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 Monday, March 2, 2020 at 1:00 PM for the transaction of business listed below.

Stefania Shortt, Committee Clerk

REVISED AGENDA
Community Centre Select Steering Committee Meeting
(Revisions in Red)
Monday, March 2, 2020 at 1:00 PM

<table>
<thead>
<tr>
<th>Page</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

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 2, 2020 meeting.

2. ADOPTION OF MINUTES
2.1 Minutes of the January 14, 2020 Community Centre Select Steering Committee Meeting

Recommendation:
That the minutes of the Community Centre Select Steering Committee meeting held January 14, 2020 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. **BUSINESS ARISING FROM THE MINUTES**

4.1 Principle Architecture Updates
(Craig Burns, Principle and Drew Rose, Stillpoint)

   a. Proposed Office Layout Changes and Rationale
   b. Implications of Changes: Cost and Schedule

4.2 Project Timeline (Sam Collins, WSP)

   a. BICC Draft Schedule

4.3 Referendum Support
(Shauna Jennings, Manager of Recreation and Community Services)

   a. Quotes from Principle re: Physical Model and Open Houses
   b. Memo re: Referendum and Borrowing Timelines dated January 30, 2020

4.4 Business Plan Update
(Shauna Jennings, Manager of Recreation and Community Services)

4.5 Climate Lens Assessment
(Shauna Jennings, Manager of Recreation and Community Services)

5. **NEW BUSINESS**

5.1 Move to a Closed Meeting

**Recommendation:**

That the Community Centre Select Steering Committee move to a Closed meeting pursuant to Sections 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.
6. INFORMATION ITEMS

6.1 2019 Island Plan

7. NEXT MEETING

TBD

8. ADJOURNMENT

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
Minutes of the **Community Centre Select Steering Committee Meeting** held Tuesday, January 14, 2020 at 1:00 PM at Municipal Hall, 981 Artisan Lane, Bowen Island, B.C.

**COMMITTEE IN ATTENDANCE**
- Mayor Gary Ander, Chair
- Jacqueline Massey, Bowen Island Arts Council Executive Director
- Councillor Alison Morse
- Dennis Back, Interim Chief Administrative Officer
- Raj Hayre, Manager of Finance
- Shauna Jennings, Manager of Recreation and Community Services

**STAFF IN ATTENDANCE**
- Daniel Martin, Manager of Planning and Development
- Helen Platts, Fundraising Assistant
- Stefania Shortt, Committee Clerk

**REGRETS**
- Councillor David Hocking

**OPENING OF MEETING**
The Chair called the meeting to order at 1:03 PM.

**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 January 14, 2020 meeting.
CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**
Minutes of the September 11, 2019 Community Centre Select Steering Committee Meeting

**It was Moved and Seconded**
That the minutes of the Community Centre Select Steering Committee meeting held September 11, 2019 be adopted.
CARRIED UNANIMOUSLY

**PUBLIC COMMENTS**
Nil.

**NEW BUSINESS**
Move to a Closed Meeting
It was Moved and Seconded
That the Community Centre Select Steering Committee 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

INFORMATION ITEMS
Excerpt from the Minutes of the December 9, 2010 Regular Council Meeting re: Island Survey 2019

Provided.

NEXT MEETING
Monday, March 2, 2020 at 1:00 PM

ADJOURNMENT
By unanimous consent, the meeting adjourned at 1:04 PM.

Certified Correct:

Mayor Gary Ander, Chair
Stefania Shortt, Committee Clerk
## BOWEN ISLAND COMMUNITY CENTRE
### DRAFT SCHEDULE

<table>
<thead>
<tr>
<th>Description</th>
<th>Duration</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Design Office</td>
<td>2 weeks</td>
<td>10-Feb-20</td>
<td>19-Feb-20</td>
</tr>
<tr>
<td>Change Drafting</td>
<td>2 weeks</td>
<td>10-Feb-20</td>
<td>19-Feb-20</td>
</tr>
<tr>
<td>Manager Review / Sign Off</td>
<td>2 weeks</td>
<td>10-Feb-20</td>
<td>19-Feb-20</td>
</tr>
<tr>
<td>Coordination with SME (Develop Design: Fee/Schedule)</td>
<td>1 week</td>
<td>20-Feb-20</td>
<td>28-Feb-20</td>
</tr>
<tr>
<td>Steering Committee (SC) Update on Scope / Schedule</td>
<td>1 week</td>
<td>2-Mar-20</td>
<td>6-Mar-20</td>
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<tr>
<td>Climate Lens Reports</td>
<td>7 weeks</td>
<td>15-Jan-20</td>
<td>28-Feb-20</td>
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<tr>
<td>GHG</td>
<td>15-Jan-20</td>
<td>28-Feb-20</td>
<td></td>
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<tr>
<td>Resilience</td>
<td>15-Jan-20</td>
<td>28-Feb-20</td>
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<tr>
<td>Announcement of Grant</td>
<td>16-Mar-20</td>
<td></td>
<td></td>
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<tr>
<td>SC Office Design Change Fee Approval</td>
<td>1 week</td>
<td>17-Mar-20</td>
<td>6-Jun-20</td>
</tr>
<tr>
<td>Loan Authorization Bylaw (by Inspector)</td>
<td>1 week</td>
<td>17-Mar-20</td>
<td>6-Jun-20</td>
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<tr>
<td>Referendum</td>
<td>+/- 80 days</td>
<td>23-Mar-20</td>
<td>6-Apr-20</td>
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<tr>
<td>Open House #1</td>
<td>1 week</td>
<td>20-Apr-20</td>
<td></td>
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<tr>
<td>Open House #2</td>
<td>1 week</td>
<td>20-Apr-20</td>
<td></td>
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<tr>
<td>Referendum Voting Day</td>
<td>1 week</td>
<td>9-May-20</td>
<td></td>
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<tr>
<td>Quashing Period</td>
<td>4 weeks</td>
<td>22-May-20</td>
<td>6-Jun-20</td>
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<tr>
<td>Approval</td>
<td>1 week</td>
<td>22-May-20</td>
<td>6-Jun-20</td>
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<tr>
<td>SC Gate 5 Preparation</td>
<td>1 week</td>
<td>22-May-20</td>
<td>6-Jun-20</td>
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<td>100% IFT</td>
<td>1 week</td>
<td>22-May-20</td>
<td>6-Jun-20</td>
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<td>Gate 5 with Council</td>
<td>1 week</td>
<td>6-Jun-20</td>
<td>8-Jun-20</td>
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<tr>
<td>Tender</td>
<td>5 weeks</td>
<td>8-Jun-20</td>
<td>15-Jul-20</td>
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<tr>
<td>Gate 6 with SC</td>
<td>1 week</td>
<td>15-Jul-20</td>
<td>22-Jul-20</td>
</tr>
<tr>
<td>Award GC CCDC2</td>
<td>1 week</td>
<td>15-Jul-20</td>
<td>22-Jul-20</td>
</tr>
<tr>
<td>Start Construction</td>
<td>1 week</td>
<td>1-Aug-20</td>
<td></td>
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</tbody>
</table>

