



**MINUTES OF THE
HIGHLANDS COMMUNITY CENTRE TASK FORCE**

**November 5, 2009 at 7:00pm
SCHOOLHOUSE, 1589 Millstream Road**

In attendance:

Chair	Michael Bocking
Vice-Chair	Bob McMinn
Council Liaison	Marcie McLean
Members	Bob Flitton
	Gord Baird
	Susan Leslie
	Ellie Rayner
	Bessie Nuk
	Rachael Sansom
Guests	Chris Leek, Highlands Building Inspector
	Donald Gunn, architect

1. Approval of Agenda

**MOVED BY: RACHAEL SANSOM
SECONDED: ELEANOR RAYNER**

THAT the agenda be approved

CARRIED

2. Adoption of Regular Minutes of October 1, 2009

**MOVED BY: GORD BAIRD
SECONDED: BESSIE NUK**

THAT the minutes of September 10, 2009 be Adopted

CARRIED

3. Update from Council Liaison

Councillor McLean advised members that Council is satisfied with the essential elements identified by the Task Force, and wishes to see the project move forward as per the Chief Administrative Officer's report to Council October 13. At the November 2 Council meeting, Council approved Donald Gunn and other identified consultants to proceed with conceptual

plans and cost estimates, and prepare material for a public open house, with a budget of \$10,000.

4. **New Business**

a) Community Hall Project Schedule

Members discussed the project schedule in light of the later start date for design work.

MOVED BY: ELEANOR RAYNER
SECONDED: SUSAN LESLIE

THAT the completion date for Conceptual Design identified in the draft outline of September 21, 2008, be revised from December 15, 2009 to January 30, 2010.

CARRIED

b) Key Community Hall Elements

The Task Force discussed the items identified at the October 13 Council Committee of the Whole as follows:

1. Earthquake Resistance

Chris Leek, building inspector, advised that the community hall would conform to Part 4 of the Building Code as a High Importance building. New emergency response facilities such as administration or communications offices would need to be designed to post-disaster standards.

2. Usability of Hall During Times of Power Failure

It was clarified that the hall should have alternative electrical power and heating capabilities when BC Hydro power is out.

3. Building on Two Floors

It was suggested by the architect that it may be preferable to have the hall on one level in order to maximize the main assembly use area.

4. Height of Ceiling

It was recommended that the main assembly area not be regarded as space for court sports and that the height of ceiling should be evaluated in terms of heating costs. It was also recommended that outdoor sports courts should be provided at the hall site.

5. Acoustics

It was recommended that good acoustics should be a consideration in the building design.

6. Kitchen

It was recommended that the kitchen should be considered a catering kitchen, but designed to allow upgrading to a commercial kitchen at a future date. Among the considerations are fire walls and the stove ventilation system.

7. Size of Meeting Space

There was discussion of the size of meeting space that would be affordable. It is understood that the design objective at this time is to accommodate 250 people in the assembly area.

8. Degree of Finish for Occupancy

There was discussion of how much finishing could be undertaken by community volunteers. The building inspector advised that life safety standards for occupancy leave very little opportunity in terms of finishing. A building could have large spaces which could be divided into smaller spaces at a later date.

Moved by: Bob Flitton

Seconded: Bessie Nuk

THAT the above recommendations be provided to the architect.

CARRIED

c) Potential Options

Members discussed five design options for the community hall, as follows;

- metal
- wood frame
- cob
- post & beam with infill
- log

Members discussed the need to evaluate the options in terms of cost, energy efficiency, structural implications, potential for future expansion and longevity.

MOVED BY: GORD BAIRD
SECONDED: BOB FLITTON

THAT the architect be requested to assess the 5 design options above as well as the option of a 2 storey and single storey building.

CARRIED

5. Motion to Move In Camera

MOVED BY: RACHAEL SANSOM
SECONDED: BOB MCMINN

THAT the meeting move in camera to discuss items pursuant to the Community Charter, specially Section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements.

CARRIED

The meeting reconvened from the In Camera portion of the meeting

6. Next Meeting

MOVED BY: RACHAEL SANSOM
SECONDED: ELEANOR RAYNER

THAT the next scheduled meeting be Thursday, December 3 at 7:00 pm at the School House.

CARRIED

7. Adjournment

MOVED BY: ELEANOR RAYNER

THAT the meeting be adjourned.

CARRIED