



**CULTUS LAKE PARK**

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**Board Policy**

**BOARD COMMITTEE  
SYSTEM POLICY**

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**APPROVALS**

<b>Approved and Adopted: January 13, 2010</b>	<b>Approved and Adopted: Cultus Lake Park Board</b>
<b>Amended: January 27, 2014</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended: January 20, 2016 (Sec 1.2.4 – deleted and replaced)</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended: February 17, 2021 (Inserting 19.1 Public Input )</b>	<b>Approved by: Cultus Lake Park Board</b>
<b>Amended: November 15, 2023</b>	<b>Approved by: Cultus Lake Park Board</b>

## **POLICY**

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

## **DEFINITIONS**

**“Ex officio”** means the Board Chair who may attend any Committee meeting and has a vote, is not obliged to attend meetings, and will 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 will appoint Board representatives and may appoint citizen members. At least half the members will be members of the Board.

**“Select Committees”** are established by Board resolution and to which the Board may appoint citizens. At least one (1) member of a Select Committee must be a Board member.

**“Short-term Select Committee”** are established by Board resolution for a specific issue within a bounded period and report its findings and opinions to the Board after which they will have concluded their work and will be disbanded. The Board may appoint citizens and at least one (1) member of a Short-term Select Committee must be a Board member.

**“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. Membership**

#### **1.1 Diversity**

- 1.1.1 Membership of committees will be diverse, and broadly reflective of the community.
- 1.1.2 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 The Terms of Reference of individual committees will specify the number of members to be appointed to the Committee.
- 1.2.6 Committee members will serve without pay unless otherwise provided in the enabling statute or establishment bylaw.

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

All applications for membership on Committees will be kept in confidence when submitted to the Park, subject to contacting references for the purpose of making appointments with the applicant's written consent.

### **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; or
  - (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 will 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 will cease to be a member of the Committee and the appointing authority will 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. Board Liaison/Board Membership**

**2.1** The Board Chair will designate the members of the Board to serve as Chair and Vice Chair of the Standing Committees.

2.1.1. Both the Chair and the Vice Chair of a Committee will 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** If the Board does not appoint the Chair and Vice Chair of a Select Committee, the Committee will, at its first Regular meeting, elect a Chair and Vice Chair that serve for a term outlined in Section 1.4.

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

**2.6** The Board representative's role on Committees is:

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

2.6.2 to serve as a communication liaison to the Board.

- 2.7** 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. 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 Chair 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 Staff Liaison 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 will appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under Section 7 of this policy.

### **4. Meeting Schedule**

Standing and Select Committees will establish their own meeting schedules if the Board has not determined the schedule in advance.

### **5. Quorum**

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 (1) Board member is in attendance. For Standing Committees at least half of the quorum must be made up of members of the Board.

### **6. Agendas**

- 6.1 The Order of Business for all Standing, Select and Short-term Committee meetings of the Board will be as follows:**

- Call to Order
- Approval of Agenda
- Delegations and Presentations
- Approval of Committee Minutes

- Correspondence
- Reports by Staff
- New Business
- Public Question Period
- Next Meeting
- Adjournment

**6.2** 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.

**6.3** The preparation of Committee agendas can be delegated to a member appointed by the Committee.

## **7. Minutes**

**7.1** Committee minutes and setting out recommendations made of all meetings of Committees will be legibly recorded by the Staff Liaison or Committee member appointed by the Committee.

7.1.1 Other details relevant to the agenda may be entered into the Committee minutes, upon approval of the Committee or Committee Chair.

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

7.2.1 Be provided in draft form to the Administrative Assistant to the Chief Administrative Officer for circulation to the Board on the public agenda for information; and

7.2.2 following adoption of the minutes at the next meeting of the Committee, will be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

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

## **8. Rules of Procedure**

**8.1** Each Committee will prescribe its own rules as set out in the Terms of Reference, 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.

**8.2** Questions of procedure which cannot be resolved by the Committee upon the advice of the Staff Liaison will be referred to the Chief Administrative Officer.

## 9. Voting

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

## 10. Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter* and Section 15 of the Board Procedures Bylaw.

## 11. Sub-Committees

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

## 12. Reporting

### 12.1 Establishment and Authority

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

12.1.2 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.

### 12.2 Reporting on Issues

12.2.1 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 Board's Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, Committee reports will be accompanied by a staff report.

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

### 12.3 Timing of Reports and Minutes to Board

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

## 13. 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.

**14. Budget**

- 14.1** Unless otherwise provided in their enabling statute or establishment bylaw, Committees may request budget funds from the Board in accordance with the Board's budget preparation schedule and procedure.
- 14.2** Any solicitation of funds from other organizations requires the prior approval of the Board.
- 14.3** The Committee will 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, subject to approval of the Chief Administrative Officer.

**15. Personal Liability**

No member of a Committee will be liable in their 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.

**16. Orientation**

- 16.1** An orientation package for newly appointed members will be provided by the Administrative Assistant to the Chief Administrative Officer upon their appointment.
- 16.2** 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.

**17. 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.

**18. Meetings Open to Public**

All meetings of Board Committees are open to the public and no person will 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.

**19. Public Input**

- 19.1** The Committee will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first.
- 19.2** Questions relevant to the Agenda will be given first priority.
- 19.3** Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.



**19.4** Members of the public will address their questions through the Committee Chair or other persons presiding at the Committee 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. Application Form**

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



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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Contact: Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Home: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Is your primary residence in Chilliwack or Cultus Lake? Yes  No

2. Are you a business operator in Chilliwack or Cultus Lake? Yes  No

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

\_\_\_\_\_

4. Are you applying as a representative of a community association or other organization?

Yes  No

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

5. Are you currently serving on a Committee/Commission/Board?

Yes  No

If YES, identify the Committee/Commission/Board:

\_\_\_\_\_

\_\_\_\_\_

6. Have you previously volunteered on any Cultus Lake Committee/Commission/ Board?

Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

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

If YES, provide details:

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

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

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

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

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

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

- 13. Other relevant information, if any:

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Your application/resume will be made available to Cultus Lake Park Board, civic staff, and the applicable Committee/Commission/Board for the purpose of making appointments. Further to that purpose, the Cultus Lake Park Board, civic staff, or members of the applicable Committee/Commission/Board may contact the individuals or entities (including current or former employees, representatives, or members of the entities) listed on your application/resume regarding your application and qualifications. Your information is collected and used, and may be disclosed, in accordance with the *Freedom of Information and Protection of Privacy Act* and any applicable bylaws.

I authorize the Cultus Lake Park Board to collect, use and disclose information, including my personal information, relating to my application to the Committee/Commission/Board from and to the individuals or entities (including current or former employees, representatives, or members of the entities) listed on my application/resume. This consent to remain in effect until the appointment(s) to the Committee/Commission/Board have been made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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](mailto:rachel.litchfield@cultuslake.bc.ca)