

## FINANCE COMMITTEE MEETING – AGENDA

Agenda for the Finance Committee Meeting scheduled for Monday, November 19, 2018  
at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

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1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

Recommendation: That the Agenda be approved as circulated.

3. **MINUTES**

page 3 (a) **Minutes of the Meeting held on May 28, 2018**

Recommendation: That the Minutes of the Finance Committee meeting held on  
May 28, 2018 be adopted as circulated.

4. **BUSINESS ARISING FROM THE MINUTES**

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**

(a) **2018 Recast**

Staff to present recast details on table.

(b) **2019 Budget Forecast – Timeline**

Committee and Staff to confirm anticipated timeline for the 2019 Budget deliberations.

page 6 (c) **Fund Requisition for Schematic Design of New Village Hall**

Report dated November 13, 2018 from the Chief Administrative Officer is attached.

Recommendation: That Finance Committee approve up \$15,000 to fund the consultant  
costs associated with commissioning a Class D Estimate for the  
construction of a new Village Civic Centre And That funding be  
allocated from the Capital Asset Reserve.

**(d) Unclaimed Bond Policy No. 58**

Recommendation: That Unclaimed Bond Policy No. 58 be lifted from the table.

Verbal updated provided by the Chief Administrative Officer

Recommendation: That an Unclaimed Bond Policy is not created for the Village of Anmore.

**7. ADJOURNMENT**

## FINANCE COMMITTEE MEETING – MINUTES

Minutes of the Finance Committee Meeting held on Monday, May 28, 2018  
in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



### COMMITTEE MEMBERS PRESENT

Mayor John McEwen  
Councillor Ann-Marie Thiele  
Councillor Kim Trowbridge  
Councillor Paul Weverink  
Nick Cheng

### COMMITTEE MEMBERS ABSENT

Councillor Ryan Froese  
Mark Roberts

### OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer  
Christine Baird, Manager of Corporate Services

#### 1. CALL TO ORDER

Mayor McEwen called the meeting to order at 7:15 p.m.

#### 2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED

**"THAT THE AGENDA BE APPROVED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

#### 3. MINUTES

(a) Minutes of the Meeting held on November 27, 2017

It was MOVED and SECONDED

**"THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD ON NOVEMBER 27, 2017 BE ADOPTED AS  
CIRCULATED."**

**CARRIED UNANIMOUSLY**

**(b) Minutes of the Meeting held on December 11, 2017**

It was MOVED and SECONDED

**“THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD ON DECEMBER 11, 2017 BE ADOPTED AS  
CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**4. BUSINESS ARISING FROM THE MINUTES**

November 27, 2017 – Item 6(b), bullet 9 – Council requested if the Village is setting aside election funds and Staff responded that the Village has been setting aside funds for the past two years, which will make up approximately half of the total cost of the election.

November 27, 2017 – Item 6(b), paragraph 4, bullet 4 – Council requested if the reserve reference relates to the reserve funding allocation and Staff responded that the reference is for how the Village will split the fixed asset levy between the road reserve and the building reserve.

**5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS**

**(a) Unclaimed Bond Policy No. 58**

It was MOVED and SECONDED:

**“TO TABLE.”**

**CARRIED UNANIMOUSLY**

**(b) Financial Sustainability Policy No. 60**

It was MOVED and SECONDED:

**“THAT FINANCE COMMITTEE ENDORSES FINANCIAL  
SUSTAINABILITY POLICY NO. 60 (DRAFT); AND THAT STAFF  
BE REQUESTED TO REFER THE COMMITTEE’S  
ENDORSEMENT TO COUNCIL FOR CONSIDERATION.”**

**CARRIED UNANIMOUSLY**

7. **ADJOURNMENT**

It was MOVED and SECONDED:

**"TO ADJOURN."**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:43 p.m.

Certified Correct:

Approved:

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Christine Baird  
Manager of Corporate Services

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Mayor John McEwen  
Chair, Finance Committee



## VILLAGE OF ANMORE

# REPORT TO FINANCE COMMITTEE

Date: November 13, 2018

Submitted by: Juli Halliwell, Chief Administrative Officer

Subject: Class D Estimate – New Village Civic Centre

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### Purpose / Introduction

To request funding for a consultant to create an updated Class D estimate (or schematic design) for the new Village Civic Centre building.

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### Recommended Options

**That Finance Committee recommend approval of \$15,000 to fund the consultant costs associated with commissioning a Class D Estimate for the construction of a new Village Civic Centre And That funding be allocated from the Capital Asset Reserve.**

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### Background

The Village undertook a feasibility study in March 2014 with an idea at that time as to the space needs for a new Village Hall (**Attachment 1**). Since that time, the Village Centre Site Development Plan (**Attachment 2**) has been created and adopted by Council and this plan has altered the requirements for the Village Civic Centre building.

