.93	\$375.93
Garbage & Recycling	\$167.60	\$223.47
Insurance	\$18.68	\$18.68
Streetlights	\$79.05	\$79.05
Foreshore Improvements	\$50.00	\$50.00
Residential Area Improvements	\$25.00	\$25.00

3. SEVERABILITY

- 3.1** If any part of this bylaw is for any reason held invalid by a Court or competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

4. EFFECTIVE DATE

This bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXX, 2022

READ A SECOND TIME this XX day of XXX, 2022

READ A THIRD TIME this XX day of XXX, 2022

ADOPTED this XX day of XXX, 2022

Kirk Dzaman, 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
2023 Levying of Rates Bylaw No. 1221, 2022

Chief Administrative Officer



Cultus Lake Park

2023-2027 Five Year Financial Plan No. 1220, 2022

A Bylaw to Adopt the 2023-2027 Financial Plan

Section 165 of the *Community Charter* requires the Board to annually prepare and adopt a Five-Year Financial Plan, by Bylaw; and

Section 12 of the *Cultus Lake Park Act* (1932 and Amendments thereto) enables the Cultus Lake Park Board to make Bylaws;

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

1. TITLE

- 1.1 This Bylaw may be cited for all purposes as “Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022”

2. GENERAL REGULATIONS

- 2.1 Schedule “A” titled 2023 Financial Plan and Schedule “B” titled 2023-2027 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five Year Financial Plan for the years 2023 to 2027.

3. EFFECTIVE DATE

This bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this 23RD day of NOVEMBER, 2022

READ A SECOND TIME this 23RD day of NOVEMBER, 2022

READ A THIRD TIME this XX day of XXXX, 2022

ADOPTED this XX day of XXXX, 2022

Kirk Dzaman, 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
Cultus Lake Park 2023-2027 Financial Plan Bylaw No. 1220, 2022

Chief Administrative Officer

CULTUS LAKE PARK
2023 FINANCIAL PLAN

Schedule "A"

REVENUES

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
Sunnyside Campground	\$ 3,962,500	\$ 3,962,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Commercial Leases	727,740	-	727,740	-	-	-	-	-	-	-	-	-
Residential Leases	934,393	-	-	934,393	-	-	-	-	-	-	-	-
Community Hall	11,950	-	-	-	11,950	-	-	-	-	-	-	-
Cabin Rentals/Visitor Services	219,700	-	-	-	-	219,700	-	-	-	-	-	-
Parking/Public Area Revenue	1,019,500	-	-	-	-	1,019,500	-	-	-	-	-	-
Foreshore Lease	109,000	-	-	-	-	-	109,000	-	-	-	-	-
Volunteer Fire Department	301,260	-	-	-	-	-	-	301,260	-	-	-	-
Protective Services	175,000	-	-	-	-	-	-	-	-	175,000	-	-
General Administration	42,500	-	-	-	-	-	-	-	-	-	42,500	-
CEAC	37,612	-	-	-	-	-	-	-	-	-	-	37,612
TOTAL REVENUES	\$ 7,541,155	\$ 3,962,500	\$ 727,740	\$ 934,393	\$ 11,950	\$ 1,239,200	\$ 109,000	\$ 301,260	\$ -	\$ 175,000	\$ 42,500	\$ 37,612

