



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

FRIDAY, FEBRUARY 21, 2025

8:00 AM

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

(1) CALL TO ORDER

(2) APPROVAL OF AGENDA

- (a) ***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee approved the Agenda for the Meeting of February 21, 2025; and*

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

(3) CORRESPONDENCE

(4) REPORTS BY STAFF

(5) NEW BUSINESS

(a) **Committee Member Welcome and Introductions**

(b) **Committee and Board Policies, Procedures and Bylaws for Reference**

- Village Center Planning and Development Committee Terms of Reference
- Board Committee System Policy
- Board Procedures Bylaw No. 1233, 2023

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(c) **Village Center Development**

- Village Center Development Request for Proposals, dated February 1, 2025

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(d) **Next Steps**

(6) PUBLIC QUESTION PERIOD

(7) NEXT MEETING

(8) ADJOURNMENT

***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee Meeting held February 21, 2025, be adjourned.*



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.



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



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

**CULTUS LAKE PARK BOARD
REQUEST FOR PROPOSALS**



Cultus Lake Park Village Centre
Redevelopment

February 1, 2025

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Glossary

For the purposes of this RFP, capitalized terms used in this RFP have the following meanings:

“**Addendum**” and “**Addenda**” mean any change(s) to this RFP communicated in writing by the Park Board pursuant to this RFP.

“**Agreement**” means the agreement to be entered into by the Consultant and the Park Board pursuant to this RFP for the carrying out of the Work, substantially in the form attached as Appendix C to this RFP and as updated to incorporate the Preferred Proponent’s Proposal in accordance with this RFP.

“**Closing Location**” has the meaning set out in Section 1.0 of this RFP.

“**Closing Time**” has the meaning set out in Section 1.0 of this RFP.

“**Consultant**” means the entity, representing the Preferred Proponent, that enters into the Agreement with the Park Board.

“**Contact Person**” means the Park Board’s representative in connection with this RFP as set out in Section 1.0 of this RFP.

“**FVRD**” refers to the Fraser Valley Regional District.

“**MOTT**” refers to the British Columbia Ministry of Transportation and Transit.

“**Park Board**” means the Cultus Lake Park Board, a corporation continued under *The Cultus Lake Park Act* (British Columbia).

“**PlanCultus**” means Cultus Lake Park Plan Bylaw No. 1080, 2016.

“**Preferred Proponent**” means the Proponent which has been selected by the Park Board pursuant to this RFP to finalize and enter into the Agreement.

“**Project**” has the meaning set out in Section 2.0 of this RFP.

“**Proponent**” means each entity providing a Proposal in response to this RFP.

“**Proposal**” means a submission by a Proponent in response to this RFP.

“**Request for Proposals**” and “**RFP**” means this RFP and all Addenda issued by the Park Board in respect of the Project.

“**Village Centre Plan**” means Cultus Lake Park Village Centre Plan, 2024.

“**Work**” mean any and all action required under the Agreement to fulfill the obligations of the Consultant.

“**Zoning Bylaw**” means Fraser Valley Regional District Cultus Lake Park Zoning Bylaw No. 1375, 2016.

1.0 Summary of Key Information

<p>Title</p>	<p>The title of this RFP is:</p> <p>CULTUS LAKE PARK VILLAGE CENTRE REDEVELOPMENT</p> <p>Please use this title on all correspondence.</p>
<p>Contact Person</p>	<p>Joe Lamb Chief Administrative Officer / Project Manager Cultus Lake Park Board Email: joe.lamb@cultuslake.bc.ca</p> <p>Please direct all enquiries by email, to the Contact Person. No telephone or fax enquiries please.</p>
<p>Closing Time</p>	<p>4:30 pm (PDT) on May 30, 2025</p>
<p>Closing Location</p>	<p>For Proposals delivered electronically:</p> <p>joe.lamb@cultuslake.bc.ca</p> <p>For Proposals delivered in hard copy:</p> <p>Cultus Lake Park Board Main Reception Desk 4165 Columbia Valley Highway Cultus Lake BC V2R 5B5 Attention: Contact Person</p>

2.0 Development Opportunity

Purpose

The Park Board is seeking Proposals from qualified Proponents for the redevelopment of the Village Centre site in Cultus Lake Park (the “**Project**”). The Village Centre site spans about five hectares within the Cultus Lake Park boundary and is located southeast of the Columbia Valley Highway and Sunnyside Boulevard intersection.

The Park Board and the Cultus Lake Park community envision the Village Centre site as a future community hub that supports mixed-use development including multi-family residential, local commercial and community uses as documented in PlanCultus and the Village Centre Plan. This RFP presents a unique development opportunity to provide for a full-time community and growing number of seasonal visitors to Cultus Lake Park.



Figure 1: Village Centre site

Background

PlanCultus designates the Village Centre site for redevelopment to support local commercial, multi-family residential, and community uses. In summer 2022, the Park Board engaged a consultant to conduct a planning and engagement process for the Village Centre site and prepare the Village Centre Plan. The intent of this process was to explore the potential for additional commercial, residential, and community uses at the Village Centre site to support the needs of a full-time community and growing number of summer visitors to Cultus Lake Park. The Village Centre Plan was developed over the course of a two-year collaborative planning process that engaged the Village Centre Planning and Development Committee, Cultus Lake Park community members and local stakeholders. Informed by technical assessments, best practices and community input, the Village Centre Plan is intended to serve as a practical tool for developers and outlines a future vision for the Village Centre site, guiding principles, and policies to guide the Village Centre site redevelopment process.

Community Overview

Cultus Lake Park is located on the unceded territory of the Ts'elxweyéqw Tribe, a Tribe of Stó:lō-Coast Salish, Halq'eméylem speaking Peoples. Cultus Lake Park is within Electoral Area “H” of the Fraser Valley Regional District. Chilliwack River lies to the north of the park and the Vedder mountains lie to the west. Cultus Lake Park is 90 kilometers east of the City of Vancouver and 10 kilometers south of the City of Chilliwack. There are approximately 700 year-round residents living within the Cultus Lake Park boundary, growing to 1,750 residents in the summer months. Cultus Lake Park’s ample tourist attractions, recreational activities and high ecological value draw over one million visitors to the park each year – many from the Metro Vancouver and Fraser Valley regions.

