

District of Highlands  
Community Centre Task Force Adhoc Committee  
Minutes – DRAFT  
February 27, 2007 – 7:00 pm  
Caleb Pike School House, 1598 Millstream Road

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In attendance:

Michael Bocking, Chair  
Bob McMinn, Vice Chair  
Elaine Limbrick, Recording Secretary  
Verna Ford  
Marcie McLean

Absent:

Muriel Sibley  
Kent Willner  
Bob Flitton

1. Approval of the Agenda

The Chair requested that Item 6 become “Code of Conduct” and that the subsequent agenda items be renumbered.

Moved by: Bob McMinn  
Seconded: Marcie McLean

THAT the agenda be approved as amended.

CARRIED

2. Adoption of the minutes of January 30, 2007

Moved by: Bob McMinn  
Seconded: Marcie McLean

THAT the minutes of January 30, 2007 be adopted.

CARRIED

3. Community Centre Task Force Terms of Reference

The Chair reported that the Terms of Reference for the Community Centre Task Force had been adopted by Council at its last meeting and that Council had endorsed the proposed budget of \$30,000, included in the BC Spirit Squares grant application. The Committee hoped to hold an Open House before summer began but that site selection would have to be made before the Open House and, therefore, would be the determining factor into establishing the time line.

4. B.C. Spirit Squares Grant Application

Reasonable optimism was felt about the grant application which was accompanied by an outline of services to be provided by the firm A.J. Finlayson Architect Ltd.

5. Recommended Uses

Bob McMinn Stressed the desirability of having facilities which would draw people to the square and keep the place alive, while ensuring the commercial viability of the proposed café. A lodge or inn would provide more customers than just Highlands residents. It was important to plan for the future and have enough land available for buildings such as seniors' housing in the form of small buildings such as in Kiwanis villages. In the questionnaire residents would be asked to identify what they would use. The Committee added other potential uses to those uses already identified.

## POTENTIAL COMMUNITY CENTRE USES February 27, 2007

### POTENTIAL USE

### IMPORTANT

#### COMMUNITY HALL

- Hall / Gymnasium
- Theatre
- Kitchen
- Child Care
- Meeting Rooms
- Emergency Shelter
- Youth Space
- Seniors Space

#### RENTAL USES

- Weddings
- Banquets
- Conferences

#### MUNICIPAL SERVICES

- Municipal Office
- Council Chambers
- Fire Hall
- Emergency Centre
- Community Police Office

#### COMMERCIAL USES

- Market – retail space / country store
- Café
- Bakery
- Art Gallery
- Offices
- Inn – lodge / senior housing – cluster housing

#### VILLAGE SQUARE

- Public Plaza
- Outdoor Market
- Amphitheatre
- Outdoor Café
- Information Kiosk
- Public Art
- Landscaping

**POTENTIAL COMMUNITY CENTRE USES - *continue***  
**February 27, 2007**

**POTENTIAL USE**

**IMPORTANT**

**OUTDOOR SPORTS**

- Soccer
- Baseball
- Tennis
- Basketball
- Volleyball
- Horseshoes

**INDOOR SPORTS**

- Floor Hockey
- Basketball
- Volleyball
- Badminton
- Gymnastics
- Dancing

**OUTDOOR RECREATION**

- Picnicking
- Swimming (in lakes)
- Walking
- Fitness Track – in jogging trail
- Children's Play Area

6. Code of Conduct

**MOTION I**

Moved by: Bob McMinn  
Seconded: Verna Ford

THAT the Committee adopt the Code of Conduct outlined under the provisions of the Community Charter, namely:

1. Discussion of Sensitive Matters

- a) As a general rule all meetings of the Task Force are open to public attendance. The Task force is authorized to exclude the general public from any portion of a meeting where the discussion concerns the acquisition or disposition of specific parcels of land pursuant to Section 90(1)(e) of the Community Charter.
- b) The provisions of Section 117 of the Community Charter apply to the Task Force members respecting confidentiality.