EXPENDITURES

Advertising	\$ 13,500	\$ 9,550	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ 550	\$ -	\$ -	\$ 1,500	\$ -
Audit/Accounting	18,820	-	-	-	-	-	-	-	-	-	18,820	-
Board Level Expenses	17,000	-	-	-	-	-	-	-	-	-	17,000	-
Building Maintenance/Materials	71,710	32,770	8,000	-	3,500	11,600	-	5,000	6,400	1,240	3,200	-
Commemorative Benches	1,900	-	-	-	-	1,900	-	-	-	-	-	-
Conferences	16,930	3,330	-	-	-	-	-	-	2,600	-	11,000	-
Contract Services	530,100	206,000	-	-	-	46,600	-	-	5,000	251,700	20,800	-
Data Processing	168,500	49,800	-	-	2,000	3,500	-	3,000	2,700	40,000	67,500	-
Education & Training	44,300	4,500	-	-	-	400	-	29,000	2,200	3,200	5,000	-
Election Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	86,800	15,000	-	-	-	6,800	1,500	41,100	20,400	1,000	1,000	-
Equipment Fuel	5,210	550	-	-	-	-	800	-	3,860	-	-	-
Garbage Collection/Recycle	204,815	60,500	19,880	106,535	-	7,400	-	-	10,500	-	-	-
General Maintenance	45,000	-	-	-	-	45,000	-	-	-	-	-	-
Grounds Maintenance/Materials	99,160	49,400	2,800	-	1,000	33,810	10,000	500	1,650	-	-	-
Insurance - Business	321,300	64,200	67,100	9,000	14,100	54,300	20,700	18,300	26,400	12,000	35,200	-
Insurance - Vehicles	25,864	1,260	-	-	-	-	100	5,950	15,690	1,180	1,684	-
Janitorial Supplies	48,300	23,500	-	-	-	23,800	-	1,000	-	-	-	-
Legal/Professional Fees	120,500	-	-	-	-	-	-	-	-	18,000	102,500	-
Licenses/Permits/Taxes	30,750	1,200	-	-	-	-	1,100	-	450	28,000	-	-
Memberships/Dues/Subscriptions	5,445	195	-	-	-	-	-	800	750	-	3,700	-
Office Supplies	30,670	4,400	-	-	-	650	-	1,400	1,620	-	20,500	900
Interest and Bank Charges	5,500	1,000	-	-	-	500	-	-	-	1,200	4,000	-
POS Charges	104,500	73,000	-	-	-	22,500	-	-	-	-	9,000	-
Retail Sales (COGS)	58,050	57,200	-	-	-	850	-	-	-	-	-	-
Office Furniture	4,500	500	-	-	-	-	-	-	-	-	4,000	-
Postage & Courier	4,000	-	-	-	-	-	-	-	-	-	4,000	-
Equipment Rentals	33,300	-	-	-	-	17,400	-	-	-	-	15,900	-
Community Wildfire Protection Plan	5,000	-	-	-	-	-	-	-	-	-	5,000	-
Printing	7,650	5,000	-	-	-	750	150	-	-	750	1,000	-

	2023 FINANCIAL PLAN	2023 SUNNY- SIDE	2023 COMM LEASE	2023 RESID LEASE	2023 COMM. HALL	2023 VISITOR SERVICES	2023 FORESHORE LEASE	2023 VOLUNTEER FIRE DEPT	2023 PUBLIC WORKS	2023 PROTECTIVE SERVICES	2023 GENERAL & ADMIN	2023 CEAC
Public Relations/Promotion	9,340	3,840	-	-	-	500	-	500	-	500	4,000	-
Roads & Parking	43,300	8,000	-	-	-	12,300	-	-	23,000	-	-	-
Security Systems/Supplies	4,750	2,000	-	-	-	-	-	500	750	500	1,000	-
Small Tools/Shop & Safety	24,840	2,500	-	-	-	-	-	4,300	18,040	-	-	-
Special Events	60,300	12,080	-	-	-	12,000	-	-	-	-	-	36,220
Telecommunications	43,880	12,900	-	-	200	4,780	-	10,650	4,200	2,150	9,000	-
Utilities	503,555	393,800	6,800	38,100	4,680	33,500	-	7,080	11,990	925	6,680	-
Vandalism	4,500	2,000	-	-	-	2,500	-	-	-	-	-	-
Travel & Vehicle Allowance	1,200	1,200	-	-	-	-	-	-	-	-	2,000	-
Vehicle Maintenance	38,860	1,390	-	-	-	-	200	10,000	26,210	1,060	-	-
Vehicle/Boat Fuel	27,890	780	-	-	-	-	-	2,200	22,520	1,590	800	-
Wharfs & Foreshore Materials	15,000	-	-	-	-	-	15,000	-	-	-	-	-
Signage	11,200	2,000	1,200	-	-	7,000	1,000	-	-	-	-	-
Floats & Buoys	10,000	-	-	-	-	-	10,000	-	-	-	-	-
Water System Maintenance/Parts	5,000	5,000	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	\$ 2,939,689	\$ 1,115,345	\$ 105,780	\$ 153,635	\$ 25,480	\$ 352,240	\$ 60,550	\$ 141,830	\$ 206,930	\$ 364,995	\$ 375,784	\$ 37,120
WAGES & BENEFITS:												
Commissioners Indemnities	\$ 96,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,290	\$ -
Management Salaries	437,968	136,218	-	-	-	-	-	6,950	112,560	-	182,240	-
Staff Wages	2,017,855	361,700	-	-	-	58,320	-	60,400	870,820	205,160	461,455	-
Employee Benefits	675,390	126,620	-	-	-	13,960	-	7,200	284,100	56,590	186,920	-
TOTAL PAYROLL	\$ 3,227,503	\$ 624,538	\$ -	\$ -	\$ -	\$ 72,280	\$ -	\$ 74,550	\$ 1,267,480	\$ 261,750	\$ 926,905	\$ -
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 1,739,883	\$ 105,780	\$ 153,635	\$ 25,480	\$ 424,520	\$ 60,550	\$ 216,380	\$ 1,474,410	\$ 626,745	\$ 1,302,689	\$ 37,120
Reserve Allocations	1,313,392	549,630	159,630	63,230	10,000	247,730	56,250	59,430	115,000	2,000	50,000	492
Capital Projects	2,217,190	1,225,330	125,570	-	10,570	204,310	231,000	57,570	282,670	-	80,170	-
Internal Wage Allocations	-	297,170	94,110	390,870	18,750	451,020	81,770	11,850	(1,212,240)	20,070	(153,370)	-
Overhead Expense Allocations	-	434,450	275,789	423,885	25,120	579,090	269,470	-	(377,170)	(473,815)	(1,156,819)	-
TOTAL EXPENDITURES	\$ 9,697,774	\$ 4,246,463	\$ 760,879	\$ 1,031,620	\$ 89,920	\$ 1,906,670	\$ 699,040	\$ 345,230	\$ 282,670	\$ 175,000	\$ 122,670	\$ 37,612
SURPLUS/(DEFICIT)	(2,156,619)	(283,963)	(33,139)	(97,227)	(77,970)	(667,470)	(590,040)	(43,970)	(282,670)	-	(80,170)	-
APPROPRIATED SURPLUS (RESERVE APPROPRIATIONS)	2,168,590	1,225,330	125,570	-	10,570	169,310	231,000	43,970	282,670	-	80,170	-
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 941,367	\$ 92,431	\$ (97,227)	\$ (67,400)	\$ (498,160)	\$ (359,040)	\$ -	\$ -	\$ -	\$ -	\$ -

