Mission Statement
In carrying out its mandate, Bowen Island Municipality will work towards conducting operations in a way that:

- Improves the economic, environmental and social well-being for present and future generations;
- Encourages and fosters community involvement;
- Enhances the small, friendly, caring character of the community;
- Maintains an open, accountable and effective operation; and
- Preserves and enhances the unique mix of natural ecosystems and green spaces that Bowen Island possesses.

NOTICE: That a Community Centre Select Steering Committee Meeting will be held at Municipal Hall, 981 Artisan Lane on Wednesday, March 7, 2018 at 9:00 AM for the transaction of business listed below.

Stefania Shortt, Committee Clerk

REVISED AGENDA
Community Centre Select Steering Committee Meeting
(Revised to Include Late and On-Table Items)
Wednesday, March 7, 2018

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OPENING OF COMMITTEE MEETING

1. APPROVAL OF AGENDA

   1.1 Introduction of Late Items

   Recommendation:
   That the Community Centre Select Steering Committee approve the agenda and Late Items agenda (if applicable) for the March 7, 2018 meeting.

2. ADOPTION OF MINUTES

   2.1 Minutes of the February 15, 2018 Community Centre Select Steering Committee Meeting

   Recommendation:
   That the minutes of the Community Centre Select Steering Committee meeting held February 15, 2018 be adopted.
2.2 Minutes of the November 1, 2017 Community Centre Select Steering Committee Meeting

Recommendation:
That the minutes of the Community Centre Select Steering Committee meeting held November 1, 2017 be adopted.

3. PUBLIC COMMENTS

Public Comment is an opportunity for members of the Public to comment regarding items on the agenda or any other comments or issues they may wish to bring to the Committee’s attention.

4. ACTION ITEMS

4.1 Review action items from the February 15, 2018 CCSSC meeting.

5. DESIGN TEAM UPDATES

5.1 Changes to Building Design and Layout

5.2 Description of Building Systems
   1. Structural
   2. Mechanical
   3. Electrical

5.3 Additional Scope Items to Consider

5.4 Questions and Assumptions for Costing

5.5 Schedule for Design Development Report

5.6 Schedule for Gate Approval Process

6. NEW BUSINESS

6.1 Communications Priorities (Communications Subcommittee)
   1. Municipal Offices - square footage costs and communication to community
   2. Swimming Pool - Information pages outside of FAQs for both Municipal Offices and Swimming Pool

6.2 Fundraising Coordinator Hire (Fundraising Subcommittee)
   1. Request for Proposals
   2. Job Description
   3. Terms of Reference
   4. Hiring Timeline

6.3 Move to a Closed Meeting
**Recommendation:**
That the Community Centre Select Steering Committee move to a Closed meeting pursuant to Section 90 (1) (b) of the Community Charter:
Meetings that may or must be closed to the public:
90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

7. **INFORMATION ITEMS**

   Note to members of the Public: if your correspondence is referenced in this section below and you wish to speak to the Committee regarding such, you are welcome to appear during our "Public Comment" section near the beginning of this agenda

   7.1 Fundraising Memorandum of Understanding (MOU) 13 - 17

   7.2 BIM / BIAC Project Agreement 18 - 23

8. **NEXT MEETING**
To be discussed

9. **ADJOURNMENT** 11:40 AM
Minutes of the **Community Centre Select Steering Committee Meeting** held Thursday, February 15, 2018 at 1:00 PM at Municipal Hall, 981 Artisan Lane, Bowen Island, B.C.

**COMMITTEE IN ATTENDANCE**
- Councillor Gary Ander, Chair
- Jacqueline Massey, BIAC Executive Director
- Councillor Alison Morse
- Kathy Lalonde, Chief Administrative Officer
- Raj Hayre, Chief Financial Officer
- Shauna Jennings, Manager of Recreation and Community Services

**STAFF IN ATTENDANCE**
- Sophie Idsinga, Communications Coordinator
- Stefania Shortt, Committee Clerk

**OTHERS IN ATTENDANCE**
- Councillor Maureen Nicholson

**REGRETS**
- Councillor Melanie Mason

**OPENING OF MEETING**
The Chair called the meeting to order at 1:08 PM.

**APPROVAL OF AGENDA**

1.1 Introduction of Late Items

There were no late items.

