



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

**February 4, 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	Bob Flitton Eleanor Rayner Bessie Nuk
Guests	Chris Leek, Highlands Building Inspector Donald Gunn, Architect Jim Eaton, Quantity Surveyor

**Absent:**

Members	Susan Leslie Gord Baird Rachael Sansom
---------	--

**1. Approval of Agenda**

**MOVED BY: ELEANOR RAYNER  
SECONDED: BESSIE NUK**

THAT the agenda be approved

CARRIED

**2. Adoption of Regular Minutes of January 7, 2010**

**MOVED BY: BOB MCMINN  
SECONDED: ELEANOR RAYNER**

THAT the minutes of January 7, 2010 be Adopted

CARRIED

**3. Update from Council Liaison**

Councillor Johannesen advised members that the Sustainability Task Force recommendations have been tabled with Council and the road map has been approved. He also noted that the municipal grant application to upgrade Millstream Road has not been approved. He noted that the Sooke School District has a policy of integrating new schools and community halls.

#### 4. Old Business

##### a) Revised Community Hall Conceptual Design

Donald Gunn displayed floor plans, elevations, and a perspective sketch of the revised hall. He provided an overview of amendments to the hall plans as per recommendations made at the last CCTF meeting. They included expansion of the main assembly area to 1600 sq ft., a small meeting room, a stage green room and relocation of the kitchen adjacent to a potential future café.

#### 5. New Business

##### a) Quantity Surveyor Building Cost Estimate

Jim Eaton of Beacon Construction Consultants provided a cost estimate for the latest hall plan. It was assumed that the building would be built by a general contractor. Costs included overheads and profit, a design contingency and some kitchen appliances, as well as a geothermal heat pump. Site preparation and site servicing costs could not be determined without a specific site, so are not included in the estimate. The building estimate is \$851,276 or \$283. per square foot.

There was a discussion of the options for reducing costs. Suggestions included less expensive assembly room wall, ceiling and floor finishes, less expensive windows, and a less expensive heating system. The estimated building cost with these changes was approximately \$730,000.

There was also discussion of the potential to use volunteer labour in hall construction. The cost to building lockup stage was estimated to be approximately \$225,000. It was suggested that volunteers could undertake some finish work under the direction of qualified trades people, with a construction manager to coordinate work. The intent would be to offer an opportunity for community involvement and achieve some cost savings. One of the possible implications of volunteer involvement would be a longer construction schedule. It was also suggested that wood could be obtained from closed Island mills and/or from logs milled locally, and that community contributions could be solicited at the open house meetings.

##### b) Site Development & Servicing

It was acknowledged that there will be a need as soon as possible to identify a site and associated site development and servicing costs, and that building plans and cost estimates cannot be completed until a site is decided upon.

c) Recommendations

Task Force members discussed what the community could realistically afford in terms of a community hall within the grant amount and without a tax increase. The option of adding to the existing municipal office was discussed as a way of minimizing site development and servicing costs, and providing a space which would serve as a community hall as well as a Council meeting area. A lower level would be finished as funds permitted to provide additional meeting space and storage area.

The following recommendations were made;

1. Request that Donald Gunn review the option of adding to the municipal office building
2. Design the main assembly area to be 1200 square feet (seated capacity of 150 people)
3. Provide a small kitchen and disabled accessible washroom on the main floor
4. Provide washrooms and potential future meeting rooms and storage on the lower floor
5. Have the quantity surveyor provide a cost estimate of the revised community hall plan

**MOVED BY: BOB MCMINN**

**SECONDED: BOB FLITTON**

THAT Task Force members endorse the above recommendations.

CARRIED

**6. Next Meeting**

The next scheduled meeting will be Thursday, February 25 at 5:30 pm at the School House.

**7. Adjournment**

**MOVED BY: ELEANOR RAYNER**

THAT the meeting be adjourned.

CARRIED