### Discussion

A class D estimate will provide the Village with a schematic design that can then be reviewed by both Council and the public, if desired. It will form the basis for the next step in the construction of a new Village Civic Centre, which is to engage with a full architectural team (including mechanical, electrical and structural engineers) for the detailed design of the Village Civic Centre.

The feasibility study that was created by City Spaces in 2014 will be provided as context for the awarded consultant, however it is in need of updates. Further discussion regarding the requirements of a new Village Civic Centre occurred during the development of the Village Centre Site Development Plan. As an example, the multi-purpose room will be required to host up to 300 people for various Village and private events. Council has also provided more formal

## Report/Recommendation to Council

Class D Estimate – New Village Civic Centre

November 13, 2018

ideas regarding the number of stories of the building and requirement for concession, park washrooms and storage on the lower level (facing Spirit Park).

## Other Options

1. That Finance Committee recommend that a full detailed design be undertaken and request a budget be brought back for approval.
2. That Finance Committee recommend to not move forward with the Class D estimate.

## Financial Implications

As outlined in the report.

## Communications / Civic Engagement

Public consultation requirements relating to the Class D estimate will be discussed with the award consultant at a later date.

## Corporate Strategic Plan Objectives

The commissioning of a Class D estimate for the new Village Civic Centre moves the Village towards meeting Council's Strategic Plan milestone to undertake detailed design and costing for a new Village Hall and seek public input.

## Attachments:

1. Feasibility Study for a New Anmore Village Hall, March 2014
2. Village Centre Site Development Plan, January 2018

Prepared by:



Juli Halliwell

Chief Administrative Officer





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# ANMORE VILLAGE HALL FEASIBILITY STUDY

VILLAGE OF ANMORE

September 2014



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# INTRODUCTION

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**Above:** Current Village Centre located at Sunnyside and East Roads.

**Middle:** Decommissioned Ma Murray Building

**Below:** New temporary Village Hall modular building.

## STUDY PURPOSE + SCOPE

The Village is considering developing a new Village Hall in order to improve their current administrative and community space condition, expand their operational space for staff and administrators, as well as open the space to multi-purpose programs and services. The existing Village Hall has been decommissioned.

The Village hired NSDA Architects to work with the Village's Planning Consultant CitySpaces Consulting, with inputs from the Altus Group as quantity surveyor, towards exploring the feasibility of the proposed Village Hall development project. The feasibility study provides the key components outlined below:

- Research trends in municipal hall space programming and development;
- Prepare a preliminary development program;
- Illustrate conceptual schematics based on the development program;
- Prepare an order of magnitude capital budget based on the development program;
- Outline risk management strategies through a Risk Register;
- Prepare a high-level project timeline; and
- Identify next steps and successful measures to be taken to deliver the proposed Village Hall development project.

## THE OLD VILLAGE HALL

The 'old' Village Hall is an adaptive reuse of an existing residential structure; namely of the historic 'Ma Murray' homestead. The Village converted the residential building into administrative offices as well as a museum to display historic archives of Anmore.

However, the occupation and use of the building has extended beyond the original structural purpose of the building, and there has been significant deferred maintenance.



Combined, the condition of the building has deteriorated and the structural integrity of the building has been compromised. According to the Building Inspection Report prepared by Emerald Inspection + Consulting Services (prepared in 2013), the building's structural issues include sloping roofs, exposed concrete, and water damage. Further, there has been significant pest infestation that has posed health and safety risks to Village staff and visitors.

As a result of the building condition as well as possible health and safety issues, the Village of Anmore has decommissioned the existing Village Hall and established a temporarily administrative operation out of a modular structure until a solution of their space needs can be determined.

## THE OPPORTUNITY

Given the inability for the Village to continue its municipal operations from the historic Ma Murray residence, and given the limitations and costs of operating municipal services from a temporary, modular building, an investigation into the opportunities of developing a new Village Hall was initiated in late 2013.

Acquiring appropriate and suitable space for municipal operations through a redevelopment project is not only a response to the immediate space needs of the Village, but also an opportunity to broaden the development program and include space that can be used for other purposes which can benefit the community at-large, beyond the day-to-day activities of administration. These opportunities also represent further means to celebrate Anmore's unique and rural identity, provide flexibility to accommodate a variety of community group meetings and events and allow the Village to accommodate potentially unforeseen needs that may arise in the future.

These opportunities, and counterpart constraints, associated with a new Village Hall development project are the focus of this feasibility study.





# PLANNING CONTEXT

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The Village of Anmore has recently undertaken a number of long-range planning initiatives to guide the future growth and development of the community, including the Official Community Plan, an Age-Friendly Plan, a Financial Sustainability Plan and a Parks Master Plan. These planning initiatives contain policies and strategies that impact the future development of buildings and structures, including having implications on the proposed new Village Hall.

## ANMORE LONG RANGE PLANNING

Implications of OCP to new Village Hall

- ▶ Focal, community Village Centre
- ▶ Connectivity of Village Hall to trails, roads, and people,
- ▶ Low impact/green buildings and infrastructure.
- ▶ Reflect Village's history and character.
- ▶ Incorporate public art.



