



## Minutes

West Grey Police Service Building Committee  
Held on Wednesday, January 10, 2018 at 10:00 a.m.  
At the Council Chambers – West Grey Municipal Office

---

Council Mayor Kevin Eccles, Councillor Bev Cutting, Councillor Carol Lawrence  
Staff Laura Johnston, CAO/Deputy Clerk; Kerri Mighton, Director of  
Finance/Treasurer, Rob Martin, Police Chief

### Appointments

The first order of business for the Committee was to appoint a Chair, Vice Chair, and a Recording Secretary. The following nominations were

**Lawrence-Cutting, Resolved that, Kevin Eccles be nominated as Chair of the West Grey Police Service Building Committee. ... #01-18 Carried.**

**Lawrence-Eccles, Resolved that, Bev Cutting be nominated as Vice Chair of the West Grey Police Service Building Committee. ... #02-18 Carried.**

**Cutting-Lawrence, Resolved that, Kerri Mighton be nominated as Recording Secretary of the West Grey Police Service Building Committee. ... #03-18 Carried.**

There were no further nominations.

**Lawrence-Cutting, Resolved that, Kevin Eccles be appointed as Chair, Bev Cutting be appoint as Vice Chair, and Kerri Mighton be appointed as Recording Secretary, of the West Grey Police Service Building Committee. ... #04-18 Carried.**

### Committee Structure

#### Terms of Reference

The Committee discussed the Terms of Reference which would include items such as meetings will be open to the public, held in the Council Chambers, etc. It was the consensus that the CAO will bring back draft Terms of Reference for the next regular Committee meeting.

#### Committee Mandate

The Committee discussed the Committee Mandate. It was the consensus that the mandate of the Committee is to report back to Council on the building options available for a Police Services Headquarters.

**Meeting Frequency**

The Committee discussed a meeting schedule. It was the consensus that meetings be held bi-weekly or at the call of the Chair. Meeting dates were set for Thursday, January 18, 2018 at 8:30 a.m. and Wednesday, January 24, 2018 at 9:00 a.m.

**Results of Expression of Interest**

The Expression of Interest to invite architects, general contractors and/or design/build firms to conduct an education workshop for the Committee closed January 9, 2018 at noon. There were a total of eight submissions received. The CAO will circulate the Expressions of Interest to Committee members. It was decided to schedule a single day for half hour presentations from each of the candidates on Thursday, January 18 beginning at 9:00 a.m. The Committee will meet at 8:30 a.m. to approve the Terms of Reference before the presentations start. Presentations provided by each candidate will be available to the public after the January 18<sup>th</sup> meeting.

**Adjournment**

**Cutting-Lawrence, Resolved that, we do now adjourn at 11:08 a.m., to meet again on January 18, 2018, 8:30 a.m., or at the call of the Chair.**

**Carried.**

  
\_\_\_\_\_  
Kevin Eccles, Chair

  
\_\_\_\_\_  
Kerri Mighton, Recording Secretary