

District of Highlands
Community Hall Task Force Adhoc Committee
Minutes – FINAL
January 9, 2007 – 7:00 pm
Caleb Pike School House, 1598 Millstream Road

In attendance:

Michael Bocking, Chair
Bob McMinn, Vice Chair
Marcie McLean, Note Taker
Bob Flitton
Verna Ford

Absent:

Elaine Limbrick, Recording Secretary
Muriel Sibley
Kent Willner

1. Approval of the Agenda

Moved by: Bob McMinn
Seconded: Marcie McLean

THAT the agenda be approved.

CARRIED

2. Adoption of the minutes of December 5, 2006

Moved by: Bob Flitton
Seconded: Bob McMinn

THAT the minutes of December 5, 2006 be adopted.

CARRIED

3. Community Hall Preliminary Design Sketches (January 7, 2007)

The Committee members reviewed and discussed the revised sketches. Once again the topic of possibly incorporating a municipal office and other possible public facilities into the same building or area as a proposed community hall was discussed.

It was noted that the Community Hall Task Force (CHTF) Terms of Reference (TOR) does not request that mandate from this Committee, and to explore interest and additional options further, then our Committee's TOR should be amended by Council.

The Committee discussed possibly modifying the draft questionnaire to include additional combined uses including a municipal hall. Once the CHTF has a finalized version of the draft survey questionnaire it will need to be sent to Council for their endorsement.

Further discussion on the preliminary design sketches included the number of fire places, possibly one shower in each male and female washroom, possible first aid room and wheel chair accessibility.

4. Survey Questionnaire Draft (January 9, 2007 version)

The Chair reviewed the two pages commenting that the list has been generalized and narrowed down for the survey. The Committee indicated the following changes to the draft Survey be done for Page 1:

- Under Potential Activity, Public, that Public Hearing be added back in;
- Under Sports/Exercise, ADD badminton;
- Under Cultural, ADD Lending Library;
- Under Private ADD Banquets back in and ADD After School Care;
- TO Emergency ADD Emergency Care and move Emergency to the top of the Potential Activity List.
- ADD to 1. Activities, "Please Check off Your Choices";
- UNDER Level of Use Change "A Lot" to "Often";
- INCLUDE wording something to the effect that "Your participation is vital or essential to assist in determining the level of community support for a Community Hall";
- CHANGE the wording of Highlands Community Hall to "Building" or something else and have the working consistent in the survey.

Page 2 of the draft Survey:

Members suggested that residents be asked to "circle" their answers rather than "check" their responses, in order to be more exact.

In draft questions 2 and 5, change "The Community Hall" to "A Community Hall".

In question 2 – Design Concept Plan – add more space for the public to reply.

In question 3 – General Location – these proposed locations would be identified in general on a map at the open house.

In question 3 – we will ask the public for their "Reason(s)"

A member suggested adding a couple more potential locations to the listings in question 3, such as Millstream Road and Millstream Lake Road, and the Goodland Farm vicinity. It was discussed once again to not even indicate any potential locations or directions such as east, west, north and south Highlands for a potential community hall and to simply leave question 3 General Location, open ended for the public to complete and, to provide their reason "why" to their own idea on location. There was general agreement with this change to question 3.

In question 4 – Capital Funding, take "casino" out of 4a. and make it 4f. It will read as Casino Revenue Sharing Funds. Also, add 4g. "other thoughts".

In question 5 – Operations Funding, add 5d – "other thoughts".

In question 7 – General Support for a Highlands Community Centre, remove "priority" in a, b and c.

Moved by: Bob Flitton
Seconded: Verna Ford

THAT the draft survey questionnaire be amended as discussed.

CARRIED.

5. Open House

Confirmed for Sunday, February 25, 2007, 1:00 – 4:00 p.m. at Caleb Pike School House, 1589 Millstream Road. Set up and take down for CHTF members will be from 10:00 a. m. to 5:00 p.m.

6. Highlands Website

The Chair advised he spoke with Chris Coates, Highlands CAO and the written survey questionnaire(s) and Newsletter(s) and any graphs can go onto the Highlands website homepage. However, the survey questionnaire cannot be completed by residents “on-line” and sent by email to the Municipal Office. The public will need to fax or drop off their completed survey questionnaire(s) to the municipal office.

The Committee generally supported that the CHTF newsletter will be a separate flyer from the Highland Newsletter and will likely be a 11 x 17 foldout containing the same information as at the open house.

It was discussed that the inclusion of an emergency centre in a community hall concept would need to be endorsed by Council. The next Regular Council meetings are January 22, 2007 and February 5, 2007.

It was determined that the preliminary community hall “concept” design sketches would only be available for review at the open house.

Due to future mail outs and the design sketches only available at the open house, the Committee decided to make possible changes to the wording in survey questionnaire #2 to something like “do you support in general and, then, describe potential uses such as stand alone community hall or possible combinations of public use buildings, and possible future municipal office etc.”

The Chair advised the Committee that the revised January 9, 2007 Survey Questionnaire will be sent around to members next week for review and comment before being sent to Council.

7. Adjournment

The meeting adjourned at 8:45 p.m. and the next scheduled meeting will be Tuesday, January 30, 2007 at the School House.

Michael Bocking, Chair