

BOWEN ISLAND **Municipality**

Mayor's Task Force on Infrastructure (MTFI) Terms of Reference

1. PURPOSE

The purpose of the Mayor's Task Force on Infrastructure is to provide Council with advice and recommendations on infrastructure and asset management planning matters on Bowen Island. The work of this group will support Council's strategic goal of Strong Infrastructure and Asset Management, which is critical to supporting the other three strategic goals: Diverse and Resilient Community; Engaged Community and Effective Government; and Responsible Ecosystem Protection. Wherever possible, natural assets will be prioritized as part of infrastructure development.

2. MANDATE –DUTIES & RESPONSIBILITIES

- 2.1 The Mayor's Task Force on Infrastructure (the "Task Force") 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 Council.
- 2.2 The Task Force will provide advice and make recommendations to Council on:
 - a. Municipal infrastructure design, location, management, and funding;
 - b. Asset management planning including both human-built and natural assets;
 - c. Policy for infrastructure expansion that supports a triple bottom line: socio-economic and ecological health of the community;
 - d. Methodologies and approaches of municipal project management at all stages of the project management lifecycle (e.g., initiation, planning, execution, and closing);
 - e. Policy and review of procurement of municipal infrastructure, asset, and public works projects;
 - f. Alternative technologies and approaches that may be brought forward and researched by the Committee;
 - g. Recommendations or discussions related to infrastructure or asset management made by other municipal committees of Council, including water and sewer advisory committees, at its discretion; and
 - h. Pursue any other matters referred to the Task Force by Council and report back to the Council expeditiously, as required.
- 2.3 In addition to comment and recommendation of matters referred by Council resolution, the Task Force may also pursue and consider matters related to its purpose as referred to it by the Chief Administrative Officer and/or the Mayor.
- 2.4 In carrying out its duties, the Task Force shall focus on financially significant infrastructure and asset management projects, generally valued at \$150,000 or greater.
- 2.5 The Task Force is a Standing Committee and as such, its work is ongoing.

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3. MEMBERSHIP

3.1 Members of the Task Force shall be appointed by the Mayor for a term of office ending at the end of the Council term (October 2026). The Task Force shall consist of the following voting members:

- The Mayor
- Two Councillors
- Three members appointed from the Bowen Island community, with a strong preference to representation from the architectural, engineering, and construction sectors.

Committee members must be a resident or property owner of Bowen Island.

3.2 The Chief Administrative Officer and Director of Engineering shall be nonvoting members of the Task Force and may invite other municipal staff to Committee proceedings as appropriate or required.

3.3 Pursuant to the [Community Charter on Standing Committees](#), Task Force member appointments may be rescinded or re-appointed at any time at the discretion of the Mayor.

3.4 Council members shall be appointed to the Task Force for the duration their term of office.

3.5 Task Force members are expected to attend meetings regularly. Electronic participation is permissible pursuant to the [Bowen Island Municipality Council Procedure Bylaw](#). If a member is absent from Task Force meetings for a period of four consecutive regularly scheduled meetings, the Mayor may choose to replace that member and appoint another member to serve the remainder of the term. If a Task Force member resigns from the Committee, an email to that effect should be sent to the Chair and copied to the Committee Coordinator. Council will be informed of membership changes via an open meeting agenda.

3.6 Task Force members shall serve without remuneration.

3.7 Subcommittees: Time-duration subcommittees, or working groups, may be established by the Task Force. These working groups are focused on a specific purpose and are inclusive of individuals and representatives from the community who bring an informed voice to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Task Force and will report to the Task Force on a regular basis. Each subcommittee is required to coordinate its own administrative functions and submit its subcommittee meeting minutes to the Committee Coordinator and Chair to be included on the next Task Force meeting agenda.

3.8 The Task Force and its members may not direct Staff. Staff direction happens at the Council level or by the CAO.

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4. HOLDING OF MEETINGS – QUORUM, VOTING AND CONDUCT

- 4.1 The Mayor shall chair the committee and appoint a Vice-Chair.
- 4.2 The Task Force may set special meetings as needed with notice posted in accordance with [Bowen Island Municipality Council 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 Task Force shall be conducted in accordance with [Bowen Island Municipality Council Procedure Bylaw](#).
- 4.5 The quorum for the Task Force is a majority of all of its voting members.
- 4.6 Resolutions of the Task Force shall be decided by a majority vote with the names of those voting in the minority being recorded. Each voting member on the Task Force shall have one vote.
- 4.7 Conflict of interest protocols are outlined in the [Community Charter](#).

5. ADMINISTRATION

- 1.1 A minute taker will be provided for all Task Force meetings.
- 1.2 The minutes of the proceedings of all Task Force meetings shall be recorded and approved by the Chair. Chair-approved minutes will be submitted to Council for its information or consideration. Minutes that have been adopted by the Committee will be posted on the Municipal website.
- 1.3 Other staff may be made available to the Task Force upon approval of the Chief Administrative Officer.