**It was Moved and Seconded**
That the Community Centre Select Steering Committee approve the agenda for the February 15, 2018 meeting. **CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

2.1 Minutes of the November 24, 2017 Community Centre Select Steering Committee Meeting

There was one amendment.

**It was Moved and Seconded**
That the minutes of the Community Centre Select Steering Committee meeting held November 24, 2017 be adopted. **CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

There were no public comments.
NEW BUSINESS

Move to a Closed Meeting

**It was Moved and Seconded**
That the Community Centre Select Steering Committee resolve to move to a Closed meeting pursuant to Section 90 (1) (k) of the 
Community Charter: Meetings that may or must be closed to the public:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

NEXT MEETING

Undecided.

ADJOURNMENT

By unanimous consent, the meeting adjourned at 1:10 PM.

Certified Correct:

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<thead>
<tr>
<th>Councillor Gary Ander</th>
<th>Stefania Shortt</th>
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<tr>
<td>Chair</td>
<td>Committee Clerk</td>
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Minutes of the Community Centre Select Steering Committee Meeting held Wednesday, November 1, 2017 at 11:00 AM at Municipal Hall, 981 Artisan Lane, Bowen Island, BC.

COMMITTEE IN ATTENDANCE
Gary Ander, Chair
Jacqueline Massey, Bowen Island Arts Council Executive Director
Councillor Alison Morse
Shauna Jennings, Manager of Recreation and Community Services

STAFF IN ATTENDANCE
Stefania Shortt, Committee Clerk

REGrets
Councillor Melanie Mason
Kathy Lalonde, Chief Administrative Officer

OPENING OF MEETING
The Chair called the meeting to order at 11:05 AM.

APPROVAL OF AGENDA

Introduction of Late Items
It was Moved and Seconded
That the Community Centre Select Steering Committee approve the agenda and Late Items agenda for the November 1, 2017 committee meeting with the following amendments:

- Item 4.2: Add three supporting documents
- Add Item 4.4: Review Action Items

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Minutes of the October 12, 2017 Community Centre Select Steering Committee Meeting
It was Moved and Seconded
That the minutes of the Community Centre Select Steering Committee meeting held October 12, 2017 be adopted as amended.
CARRIED UNANIMOUSLY

PUBLIC COMMENTS
Nil.

BUSINESS ARISING FROM THE MINUTES

Open House:
Thursday, November 30, 2017 from 5:00 - 7:00pm at BICS Gym
The Committee discussed the upcoming Community Centre Project Open House.
Communications Subcommittee Update

Shauna Jennings, Manager of Recreation and Community Services, and Sophie Idsinga, Communications Coordinator, provided a Community Centre Project Update - Version 1 and Version 2, along with a Community Centre Communications Plan and Timeline. The Committee reviewed and applied edits to Version 2.

The Committee also discussed a recent article that had been published on Facebook, and had been written by the editor of the Bowen Undercurrent, regarding turning a large, private home with a pool into a community centre and the active discussion that it had incited in the community. It was noted that while this idea was not feasible due to limitations on running a recreation program, lack of a theatre for the performing arts, parking issues, small living room, along with coding and other regulatory restrictions, the follow up that had been written had addressed only the issue of the bureaucratic impossibility of this proposal.

**Action Item**

- Go out for coffee with the Bowen Undercurrent editor and review the history and priorities of the community centre project (Shauna Jennings and Jacqueline Massey).

The Committee discussed the proposed sign to be installed and a photograph to be taken of Council for November 24th Bowen Undercurrent issue.

**Action Item**

- Visit the community centre site to size and assess possibilities of the existing sign (Councillor Ander).
- Send an invitation to Council regarding photo on at 10:00am on November 14, 2017 before Special Council meeting (Sophie Idsinga).