People

The average age of the Fraser Valley region skews older, and more people aged 50 or over live year-round in the Cultus Lake Park community than compared to the Fraser Valley Regional District Electoral Area H overall. There are approximately 500 single family dwellings in Cultus Lake Park, and as the population grows and ages, a wider variety of housing options may be required within the community.

Lands

The City of Chilliwack and the Corporation of the City of Chilliwack are the registered joint owners in trust for park purposes of the land known as Cultus Lake Park.

Under *The Cultus Lake Park Act* (British Columbia), the Park Board has a mandate for the use, regulation, protection, management, maintenance and improvement of Cultus Lake Park and assigns Residential Building Site leases which can be held for up to 21 years in perpetuity. Commercial business leases are offered with renewal terms as set out by the Park Board. The ownership, leasing and taxation structures reflect the unique governance model of the Park Board.

Site Overview

The Village Centre site is bounded by Columbia Valley Highway to the north, forested greenspace to the east, Cultus Lake Community School to the south, and Sunnyside Boulevard to the west. Cultus Lake Waterpark and Th'ewa':li First Nation community lands (Soowahlie IR 14) lie immediately to the north of the Village Centre site, with Cultus Lake Adventure Park northwest of the Village Centre site. Cultus Lake Park's residential area, primary lakefront access, and marina are located west and south of the Village Centre site.

Existing Uses

The Village Centre site currently provides a limited selection of commercial uses that support the Cultus Lake Park community and visitors on a seasonal basis. These uses include food and beverage establishments, general convenience, and specialty businesses and services. All commercial uses are concentrated on the northern portion of the Village Centre site with direct access from Columbia Valley Highway. This portion of the Village Centre site also includes approximately 120 above ground parking spaces.

The eastern and southern portions of the Village Centre site are currently used for public and institutional uses including the Cultus Lake Fire Department and Public Works maintenance yard. One of Cultus Lake Park's three community septic fields is located underground in the Village Centre site and will be required to be decommissioned as a new septic system is under construction. Most of the Village centre site is currently undeveloped and functions as a dog park. Occasionally, community events and a farmers' market are held at the plaza.

Zoning

The Village Centre site is currently zoned as C-1 (Local Commercial), P-1 (Local Park and Recreation) and P-4 (Institutional Service and Management) in the Zoning Bylaw. The Zoning Bylaw does not permit comprehensive, mixed-use development that supports local commercial, multi-family residential, and community uses at the Village Centre site as designated through PlanCultus. A formal rezoning process to amend the Zoning Bylaw will be required to accommodate redevelopment of the Village Centre site.

Site Access

The primary access to Cultus Lake Park is via Columbia Valley Highway. This is also the primary access to the Village Centre site, located immediately south of the two-lane highway at the intersection of Sunnyside Boulevard. Additional access points to the Village Centre site include local roads and trails located to the west of the Village Centre site.

Congestion during the peak summer season and emergency access to Cultus Lake Park is an ongoing concern for the community. BC Transit provides service to Cultus Lake Park during the summer months but there are no year-round services to or within the community. Residents are largely vehicle dependent. There are no sidewalks and separate bike lanes on either Columbia Valley Highway or Sunnyside Boulevard. Class A and B trails connect the southern portion of the Village Centre site to other areas of Cultus Lake Park.

Infrastructure and Servicing

Cultus Lake Park is serviced by a community water system and a community sewer system, both of which are owned and operated by the FVRD. These systems provide residents, businesses, and visitors to Cultus Lake Park with access to safe, clean drinking water and ensure the sustainable disposal of waste. The effective and efficient operation of both systems is critical to the long-term health and sustainability of the public and the natural environment.

Both systems' infrastructure is aging, operating at capacity, and cannot accommodate new development at the Village Centre site. The FVRD is currently building a new community sewer system to address critical capacity deficiencies of the existing system in the interim. In addition to the water and sewer system, all infrastructure needed to support future development at the Village Centre site will need to be reevaluated when a development application is being prepared.

Geotechnical Assessment

A preliminary geotechnical assessment for the Village Centre site was completed by Thurber Engineering Ltd. in 2024. A copy of the report is has been linked in Appendix A.

Future Vision

The Village Centre Plan presents the following vision for the Village Centre site:

The Village Centre is a vibrant, sustainable community hub that seamlessly integrates multi-family residential, commercial, and recreational uses into the park environment. Modern, well-designed mixed-use development supports a growing full-time population by offering a variety of housing options. Commercial services and amenities are available year-round offering convenience and access for residents and visitors alike. Opportunities for social gathering exist through both the formal programming of events and activities as well as informal recreation at the site's greenspaces.

The fundamental key values of the Village Centre Plan are to foster a community with a strong sense of place which provides its residents with the quality of life that they desire. The protection and enhancement of the following unique community characteristics form the basis for achieving this principle: proximity to and interaction with surrounding natural environment, conserve and manage forest areas, beaches, nearby parks and recreation with a goal to protect and preserve. Establishing this through engagement, to continue to create a diverse and accessible community that offers an abundance of year-round, high-quality opportunities to enjoy a healthier and sustainable lake environment.

Guiding Principles

The Park Board is committed to ensuring that the redevelopment of the Village Centre site is shaped by the core values of the community members who reside, work, and recreate in Cultus Lake Park. The Village Centre site planning and engagement process identified seven guiding principles for preserving and advancing community values through the redevelopment of the

Village Centre site. It is expected that interested Proponents will plan development to align with these principles, as further defined in the Village Centre Plan:

- Preserve and Enhance Community Character
- Respect the Cultural History and Identity of Cultus Lake
- Champion Environmental Protection and Sustainability
- Promote Safe and Accessible Connections
- Support Small, Local Businesses
- Foster Social Interactions Through Community Gathering Spaces
- Ensure Long-Term Financial Sustainability

3.0 Overview of Project and Agreement

General

The Agreement will set out the rights and obligations of the Consultant and the Park Board in respect of the Project and will set out the scope of the Work to be provided by the Consultant. The following description of the Agreement is provided for convenience only and does not supersede, supplement, or alter the draft Agreement attached to this RFP, to be finalized in accordance with this RFP.

