



PARKING TASK FORCE TERMS OF REFERENCE

(Adopted on January 17, 2018)

1. Committee Purpose

- 1.1. This Parking Task Force is established by the Cultus Lake Board to provide recommendations to the Cultus Lake Park Board on all aspects of residential parking within Cultus Lake Park.

2. Duties

- 2.1. The Parking Task Force will consider all aspects of residential parking including but not limited to:
 - a) parking pass administration;
 - b) parking enforcement; and
 - c) parking signage.
- 2.2. The Parking Task Force shall meet with stakeholders to ensure they have input and that their suggestions and/or recommendations are considered.

3. Membership & Term

- 3.1. The Parking Task Force will consist of:
 - a) two to four representatives of the general public;
 - b) one Cultus Lake Park Board Commissioner who will serve as Chair;
 - c) one Cultus Lake Park Board Commissioner who will serve as Vice-Chair; and
 - d) one Cultus Lake Park staff member.
- 3.2. The Parking Task Force will have until October 1, 2018 to complete their work.
- 3.3. The staff member is a nonvoting member of the Parking Task Force.

4. Operations of the Committee

4.1. Meeting Schedule

The Parking Task Force shall meet as required to complete their mandate. The first meeting of the Parking Task Force will be called by the staff member. Meetings will be held at the Board Office and will be at the call of the Chair.

Meeting notes will be taken by a Parking Task Force member appointed by the Parking Task Force.

4.2. Rules of Procedure

The Parking Task Force rules of procedure will be those set out in the Board Procedure Bylaw and Committee System Policy.

5. Authority

- 5.1. The Parking Task Force will report to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 5.2. The Parking Task Force will also consider and make recommendations on any matter submitted to it by the Park Board and the Chief Administrative Officer.
- 5.3. The Parking Task Force may have delegations at its meetings, and may by majority motion, close the meeting to the public pursuant to Sec. 90 of the *Community Charter*.
- 5.4. The Parking Task Force does not have the authority to obligate the Park to any financial obligations.