Next Phases: Expandability

Councillor Gary Ander, Chair advised that the Mayor’s Standing Committee on Community Lands was contemplating comprehensive development of the area adjacent the community centre, and recommended that the property north of the community centre project site be secured for future expansion. Discussion ensued relevant to:

- Outdoor recreations spaces: A priority in both the Recreation and Parks Plans
- Skate park: High visibility was advisable
- School gym usage: No lines would be painted on the floor of large, multi-purpose room

It was acknowledged that while amenities such as a pool were unfeasible, the land for such should be secured for future opportunities.
Action Item
- Follow up with Design Team regarding possibility for expansion / adding additions (Councillors Ander and Morse).

Action Items Review
The Committee reviewed the action items from the October 12, 2017 meeting.

Action Items
- Send committee members room data sheets (Shauna Jennings).
- Email Sam Collins regarding sending a sample RFP to the committee (Stef Shortt).

NEW BUSINESS

Move to a Closed Meeting 12:35 PM

RES#13-3  
It was Moved and Seconded
That the Community Centre Select Steering Committee move to a CLOSED meeting pursuant to Section 90 (1) (a) of The Community Charter:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED UNANIMOUSLY

NEXT MEETING
To be discussed.

ADJOURNMENT

Certified Correct:

Councillor Gary Ander  Stefania Shortt
Chair  Committee Clerk
1) Create a briefing paper to get Raj Hayre, CFO apprised of the project history (Staff).
2) Fine tune the financial piece of the communications strategy (eg cost comparisons) particularly regarding the inclusion of Municipal Offices (Communications Subcommittee).
3) Include the skate park as a possible amenity in community centre communications (Communications Subcommittee).
4) Address the availability of the BICS gym and depict an artery from it to the Community Centre (Communications Subcommittee).
5) Set up a meeting with BDO to hire someone to write a business plan (Councillor Morse and Raj Hayre).
6) Extend an offer to Heather Prittie for $2,500 to write a case for support (Councillor Nicholson).
7) Send edits and feedback regarding the BIM/BIAC Draft Project Agreement to Shauna Jennings and Jacqueline Massy (All).
8) Meet to discuss the fundraising Memorandum of Understanding (Raj Hayre, Jacqueline Massey and Shauna Jennings).
1 Project Description
1.1 Introduction to Community Centre Project
1.2 Project Participants
1.3 Project Schedule

2 Site Design
2.1 Site Design Concept
2.2 Landscape Report + Drawings
2.3 Civil Report + Drawings
  2.3.1 Off-Site Design
  2.3.2 On-Site Design
2.4 Arborist ?
2.5 Traffic ?
2.6 Geotechnical Report

3 Building Design
3.1 Building Design Concept
3.2 Architectural Report + Drawings
  3.2.1 Architectural Program Area Summary
  3.2.2 Room Data Sheets
  3.2.3 Outline Specification
  3.2.4 Architectural Drawings
3.3 Structural Report + Drawings
3.4 Mechanical Report + Drawings
3.5 Electrical Report + Drawings
3.6 Building Code Compliance Report

4 Sustainability Initiatives
4.1 Introduction to Sustainability
4.2 Energy Modelling + Optimization
4.3 Certification and Rating Systems

5 Project Planning
5.1 Design Development Cost Estimate to April 2018
5.2 Overall Project Budget + Financial Plan
5.3 Communication + Public Engagement
5.4 Looking Ahead
Memorandum of Understanding

THIS AGREEMENT made the _______________ day of ______________ 2017

BETWEEN:

BOWEN ISLAND MUNICIPALITY
981 Artisan Lane
Bowen Island, BC V0N 1G2

(“BIM”)

AND:

BOWEN ISLAND ARTS COUNCIL
PO Box 211
Bowen Island, BC V0N 1G0

(the “Society”)

WHEREAS BIM is a local government pursuant to the Community Charter and has the authority to establish Municipal services, including construction and operation of public facilities to benefit the community;

AND WHEREAS the Society is a registered Society pursuant to laws of British Columbia whose purposes include development of the arts and cultural facilities, such as the Project as defined herein;

AND WHEREAS the parties have signed a Memorandum of Agreement for the Community Centre Project (the “Project”);

AND WHEREAS the new facility will include cultural programming spaces including a multi-use performing arts space that the Society will co-operate and co-manage;
AND WHEREAS the Society is a registered charity and has the authority to accept donations for purposes such as the Project and issue receipts for same;

AND WHEREAS the parties now wish to enter into this MOU as a record of their roles and responsibilities in agreeing to work with each other to fundraise for the capital costs of the Project;

NOW THEREFORE, this MOU stipulates as follows:

**JOINT FUNDRAISING**

1. BIM and the Society agree that they shall act reasonably and cooperate with each other jointly to develop and implement a capital fundraising campaign with the aim of building and operating a community centre on Bowen Island.
2. BIAC may focus its fundraising efforts on costs related to recreational, cultural and community spaces. The budget for fundraising campaign costs will be a component of the Project budget.