Responsibilities of the Consultant

Scope of Work

The Consultant responsibilities, as set out in the Agreement, will include:

- all responsibilities related to design, construction, environmental protection and quality control required in respect of the Project, including;
 - completion of supporting studies and documents, including:
 - archaeological overview assessment;
 - Phase 1 environmental site assessment;
 - environmental impact assessment;
 - geotechnical assessment;
 - traffic impact assessment / transportation demand management plan;
 - topographic survey; and
 - other studies as necessary
 - preparation of a development proposal for the Village Centre site that conforms to the vision, guiding principles and policies of the Village Centre Plan, including:
 - architectural drawings, including a site plan, elevations and renderings
 - landscape plan
 - parking plan
 - servicing plan (water, sanitary, stormwater, utilities, etc.)
 - construction and project management
 - construct the new development including all utility servicing in accordance with the conditions of the building permit;
- securing all governmental approvals and permits required for the Project from those agencies having jurisdiction over the Village Centre site, unless provided otherwise in the Agreement, including completion of all required processes with the FVRD and MOTT and including:
 - rezoning;
 - development permits; and
 - building permits;

- as per Section 2.0 of this RFP, the negotiation of land tenure proposals with the Park Board, including:
 - undertaking a leasehold subdivision application to satisfy the requirements of the *Land Title Act* (British Columbia) as it relates to the terms of the lease(s); and
 - any subsequent subdivision, development permit or building permits required as a result of developing the land; and
- facilitation of a community engagement program to present the development proposal, including:
 - a minimum requirement of two in-person open house meetings with residents and stakeholders; and
 - engagement with First Nations.

Prime Contractor and Safety Program

Under the Agreement, the Consultant will be required to act as the prime contractor for the Village Centre site during the performance of the Work and in that capacity must ensure that the activities of employers, workers, and other persons at the workplace relating to occupational health and safety are coordinated and must do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the *Workers Compensation Act* (British Columbia) and the *Occupational Health and Safety Regulations* (British Columbia).

The Consultant will also be required to develop, maintain, implement and supervise, for the duration of the Agreement, a comprehensive safety program that will effectively incorporate and implement all safety precautions required by all applicable laws, ordinances, rules, regulations and orders and general operation practices for the safety of persons or property, including any general safety rules and regulations under the *Workers Compensation Act* (British Columbia), the Workplace Hazardous Waste Materials Information System or other Occupational Health and Safety legislation or regulations that may be applicable.

Deliveries Prior to Commencement of Work

Within 14 days of the execution of the Agreement and prior to commencement of any Work on the Village Centre site, the Consultant will be required to obtain and deliver to the Park Board:

- a) a copy of a current clearance certificate from WorkSafeBC certifying that the Preferred Proponent is registered with WorkSafeBC and is not in arrears in any payments of assessments; and
- b) proof of insurance in accordance with the Agreement.

Responsibilities of Park Board

Under the Agreement, the Park Board will monitor the Consultant's performance and may perform quality audits to verify the Consultant's delivery of the Work in accordance with the Agreement.

Additional responsibilities of the Park Board in respect of the Project pursuant to the Agreement will include the following:

- the Park Board will work with the Consultant on the development proposal for the Village Centre site to ensure it aligns with the vision, guiding principles and policies of the Village Centre Plan;
- the Park Board will work with the Consultant to facilitate the community engagement program and coordinate outreach to First Nations;
- the Park Board will work with the Consultant and the FVRD to draft a Comprehensive Development Zone customized to the Consultant's Proposal; and
- the Park Board will work with the Consultant through the required development approval processes and liaise with the FVRD and MOTT.

For clarity, nothing in this RFP creates any contractual or other legal obligation on the Park Board. The Agreement, when executed, will be the sole source of any contractual or other obligation on the Park Board with respect to the Project.

Performance Evaluation

Pursuant to the Agreement, the Park Board will monitor and evaluate the Consultant's performance in the delivery of the Work. This information may be used by the Park Board as a reference should the Consultant participate in future Park Board procurements.

4.0 Instructions to Proponents

Purpose

The purpose of this RFP is to solicit Proposals from qualified Proponents to enter into the Agreement for the Project.

RFP Schedule

The anticipated schedule for the RFP process is as follows:

Action	Anticipated Date
RFP Issued to Proponents	February 1, 2025
General Proponent Meeting for all Proponents	
Last Date for Questions or Requests for Clarification	May 20, 2025
Closing Time	May 30, 2025, 4:30 pm (PDT)
Selection of Preferred Proponent	June 30, 2025
Execution of Agreement	July 30, 2025

This schedule is subject to change and the Park Board reserves the right to modify any and all dates at its sole discretion.

Receipt of Complete RFP

It is the Proponent’s responsibility to ensure that it has received a complete RFP as listed in the Table of Contents and all Addenda. The submission of a Proposal constitutes representation by a Proponent that it has verified receipt of a complete RFP including any and all Addenda, and each Proposal will be deemed to be made on the basis of the entire RFP, including any and all Addenda issued prior to the Closing Time.

Intent to Submit

Any Proponent that intends to submit a Proposal should provide notice of such intention to the Contact Person and provide to the Contact Person email contact information for such Proponent. Only Proponents who have provided such notice and contact information will receive Addenda and notices of questions and clarification requests and responses from the Contact Person.

Submission Requirements

Proposals must address each of the requirements outlined in Section 5.0.

The Park Board will accept both electronic and hard copy Proposal submissions for this RFP, as follows.