### KEY

- **= Milestone**
To: Shauna Jennings, Manager of Recreation & Community Services
From: Hope Dallas-Kerr, Corporate Officer
Date: January 30, 2020
Memo: Community Centre Referendum/Borrowing Process & Timeline

As requested, I have prepared a high-level timeline for the referendum and borrowing process for the Community Centre and Municipal Offices project.

The timeline is calculated with the assumption that the grant notification will take place prior to March 16 and that BIM will receive Statutory Approval from the Inspector of Municipalities on or before March 16. As soon as BIM receives the statutory approval, I will commence referendum planning and legislative notice requirements.

Estimated Timeline for Community Centre Referendum and Borrowing

<table>
<thead>
<tr>
<th>Step</th>
<th>Time required</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive inspector approval</td>
<td>---</td>
<td>March 16</td>
</tr>
<tr>
<td>Set Referendum Date, Approve Question &amp; Appoint CEO &amp;DCEO</td>
<td>1 Council Meeting</td>
<td>March 23</td>
</tr>
<tr>
<td>Legislative Notices</td>
<td>4 weeks</td>
<td>February 27 – April 29</td>
</tr>
<tr>
<td>Advance Voting Day</td>
<td>1 day</td>
<td>April 29</td>
</tr>
<tr>
<td>General Voting Day</td>
<td>1 day</td>
<td>May 9</td>
</tr>
<tr>
<td>Preliminary Results</td>
<td>1 day</td>
<td>May 10</td>
</tr>
<tr>
<td>Declaration of Official Results</td>
<td>4 days max.</td>
<td>May 13</td>
</tr>
<tr>
<td>Adoption of Bylaw &amp; Municipal Security Issuing Resolution</td>
<td>1 Council Meeting</td>
<td>May 18*</td>
</tr>
<tr>
<td>Quashing Period</td>
<td>1 month</td>
<td>May 18- June 17</td>
</tr>
<tr>
<td>Temporary Borrowing Bylaw 1-3 Readings</td>
<td>1 Council Meeting</td>
<td>May 18*</td>
</tr>
<tr>
<td>Temporary Borrowing Bylaw Adoption</td>
<td>1 Council Meeting</td>
<td>May 25</td>
</tr>
<tr>
<td>Corporate Officers Certificate</td>
<td>2 weeks after quashing period</td>
<td>July 2</td>
</tr>
<tr>
<td>Certificate of Approval</td>
<td>2 weeks</td>
<td>July 16</td>
</tr>
<tr>
<td>Short term borrowing approved by MFA</td>
<td>2 weeks after Certificate of Approval</td>
<td>July 30</td>
</tr>
</tbody>
</table>
*this will be a special Council meeting.

I feel confident that the above timeline will allow staff sufficient time to meet our statutory obligations in preparation for a May 9 referendum.

**Temporary Borrowing (cc sec. 178 & 181)**
Following adoption of the LA bylaw, Council can proceed with temporary borrowing by adoption of a Temporary Borrowing Bylaw that allows the municipality to borrow the funds required through the Municipal Finance Authority (MFA) prior to the completion of the long-term borrowing process.

**Long-Term Borrowing (cc sec. 179)**
In tandem with the Temporary Borrowing process, BIM will submit its long-term borrowing request to Metro Vancouver Regional District by way of a Municipal Security Issuing Resolution. The Metro Vancouver timeline is as follows:

- **June 19**   Deadline to submit documentation to MV
- **July 9**     MV Performance and Audit Meeting (Recommendation to Board to approve borrowing request)
- **July 31**    MV Board Meeting (Board resolution to approve borrowing request)
- **August 10**  MV quashing period ends
- **Sept 25**    MFA Approves Long Term Borrowing
- **Mid-October**  MV receives funds to distribute to member municipalities.

If you have any questions or require further information, please do not hesitate to ask.

Regards,

Hope Dallas-Kerr  
Corporate Officer  
Bowen Island Municipality

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**Expected date to access funds from Municipal Finance Authority**
(temporary borrowing) July 30, 2020 and mid-October (long term borrowing)