



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, DECEMBER 11, 2024

7:00 PM

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

The Cultus Lake Park Board Regular Meeting will be held on Wednesday, December 11, 2024, in the Cultus Lake Park Office Boardroom at 7:00 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.

Please note you are required to have your cameras on when entering the meeting to confirm your identity.

Join Zoom Meeting Information

Join Zoom Meeting

<https://us06web.zoom.us/j/88157628559?pwd=0H8KfrZJlqd5iiryZGdd1zV9fzwlZ.1>

Meeting ID: 881 5762 8559

Passcode: 194720

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/.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 11, 2024

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 municipality;

Section 90 (1), (g) litigation or potential litigation affecting 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

(4) APPROVAL OF AGENDA

Page 1 (a) *THAT the Cultus Lake Park Board approve the Agenda for the Regular Meeting of December 11, 2024; and*

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

(5) ADOPTION OF MINUTES

Page 5 (a) *THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held November 20, 2024.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 15 (a) *THAT the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from September 4, 2024.*

Page 19 (b) *THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from September 27, 2024.*

Page 23 (c) *THAT the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from October 29, 2024.*

Page 27 (d) *THAT the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from November 8, 2024.*

Page 31 (e) **THAT** the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Meeting Minutes from November 12, 2024.

Page 35 (f) **THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from November 13, 2024.

(7) CORRESPONDENCE

(8) FINANCE

Page 39 (a) **2025-2029 Cultus Lake Park DRAFT Five-Year Financial Plan**
• Cultus Lake Park 2025-2029 DRAFT Five-Year Financial Plan Bylaw No. 1244, 2024
THAT the Cultus Lake Park Board give Third reading to Cultus Lake Park 2025-2029 Five-Year Financial Plan Bylaw No. 1244, 2024.

(9) BYLAWS

Page 41 (a) **Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024**
• Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024
THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024.

Page 43 (b) **Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024**
• Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024
THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024.

Page 47 (c) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024**
• Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024
THAT the Cultus Lake Park Board give Final reading to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024.

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Page 53 (d) **Cultus Lake Park 2025 Levying of Rates Bylaw No. 1248, 2024**
• Report dated December 11, 2024, from Erica Lee, Chief Financial Officer
• Attachment 1; Cultus Lake Park 2025 Levying of Rates Bylaw No.1248, 2024
THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2025 Levying of Rates Bylaw No. 1248, 2024.

(e) **Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028, 2012, Amendment Bylaw No. 1249, 2024**

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- Report dated December 11, 2024, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028, 2012, Amendment Bylaw No. 1249, 2024

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028, 2012, Amendment Bylaw No. 1249, 2024.

(f) **Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1250, 2024**

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- Report dated December 11, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1250, 2024
- Attachment 2; Schedule A, Fees

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1250, 2024.

(g) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1251, 2024**

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- Report dated December 11, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1251, 2024
- Attachment 2; Schedule A, 14 – Cultus Lake Park Parking and Traffic Regulations

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1251, 2024.

CARRIED

(10) REPORTS BY STAFF

(11) REPORTS BY COMMISSIONERS

(a) **Appointments to Chair and Vice Chair to Select Committees**

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- Report dated December 11, 2024, from Chair Dzaman, Cultus Lake Park
- Attachment 1; Board Procedure Bylaw, Bylaw No. 1233, 2023
- Attachment 2; Cultus Lake Park Board Committee System Policy
- Attachment 3; Committee Application Form
- Attachment 4; TOR Community Events and Engagement Committee **as amended**
- Attachment 5; TOR Environmental and Public Area's Planning Committee **as amended**
- Attachment 6; TOR Village Center Planning and Development Committee

THAT the Cultus Lake Park Board approve the following 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) *as amended*

Chair – To be discussed

Vice Chair – To be discussed

Environmental and Public Area's Planning Committee (Select) *as amended*

Chair – To be discussed

Vice Chair – To be discussed

Village Center Planning and Development Committee (Select)

Chair - To be discussed

Vice Chair – To be discussed

Cultus Lake Community School Association (External)

To be discussed

Cultus Lake Stewardship Society (CLASS) (External)

To be discussed

Water Safety Committee (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 Select Committees before the second week in January to be presented to the Board at the Regular Meeting on January 15, 2024.

(12) COMMUNITY ASSOCIATION

(13) PUBLIC QUESTION PERIOD

(14) ADJOURNMENT

THAT the Regular Meeting of the Cultus Lake Park Board held on December 11, 2024, be adjourned.



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 20, 2024
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 D. Bauer
Commissioner T. Moul

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

(1) CALL TO ORDER

The Chair called the meeting to order at 6:32 pm and acknowledged that we are gathered here today on the traditional, ancestral and unceded territory of the Th'ewa':li First Nations. We are grateful for the hospitality to live, work, and play on these lands.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (6:30 PM)

5494-24 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

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 municipality; and

Section 90 (1), (k) negotiations and related discussions respecting the proposed provision of a municipality 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

(4) APPROVAL OF AGENDA

5495-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

(a) **THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of November 20, 2024; and

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

CARRIED

(5) ADOPTION OF MINUTES

5496-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) ***THAT*** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held October 16, 2024.

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5497-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (a) ***THAT*** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from September 4, 2024.

CARRIED

5498-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

- (b) ***THAT*** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from October 15, 2024.

CARRIED

(7) ELECTION OF CHAIR

Nomination forms for the position of Chair were distributed to the Board members. Rachel Litchfield, Manager of Corporate Services / Corporate Officer, collected the nomination forms and Joe Lamb, Chief Administrative Officer, read aloud the results. Five (5) nomination forms were received in favour of Commissioner Dzaman. Commissioner Dzaman accepted nomination for the position of Cultus Lake Park Board Chair.

Joe Lamb, Chief Administrative Officer, closed the nominations and declared that there will not be an election and confirmed that Commissioner Dzaman has been elected and will assume the position as the Chair of the Cultus Lake Park Board.

(8) ELECTION OF VICE CHAIR

Nomination forms for the position of Vice Chair were distributed to the Board members. Rachel Litchfield, Manager of Corporate Services / Corporate Officer, collected the nomination forms and Joe Lamb, Chief Administrative Officer, read aloud the results. Five (5) nomination forms were received in favour of Commissioner Beesley. Commissioner Beesley accepted the nomination for the position of Cultus Lake Park Board Vice Chair.

Joe Lamb, Chief Administrative Officer, closed the nominations and declared that there will not be an election and confirmed that Commissioner Beesley will assume the position of Vice Chair of the Cultus Lake Park Board.

(9) CORRESPONDENCE

(a) **Village Centre Plan Report**

- Village Centre Plan Report dated October 2024, from Urban Systems Ltd.

5499-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board receive the Village Centre Plan Report for information.

CARRIED

(b) **RCMP Upper Fraser Valley Regional Detachment Seasonal Policing Report 2024**

- Seasonal Policing 2024 Report from Constable Ed Dewijn

5500-24 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

THAT the Cultus Lake Park Board receive the Upper Fraser Valley Regional Detachment Seasonal Policing Report 2024 for information.

CARRIED

(10) FINANCE

(a) **2025-2029 Cultus Lake Park DRAFT Five-Year Financial Plan**

- Report dated November 20, 2024, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2025-2029 DRAFT Five-Year Financial Plan Bylaw No. 1244, 2024
- Attachment 2; Schedule A – 2025 Financial Plan Summary
- Attachment 3; Schedule B – 2025-2029 Five-Year Summary
- Attachment 4; 2025 Budget Highlights
- Attachment 5; Budget Changes Document
- Attachment 6; Business Unit Details
- Attachment 7; Schedule of Reserves

5501-24 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board First and Second readings to Cultus Lake Park 2025-2029 Five-Year Financial Plan Bylaw No. 1244, 2024.

CARRIED

Erica Lee, Chief Financial Officer, noted that the agenda package includes the 2024 Financial Plan summary, 2024-2028 Five-Year summary, 2024 Budget highlights, a document which outlines the changes to the budget, business unit details and a schedule of reserves.

She noted that the largest revenue generating business unit is Sunnyside Campground, representing 52.7% of the total revenue earned. Parking and Public Area revenue represents 13.6%, and Commercial and Residential lease revenue represents 8.9% and 7.1%, respectively.

She provided an overview of the new budgeted spending as primarily focused on safety and security measures, environmental sustainability and addressing infrastructure needs.

Commissioner Moul inquired about the potential rate increase for Short-term Rental operations.

Erica Lee, Chief Financial Officer noted that the fee needs to cover the cost for staff administration, and the current fee is sufficient to cover costs.

Joe Lamb, Chief Administrative Officer confirmed that there are approximately 14 names on the waitlist currently. The fee is reflective of the total amount of licenses allowable, and as per the *Local Government Act*, the rates cannot be increased to generate revenue.

Staff noted that research may be done if needed to identify how many approved Short-term Rental license holders are actively operating a Short-term Rental dwelling.

(b) **Public Consultation on the 2025-2029 Cultus Lake Park DRAFT Five-Year Financial Plan**

L. Shears, resident, inquired if the public parking fees were done in two separate transactions, would the infrastructure fee be charged both times.

Staff confirmed that this is correct, however, payments through the app could mitigate that if the individual selected to extend their parking rights.

K. Dosen, resident, inquired if the Board was considering increasing the total allowable Short-term Rental licenses beyond the current limit of 65, and noted he was against an increase. He also added that in his opinion, Short-term Rental licenses should not be transferrable upon the sale of a home, but rather should go to the next person on the waitlist instead. He also inquired about the estimated date for installation of fibre optic internet services coming to Sunnyside Campground, and if that would also include installation throughout the residential areas.

The Board confirmed that there is currently no intent to increase the limit beyond 65 Short-term Rental licenses. The Board added that when the process was done to decide the total number allowable, they based their evaluations on a wide scope of impacts, including the opinions of their legal counsel.

Staff noted currently the work to install fibre optic internet services within the residential areas has not been confirmed but will continue discussions with the company that is completing the installation in Sunnyside Campground. The date for installation in Sunnyside Campground is still undetermined at this time.

(11) **BYLAWS**

(a) **Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024**

- Report dated November 20, 2024, from Erica Lee, Chief Financial Officer
- Attachment 1; Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024
- Attachment 2; Schedule A – 2024 Financial Plan
- Attachment 3; Schedule B – 2024-2028 Financial Plan
- Attachment 4; Schedule C – Summary of Changes

5502-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023, Amendment Bylaw No. 1245, 2024.

CARRIED

(b) **Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024

5503-24 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023, Amendment Bylaw No. 1246, 2024.

CARRIED

(c) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024

5504-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1247, 2024.

CARRIED

(12) CONSENT AGENDA

(a) **2024 Third Quarter Reports**

- Finance
- Parking
- Bylaw Compliance and Enforcement
- Public Works
- Sunnyside Campground and Accommodations
- Fire Department
- Lease Assignment
- Parking Fee Waivers

5505-24 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board receive the 2024 Third Quarter reports for information.

CARRIED

(13) REPORTS BY STAFF

(a) **2025 Cultus Lake Park Board Regular Meeting Dates**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; 2025 Board Meeting Dates Calendar

5506-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Cultus Lake Park Board endorses the following dates as the 2025 Board Meeting dates:

<i>January 15</i>	<i>February 19</i>
<i>March 19</i>	<i>April 16</i>
<i>May 21</i>	<i>June 18</i>
<i>July 16</i>	<i>August 20</i>
<i>September 17</i>	<i>October 15</i>
<i>November 19</i>	<i>December 10</i>
<i>December 17 (Special Regular Meeting)</i>	

THAT the Cultus Lake Park Board approve the 2025 Cultus Lake Park Board Meeting dates.

CARRIED

(b) **Appointment to the Tourism Ch'illiwack Board**

- Report dated November 20, 2024, from Rachel Litchfield, Manager of Corporate Services / Corporate Officer
- Attachment 1; Tourism Strategic Plan 2022-2027

5507-24 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board announce the appointment of Commissioner John Beesley to the Tourism Ch'illiwack Board.

IC 5114-24

THAT the Cultus Lake Park Board informs the Chief Administrative Officer of the selection of member to the Appointment to Tourism Ch'illiwack Board; and

THAT the appointment name be brought forward to the November 20, 2024, Regular Meeting Agenda for approval.