### OFFICIAL COMMUNITY PLAN UPDATE

The Village of Anmore's Official Community Plan (OCP) provides a policy framework to guide decisions related to land use, parks, the environment, transportation, infrastructure, social issues, and sustainability. At the Regular Council Meeting on September 9th, 2014 Council gave the Anmore Official Community Plan Designation Bylaw No. 532, 2014 third reading, and subsequently gave the Bylaw final adoption.

The focus of the updated OCP is management of change, noting Anmore like many Metro municipalities is facing an increased need for infrastructure investment, rising service delivery costs, and growth pressures from both within Anmore and externally from the region.

An emerging key policy direction stems from a long standing vision of establishing a Village Centre at the crossroads of Sunnyside Road and East Road. Envisioned as a place of civic and community gathering, the Village Centre Concept is framed around a revitalized Village Hall and greater, more functional use of Spirit Park

Also relevant to this study is the identification of draft policy directions that encourage the development of a better performing building stock in Anmore. Such buildings should realize greater energy efficiency, reduced operating costs and overall, serve to help the Village reduce its greenhouse gas emission stemming from its buildings.

## AGE-FRIENDLY PLAN

As a parallel process to the OCP update, the age-friendly planning process was initiated by Council in recognition of Anmore's aging population and with an interest in analyzing the issues and opportunities related to seniors services, housing needs, connectivity, accessibility and communication within the Village. Generally, the intent of the Plan is to present strategies and actions to assist Anmore in building a community that supports and embraces all residents, of all ages.



### Implications of Age-Friendly Plan to new Village Hall

- › Accessible design.
- › Social inclusion.
- › Opportunities for civic participation for residents of all ages.

## FINANCIAL SUSTAINABILITY PLAN

The Village of Anmore recently prepared a Financial Sustainability Plan to assess the long-term financial implications of the current development regulations to determine whether alternative approaches to development and growth would lead to improved financial outcomes. The analysis was forecast over a 20-year horizon and investigated municipal services, their associated costs and revenues, and key drivers of change.

One of the key findings from this study was discovering that the most significant influence on municipal financial performance in the future is the cost of infrastructure replacement. Further, the report highlighted that the Village had an estimated backlog of infrastructure replacement costs of nearly \$9 million at the end of 2012, including \$2.35 million for a new Village Hall.

The financial realities of municipal hall construction will have a significant impact on what features the Village can afford with respect to developing a new Village Hall, both in terms of capital costs.



### Implications of Financial Sustainability Plan to new Village Hall

- › Heightened awareness of municipal budget constraints (capital and operational).
- › Increased focus on quality and longevity of construction.
- › Requirement for social impact/ community benefit in return for financial investment.

## PARKS MASTER PLAN

As a final piece of policy development, the Village is also drafting its first Parks Master Plan (PMP) towards outlining a clear vision for future parks acquisitions, management and maintenance. The Plan was initiated in late 2013 and is envisioned to be completed by fall-2014.

In developing the PMP, consultants worked with the Village's Parks Committee and residents to identify park and open space related issues and priorities. Similar to messages heard through the earlier OCP process, the community places a high priority on its trails and system of natural spaces. Further, it was noted that while the Village was lower in its amount of flat, accessible and programable park space compared to similar municipalities in the Province, there comes with such spaces an associated higher maintenance cost.

Spirit Park was identified through the project's parks and open inventory as one of the Village's only Community Parks, as well as a valued community space that can underpin the Village Centre concept.



### Implications of Parks Master Plan to new Village Hall

- › Enhanced connectivity.
- › Synergetic community gathering opportunities with Spirit Park.
- › Current lack of useable open space.





## TRENDS IN TOWN HALL DEVELOPMENT

Across smaller and mid-sized communities in western Canada, new municipal hall and civic centre development projects have ranged from repurposing, redeveloping or complete new-build projects. There are comparable examples of municipal halls that contain similar ideas and aspirations of the proposed new Village Hall in Anmore. From these recent projects, trends have been identified and include multi-purpose functions, civic hub or destination, and sustainability.

### MULTI-PURPOSE FUNCTIONALITY

Municipal halls and other community facilities are increasingly being repurposed, redeveloped or newly designed in a way that is flexible, adaptable and useful for more than the primary “civic” or administrative user. Municipal halls can be utilized by various local groups, activities, and events. Typically, newly designed multi-purpose municipal halls and other community facilities consist of either having shared spaces, meeting rooms open to users outside municipal administration, or designated spaces for non-municipal community groups.

There are several benefits to having multi-purpose municipal halls and community facilities. First, a multi-purpose municipal hall provides meeting/program/event space for community groups that would otherwise not have access to space in the community due to lack of space availability. Second, there are opportunities for the municipality to provide space for free or for a subsidized rate for those non-profit community groups that otherwise are unable to afford space user/rental fees. There are also opportunities for the municipality to charge a fee-for-use of space for special events or other programs, creating a potential revenue-generating activity for the Village. In addition, multi-purpose spaces in a municipal hall further serve to activate the building at different times of the day, and different days of the week, noting such facilities are often void of activity during most evenings and weekends.