Electronic Submissions:

Proposals submitted electronically must be received by the Contact Person at the applicable Closing Location no later than the Closing Time. Electronic submissions shall be deemed to be

successfully received when displayed as new email in the in-box at the applicable Closing Location.

Maximum email submission size is 10MB. If a Proponent's email submission is larger than 10MB, the Proponent shall submit its Proposal in multiple emails, all of which emails must be received at the applicable Closing Location no later than the Closing Time.

The Park Board will not be liable for any delay in the delivery of the electronic submission of all or any part of a Proposal for any reason, including technological delays or issues by either the Park Board's or the Proponent's network or email program, and the Park Board will not be liable for any damages associated with Submissions not received.

Hard Copy Submissions:

Proposals submitted by hard copy must be delivered to the Contact Person at the applicable Closing Location no later than the Closing Time. The clock at the main reception desk at the applicable Closing Location is the official clock.

Each Proponent should ensure that its Proposal is clearly marked on the outside as follows:

“RFP – Cultus Lake Park Village Centre Redevelopment”

Cultus Lake Park Board
4165 Columbia Valley Highway,
Cultus Lake BC V2R 5B5
Attention: Joe Lamb, Chief Administrative Officer /
Project Manager
CONFIDENTIAL – DO NOT OPEN

The Park Board will assume no responsibility for timely receipt of any Proposal submitted by hard copy.

Late Proposals

Proposals received after the Closing Time will not be considered and will be returned unopened. It is the sole responsibility of the Proponent to ensure that its Proposal is received at the Closing Location by the Closing Time.

Revisions to Proposals Prior to Closing Time

Proponents may make changes to their Proposals after the submission of their Proposals provided each revision is submitted in a sealed envelope and is received at the Closing Location, or submitted electronically in a separate file to the Contact Person, in each case before the Closing Time, and clearly indicating the revisions made. Revisions must be signed by an authorized signatory of the Proponent.

Revisions received after the Closing Time will not be considered and will be returned unopened.

Withdrawal of Proposal Prior to Closing Time

A Proponent may withdraw its Proposal at any time before the Closing Time, by submission of a written notice from a duly authorized representative of the Proponent to the Contact Person that clearly and unequivocally states the Proponent's intention to withdraw its Proposal.

Questions and Requests for Clarification

Any questions and requests for clarification related to this RFP must be transmitted by email to the Contact Person. Unless otherwise expressly permitted by the Contact Person in writing, all such questions and requests for clarification must be received by the Contact Person no later than ten days before the Closing Time.

The Contact Person will distribute copies of all questions and requests for clarification received and the corresponding responses to all Proponents.

By submitting a Proposal, the Proponent accepts the entire RFP and all Addenda, and waives any further right to clarify any aspect of this RFP.

Addenda

Written Addenda are the only means of changing, amending or correcting this RFP. The Contact Person may change, amend, or correct this RFP by issuing an Addendum and distributing the Addendum to all Proponents.

No Other Information

Information pertaining to this RFP that is provided by or obtained from sources, other than the Contact Person by way of written responses to questions and requests for clarifications or by way of Addenda is not official, may be inaccurate, and must not be relied on in any way by any Proponent for any purpose associated with this RFP.

Conflict of Interest and Restricted Parties

A Proponent is subject to disqualification, and its Proposal will not be considered, if, in the Park Board's sole discretion, the current or past corporate or other interests of any person named in the Proposal might, in the Park Board's sole opinion, give rise to an actual potential or perceived conflict of interest in connection with the Project, unless a suitably qualified alternative person is nominated by the Proponent within five days of the Proponent being notified by the Park Board of the potential disqualification of the Proponent due to the perceived, actual or potential conflict of interest.

Restricted Parties are those parties (including their former and current employees) who have participated or are currently involved in the planning or preparation of this RFP and who may provide a material unfair advantage or confidential information to a Proponent that is not, or would not reasonably be expected to be, available to other Proponents.

Restricted Parties are not eligible to advise any Proponent in regard to this RFP and must not participate as an employee, advisor, consultant, or member of any Proponent. Should any

Proponent have concern as to the eligibility of any person involved in its Proposal, that Proponent should contact the Contact Person for clarification.

Confidentiality and Freedom of Information and Protection of Privacy

All documents and other records pertaining to the Project that are in the custody of or under the control of the Park Board are subject to the *Freedom of Information and Protection of Privacy Act* and other applicable legislation.

Subject to the terms of the *Freedom of Information and Protection of Privacy Act* and this RFP, all documents and other records submitted by a Proponent in response to this RFP will be considered confidential.

The Park Board will, subject to all applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, and except as may be otherwise required or necessary to enable the review and evaluation of Proposals and the administration of the RFP process, use reasonable efforts to maintain the confidentiality of Proposals.

By submitting a Proposal, the Proponent represents and warrants to the Park Board that the Proponent has complied with all applicable laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Park Board as part of the Proposal for the purposes of this RFP.

By submitting a Proposal, the Proponent agrees that it will not make any public comment or carry out any activities to publicly promote its Proposal or interest in the Project without the prior written consent of the Park Board.

The Park Board may publicly disclose the names of the Proponents.

The Agreement, excluding those portions that may be severed pursuant to the *Freedom of Information and Protection of Privacy Act*, will be disclosed publicly following its execution.

Reservation of Rights

This RFP is a request for proposals and is not a contract tender call. No contractual, tort or other legal obligations are created or imposed on the Park Board by this RFP or by submission of any Proposal or by consideration of, or failure or refusal to, consider any Proposal by the Park Board. Further, the Agreement, when executed, will be the sole source of any contractual obligation of the Park Board with respect to the Project.

Ownership and Use of RFP Documents

The Park Board and its staff and professional advisors have prepared this RFP and the Agreement, including all Schedules and Appendices hereto and thereto. The RFP documents contain intellectual property which is owned by the Park Board and protected by copyright. This RFP and the Agreement are to be used by Proponents solely for the purpose of preparing their Proposals.