CARRIED

(c) **Sunnyside Boulevard & First Avenue Traffic Calming Plan**

- Report dated November 20, 2024, from Todd McKay, Manager of Park Operations
- Attachment 1; Traffic Calming Report dated October 9, 2024, from Bunt & Associates

5508-24 Moved by: Commissioner Jartved Seconded by: Commissioner Beesley

***THAT** the Cultus Lake Park Board receive the Sunnyside Boulevard & First Avenue Traffic Calming Plan report for information; and*

***THAT** the Cultus Lake Park Board approves staff to implement the Traffic Calming & Control Measure recommendations for future planning as outlined in the report.*

CARRIED

(d) **Cultus Lake Swilhcha Community School Special Events**

- Report dated November 20, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Parking Fee Waiver Application

5509-24 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board approve the waiver of parking fees for up to 300 participant vehicles in Parking Lot B on May 1, 2025, from 2:00 pm to 5:30 pm for the Cross Country Run.*

CARRIED

(e) **Goodride Gravel Special Event**

- Report dated November 20, 2024, from Amanda Warmerdam, Administrative Assistant, Communications & Events Coordinator
- Attachment 1; Special Event Application
- Attachment 2; Special Event Route Maps

5510-24 Moved by: Commissioner Beesley Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board receive the Goodride Gravel Special Event report for information.*

CARRIED

(14) REPORTS BY COMMISSIONERS

Cultus Lake Christmas Special Event

- Verbal reported dated November 20, 2024, from Commissioner Jartved

Commissioner Jartved reminded the community that the Community Events and Engagement Committee's annual Cultus Lake Christmas event is this Saturday, November 23, 2024, from 4:00 pm – 8:00 pm. The event will include photos with Santa, a vendor's market, holiday music, caroling, hot chocolate, fire pits and a marshmallow roast with the Cultus Lake Fire Department, and a fireworks finale. She noted that the committee is still looking for volunteers for either

Friday set up, Saturday during the event, or Sunday clean up. Contact the Park Office or approach a committee member to discuss participation.

(15) COMMUNITY ASSOCIATION

No questions were raised at the meeting.

(16) PUBLIC QUESTION PERIOD

K. Dosen, resident, noted he will be volunteering for the Christmas event. He then spoke of his concerns with ongoing traffic issues within the Park, specifically speeding, and requested a speed hump to be installed in front of his residence. He also noted that a raised crosswalk for the school is paramount.

B. Shears, resident inquired that if a tree or shrub is on their own property do they have the right to prune it without a permit. He noted that he has witnessed some removal and replacement of dead shrubs without a permit. He also inquired if there is any thought to review the traffic issues on Lakeshore Drive as there are ongoing issues of vehicles being driven above the posted speed limits and that he thought the addition of speed humps and painted speed limits on the road would help.

Staff confirmed that all plants are the Park's property and if a plant is larger than 10 cm in diameter at breast height, a permit is required. They also noted that a lot of due diligence is given prior to approving a permit and a report from a licensed arborist is required. Staff noted the Traffic Calming report looked at two specific locations, and what was returned was the best practices overall which can be implemented throughout the Park. Once repair of the water line is complete along Lakeshore Drive, staff will review implementing these recommendations in that area.

L. Shears, resident, inquired if the disposal of the replaced garbage receptacles would be accepted on Monday at the Public Works yard.

Staff confirmed they will accept the old receptacles at the Public Works yard on Monday, November 25, 2024.

K. Dosen, resident, noted that two light bulbs were burnt out in the stations on the path from the west side to the Boardroom entrance at the Park Office.

Staff noted this and will repair these lights.

(17) ADJOURNMENT

5511-24 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT the Regular Meeting of the Cultus Lake Park Board held on November 20, 2024, be adjourned at 8:58 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 20, 2024.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



**CULTUS LAKE PARK BOARD
ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE
MEETING MINUTES**

WEDNESDAY, SEPTEMBER 4, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present
Committee
Members**

Commissioner Jartved – Chair
Commissioner Bauer – Vice Chair
K. Vander Helm
G. Smit
B. Senft

Staff

Chief Administrative Officer – J. Lamb
Manager of Park Operations – T. McKay
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

Regrets

R. LeBlanc

(1) CALL TO ORDER

The Chair called the meeting to order at 1:03 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work, and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: B. Senft Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve amending the Agenda for the Meeting of September 4, 2024, by adding under Section 6 – New Business, Item 6 (d) Community Initiative – Chandos Construction;*

***THAT** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Agenda as amended; and*

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: Commissioner Bauer Seconded by: G. Smit

- (a) *THAT the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Minutes as amended for the Meeting of May 29, 2024.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) **Invasive Species**

- Invasive Blackberry spray program / Horsetail
- Invasive Plants along the foreshore
- Westside Creek planting of invasive plants
- Loosestrife management 2025

The committee noted that they have approximately \$3,100 remaining in the budget carried forward from 2023, and an additional \$3,100 this year to put towards the Horsetail invasive species management. The committee will provide a list with photos of the highest priority locations requiring application, for staff to obtain a quote based on the budget. Todd McKay, Manager of Park Operations, will join the committee to formulate the list. The committee discussed the potential of asking the Board for additional funding for projects like this. The committee noted that focusing the limited funding on specific areas to eradicate instead of spreading the spray around for management.

Staff noted that the herbicide certification is comprehensive, and this may not be available for a staff member at this time. Staff recommend that a professional be hired to apply herbicide for the Horsetail and Blackberry invasive species.

Staff noted that the invasive plants along the foreshore will be removed prior to the beginning of the Green Shores project.

Staff noted that a review of the westside creek invasive species removal would require discussion with the Department of Fisheries and Oceans (DFO).

The committee noted that some of the Loosestrife has been removed this year, and discussed if DFO may consider removal of the rest in the area along Sweltzer Creek. The committee will approach CLASS to discuss management of this area.

Staff will review scheduling to relocate the milfoil mats for a second time this year. The committee noted that the mats should be placed in a row, running with the flow of the water rather than perpendicular.

(b) **Educational Signage at Fir Stump – Next Steps**

Staff noted that the rings were counted and it is aged at approximately 180 years old. Staff will coordinate to cut at a 45-degree angle, the high side will be at a maximum of five (5) feet. A round will be used as a step at the base of the tree.

(c) **Completion of New Root Protection Area by Main Beach Swings**

The committee noted that they will require additional material in this area in October. Staff will prepare this for Public Work's schedule to support.

(d) **Community Initiative – Chandos Construction**

Staff noted that Chandos Construction would like to donate their time for a day to support an area of the park, and it was recommended that they remove weeds. Staff will follow up with them on the request, and the committee can coordinate with them directly.

The committee discussed having a community weeding day in alignment with the Chandos volunteers.

Staff noted that the new leaseholders at 116 First Avenue are proposing to relocate the Cedar tree to the other side of the home and purchase a secondary tree to put in the current place where the Cedar tree is now. Staff will connect with the leaseholder and provide contact information for B. Senft and G. Smit to discuss appropriate tree species.

The committee noted that this would be a great location for the Cedar.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING

Tuesday, November 12, 2024, at 1:00 pm.

(9) ADJOURNMENT

Moved by: Commissioner Bauer Seconded by: B. Senft

THAT the Cultus Lake Park Board Environmental and Public Area's Planning Committee meeting held on September 4, 2024, be adjourned at.

CARRIED



**CULTUS LAKE PARK BOARD
VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE
MEETING MINUTES**

FRIDAY, SEPTEMBER 27, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair E. Vance C. Rogozinski K. Weiher L. Wykpis P. Vander Helm G. Campbell B. van den Brink K. Kirsten – Via Zoom
Staff	Chief Administrative Officer – J. Lamb Manager of Corporate Services / Corporate Officer – R. Litchfield
Board Members	Commissioner E. Jartved Commissioner T. Moul Commissioner D. Bauer
Guest Speaker	A. Sokolowski, Urban Systems Ltd., Community Planner – Via Zoom S. Lahey, Urban Systems Ltd., Community Planner – Via Zoom
Regrets	Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

(1) CALL TO ORDER

The Chair called the meeting to order at 8:01 am and acknowledged that we are gathered on the traditional, ancestral and unceded traditional territory of the Th'ewa'li First Nations. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: E. Vance Seconded by: C. Rogozinski

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of September 27, 2024; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: G. Campbell Seconded by: L. Wykpis

- (a) ***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee approve the Minutes for the Meeting of July 26, 2024.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) **Community Open House**

- Village Center Plan – Frequently Asked Questions, dated September 24, 2024, from Urban Systems Ltd.
- Review of Draft Request for Proposal (RFP), Cultus Lake Village Center Redevelopment

A. Sokolowski, Urban Systems Ltd., Community Planner, reviewed the Draft FAQ document included in the agenda.

Staff will provide the total number of attendees to be added to the document.

The committee noted that the answer in question two (2) should be reformatted to remove the percentages noted as 90% of the time, and remove a 'few weeks of the', to only state during the summer season.

The committee discussed the possibility of seeking financial support and partnership with the City of Chilliwack or the Fraser Valley Regional District for this project, as the Board may not borrow funds in excess of \$50,000. Staff noted that as these may be possibilities, at this time, there is no capital contribution contemplated from the Board for this project, only land.

P. Vander Helm joined the meeting at approximately 8:15 am.

The committee requested that answer five (5) be changed to include a note that no details have been finalized beyond the general footprint of the development and add that 'additional engagement will occur during the next phase of the development' further in the answer.

Commissioner D. Bauer joined the meeting at approximately 8:30 am.

The committee requested that answer six (6) be reformatted to add the visual from the Draft Report of the timeline. In addition, rephrase that one (1) proponent 'may' be awarded.

The committee requested that reference to the 2024 Cultus Lake Park Asset Management Program be included in the first sentence of answer one (1).

The representatives of Urban Systems Ltd. reviewed the RFP document provided in the agenda.

The committee requested that the document be edited under Site Overview, Infrastructure and Servicing to indicate that phase two (2) of the wastewater treatment plant is necessary for this development and should be considered in the proposal.

The committee requested the geotechnical report be attached to the RFP.

The committee requested that under 3.0 Scope of Work, the list of studies be included but not limited to the list provided. In addition, to add the requirement of an Environmental Impact Assessment.

It was noted that staff would seek an independent legal review of the document before posting.

The committee requested that the option provided from the District of Summerland RFP be utilized under 5.0 Proposal Requirements.

The committee requested that an amendment be made under 3.0 Scope of Work to include specific reference under the community engagement section of First Nations. In addition, requested that MOTI be listed under the required approval processes in the next bullet.

Urban Systems Ltd. recommended adding a requirement of the proponent to identify how they plan to meet the guiding principles and vision of the project.

K. Weiher left the meeting and joined electronically via Zoom at approximately 9:30 am.

Urban Systems Ltd. will revise the document two (2) weeks prior to the next meeting and send to staff for initial review and comment. Following this, it can be provided to the committee. Staff will provide the next meeting date to Urban Systems Ltd. once it is finalized.

Urban Systems Ltd. left the meeting at approximately 9:35 am.

(7) PUBLIC QUESTION PERIOD

Commissioner Moul noted traffic congestion in the summer season and noted that in his opinion the development would not create a large increase in vehicle traffic. He recommended that it be conveyed more clearly that the Board's contribution to the project be the leasing of the land, rather than financial contribution. He further noted the importance of discussion of environmental impact and referenced the recent SFU study that was completed of underground water flow.

(8) NEXT MEETING

Friday, November 8, 2024, at 8:00 am.

(9) ADJOURNMENT

Moved by: E. Vance Seconded by: Vice Chair Beesley

***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on September 27, 2024, be adjourned at 9:45 am.*

CARRIED



**CULTUS LAKE PARK BOARD
COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
MEETING MINUTES**

TUESDAY, OCTOBER 29, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present E. Jartved – Chair
Committee M. McMullen – Vice Chair
Members L. Shears
L. Klassen
T. Seeley
S. Northeast – Via Zoom

Staff Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

Regrets R. LeBlanc

(1) CALL TO ORDER

The Chair called the meeting to order at 7:35 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work, and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: L. Klassen Seconded by: Vice Chair McMullen

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of October 29, 2024; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: Vice Chair McMullen Seconded by: T. Seeley

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes as amended for the Meeting of October 15, 2024.

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Cultus Lake Christmas Event Planning

- Vendor Market & Food Trucks - L. Klassen, Chair Jartved & L. Shears
- Hot Chocolate - T. Seeley and S. Northeast
- Audio – Chair Jartved
- Sponsorship – Vice Chair McMullen
- Bonfire & Marshmallows – Fire Department
- Children’s Colouring Contest - Staff
- Mr. and Mrs. Claus
- Volunteers – R. LeBlanc
- Signage – Staff
- Rentals - Staff
- Fireworks - Staff

Vendor Market and Food Trucks – The committee will send out a final payment reminder around November 1st. Any payments not received by the 8th will create an open spot for a vendor on the waitlist. The committee discussed making the payment deadline earlier in 2025.

S. Northeast joined the meeting via Zoom at 7:39 am.

The committee will begin sending out setup details to those vendors who have made payment. Staff will confirm with the committee about bylaw support during the event. Staff will send out emails to the committee as the final payments are received.

Hot Chocolate – The committee will purchase hot beverage cups and lids and submit an invoice to staff for reimbursement. The committee will look at sourcing the powder hot chocolate and will submit an invoice for reimbursement. The committee will relocate the hot chocolate service tent beside Main Beach Boat Rentals. The committee requested staff to make a hot chocolate sign, proceeds support the CEEC. Main Beach Boat Rentals confirmed that use of the space for preparation of hot beverages. Stillwood will supply up to six (6) cambros.

Audio – The community member supporting the audio has confirmed the music will start at 3:30 pm on event day.

