

## SUNSHINE COAST REGIONAL DISTRICT

### Coopers Green Hall Replacement Design Task Force Wednesday August 30, 2017 Coopers Green Hall, 5500 Fisherman Road, Halfmoon Bay

#### MEETING NOTES

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<b>PRESENT</b>	SCRD GM Planning & Community Development SCRD Parks Planning Coordinator SCRD Administrative Assistant Principle Architecture Principle Architecture Principle Architecture Task Force Member Task Force Member Task Force Member Task Force Member Task Force Member Task Force Member / shíshálh Nation Councillor	Ian Hall (Co-Chair) Trevor Fawcett Autumn Ruinat Craig Burns Daniel Irvine Jean Dieres-Monplaisir Don Cunliffe Marie Knight Terry Karleen Mike Carson Brian Smith Keith Julius
<b>REGRETS</b>	Task Force Member	Walter Powell
<b>ALSO PRESENT</b>	shíshálh Nation Councillor Public	Selina August 1

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**CALL TO ORDER** 11:07 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.

Ian Hall, General Manager, Planning and Community Development chaired the meeting. It was noted that the Election of the Chair would be addressed later in the meeting.

#### INTRODUCTIONS

Roundtable introductions of Task Force Members, SCRD Staff, Principle Architecture Staff and members of the public in attendance.

#### AGENDA

The agenda items and order of business was reviewed and accepted by the Task Force Members as presented.

## TASK REVIEW AND PROCEDURES

The Coopers Green Hall Replacement Design Task Force Terms of Reference and the SCRD Public Participation Framework were reviewed. Key highlights were as follows:

- The Task Force's purpose is to "provide advice toward the preparation of a design for the replacement of Coopers Green Hall which will be provided to the Board of the Sunshine Coast Regional District."
- The Task Force will assist the design process, provide a focused way for engagement to support other broader avenues for public participation.
- Review of SCRD Public Participation Framework.
- Review of SCRD's Spectrum of Public Participation to Inform and Education, Gather Information, Discuss, Engage and Partner. (Page 5 of Framework)
- The Roles and Responsibilities in SCRD Public Participation Processes are outlined on Page 8 of the Public Participation Framework, which applies to Task Force members, SCRD staff and all participants.
- The Task Force Chair shall ensure everyone's voice is heard, that the process stays aligned with goals and includes broader community engagement beyond the Task Force.
- All Task Force members shall balance personal concerns with the needs of the community as a whole.
- Duties 2.1b "Engage and involve the public in the hall design that is being developed". Open House is contemplated, Principle Architecture may have other engagement ideas.
- 2.2 "The Task Force will be dissolved upon completion of the Coopers Green Hall Replacement Design final recommendations."
- Membership 3.1 "Comprised of seven members appointed by the SCRD Board"
- 3.3 "The Chair and Vice Chair will be elected by members of the Coopers Green Hall Replacement Design Task Force".
- Duties of the Chair were outlined: Run the meetings and may present as a delegation to the SCRD Board at the end of the process. Chair could ask staff to "take the role of the chair" in order to participate. Chair would review and approved the Meeting Notes prior to circulation.
- Operations 4.1 "Four (4) voting members of the Coopers Green Hall Replacement Design Task Force will constitute a quorum".
- 4.3 "The Task Force will operate on a consensus basis where possible".
- Mechanisms to ensure all voices are captured if consensus is not possible.
- 4.6a "The Task Force does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD."
- 4.6c "Where the Task Force wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board."
- 4.7c "Report to the appropriate Standing Committee and Regional District staff" – Planning and Community Development Committee (PCDC) of the SCRD Board.
- Recommendations and communications from the Task Force will be translated through a staff report to the Standing Committee. Task Force will have opportunity to review the staff report, and the Task Force Chair or other member could also present information to the PCDC as a delegation.
- 4.10 Recording Secretary provided for administrative support to Task Force (meeting agendas, notes, communication)
- 4.11 SCRD Procedures Bylaw – Section 22: Committee Procedures section applies to Task Force.
- Meetings are always open to the public. Will only go "In Camera" in accordance with Section 90 of *Community Charter* for reasons of confidentiality.

