



MINUTES
HIGHLANDS COMMUNITY CENTRE TASK
FORCE

September 10, 2009 at 7:00 pm
SCHOOL HOUSE

In attendance:

Michael Bocking, Chair
Bob McMinn, Vice Chair
Bob Flitton
Gord Baird
Susan Leslie
Ellie Rayner
Bessie Nuk
Marcie McLean, Council Liason

1. Approval of Agenda

Moved by: Ellie Rayner
Seconded: Bessie Nuk
THAT the agenda be approved CARRIED

2a. Adoption of Regular Minutes of June 10, 2009

Moved by: Bob McMinn
Seconded: Ellie Rayner
THAT the minutes of June 10, 2009 be Adopted CARRIED

2b. Adoption of In Camera Minutes of June 10, 2009

Moved by: Ellie Rayner
Seconded: Gord Baird
THAT the in camera minutes of June 10, 2009 be Adopted CARRIED

3. Towns for Tomorrow Grant Approval

The Chair advised that Council at the September 8 meeting endorsed the District of Highlands signing the Towns for Tomorrow grant agreement with the Province. Susan Leslie agreed to review the grant application including Schedule A, as well as the agreement between District of Highlands and the Province.

4. Unfinished Business

a. Sustainable Design

The Chair provided an overview of some of the sustainable design features which could be incorporated into the community hall project.

b. Community Involvement

Task Force members discussed a design charette and believed that it would be preferable to move the conceptual design forward and then meet with the public to review specific aspects of community hall plans.

c. New Grants

Ellie Rayner agreed to meet with Val Fletcher and investigate possible grants through the Provincial Emergency Preparedness program. Gord Baird agreed to investigate potential grants from CMHC, VanCity, B.C. Sustainable Energy Association and the Federal Infrastructure program.

d. Project Schedule

It was noted that in order to allow for provide sufficient time for construction during good weather prior to the end of the grant period (March 31, 2011), design work would need to be completed by February 2010.

5. In Camera Discussion

Moved by: Ellie Rayner

Seconded: Susan Leslie

THAT discussion move in camera

CARRIED

6. New Business

a. Council C.O.W. September 14, 2009

The Chair advised members that Council will hold a C.O.W. meeting with Task Force members to discuss the community hall project.

b. Design Team

Members discussed the need for consultants to undertake conceptual designs as well as working drawings for the building, including specialized green and sustainable components. It was noted that the building is for assembly use and therefore would require professional certification of building permit plans by an architect or engineer. It was hoped that Chris Leek, Highlands building inspector, could assist the design team with advice on compliance issues related to green and sustainable building design.

c. Cost Control

Members discussed the need to identify and track costs associated with the community hall, starting with preliminary designs, through to working drawings and construction.

d. Construction Management

Members discussed the need for professional construction management services to ensure project cost control and that the District of Highlands interests are protected.

7. Next Meeting

The next meeting was scheduled for Thursday October 1, 2009. It was agreed that the preferred date for regular meetings would be the first Thursday of each month. The Chair will confirm that a venue is available.

8. Adjournment

Moved by: Bob Flitton

Seconded: Bessie Nuk

THAT the meeting be adjourned.

CARRIED