

District of Highlands  
Community Hall Task Force Adhoc Committee  
Minutes – DRAFT  
November 7, 2006 – 7:00 pm  
Caleb Pike School House, 1598 Millstream Road

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In attendance:

Michael Bocking, Chair  
Elaine Limbrick, Recording Secretary  
Marcie McLean  
Bob McMinn  
Muriel Sibley  
Kent Willner

Absent:

Verna Ford  
\*Frank Hiebert  
Bob Flitton  
  
\* left the District

1. Approval of the Agenda

Moved by: Bob McMinn  
Seconded: Marcie McLean  
THAT the agenda be approved.

CARRIED

2. Adoption of the minutes of October 24, 2006

Moved by: Marcie McLean  
Seconded: Muriel Sibley  
THAT the minutes of October 24, 2006, be amended at the beginning by  
Adding, NO QUORUM.

CARRIED

Moved by: Muriel Sibley  
Seconded: Kent Willner  
THAT the minutes of October 24, 2006, as amended, be approved.

CARRIED

E-mail vote, October 30, 2006

THAT the Community Hall Task Force requests Council to provide a budget of \$3,000 to cover the costs of preparing materials, including architectural concept sketches and other information required for a community hall open house and survey.

CARRIED

3. Budget

The Chair, Michael Bocking, attended the November 6, 2006 meeting of Council and made a presentation on behalf of the Community Hall Task Force Adhoc Committee. Council passed a motion to grant a budget of \$3,000 to the Community Hall Task Force Adhoc Committee to cover the costs of the materials and information required for the Open House and Survey. Municipal staff would send out materials (i.e. Survey).

It was agreed that there were basically two kinds of costs:

1. Sketches provided by the recommended architectural consultant, Don Gunn.
2. displays, survey materials:

For the Open House the committee would need a large map where residents could indicate their preferred site for the community hall. It was decided that a separate binder showing different architectural designs for community halls already built should be made available to the public. A list of potential uses for the community hall should be displayed.

It was agreed that the committee would meet on February 18, 2007, prior to the Open House, to be held on Sunday, February 25, 2007, from 1-4 p.m. at the Caleb Pike School House.

#### 4. Design Criteria

The committee looked at floor plans for Ruth King (incorporating a gymnasium) and Pender Island Community Hall.

##### 1. SETTING

The committee recommended a natural, woodsy setting. Parking should be open and there should be a multifunction area for sports. The committee agreed that there were two possible options:

- a) to build on land we already have around the West Fire Hall and Twin Flower Park
- b) to build from scratch on a 10 acre lot which would require purchasing. Possible funding could be provided by selling the present municipal office and land and relocating the municipal office to consolidate all facilities in one spot.  
Residents would be asked if a suitable location was found, whether they favoured a village centre concept grouping together community hall, café, general store, bakery, gallery for the arts, etc.

##### 2. BUILDING

A two story building was preferable, have some capability for a caretaker suite and storage room on the upper floor. However, a large basement could also be put to good use.

The priorities were:

- a) large unobstructed space for meetings, which could also provide floor space for indoor sports. Seating for 250 persons, should be provided. An office, washrooms, kitchen, café should be adjacent.
- b) upstairs level for staff/storage space; This would be a private area and, therefore, not require wheel chair access
- c) lower level for meeting rooms, storage, etc. was desirable

The general appearance of the building was discussed. Wood and stone were recommended for building materials and a metal roof, with generous overhang to protect and shade decks. There should be two entrances, one for the public and one for deliveries to the kitchen, café.

Inside the building there should be a small stage in the large meeting space which could also be enclosed to serve as a meeting space. A commercial, fully certified kitchen was a necessity. The café should seat a maximum of 20 people and have outdoor space for tables and seating. If a day care centre was considered desirable, than a small park with children's recreational equipment was required. The park should also have a picnic area. Storage facilities should be provided for any kind of equipment, a room for learning materials, and an electrical/mechanical room.

The building should be energy efficient and use "green building" technology. A heat pump or geothermal heating was recommended.

The building could be "phased in" different areas being added as necessary. It was estimated that there should be parking for 100 cars.

The committee agreed that the budgetary allocation should be:

1. \$1,000 for display materials, survey materials
2. \$2,000 for the architect's drawings

The Chair, Michael Bocking, was to send a letter to Don Gunn requesting that he supply preliminary drawings showing the floor plan, interior and exterior views, in time for the November 28<sup>th</sup>, 2006 meeting of the committee and that the final architectural drawings would be made available in January.

5. New Business

Moved by: Marcie McLean  
Seconded: Bob McMinn

THAT Council be informed that Frank Hiebert had left the District.

CARRIED

6. Next Meeting

The next meeting would be on November 28<sup>th</sup>, 2006 at 7:00 p.m. in the Caleb Pike School House.

7. Adjournment

The meeting was adjourned at 9:00 p.m.

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Michael Bocking, Chair