**ROLE OF BOWEN ISLAND**

3. BIM will establish a separate fund that will be identified as holding funds for the purposes of the Project, provided that this shall not be a statutory reserve fund.
4. BIM will issue tax receipts for donations received for the capital campaign project and record donations received to a reserve established to fund the proposed Community Centre, provided that the funds received shall be held in trust pending a decision by Council to proceed with the Project and tax receipts shall not be issued unless and until the time of Council approval of the Project.

**ROLE OF SOCIETY**

5. The Society will establish an account for donations and funds raised.
6. The Society will issue tax receipts for donations received for the capital campaign project and record donations received to a reserve established to fund the proposed Community Centre.
7. Monies raised, less administrative costs, plus accrued interest, will be transferred to the BIM reserve fund established to fund the proposed Community Centre upon commencement of construction.
8. The Society will establish appropriate online donation options, such as a Canada Helps page.
9. Funds raised may be designated towards costs for specific aspects within the existing scope of the Project.

PROJECT TERMINATED

10. If BIM determines that for any reason the Project cannot be completed as planned, BIM will advise the Society in writing and will make recommendations for action.

If the Project shall be terminated, then with regard to any unspent funds held by BIM and the Society:

a) BIM and the Society will provide donors with an agreed-upon statement setting out particulars of the circumstances leading to the termination of the Project; and

b) BIM and the Society, subject to all applicable laws, will offer each donor the choice of allocating their donation to either BIM or BIAC, or to request a return of their donation, provided however that if there are not sufficient unspent funds to satisfy all such requests, then the unspent funds will be returned to the requesting donors in proportion to the total amount of unspent funds and further provided that funds shall not be returned if a tax receipt has been issued for same.

REPORTING PROCEDURES

11. BIM and the Society shall act cooperatively in establishing reporting and consultation procedures with respect to receipt of funds for the Project.

MUNICIPALITY’S DISCRETION AND LEGAL NATURE OF THIS INSTRUMENT

12. For certainty, nothing herein fetters, limits or restricts BIM’s legislative discretion regarding any approval of the Project or further expenditure of public funds.

13. (a) The Society specifically agree that this MOU is not intended to form a binding legal agreement to proceed with the Project, but rather is intended to set out the intentions of the parties regarding fundraising to help generate sufficient funds so that the Project could proceed.

(b) Nothing herein is intended to authorize the Society to act as the agent or representative of BIM and it shall not attempt to bind BIM in any way or represent that it has authority to bind BIM.
(c) Nothing herein is intended to authorize BIM to act as an agent or representative of BIAC and it shall not attempt to bind BIAC in any way or represent that it has authority to bind BIAC.

14. For certainty, the Society acknowledges and agrees that BIM has not approved or committed to any additional financial contributions towards the Project, other than what has been spent and what is specifically outlined in this agreement and if there is any need for additional funds beyond amounts raised or grants received, if any, such expenditures or contributions are subject to approval in BIM's financial plan.
15. For certainty, BIM acknowledges and agrees that the Society has not approved or committed to any financial contributions towards the Project, other than what is specifically outlined in this agreement.

TERM OF AGREEMENT

16. This MOU shall be in force and effect for a term of two years from the day first written above, provided that it may be extended by mutual agreement and may be cancelled by the Society or BIM on 30 days’ notice to the other party.
17. The Society and BIM shall act reasonably with each other and act in good faith in an attempt to complete the steps contemplated hereunder towards determining whether they can generate sufficient funds to proceed with the Project.

IN WITNESS WHEREOF the Corporate Seal of BIM was hereunto affixed in the presence of:

MAYOR

C.A.O.