In the end, such multi-purpose spaces and their inherent synergetic benefits can contribute to enhanced site security, improved facility utilization and overall, represent increased community return on the municipality's investment.

### CIVIC ANCHOR CATALYST

Not all communities are interested in creating a destination place with their municipal hall; however, it should be noted that a major trend in civic development projects across western Canada is that municipal halls and other civic buildings are used as community ‘anchors’, particularly in when located in the Town Centre or Downtown areas.

Municipal hall development projects are usually accompanied by complementary civic institutions and businesses. Trends indicate that a municipal hall creates a natural anchor for a community hub - attracting other businesses, residents and events to locate nearby. Foot traffic is automatically generated to the municipal hall and, as such, communities have found that clustering other civic services or uses (libraries, community or senior centres, parks and trail heads, etc.) within or around the municipal hall, creates a one-stop-shop community destination. Clustering civic buildings, facilities, services and programs naturally draws people to a distinct area, and often supports other businesses and amenities to locate nearby (i.e. coffee shops).

For Anmore, the principal benefit here is fostering a gathering place for the community and encouraging connectivity between the municipal hall and other community amenities and services.

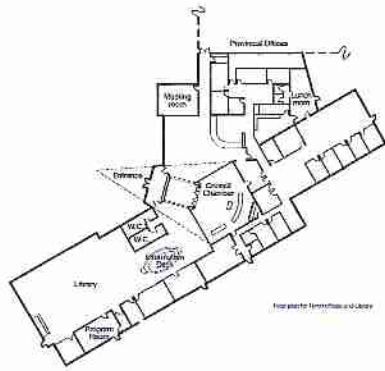
## **SUSTAINABLE COMMUNITY BENEFITS**

Based on comparable examples, building sustainability is a given expectation when it comes to any municipal hall or community facility development project. Trends in municipal hall developments indicate that such projects are expected to be green in terms of their performance. Often building rating systems such as LEED® are used to illustrate civic development as a 'showcase' of environmental and energy efficiency. This trend is typically supported by municipal policies and regulations, such as OCP's that encourage development projects with low environmental impact and with green technologies/infrastructure.

Sustainability goes further than the environmental component. Increasingly trending is the fiscal sustainability associated with municipal hall and community facility development, including the longevity and usage of buildings. This is where multi-purpose and functionality also comes into play; with more usage of the hall by different groups and at different times of the day, the more worth while a project investment can become. Similarly, the overall community social impact is also improved by offering more programs and services for the community under one roof, fostering greater inclusiveness. Combined, such influences demonstrate increased environmental, economical, social and cultural sustainability.







*Above: Town of Slave Lake Government Centre and Library Layout and Development Program.*

*Below: Rendering of Town of Slave Lake Government Centre and Library.*



*Above: Outside the new Town of Slave Lake Government Centre and Library.*

*Below: Inside the new Town of Slave Lake Government Centre and Library.*



*Photos Courtesy of: Canadian Wood Council, Manasc Isaac Architects, Town of Slave Lake.*

## CASE STUDY EXAMPLES

Community support is heightened when a municipal hall serves multiple purposes and users, becomes a civic hub of activity and demonstrates a lower ecological footprint - resulting in better utilization of municipal dollars. As examples, four case studies of recent and successful municipal hall and civic centre projects from around Western Canada are outlined below, intended to illustrate the above noted trends.

### CASE STUDY - CITY OF PARKSVILLE

In 2001, the City of Parksville built a new municipal hall in the downtown in partnership and sharing space with several organizations: Vancouver Island University, School District No. 69, the community public library, and the MLA office. Collectively, the building was named the Parksville Civic and Technology Centre. The cost of construction is estimated between \$6 to \$6.5 million dollars.

This award winning facility is 41,000 square feet in area, situated on a 20 acre site. The facility includes several multi-purpose rooms that are flexible and adaptable over time. One example of this adaptability was the recent lease agreement of a small, 80 square foot space to the Provincial Government for the purpose of securely storing a provincial computer server. The Province is paying the City \$1,680 per year for this 80 square feet of space, and will be a consistent source of revenue for the City in the future.

### CASE STUDY - TOWN OF SLAVE LAKE

The Town of Slave Lake has engaged in two municipal hall development projects in the last five years. Both municipal hall development projects were initiated for two very different reasons, and both contained the same objectives, vision and with similar layout and development program.

The first municipal hall project was completed in 2009, when the Town partnered with the Government of Alberta in repurposing an existing commercial mall that had experienced high vacancy rates for an extended period of time. The Town opted to occupy this existing underutilized space in the community, both central in location with ample parking and with already established retail and other services. By merging the existing commercial features with new government activities, the project was slated for creating a small-scale, mixed-use civic node for residents in Slave Lake.