CULTUS LAKE PARK
2023 - 2027 FINANCIAL PLAN

Schedule "B"

CULTUS LAKE PARK
2023-2027 Financial Plan Summary

	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET
REVENUES					
Sunnyside Campground	\$ 3,962,500	\$ 4,112,600	\$ 4,212,500	\$ 4,312,300	\$ 4,400,100
Commercial Leases	727,740	747,050	767,260	788,380	810,700
Residential Leases	934,393	952,083	975,074	993,257	1,022,109
Community Hall	11,950	11,950	11,950	11,950	11,950
Cabin Rentals/Visitor Services	219,700	219,700	219,700	219,700	225,100
Parking/Public Area Revenue	1,019,500	1,027,800	1,027,800	1,045,600	1,045,600
Foreshore Lease	109,000	109,000	109,000	109,000	109,000
Volunteer Fire Department	301,260	297,970	314,990	314,960	320,250
Protective Services	175,000	180,000	185,000	185,000	185,000
General Administration	42,500	42,500	42,500	42,500	42,500
CEAC	37,612	37,824	38,040	38,760	38,990
TOTAL REVENUES	\$ 7,541,155	\$ 7,738,477	\$ 7,903,814	\$ 8,061,407	\$ 8,211,299
EXPENDITURES					
Advertising	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Audit/Accounting	18,820	19,195	19,578	19,969	20,367
Board Level Expenses	17,000	17,000	17,000	17,000	17,000
Building Maintenance/Materials	71,710	73,090	74,490	75,900	77,430
Commemorative Benches	1,900	1,900	1,900	1,900	1,900
Conferences	16,930	16,980	17,030	17,080	17,140
Contract Services	530,100	539,500	549,000	558,600	568,300
Data Processing	168,500	171,100	173,700	176,300	179,000
Education & Training	44,300	44,350	45,010	45,670	46,330
Election Expenses	-	-	-	20,000	-
Equipment Maintenance	86,800	88,600	90,400	92,300	94,200
Equipment Fuel	5,210	5,290	5,370	5,450	5,530
Garbage Collection/Recycle	204,815	204,915	205,115	205,315	210,980
General Maintenance	45,000	45,000	45,000	45,000	45,000
Grounds Maintenance/Materials	99,160	100,580	102,000	103,420	104,840
Insurance - Business	321,300	353,300	388,800	427,800	470,600
Insurance - Vehicles	25,864	26,225	26,586	26,948	27,311
Janitorial Supplies	48,300	49,200	50,100	51,000	51,900
Legal/Professional Fees	120,500	98,000	98,000	98,000	120,500
Licences/Permits/Taxes	30,750	30,750	30,750	30,750	30,750
Memberships/Dues/Subscriptions	5,445	5,445	5,445	5,445	5,445
Office Supplies	30,670	31,200	31,730	32,260	32,840
Interest and Bank Charges	5,500	5,550	5,550	5,550	5,600
POS Charges	104,500	104,500	104,500	104,500	104,500
Retail Sales (COGS)	58,050	58,050	58,050	58,050	58,050
Office Furniture	4,500	4,500	4,500	4,500	4,500
Postage & Courier	4,000	4,000	4,000	4,000	4,000
Equipment Rentals	33,300	33,600	33,900	34,200	34,500
Community Wildfire Protection Plan	5,000	5,000	5,000	5,000	5,000
Printing	7,650	7,650	7,650	7,650	7,650
Public Relations/Promotion	9,340	9,390	9,390	9,390	9,390
Roads & Parking	43,300	43,300	43,300	43,300	43,300
Security Systems/Supplies	4,750	4,800	4,800	4,800	4,800
Septic/Sewer System Maintenance	5,000	5,000	5,000	5,000	5,000
Small Tools/Shop & Safety	24,840	25,260	25,690	26,120	26,550