Sponsorship – Stillwood will provide sponsorship of \$500 for the event. Staff will prepare tree sponsorship signs for the community boards for the committee to post. Staff will prepare to share more sponsorship posts on social media this week and next week. The committee discussed approaching the local tree farms for six (6) tree donations in November.

Bonfire & Marshmallows – This area is confirmed for the event. Staff will coordinate to have the wood piles at the event earlier in the day this day.

Children’s Colouring Contest – The committee will source prizes closer to the event.

Mr. and Mrs. Claus – This area is confirmed for the event. The committee has also confirmed a community member for the Grinch. A committee member will need to meet at the Firehall to attach the twinkle lights for the golf cart once confirmed.

Volunteers – The committee discussed having the boughs prepared a couple days prior. The committee will confirm what day they want to prepare these and staff will coordinate timelines. The committee requested two (2) additional volunteers for the hot chocolate area compared to last year.

Signage – The committee discussed having a hashtag for the event in future years to expand on social presence. The committee discussed creating a sign if a sponsor for fireworks is confirmed to be placed in a sandwich board inside the Santa tent. Staff will order the Santa and vendor sign, along with the hot chocolate sign.

Rentals – This area is confirmed for the event.

The committee discussed meeting on November 21st, at around 1:00 pm to prepare some boughs.

(b) **Cultus Lake Christmas Budget Review**

- Christmas Budget Spreadsheet 2024

Budget – The committee reviewed the budget to date.

(7) **PUBLIC QUESTION PERIOD**

No public questions.

(8) **NEXT MEETING**

Wednesday, November 13, 2024, at 3:30 pm.

S. Northeast left the meeting at 8:51 am.

The committee discussed meeting on the 22nd at 12:00 pm to begin decorating for the event.

(9) **ADJOURNMENT**

Moved by: Vice Chair McMullen Seconded by: L. Klassen

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held October 29, 2024, be adjourned at 8:59 am.

CARRIED



**CULTUS LAKE PARK BOARD
VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE
MEETING MINUTES**

**FRIDAY, NOVEMBER 8, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC**

Present Committee Members	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair E. Vance – Via Zoom C. Rogozinski K. Weiher – Via Zoom L. Wykpis P. Vander Helm B. van den Brink – Via Zoom K. Kirsten – Via Zoom
Staff	Chief Administrative Officer – J. Lamb Manager of Corporate Services / Corporate Officer – R. Litchfield
Board Members	Commissioner T. Moul Commissioner D. Bauer – Via Zoom
Guest Speaker	A. Sokolowski, Urban Systems Ltd., Community Planner – Via Zoom S. Lahey, Urban Systems Ltd., Community Planner – Via Zoom
Regrets	Administrative Assistant, Communications & Events Coordinator – A. Warmerdam G. Campbell

(1) CALL TO ORDER

The Chair called the meeting to order at 8:05 am and acknowledged that we are gathered on the traditional, ancestral and unceded traditional territory of the Th'ewa'li First Nations. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: C. Rogozinski Seconded by: P. Vander Helm

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of November 8, 2024; and

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: L. Wykpis Seconded by: P. Vander Helm

- (a) ***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee approve the Minutes for the Meeting of September 27, 2024.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

- (a) **Village Centre Redevelopment RFP – Draft Two**

- Village Centre Redevelopment RFP Draft two, from Urban Systems Ltd.

A. Sokolowski, Urban Systems Ltd., Community Planner, reviewed the RFP document with the committee. It was noted throughout review that the park is recommended to have the RFP reviewed by legal counsel.

Staff noted the RFP would require Board approval prior to posting, and that likely this would be early 2025.

The committee discussed the closing time for the RFP and that it would commonly be open for three (3) to four (4) months to allow Proponents time to complete requirements, with an option for extensions if required. The RFP would be posted on BC Bid once finalized.

The committee discussed the sewer system phases and noted that the current wording under Infrastructure and Servicing can remain as is to encourage the Proponent's to do their due diligence.

The committee requested that the second last sentence under Infrastructure and Servicing referencing two (2) storeys of parking be removed from the document. Appendix X will be updated once the letter of the attachment is known.

The committee requested that additional reference material be added under the References section with a link to the website page.

The committee requested rewording "Scope of Work" to "Overview of Project" and clarify with wording below that the successful Proponent will be expected to undertake the following tasks 'at a minimum'. The committee requested that 'utilities, etc.' be added beside Servicing Plan.

The committee noted under the section, Responsibilities of Cultus Lake, to add in the third bullet point 'and the FVRD' for rezoning. Staff noted that they are proposing an amendment to the beginning of the document which provides clarification on park land based on the *Act*. This will also be added to the final bullet point as reference once staff send it to A. Sokolowski. The committee requested a reword of the last bullet point to state that the land tenure proposals will be negotiated with the Park Board as part of this

work and moved under Responsibilities of the Proponent. The committee requested the addition of text stating that the Park is open to flexible proposals regarding tenure. Staff noted that it would require engagement with the appropriate levels of government.

Staff will review the requirements for the General Proponent Meeting for all Proponents as it may relate to a site meeting and confirm with Urban Systems Ltd. The committee requested to add as part of the Proposal Schedule 'Last Date for Intent to Submit from Proponents' and remove 'Construction Commencement'.

The committee discussed the Proposal Process and Schedule and public consultation opportunity with respect to density. Specific dates for this area will be added prior to posting on BC Bid.

K. Weiher left the meeting via Zoom at 9:21 am.

Staff noted that they will research if there are components of the RFP submissions that can remain confidential.

The committee requested that 'community uses' be added under Proposal Content bullet 'I'.

K. Kirsten left the meeting via Zoom at 9:45 am.

The committee noted that the Evaluation Team should be made up of the members of the Village Center Planning and Development Committee. The Evaluation Team will be renamed the 'Evaluation Committee' throughout the document. The committee requested an amendment under Selection of Preferred Proponent to state that the Evaluation Committee will recommend a Preferred Proponent with a Proposal that is most advantageous to the Cultus Lake Park Board. The Cultus Lake Park Board, on its sole discretion, may or may not act on the recommendation to select a Preferred Proponent.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING

This was the final meeting of the Village Center Planning and Development Committee for 2024.

(9) ADJOURNMENT

Moved by: E. Vance Seconded by: C. Rogozinski

THAT the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on November 8, 2024, be adjourned at 9:54 am.

CARRIED



**CULTUS LAKE PARK BOARD
ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE
MEETING MINUTES**

TUESDAY, NOVEMBER 12, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

**Present
Committee
Members**

Commissioner Jartved – Chair
Commissioner Bauer – Vice Chair - Via Zoom
G. Smit
B. Senft
R. LeBlanc

Staff

Chief Administrative Officer – J. Lamb
Manager of Park Operations – T. McKay
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

Regrets

K. Vander Helm

(1) CALL TO ORDER

The Chair called the meeting to order at 1:00 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work, and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: B. Senft Seconded by: G. Smit

***THAT** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Agenda for the Meeting of November 12, 2024; and;*

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: G. Smit Seconded by: B. Senft

***(a) THAT** the Cultus Lake Park Board Environmental and Public Area's Planning Committee approve the Minutes as amended for the Meeting of September 4, 2024.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Bat Boxes Update

Staff will take this away for future review.

(b) Spring Projects Follow Up

- Completion of new root protection area by Main Beach swings

The committee requested that the remainder of this project be moved to spring. Staff will revisit the delivery of edging material and bark mulch in the new year.

(c) New Trees

- Foreshore – Mulch protection at base of trees
- Arborist report on damage to Dawn Redwood at 151

The committee noted that the new trees planted along the north end of the foreshore near 110 and 116 First Avenue last spring could use additional bark mulch. Staff noted that the tree currently located at 116 First Avenue may be relocated.

Staff will review the arborist findings of the Dawn Redwood at 151 First Avenue and noted that it does appear to be healing.

Staff and the committee discussed pruning that is being done unpermitted by residents. Staff noted that the Tree and Plant bylaw will continue to be enforced.

The committee noted that the plants selected were intended to look naturalized with minimal maintenance required once established. The committee clarified that these planted areas should not look manicured. If there is potential thinning or pruning required, this can be approached through the new landscaper role.

(d) Herbicide Application – Invasive Species

Staff noted that a quote was received, and a date is pending two (2) days without rain to proceed. Staff will propose next week as the current forecast is suitable.

(e) Cedar Tree at 116 First Relocation

Staff will consult with a resident potentially impacted by the relocation prior to any movement.

(f) Proposed Register of Significant Trees

The committee noted that CLASS has been conducting some projects surrounding the large trees and noted that UBC has a register. The committee is requesting that three (3) of the park's significant trees located at Sweltzer Creek, the pathway on Vedder Mountain, exit of Sunnyside Campground on the right be added to the UBC register as well as creating a full list for the park.

Staff noted that if this was a volunteer-based initiative, it would likely be supported by the Board. Staff also noted that this may require a bylaw amendment to reflect enforcement surrounding significant trees.

The committee noted that CLASS is requesting signage to explain the type of trees and their significance to be placed at the base of Vedder Mountain across from Parking Lot A.

Staff noted that the signage would need to be approved by staff prior to placement.

Staff noted that the Fir tree stump plaque was ordered and is pending arrival.

(g) **2025 Projects**

The committee and staff discussed a potential change in the terms of reference for the committee to reallocate focus and resources to management of what is already planted throughout the park. The committee should continue to provide consultation on tree planting and work with staff on the development of the landscape position. Staff will propose a recommended change and share with the committee for review.

The committee commended the staff of Chandos Construction on the recent volunteer day to support committee initiatives.

The committee inquired if the plants at Sweltzer Creek is an area of focus, and staff confirmed that it is currently not within scope of work.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING

This is the final Environmental and Public Area's Planning Committee meeting for 2024.

(9) ADJOURNMENT

Moved by: G. Smit Seconded by: B. Senft

***THAT** the Cultus Lake Park Board Environmental and Public Area's Planning Committee meeting held on November 12, 2024, be adjourned at 1:51 pm.*

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

WEDNESDAY, NOVEMBER 13, 2024
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present E. Jartved – Chair
Committee R. LeBlanc
Members L. Shears – Via Zoom
L. Klassen
T. Seeley – Via Zoom

Staff Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – A. Warmerdam

Regrets M. McMullen – Vice Chair
S. Northeast

(1) CALL TO ORDER

The Chair called the meeting to order at 3:36 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work, and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: R. LeBlanc Seconded by: L. Shears

- (a) *THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of November 13, 2024; and*

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

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: R. LeBlanc Seconded by: T. Seeley

- (a) *THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes as amended for the Meeting of October 29, 2024.*

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Cultus Lake Christmas Event Planning

- Vendor Market & Food Trucks - L. Klassen, Chair Jartved & L. Shears
- Hot Chocolate - T. Seeley and S. Northeast
- Audio – Chair Jartved
- Sponsorship – Vice Chair McMullen
- Bonfire & Marshmallows – Fire Department
- Children’s Colouring Contest - Staff
- Mr. and Mrs. Claus
- Volunteers – R. LeBlanc
- Signage – Staff
- Rentals - Staff
- Fireworks - Staff

L. Klassen joined the meeting at 3:37 pm.

Vendor Market & Food Trucks – All vendors are paid for the event and staff confirmed that security will be on site to secure the tent site during fireworks.

Hot Chocolate – The committee discussed packing up the hot chocolate service at 7:30 pm. The volunteers will pour the remaining hot chocolate from the four (4) cambros into cups as self-serve. Main Beach Boat Rentals has confirmed use of their space for this area of the event. The committee confirmed they have secured cups with lids. The committee will make a box for hot chocolate donation collection.

Audio – This area is confirmed for the event.

Sponsorships – Staff provided an update on sponsorship on behalf of the committee. Pine Meadows has offered to donate 4-5 ft trees for the event.

Staff confirmed that there are four (4) 10x10 tents with sides available for use at the event.

Bonfire & Marshmallows – This area is confirmed for the event.

Children’s Colouring Contest – The prizes have been purchased for this area.

Mr. and Mrs. Claus – This area is confirmed for the event. The committee requested delineators for the lineup along the rubber path. Staff confirmed that the Fire Hall will drive Mr. and Mrs. Claus to the event in the golf cart. The committee should meet at the Fire Hall at 3:30 pm the day of the event.

Volunteers – The committee noted that they would seek four (4) volunteers for the hot chocolate area. The committee has seven (7) volunteers secured for setup. Staff will do a push notification requesting volunteers for the event.

Signage – Staff is awaiting a proof on the signage for the vendor tent and will make a hot chocolate sign.

Rentals – This area is confirmed for the event. Staff have arranged security for the event to be on site Friday and Saturday overnight.

Fireworks – This area is confirmed for the event.

The committee discussed creating a sign and bin for lost and found.

The committee noted that they need to bring scissors, large and medium zap straps, ladders, ribbons, staple gun, tape, garland, flashlights. Staff will provide staple guns for Friday setup.

(b) **Cultus Lake Christmas Budget Review**

- Christmas Budget Spreadsheet 2024

The committee reviewed the budget to date.

