



**DISTRICT OF METCHOSIN
AGENDA**

FIREHALL STEERING COMMITTEE MEETING

**Wednesday, January 18, 2023 at 7:00 p.m.
Metchosin Fire Hall**

- 1. Agenda, Additions, Approval**
- 2. Adoption of Minutes**
 - a) Firehall Steering Committee meeting, March 22, 2022 1
- 3. Business Arising from the Minutes**
 - a) Committee Terms of Reference (review) 3
 - b) Review Old Business
 - c) Current Status
- 4. Other Business**
 - a) Review / Create Request for Proposal for Primary Consultant (Architect)
 - b) Review Grant / Funding Opportunities / Financing and options dependent on level of service(s) provided
 - c) Proposal to Council for Capital Budget discussion to secure funding for procurement of Primary Consultant and discussion for future funding
 - d) Next Steps
- 5. Adjournment and next meeting**

District of Metchosin

Minutes

Firehall Steering Committee Meeting

Tuesday, March 22, 2022 at 7:00 P.M.

Council Chamber

Metchosin Municipal Hall

Present: Scott Henning, Matt Priestley, Mike Hornick, Brent Donaldson, Johnny Carline, Steve Malkow, Bruce McCall, Councillor Sharie Epp, Councillor Andy MacKinnon, Fire Chief Stephanie Dunlop

Regrets: Andy MacKinnon, Steve Malkow

The meeting was called to order at 7:03 p.m.

1. Agenda, Additions and Approval

Moved and Seconded by Johnny Carline and Brent Donaldson that the Committee approve the agenda as presented.

Carried

2. Adoption of Minutes

Moved and Seconded by Scott and Matt that the Committee approve the minutes of the Firehall Steering Committee meeting held on March 1, 2022.

Carried

3. Business Arising from the Minutes

- a. Terms of reference amendments: Moved that voting members consist of one Fire Department member, one EOC member, and 3 Community members. Non-voting members as appropriate.

Moved and Seconded by Johnny Carline and Mike Hornick

Carried

- b. Fire Hall needs review

Moved and Seconded by Johnny Carline and Bruce McCall:

The committee agrees that the needs analysis indicates that the new fire hall should be about 5000 square feet.

Fire hall staff will refine details of all functional needs to be accommodated in the indicated square footage.

The implied square footage remains within the budget based on projected costs of \$480 per sq. ft. inclusive of all professional services and construction.

Carried

4. Adjournment and Next Meeting Date

Moved and Seconded by Johnny Carline and Scott Henning that the Committee adjourn the meeting at 9:15 p.m.

Carried

The next meeting to be determined based upon receipt of all reports by consultants.

DISTRICT OF METCHOSIN

SUBJECT: Firehall Steering Committee Terms of Reference

Approved by Council: January 24, 2022

PURPOSE

This Steering Committee will advise Council on various issues as the project moves through the concept, needs, design and building stages. Composition on the group may change as the project evolves toward completion.

MEMBERSHIP

The initial Committee will be appointed by Council and will consist of:

- Two members of Council
- One member from the EOC (voting member)
- One member a knowledgeable member of the Fire Department (voting member)
- Three to four community members

Staff support for the Committee will be provided by the CAO, the Fire Chief and other staff, volunteers, or consultants, who may be required from time to time. Staff should not be voting members of the Committee.

The Committee will appoint its own Chair, who will be responsible for setting the agenda.

FUNCTION AND ROLES

The Committee will meet monthly and report its progress and recommendations to Council through the Finance and Environment Committee.

One of the first tasks of the Committee will be to retain a specialist who will lay out a road map of the process and steps, through concept to completion of the project. They will identify what professional support will be needed at each stage.