CULTUS LAKE PARK
2023 - 2027 FINANCIAL PLAN

Schedule "B"

	TOTAL 2023 BUDGET	TOTAL 2024 BUDGET	TOTAL 2025 BUDGET	TOTAL 2026 BUDGET	TOTAL 2027 BUDGET
Special Events	60,300	60,990	61,130	61,860	61,860
Telecommunications	43,880	44,730	45,080	45,940	46,300
Utilities	503,555	514,750	526,235	537,920	549,815
Vandalism	4,500	4,500	4,500	4,500	4,500
Travel & Vehicle Allowance	3,200	3,200	3,200	3,200	3,200
Vehicle Maintenance	38,860	39,430	40,010	40,610	41,220
Vehicle/Boat Fuel	27,890	28,120	28,350	28,580	28,810
Wharfs & Foreshore Materials	15,000	15,000	15,000	15,000	15,000
Signage	11,200	11,200	11,200	11,200	11,200
Floats & Buoys	10,000	10,000	10,000	10,000	10,000
Water System Maintenance/Parts	5,000	5,000	5,000	5,000	5,000
SUBTOTAL	\$ 2,939,689	\$ 2,982,640	\$ 3,051,539	\$ 3,145,477	\$ 3,230,608
<i>WAGES & BENEFITS:</i>					
Commissioners Indemnities	\$ 96,290	\$ 98,220	\$ 100,180	\$ 102,180	\$ 104,730
Management Salaries	437,968	446,860	456,240	465,220	476,070
Staff Wages	2,017,855	2,086,560	2,180,130	2,239,340	2,305,930
Employee Benefits	675,390	690,240	719,520	733,990	750,410
TOTAL PAYROLL	\$ 3,227,503	\$ 3,321,880	\$ 3,456,070	\$ 3,540,730	\$ 3,637,140
TOTAL OPERATING EXPENSES	\$ 6,167,192	\$ 6,304,520	\$ 6,507,609	\$ 6,686,207	\$ 6,867,748
<i>Reserve Allocations</i>	1,313,392	1,325,474	1,332,420	1,295,240	1,301,500
Capital Projects	2,217,190	991,390	863,990	624,990	665,790
Allocated Wages	-	-	-	-	-
Allocated Overhead Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,697,774	\$ 8,621,385	\$ 8,704,019	\$ 8,606,437	\$ 8,835,038
<i>SURPLUS/(DEFICIT)</i>	(2,156,619)	(882,907)	(800,205)	(545,030)	(623,739)
<i>APPROPRIATED SURPLUS (RESERVE ALLOCATIONS)</i>	(2,168,590)	(955,550)	(818,220)	(586,670)	(629,830)
UNAPPROPRIATED SURPLUS	\$ 11,971	\$ 72,643	\$ 18,015	\$ 41,640	\$ 6,091



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 14, 2022 **FILE:** 0480-20-40

SUBMITTED BY: Joe Lamb
Chief Administrative Officer

SUBJECT: December 1, 2022, Sewer Grant Announcement

PURPOSE:

The purpose of the report is to provide the Board with information on the recent sewer grant awarded to the Fraser Valley Regional District for the construction of a Wastewater Treatment Facility within the Cultus Lake Park boundaries.

