



DRAFT MINUTES
HIGHLANDS COMMUNITY CENTRE TASK
FORCE

October 1, 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
Rachael Sansom
Marcie McLean, Council Liason

1. Approval of Agenda

Moved by: Bob McMinn
Seconded: Bessie Nuk
THAT the agenda be approved

CARRIED

2. Adoption of Regular Minutes of October 1, 2009

Moved by: Ellie Rayner
Seconded: Susan Leslie
THAT the minutes of October 1, 2009 be Adopted

CARRIED

3. Update from Council Liason

Councillor McLean advised members that Council at a Committee of the Whole meeting September 14 discussed the work of the Task Force. At the September 21 Council meeting, Council requested that the Task Force bring forward information regarding the project schedule and a list of essential community hall elements. Councillor McLean also advised that Council did not vote to support a particular site for the hall at this time.

4. New Business

a) Motions of September 21 Council meeting

The Task Force has prepared a draft outline of the project schedule and list of key elements for discussion

b) Email correspondence from Emergency Coordinator, Val Fletcher September 18

Task Force members discussed the information provided by Val Fletcher regarding emergency centre needs

Moved by: Bob McMinn

Seconded: Gord Baird

THAT Ellie Rayner contact Val Fletcher as well as Councillor Johannesen to determine what if any grants could be available for an emergency centre CARRIED

c) Outline of Essential Elements for Community Hall

Task Force members reviewed the September 21 draft outline of essential elements and recommended that ;

- high priority should be given to finishing the main floor, with finishing of the lower floor as funds permit, possibly with volunteer support
- the primary use of the main floor assembly area would be for a variety of social and cultural activities, and secondarily for indoor sports which can be accommodated within the assembly areas
- essential emergency centre functions should be provided in the hall
- the kitchen should be designed to allow for a commercial kitchen in future, but should initially be a self-catered kitchen
- both floors should include toilets for people with disabilities, and the number of toilets should relate to assembly use occupancies and phasing of completion
- separate offices should be provided on the lower floor for emergency communications and administration
- partitions in assembly areas would be desirable for flexibility in allocating meeting spaces and emergency lodging
- showers should be provided in conjunction with emergency lodging
- water storage in the lower level should be considered
- a future café location should be considered, but construction is not a high priority
- an outside ramp should be constructed to provide access to both levels for people with disabilities
- parking should be planned for typical use levels, rather than maximum use
- landscape treatment around the hall should be simple and attractive
- outdoor surfaces should include permeable pavers
- grass picnic and sports areas are a low initial priority

Moved by: Ellie Rayner

Seconded: Gord Baird

THAT the main meeting area capacity should be 250 people

THAT finishing the lower floor is a lower priority than completing the upper floor

THAT emergency facilities should include 2 offices on the lower floor

CARRIED

d) Design and Construction Process

Task Force members discussed the September 21 draft design and construction process outline schedule and were in agreement with the proposed schedule and outline. A distinction was made between conceptual designs, which do not require a registered architect, and working drawings and construction services which would require a registered architect. It was noted that approximately \$2400 remains in the original budget for community hall planning. Members discussed the work Donald Gunn has done to date on preparing community hall plans and attending an open house and the value of having him continue with preparing conceptual design plans. Members also proposed that the Task Force provide staff with the names of 3 architects experienced with sustainable buildings for the working drawings and construction services phase.

Moved by: Bob Flitton

Seconded: Rachael Sansom

THAT Donald Gunn be engaged to complete conceptual designs for the community hall
CARRIED

5. In Camera Discussion

Moved by: Ellie Rayner

Seconded: Susan Leslie

THAT discussion move in camera
CARRIED

6. Next Meeting

In order to expedite the design process, it was recommended to hold the next meeting on Thursday October 15 at 7:00 pm at the School House, and to invite Donald Gunn and Chris Leek to attend that meeting.

The next regular meeting will be Thursday November 5 at 7:00 pm at the School House.

8. Adjournment

Moved by: Ellie Rayner

Seconded: Rachael Sansom

THAT the meeting be adjourned.
CARRIED