The first municipal hall was designed as a one-stop shop to access government services. The construction included 11 provincial offices, the Town of Slave Lake Council Chamber, municipal administrative offices, community meeting rooms, and the community public library. Altogether, the new municipal hall brought together 120 provincial staff, 29 Town staff, and ten library staff from four different owned and leased buildings scattered throughout the community - forming a new community hub.

The building was LEED® certified, costing \$35.8 million. The financial arrangement allowed the Town to recover 80% of the costs by the Government of Alberta through a 20-year lease agreement. The space was functional, praised by politicians and residents, and was a proud development and design achievement for the Town.

Unfortunately, only a year after the grand opening of the new, mixed-use multi-purpose government centre and library, the Town of Slave Lake was devastated by a massive wildfire that destroyed nearly 40% of the structures in the community - including residential neighbourhoods, businesses, and the new municipal hall.

While parts of the retail space located in the old mall were salvageable, the majority of the Town Hall had to be rebuilt. Nearly two years after the fire, the new municipal hall was opened.

It was a costly redevelopment project and a setback to the municipality and provincial government by way of lost archives and community services. Interestingly, there was no change in the development program or layout of the rebuilt municipal hall compared to the old 'burnt-down' municipal hall. If there was one thing that the Village would have changed about the original design - it was nothing. The small-scaled mixed-use repurposing of the old mall with multi-purpose rooms and community space proved to be very beneficial to the municipality and to community residents. As such, the Town re-built the same municipal hall as they did a few years earlier.

## CASE STUDY - RESORT MUNICIPALITY OF UCLUELET

The District Municipality of Ucluelet has a multi-functional community centre that combines municipal services with a number of other uses, activities and programs in a single 20,000 square foot building. This municipal facility contains functional and multi-purpose spaces for a variety of programs and activities, including: Council Chamber, administrative offices, library, daycare, office space for community social services, cultural performance hall, kitchen, dance hall, and activity room.

Construction of the community centre was completed in 2010, with a construction budget of \$7.6 million.



*Above: Outside Ucluelet Municipal Hall and Community Centre, ecologically designed to integrate with the natural environment.*

*Below: Inside Ucluelet Municipal Hall and Community Centre - multi-purpose room.*



*Above: Inside Ucluelet Municipal Hall and Community Centre - Council Chambers.*

*Below: Outside Ucluelet Municipal Hall and Community Centre - wood and stone architectural features.*



*Photos Courtesy of: Acton Ostry Architects Inc.*





*Above: Elkford Community Conference Centre*

*Below: Inside the Community Conference Centre, showing extensive use of BC wood products.*



*Photos Courtesy of: District of Elkford*

## CASE STUDY - DISTRICT OF ELKFORD

The District of Elkford's Council expressed an interest in achieving a signature building with a strong natural aesthetic in the development of its new Community Conference Centre. Completed in 2011, the 18,000 square foot, \$6.4 million project offers the community a 4,300 square foot auditorium that will seat 300 people, a commercial kitchen, a 780 square foot multipurpose community room that can be divided, a lobby and reception gallery, a community playschool with an enclosed playground, a Visitor Information Centre and the Chamber of Commerce.

The development employs energy-efficient technologies and employed innovative use of structural wood in its design. Specifically, the design made use of Cross Laminated Timber (CLT), a structural wood product that can match the strength of concrete, as well as glulam timbers and Insulspan Structural Insulating Panels (SIP); all of which were prefabricated off-site to improve the installation and construction period. Together these innovative approaches work to maximize energy conservation and reduces the Centre's environmental footprint.

The project was funded in part by a \$300,000 grant from the Columbia Basin Trust. The District has also received post occupancy in 2012 a Community Excellence Award from the Union of British Columbia Municipalities and an Annual Recognition Award from WoodWorks BC, noting that the centre was one of three Wood Demonstration Projects in B.C. showcasing the commercial viability of new wood-product solutions.

## IMPLICATIONS FOR ANMORE'S NEW VILLAGE HALL

Considering the trends and successful implementation of the above comparable municipal hall and community gathering development projects in Western Canada, there are notable program and design elements that could be transferred to the new Anmore Village Hall project as it is conceived.

These include:

- Mixed-use design with multi-purpose/adaptable rooms.
- High-performance and durable building designs.
- Green infrastructure and use of natural systems.
- Fiscal prudence.
- Showcasing local environment and construction materials.
- Foster community gathering and amenity connectivity.

These take aways, and their implications upon the Village's development needs and interest, will be expanded upon further in the following sections.



# DEVELOPMENT PROGRAM

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## SPACE NEEDS + OPPORTUNITIES

Since Village staff have moved into the temporary modular office space, the Village has been able to continue its municipal operations, but with limitations. Even before the occupation of the temporary building, the Village was operating out of a historic, re-purposed Ma Murray residential building, which also had its space restrictions. The use of the Ma Murray building had evolved as the community evolved, and until recently it had been used for purposes beyond the structural intent of the building.

