

Mayor's Standing Committee on the Community Lands Terms of Reference

1. PURPOSE

The Mayor's Standing Committee on the Community Lands will provide Council with advice and recommendations in relation to the municipality's community lands. This will include the development of a market valuation process, the identification of community lands to be retained as natural areas, future community purposes or for development, lease and sale.

2. MANDATE –DUTIES & RESPONSIBILITIES

- 2.1 The Committee is a Standing Committee of Council that acts in an advisory capacity to Council, with final decisions in all matters brought before the Committee resting with the Council.
- 2.2 The Committee will provide advice and recommendations to Council that:
 - a. Ensures community benefits result from the Community Lands.
 - b. Develops a high-level overview of the best uses of the Community Lands.
 - c. Reviews the characteristics of specific areas of the lands and relate those characteristics to utilization of the lands for community purposes and their marketability.
 - d. Develops a market valuation process.
 - e. Identifies lands that should remain in a land bank for future community use.
 - f. Helps set priorities and a timeline for the lease and/or sale of some of the lands.
 - g. Identifies a target for funds to be raised from the sale of some of the lands.
 - h. From the sale of some of the lands, pays down some of the municipal debt.
 - i. From the sale of some of the lands, secures funds to support the development of community amenities.
- 2.3 Upon referral from Council, review future proposals concerning community lands, as they arise.
- 2.4 As a Standing Committee its work is ongoing.
- 2.5 The Committee will report back to Council on its progress in writing on a regular basis.

3. MEMBERSHIP

- 3.1 Members of the Committee shall be appointed by the Mayor.

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- 3.2 The Committee shall consist of up to six (6) voting members:
- The Mayor
 - Two (2) members of Council; and
 - Up to three (3) members of the public appointed by the Mayor. Committee members must be a resident or property owner of Bowen Island and have experience relative to the mandate of the committee.
- 3.3 The term of office of Committee members shall be determined by the Mayor.
- 3.4 Committee members shall serve without remuneration.

4. HOLDING OF MEETINGS – QUORUM, VOTING AND CONDUCT

- 4.1 The Mayor is the Chair of the Committee.
- 4.2 The Committee shall meet as needed with notice of meetings being posted in accordance with the [Bowen Island Municipality's Procedure Bylaw](#).
- 4.3 Unless specified at an open meeting that the meeting is to be closed for reasons allowed under the [Community Charter](#), all meetings shall be open to the public.
- 4.4 Meetings of the Committee shall be conducted in accordance with the [Bowen Island Municipality's Procedure Bylaw](#).
- 4.5 Pursuant to the [Community Charter](#), quorum is a majority of the number of members on the Committee.
- 4.6 Resolutions of the Committee shall be decided by a majority vote with the names of those voting in the minority being recorded. Each member on the Committee shall have one vote.

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- 4.7 Conflict of Interest pursuant to the [Community Charter](#): Committee members shall absent themselves from discussions and/or decision making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings. Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public. Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information. As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

5. ADMINISTRATION

- 5.1 Staff resources shall include the:
- Chief Administrative Officer;
 - Chief Financial Officer;
 - Manager of Planning and Development;
 - and
 - Other resources approved by the CAO.
- 5.2 Members of the public shall be identified as resources to the committee. These resources shall bring an informed voice to the subject matter being explored including experience in development and real estate.
- 5.3 A minute taker will be provided for Committee meetings.
- 5.4 The minutes of the proceedings of all Committee meetings shall be recorded and approved by the Chair. Chair-approved minutes will be submitted to Council for its information or consideration. Minutes of open meetings that have been adopted by the Committee will be posted on the Municipal website.