- Notice for Task Force meetings will be communicated by email, SCRD website, newspaper and social media.
- 4.14 “Task Force members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses”. More information will be provided at a future meeting regarding eligible expenses and process for reimbursement, such as mileage over 50km to and from the meeting location.
- Reference documents are included in Orientation binder.

## **ELECTION OF THE CHAIR**

Call for nominations for Chair of the Coopers Green Replacement Design Task Force. A nomination for Don Cunliffe was put forward by a Task Force member. Don Cunliffe respectfully declined due to his role as Chair for Coopers Green Hall Fundraising Committee. It was agreed to consider nominations of the Chair at the end of the meeting. Ian Hall continued as Chair of the meeting.

## **PROJECT INTRODUCTION AND CONTEXT**

Historical background on the Coopers Green Replacement Design project to date was noted as follows:

- 2013/2014 SCRD in partnership with Welcome Beach Association began dialogue about a new hall. A survey was completed by the community at the Halfmoon Bay Fair.
- 2015 Coopers Green Park Management Plan – excerpts related to the Community Hall are in the resource package, whole document can be downloaded from SCRD website. The Management Plan confirmed interest in a new community hall.
- 2016 Community Engagement on design priorities for new hall (Community Open House format)
- 2017 SCRD Board approved engagement with Principle Architecture as design partner. The Task Force was approved as the public participation model.

A new community hall will provide an important venue for social participation, recreation and community development. The project aligns with SCRD’s vision and key strategic priorities. The strategic priorities guide how the project moves forward: Facilitate Community Development; Enhance Collaboration with the shíshálh Nation; Recruit, Retain and Acknowledge Volunteers; Embed Environmental Leadership, and Ensure Fiscal Sustainability.

Constraints and external factors that need to be considered by the Task Force throughout the process include:

- Ministry of Transportation and Infrastructure (MoTI) jurisdiction of the roads in and around the hall, accessing boat launch.
- Board of Variance and MOTI-approved parking plan for increased parking spaces.
- Archeological Preliminary Field Reconnaissance (PFR) process for the park.
- Currently in the PFR permitting process. The SCRD is working with shíshálh Nation. Using data from the Archeology Branch. Survey being done by In Situ Consulting. Permit will allow for test excavation to begin.
- Keith Julius noted that there are culturally significant artifact sites near the park. The archeological sites process does not aim to stall development, rather collect historical information for database.
- Geotechnical report will happen after PFR process is complete.
- Zoning constraints and setback requirements. Planning Division will report back on this.

- Construction timing to ensure minimal impact on community needs.
- Fundraising.
- Staff time to move the project forward and time consideration for thorough public consultation and decision making process.
- Existing community hall rental bookings and up to 1 year from now. An FAQ sheet has been developed, existing bookings and future bookings will be advised to have a Plan B should construction begin sooner.
- The hall is a special community asset, honour the process and reports that guide the project: Parks & Recreation Master Plan, Coopers Green Park Management Plan and various internal SCRD policies.

Overview of project funds committed to project:

- Gas Tax funding has been committed to the community hall design process (\$115,000)
- Capital fundraising – in progress. A summary is included in the Staff Report provided in Orientation binder; includes community fundraising, independent power project benefit agreement funds and gas tax.
- SCRD Board has stated it will not rely on property taxation to fund this project.

Fundraising activities of the Halfmoon Bay Community Association's Fundraising Committee:

- The Community Association is committed to raising \$300,000
- Raised about \$200,000 to date (\$140k from sale of old hall, \$60k in addition)
- No end date for fundraising, but anticipating construction to begin in 2018.
- Fundraising strategy involves individual and businesses.