RECOMMENDATION:

THAT the Cultus Lake Park Board receives the Sewer Grant Announcement report for information.

DISCUSSION:

On December 1, 2022, Kelli Paddon, MLA for the Province of British Columbia announced that a grant in the amount of \$9,997,996 for the construction of a new wastewater treatment plant which will protect the health of Cultus Lake. The distribution of funding for the grant is \$5,453,700 from the Federal Government and \$4,544,296 is funded by the Province of British Columbia. The announcement comes after three years of efforts on the part of the Fraser Valley Regional District and the Cultus Lake Park Board having worked together to resolve the issue of the significant shortfall in funding from the original projected cost of approximately \$6,500,000.

Recent revised projected cost is estimated at \$16,500,000. The Fraser Valley Regional District is currently tendering this project and anticipate having further cost updates in the coming months. Cultus Lake Park staff will be involved throughout the process and will undertake to provide updates as they become available.

Legal action commenced by the Board against the Fraser Valley Regional District has now been concluded because of this grant announcement. The cost for the litigation to the Cultus Lake Park was approximately \$175,183 over the three-year period, this amount has been funded from the parks General Administration budget which sees revenue from all the parks business units. The Cultus Lake Park Board and the Fraser Valley Regional District have entered a long-term lease for the site the facility that it is to be constructed on. The lease has provisions for the expansion of the facility to meet future needs.

Current estimates on time to construct are between twelve to sixteen (12-16) months however, more information will be provided once the RFP closes.

The Cultus Lake Park Board holds 43% of the total number of connections and the current service area of Cultus Lake lease lots with the exclusion of Mountain View and Park Drive lease lots make up the other 57% of connections. The current cost per connection is \$400 in operating costs, a \$137 contribution to the capital reserve and \$565 to service the debit for a total of \$1,102 per connection. The total annual cost to the Cultus Lake Park Board is estimated to be \$322,050 once the system is complete. These numbers are based on the original borrowing of \$6,500,000 and are subject to change based on final costs and borrowing costs.

The Fraser Valley Regional District will create a Steering Committee to work through the completion of the project and Cultus Lake Park staff will be appointed to that committee.

Staff will provide further updates as they become available.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 14, 2022 **FILE:** 0110

SUBMITTED BY: Rachel Litchfield
Manager of Corporate Services / Corporate Officer

SUBJECT: Draft Media Policy

PURPOSE:

The purpose of the report is to provide the Cultus Lake Park Board with a draft updated Media Policy.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board adopt the Draft Media Policy attached to and forming part of the December 14, 2022, Regular Meeting Agenda.*

DISCUSSION:

The Board reviewed and adopted a Media Policy in 2018. This policy spoke to an external consulting team managing the direction of responding to media calls and/or requests. Staff would like the Board to consider replacing the policy with the attached draft Media Policy.

The Cultus Lake Park media policy is to ensure that the public is provided with consistent and accurate information, media releases and staff contact with the media will be in accordance with this policy.

Cultus Lake Park Board and staff are committed to providing accurate and current information to ensure good relations with community members in a transparent manner.

A media policy provides the ability for the organization to communicate effective, consistent and relevant messages to all stakeholders. It allows the organization to speak with one voice. It also allows the spokesperson to convey key messages with clarity and impact. Cultus Lake Park and its Board are committed to transparency and in building and maintaining a strong relationship with its community.

Staff have outlined in the policy with respect to having all requests from the media shall go through the Board Chair or Chief Administrative Officer unless otherwise directed, and then the process of the policy to follow.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

Administrative Policy

Section:	
Sub-Section:	
Title:	MEDIA RELEASES AND STAFF CONTACT WITH THE MEDIA

APPROVALS

Approval Date:	Approved by:
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

1. POLICY STATEMENT

To ensure that the public is provided with consistent and accurate information, media releases and staff contact with the media will be in accordance with this policy.

