

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.