(7) PUBLIC QUESTION PERIOD

No public questions.

(8) NEXT MEETING

This is the final meeting of the Community Events and Engagement Committee for 2024.

(9) ADJOURNMENT

Moved by: R. LeBlanc Seconded by: L. Klassen

***THAT** the Cultus Lake Park Board Community Events and Engagement Committee Meeting held November 13, 2024, be adjourned at 4:45 pm.*

CARRIED



Cultus Lake Park

2025-2029 Five-Year Financial Plan Bylaw No. 1244, 2024

A Bylaw to Adopt the 2025-2029 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 adopt bylaws;

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

1. TITLE

This Bylaw may be cited for all purposes as “Cultus Lake Park 2025-2029 Five-Year Financial Plan Bylaw No. 1244, 2024”.

2. GENERAL REGULATIONS

Schedule “A” titled 2025 Financial Plan and Schedule “B” titled 2025-2029 Financial Plan, attached form part of this Bylaw, is hereby adopted as the Cultus Lake Park Five-Year Financial Plan for the years 2025 to 2029.

3. EFFECTIVE DATE

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

READ A FIRST TIME this 20TH day of NOVEMBER, 2024

READ A SECOND TIME this 20TH day of NOVEMBER, 2024

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXX, 202X

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
2025-2029 Five-Year Financial Plan Bylaw No. 1244, 2024.

Chief Administrative Officer



Cultus Lake Park

2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023 Amendment Bylaw No. 1245, 2024

A Bylaw to amend The Cultus Lake Park Board 2024-2028 Financial Plan

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park 2024-2028 Five -Year Financial Plan Bylaw No. 1231, 2023*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as “The Cultus Lake Park 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023 Amendment Bylaw No. 1245, 2024”.

2. AMENDMENTS

Schedule “A” titled 2024 Financial Plan and Schedule “B” titled 2024-2028 Financial Plan, attached hereto and forming part of this Bylaw, are hereby declared to be the 2024-2028 Five-Year Amended Financial Plan for Cultus Lake Park.

3. EFFECTIVE DATE

READ A FIRST TIME this 20TH day of NOVEMBER, 2024

READ A SECOND TIME this 20TH day of NOVEMBER, 2024

READ A THIRD TIME this 20TH day of NOVEMBER, 2024

ADOPTED this XX day of XXXX, 202X

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 2024-2028 Five-Year Financial Plan Bylaw No. 1231, 2023 Amendment Bylaw No. 1245, 2024.

Chief Administrative Officer



Cultus Lake Park

TREE AND PLANT BYLAW NO. 1235, 2023

Amendment Bylaw No. 1246, 2024

A Bylaw to amend the Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as “Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023 Amendment Bylaw No. 1246, 2024”.

2. AMENDMENTS

Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023 is amended as follows:

2.1 Section **2.2 – DEFINITIONS OF TERMS** is amended by adding:

“**Topping of Trees**” means the removal of whole tops of trees or large branches and/or trunks from the tops of trees, leaving stubs or lateral branches that are too small to assume the role of a terminal leader.

2.2 Removing section:

3.1 No Person will cut down a Tree without a valid Tree Maintenance and/or Removal permit. Fines will be paid in accordance with Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments, and will also incur the comparable value replacement cost of the removed or damaged Tree.

2.3 Adding section:

3.1 No Person will;

(a) cut down a Tree, or

(b) prune a Tree;

without a valid Tree Maintenance and/or Removal permit. Fines will be paid in accordance with Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments, and will also incur the comparable value replacement cost of the removed or damaged Tree.

2.4 Removing section:

3.3 No Person will cut down a Tree after an application for a Tree Maintenance and/or Removal permit is denied. Fines will be paid in accordance with Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments, and will also incur the comparable value replacement cost of the removed or damaged Tree.

2.5 Adding section:

3.3 No Person will;
(a) cut down a Tree, or
(b) prune a Tree;

after an application for a Tree Maintenance and/or Removal permit is denied. Fines will be paid in accordance with Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and all amendments, and will also incur the comparable value replacement cost of the removed or damaged Tree.

3. EFFECTIVE DATE

READ A FIRST TIME this 20TH day of NOVEMBER, 2024

READ A SECOND TIME this 20TH day of NOVEMBER, 2024

READ A THIRD TIME this 20TH day of NOVEMBER, 2024

ADOPTED this XX day of XXXX, 202X

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 Tree and Plant Bylaw No. 1235, 2023 Amendment Bylaw No. 1246, 2024.

Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1247, 2024

A Bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1247, 2024.

2. AMENDMENTS

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 is amended as follows:

- 2.1 Schedule A – 13 Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023 be removed and replaced with the amended and attached Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023 Schedule A – 13.

3. EFFECTIVE DATE

READ A FIRST TIME this 20TH day of NOVEMBER, 2024

READ A SECOND TIME this 20TH day of NOVEMBER, 2024

READ A THIRD TIME this 20TH day of NOVEMBER, 2024

ADOPTED this XX day of XXX, 202X

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 Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1247, 2024.

Chief Administrative Officer

Schedule A-13 Cultus Lake Park Tree and Plant

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Tree and Plant Bylaw No. 1235, 2023	3.1 (a)	Cutting a tree without a valid Tree Permit	\$500	\$300	\$700	No
	3.1 (b)	Pruning a tree without a valid Tree Permit	\$500	\$300	\$700	No
	3.2	Failure to display valid Tree Permit	\$250	\$150	\$350	No
	3.3 (a)	Cutting a tree after a denied application	\$500	\$300	\$700	No
	3.3 (b)	Pruning a tree after a denied application	\$500	\$300	\$700	No
	3.4	Damage to tree(s)	\$500	\$300	\$700	No
	3.4 (a)	Compacting critical root zones	\$500	\$300	\$700	No
	3.4 (b)	Cutting, damaging or undermining the roots	\$500	\$300	\$700	No
	3.4 (c)	Damaging the bark	\$500	\$300	\$700	No
	3.4 (d)	Improper or insufficient pruning	\$500	\$300	\$700	No
	3.4 (e)i	Depositing fill	\$500	\$300	\$700	No
	3.4 (e)ii	Depositing building materials	\$500	\$300	\$700	No
	3.4 (e)iii	Depositing asphalt	\$500	\$300	\$700	No
	3.4 (e)iv	Depositing concrete	\$500	\$300	\$700	No
	3.4 (e)v	Depositing of any harmful materials	\$500	\$300	\$700	No
	3.5	Topping tree	\$500	\$300	\$700	No
	3.6	Having or planting invasive species	\$500	\$300	\$700	No
	3.7 (a)	Tree protection barriers not built	\$500	\$300	\$700	No
	3.7 (b)	Tree protection barriers not maintained	\$500	\$300	\$700	No
	3.7 (c)	Tree protection barriers not secured in place	\$500	\$300	\$700	No
3.7 (d)	Tree protection barriers not inspected by an Arborist	\$500	\$300	\$700	No	



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 11, 2024 **FILE:** 3900

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: Cultus Lake Park 2025 Levying of Rates Bylaw No. 1248, 2024

PURPOSE:

To present to the Board the 2025 Levying of Rates Bylaw that incorporates operating rate changes as included in the 2025 - 2029 Financial Plan.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park 2025 Levying of Rates Bylaw No. 1248, 2024.*

DISCUSSION:

At the November 20th Board meeting the 2025 - 2029 Financial Plan Bylaw (1244, 2024) was given First and Second reading and it is anticipated that this bylaw will receive Third reading at the December 11th meeting. As noted in the budget presentation on November 20th and included in the Draft 2025 - 2029 Financial Plan, certain increases in operating fees were required to generate the revenues needed to fund operations.

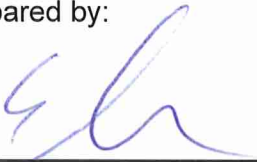
In summary, as noted in the Financial Plan report, the following are the proposed residential rates for 2025:

- Operating Levy** – An increase with an average per-resident cost of \$93.00.
- Fire Protection** – An increase from \$385.19 to \$394.31.
- Garbage** – Remain at \$223.47.
- Insurance** – A decrease from \$20.96 to \$20.75.
- Protective Services** – An increase from \$238.70 to \$256.61.
- Streetlights** – Remain at \$79.05.
- Foreshore Improvements** – Remain at \$50.00.
- Residential Area Improvements** – Remain at \$25.00.

STRATEGIC PLAN:

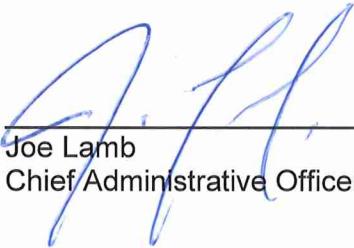
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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. 1248, 2024

A Bylaw for the Levying of Rates in 2025

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

This Bylaw may be cited for all purposes as the “Cultus Lake Park 2025 Levying of Rates Bylaw No. 1248, 2024”.

2. GENERAL REGULATIONS

This Bylaw has been enacted to impose rates for the year 2025 on residential properties within Cultus Lake Park having 12 month and 6 (six) month occupancy leases as follows:

Services	6 month	12 month
Operating Levy, as a % of the base lease		
2024 Total Operating Levy	79%	79%
2025 Increase	<u>15%</u>	<u>15%</u>
2025 Total Operating Levy	94%	94%
Protective Services	\$256.61	\$256.61
Fire Protection	\$394.31	\$394.31
Garbage & Recycling	\$167.60	\$223.47
Insurance	\$20.75	\$20.75
Streetlights	\$79.05	\$79.05
Foreshore Improvements	\$50.00	\$50.00
Residential Area Improvements	\$25.00	\$25.00

3. SEVERABILITY

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, 2024

READ A SECOND TIME this XX day of XXX, 2024

READ A THIRD TIME this XX day of XXX, 2024

ADOPTED this XX day of XXX, 2024

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 2025 Levying of Rates Bylaw No. 1248, 2024.

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 11, 2024 **FILE:** 3900

SUBMITTED BY: Erica Lee,
Chief Financial Officer

SUBJECT: Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028, 2012, Amendment Bylaw No. 1249, 2024

PURPOSE:

To provide the Board with background information and rationale for considering the amendment of the Sunnyside Campground Improvement Reserve Fund.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second and Third readings to Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028, 2012, Amendment Bylaw No. 1249, 2024.*

DISCUSSION:

At the November 20th Board meeting the 2025 - 2029 Financial Plan Bylaw (1244, 2024) was given First and Second reading and it is anticipated that this bylaw will receive a Third reading at the December 11th meeting.

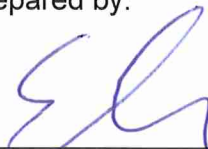
As noted in the budget presentation and included in the Draft 2025 - 2029 Financial Plan, there is a proposal to increase the minimum required annual allocation to the Sunnyside Reserve to be 7% of all Sunnyside Campground revenue. Therefore, staff are recommending that the Sunnyside Campground Improvement Reserve Bylaw be amended to increase the minimum required annual allocation to the reserve from 6% to 7% of all Sunnyside Campground revenue.

Staff are recommending an increase in the minimum funds being allocated to the Sunnyside Reserve to allow the annual allocation to be in line with the average annual life cycle investment (AALCI) outlined in the newly reviewed Asset Management Plan, and to ensure the infrastructure at Sunnyside continues to be renewed as Sunnyside is the largest contributor to the Park's overall budget.

STRATEGIC PLAN:

This report does not impact the 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

Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12, Amendment Bylaw No. 1249, 2024

A Bylaw to amend the Cultus Lake Park Sunnyside Campground Improvement Reserve Fund

The Board for Cultus Lake Park did enact a bylaw cited as “*Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as the “Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12, Amendment Bylaw No. 1249, 2024”.

2. AMENDMENTS

Amend Section 4 of Cultus Lake Park Sunnyside Campground Improvement Reserve Fund Bylaw 1028-12 so it reads:

Annually seven percent (7%) of all Sunnyside Campground revenue shall be deposited into this reserve by December 31st of each year. The Cultus Lake Park Board may also from time to time deposit additional funds to this reserve.

3. EFFECTIVE DATE

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

READ A FIRST TIME this XX day of XXX, 2024

READ A SECOND TIME this XX day of XXX, 2024

READ A THIRD TIME this XX day of XXX, 2024

ADOPTED this XX day of XXX, 2024

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 Sunnyside Campground Improvement Reserve Fund Bylaw No. 1028-12, Amendment Bylaw No. 1249, 2024.

Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 11, 2024 **FILE:** 3900

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

SUBJECT: Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021
Amendment Bylaw No. 1250, 2024.

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021.

RECOMMENDATION:

THAT the Cultus Lake Park Board give First, Second, and Third readings to Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1250, 2024.

DISCUSSION:

During the 2025 budget discussions the decision was made to no longer have a “high” and “low” season for public parking lot rates.

As per the current Bylaw, the “Summer Rate” time frame was from April 15th of each year until the weekend known as the “Labor Day Long Weekend”.

The Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1250, 2024, specifically Schedule A, has been updated to reflect the above noted change.

