

TERMS OF REFERENCE

COOPERS GREEN HALL REPLACEMENT DESIGN TASK FORCE

1. Purpose

- 1.1 The purpose of the Coopers Green Hall Replacement Design Task Force is to:
- a. Provide advice toward the preparation of a design for the replacement of Coopers Green Hall which will be provided to the Board of the Sunshine Coast Regional District.
 - b. Review background information on Coopers Green Park and Hall.

2. Duties

- 2.1 The Coopers Green Hall Replacement Design Task Force will:
- a. Review background information on priorities and constraints for the replacement of Coopers Green Hall to inform the development of a design for the new hall. This will include information, recommendations and ideas offered from the public through the 2016 SCRD Coopers Green Hall community forum, follow-up survey responses and other documents, onsite (ground truthing) visits and an open house.
 - b. Engage and involve the public in the hall design that is being developed.
 - c. Assess siting and design strategies to optimize the value a replacement hall would provide to the SCRD and to the community.
 - d. Provide input and recommendations on hall design options.
- 2.2 The Task Force will be dissolved upon completion of the Coopers Green Hall Replacement Design final recommendations.

3. Membership

- 3.1 The Coopers Green Hall Replacement Design Task Force will be comprised of seven (7) members appointed by the SCRD Board with:
- a. a diversity of relevant interests, expertise and knowledge
 - b. an emphasis on Halfmoon Bay community representation
 - c. an invitation extended to the shíshálh Nation to be involved in this process as fits their needs
- 3.2 Regional District staff will be assigned to serve in a liaison capacity. The role of the staff liaison may include:
- a. providing information and professional advice.
 - b. facilitating and/or co-chairing meetings.

- c. assisting the Task Force secretary in writing reports and recommendations to the Board as requested by the Task Force.
 - d. bringing such matters to the Task Force's attention as are appropriate for it to consider in support of Regional District Board direction.
 - e. serving as one of the communication channels to and from the Board.
 - f. providing advice to the Board that is at variance to a Task Force recommendation.
- 3.3 The Chair and Vice Chair will be elected by members of the Coopers Green Hall Replacement Task Force.

4. Operations

- 4.1 Four (4) voting members of the Coopers Green Hall Replacement Design Task Force will constitute a quorum.
- 4.2 The Task Force will meet a maximum of 6 times and organize and attend one public open house in order to complete its mandate.
- 4.3 The Task Force will operate on a consensus basis where possible.
- 4.4 Where consensus cannot be achieved the Task Force will provide details and rationale explaining any differences of opinion amongst members. Staff will then forward the opinions, as options, to the Regional District Board prior to presentation of a draft Coopers Green Hall Replacement Design.
- 4.5 All Task Force meetings must be open to the public except where the Task Force resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.6 The authority of the Coopers Green Hall Replacement Design Task Force is limited as follows:
 - a. The Task Force does not have the authority to bind the SCR D in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCR D.
 - b. The Task Force may communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the Task Force wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCR D Board.
- 4.7 Task Force members are encouraged to:
 - a. attend and participate in meetings of the Task Force.
 - b. share experiences and ideas while maintaining an open mind to others' perspectives.
 - c. report to the appropriate Standing Committee and Regional District staff.

- 4.8 Members who are absent for four consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.
- 4.9 In carrying out its mandate, the Task Force will work towards conducting operations in a way that:
- a. improves the economic, environmental and social well-being for present and future generations.
 - b. encourages and fosters community involvement.
 - c. enhances the friendly, caring character of the community.
 - d. maintains an open, accountable and effective operation.
 - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD.
 - f. is consistent with the goals and objectives of the SCRD's strategic plan.
 - g. recognizes advisory Task Forces are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decision.
- 4.10 The SCRD will provide a recording secretary whose duties will include:
- a. preparing meeting agendas and distributing them to the Task Force members in advance of the meeting.
 - b. preparing minutes of all meetings using SCRD standard practices.
 - c. forwarding the minutes to the Task Force Chair for review prior to submitting to the appropriate Standing Committee.
 - d. forwarding the approved minutes to the Coopers Green Hall Replacement Design Task Force for further consideration and approval.
- 4.11 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the SCRD Procedure Bylaw.
- 4.12 Task Force members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms "Council" and "Task Force" shall be interchangeable for the purpose of interpretation of these sections.
- 4.13 Task Force members must respect and maintain the confidentiality of the issues brought before them.
- 4.14 Task Force members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meeting

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