



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

**January 7, 2010 at 5:30pm  
SCHOOLHOUSE, 1589 Millstream Road**

---

In attendance:

Chair	Michael Bocking
Vice-Chair	Bob McMinn
Council Liaison	Sigurd Johannesen
Alternate Council Liaison	Marcie McLean
Members	Gord Baird Eleanor Rayner Rachael Sansom Bob Flitton
Guests	Chris Leek, Highlands Building Inspector Donald Gunn, Architect

Absent:

Members	Susan Leslie Bessie Nuk
---------	----------------------------

**1. Approval of Agenda**

**MOVED BY: ELEANOR RAYNER**

**SECONDED: GORD BAIRD**

THAT the agenda be approved

CARRIED

**2. Adoption of Regular Minutes of November 5, 2009**

**MOVED BY: GORD BAIRD**

**SECONDED: ELEANOR RAYNER**

THAT the minutes of December 3, 2009 be Adopted

CARRIED

### 3. Update from Council Liaison

Councillor Johannesen advised members that there is nothing to report from Council since the last Task Force meeting.

### 4. New Business

#### a) Community Hall Conceptual Design

Donald Gunn presented revised community hall sketch plans. The plan includes a central assembly area core surrounded on three sides by an entry area, toilets, kitchen, storage and mechanical rooms and a raised stage. The structural system would be locally sourced and milled timbers. The ceiling in the main assembly area would be approximately 15 feet, and the height of the ceiling in the ancillary spaces would be 9 or 10 feet. The walls surrounding the central core would be shear walls, designed to assembly use seismic standards. Building perimeter walls would be non load-bearing. The stage area would also serve as a meeting area, with a wood burning stove. A ramp would provide additional access to the stage.

The assembly area shown is 1200 square feet, for a seated capacity of approximately 150 people. The design showed the potential to expand the assembly area to 1600 square feet, adding capacity for an additional 50 people. Chris Leek confirmed that the toilet requirements would be 3 or 4 male, 6 or 8 female and one disabled accessible toilet, depending on the above design capacity. The kitchen would have access to the assembly space and an outside service door. Outside the entry would be a covered porch. There would also be direct access to the assembly area from the south porch.

#### b) Evaluation of Construction Type Options

There was consensus on a timber frame structure, and discussion of the desirability and cost advantage of sourcing and milling local wood within the community.

#### c) Design Recommendations

The following design recommendations were made:

1. Expand the assembly area to 1600 square feet as shown on the sketch plans, and add a porch to the south of the expanded area; adjust toilet areas for additional capacity,
2. Floors to be R 25 insulated concrete slab with in-floor heating; assembly area to be wood plank floor; all other areas to be smooth concrete,
3. Central core structure to be timber post and beam with metal connectors,
4. Assembly area walls to be wainscoting bottom with upper fabric acoustical covering; all other interior walls to be 2x6 with drywall,

5. Outside walls to be double 2x6 stud with combination of wood siding, board & batten and shingles; insulation to be cellulose infill or non toxic batts,
6. Entrance porch to be gable living roof,
7. Assembly area roof to be truss with decking, R40 insulation and metal top surface; all other internal ceilings to be drywall with R40 insulation,
8. Windows to be low maintenance and low toxicity; option of wood frame built in thermal windows to be considered,
9. Building heating to be ground source heat pump, supplemented by wood stove,
10. Hot water heating to be on-demand propane tankless system,
11. Propane generator to be provided for emergency electrical needs, and
12. Lighting and appliances to be low energy types

**MOVED BY: GORD BAIRD**

**SECONDED: ELEANOR RAYER**

THAT Task Force members request that Donald Gunn revise community hall sketches in accordance with the above design recommendations, and forward them to the Quantity Surveyor for a cost estimate. Members also recommend that the Quantity Surveyor be invited to the next Task Force meeting.

CARRIED

**5. New Business**

None

**6. Next Meeting**

The next scheduled meeting will be Thursday, February 4, 2010 at 5:30 pm at the School House.

**7. Adjournment**

**MOVED BY: ELEANOR RAYNER**

THAT the meeting be adjourned.

CARRIED