During the review of the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, staff noted two (2) unenforceable contraventions:

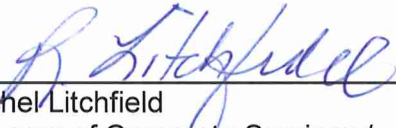
- Section 12.2 (c) No Person will drive or operate a Vehicle within the confines of The Park at a speed in excess of the posted speed limit.
- Section 12.3 (b) Where a Stop sign has been posted pursuant to this Bylaw, the driver or operator of a Vehicle approaching such Stop sign, will come to a complete Stop at the Stop sign or within three (3) metres before such Stop sign and will not proceed until such movement can be made safely.

The Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, Amendment Bylaw No. 1250, 2024, removes the above noted contraventions as these are enforceable through the *Motor Vehicle Act*.

STRATEGIC PLAN:

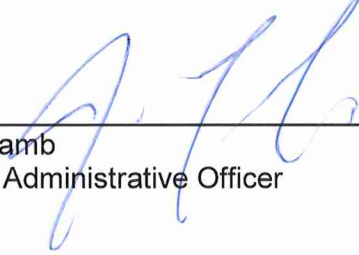
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

PARKING AND TRAFFIC REGULATIONS BYLAW NO. 1190, 2021

Amendment Bylaw No. 1250, 2024

A Bylaw to amend the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as “Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1250, 2024”.

2. AMENDMENTS

Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 is amended as follows:

- 2.1 Removing Section 12.2 (c) No Person will drive or operate a Vehicle within the confines of The Park at a speed in excess of the posted speed limit.
- 2.2 Removing Section 12.3 (b) Where a Stop sign has been posted pursuant to this Bylaw, the driver or operator of a Vehicle approaching such Stop sign, will come to a complete Stop at the Stop sign or within three (3) metres before such Stop sign and will not proceed until such movement can be made safely.
- 2.3 Removing and replacing Schedule A with the revised and attached Schedule A.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 2024

READ A SECOND TIME this XX day of XXX, 2024

READ A THIRD TIME this XX day of XXX, 2024

ADOPTED this XX day of XXX, 2024

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 Parking and Traffic Regulations Bylaw No. 1190, 2021 Amendment Bylaw No. 1250, 2024.

Chief Administrative Officer

SCHEDULE A: FEES

All Public Parking Lots are designated as pay Parking areas and are subject to the types of Parking fees set out in Table 1 below. The amount of each type of fee will be determined from time to time in accordance with Section 13.2 of this Bylaw.

TABLE 1 of SCHEDULE A		
No.	Fee Type	Fee Sub-types
1.	Hourly Parking Permit	1. Weekday (Monday to Thursday) 2. Weekend (Friday to Sunday and Statutory Holidays)
2.	Daily Parking Permit (Lot D)	1. Weekday (Monday to Thursday) 2. Weekend (Friday to Sunday and Statutory Holidays)
3.	Infrastructure Fee	Not applicable.
4.	Annual Resident Parking Permit	Not applicable.
5.	Annual Non-Resident Parking Permit	Not applicable.
6.	Paddling Parking Permit	Not applicable.
7.	Leaseholder Parking Permit	Not applicable.
8.	Highway Closure Application	Not applicable.
9.	Construction Parking Permits	Not applicable.
10.	Leaseholder Special Event Parking Permit	Not applicable.



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 11, 2024 **FILE:** 3900

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

SUBJECT: Bylaw Notice Enforcement Bylaw Amendment No. 1140, 2019 Amendment
Bylaw No. 1251, 2024

PURPOSE:

To present to the Board the proposed amendment to the current Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board give First, Second, and Third readings of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw No. 1251, 2024.*

DISCUSSION:

During the 2025 budget discussions the decision was made to increase the hourly parking rate by \$0.20 a year for the next five (5) years. With the hourly rate increasing, to keep comparative the fines for a parking violation ticket will increase as well.

Currently, the fines for parking violation tickets are \$100, but if paid within 14 days the early penalty payment is reduced to \$60 and if paid after 28 days the penalty plus surcharge will be \$140.

Upon approval, the original penalty for parking violation tickets will be \$200, but if paid within 14 days the early penalty payment will be reduced to \$80 and if paid after 28 days, the penalty plus surcharge will be \$320. Thus, the recipient is incentivized to pay within the early penalty payment period of 14 days and will avoid additional costs for the collection process of unpaid parking violation tickets.


Additionally, as two (2) unenforceable contraventions were removed from the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021, it was necessary to remove the corresponding fines from Schedule A – 14 of the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

This amendment is required to ensure consistency and enforceability.

STRATEGIC PLAN:

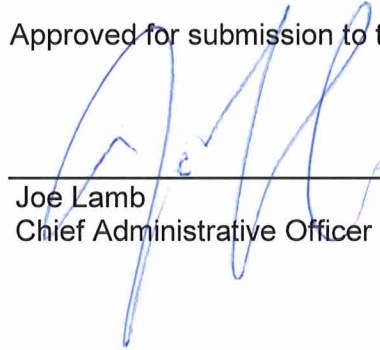
This report does not impact the Board's Strategic Plan Initiative.

Prepared by:



Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



Cultus Lake Park

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1140, 2019

Amendment Bylaw No. 1251, 2024

A Bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

The Board for Cultus Lake Park did enact a bylaw cited as “*Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019*”.

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

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

1. TITLE

This Bylaw may be cited for all purposes as “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1251, 2024”.

2. AMENDMENTS

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 is amended as follows:

Schedule A – 14 - Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021 removed and replaced with the revised and attached Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021.

3. EFFECTIVE DATE

READ A FIRST TIME this XX day of XXX, 202X

READ A SECOND TIME this XX day of XXX, 202X

READ A THIRD TIME this XX day of XXX, 202X

ADOPTED this XX day of XXX, 202X

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 Bylaw Notice Enforcement Bylaw No. 1140, 2019 Amendment Bylaw No. 1251, 2024.

Chief Administrative Officer

Schedule A-14-Cultus Lake Park Parking and Traffic Regulations

Bylaw Notice Bylaw Citation	Section	Description	A1	A2	A3	A4
			Penalty	Early Payment Penalty	Late Payment Penalty	Compliance Agreement Available
Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1190, 2021	5	Parking over time limit	\$200	\$80	\$320	No
	7.1	Parking in reserved space	\$200	\$80	\$320	No
	7.2	Parking outside designated area	\$200	\$80	\$320	No
	7.3	Parking in designated area	\$200	\$80	\$320	No
	7.4	Parking without registered permit	\$200	\$80	\$320	No
	7.5	Expired permit	\$200	\$80	\$320	No
	8.1(a)	Park on a sidewalk or boulevard	\$200	\$80	\$320	No
	8.1(b)	Park in front of a public/private driveway	\$200	\$80	\$320	No
	8.1(c)	Park within 3 meters of a fire hydrant	\$200	\$80	\$320	No
	8.1(d)	Park on a crosswalk	\$200	\$80	\$320	No
	8.1(e)	Park within 6 meters of approach side of crosswalk	\$200	\$80	\$320	No
	8.1(f)	Park within 6 meters of approach side of stop sign	\$200	\$80	\$320	No
	8.1(g)	Park within 6 meters of entrance to public meeting place, fire-hall or playground	\$200	\$80	\$320	No
	8.1(h)(i)	Park for the purpose of displaying vehicle for sale	\$200	\$80	\$320	No
	8.1(h)(ii)	Park for the purpose of advertising	\$200	\$80	\$320	No
	8.1(h)(iii)	Park for the purpose of vehicle maintenance or repairs	\$200	\$80	\$320	No
	8.1(h)(iv)	Park for the purpose of displaying signs	\$200	\$80	\$320	No
	8.1(h)(v)	Park for the purpose of selling commodities or articles	\$200	\$80	\$320	No
	8.1(i)	Parking along or opposite street excavation causing traffic obstruction	\$200	\$80	\$320	No
	8.1(j)	Park upon a bridge or elevated structure	\$200	\$80	\$320	No
8.1(k)	Parking/stopping where prohibited by traffic control device or notice	\$200	\$80	\$320	No	
8.1(l)	Parking that obstructs visibility of traffic sign posted	\$200	\$80	\$320	No	

	8.1(m)	Park on the roadway side where road surface has been painted with a solid yellow line	\$200	\$80	\$320	No
	8.1(n)	Park longer than necessary for the loading or unloading of passengers or materials	\$200	\$80	\$320	No
	8.1(o)	Park obstructing movement of traffic	\$200	\$80	\$320	No
	8.2	Display unauthorized sign	\$200	\$80	\$320	No
	9.5(a)	Deposit substitute coin in pay station	\$200	\$80	\$320	No
	9.5(b)	Tamper with meter	\$500	\$300	\$700	No
	9.6	Parking without purchasing hourly parking permit	\$200	\$80	\$320	No
	9.7	Parking over time limit	\$200	\$80	\$320	No
	9.8(a)	Parking in an occupied space	\$200	\$80	\$320	No
	9.8(d)	Parking an oversized vehicle in an undesignated area	\$200	\$80	\$320	No
	9.8(e)	Parking a vehicle in a designated oversized area	\$200	\$80	\$320	No
	9.8(f)	Parking in an accessible area without SPARC BC	\$200	\$80	\$320	No
	9.9	Parking without registering vehicle at meter for 2 hour plaza patron parking	\$200	\$80	\$320	No
	9.10	Parking a registered vehicle for longer than 2 hours in plaza patron parking	\$200	\$80	\$320	No
	10	Parking away from curb	\$200	\$80	\$320	No
	11.1	Failure to display valid vehicle, RV or trailer insurance within the public areas	\$200	\$80	\$320	No
	11.2(a)	Parking vehicle, RV or trailer outside leased lot	\$500	\$300	\$700	No
	11.3	Storing vehicle, RV or trailer within overflow parking area (Sunnyside Boulevard)	\$500	\$300	\$700	No
	11.4	G.V.W exceeding 5000 kg within the Park	\$200	\$80	\$320	No
	11.5	Blocking highway without permit	\$500	\$300	\$700	No
	11.6	Blocking highway after a denied permit	\$500	\$300	\$700	No
	11.7	Not posting permit within time frame	\$200	\$80	\$320	No
	12.1	Ignoring authorized personnel	\$500	\$300	\$700	No
	12.4	Use outside of designated area	\$200	\$80	\$320	No
	12.5	Travel contrary to traffic control device	\$200	\$80	\$320	No
	12.6	Person(s) obstruct traffic	\$200	\$80	\$320	No
	12.7	Disturb by public address system	\$500	\$300	\$700	No
	12.8	Noise from motor vehicle	\$500	\$300	\$700	No
	12.9	Cross at undesignated area	\$200	\$80	\$320	No
	12.10	Park over delineated parking lines	\$200	\$80	\$320	No
	12.11	Park on roadway to Parking Lot D	\$200	\$80	\$320	No



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: December 11, 2024

FILE: 0540-30

SUBMITTED BY: Kirk Dzaman
Chair, Cultus Lake Park Board

SUBJECT: Appointments of Chair and Vice Chair to Select Committees

PURPOSE:

As per the Board Procedure Bylaw, Bylaw No. 1233, 2023 and the provisions set out in the Board Committee System Policy, the Board Chair will recommend to the Board the establishment of Select and Standing Committees, appointments of the Chair, Vice Chair and members. The Board will appoint members to Select Committees, upon the recommendation of the Board Chair, at a Regular Board meeting.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board approve the following 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) as amended

Chair - Commissioner, to be discussed

Vice Chair - To be discussed

Environmental and Public Area's Planning Committee (Select) as amended

Chair - To be discussed

Vice Chair - To be discussed

Village Center Planning and Development Committee (Select)

Chair - To be discussed

Vice Chair - To be discussed

Cultus Lake Community School Association (External)

To be discussed

Cultus Lake Stewardship Society (CLASS) (External)

To be discussed

Water Safety Committee (External)

To be discussed

THAT the Cultus Lake Park Board request that the Chief Administrative Officer post notice on the parks website that the Park is accepting applications for volunteer members to apply for memberships to 2025 Select Committees before the second week in January to be presented to the Board at the Regular Meeting on January 15, 2025.

DISCUSSION:

As per the Board Procedure Bylaw, Bylaw No. 1233, 2023 and the Board Committee System Policy, consistent with sections 141 and 142 of the *Community Charter*, the Board Chair may appoint Select and Standing Committees to inquire into any matter and to report its findings and opinions to the Board.

For the 2025 Committee memberships the Board Chair is recommending memberships to Select Committees.

“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.

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. At least one (1) member of a Short-term Committee must be a Board member.

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

Each committee has its own provisions, established through Terms of Reference that outline the purpose, duties, membership and term, operations, minutes and reporting.

The Community Events and Engagement Committee Terms of Reference has been amended to reflect the option to appoint a second Commissioner to the committee as Vice Chair.

In addition, the Terms of Reference for the Environmental and Public Area’s Planning Committee has been amended from a Standing to a Select Committee, as well as an amendment to the Purpose and Duties.