Proponent's Expenses

Proponents are solely responsible for their own costs and expenses in preparing and submitting Proposals, responding to requests for clarifications or further information, and for any meetings, negotiations or discussions with the Park Board or its representatives and consultants, relating to or arising from this RFP.

No Reliance on Information

The Park Board makes no representation, warranty, guarantee or endorsement, and has no liability, obligation or responsibility whatsoever in contract, tort or otherwise, with respect to the scope, quality, timeliness, accuracy, reliability, appropriateness, sufficiency, relevance or completeness of any information provided in connection with this RFP or the Project.

Any and all use of or reliance upon, in any way whatsoever, any information provided in connection with this RFP or the Project will be the Proponents' sole risk and without recourse of any kind whatsoever against the Park Board.

Proponent's Investigation

By submitting a Proposal, a Proponent is deemed to have:

- a) investigated and satisfied itself of every condition affecting the Work, including but not limited to the Village Centre site conditions, labour supply conditions, equipment, and resources to be provided;
- b) based its investigation on its own examination, knowledge, information, and judgement, and not upon any statement, representation, or information made or given by or on behalf of the Park Board other than information contained in this RFP;
- c) assumed all risks regarding conditions affecting the Work; and
- d) been provided with the opportunity to request any additional information it may have required in order to prepare its Proposal.

Access to Village Centre Site

For the purposes of conducting inspections, testing, or investigations of the Village Centre site prior to the Closing Time, the Park Board will, to the best of its ability, allow Proponents to have access to the Village Centre site.

Proponents must not engage in any physical activities on the Village Centre site without the prior approval of the Park Board. If the Proponent wishes to conduct any testing or sub-surface investigation, written requests for access to the Village Centre site must be received by the Park Board a minimum of two days prior to the requested date(s) stating the details of the requested access.

As a condition of entering the Village Centre site, Proponents irrevocably accept full responsibility for any and all events arising from the Proponent's access to the Village Centre site and the Proponent will be solely liable for any injury or damage caused to any person or property arising out of the Proponent's actions or operations on the Village Centre site.

The Proponent assumes full responsibility for obtaining and holding any and all rights, permits, licenses, consents, approvals, and authorities issued by any level or agency of government or private party that are required to conduct any investigation on the Village Centre site prior to the Closing Time.

Commercial in Confidence Meeting(s)

Proponents may request, in writing, commercial in confidence meeting(s) to be held prior to the Closing Date for the purpose of discussing in private the viability of their Proposal with the Park Board prior to its submission, and for the purpose of discussing any other commercially sensitive issues relating to their Proposal.

Proponents should submit written questions to the Contact Person at least three days in advance of the scheduled commercial in confidence meeting(s). These questions should be clearly marked "Commercial in Confidence" and will not be distributed to all Proponents. The Park Board will not distribute minutes of any commercial in confidence meeting. The Park Board does however reserve the right to issue copies of any commercial in confidence questions and responses to all Proponents, provided that before such issuance the Proponent will be entitled to withdraw its commercial in confidence question to avoid having the response be provided to all Proponents.

Commercial in confidence meetings will be held at the sole discretion of the Park Board.

Evaluation of Proposals

Proposals will be evaluated by the Park Board in accordance with Section 6.0 of this RFP.

Notification of Preferred Proponent

The Park Board expects to advise Proponents of the selection of the Preferred Proponent in accordance with Section 6.0 of this RFP within 30 days of the Closing Time.

Execution of Agreement

By submitting a Proposal, a Proponent agrees that, if selected as the Preferred Proponent, the Proponent will cause the execution of the Agreement by the Consultant within 30 days of the notification that it has been selected as the Preferred Proponent, substantially in the form included in Appendix C of this RFP, provided that the Preferred Proponent's Proposal, or such portion thereof as accepted by the Park Board in its sole discretion, will form a part of the Agreement.

If the Preferred Proponent does not cause the execution of the Agreement by the Consultant within 30 days of the notification that it has been selected as the Preferred Proponent, the Park Board may, at its sole discretion, replace the Preferred Proponent with the next highest ranked Proponent, or may terminate the RFP process.

Right to Cancel

The Park Board reserves the right to cancel this RFP, either before or after the Closing Time, and to reject any or all Proposals. If the Park Board decides in its sole and absolute discretion that it does not for any reason wish to continue with this RFP process and cancels this RFP, the Park Board reserves the right to call for tenders or call for proposals for the same or similar Work.

Limitation of Damages

Notwithstanding any other provision of this RFP, the Park Board will have no responsibility, obligation or liability whatsoever whether in contract, tort or otherwise, for or in respect of any claims, actions, losses (including direct and consequential losses), damages, compensation, costs, expenses, liabilities (including those relating to or arising out of loss of opportunity or loss of anticipated profit), rights and demands whatsoever by any person, including any Proponent, any member of any Proponent team or prospective member of any Proponent Team, or any other persons associated with any of them, for any matter whatsoever arising out of, in connection with, or relating in any way to this RFP, the Project, and the process for the selection of a Consultant to enter into the Agreement.

No Collusion

Proponents will not discuss or communicate with one another the preparation of their Proposals. Each Proponent will ensure that its participation in the RFP process is conducted without collusion or fraud. Failure to comply with this requirement may lead to disqualification without further notice or warning.

No Lobbying

All Proponents are expressly forbidden from lobbying any staff of the Park Board, including elected Park Board Commissioners regarding this proposal call. Failure to comply with this requirement may lead to disqualification without further notice or warning.

5.0 Proposal Requirements

Proposal Content

Proposal submissions must contain the following information to be considered complete:

1. Proposal Offer Letter

- A completed Proposal Offer Letter in the form attached as Schedule 1 to this Agreement signed by an authorized representative of the Proponent.

2. Qualifications & Experience

- A brief description of the Proponent's background, areas of expertise, and demonstration of the Proponent's capability and capacity to undertake the Work.
- At least three project abstracts that clearly outline previous projects with similar services to the Work that have been successfully completed within the past ten years.