Cultus Lake Park Board and staff are committed to provide accurate and current information to ensure good relations with community members in a transparent manner.

2. PROCEDURES

All requests from the media shall go through the Board Chair or Chief Administrative Officer unless otherwise directed. He or she will ascertain the nature and details of the request and gather the pertinent information in order to respond.

2.1 Media Releases from Staff

- (i) All media releases proposed by Management staff will be submitted to the Chief Administrative Officer. If approved, the media release information will be forwarded to the Administrative Assistant, Communications, & Special Events Coordinator to prepare a release. The Chief Administrative Officer or designate shall obtain approval to release from the Board Chair depending on the issue.

2.2 Media Releases from the Board

- (i) All media release requests from the Board shall be directed from the Board Chair and prepared under the direction of the Chief Administrative Officer or designate prior to publication.

2.3 Media Requests to Staff

- (i) All requests from the media to staff for comments will be directed to the Chief Administrative Officer or designate. Staff will ensure that information on the matter will remain confidential and will not be released or relayed unless directed to do so.
- (ii) In the event that the request is technical in nature, the Chief Administrative Officer or designate may consult with the appropriate staff person.
- (iii) In the absence of the Board Chair and/or Chief Administrative Officer the Board Chair or Chief Administrative Officer may then designate an alternate.

2.4 Media Conferences

- (i) Media Conferences may be organized by the Administrative Assistant, Communications, & Special Events Coordinator under the direction of the Chief Administrative Officer and/or designate as directed by the Board Chair. Members of the Board and appropriate staff may be invited to attend the conference.

2.5 Release

- (i) Information given to the media will be provided to all Commissioners and appropriate staff and will be posted on the Park website.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 14, 2022

SUBMITTED BY: Kirk Dzaman
Chair, Cultus Lake Park Board

SUBJECT: Appointments of Chair and Vice Chair to Standing and Select Committees

PURPOSE:

As per provisions in the Board Committee System Policy, the Board Chair will appoint members to Standing Committees. The Board Chair will recommend to the Board the 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.

RECOMMENDATION:

THAT the Cultus Lake Park Board approve the following Standing, Select and External Committees and the appointments of the Chair and Vice Chair for the following Committees as follows:

Community Events and Engagement Committee (Select)

Chair – To be discussed

Vice Chair - Community member (to be appointed)

Village Center Planning and Development Committee (Select)

Chair - To be discussed

Vice Chair – To be discussed

Environmental and Public Area's Planning Committee (Standing)

Chair – To be discussed

Vice Chair – To be discussed

Commercial Leaseholder Committee as amended (Standing)

Chair – To be discussed

Vice Chair – To be discussed

Cultus Lake Aquatic Stewardship Strategy (CLASS) (External)

To be discussed

Tourism Chilliwack (External)

Vice Chair John Beesley

Cultus Lake Community School (External)

To be discussed

THAT the Cultus Lake Park Board request that the Chief Administrative Officer post notice that the park is accepting applications for volunteer members to apply for membership to Standing or Select committees before the second week in January to be presented to the Board at the Regular Meeting on January 18, 2023.

DISCUSSION:

As per the Board Committee System 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 a 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.

“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.

Appointments are made annually through an application process for members of the public to apply.

Each committee has its own rules, established through Terms of Reference, which are attached.

- TOR Community Events and Engagement Committee (Attachment #3)
- TOR Village Center Planning and Development Committee (Attachment #4)
- TOR Environmental and Public Areas Planning Committee (Attachment #5)
- TOR Commercial Leaseholder Committee **as amended** (Attachment #6)

Each committee may establish Sub-Committee working groups under the advisement of the Board.

Appointments of members of the community are appointed to committees by advertisement on the Park’s website. Community members who are interested may apply by application (Attachment #2) to those committees. Recommendations will be presented to the Board members. The Board Chair will appoint members to Standing Committees and will recommend to the Board the establishment of Select Committees and their appointments of members. The number of members per committee is specified in the terms of reference of individual committees. Appointment to Standing and Select Committees will be made by January 31, 2023. All other provisions will be as outlined in the Board Committee System Policy, which is attached (Attachment #1).