- TOR Community Events and Engagement Committee **as amended**
- TOR Environmental and Public Area’s Planning Committee **as amended**
- TOR Village Center Planning and Development Committee

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 and community boards. The public and/or community members who are interested may apply by application to those committees. Recommendations will be presented to the Board members. The Board Chair 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 Select Committees will be made by January 31, 2025. All other provisions will be as outlined in the Board Committee System Policy.

Attachments:

- Board Procedure Bylaw, Bylaw No. 1233, 2023
- Board Committee System Policy / Committee Application Form
- TOR Community Events and Engagement
- TOR Environmental and Public Area's Planning Committee
- TOR Village Center Planning and Development Committee

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 PROCEDURES BYLAW Bylaw No. 1233, 2023

A Bylaw to establish rules of procedure for Board and Committee meetings.

Section 14 of the *Cultus Lake Park Act* provides that the Cultus Lake Park Board may, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its Select and Standing Committees, including the manner by which resolutions may be passed and bylaws adopted.

The Cultus Lake Park Board deems it essential and expedient to provide for the procedure that is to be followed for the conduct of its business; and

The *Community Charter* requires a Council to establish general procedures for Council and Council Committees to follow in conducting their business of which Cultus Lake Park will utilize as best governing practices.

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

1. TITLE

This bylaw may be cited as “Cultus Lake Park Board Procedures Bylaw No. 1233, 2023”.

2. DEFINITIONS

“**Act**” means the *Cultus Lake Park Act*.

“**Board**” means the elected Board for the Park.

“**Board Chair**” means the person elected by the members of the Board to the office of Board Chair.

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

“**Designate**” means a Person appointed by the Corporate Officer.

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

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

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

“**Park**” means the area within the Park boundaries and the foreshore assigned to the Park by the Province of British Columbia.

“Person Responsible for Corporate Administration” means the Corporate Officer or designate.

“Select Committee” means a committee established by Board resolution and to which the Board may appoint resident members. At least one member of a Select Committee must be a Board member.

“Standing Committee” means an advisory body to the Board established by the Board Chair to which the Board Chair will appoint Board representatives and may appoint resident members. At least half the members will be members of the Board.

“Vice Chair” means the person elected by the members of the Board to the office of Vice Chair of the Board. The Vice Chair of the Board has, during the absence, illness or other disability of the Board Chair, all the powers of the Board Chair and is subject to all rules applicable to the Board Chair.

“Website” means the information resource found at an internet address as provided by Cultus Lake Park.

3. INAUGURAL MEETING

An Inaugural Meeting will be convened during the month of November in the year of the election. The presiding officer for the Inaugural Meeting will be the CAO until such time as the Board Chair has been elected.

4. OATH OR AFFIRMATION OF OFFICE

4.1 The person elected or appointed to office on the Board must make an oath or solemn affirmation of office within the following applicable time limit:

(a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required;

(b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election; or

(c) in the case of a person appointed to office, within 45 days after the effective date of the appointment.

4.2 Before a person takes office as a Commissioner, the person must produce the completed oath or affirmation, or a certificate of it, to the Person Responsible for Corporate Administration.

5. TERM OF OFFICE

The term of office of the Chair and Commissioners begins on the first Regular meeting held on the third Wednesday of November that follows the general local election and ends immediately before the first Regular meeting held on the third Wednesday in November that follows the next general local election.

6. ELECTIONS AND DUTIES OF THE BOARD CHAIR AND VICE CHAIR

6.1 The Board Chair, if present, will preside at all meetings of the Board. In the absence of the Board Chair from a meeting of the Board, the Vice Chair will preside, and in the absence of both the Board Chair and the Vice Chair, a Commissioner chosen by the

other Commissioners then present will preside, and for that purpose has all the powers and is subject to the same rules as the Board Chair.

6.2 As soon after the hour of meeting as there will be a quorum present, the Board Chair, or, in their absence, the Vice Chair, or, in their absence the Commissioner chosen by the other Commissioners then present, will take the Chair and the meeting will be called to order.

7. BOARD CHAIR AND PRESIDING OFFICERS

7.1 The Board Chair or other person presiding at a meeting of the Board will preserve order and decide all points of order which may arise, but subject to a challenge by the other Commissioners then present.

7.2 The Board Chair must inform the Board of the grounds upon which a ruling on a point of order is made.

7.3 Where the bylaw is silent, Robert's Rules of Order, Newly Revised (current edition) will apply to the conduct of Board meetings.

7.4 Where there is an inconsistency between this bylaw, Robert's Rules of Order, Newly Revised, and the *Act*, firstly the *Act* will prevail, secondly Robert's Rules of Order will prevail where this bylaw is silent, and finally this bylaw will prevail.

7.5 No Commissioner will speak until recognized by the Board Chair or other person presiding.

7.6 Every Commissioner desiring to speak will address themselves to the Board Chair or other person presiding.

7.7 No Commissioner will interrupt a person speaking except to raise a point of order.

7.8 Debate will be strictly relevant to the question before the meeting and the Board Chair or other person presiding will warn speakers who violate this rule of procedure.

8. CONDUCT AT MEETINGS

8.1 Conduct Guidelines

8.1.1 Where the Board Chair or other person presiding at a meeting considers that a person is guilty of improper conduct, the person presiding may expel and exclude that person from the meeting.

8.1.2 All communication devices must be turned off or muted during Regular and Closed Board meetings.

8.1.3 Commissioners must adhere to the Cultus Lake Park Board Code of Conduct, Cultus Lake Park Board Respectful Workplace Policy, and avoid inappropriate behaviour or an act that constitutes disorder, including conduct that:

(a) Contravenes the Federal and Provincial Statutes, BC Human Rights Code, the *Cultus Lake Park Act*, the *Community Charter*, Park Bylaws and associated regulations;

(b) is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse or the adverse treatment of others;

- (c) prejudices the provision of service or services to the community; and
- (d) undermines the public's trust and confidence in local government.

8.2 Expulsion

- 8.2.1 If any Commissioner contravenes this Procedures Bylaw or a decision of the Chair, the Chair may:
 - (a) Instruct the Person Responsible for Corporate Administration to record the Commissioner's inappropriate language or behaviour including the Commissioner's use of objectionable or disorderly words in the minutes of the meeting; and
 - (b) expel the Commissioner from the meeting but, if the Commissioner apologizes for their inappropriate language or behavior, the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, permit the Commissioner to remain at the meeting.
- 8.2.2 Following departure from the meeting, if an expelled Commissioner advises the Chair, through the Chief Administrative Officer, that the Commissioner wishes to apologize and return to the meeting from which they have been expelled;
 - (a) The Chair must so advise the Board;
 - (b) the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, may end the expulsion and permit the Commissioner to return to the meeting; and
 - (c) the Commissioner must apologize immediately to the Board for the conduct that caused the expulsion.
- 8.2.3 The expulsion shall expire at the conclusion of the meeting and the Commissioner may return to a subsequent meeting unless the Board determines by an affirmative vote of not less than two-thirds (2/3) of Commissioners present that other action is required before the Commissioner is permitted to return.
- 8.2.4 In all votes related to expulsion, the Commissioner who is the subject of the expulsion shall not be entitled to vote.

8.3 Conduct of the Public

- 8.3.1 To ensure a respectful workplace for all present, members of the public attending Board meetings are asked to refrain from disruptive, disrespectful, or inappropriate behaviour.
- 8.3.2 During a meeting, a member of the public attending in person must not;
 - (a) Address Commissioners without permission of the Chair;
 - (b) approach the table of the Board during the sitting of the Board without permission of the Chair;

- (c) applaud or otherwise interrupt a speech or action of Commissioners or a speaker addressing the Board; or
- (d) otherwise engage in improper conduct.

8.3.3 The Chair may expel a member of the public who engages in improper conduct, as per the *Community Charter*.

9. QUORUM

A quorum for a meeting of the Board will be a majority of all Commissioners. If a quorum is not present within 15 minutes after the time fixed for a meeting, the Person Responsible for Corporate Administration will record the names of the members present and the meeting will stand adjourned.

10. ANNUAL MEETING SCHEDULE

10.1 Advance Public Notice of Board and Committee Meetings

10.1.1 Except as otherwise provided in this bylaw, meetings of the Board will be open to the public and no person will be excluded except for improper conduct.

10.1.2 Public notice of the Regular meetings of the Board will be prepared annually on or before the fourth Tuesday of December showing the dates, times and place of Regular Board meetings and the schedule will be made available to the public by publishing it in two (2) consecutive issues of the newspaper and posting it on the front door of the Park Administration Building and on the Website.

10.1.3 The Board may revise the annual schedule of Regular Board meetings, by cancelling, rescheduling, or changing the time or location for holding the meeting. When such revisions are made, the Person Responsible for Corporate Administration must, as soon as possible, post a notice on the Website and on the front door of the Park Administration Building.

10.1.4 In the year of a general local election, no meeting will be held between the last day of the nomination period and general voting day.

10.1.5 At least three (3) calendar days before a Regular meeting or Closed meeting of the Board; or its Standing or Select Committees, the Person Responsible for Corporate Administration under the *Act* must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website.

10.1.6 At least 72 hours before a Regular meeting of the Board the Person Responsible for Corporate Administration must give further public notice by posting a copy of the full agenda package on the Website.

10.2 Electronic Meetings

10.2.1 A Regular, Closed, or Special Board meeting, or other Board Committee meetings may be conducted by electronic means.

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

10.2.3 Advance public notice of:

- (a) The way in which the Electronic Meeting will be conducted; and
- (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in the bylaw for giving notice in section **10.1 Advance Public Notice of Board and Committee Meetings**.

10.3 Electronic Participation at Hybrid Meetings – Board Members

10.3.1 A member of the Board may attend an in-person Regular, Closed, or Special Board meeting, or other Board Committee meeting by electronic means or other communication facilities, as available.

10.3.2 The following rules apply to Electronic Participation referred to in subsection 10.3.1:

- (a) A member who wishes to attend an in-person meeting via electronic means must provide notice to the CAO and/or the Corporate Officer no less than 48 hours prior to the meeting;
- (b) electronic participants will be noted in the meeting minutes as having participated electronically;
- (c) electronic participants who lose connectivity with the electronic platform for more than five (5) minutes during the meeting will be noted in the minutes as having left the meeting;
- (d) if a member must be recused due to a conflict of interest, section **15. CONFLICT OF INTEREST** of this bylaw will be followed and they will temporarily be disconnected or placed in a “waiting room” if possible; and
- (e) electronic participants will abide by the rules and procedures established in this bylaw.

10.4 Electronic Participation at Hybrid Meetings – The Public

10.4.1 A member of the public may attend an in-person Regular, Special Regular Board meeting, or other Board Committee meetings by electronic means or other communication facilities, as available.

10.4.2 The following rules apply to Electronic Participation referred to in subsection 10.4.1:

- (a) The opportunity for public engagement will be provided at every Regular, Special Regular Board meeting, or other Board Committee meetings during each Public Question Period; and
- (b) electronic participants will abide by the rules and procedures established in this bylaw.

10.5 Electronic Participation at Hybrid Meetings – Delegations

- 10.5.1 A delegation may attend an in-person Regular, Closed (if deemed necessary), or Special Board meeting or Board Committee meetings by electronic means or other communication facilities, as available.
- 10.5.2 The following rules apply to Electronic Participation referred to in subsection 10.5.1:
- (a) **Section 12. DELEGATIONS**, as set out in this bylaw will be followed; and
 - (b) electronic participants will abide by the rules and procedures established in this bylaw.

10.6 Closed Meetings

- 10.6.1 Subject to the *Community Charter*, concerning the general rule that all meetings of the Board, including meetings of the Boards Standing or Select Committees, must be open to the public in accordance with the *Community Charter*.
- 10.6.2 Where the Board or its duly constituted bodies wish to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 90, of the *Community Charter*.
- 10.6.3 No Commissioners, staff members or members of a Select or Standing Committee may disclose to the public the proceedings held in a Closed meeting unless a resolution has been passed at the Closed meeting which would permit disclosure.
- 10.6.4 Minutes of a Closed meeting must be kept in the same manner as a Regular meeting but must be kept in a confidential location and must not be filed with the Minutes of Regular meetings.
- 10.6.5 A Closed resolution or Minutes may be made a matter of public record where the Board resolves in a Closed meeting that it is in the public interest to make a Closed resolution a matter of public record. It will be the responsibility of the Person Responsible for Corporate Administration to ensure that the matter is brought into the public record at the next Regular meeting.

10.7 Special Meetings

- 10.7.1 A Special meeting of the Board will be called by the Person Responsible for Corporate Administration on the request of the Board Chair or any two (2) Commissioners by notice emailed to each Commissioner at least two (2) days before the date of the meeting to the email address given by each Commissioner to the Person Responsible for Corporate Administration for that purpose. The notice will state the general purpose of the meeting and the date, place, and time of the meeting. The notice of any Special meeting may be waived by a unanimous vote of the Board.
- 10.7.2 In the case of an emergency, notice of a Special meeting may be given with the consent of the Board Chair and two (2) Commissioners, less than two (2)

days before the date of the meeting, and notice of the meeting need not be given in writing.