2. Conflict of Interest

The provisions of Section 100 – 104 of the Community Charter apply to members of the Task Force respecting Conflict of Interest.

3. Breach of this Policy

Should the District council, by a majority vote, establish that a member of the Task Force has breached any provision of this policy, that person be terminated as a Task Force member.

CARRIED.

**MOTION II**

Moved by: Bob McMinn  
Seconded: Verna Ford

THAT Committee members would not:

1. access private property;
2. communicate with property owners;
3. discuss potential sites except IN CAMERA for which separate minutes would be kept and given to Municipal staff;
4. disclose any committee discussions of property under consideration;
  - all such discussions to be treated as CONFIDENTIAL

CARRIED.

## **Community Centre Task Force**

### **CODE OF CONDUCT AND APPLICABILITY OF PROVINCIAL LEGISLATION POLICY**

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#### **PURPOSE:**

The purpose of this policy is to address the conduct of Task Force members resulting from the potential for sensitive matters to be considered by the Task Force.

#### **POLICY:**

The Task Force members agree that they shall be subject to the provisions of the Community Charter for the following matters:

#### **1. Discussion of Sensitive Matters**

- a) As a general rule all meetings of the Task Force are open to public attendance. The Task Force is authorized to exclude the general public from any portion of a meeting where the discussion concerns the acquisition or disposition of specific parcels of land pursuant to Section 90(1)(e) of the Community Charter.
- b) The provisions of Section 117 of the Community Charter apply to the Task Force members respecting confidentiality.

#### **2. Conflict of Interest**

The provisions of Section 100 – 104 of the Community Charter apply to members of the Task Force respecting conflict of interest.

#### **3. Breach of this Policy**

Should the District Council, by a majority vote, establish that a member of the Task Force has breached any provision of this policy, that person be terminated as a Task Force member.

#### **Attachments:**

Community Charter Sections 90, 100-104 and 117

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7. Evaluation of Potential Sites (see attachments 7a and 7b)

The Committee discussed at length:

Site A – Twinflower Park and lots to the north

It was noted that the assessed value of the lots to the north would need to be amended and that, if three buildings (municipal hall, community hall, commercial building) were constructed, this would impact on the size of the playing field.

Site B – Millstream Road opposite Stewart Mountain Road

Site C – Junction of Millstream Road and Finlayson Arm Road  
NOTE: assessed value of land needs to be property determined

Site D – Junction of Millstream Road and Taylor Way

Site E – North end of Matson Lake

Site F – Municipal Hall site and adjacent commercial lot

Site G – Lot(s) off Lost Lake Road, near the beginning.

The Committee recognized that some property owners may not wish to sell their lots and that lots with residences presented greater financial costs, especially if the residences were not suitable for conversion to any of the designated uses. Furthermore, the assessed value of the sites was not a reliable indicator, as market value was the determining factor. More information was required on certain sites.

One member of the Committee suggested that property owners be invited to submit their land for sale at a fair market price. Some property owners might consider donating their land and placing covenants on its use.

The Committee agreed to rank each site according to the criteria listed on Attachment 7c.

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M. Bocking, Chair

7a)

## SITE DESCRIPTIONS

### Site A – Twinflower Park and Lots to the North

- approx. 10 acres usable land
- present access from Millstream Road
- on trail route to Gowlland Tod Park
- adjacent to Caleb Pike homestead
- central to north Millstream residential area
- adjacent to large \_\_\_\_\_ marsh & nature park
- present uses fire hall, baseball field & playground
- presently 50% cleared, 40% natural
- existing well & sewage disposal field
- low site development costs
- potential impact on properties to the north
- assessed value of lots to the north \$348k land - \$248k improvements-amended

