

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **PARKS & FACILITIES COMMITTEE** Meeting  
Tuesday, October 11, 2005 at 8:26 pm  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor Michele Haddon, Chair  
Mayor Allison Habkirk  
Councillors: Graham, King, Korol, Mason and Thompson  
Gary C. Nason, Administrator  
Trish Flanders, Municipal Clerk  
Hope V. Burns, Director of Planning & Building Services  
Bonnie McKenzie, Manager of Community Services (in part)

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**APPROVAL OF THE AGENDA:**

1196.05      MOVED BY COUNCILLOR MASON  
NO SECONDER  
*That the Agenda for the Parks & Facilities Committee Meeting held on October 11, 2005 be approved as circulated.*  
CARRIED UNANIMOUSLY

**1. West Saanich School Restoration Project**

- a) Staff Memorandum dated October 5, 2005 from Bonnie McKenzie, Manager of Community Services Re: West Saanich School Restoration Project.

The Manager of Community Services, Ms. Bonnie McKenzie, provided a comprehensive overview of the Staff Memorandum in regards to the West Saanich School Restoration Project, and responded to questions from members of the Committee.

Mr. Wayne Watkins and Ms. Sue Myerscough, representing the Brentwood Bay Old School Hall Society, were in attendance at the meeting and provided brief comments in regards to their correspondence dated September 23, 2005 and the Status Report from Jonathan Yardley dated August 31, 2005.

A discussion took place in regards to the recommendations contained within the Staff Memorandum, as well as the proposal to hire a Project Manager and the related costs.

1197.05      MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That the Staff Memorandum dated October 7, 2005 entitled "West Saanich School Restoration Project" be received, and:*

- 1. Staff be authorized to finalize a consulting contract for architectural services with Jonathan Yardley, based on the terms outlined in his Service Proposal dated October 5, 2005, and Staff be authorized to engage the services of a qualified project manager as recommended by Mr. Yardley;*
- 2. Mr. Yardley be requested to prepare a prioritized scope of work, including any additional/emergent issues as considered necessary; detailed architectural plans where required, a projected time schedule; details of on-site supervision; and a detailed cost estimate, for Council review and approval prior to proceeding with any further components of the West Saanich School restoration project;*
- 3. Staff, in consultation with Mr. Yardley and subject to Mr. Yardley's prior approval, be authorized to respond with appropriate mitigation measures to any emergent building-related issues requiring attention, and the necessary costs to be charged to the project account, and further that Staff ensure that in all instances any mitigation measures which are undertaken are consistent with the recommendations and directions contained in the various reports from Mr. Yardley; and*

4. *Staff be requested to prepare and submit a grant application request in the amount of \$25,000 to the "Heritage Legacy Fund of British Columbia" for additional financial assistance for the restoration of West Saanich School, 7130 West Saanich Road.*

CARRIED UNANIMOUSLY

1198.05 MOVED BY MAYOR HABKIRK  
NO SECONDER

*That It Be Recommended To Council:*

*That in further progress reports on this particular matter Staff be requested to provide clarification on the relationship, roles and responsibilities and the proposed distribution of work between Mr. Yardley and the Project Manager who would be engaged as recommended by Mr. Yardley.*

CARRIED UNANIMOUSLY

**2. Proposed "Facilities Charette"**

- a) Staff Memorandum dated September 23, 2005 from Gary C. Nason, Administrator Re: Proposed "Facilities Charette".

The Administrator gave a comprehensive overview of the Staff Memorandum in regards to the proposed Facilities Charette, and responded to several questions from members of the Committee.

In discussion around the table, it was noted that the attendees at the proposed Charette should ideally include representation from individuals with disabilities or differing physical abilities in terms of accessibility and access.

1199.05 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That It Be Recommended To Council:*

*That the Staff Memorandum dated September 23, 2005 entitled "Proposed Facilities Charette" be received for information, and Council indicate that it is in general agreement with the suggested general timeframe and format for the proposed Charette as set out in the Memorandum.*

CARRIED UNANIMOUSLY

1200.05 MOVED BY COUNCILLOR GRAHAM  
NO SECONDER

*That It Be Recommended To Council:*

*That representation at the proposed Charette include at least one member from the District's Advisory Planning Commission.*

CARRIED UNANIMOUSLY

1201.05 MOVED BY COUNCILLOR GRAHAM  
NO SECONDER

*That It Be Recommended To Council:*

*That in terms of solicitation of attendees to participate in the proposed Charette the District advertise for interested community representatives who have relevant experience and a particular interest in community affairs, and the suggested breakdown for the participant representation at the Charette, as set out in the Memorandum, be utilized as a guide only for Council.*

CARRIED  
OPPOSED: COUNCILLOR KING

1202.05 MOVED BY COUNCILLOR KING  
NO SECONDER

*That It Be Recommended To Council:*

*That Council's First Nations liaison be authorized to approach the two local First Nations to solicit at least one representative to attend the Charette.*

CARRIED  
OPPOSED: MAYOR HABKIRK

1203.05 MOVED BY MAYOR HABKIRK  
NO SECONDER

*That It Be Recommended To Council:*

*That prior to proceeding with the issuance of a Request for Written Quotations for professional facilitation services for the proposed Charette, Staff be requested to undertake a Request for Expressions of Interest for this particular project.*

CARRIED UNANIMOUSLY

1204.05 MOVED BY MAYOR HABKIRK  
NO SECONDER

*That It Be Recommended To Council:*

*That in the Request for Expressions of Interest, Staff attempt to solicit responses from individuals from various creative professions who have had previous direct experience in Charettes of this nature.*

CARRIED UNANIMOUSLY

1205.05 MOVED BY MAYOR HABKIRK  
NO SECONDER

*That It Be Recommended To Council:*

*That subject to the Request for Expressions of Interest process as noted in the foregoing motions, Staff in consultation with the sub-committee be authorized to proceed with the issuance of a Request for Written Quotations for professional facilitation services for the proposed Charette.*

CARRIED UNANIMOUSLY

1206.05 MOVED BY COUNCILLOR MASON  
NO SECONDER

*That It Be Recommended To Council:*

*That during upcoming Annual Budget and Five Year Financial Plan deliberations Council reconsider the recommended allocation of \$82,400 for the development of a strategy for municipal facilities which was deleted from the 2005 Annual Budget.*

CARRIED UNANIMOUSLY

**ADJOURNMENT:**

*On motion, the Parks & Facilities Committee Meeting held on October 11, 2005 adjourned at 9:32 pm.*

Recorded By: Trish Flanders  
Municipal Clerk