COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE
TERMS OF REFERENCE

1. Committee Purpose

1.1 This Select Committee is appointed by the Cultus Lake Park Board for the purpose of creating experiences that promote Community Spirit and Pride in Cultus Lake Park.

1.2 This Committee will provide a wide variety of activities throughout the park, promoting engagement from both residents and non-residents.

2. Duties

2.1 To provide organized community events and activities.

2.2 To promote fundraisers to assist the funding of the organized community events and activities.

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

3. Membership & Term

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

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

3.3 The Committee will consist of the following members:

- Committee Chair – Commissioner John Beesley;
- Committee Vice Chair – Commissioner Erika Jartved; and
- up to eight (8) members of the public, appointed by the Board.

3.4 The Board Chair is an Ex officio member of every Standing and Select Committee and as such has the same rights as other Committee Members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

3.5 The Committee with support from the Chief Administrative Officer may outsource the duties of the Committee to an outside agency who in turn will:

- Plan, organize, implement, and evaluate events; and
- receive, review and coordinate event applications.

3.6 If a member misses two (2) consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.

3.7 The committee will dissolve at the end of each year or when the appointee's successors are appointed.

4. Operation of the Committee

Meeting Schedule

4.1 The Committee will establish their own meeting schedules if the Board has not determined the schedule in advance. The Committee may establish all meeting dates at the beginning of the term or select individual meeting dates prior to adjournment of each meeting held.

4.2 The Staff Liaison will have the meeting dates posted on the Cultus Lake Park website. The meetings will be held at a location determined by the Chair.

Minutes and Reporting

4.3 The Committee Chair will provide an agenda to the Staff Liaison at least five (5) days prior to the meeting.

4.4 The Staff Liaison will provide the approved agenda to the Committee Members at least four (4) days prior to the meeting.

4.5 The meeting minutes will be taken by the Staff Liaison and will be placed on the next Committee meeting agenda for approval.

4.6 The Committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.

5. Procedure

5.1 The Committee rules of procedure will be those set out in the Cultus Lake Park Board Procedures Bylaw and Committee System Policy.

5.2 Commissioners that are not members of the Committee may enter into discussion as non-voting participants.

5.3 A member of a Committee will have one (1) vote only.

6. Authority

6.1 The Committee does not have the authority to financially encumber the Cultus Lake Park Board in any way.

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

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

6.4 All recommendations must be referred to the Board authority to act.