



TOWN OF CRESTON

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TERMS OF REFERENCE

Fire Hall Technical Building Advisory Committee (TBAC)

November 16, 2018

INTRODUCTION

Following the approval of the Protective Services Building Loan Authorization Bylaw Referendum on October 20th, Town Council has approved the establishment of a Fire Hall Technical Building Advisory Committee (TBAC) to support the Fire Hall Project. During the Council meeting on November 13, 2018, Council also formally adopted the recommendations of the previous Community Fire Hall Advisory Select Committee (ASC), with respect to size and location as well as guiding principles. Specifically, that the new Fire Hall will be:

- Located at the Cook Street site;
- And be approximately 14,000 square feet based upon the Committee's spatial review.

The development of a Fire Hall Technical Building Advisory Committee will continue to provide transparency to the community, provide oversight and ensure accountability through the design and tendering process. The Committee will also serve as a conduit for information to flow to the community with respect to key decisions and milestones achieved throughout the project.

The formal adoption of the Community Fire Hall Advisory Select Committee recommendations provides Staff the opportunity to develop the Terms of Reference for the new Technical Building Advisory Committee. Further, the adoption of the site recommendation and building size was not formally done prior to the election, allowing the Council elected in the 2018 Local Government Election to recognize the work of the Community Fire Hall Advisory Select Committee, and finalize these decisions.

In addition to the ASC's guiding and recommended design principles, Council also adopted the ASC's recommendation "THAT staff is directed to ensure that a pre-determined number of appointed positions on the Fire Hall Building Advisory Committee be allotted to members of the Community Fire Hall Advisory Select Committee for the purposes of knowledge continuity."

PURPOSE

The purpose of the Technical Building Advisory Committee (TBAC) is to provide oversight, transparency and accountability through the design and tendering process, and where applicable, provide assistance in the development of recommendations to Council. The Committee will also serve as a conduit for information to flow to the community with respect to key decisions and milestones achieved throughout the project.

The TBAC will provide input on the construction and development of the new Fire Hall and related services that will ultimately:

- Meet legislative/regulatory requirements and industry standards;
- Service the current and future populations of the Town of Creston and Fire Protection Contract Areas; and,
- Align with requirements of the Automatic Aid Agreement and any other potential service partners.

PRINCIPLES

Council also adopted the following principles as recommended by the previous ASC. These Guiding Principles and Design Principles will direct the work of the TBAC to ensure a common understanding of the purpose, and a consistent framework for assessing options.

Guiding Principles as Recommended by the ASC and adopted by 2018 - 2022 Town Council

- Budget certainty (for the building of the new Fire Hall) will be achieved through rigorous planning and project management.
- The building will be based on current and future required Creston Fire Rescue service levels and expand to needs in the future, not based upon wants and likes.
- To explore all possible alternate funding sources, grants and opportunities to reduce the burden on taxpayers (will be undertaken).
- Proven technologies will be explored and evaluated through an Energy Modeling process to achieve a balance between energy efficiency and cost effectiveness for the construction of a new Fire Hall.

Design Principles as Recommended by the ASC and adopted by 2018 - 2022 Town Council

- A Fire Hall that is comfortable in its environment;
- A Fire Hall that is modern that fits the community;
- A Fire Hall that is functional and adaptable; and,
- A Fire Hall that will fit with the current Regional District contracted service areas, automatic aid agreement, and a future regional fire service.

In addition, any recommendations made by the TBAC to Council will:

- Will meet legislated and other requirements necessary to align with recognized industry standards;
- Be reviewed by Mayor and Council, who will decide how to proceed; and,
- Be financially sustainable.

TASKS

TBAC members will:

- Attend meetings as required;
- Undertake related readings and review information provided;
- Review and provide feedback to the TBAC based on technical information provided by experts;

- Provide input and identify opportunities for consideration by the TBAC;
- Review and approve TBAC meeting Minutes;
- Share Minutes, news releases and other updates to ensure consistent messaging to other community members on behalf of the TBAC; and,
- Assist in various public meetings and community engagement events, if needed.

MEMBERSHIP

The TBAC will include approximately seven members from the community at large, including three members of the previous ASC and four new positions.

All members must be residents or property owners in the town of Creston or Town of Creston Fire Protection Contract Areas. TBAC participation is voluntary, with no remuneration provided for members' time. Reimbursement may be provided for travel expenses.

In addition, membership will include two elected officials from the Town of Creston and two elected officials from the RDCK (one member from Electoral Area "B" and one member from Electoral Area "C") and one member of Creston Fire Rescue. As the new Fire Hall will be owned by the Town, there may be additional staff in attendance.

Recommendations for membership will be submitted to the Mayor and Council for consideration and approval.

Town staff will serve as non-voting members, and consultants will be present to provide technical information, as well as to assist with administration and facilitation as needed.

