



AGENDA

Advisory Committee Meeting: Wednesday, July 24, 2019 7:00 p.m.
Council Chambers
502 – 2 Avenue Bassano

1. CALL TO ORDER (ADMINISTRATION)

2. OPEN DISCUSSION OF COMMITTEE MEMBERS

5 minutes per member for introduction and explanation of interest in the project.

2.1 Kevin Jones

2.2 Linda Parrish

2.3 Lynn MacWilliam

2.4 Mike Wetzstein

2.5 Ron Wickson

3. ROLES AND RESPONSIBILITIES (ADMINISTRATION)

4. APPOINTMENT OF CHAIR AND VICE CHAIR

5. NEXT STEPS

6. ADJOURNMENT

Intergenerational and Multigenerational Tiny Home Pilot Project Bassano- Advisory Committee Terms of Reference

Summary:

The Terms of Reference (TOR) shall clarify the role and responsibilities of the advisory committee. The role of the advisory committee is to provide oversight, offer information, review draft reports and provide recommendations regarding the project to Bassano Town council as well as to be an active promoter of the initiative.

This is a three-phase project, each with a specific set of deliverables and outcomes. Each phase of the project and its vision were approved by Town council. The advisory committee's role is not to set the vision for the project. Rather, the advisory committee will act as information conduits to assist in achieving evidence-based project outcomes. The consultant will reach out to the advisory committee through administration with project specific requests.

The purpose of the project is to determine the economic feasibility of developing an intergenerational and/or multigenerational "tiny home" housing model in Bassano. Phase 1, the feasibility study will result in a statistical analysis, to a) determine the need, b) understand demographics, c) needs assessment, and d) servicing and development options. For a detailed scope of Phase 1, refer to the Project Terms of Reference.

The next phase is to develop a business plan. The business plan will result from the outcomes of the feasibility study if approved by Town council (recommended by the advisory committee). The business plan will address the tactics and strategies required to expand on an actual business model. More specifically, defining the business opportunity and how to make it work in Bassano. For a detailed scope of Phase 2, refer to the Project Terms of Reference.

Finally, Phase 3, is to develop an implementation and action plan pending there is a business opportunity. The advisory committee will review and analyse the implementation and action plan and make a recommendation to Town council. The final phase of the project will set the stage for further project implementation.

Roles and Responsibilities

Advisory Committee Membership (M# 160/19)

1. Kevin Jones – Bassano Town Council/ Palliser Economic Partnership (PEP) Representative
Kevinjones@bassano.ca
403-641-2923
2. Linda Parrish – Town of Bassano Community Representative
Lindaparrish@rogers.com

Terms of Reference – Advisory Committee
Intergenerational and Multigenerational Tiny Home Pilot Project Bassano
July 22, 2019

403-363-7242

3. Lynn MacWilliam – Town of Bassano Community Representative
Lynnmacwilliam@hotmail.com
403-363-4115
4. Mike Wetzstein – Town of Bassano Community Representative
Mikewetzstein@yahoo.com
403-363-6468
5. Ron Wickson – Bassano Town Council/Newell Foundation Representative
Ronwickson@bassano.ca
403-641-3692

Advisory Committee

The advisory committee serves the purpose of providing insight, knowledge and recommendations regarding the project to Bassano Town council. Members of the committee shall advise in the best interests of Bassano and the region. The advisory committee shall offer ideas in alignment with the vision of the project.

The committee shall appoint a Chair and Vice Chair at the first meeting. The advisory committee shall make a motion to recommend a Chair and Vice Chair. A secret ballot will follow the election of Chair and Vice Chair. The person elected to Chair and Vice Chair positions must formally accept the position.

- **Chair:** The advisory committee Chair, once appointed will facilitate meetings and act as the committee representative when giving recommendations to Town council or administration.
- **Vice Chair:** The Vice Chair will resume the Chairpersons' responsibility in his or her absence.

Each advisory committee member must be respectful of every other member. Disrespect will not be tolerated on the committee. Disrespectful committee members may be asked to leave the committee temporarily or permanently. Permanent removal from the committee will be by a formal motion of Town council, recommended by administration.

An advisory committee member may withdraw from their position on the committee by providing written notice to Amanda Davis, Interim CAO. The minimum committee representation shall be three and the maximum shall be five. Vacancies may not be filled.