- 10.7.3 Two (2) calendar days before a Special meeting the Person Responsible for Corporate Administration must give public notice of the date, place, and time of the meeting by way of a notice posted on the Website, unless notice has been waived by a unanimous vote of the Board.

10.8 Special Vote By Telephone Or Electronic Transmission

- 10.8.1 A Special Vote by telephone or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent or that the matter requires immediate action as a result of unforeseen circumstances and where calling a Regular or Special meeting of the Board would be impractical.

- 10.8.2 The following rules of procedure will govern a Special Vote of the Board:

10.8.2.1 A Special Vote may be undertaken on passing a resolution or on reading or adopting a bylaw where the Chair and one (1) other Commissioner consider the issue to be voted on urgent and that calling a Regular or Special meeting to conduct the voting would be impractical, except that a Special Vote cannot be undertaken where the vote is on the Second or Third reading of the following bylaws:

- (a) Annual budget bylaws; and
- (b) bylaws adopting official community plans.

- 10.8.3 Where a Special Vote is to be conducted, the Person Responsible for Corporate Administration will make all reasonable attempts in the circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.

- 10.8.4 Before a Commissioner votes, the Person Responsible for Corporate Administration will ensure that the resolution or bylaw to be voted on is communicated to the Commissioner either:

- (a) Verbally, including by telephone or other means of transmission, or
- (b) by delivery, including by delivery in writing, or other means of electronic transmission in electronic form.

- 10.8.5 A Commissioner will vote by informing the Person Responsible for Corporate Administration, either verbally or by delivery, of the Commissioner's approval or disapproval of the resolution or bylaw by means of electronic transmission in electronic form and the Person Responsible for Corporate Administration will at that time record the Commissioner's vote.

- 10.8.6 Each Commissioner who votes will have the number of votes that they would have had in voting on the matter at a Regular meeting of the Board.

- 10.8.7 The rules under the *Community Charter* regarding the counting of votes at meetings of the Board, except Section 123(4) will apply to the counting of votes taken in accordance with this section.

- 10.8.8 After ensuring that each Commissioner has had an opportunity to vote, either verbally or by delivery, the Person Responsible for Corporate Administration will inform the Board Chair of the results of the voting and the Board Chair will declare the vote to have passed or failed in accordance with the results. At the time of the Board Chair's declaration, the results of the voting will have the same effect as if the voting had been conducted at a Regular meeting of the Board and will then be recorded by the Person Responsible for Corporate Administration as Minutes of the Board.
- 10.8.9 If the Person Responsible for Corporate Administration is absent, ill or otherwise disabled, the designate of that person will conduct voting under this section in place of the Person Responsible for Corporate Administration.
- 10.8.10 At the next Regular meeting of the Board following a Special Vote, the Chair will report the results of the Special Vote.

11. AGENDA

11.1 The Order of Business for all Regular meetings of the Board will be as follows:

- Call to Order
- Resolution to Close Meeting
- Reconvene to Regular Meeting
- Approval of Agenda (including deletion of items and the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Regular Board Meeting Minutes
- Adoption of Committee Minutes
- Business Arising from the Committee Minutes
- Correspondence
- Finance
- Bylaws
- Consent Agenda
- Reports by Staff
- New Business
- Reports by Commissioners
- Community Association
- Public Question Period
- Adjournment

11.2 The Order of Business for all Closed meetings of the Board will be as follows:

- Call to Order
- Approval of Agenda (including the addition of Late Items)
- Delegations and Presentations
- Adoption of Minutes
- Business Arising from the Closed Board Meeting Minutes
- Correspondence
- Reports by Staff
- Reports by Commissioners
- Adjournment

- 11.3 At any meeting, other than an emergency meeting, the Board Chair or any Commissioner may add items to the Board Agenda with the consent of the Board.
- 11.4 In the absence of urgent circumstances, Board Agendas will be circulated to Board members, electronically, at least four (4) calendar days in advance of a meeting of the Board.
- 11.5 Late item materials not contained within the Regular Board Agenda will be circulated at the time of the Regular Board meeting. Late items for the Agenda must be approved by the Board Chair in advance of circulation.

12. DELEGATIONS

12.1 Board Regular Delegations

- 12.1.1 A delegation wishing to appear before the Board will submit a written request to appear as a delegation, together with a written copy of any submission to the Board, to the Person Responsible for Corporate Administration seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak. The number of delegations will be limited to two (2) per meeting and will be placed on the Board Agenda on a first come basis.
- 12.1.2 No individual delegation may speak to the same topic again until the passage of at least two (2) months' time from the date of their most recent presentation or as space permits.
- 12.1.3 The CAO must approve all delegations before the delegation is set on the Board Agenda.
- 12.1.4 The Person Responsible for Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, place, and time of the Board meeting at which the delegation will be heard.
- 12.1.5 The delegation's appearance and the subject will be included on the Agenda for a Regular, Closed, or Special Regular meeting of the Board. Each delegation will be limited to a maximum time of 10 minutes unless otherwise extended by leave of the Chair.

12.2 Correspondence

- 12.2.1 All correspondence addressed to the Board Chair and Commissioners, to any one (1) of them individually, whether or not marked as personal or confidential, will be received and processed by the Person Responsible for Corporate Administration, and may be subject to disclosure in accordance with the Freedom of *Information and Protection of Privacy Act*.
- 12.2.2 All requests for correspondence to form part of a Regular, Closed, or Special meeting Agenda must be received by the Person Responsible for Corporate Administration no later than seven (7) business days prior to the next Regular meeting, and is subject to review by the Board Chair, Chief Administrative Officer and/or Department Manager.

12.3 Petitions

12.3.1 The Board may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.

12.3.2 A petition presented to the Board must contain the following information:

- (a) The subject matter and date of the petition on each page;
- (b) the full name, signature, and physical address of each petitioner; and
- (c) in the case of a corporation, it is required that the signature on a petition include written authority signed by a director of the corporation under the corporate seal.

12.4 Consent Agenda

12.4.1 On a Regular Agenda, as determined by the Person Responsible for Corporate Administration in consultation with the Board Chair, non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one (1) resolution of the Board.

12.4.2 Items to be included in the Consent Agenda are:

- (a) Reports for Information; and
- (b) items for which debate is not expected.

12.4.3 Any Commissioner may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately. Commissioners will request removal of items from the Consent Agenda prior to moving adoption of recommendations listed in the Consent Agenda. Any item that is removed from a Consent Agenda will be considered immediately after the consideration of the Consent Agenda.

12.4.4 A Commissioner may request that an item be included on the Consent Agenda, and if no one objects, it will be so listed and considered.

12.4.5 Commissioners may vote on and adopt in one (1) motion all recommendations appearing on the Consent Agenda.

12.5 Bylaws

12.5.1 Prior to the introduction of any bylaw for First Reading, each member of the Board will receive a copy of the proposed bylaw, either in hard copy or electronic format.

12.5.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw will receive a copy of the proposed bylaw, either in hard copy or electronic format, at least five (5) days before the meeting at which the amendment is to be introduced.

- 12.5.3 Any bylaw which does not require approval, consent, or assent under the provisions of the *Act* or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed Third Reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.
- 12.5.4 Unless the holding of a public hearing is waived in accordance with the *Local Government Act*, the Board must not give Third Reading to the Plan Cultus Bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw and requires at least 14 days written notice to all Cultus Lake Park leaseholders prior to the meeting.
- 12.5.5 First, Second and Third Readings of a Bylaw may be given by one (1) resolution.
- 12.5.6 A bylaw must be adopted by a separate resolution.
- 12.5.7 A reading of a bylaw must be rescinded by separate resolution.
- 12.5.8 A series of bylaws with the same corporate vote may be taken together in one (1) resolution as provided for in Section 12.5.5.
- 12.5.9 When a bylaw is read at a Board meeting, the Person Responsible for Corporate Administration will certify the readings and dates at the end of such bylaw. After a bylaw is adopted, the Person Responsible for Corporate Administration will be responsible for the correctness, including any amendments.
- 12.5.10 After a bylaw is adopted and signed by the CAO and the Board Chair, the Person Responsible for Corporate Administration must have it placed on the Website and in the Cultus Lake Park records for safekeeping and endorse upon it:
- (a) The dates of its readings and adoption; and
 - (b) the date of Ministerial approval or approval of the electorate, if applicable.
- 12.5.11 A bylaw comes into force on the later of the date it is adopted, and a date set by the bylaw.

13. THE BOARD'S POWER

13.1 Exercise of The Board's Power

- 13.1.1 Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution, as per Section 14 of the *Cultus Lake Park Act*.

13.2 Emergency Powers of The Board

- 13.2.1 In accordance with the *Act*, and any and all amendments that will from time to time be enacted, the Board may, by bylaw or resolution, or by order of the

Board Chair, declare a state of local emergency in a participating area, when the extraordinary power or authority enabled by the *Emergency Program Act*, chapter 111, R.S.B.C. 1996 is required.

13.2.2 The Board must, by bylaw, resolution or by the Board Chair's order, cancel the state of local emergency, when of the opinion that a state of local emergency no longer exists within a participating area.

14. MOTIONS

14.1 All questions will be decided by a vote on a motion. Subject to Section 14.2, all motions may be moved and seconded by any Commissioner.

14.2 Any Commissioner may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Commissioner while speaking.

14.3 Where a motion is under consideration, no motion may be made except to:

- (a) refer;
- (b) amend;
- (c) lay on the table;
- (d) postpone indefinitely;
- (e) postpone to a certain time;
- (f) move the previous question; and
- (g) adjourn.

A motion made under subsection 14.3 c) to g) is not amendable or debatable.

14.4 No Commissioner will speak on any question for longer than five (5) minutes without leave of the Board Chair.

14.5 If a Commissioner calls for a record of votes, the names of those who vote for and those who vote against the question will be entered in the Minutes.

14.6 When the question under consideration contains more than one (1) distinct proposition, a separate vote upon each such proposition will be taken if any Commissioner so requires.

14.7 At any time during debate on a motion, a Commissioner may move "that the question be called", or "that the vote on the motion be called". The motion to call the question will be decided without amendment or debate and will pass if adopted by at least two-thirds (2/3) vote of the Commissioners present. The motion previously under debate will immediately be voted upon without further amendment or debate.

14.8 When the Board Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, the Board Chair will apprise the Commissioners immediately before putting forward the question and will cite the rule or authority applicable to the case without argument or comment.

15. CONFLICT OF INTEREST

- 15.1 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must declare this and state the general nature of why the member considers this to be the case.
- 15.2 Where a Commissioner considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Commissioner must:
- (a) Not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - (b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - (c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- 15.3 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Person Responsible for Corporate Administration will record the Commissioner's declaration, the reasons given for it and the time(s) of the Commissioner's departure from the meeting room and, if applicable, of the Commissioner's return.
- 15.4 Where a Commissioner declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Commissioner is not present at the meeting at the time of any vote on the matter.
- 15.5 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest, except where:
- (a) The pecuniary interest of the Commissioner is a pecuniary interest in common with electors of the Cultus Lake Park;
 - (b) the matter relates to remuneration or expenses payable to one (1) or more Commissioners in relation to their duties as Board members; or
 - (c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Commissioner in relation to the matter.

16. CORPORATE VOTING

- 16.1 The procedure for voting will be in accordance with the provisions of the *Community Charter*.
- 16.2 In all cases where the votes of the Commissioners present and entitled to vote, including the vote of the Board Chair or other person presiding, are equal for and against a question, the question will be declared in the negative and will be defeated, and it will be the duty of the Board Chair or other member presiding to so declare.

16.3 Any Commissioner then present who abstains from voting will be deemed to have voted in the affirmative.

16.4 Any Commissioner may request that their negative vote be recorded in the Minutes.

17. MATTERS BROUGHT FORWARD FOR RECONSIDERATION BY BOARD CHAIR

17.1 In accordance with the *Community Charter*, and without limiting the authority of the Board to reconsider a matter, the Board Chair may require the Board to reconsider and vote again on a matter that was the subject of a previous vote of the Board.

17.2 The Board Chair may only initiate the reconsideration of a matter at the same meeting or at the Board meeting following the original vote, whether or not this is within the 30-day period referred to in the *Community Charter*.

17.3 The matter may not be reconsidered if the matter:

(a) Has had the approval or assent of the electors and was subsequently adopted by the Board;

(b) has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or

(c) the Board has been advised that the matter has already been irreversibly acted on by an officer, employee, or agent of Cultus Lake Park further to previous Board direction.

17.4 Where the Board Chair has brought a matter forward for reconsideration, the Board Chair must state their objections to the Board and the Person Responsible for Corporate Administration must record in the Minutes the objections, suggestions, or amendments of the Board Chair.

17.5 On reconsideration of the matter, the Board will, as soon as convenient, consider the Board Chair's reason for reconsideration and either reaffirm or reject the bylaw, resolution or proceeding which is the subject of reconsideration.

17.6 If the motion to reconsider a matter has passed, the matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next Regular Board meeting Agenda for reconsideration by separate resolution of the Board.