Given the Ma Murray building was decommissioned and given the limitations of operating municipal services from a temporary office space, the Village is considering its options for a new Village Hall.

To start this process, Village staff and Council participated in a visioning workshop to identify space needs and opportunities for a new Village Hall in Anmore. The key messages from this workshop are summarized below.

### MORE SPACE

The former Village Hall and its 4,595 square feet of floor space as well as the smaller temporary modular building both present limited space for future Village administration. There is an opportunity for the new Village Hall to provide adequate space for administration, staff, as well as floating space for Mayor and Councillors. In addition, workshop participants indicated that there is a need for flexible office space that can be used for various purposes such as administrative meetings as well as meetings for community groups.

### SHOWCASE RURAL CHARACTER + IDENTITY

In keeping with the former Village Hall that celebrated the history of Ma Murray and showcased a museum with archives, workshop participants indicated that it is vitally important to continue the celebration of Anmore's unique identity through architectural design and space dedication. There is also an opportunity to incorporate a dedicated space in the new Village Hall to display museum archives and mementos.



The new Village Hall development also presents an opportunity to celebrate the rural character of Anmore in the architecture and sustainable design of the building, site plan, and landscaping.

## **MORE THAN A VILLAGE HALL**

There is an opportunity to make the new Village Hall more than just a 'one-stop-shop' for municipal services and local decision-making. Workshop participants indicated that the new Village Hall could incorporate space that could host various community activities and events, inclusive of community groups and the public. Considering functional, multi-purpose space was seen to be an efficient way to program and utilize space at the new Village Hall.

## **LEAD BY EXAMPLE WITH HIGH-PERFORMING DESIGN**

Given the planning processes in Anmore such as the OCP update and the Age-Friendly Plan, there is an opportunity to implement policies within the development of the new Village Hall. In this attempt, the Village Hall can be a local demonstration project of good planning and site design, setting the standard for future development projects in Anmore.

## **SUSTAINABLE INVESTMENT**

Further to the studies and plans being undertaken in the Village, workshop participants indicated that the new Village Hall should be financially sustainable and reasonably budgeted. There is an opportunity to build practically, plan for future expansion needs, and incorporate multiple uses including possible revenue generating activities that could contribute to the financial longevity of the building.



## SITE CONTEXT + ANALYSIS

Also included in the Village workshop discussion was the question of the preferred location for a new Village Hall building. It was acknowledged that the existing site of the Village Hall is strategically located at the crossroads of Sunnyside Road and East Road and is adjacent to the Village's Volunteer Fire Hall to the east and Spirit Park to the west. An undeveloped 2 acre site, located immediately south of the existing Village Hall, was also reviewed as it presents an alternative location to accommodate the new Village Hall.

An overview of the opportunities and constraints represented by each of the two site options is presented below, each identified on the adjacent context photo.

### EXISTING SITE

The Ma Murray building, as well as the temporary modular building, is currently located on a 1.0 acre property zoned P-1 Civic Institutional that presents a slight grade increase over the norther portion of the property. Access is gained from Ravenswood Drive and Ma Murray Lane, offering public and staff parking options as well as accommodating servicing and deliveries.

The site is encumbered with a statutory right of way to accommodate the Fortis BC gas pipeline, limiting the placement of permanent structures or uses over much of the southern half the site to all but parking.

Immediately to the west, opposite Ma Murray Lane, is the 1.5 acre Spirit Park, providing public animation and activity to the combined sites. Specifically, the adjoining nature of the two municipal properties presents a synergistic opportunity for cross-programming and the hosting of community events, as is evident by the current provision of community washroom facilities for Park patrons in the Ma Murray building.

The Park also accommodates the existing in-ground septic system associated with the existing Village Hall, the condition of which and remaining lifespan are unknown at the time of writing this report (further assessment required).

### ALTERNATIVE SITE

Immediately south of the existing Village Hall lands is a vacant, forested site owned by the Village, currently zoned P-1 Civic Institutional, permitting the same Assembly, Civic and Public Service uses as the existing Village Hall site.

The site has a slight grade decline to the west from Sunnyside Road to Ravenswood Drive, and offers potential access off the latter street. The site is absent of any covenants or right of ways, however to the southwest, the site abuts the residential Ravenswood subdivision.







## SITE OPPORTUNITIES AND CONSTRAINTS

As noted in the OCP and PMP related discussion with the community and Village Council, the Village has long envisioned the crossroads of Sunnyside Road and East Road as the Village Centre, offering a hub of community activity and services. Further, through the current drafting of its PMP, it has been heard from residents that the Village needs more open space for community gatherings and possible recreation opportunities such as the installation of the green gym.

In light of the two possible site options before the Village, both could support the achievement of the Village Centre vision. As a result, and to assist in determining the ideal location to consider a new Village Hall building as the project moves forwards, a summary of the opportunities and constraints presented by each site is outlined in Table 1.