3. Project Team

- A brief resume for each member of the Proponent's Project team who would be directly involved in the Project, indicating relevant experience, qualifications, credentials, and notable achievements relevant to the Work.
- A description of any partnerships with other private, non-profit and/or public service agencies for the performance of the Work.
- A Project organization chart and table clearly indicating what role and responsibility each Project team member will play, the anticipated hours of each, and the total Project hours by role.
- Any subcontractors or sub-consultants the Proponent intends to contract with for the performance of any portion of the Work.

4. Financial Capacity

- Adequate demonstration of the financial capacity of the Consultant to undertake the Project and the Work for the Proponent. Proponents must include:
 - i. a letter from the Consultant's accounting firm or financial institution stating the Consultant is financially capable of undertaking a development of the magnitude of the Project; and
 - ii. a summary, certified by the Consultant's accounting firm, of the financial viability of previous projects in which the Consultant has been involved.

5. Development Concept

- A development concept that demonstrates how the Proponent would achieve the vision and guiding principles outlined in the Village Centre Plan. Generally, the Proponent's development concept should illustrate each of the following:
 - i. integration of residential, commercial, recreational and community uses on the Village Centre site, including a description of the anticipated form of development (i.e., built form, estimated density, estimated commercial space, anticipated parking requirements, etc.);

- ii. potential layout of buildings, pedestrian connections and vehicular access points;
- iii. appropriate interfaces with adjacent existing uses;
- iv. amenities and services to be offered (if any); and
- v. description of general standards to be applied in the design and construction of housing units,

and including a description of how the Proponent envisions collaborating with the Park Board in the redevelopment of the Village Centre site.

- While the Park Board does not expect detailed designs or plans at this stage, the Proponent is encouraged to provide clear and legible drawings with sufficient detail to allow the Park Board to clearly understand the Proponent's development concept.
- The Proponent is encouraged to use innovation when developing its Development Concept, including suggesting revisions or alternatives to the Work as described in this RFP and the Agreement as are considered beneficial to the Project.

6. References

- The names, position titles and contact telephone and/or e-mail of three persons who can provide references for the Proponent's project abstracts. The Park Board reserves the right to conduct reference checks.

7. Schedule

- A realistic Project schedule showing a chronological progression of the Work with time estimates for major activities and an overall time length for completion. The Project schedule should identify Project milestones.

8. Financial Plan

- An estimated cost breakdown for all design and construction costs associated with the Proposal, including developer requested financial contributions from the Park Board.
- The Park Board has not approved a budget for the Project and will consider all Proposal costs as presented. It is anticipated through the execution of the Agreement with the Consultant that costs will be allocated through the annual budget approval process for which the year(s) the Project is expected to be undertaken.
- The Park Board will consider any applicable grant(s) that a Proponent may incorporate as part of its Proposal. Proponents must indicate in their proposal the specified grant(s) they wish the Park Board to pursue and indicate the year in which the grant would need to be approved.

6.0 Evaluation Process and Criteria

Evaluation Committee

The Park Board will assemble an evaluation committee as part of its evaluation process. Members of the evaluation committee may consist of employees, advisors and contractors or the Park Board or other third parties, at the Park Board’s sole discretion.

The Park Board and the evaluation committee may also consult with others, including Park Board staff members and third-party consultants, as the evaluation committee may, in its discretion, decide are required, including appointing specialist evaluation teams to consider and make recommendations with respect to specific issues.

Evaluation Process

The Park Board will evaluate the Proposals by way of the following evaluation process:

- undertake a completeness review
- undertake the evaluation of Proposals according to the evaluation criteria described below

Completeness Review

The Proposal submissions will be reviewed to ensure they meet all the mandatory requirements as follows:

- (a) Proposal received at the applicable Closing Location prior to the Closing Time; and
- (b) Proposal submission containing all the requirements outlined in Section 5.0.

Initial Evaluation

Following the completeness review, the Park Board will conduct an initial evaluation of all Proposals which meet the mandatory requirements to determine if the Proposal generally describes a complete workable solution prepared in accordance with good industry practice. Where Proposals require clarification or confirmation in order to make such determination, questions will be sent to the respective Proponent with a time-sensitive due date. If a Proposal is found to not generally describe a complete workable solution prepared in accordance with good industry practice, that Proposal will not be further evaluated.

Evaluation Criteria

Following the initial evaluation, the Park Board will evaluate those Proposals which satisfied the initial evaluation on a comparative basis, evaluating the Proposals by comparing one Proponent’s Proposal to another to determine the most advantageous Proposal for the Park Board. Proposals will be evaluated based on the information provided by the Proponent in response to Section 5.0 of this RFP using the evaluation criteria, scoring and weighting set out below:

Proposal Offer Letter	Pass/Fail
Qualifications & Experience	20%

<ul style="list-style-type: none"> • Related background, prior experience and capability of the company to undertake the Work • Suitability of project examples referenced 	
Project Team <ul style="list-style-type: none"> • Related experience, capability, and professional standing of the principal contact and each key participant on Proponent’s team 	20%
Financial Capacity <ul style="list-style-type: none"> • Adequate demonstration of the Proponent’s financial capacity to undertake the project 	Pass/Fail
Development Concept <ul style="list-style-type: none"> • Alignment with the guiding principles and future vision for the Village Centre site as documented in the Village Centre Plan 	40%
References	5%
Schedule	5%
Financial Plan	10%

Additional Information

The Park Board may, in its discretion, request clarifications and additional information from any or all of the Proponents with respect to any or all of, or the information in any or all of, the Proposals. The Park Board is not required to request the same clarifications from all Proponents. The Park Board may consider such clarifications and additional information in evaluating a Proposal. If, in the opinion of the Park Board, the Proponent does not sufficiently clarify its Proposal so it is complete and meets the purpose, intent and requirements of this RFP, that Proposal will not be further evaluated.

Interviews

The Park Board may, in its discretion, invite some or all of the Proponents to meet with the Park Board to provide clarifications of their Proposals. In such event, the Park Board will be entitled to consider the answers received in evaluating the Proposals.

