



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

FRIDAY, APRIL 10, 2026

7:30 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 approve the Agenda for the Meeting of April 10, 2026; and*

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

(3) CORRESPONDENCE

(a) **Village Centre Redevelopment Project**

- Letter received March 13, 2026, from anonymous regarding the Village Centre Redevelopment Project (reviewed by the Board at the March 25, 2026, Regular Board Meeting)

(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

(c) **Village Center Development**

- Verbal update from Chair Dzaman

(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 April 10, 2026, be adjourned.

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To the Cultus Lake Park Board (CLPB),

On January 27, 2026, I submitted a Request for Information under the Freedom of Information and Protection of Privacy Act (FIPPA) to Rachel Litchfield requesting a copy of the feasibility study conducted for the Village Centre Redevelopment project.

Ms. Litchfield responded that no formal feasibility study had been conducted. Instead, she provided the 2023 Market Assessment prepared by Urban Systems. Her response stated: “In response to your request for a copy of the Feasibility Study conducted for the Village Center Redevelopment, I would like to provide you with the Market Assessment prepared by Urban Systems in 2023. Although a formal feasibility study has not yet been conducted, this Market Assessment document aims to offer valuable market context to support discussions regarding the development of the Village Center in Cultus Lake Park.”

Given that no Feasibility Study—or even a preliminary Pre-Feasibility Study—has been conducted, I am deeply concerned that this project has progressed to the tendering stage without this fundamental analysis being completed. Conducting these studies is considered standard practice for capital projects and is typically done prior to procurement or tendering.

For clarity to residents and stakeholders, a Pre-Feasibility Study is an early-stage evaluation used to determine whether a project concept is technically, financially, and socially viable. It identifies potential risks, assesses regulatory and financial constraints, and compares all possible alternatives in order to determine whether a project should proceed to a full Feasibility Study.

A Feasibility Study is a much more comprehensive analysis. It evaluates market demand, financial viability, regulatory considerations, environmental and social impacts, technical feasibility, and overall project risk. These studies provide the detailed information required to support sound decision-making and determine whether a project should move forward.

Because the Cultus Lake Park Board did not do a Pre-Feasibility or Feasibility Study prior to tendering this project, I respectfully request clarification on the following questions that would normally be addressed through pre-feasibility and feasibility analysis.

Questions Regarding the Village Centre Plan

1. Why was no Pre-Feasibility Study or Feasibility Study conducted prior to advancing this project toward tendering, given that these studies are standard practice for capital projects?
2. Does this development align with the CLPB mandate of “Ours to Preserve and Protect”? (Explain how it preserves and protects the Park)
3. Why is this project referred to as a “Village Centre” development when Cultus Lake is a “Park” and not a village? Is it the desire of the current Park Board to have Cultus Lake Park's designation changed and if so why, and are the current leaseholders in agreement of this?
4. Everyone who lives in Cultus Lake Park and surrounds knows it is a “bedroom community”—a primarily residential area located outside a major city where residents commute elsewhere for work, shopping, and entertainment. There are few local employment opportunities and very limited commercial activities as it should be for a “Park”. Cultus Lake Park offers a quiet, family-friendly environment and is unique as the only park community of its kind in British Columbia. Given this, it raises the question of why more of the limited valuable park land is being consumed for this development instead of working within the existing plaza footprint?
5. Will the size of this new development ruin the existing quiet, family-friendly environment and the incomparable setting of this unique Park community as it currently exists? Please explain

how a development of this size will not have a major impact on the existing community.

6. Is the purpose of this development primarily to generate additional revenue for the park or to provide additional housing?
7. Does the park actually require additional housing and was the Park created to provide housing?
8. What is the short and long term implication of this development on the current housing prices in the community?
9. If the goal is to increase revenue, how much additional revenue is required, and what cost-saving measures have been explored to address this need? (List all savings explored vs expenditures)
10. Were other potential sites evaluated that could generate similar revenue with less impact on the existing community, and what were the alternatives that were looked at? Was there a comparative analysis done?
11. Was a press release issued informing residents of Chilliwack and other park users that this development was being considered and inviting their input? If not, why not?
12. Who originally proposed this project — the previous board or the current board?
13. What is the current (Class A) cost estimate established prior to tendering this project?
14. The Village Centre Plan is based on **PlanCultus (Cultus Lake Park Plan Bylaw No. 1080, 2016)**. Given the scale of the proposed development, is this project relying on an outdated community plan? If so, why is that plan still being used rather than first completing an updated community plan before advancing a project of this magnitude?
15. How many new residents are expected to move into the proposed development?
16. How many new vehicles are being accommodated for in this new development?
17. Will the housing units be permitted for short-term rentals as there are no new ones being issued?
18. What types of businesses are anticipated as part of this development, and are they going to be season dependent like the current businesses?
19. What population thresholds are required for year round businesses to be economically viable?
20. What impacts will this development have on the current one road only access to the Park, and the existing highway access from the Park?
21. Has the provincial Ministry of Transportation been consulted regarding potential traffic impacts resulting from this project and will they allow more access to the highway or widening of the highway?
22. Are there any other provincial or federal regulatory issues of significant importance that could impact the project?
23. How much money is CLPB contributing to this project? Is the project economically and financially viable? (provide numbers)
24. What environmental and social impacts are anticipated as a result of the development and how are they going to be mitigated?
25. The new sewage treatment system cannot accommodate the projected size of this

development; how did this happen and, who will pay for the necessary upgrades?

26. If the additional residents primarily use Main Beach, how will visitor access to the waterfront be maintained?
27. What are the major risks and uncertainties associated with the project?
28. Who will control the leases within the new development?
29. Will the developer hold a head lease?
30. What is the proposed lease term?
31. If this is a staged development what is the projected timeline for the entire development?
32. What opt-out clauses exist for both the CLPB and the developer? What are these costs to CLPB and its leaseholders should a party opt-out?
33. If the proposal includes up to 350 new housing units when approximately 480 currently exist, this represents a potential increase of roughly 42%. Will there be a referendum on this project? If not, why not?

Given the scale of the development and its potential long-term impact on the community and the Park environment, clear answers to these questions are essential for transparency, accountability, and maintaining public confidence.

Sincerely,

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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



Cultus Lake Park
Chief Administrative Officer

