



Holland Lands/Cultural Corner Select Committee

Terms of Reference

1) ESTABLISHMENT AND AUTHORITY

The Gibsons and District Public Library (GDPL) completed a “Future Space Needs Assessment” on March 3, 2021. Council of the Town of Gibsons subsequently requested that Town staff meet with representatives of the GDPL to discuss options for expansion of the library, in conjunction with determining the future space needs and enhancement opportunities for the neighbouring properties. To facilitate and accomplish this consultation and visioning, it was determined that, pursuant to Section 142 of the *Community Charter*, a Task Force be established consisting of representatives of the affected organizations.

2) PURPOSE AND SCOPE

The purpose of the Committee is to study the feasibility of re-vitalizing the Holland Lands/Cultural Corner area of Lower Gibsons, and to make recommendation(s) to the Town of Gibsons Council, in order to:

- a) provide a strong focal point for the Town of Gibsons,
- b) address the space needs requirements for the Town of Gibsons, Gibsons & District Public Library, Sunshine Coast Regional Museum, School District #46, Arts Building and the local Visitors Centre,
- c) address any future space needs requirements from other organizations not currently located within the specific area, and
- d) make the current green and land space more useable for the public.

3) DURATION

The Committee will dissolve upon Council receiving the recommendations of the Holland Lands/Cultural Corner Task Force, projected to be prior to December 31, 2021. Notwithstanding the aforementioned duration, purpose and scope, the Council may, at its discretion, extend the length of time or increase the mandate of the Task Force.

4) COMPOSITION

The Committee is comprised of Seven (7) voting members as follows:

- a) One (1) Member of Council of the Town of Gibsons
- b) One (1) Member of the Gibsons and District Public Library Board
- c) One (1) Sunshine Coast Regional District representative
- d) One (1) School District #46 representative

- e) One (1) Sunshine Coast Regional Museum representative
- f) One (1) Arts Centre representative
- g) One (1) Lower Gibsons Business Association/Visitors Centre representative
- h) Additional non-voting members may be added for their expertise by the committee if required.

Committee members should be senior-level decision makers from each of the participating organizations.

All members shall provide the Corporate Officer with contact information including members' phone number(s), mailing and civic addresses, and email address prior to the first meeting to ensure materials are received prior to meetings.

5) APPOINTMENT AND MEMBERSHIP

- a) The Committee shall appoint one member as Chair.
- b) If the Chair cannot attend the meeting, remaining members will identify a Chair for the meeting when quorum is available.
- c) The appointment of any member of the Committee may be rescinded at any time by the Council as set forth in Section 144 of the *Community Charter*.
- d) The resignation of any member of the Committee must be made in writing and in accordance with section 121 of the *Community Charter*.
- e) All members of the Select Committee will maintain confidentiality in accordance with section 117 of the *Community Charter*.
- f) Committee members will have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions to which they have declared a conflict of interest.

6) REMUNERATION

All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Finance with prior approval of the Corporate Officer or designate.

7) TERM AND TERMINATION

Members of the Committee shall serve at the appointment of the Council.

8) DUTIES AND RESPONSIBILITIES

- a) To define the scope of the project for re-vitalizing the Holland Lands area.
- b) To identify, recommend and prioritize the preferred facility spaces and the needs of the current occupants of the area, including developing a plan for the expansion of library service for Gibsons and Area residents.
- c) To identify any other potential non-profit or commercial occupants of a re-developed area.
- d) To make recommendations to Council for community and stakeholder input, consultation, and feed back in order to assist in the identification of community needs and requirements for the area, and to participate in any public meetings that are required.
- e) To liaise between Town Council and other community groups, government agencies, consulting firms, business and developers on matters related to the revitalization project if required.
- f) To make recommendations to the Town Council in ensuring that any new facilities meet or exceed environmental standards as well as being safe, accessible, functional and adaptable spaces.
- g) To explore public private partnerships for any re-development.
- h) To meet with selected consultants approved by Council to review the site assessment, architectural concepts, constructability and cost estimates and provide comments to Council.
- i) To report regularly to the Town Council on the Committee's progress.

9) AUTHORITY

- a) The Committee has no delegated authority from Council.
- b) The Committee is reminded that they cannot direct staff or take any action contrary to existing Council Policies and Directives.

10) LIASONS

- a) The following representatives will participate as staff liaisons and as non-voting members on the Committee:
 - i. The Town of Gibsons' Chief Administrative Officer (the CAO) (or designate) as the Town of Gibsons Council Liaison:
 - The CAO shall appoint a Recording Secretary to the Committee to provide administrative support including preparing the agenda and meeting minutes, maintaining a record of the approved minutes, notifying members of meetings, publishing the agenda for circulation to the attending Committee members, scheduling delegations, and making any arrangements required to facilitate the meeting.
 - ii. The Director of the Gibsons and District Public Library (or designate) as the GDPL Board Liaison.

- b) The role of the staff liaisons include:
 - i. Providing information and professional advice; and
 - ii. Serving as one of the communication channels to and from Town of Gibsons Council and the GDPL Board respectively
- c) The role of the Town of Gibsons Council liaison includes:
 - i. Bringing such matters to the Committee's attention as is appropriate for it to consider in support of Town of Gibsons' Council direction; and
 - ii. Serving as one of the communication channels to and from Council.

11) MEETINGS

- a) The Committee shall meet as often as determined by the Committee, virtually on Zoom.
- b) Substantial effort shall be made to make decisions by consensus, however where consensus cannot be achieved, simple majority shall govern.
- c) The quorum for the Committee is four (4) majority voting members appointed under section 4 (Composition).
- d) Should there be no quorum present within fifteen (15) minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the members present at the expiration of such fifteen (15) minutes and the meeting shall stand adjourned until the next scheduled meeting.
- e) Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Chair.
- f) All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- g) Committee members are subject to the Conflict of Interest legislation as outlined in Section 100 – 109 of the *Community Charter*.

12) REFERENCE DOCUMENTS

- a) The terms "Council" and "Committee" shall be interchangeable for the purpose of interpretation of these sections.
 - *Community Charter*, Section 90 – Open and Closed meetings
 - *Community Charter*, Section 117 – Duty to respect confidentiality
 - *Community Charter*, Section 122 – Resignation
 - *Community Charter*, Section 100-109 – Conflict of Interest