### Site B – Millstream Road opposite Stewart Mountain Road

- part of 60 acre lot
- approximately 10 acres between Millstream Road and creek
- suitable potential access from Millstream Road
- central to west Highlands residential areas
- contains central wetland and creek on boundary
- presently vacant natural area
- no existing water or sewage disposal
- moderate site development costs
- minimal impact on adjacent properties
- pro rated assessed value of land approximately \$283k

### Site C – Junction of Millstream Road and Finlayson Arm Road

- part of 60 acre lot straddling Finlayson Arm Road
- approximately 10 acres in SE corner of lot
- existing access off Finlayson Arm Road
- central to lower Millstream Road and Finlayson Arm Road areas
- contains small wetland in southeast and creek to west
- presently 20% cleared and graded; 80% vacant natural area
- no existing water or sewage disposal
- low to moderate site development costs
- minimal impact on adjacent properties
- pro rated assessed value of land approximately \$ \_\_\_\_\_ amended

7b)

## SITE DESCRIPTIONS *continued*

### Site D – Junction of Millstream Road and Taylor Way

- 3.2 acre lot and part of lots to the east and south
- approximately 10 acres total
- existing access from Millstream Road and Taylor Way
- central to lower Millstream Road and Finlayson Arm Road areas
- contains small wetland in south area
- presently 50% cleared and graded; 50% natural area
- presently used for 2 residences, garages and workshops
- existing water or sewage disposal
- low to moderate site development costs
- minimal impact on adjacent properties
- assessed value of land approximately \$333k and \$412k – improvements

### Site E – North end of Matson Lake

- 29 acre lot with approximately 100m frontage on Matson Lake plus 2 acre lot adjacent to Millstream Road
- existing access from Millstream Road
- central to lower Millstream Road and Finlayson Arm Road areas
- contains wetland in central area
- presently vacant natural area
- no water or sewage disposal
- moderate to high site development costs
- minimal impact on adjacent properties
- assessed value of 29 acres \$589k; pro rated value of upland 10 acres - approximately \$175k.

### Site F – Municipal site and adjacent Commercial lot

- approximately 10 acres in 2 lots
- south of present Highlands residential areas
- existing access from Millstream Road
- contains wetland in west area
- presently 10% cleared and graded; 90% natural area
- presently used for municipal office
- existing water or sewage disposal
- low to moderate site development costs
- minimal impact on adjacent properties
- assessed value of land unknown

7 c)

CRITERIA

Site #				
Site Suitability Factors / Objectives	RANKING			
	Yes	Partial	No	N/A
	5	4 3 2 1	0	0
1. Location				
• central to population				
• along major road				
• on trail route				
• adjacent to lake				
• adjacent to nature park				
• accessible to emergencies				
• buffered from neighbours				
2. Adequate Size of Property				
• community centre area				
• outdoor recreation area				
• future expansion area				
3. Site Servicing Potential				
• suitable potable water				
• suitable sewage disposal				
• suitable for buried cables				
4. Environmental Constraints				
• no wetlands				
• no steep slopes				
• no sensitive ecosystems				
5. Low Development Costs				
• site preparation				
• site services				
• site development				
• credit for building(s)				
6. Community Centre Zoning				
• presently compliant				
7. Land Acquisition Costs				
• lowest cost per acre				
<b>SCORE</b>				

8. Consultant

The Chair reported that it was possible to solicit or invite tenders. The Chair proposed to consult with the Council's Administrative Officer regarding procedures for hiring a consultant and would seek directions. It was agreed that the Chair would report back to the Committee at the next meeting.

9. New Business

Moved by: Verna Ford  
Seconded: Marcie McLean

THAT the Committee request staff to advise us of vacant lots over 10 acres and not more than 30 acres.

CARRIED.

10. Next Meeting

The next scheduled meeting will be Tuesday, March 27, 2007 at the Caleb Pike School House at 7:00 p.m.

CARRIED.

11. Adjournment

The meeting was adjourned at 9:30 p.m.

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Michael Bocking, Chair