



## AGENDA

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### WEST GREY POLICE SERVICES BUILDING COMMITTEE

**Thursday, January 18 | 8:30 a.m. – 2:30 p.m.**  
West Grey Municipal Office – Council Chambers

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Call to Order 8:30 a.m.

Declarations of Pecuniary Interest & General Nature Thereof

#### **Action**

Approval of Minutes

Review DRAFT Terms of Reference

#### **Presentations**

9:15           AECOM

10:00          Melloul- Blamey

10:45          Green Propeller

11:30          Meetko

Lunch break to 1:00

1:00           Rebanks Pepper Littlewood

#### **Other business**

Adjournment.



## 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

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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.**

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Kevin Eccles, Chair

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Kerri Mighton, Recording Secretary

# **West Grey Police Service Building Committee - Terms of Reference**

## **Mandate**

The West Grey Police Services Building Committee's purpose is to provide advice and recommendations to West Grey Council regarding the construction of the new headquarters for West Grey Police Services.

## **Membership**

To fulfill the mandate of the Committee, the membership will be comprised of the following six voting members:

1. Mayor
2. Two municipal councillors
3. West Grey Chief of Police
4. West Grey CAO
5. West Grey Director of Finance/Treasurer

## **Privacy**

The meetings of the West Grey Police Services Building Committee are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested.

Member information other than name or municipality will be kept confidential in accordance with Provincial legislation.

## **Role and Responsibilities**

All West Grey Police Services Building Committee members have the responsibility to help achieve the Committee's Mandate. The following roles and responsibilities are assigned to specific West Grey Police Services Building Committee member positions:

### **Chairs**

To provide leadership to the West Grey Police Services Building Committee, a Chair and Vice-Chair shall be elected. The role of the Chairs on the Committee is as follows:

- Provide leadership and ensure the effective functioning of the Committee
- Build consensus through team management
- Act as a designated spokesperson for the West Grey Police Services Building Committee at public or official functions and with the media
- Approve the agenda, meeting notes, and meeting dates
- Provide feedback on any required reports and documentation

## Recording Secretary

- A Recording Secretary shall be elected from the Committee to record meeting notes of the meetings and circulate them to the membership prior to the next meeting of the West Grey Police Services Building Committee.
- Meeting agendas and minutes of the West Grey Police Services Building Committee meetings will be posted on the municipal website (<http://www.westgrey.com/committees-of-council.cfm>)

## Committee Members

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration
- Submit agenda items to the CAO a minimum of one week prior to the meeting date whenever possible
- Make every effort to attend regularly scheduled meetings. If not available, notify the Chair on inability to attend at least one day prior to the meeting date
- Work diligently to complete assigned activities
- Participate on working groups, as appropriate
- Agree to describe, process and resolve issues in a professional and respectful manner
- Provide input to help identify future projects or strategic priorities for future years work
- Communicate activities of the West Grey Police Services Building Committee to groups represented or those who may have interest and offer information back to the West Grey Police Services Building Committee on community activities and events

## Absenteeism

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

## Meetings

Meetings shall be held bi-weekly or at the call of the Chair. Meetings are open to the public and will be advertised on the municipal calendar at [www.westgrey.com](http://www.westgrey.com)

## Conflict of Interest

Voting members of the West Grey Police Services Building Committee will be asked to declare any pecuniary conflict of interest at the start of each meeting, or prior to discussion occurring.

If any such conflicts, either actual or perceived are declared, the member will not take part in voting related to the item(s) identified, and may be asked to leave the meeting for any related debate/discussion.