



SUNSHINE COAST REGIONAL DISTRICT
Coopers Green Hall Replacement Design Task Force
Wednesday September 19, 2018
10:00 a.m. – 11:00 a.m.
Coopers Green Hall, 5500 Fisherman Road, Halfmoon Bay, B.C.

AGENDA

1. Acknowledgement and Welcome
2. Review of Meeting Notes of May 30, 2018
3. Update from SCRD
4. Update from Principle Architecture
5. Next Steps
6. Conclusion of Task Force
7. Adjournment

Page 1 – 4

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Coopers Green Hall Replacement Design Task Force Wednesday May 30, 2018 Coopers Green Hall, 5500 Fisherman Road, Halfmoon Bay

MEETING NOTES

PRESENT	SCRD Parks Planning Coordinator SCRD GM Planning & Community Development SCRD Administrative Assistant Principle Architecture Task Force Member Task Force Member Task Force Member Task Force Member Task Force Member / shíshálh Nation Councillor	Trevor Fawcett (Chair) Ian Hall (Co-Chair) Autumn Ruinat Craig Burns Don Cunliffe Terry Karleen Brian Smith Marie Knight Keith Julius
REGRETS	Task Force Member	Mike Carson
ALSO PRESENT	Electoral Area B Director Public	Garry Nohr 4

CALL TO ORDER 10:00 a.m.

ACKNOWLEDGMENT AND WELCOME

It was acknowledged that the Coopers Green Hall Replacement Design Task Force meeting was held within the territory of the shíshálh Nation.

AGENDA

The agenda was accepted by the Task Force as presented.

MEETING NOTES

The Coopers Green Hall Replacement Design Task Force meeting notes of April 18, 2018 were accepted as presented.

UPDATE FROM SCR D

Commercial Kitchen

The Chair provided an update regarding the options and requirements for a commercial kitchen if it were to be included in the community hall replacement design. The following points were discussed:

- Equipment requirements
- Training on how to use the equipment.
- Subject to annual fire inspections
- Maintenance on the equipment
- Insurance requirements
- Example of the Sunshine Coast Botanical Garden's hall was discussed by the Task Force.

A member of the public, Mr. Allen Barnes provided suggestions to the Task Force from his experience as a caterer that uses the Sunshine Coast Botanical Garden facility. Noted that with two domestic type ovens, no fire suppression is required. Counter space and work/prep space is important. Two domestic fridges is ideal.

Craig Burns, Principle Architecture noted that from an equipment point of view it is more beneficial to have a traditional stove. Recommended that an exhaust hood and fire suppression be included for safety and liability.

Recommendation No. 1 *Kitchen*

The Task Force recommended that the kitchen design incorporate an open floor plan to allow for easy interface with equipment and include an exhaust fan and full ventilation.

Neighbouring Building

The Chair provided a summary of the design and location of the structures on the neighbouring property. Noted that there may be some view lines from the house on to the Hall. Neighbour consultation is part of the Development Variance Permit application process.

Additional Comments received from Walter Powell, Resident.

The Task Force received the comments from resident, Mr. Walter Powell. Staff provided a summary of the comments and noted that they are aligned with what was heard at the Open House and have been discussed and worked through by the Task Force at the last meeting in April.

UPDATE BY PRINCIPLE ARCHITECTURE

Principle Architecture presented a revised schematic design based on the comments from the public open house and Task Force recommendations.

A summary of the revised schematic design is as follows:

- Slight increase in floor area to add transition space, storage space and a more effective functional layout.
- The support/service spaces are all located on the back side of the hall, to allow for the hall to be more open and face the ocean and park.
- Exterior outdoor space connected to the hall with decking
- Circulation challenges have been addressed. Main entry, transition space between outside and all the functions of the building. Entrance has a cloakroom and notice board space.

- Kitchen now located closer to the water with option for a pass-through window. Equipment would be placed along the back wall. Island with prep/serving area.
- Washrooms are individual rooms and could be gender neutral.
- Defined storage space.
- Universal washroom, open to the public from outside the park.
- Main hall is the same size with an area for the storage. There is no small meeting space as the Task Force decided that this was not the goal of the hall project.
- Partial outdoor covered deck that can be utilized with the hall program.

The Task Force provided feedback on the revised schematic design as follows.

- Washrooms are very functional and works for many different groups.
- What are the roof materials? Metal roof with wood frame structure
- Potential for solar panels on the roof? The roof could be designed to allow for panels to be installed in the future. May be worth doing a solar feasibility study? Principle will add it as a consideration for roof design.
- Service area flow from the kitchen to the hall could be challenging with the hallway.
- What is the new total square footage? 3120 to support 120 capacity.
- Cost of the deck space?
- What is the size of the kitchen? 400sq. feet.
- In general, the Task Force is receptive of the design.

Councillor Julius provided an update regarding the incorporation of shíshálh Nation cultural aspects in the hall design. The shíshálh Nation will collect feedback from the community on ideas such as a totem pole or cultural information board.

FUNDRAISING AND COMMUNITY PARTNERSHIPS

Staff provided a summary of the fundraising and community partnerships to date. The SCRD monitors grant programs and receives notifications from provincial and federal ministries of grant opportunities. The SCRD grant application process was explained. In the fall, there are two potential grant programs that are well suited for this project: Rural Dividends and Invest in Canada.

Other fundraising opportunities were discussed including: IPP community amenity benefit contribution, BC Gaming grant, Community Forest grant, public contributions.

Don Cunliffe provided an update regarding the fundraising efforts and upcoming events.

Recommendation No. 2 *Revised Cost Estimate*

The Task Force recommended that a revised cost estimate be conducted and provided at the next meeting.

The Chair left the meeting at 11:15 a.m. and General Manager, Ian Hall assumed the role of the Chair.

Comments from the public and general discussion included the following points:

- A member of the public, Ms. Katrina Walters provided comments with respect to:
 - Distance from the kitchen to the hall and cross over traffic near the entrance space.
 - Potential to renting out the kitchen at the same time of another hall user.
 - Traffic around the washrooms if food service is happening at the same time.
 - Suggestion for a stage and audio visual equipment in the main hall.
 - Need for a smaller multi-functional meeting space
- Craig Burns, Principle Architecture addressed the comments regarding the kitchen as a separate function from the hall. Suggested that the Task Force provide scenarios to test the activity of the building with the functional space.
- Suggestion for a raised patio rather than decking surface, railings, etc.
- Current hall rental process does not allow for multiple events, however this could this be looked at with the new building.
- Current hall rental fee schedule was discussed. Potential for an outdoor picnic space and kitchen use rental.

Recommendation No. 3 *Smaller Meeting Room*

Based on input received along the way, comments from open house, most recent, the Task Force recommends that the addition of a smaller meeting room not be considered in the schematic design.

NEXT STEPS

The next steps were identified as follows:

- Comprehensive project update the community
- Update fundraising strategy
- Update project budget and cost estimate
- Staff to provide materials for Halfmoon Bay AGM on June 20
- Information board about the project for the Halfmoon Bay Fair on July 8 & 9
- Staff to update SCRD website with revised schematic design and Project FAQ
- Design development update in early September
- Staff will report to the SCRD Board in Fall 2018

NEXT MEETING

The next meeting will be held on September 19, 2018 at 10:00 a.m. at the Coopers Green Hall, Halfmoon Bay.

ADJOURNMENT **12:15 p.m.**