17.7 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.

17.8 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

17.9 Matters brought forward for reconsideration by the Board Chair will be recorded in the Board Minutes.

18. RECONSIDERATION INITIATED BY A COMMISSIONER

18.1 After a bylaw, resolution, or proceeding has been decided by the Board, any Commissioner may, at the same meeting, or at the Board meeting following the original vote, initiate the reconsideration of a matter.

- 18.2 The matter may not be reconsidered if the matter:
- (a) Has had the approval or assent of the electors and was subsequently adopted by the Board;
 - (b) has already been reconsidered by the Board where the Board Chair has brought the matter forward for reconsideration; or
 - (c) has already been irreversibly acted on by an officer, employee, or agent of Cultus Lake Park further to previous Board direction.
- 18.3 The Board will not reconsider a matter unless the motion to reconsider the matter has first been considered.
- 18.4 If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may, by separate resolution of the Board, be set to the next Regular Board meeting Agenda for reconsideration by the Board.
- 18.5 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.
- 18.6 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision was rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 18.7 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it will not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.
- 18.8 Where a matter has been reconsidered, the Board will not reconsider the matter again subject to Section 18.7.
- 18.9 Matters brought forward for reconsideration by a Commissioner will be recorded in the Board Minutes.

19. STANDING / SELECT COMMITTEES

- 19.1 The Board Chair may appoint Standing Committees, and for that purpose, may appoint persons who are not Commissioners, but each Committee must have at least one (1) member who is a Commissioner. Terms of Reference for each Standing Committee will be drafted by the Person Responsible for Corporate Administration in consultation with the Board Chair and adopted by a Board resolution.
- 19.2 The Board may, by bylaw adopted by at least two-thirds (2/3) of the votes cast, delegate administrative powers to a Standing Committee.
- 19.3 The Board may appoint a Select Committee of Commissioners to consider or enquire into any matter and report its findings and opinion to the Board. Terms of Reference for each Select Committee will be drafted by the Person Responsible for Corporate Administration in consultation with the Chair of the Select Committee and adopted by a Board resolution.
- 19.4 A member of a Committee will have one (1) vote only.

- 19.5 The Board may establish when Regular meetings of a Committee will be held. Where the Board has not established Regular meetings of a Committee, meetings of a Committee will be convened at the call of the Committee Chair.
- 19.6 A majority of the members of any Committee, may, by written request to the Committee Chair, require the Committee Chair to call a meeting and it will be the duty of the Committee Chair or, in their absence, the duty of the Vice Committee Chair or the Person Responsible for Corporate Administration to call such meeting.
- 19.7 Any Standing or Select Committee will conduct its business under the following rules of procedure:
- 19.7.1 Where a predetermined date for a Committee meeting has not been established, a notice of meeting will be caused to be sent by the Person Responsible for Corporate Administration, to the Committee Chair and to each of the Committee members at least four (4) days prior to such meeting being held.
- 19.7.2 The Committee Chair will preside at every meeting and will vote on all questions submitted and in case of an equal number of votes for and against the question, the question will be defeated.
- 19.7.3 A quorum for a Standing or Select Committee will be a majority of the persons appointed to the Committee being present at a meeting and will include at least one (1) member who is a Board Commissioner.
- 19.7.4 In the absence of the Committee Chair, the Vice Committee Chair if so appointed will preside, and in the absence of both the Committee Chair and Vice Committee Chair, a Committee member chosen by the other Committee members then present will preside, and for that purpose will have all the powers and is subject to the same rules as the Committee Chair.
- 19.7.5 The Person Responsible for Corporate Administration or a designate will attend all meetings of the Committee and will ensure that there is a record of the proceedings.
- 19.7.6 When a vote is taken on any question, the names of those who voted for and those who vote against the question will be entered upon the Minutes if any member requests a recorded vote.
- 19.7.7 The Minutes of all meetings of every Committee will be accurately recorded, will be circulated to the members of the Committee prior to the next meeting and after the Minutes have received with the approval of a majority of the members, will be signed by the Committee Chair or other person presiding at the meeting or at the next meeting at which the Minutes are adopted.
- 19.7.8 A Committee will consider and report to the Board on any and every matter referred to it. Such report will be in the form of the approved Minutes of the meetings of the Committees as referred to a meeting of the Board, unless special or urgent circumstances dictate that matters may be otherwise brought forward.
- 19.7.9 No action of any Committee will be binding on the Board unless the approved Minutes of such Committee have been received by the Board. Where an issue arising from such approved Committee Minutes requires action by the Board, that matter will be set forth separately on the Board

Agenda or dealt with as a matter arising out of Committee.

- 19.8 Each Committee meeting will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first.
- 19.9 Questions relevant to the Agenda will be given first priority.
- 19.10 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.
- 19.11 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 person presiding, the Committee will do so.
- 19.12 Where the Committee is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.
- 19.13 A delegation wishing to appear before a Committee will submit a written request, together with written copies of their submission, to the Person Responsible for Corporate Administration at least seven (7) days prior to the scheduled Committee meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.
- 19.14 The Committee Chair must approve of all delegations before the delegation is set on the Committee Agenda. Where the Committee Chair has refused a delegation, the Committee Chair will notify the Committee in writing on the Committee Agenda that the delegation asked to appear before.
- 19.15 Where the subject matter of a delegation has previously been dealt with in the form of a delegation to the Committee, the Committee Chair, through the Person Responsible for Corporate Administration, may advise the delegation of such apparent duplication and/or repetition and refuse such delegation until permission of the Committee has been obtained.
- 19.16 The Person Responsible for Corporate Administration will notify a representative of the delegation at a time reasonably in advance of the date, place, and time of the Committee meeting at which the delegation will be heard.
- 19.17 The delegation's appearance and the subject of the delegation will be included on the Agenda for a Regular Committee meeting. Each delegation will be limited to a maximum time of 10 minutes unless otherwise extended by leave of the Committee Chair.

20. PUBLIC INPUT

- 20.1 The Board will hold a 15-minute Public Question Period or until speakers have concluded, whichever comes first, after section "Reports by Commissioners" at a Regular Board meeting.
- 20.2 Questions relevant to the Agenda will be given first priority.
- 20.3 Each speaker must state their name and where they are from and will be allowed two (2) minutes to speak.

- 20.4 Members of the public will address their questions through the Board Chair or other persons presiding at the Regular Board meeting and if the question can be answered either by the Board Chair or through another Commissioner, the Board will do so.
- 20.5 Where the Board is unable to address a question, the question may be referred to staff for an answer or subsequent research and report.

21. MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

- 21.1 The Minutes of all meetings of the Board will be legibly recorded, certified as correct by the Person Responsible for Corporate Administration, and signed by the Board Chair or other member presiding at the meeting and by the CAO at the next meeting at which they are adopted.
- 21.2 Minutes will contain a record of the decisions of the Board and will contain limited narrative. Minutes are not intended to be a verbatim transcript of the proceedings of the Board.
- 21.3 Minutes will set out the name of the mover and the seconder of the motion.
- 21.4 Minutes of all meetings of the Board will be circulated to the members of the Board prior to the next meeting, and after they have received the approval of the majority of the members, will be deemed to be adopted.
- 21.5 Minutes of all Board meetings, except matters dealt with in a Closed meeting, will be a matter of public record and open for inspection by any person, who may obtain copies and extracts during regular business hours, subject to applicable rates and fees as set out in bylaw.
- 21.6 Regular meetings of the Board will be recorded and will be posted on the Website on the day following the meeting.

22. GENERAL

- 22.1 Where this bylaw conflicts with the provisions of the *Act*, the *Act* will prevail.
- 22.2 This bylaw may not be amended, or repealed and substituted unless the Board first gives notice in accordance with the *Community Charter*.

23. SEVERABILITY

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

24. REPEAL

Cultus Lake Park Board Procedures Bylaw No. 1125, 2018 and all amendments are repealed upon adoption.

25. EFFECTIVE DATE

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

READ A FIRST TIME this 15TH day of NOVEMBER, 2023

READ A SECOND TIME this 15TH day of NOVEMBER, 2023

READ A THIRD TIME this 15TH day of NOVEMBER, 2023

PUBLIC NOTICE OF INTENTION TO CONSIDER GIVEN ON THE 17TH day of NOVEMBER, 2023 and the 24TH day of NOVEMBER, 2023

ADOPTED this 13TH day of DECEMBER, 2023



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 Board Procedures Bylaw No. 1233, 2023

A handwritten signature in blue ink, appearing to be 'J. H.', is written above a horizontal line.

Cultus Lake Park
Chief Administrative Officer



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: Cultus Lake Park Board
Amended: November 15, 2023	Approved by: Cultus Lake Park Board

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

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:

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



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 consider matters referred to it by the Cultus Lake Park Board.

3. Membership & Term

- 3.1 The Committee will be appointed in accordance with the Cultus Lake Park Board Committee System Policy.

3.2 If the Board Chair appoints two (2) Commissioners to the Committee, one will be appointed as the Committee Chair and the other will be appointed as the Committee Vice Chair. If the Board Chair appoints one (1) Commissioner to the Committee, they will be appointed as the Committee Chair and the Committee will appoint a member of the public as the Committee Vice Chair.

- 3.3 The Committee will consist of the following members:

- Committee Chair – Commissioner _____;
- Committee Vice Chair – _____; and
- up to five (5) members of the public, appointed by the Board

- 3.4 The Board 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.
- 3.5 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.
- 3.6 If a member misses two (2) consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.7 The committee will 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 will establish their own meeting schedules if the Board has not determined the schedule in advance. The Committee may establish all meeting dates at the beginning of the term or select individual meeting dates prior to adjournment of each meeting held.
- 4.2 The Staff Liaison will have the meeting dates posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

- 4.3 The Committee Chair will provide an agenda to the Staff Liaison at least five (5) days prior to the meeting.
- 4.4 The Staff Liaison will provide the approved agenda to the Committee Members at least four (4) days prior to the meeting.
- 4.5 The meeting minutes will be taken by the Staff Liaison and will be placed on the next Committee meeting agenda for approval.
- 4.6 The Committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Cultus Lake Park Board Procedures 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 Cultus Lake Park Board in any way.

6.2 The Committee does not have the authority to directly change bylaws or policies.

6.3 Committee 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.



ENVIRONMENTAL AND PUBLIC AREA'S PLANNING COMMITTEE TERMS OF REFERENCE

1. Committee Purpose

- 1.1 This **Select** Committee is to provide input **for the maintenance of existing Public Area's greenspaces and provide consultation on the preservation of forested areas.**

2. Duties

- 2.1 **To provide recommendations to the Cultus Lake Park Board and Staff for environmental related matters throughout Cultus Lake Park.**
- 2.2 To consider matters referred to it by the Cultus Lake Park Board.

3. Membership & Term

- 3.1 The committee will be appointed in accordance with the Cultus Lake Park Board Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Committee Chair – Commissioner _____;
 - Committee Vice Chair – Commissioner _____; and
 - **up to six (6) 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 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.
- 3.4 If a member misses two (2) consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee will 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 will establish their own meeting schedules if the Board has not determined the schedule in advance. The Committee may establish all meeting dates at the beginning of the term or select individual meeting dates prior to adjournment of each meeting held.
- 4.2 The Staff Liaison will have the meeting dates posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

- 4.3 The Committee Chair will provide an agenda to the Staff Liaison at least five (5) days prior to the meeting.
- 4.4 The Staff Liaison will provide the approved agenda to the Committee Members at least four (4) days prior to the meeting.
- 4.5 The meeting minutes will be taken by the Staff Liaison and will be placed on the next Committee meeting agenda for approval.
- 4.6 The Committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Cultus Lake Park Board Procedures 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 Cultus Lake Park Board in any way.
- 6.2 The Committee does not have the authority to directly change bylaws or policies.
- 6.3 Committee 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.



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 will 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 Section 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 will be appointed in accordance with the Cultus Lake Park Board Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Committee Chair – Commissioner _____;
 - Committee Vice Chair – Commissioner _____; and
 - two (2) or more (up to eight (8)) 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 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.
- 3.5 If a member misses two (2) consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.6 The Committee will 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 will establish their own meeting schedules if the Board has not determined the schedule in advance. The Committee may establish all meeting dates at the beginning of the term or select individual meeting dates prior to adjournment of each meeting held.
- 4.2 The Staff Liaison will have the meeting dates posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

- 4.3 The Committee Chair will provide an agenda to the Staff Liaison at least five (5) days prior to the meeting.
- 4.4 The Staff Liaison will provide the approved agenda to the Committee Members at least four (4) days prior to the meeting.
- 4.5 The meeting minutes will be taken by the Staff Liaison and will be placed on the next Committee meeting agenda for approval.
- 4.6 The Committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.

5. Procedure

- 5.1 The Committee rules of procedure will be those set out in the Cultus Lake Park Board Procedures 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 may 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 Cultus Lake Park Board in any way.
- 6.2 The Committee does not have the authority to directly change bylaws or policies.
- 6.3 Committee 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.