SIGNED ON BEHALF of SOCIETY:
Memorandum of Understanding

by and between the Bowen Island Municipality and
the Bowen Island Arts Council

for the management and operation of the
Bowen Island Community Centre

The Bowen Island Municipality (BIM) and the Bowen Island Arts Council (BIAC), by signing this Memorandum of Understanding (MOU), affirm their common understanding and agree to participate in a new working arrangement for the development of the proposed Bowen Island Community Centre (BICC).

We support the following understanding and express our desire to implement it.

A. VISION

Our vision for the Bowen Island Community Centre (BICC) is an economically, socially and environmentally sustainable facility that is truly of, for, and by the community. It is the heart of the community, a place where islanders can gather, share and participate in activities and events that build and celebrate a healthy and resilient community. It is designed to stand out as a landmark for local activity and connection. Featured are arts, cultural and recreational components, knit together by the community “living room” space. Municipal offices provide support for the community centre and form a backdrop role in the building design.

BICC will invigorate our community, through exploration of and participation in cultural and recreational activities. It will help us stretch our understanding and perceptions of who we are as a community and how we can work, play and live together on our island. It will help us realize our community brand promise: “We are better for being here.”

B. Background

Planning for this civic building is the culmination of decades of work by community members. Since its inception in 1988, the Bowen Island Arts Council has been a leader in articulating and advocating for a community hall and multi-purpose arts performance space. The Bowen Island Municipality has supported efforts to realize a community centre, striking a number of task forces and committees over a period of many years. The efforts of these groups resulted in several Municipal Council Resolutions and laid the groundwork for the current project. The design and functional program of the Community Centre builds on this rich foundation of studies and seeks to also align the project with the goals of other
concurrent island initiatives. Both the Community Recreation Plan and Cultural Master Plan (Bylaw 446) identify the community centre as a top priority for the community.

BIM Council has identified the Community Centre Project as a Strategic Priority in the Island Plan since 2015. Strategic Pillar C – Vibrant Community, Priority 1 states: Continue working towards building the Community Centre and new Municipal Offices. Further support is stated in the Community Recreation Plan adopted in 2017. Recommendation 1 states: Support the development of a Community Centre in response to the community’s expressed desire to have one common place to gather where a variety of programs can be offered for all ages. The Cultural Master Plan Strategic Priority 1, Recommendation 2 states: Build a Multi-Purpose Community Hall and Performing Arts Space — Work with the Municipality through the current process in development of the community lands, to collaborate towards the planning and construction of a community hall and performing arts space that could accommodate, at the minimum, cultural space requirements as previously identified by work completed to date.

C. Project Planning & Coordination

As members of the Bowen Island Community Centre Select Standing Committee, struck by BIM Council in 2016 (see Terms of Reference), BIM and BIAC will identify and contribute expertise and input during the planning, design, construction, fundraising, management and operation of the Community Centre.

D. Ownership

BIM will own the property and the facility, including any site improvements and/or any phased components.

E. Management & Operations

Assumptions

1. BIAC and BIM will work together to deliver an array of arts, cultural, recreational and community programming, individually and through collaboration with each other and other organizations.
2. Both partners place a high value on volunteerism. Community volunteers will continue to be part of many of the services provided within the facility for both economic sustainability and also to retain a sense of community ownership within the facility.

Intentions

1. BIM will wholly manage those components of the building, such as Civic Offices, which are designed for the exclusive use of conducting municipal business.
2. BIAC and Community Recreation will share a role in operating and programming multi-use spaces.
   a) The Bowen Island Municipality will establish a Bowen Island Community Centre Joint Management Committee (JMC) to determine and implement management policies and procedures for those multi-use spaces designated for Recreation, Arts and Community (Please see Appendix A: Program Spaces and Appendix B: Description of Joint Management Committee).
b) Community Recreation will assume a directorial role in the operations of the fitness space and ancillary spaces.

c) BIAC will assume a directorial role in the operations of the large multi-purpose room of the Centre.

d) The programming of the large multi-purpose room will be guided by an understanding that priority is to be given to arts and cultural events. BIAC and BICR programming will take priority over rentals of the space.

