

Minutes - Building Committee August 20, 2019 – 7:00 pm

Attendance: Jo-Ann Grant; Nancy Hatch; Greg Conron; Bill Zinck
Gallery: Bill Nauss; Martin Hiltz; Grant Payne; Everett Hiltz

1.0 Call to Order

Nancy Hatch called the meeting to order shortly after 7:00 p.m.

2.0 Review/Approval of Agenda/Additions to Agenda

There were no changes to the Agenda.

3.0 Review/Approval of Minutes

a) Meeting: Wednesday, August 14, 2019

Greg moved the approval of the Minutes; seconded by Jo-Ann. All were in favour.

4.0 Business Arising

a) Election of Chair

Jo-Ann Grant: nominated by Greg, seconded by Nancy. All were in favour.

b) Election of Secretary

Nancy Hatch: nominated by Greg, seconded by Jo-Ann. All were in favour.

c) Terms of Reference

A lengthy discussion was held and changes were made. The revised Draft Terms of Reference are appended to these Minutes. They need the approval of the Committee.

d) Citizen Member Suggestions

Moved by Nancy and seconded by Greg to defer the appointment of a Citizen Member of the Committee until such time as the Committee has a clearer idea of who might be best suited to our needs. All were in favour.

e) Time Frame for CVFD Building Requirements

The CVFD will submit their building requirements by October 1

f) Time Frame for Village Office Requirements

The requirements for the Village office space will be submitted on September 3.

g) Discussion on Current Site and Potential Sites

There was a lengthy discussion on potential sites. Until we know the building requirements of the CVFD more precisely we are unable to zero in on any particular site. Very preliminary investigation (free) of the current site's possibilities and limitations could begin any time between now and October 1.

5.0 New/Other Business

There was no new business.

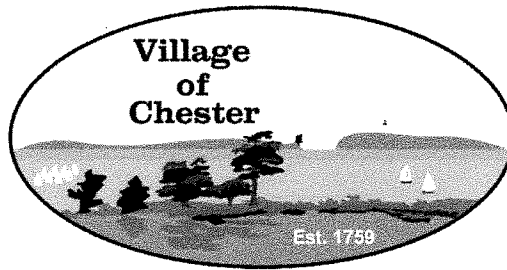
6.0 Next Meeting

The next meeting will be at the fire hall on Tuesday, September 3 at 7:00 p.m.

7.0 Adjournment

Motion to Adjourn by Bill Zinck at (roughly) 8:45 p.m.

The Revised Draft Terms of Reference follows on pages 3 & 4



FIREHALL BUILDING COMMITTEE

TERMS OF REFERENCE

Mandate

A Committee of the Village Commission will investigate and recommend to the Commission plans for the construction of a new fire hall for the Chester Volunteer Fire Department.

Membership

The composition of the committee shall consist of two members of the Commission, two members of the Chester Volunteer Fire Department, and one citizen appointed as voting members; and the Village Clerk/Treasurer as a non-voting member.

The Committee has authority to engage outside advisors from the construction or engineering industry for expert advice on building design and construction.

All members must disclose any actual or potential Conflict of Interest.

Communication

The Committee members will maintain direct, open and frank communications with the Commission, administration, fire volunteers and other levels of government. There will be a public release of documents at an open house to review the proposed plans and the final plans approved by the Village Commission.

Meetings

The Committee is required to meet a minimum of monthly to review progress of the building plans or to provide direction to administration. A record of the meeting (Minutes) must be circulated to the Village Commission to review and approve.

Project Phases

Phase 1: Investigation and planning

Phase 2: Design and Site location

Budget

As the Committee has the authority to engage outside advisors from the engineering or construction industry for expert advice, a maximum budget of \$50,000 from the Building Reserve Fund, shall be made available for such expert advice. Notwithstanding the above, the Committee shall be prudent in their expenditures and endeavour to procure such advice on a *pro bono* basis.

Project Completion

The Committee shall submit a final report including any fire hall specifications and drawings to the Commission no later than one year from the date of their first meeting. The report will include an estimated cost of construction and all sources of funding.

Approved: September 11, 2019

Motion # 19-096