Selection of Preferred Proponent

The Park Board will select as the Preferred Proponent the Proponent with the Proposal that is determined to be most advantageous to the Park Board in accordance with this RFP.

Schedule 1 – Form of Proposal Offer Letter

FORM OF PROPOSAL OFFER LETTER
(Proponent’s Letterhead or name and address)

Attention: Cultus Lake Park Board (the “**Park Board**”)

Re: Request for Proposals, Cultus Lake Park Village Centre Redevelopment (the “**RFP**”)

The undersigned Proponent, on its own behalf and on behalf of all members of its team referenced in its Proposal (together, the “**Proponent Team Members**”) hereby submits its Proposal and unconditionally and irrevocably represents, warrants, and certifies as follows:

- 1) this Proposal Offer Letter, and the Proposal submitted by the Proponent herewith, has been duly authorized by all Proponent Team Members and validly executed by the Proponent;
- 2) all Proponent Team Members have received, carefully read and understood the entire RFP including any and all Addenda issued by the Park Board, and this Proposal Offer Letter;
- 3) the Proponent and all Proponent Team Members have complied with, and agree to, all terms and conditions of the RFP including any and all Addenda;
- 4) the enclosed Proposal is submitted in response to the RFP and contains confidential information about the competitive position of the Proponent and the Proponent Team Members, including trade secrets and commercial, financial, labour relations and technical information;
- 5) the contact of the Proponent listed in the Proposal has full authority to represent the Proponent and all Proponent Team Members in any and all matters related to this Proposal, including but not limited to, providing clarifications, rectifications and additional information that may be requested in association with the Proposal;
- 6) the Proponent and all Proponent Team Members will be bound by all offers, statements and representations made in the Proposal including any and all clarifications, inquiries, rectifications and additional information that may be provided in association with the Proposal;
- 7) the Proposal has been prepared, based and delivered solely and exclusively in reliance on independent due diligence independently undertaken by the Proponent and the Proponent Team Members and that the Proponent and the Proponent Team Members considered necessary to satisfy themselves as to all aspects of the Proposal, the Project and the Agreement, and not in reliance on information provided through or in connection with the RFP;
- 8) the Consultant named in the Proposal is qualified to enter into the Agreement with the Park Board and to perform the Work in strict accordance with the Agreement, and the Proponent

will cause the Consultant to execute the Agreement substantially in the form attached to the RFP in accordance with the RFP; and

- 9) all prices quoted in the Proposal will be honoured for a period of not less than 90 days from the Closing Time.

Unless otherwise expressly defined, the capitalized terms used in this Proposal Offer Letter have the meanings given to them in the RFP.

Dated as of the 30th day of May, 2025.

(Name of Proponent)

(Date)

(Signature of Authorized Representative)

(Name of Authorized Representative)

(Title of Authorized Representative)

Appendix A – Reference Documents

The following reference documents are available on the Cultus Lake Park website (<https://www.cultuslake.bc.ca/village-center-plan/>):

- Village Centre Plan: Cultus Lake Park Village Centre Plan, 2024
- What We Heard Community Engagement Summary Reports
- Cultus Lake Park Village Centre Market Assessment
- Village Centre Plan FAQs

Additional reference documents include:

- PlanCultus: [Cultus Lake Park Plan Bylaw No. 1080, 2016](#))
- Zoning Bylaw: [FVRD Area H Cultus Lake Zoning Bylaw No. 1375, 2016](#)
- Preliminary geotechnical assessment (2024)

Appendix B – Reference Maps

- Cultus Lake Park Village Centre Location
- Cultus Lake Park Future Land Use
- Cultus Lake Park Zoning



Figure 2: Cultus Lake Park Village Centre Location

Cultus Lake Park Board
 Request for Proposals
 Cultus Lake Park Village Centre Redevelopment