**TABLE 1: SITE OPPORTUNITIES + CONSTRAINTS ANALYSIS**

OPPORTUNITIES		CONSTRAINTS	
EXISTING SITE	ALTERNATIVE SITE	EXISTING SITE	ALTERNATIVE SITE
Retain existing location	Provides a site clear of title encumbrances, facilitating greater site design flexibility	Smaller site size and programmable area	Utilizes vacant property, removing possible future use
Maintain connection to existing septic system (or continue to use Spirit Park in accommodating a new septic system)	Avoids potentially complicated construction staging, given need to also accommodate temporary building on existing site during construction.	Potentially complicated construction staging given need to accommodate existing building on site during construction	Requires removal of existing stands of mature trees
Continue physical connection with Spirit Park, allowing ease of access to public washrooms	Allows for extension of Spirit Park to Sunnyside Road, offering increased gathering and open space	Use of existing site limited by right of way on title	Introduces non-residential use next to Ravenswood subdivision
Reserves alternative site for possible future use	Takes advantage of other- wise vacant Village property		



## PREFERRED DEVELOPMENT LOCATION

Through its high-level discussion of the opportunities and constraints of each site option, Council and staff has indicated its preference to develop the new Village Hall on the existing site of the current Village Hall. The grade of the site, along with the existing statutory right of way over the southern portion of the site and the need to continue temporary administrative functions throughout construction will limit the siting of the new Village Hall building. Noting that, the orientation of the building should maximize the potential to visibly and physically connect the preliminary development program with Spirit Park, through public gathering spaces and locating public rooms towards the Park.

## NEW VILLAGE HALL DESIGN PRINCIPLES

Building off of the ideas generated in the workshop discussion with Village staff and Council, and again drawing upon the insights gained through the review of emerging trends and comparable development projects by peer municipalities, 12 Design Principles have been created with the intent of guiding the planning and design for the new Anmore Village Hall.

1. **A centre that is characteristically Anmore:** The new Village hall should be a warm and welcoming building, reflecting the values and characteristics of that are inherent to the Village.
2. **A Village centre:** The design of the Village Hall should accommodate the full range of required administrative services as well as contribute to community gatherings and maximize connections to Spirit Park in order to foster wide appeal and use by the community.
3. **Multi-purpose:** Options for commercial and/or flex-office space should be explored.
4. **Flexibility for change:** The requirements for the Village Hall will change over time and with it how the building and its components can best serve the community. It will need to be flexible to respond to these changes.
5. **Designed for phasing and expansion:** The scope of the project may be limited by funding or its scope may be expanded in the future. Consideration of possible phasing will facilitate this.
6. **A safe and secure building:** Safety and security for those working at the Village Hall and visitors is essential.
7. **A barrier free building:** Individuals with mobility impairment must be able to easily access the building and all components.
8. **Design with nature in mind:** The building should be designed to be environmentally sensitive as well as perform sustainably to minimize operating costs.
9. **Integrated with the community:** The design and operation of the Village Hall should recognize the community context, including the surrounding uses, and strive for integration.



10. **Animated and active:** The new Village Hall and its location should take advantage of synergistic opportunities or foster additional opportunities for vibrancy, especially given potential for limited animation on evenings and weekend periods.
11. **Financially viable:** The design and construction of the Village Hall will need to meet an approved capital and operating budget.
12. **A lasting legacy:** the building should ensure durability in its design, construction and material choices.

## PRELIMINARY DEVELOPMENT PROGRAM

With the outcomes of the Staff and Council workshop in mind, a preliminary development program for the proposed new Village Hall has been prepared.