Voting Procedures

- Each committee member must vote on every business item.
- Each committee member has only one vote.
- Each committee member vote has equal weight.
- Recommendations are based on a majority vote not a unanimous vote.
- Each member shall be given a chance to present their point of view on the voting subject matter.

Terms of Reference – Advisory Committee
Intergenerational and Multigenerational Tiny Home Pilot Project Bassano
July 22, 2019

- Motions do not require a seconder.

Meeting Preparation and Attendance

- Administration shall provide advisory committee member with an agenda a minimum of 72 in advance of all regular advisory committee meetings.
- All advisory committee members must be prepared to discuss agenda items and business matters at the regular advisory committee meetings.
- Administration will send out calendar invites for all advisory committee meetings as soon as reasonably possible to the emails provided by the representatives above.
- Advisory committee representatives must confirm their attendance at regular advisory committee meetings. All advisory committee meetings will commence with a quorum. It shall be the representative's responsibility to follow-up on meeting outcomes in their absence by reviewing the meeting minutes.
- Advisory committee members must endeavor to attend all regular committee meetings.

Correspondence

The advisory committee's only point of contact for the project is administration Amanda Davis, Interim CAO to ensure consistent information and communications. Project related matters will be discussed at advisory committee meetings. Email dialogue will be limited. When responding to emails, administration and advisory committee members must use the "reply all" feature.

Concerns regarding the project or advisory committee shall be directed to Amanda Davis, Interim CAO in writing. The concerns must clearly describe the subject matter, concern and potential mitigation tactics.

Promotion/Confidentiality

Committee members shall actively promote the project, to gain support and empower the project within the community and region. There is the potential to receive confidential information. If this matter arises, committee members may be required to sign a confidentiality agreement.

Conclusion

All Committee members are subject to equal terms and conditions as outlined above and are in agreement as signed below. This is a volunteer position, and advisory committee representative's will not receive compensation for the attendance at meetings or preparing for meetings.

The term of this appointment is July 2019 to March 31, 2020 unless otherwise agreed to in writing.

By signing this document, you are hereby agreeing act in accordance with the Advisory Committee Terms of Reference, to represent the Town of Bassano in an ethical and professional manner.

Terms of Reference – Advisory Committee
Intergenerational and Multigenerational Tiny Home Pilot Project Bassano
July 22, 2019

X

Kevin Jones
July 24, 2019

X

Linda Parrish
July 24, 2019

X

Lynn MacWilliam
July 24, 2019

X

Mike Wetzstein
July 24, 2019

X

Ron Wickson
July 24, 2019

ADVISORY COMMITTEE PROFILES

Kevin Jones

Councillor

Represents: Bassano Town Council/ Palliser Economic Partnership

Personal/ Professional Background:

- Moved to Canada in 1975
- Resident of Bassano since 1995
- Engineer at Global Thermoelectric

Current Boards and Committees:

- Bassano Town Council
- Municipal Planning Commission
- Bassano Bowling, Curling, & Golf Clubs
- Newell Regional Services
- Short Grass Library System
- Palliser Economic Partnership

Linda Parrish

Physicians Assistant

Represents: Bassano Community

Personal/ Professional Background:

- Masters of Science in Physician Assistant Studies
- 25 years service with the Canadian Armed Forces
- Experience with Disaster Relief Missions
- First Responder
- Physicians Assistant at Primary Care Clinics

Current Boards and Committees:

- Bassano Library Council
- Member of Bassano Wellness Initiative

**Intergenerational and Multigenerational Tiny Home Pilot Project Bassano
July 18, 2019**

Lynn MacWilliam

Represents: Bassano Community

Personal/ Professional Background:

- Administrative Assistant to various MPs and MLAs

Former Boards and Committees:

- Town of Bassano Councillor
- Palliser Economic Partnership
- Community Futures Wild Rose
- Community Futures Network AB
- Metal Fabricators Initiative of Southern AB
- Newell Regional Tourism Association

Mike Wetzstein

Heavy Duty Mechanic

Represents: Bassano Community

Personal/ Professional Background:

- Heavy Duty Mechanic
- Resident of Bassano for 20 years
- Father of two

Current Boards and Committees:

- Bassano Fire and Rescue, Captain.

Ron Wickson

Mayor

Represents: Newell Foundation

Personal/ Professional Background:

- Teacher/ Principal at Bassano School
- Chair of Bassano & District Health Foundation

Current Boards and Committees:

- Mayor and Reeves
- Municipal Planning Committee
- Family Community Support Services
- Joint Shared Services
- Newell Foundation