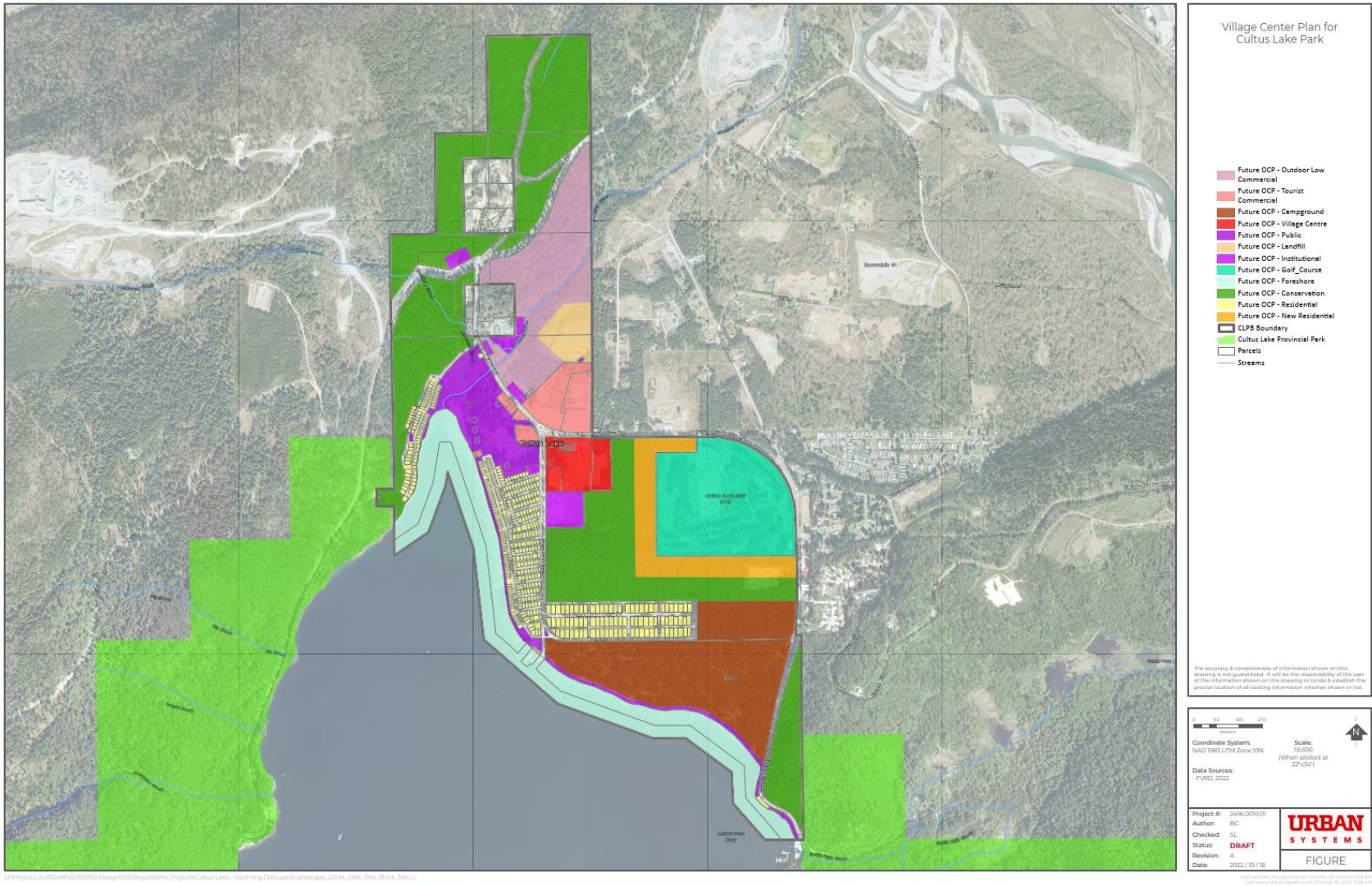


Figure 3: Cultus Lake Park Future Land Use

Cultus Lake Park Board
 Request for Proposals
 Cultus Lake Park Village Centre Redevelopment

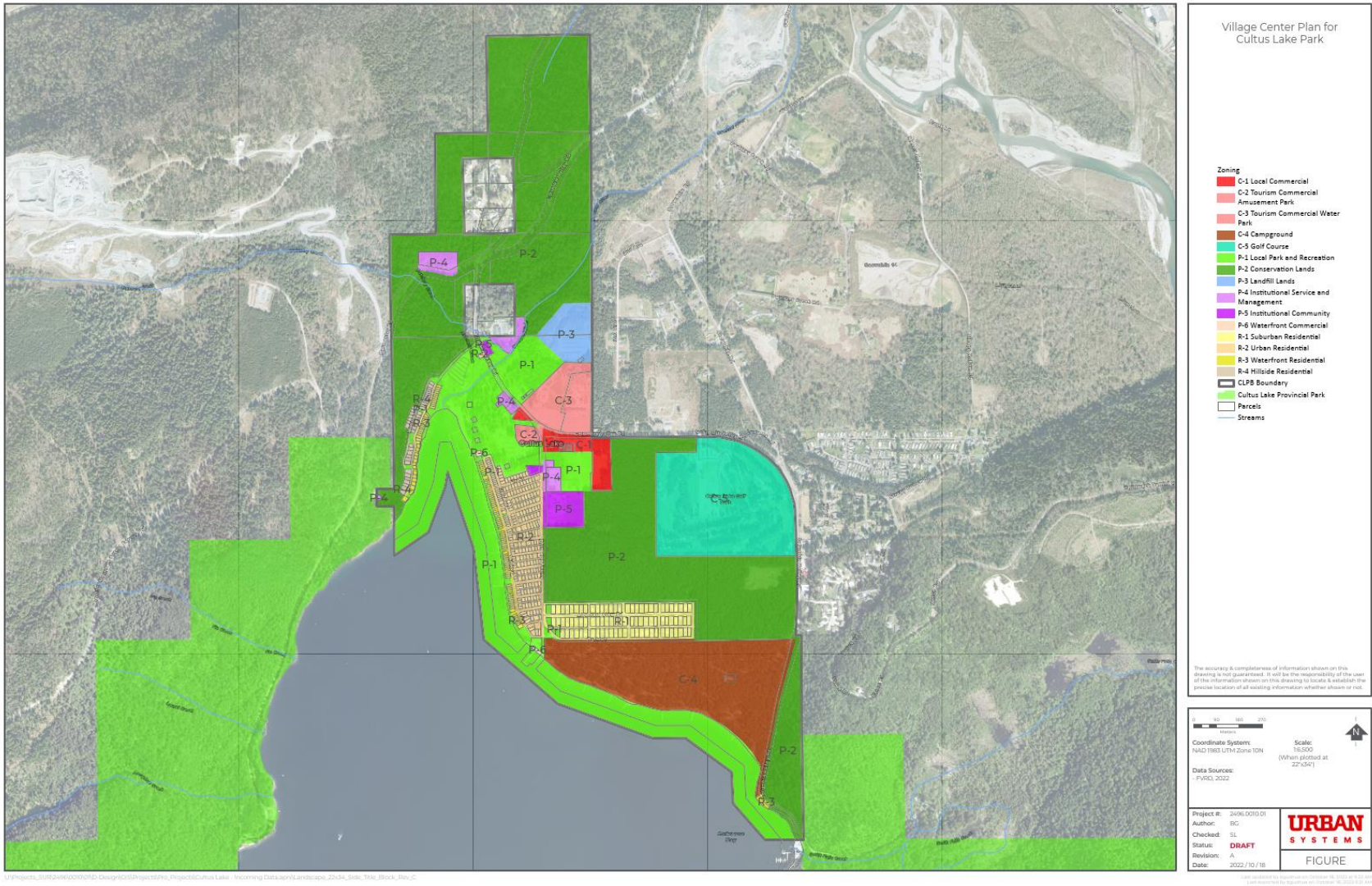


Figure 4: Cultus Lake Park Zoning

Cultus Lake Park Board
Request for Proposals
Cultus Lake Park Village Centre Redevelopment

Appendix C – Form of Agreement