F. Summary of Roles

BIAC will collaborate with BIM to develop and build the new facility, and will elect two Committee members to the JMC with the intention of co-managing multi-use spaces. BIAC may sub-lease multi-use space within the new facility for its programs, and coordination of cultural programs of the community. BIAC will be responsible for all operating costs associated with sub-lease uses and collect and retain all revenues associated with them. It may also designate staff resource, if required, to assist in co-managing and operating the BICC. As a separate entity, it will:

a) Fulfill its mandate;
b) Retain its charitable status;
c) Maintain its ability to utilize volunteers, fundraise, and have charitable status;
d) Provide services at locations, in addition to the new facility;
e) Retain staff and act as an employer, as needed.

BIM will own the site and the facility and be responsible for the fiscal management and operations. It will elect two members to the JMC. It may sublease some exclusive or non-exclusive spaces and enter into operating agreements as recommended by the JMC. These operating agreements may take different forms: a Property Lease, a License to Occupy and Operate, or a Fee for Service agreement, or a combination of these. The purpose of such operating agreements will be to deliver on the vision and intentions expressed in this document.

BIM will:

a) Incur all operating costs for the operation and day-to-day maintenance of the facility and the site;
b) Collect revenues associated with the use of the spaces (including sublease fees);
c) Maintain the facility and its functional capacity to deliver services to the community;
d) Effect any required repairs associated with its operation;
e) Retain staff expertise and resource as required.
f) Be responsible for long-term lifecycle maintenance and property insurance.

G. Municipality’s Discretion and Legal Nature of this Instrument

1. For certainty, nothing herein fetters, limits or restricts BIM’s legislative discretion regarding any approval of the BICC or expenditure of public funds.

2. (a) BIAC specifically agrees that this MOU is not intended to form a binding legal agreement to proceed with the BICC, but rather is intended to set out the intentions of the parties regarding
working together on development and, if the BICC proceeds, operation of the BICC. For certainty, it is acknowledged and agreed that BIM Council retains legislative discretion and responsibility for any and all financial commitments, to be authorized under its annual financial plan and any references herein to agreements are subject to approval by BIM’s Council, including, where applicable, any need to advertise or comply with any and all other applicable legislative requirements related to such agreements.

(b) Nothing herein is intended to authorize BIAC to act as the agent or representative of BIM and it shall not attempt to bind BIM in any way or represent that it has authority to bind BIM.

Signed on __________________________   Signed on __________________________

On behalf of the Bowen Island Arts Council  On behalf of the Bowen Island Municipality
APPENDIX B: JOINT MANAGEMENT COMMITTEE

1. Purpose:
A Bowen Island Community Centre Joint Management Committee (JMC) will be struck to determine and implement management policies and procedures for those multi-use spaces designated for recreational, arts and community, including, but not limited to the large and small multi-purpose rooms.

2. Mandate – Responsibilities & Duties
The JMC’s primary reason for being is to manage multi-purpose spaces in the facility. In that respect, it will:

a) Focus on governance issues (e.g. long-term oversight, budget approval, accountability, and ratification of policy).
b) Maximize the use of the facility and the site by the community in a manner that will support the vision and assumptions of the MOU.
c) Make recommendations to BIM regarding the sublease of exclusive use space, and manage the rental uses of the multi-use spaces.
d) Encourage and support a community influenced coordination and collaboration of uses (e.g. Periodic User or Program Fairs for coordinating and maximizing uses).
e) Engage in dispute resolution processes when required.

The JMC will work towards the goal of not requiring monthly meetings of the Committee, with the intention that the management staff will operate the facility without the need for undue oversight of the members of the committee.

Bowen Island Municipality staff will manage the facility and focus on day-to-day operation of the spaces (scheduling, service delivery, advertising, procedures, policy implementation, budget control and management).

3. Membership

- The JMC will represent the major partners involved: Community Recreation, Bowen Island Arts Council, and the community at large. Community Recreation and BIAC will each select two voting members. Those four Directors will designate three additional Directors from the community at large. The total of seven voting members of the Board will have one vote each. In addition, the Committee will include BIAC and BIM staff ex officio (non-voting) members who will provide support, expertise and technical advice.
- The term of office of Committee members shall be three (3) years.
- Committee members shall serve without remuneration.