Applicant Requirements

Applicants for membership must meet the following selection criteria:

- Have demonstrated technical building experience in design development, construction, project management and or actuarial professions;
- Willingness and ability to commit the necessary time;
- Willingness to have their names, comments, and images become part of the public record (e.g., website, TBAC meeting Minutes, reports, publications, media releases, social media, and external media coverage);
- Interest in the future of the Town of Creston from a community-wide perspective;
- Ability and desire to work respectfully toward consensus with people holding different views; and,
- Willingness to recognize and respect the TBAC process in relation to Council's decision-making structure.
- Those professionals willing to be a part of the Committee may place themselves in a Conflict of Interest for any future tendering or bid processes that they may wish to participate in.

If any positions become vacant during the process, Council may identify and appoint replacement members.

REPORTING STRUCTURE

Given the regulatory nature of the tendering process, the BC Building Code and other standards, there are some decisions that are mandated by legislation and not subject to consultation. Other aspects, such as monitoring the process, reviewing information and options from technical experts, TBAC members, and senior Town of Creston staff, may result in recommendations to Council.

As such, where applicable, the TBAC will assist in the development of recommendations and/or provision of relevant technical information to Mayor and Council. TBAC recommendations and related information will then be presented to Mayor and Council by the Interim CAO or his designate.

Once the information has been considered by Mayor and Council, a summary will be prepared that can be posted on the Town's website and social media, and circulated to all TBAC members and other stakeholders as identified.

Please note that at any time, information may flow back to the TBAC from Council for further consideration, study, and response.

COMMITTEE DECISION-MAKING

Where applicable, decisions about what to recommend to Mayor and Council will be made by majority vote. In certain circumstances, issues raised during a meeting may require a formal motion and vote. A quorum will be defined as 50 percent of the members in attendance, with one member of the quorum being an elected official. Information reflecting the perspective of a minority vote or a different perspective may also be recorded in the Minutes if any member wishes to do so.

COMMITTEE OPERATIONS & CODE OF CONDUCT

Committee Operations

- A chairperson appointed by Council will work with Town of Creston staff, consultants and technical experts to:
 - Confirm project objectives and expected outcomes;
 - Develop TBAC meeting agendas, protocols, and materials;
 - Chair and facilitate TBAC meetings;
 - Contribute to TBAC meeting documentation.

- TBAC members will arrive promptly at all meetings. TBAC members who miss three consecutive meetings may have their membership revoked at the discretion of Council.
- Town staff, consultants and/or technical experts will participate at TBAC meetings as a TBAC resource (e.g., for information about building codes, health and safety regulations, environment and energy guidelines, and industry standards), but will not have voting rights.
- Members of the public are welcome to participate as observers. When possible, questions from the public may be directed to the technical consultants at a set time for a limited amount of time.
- As the TBAC is a Committee of Council, all members of the Committee, Staff and the public are expected to conduct themselves in accordance with Council Procedures Bylaw No. 1875 section 4:13 Conduct and Debate.

- TBAC meeting deliberations will be recorded as meeting Minutes, reviewed by the TBAC Chairperson (or designate) and technical consultants, provided to Council and posted on the Town's website after the Minutes have been accepted by Council.
- News releases may also be issued for major milestones and announcements.
- Community members can sign up for an email copy of the Minutes, news releases and other notices via *Notify me* on the Town's website.
- Decisions will be formally recorded in the Minutes of the TBAC meeting. Any TBAC members unable to agree to the decision may have their objections noted in the TBAC Minutes.

Code of Conduct

- All TBAC members, technical experts, and Town staff, will be considered equal, except for voting.
- All TBAC members, technical experts, and Town staff will respect meeting protocols and the role of the facilitator/Chair.
- All TBAC members, technical experts, and Town staff, will be encouraged to actively participate in discussions, and to speak freely about any related issues, challenges, and/or opportunities.
- All TBAC discussion will be conducted in a thoughtful and respectful manner.
- TBAC members are encouraged to share meeting Minutes, news releases and other TBAC notices to ensure consistent public messaging on behalf of the TBAC.
- TBAC members may choose to express their personal views about the process to others outside the Committee, but shall not speak on behalf of or, in any way, create the impression that they are speaking for the TBAC as a whole.
- To encourage open and honest dialogue, TBAC members and members of the public shall not discuss comments or opinions expressed by other Committee members outside of the meeting without their knowledge and consent.
- To ensure consistency, the Mayor or his designated contact will act as the media spokesperson for all inquiries.

DURATION

The TBAC will remain in effect for the duration of the project. Workshops and meetings will be held to reflect the project schedule, yet to be determined. At a minimum, an initial full day workshop will be held in early 2019 to provide background orientation and explore options. Extension of the term is subject to Council approval.

RESOURCES

Town of Creston appointed staff and technical experts will support the TBAC through a variety of functions, such as conducting research, arranging meetings, developing and distributing meeting agendas and materials, and preparing meeting Minutes, etc.