Potential for additional funds through grant programs which the SCRD can apply for once the design process and construction budget is determined. Various SCRD services from multiple departments are required to make this project happen. This is a Board approved project on the SCRD Work Plan. Necessary to ensure that procedures and policies are followed in a timely matter to ensure a successful project.

Discussion regarding the Boat Ramp:

- Not in SCRD's jurisdiction, SCRD holds a provincial license of occupation.
- Boat Ramp use will be taken into consideration for the community hall design.

Discussion regarding the Parking Proposal:

- Approved by MoTI and SCRD Board of Variance process
- Handicap parking, building access (loading) will be taken into consideration.
- Principle Architectures are tasked with designing the building including the approved parking proposal and septic system design.

Discussion regarding the project Budget:

- Construction budget loosely being used is \$1 million (by Halfmoon Bay Community Association)

- Comparison to Sunshine Coast Botanical Garden Society building 2500 sq. ft. Site prep was included, parking construction was through in-kind donations for work and materials.
- Similar model for in-kind donations would be considered for Coopers Green Hall.
- Principle Architecture spoke to current project on Bowen Island, but very different site considerations.
- Principle Architecture will develop a construction cost based on a similar building, size, site and then test that against the scope of work after it has been developed.
- Project budget will evolve through design process as line items and scope of the project is narrowed down.
- Parking construction is not included in the building construction budget. Parking proposal formula for a 2000 – 2500 sq. ft. will be included in the site design considerations. Parking is a required part of the project; driven by new building size.

*Action:*

*Circulate the Board of Variance Report regarding the Parking Plan to the Task Force Members at the next meeting.*

*The Task Force recessed at 12:30 p.m. and reconvened at 12:50 p.m.*

Principle Architecture reviewed the agenda for the remainder of the meeting. The purpose will be to discuss the Design Process, Project Ambitions and gather assumptions on the project from both the perspective of Principle Architecture and the Task Force to ensure all parties are on same page.

Discussion regarding communication:

- The Task Force members shall communicate through the Task Force Chair to SCRD General Manager to Principle Architecture. Single point of contact will serve all parties well – efficient communication.
- Anticipated to be a total of 6 meetings, 2-3 hours in length, presentations with agenda items, 1 open house for public engagement at the end of the process. Other communication along the way will be considered as needed/as process evolves.
- Meeting notes will be circulated to Task Force and Principle Architecture.

## **DESIGN PROCESS**

Principle Architecture lead discuss to clarify the project assumptions and outline the various activities and functions that the building needs to accommodate.

- The building will serve the community as a gathering, meeting, and public space.
- Will accommodate a variety of community needs. Create a space that is generic enough for different groups but that has elements and features for specific users.
- Multi-purpose, many different activities, adaptable, durable.
- Connection between waterfront and the park as a whole. The building may help serve functions for other activities happening within the park.
- Technical amenities to support activities: water, sewer, parking, signage.

Discussion regarding site considerations:

- Consideration regarding alternative sites. Current site location was preferred by community and supported by site surveys and public engagement.
- Principle Architecture will address site considerations in design process: building orientation, access, use of the other parts of the park.
- Site relocation will not be reconsidered. The Park Management Plan lists the reasons why this site is the best location.

Observations about the activities in the park:

- Destination for diving, boat launch for seasonal and Island residents, park for picnics, wedding venue, market with vendors, meeting space.
- What is this park really about and what sets it apart from others in the area?

Task Members noted:

- Boat Launch
- Halfmoon Bay Fair
- Music Events (4x year)
- Bocce Tournaments
- Weddings, however challenges for size, catering and acoustics.
- The hall is not utilized to its full capacity due to various factors.
- How does the building facilitate the activities on the park? Are there activities that the building should help to support?
  - Outdoor showers for divers
  - Mixed feelings about the building supporting boaters.
  - Park as a whole is under-utilized at many times of year.
  - Families also use parks near Welcome Woods area.
  - Public washrooms always open through side door even if the building is rented by a private user.
  - BBQ pit for public use. No natural gas
  - Vision for a 2500 sq. ft. building size.

