



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 Kirk Dzaman;
 - Committee Vice Chair – Commissioner John Beesley; 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.