Previously serving Committee members have been sent a letter thanking them for their contribution.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Kirk Dzaman
Chair, Cultus Lake Park Board

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

Board Policy

BOARD COMMITTEE SYSTEM POLICY

APPROVALS

Approved and Adopted: January 13, 2010	Approved and Adopted: Cultus Lake Park Board
Amended: January 27, 2014	Approved by: Cultus Lake Park Board
Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)	Approved by: Cultus Lake Park Board
Amended: February 17, 2021 (Inserting 19.1 Public Input)	Approved by:

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.

19.1 Public Input

- 19.1** The Board will hold a fifteen-minute Committee Question Period or until speakers have concluded, whichever comes first, after following the Committee Meeting.
- 19.2** Questions relevant to the Agenda will be given first priority.
- 19.3** Each speaker must state his or her name and where they are from and will be allowed two minutes to speak.
- 19.4** 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.
- 19.5** Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

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

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:

Manager of Corporate Services / Corporate Officer
4165 Columbia Valley Highway
Telephone: (604) 858-3334
Fax: (604) 858-8091
Email: rachel.litchfield@cultuslake.bc.ca



COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Select Committee is appointed by the Cultus Lake Park Board for the purpose of creating experiences that promote Community Spirit and Pride in Cultus Lake Park.
- 1.2 This Committee will provide a wide variety of activities throughout the Park, promoting engagement from both residents and non-residents.

2. Duties

- 2.1 To provide organized community events and activities.
- 2.2 To promote fundraisers to assist the funding of the organized community events and activities.
- 2.3 To provide recommendations to the Park Board for projects that improve Cultus Lake Park.
- 2.4 To consider matters referred to it by the Park Board.

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:
 - Committee Chair – Commissioner _____
 - Committee Vice Chair – Community member (to be appointed).
 - Five 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:
- plan, organize, implement and evaluate events; and
 - receive, review and coordinate event applications.
- 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 Administrative 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 Administrative 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.



VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1. This Select Committee is to provide recommendations to the Cultus Lake Park Board for the potential redevelopment of the Village Center (existing plaza).
- 1.2. The committee shall consider uses to accommodate commercial, community space, multifamily residential use, and parking in the development.

2. Duties

- 2.1. To provide the Board with recommendations on the overall design and architecture to suit the Park's character.
- 2.2. To consider development costs and potential revenue.
- 2.3 To consider service/infrastructure requirements to support the development.
- 2.4 Review leases and/or purchase structure for all under 1.2.
- 2.5 To obtain information and input from the Community.
- 2.6 To develop policies and to work within the parameters of PLANCULTUS.

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:
 - Committee Chair – Commissioner _____
 - Committee Vice Chair – Commissioner _____
 - Two or more (up to eight) additional member(s) of the public, appointed by the Board.
- 3.3 The Chief Administrative Officer may appoint a non-voting staff member to the committee.

- 3.4 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.
- 3.5 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. Operations 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 meeting 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 the Administrative Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Administrative Assistant 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 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 the 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.

Meetings May be Closed to the Public

- 5.4 Committee meetings shall be closed to the public when they are concerned with matters that are consistent with Section 90 of the *Community Charter*.

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 for authority to act.



ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Standing Committee is to review and assist in developing the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.

2. Duties

- 2.1 This committee will provide input to Park Staff in the development and assist in the implementation of the Main Beach/Foreshore Masterplan and the Urban Forest Management Plan.
- 2.2 To consider matters referred to it by the Park Board.

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:
 - Committee Chair – Commissioner _____
 - Committee Vice Chair – Commissioner _____
 - Two member(s) of the public, appointed by the Board.
 - Four non-voting member(s) 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 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.
- 3.5 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 meeting 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 the Administrative Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Administrative Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations the Board on anything related to 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 the 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 for authority to act.

AMENDED

COMMERCIAL LEASEHOLDERS COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This Standing Committee is to strengthen and open communications between the Board and Commercial leaseholders.

2. Duties

- 2.1 To increase communication and promote the relationship between the Board and the Commercial Leaseholders.
- 2.2 To consider matters referred to it by the Park Board.

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:
- Committee Chair – Commissioner _____
 - Committee Vice Chair - Commissioner _____
 - Two members of the Commercial Leaseholders, appointed by the Board.
 - Two non-voting members of the Commercial Leaseholders, 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 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.
- 3.5 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 meeting 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 the Administrative Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Administrative Assistant 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 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 for authority to act.