*Action:*

*Provide stats on the types of activities that are currently booked in the hall.*

Comparing the Camp Fircom building to this project:

- Larger and more elaborate than what is needed/envisioned for Halfmoon Bay.
- Outdoor/indoor space is impressive, not sure if this could be utilized the same for this project.
- Impressed with the commercial kitchen.
- Appreciate design elements: high ceilings, wooden beams, natural materials.
- Advantage of high/vaulted ceilings for this project could support sports activities i.e. pickle ball.
- Example of Eric Cardinal Hall being more close to what is suitable for Halfmoon Bay.
- Importance of acoustic considerations and design. Principle Architecture is seeking a rare LEED credit for acoustics in a school project. The firm is committed to incorporating this design aspect for the new hall.

Demographics of the community/Sunshine Coast:

- Older than provincial average, many seniors, families in Welcome Woods areas, new families coming to Coast.

Potential new activities in the hall:

- Acoustic improvements would allow for music events, movie nights, weddings, presentations.
- Pickle ball is a wish list item (noting gym availability in schools).

Catchment for the use of the hall:

- Primarily Halfmoon Bay, however the users may be from other regions on the Sunshine Coast.
- Also potential for off-coast visitors to use the hall (weddings, workshops).

Potential of the site and design opportunities:

- Gem of Halfmoon Bay.
- New building could catalyze the interest in the park and area.
- Focus on the potential for increase in community activities first and then the bonus of external users.
- Local population base approx. 15,000 (includes Sechelt area)
- Park and building should attract younger families to this park.

Opportunities for First Nations collaboration:

- Support for First Nations cultural elements – totems, art, and long house design.
- “Keeping it local”, will attract tourism.
- Information stations around park and hall with cultural stories.
- Potential for satellite shíshálh Nation museum or cultural interpretation location.
- Principle Architecture has worked with other First Nations. Squamish Nation at Camp Fircom.

*Action:*

*Incorporate First Nations collaboration as an agenda item throughout the process.*

Historical legacy of park and hall building to carry forward:

- Red roof (Redrooffs)
- Preservation of the trees in the park. There used to be a log sort outside of the park.
- Local realtor website with the history of Halfmoon Bay/Coopers Green:  
<http://www.garylittle.ca/about-sunshine-coast.html#town>
- Historical photographs of the park, beach and cottages
- First Nations cultural history
- SCR D Memorial Bench program

## PROJECT AMBITIONS

Principle Architecture gave an overview of the project ambitions with relation to the project scope and feasibility. Tasked to provide a design concept including site analysis with consideration for constraints. Future meetings will include visual presentations.

Project scope and feasibility observations:

- Retaining Wall
- Ocean Waterfront to Forest Park Setting
- Technical Investigations include:
  - Assessment of the current septic system, expectation for system upgrades. Local consultant hired to conduct this work.
  - Impacts on building siting, due to setbacks
  - Access to utilities; water, power, natural gas (not available in this area)
  - Traffic flow design to parking areas and boat launch
  - Planning Division to assist with provincial development approvals process.
  - Site survey is required from Planning Division to overlay the designs on top of.
  - Budget and construction schedule have not been determined.

Discussion regarding financial transparency and contract spending to date.

*Action:*

*Agenda item for next meeting to provide project funding background.*

## NEXT STEPS

The next meeting will be confirmed for Wednesday October 4, 2017 at 11:00 a.m. at the Coopers Green Hall, Halfmoon Bay. Alternative/future date to hold is October 25, 2017.

Staff will follow up on the action items identified at the meeting and report back to the Task Force.

Nomination for Chair of Task Force:

Discussion of benefits of having staff chair Task Force meetings; allows full participation of members. Request that SCRD Parks Planning Coordinator, Trevor Fawcett serve as Chair – there was consensus on this request.

**ADJOURNMENT**

**2:00 p.m.**