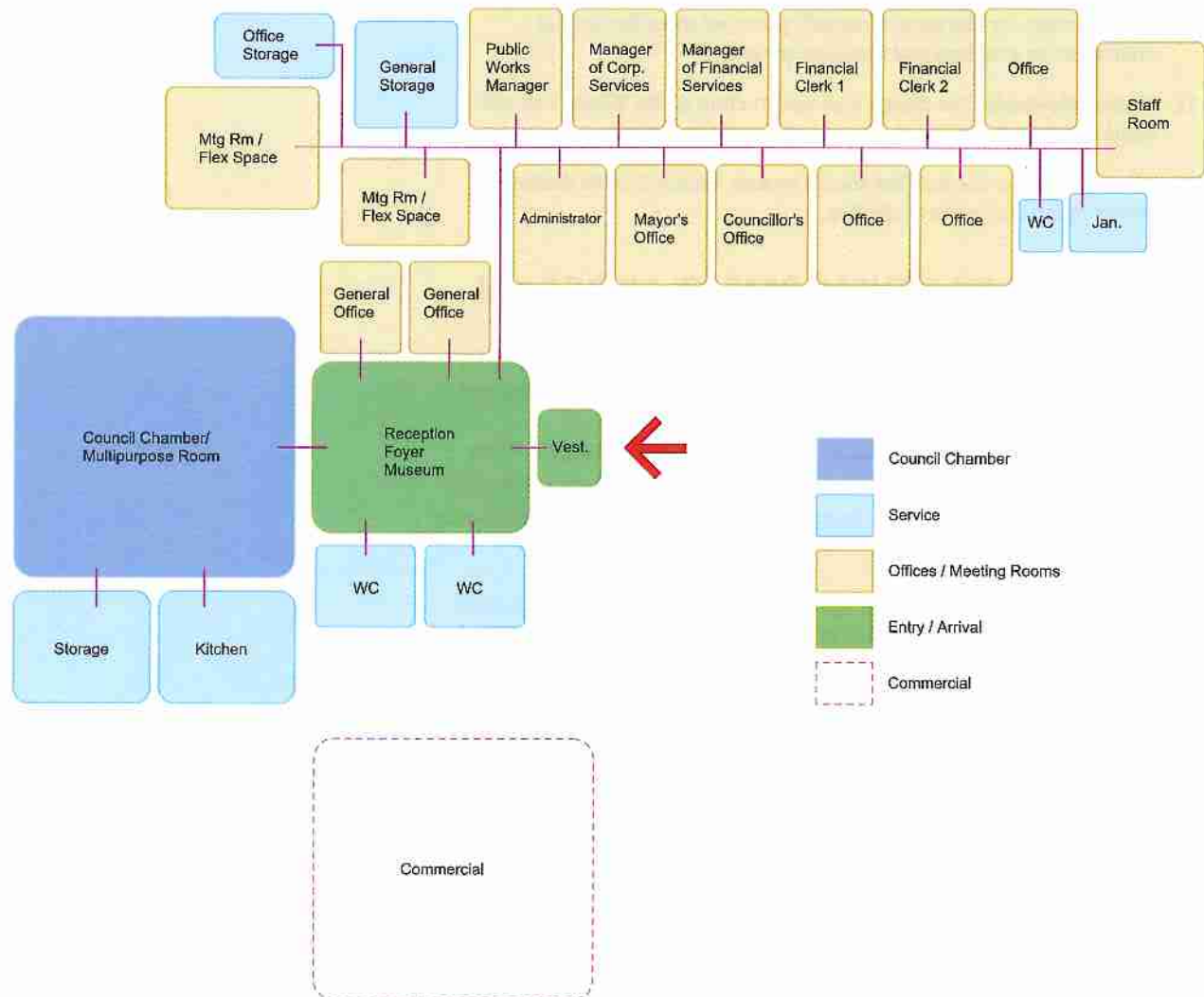
Specifically, the new Village Hall is anticipated to be a single storey building with a basement, 7,205 square feet in size, comprising of civic administrative office space and flexible space for council chambers/multi-purpose community use.

- Included in the proposed floor space and ensuing financial analysis is an optional 1,000 square feet dedicated as basement storage and public amenities/washrooms, taking advantage of the grade of the existing site.
- An additional 1,000 square feet of possible future expansion space/ commercial space has been identified as a long-term aspiration, but is not included in the approximately 7,200 square foot program nor the financial analysis, for budgetary reasons.
- The program is also reflective that the Village Hall should be a post-disaster building.

A further description of the various spaces and a diagram is provided below to help illustrate the preliminary development program. Further, a larger version of the development program concept can be found in Appendix A.



**DIAGRAM 1: PRELIMINARY DRAFT PROGRAM**



## OFFICE + ADMINISTRATION

The preliminary development program contains 11 offices, each 140 square feet in area, totaling 1,540 square feet of office space. It is anticipated that the offices would be used for Village Staff, with one dedicated office for Mayor and one dedicated office for Councillors, as needed.

## ENTRY RECEPTION / MUSEUM / GATHERING

The new Village Hall will have a welcoming foyer with 2 general offices for reception. The foyer will also house a museum to display and celebrate the local history of the Ma Murray site and the Village. The foyer/museum totals 500 square feet, plus 100 square feet for each general reception office.



## **COUNCIL CHAMBER + MULTI-PURPOSE ROOM**

The preliminary development program allocates 1,000 square feet to a multi-purpose Council Chamber that could be booked for other community meetings and events. Attached to the Council Chamber is a storage room (200 square feet) and kitchen (200 square feet). Designating the Council Chamber as a multi-purpose room, anticipating wider use beyond administrative functions, avoids the need to consider separate additional spaces or facilities (with additional costs) for community programs and events.

## **MEETING ROOMS + FLEX SPACE**

Two meeting rooms have been incorporated into the program - one at 250 square feet, and the second at 150 square feet. The meeting rooms are also flexible spaces that could be used for a variety of activities for administration and/or community groups.

## **SHORT-TERM STORAGE (ABOVE GRADE)**

In addition to the storage room attached to the Council Chambers/Multi-purpose Room, there are two storage rooms planned for the new Village Hall. An office storage room is attached to one of the meeting rooms, at 100 square feet. The second storage room is for general storage, flexible to the needs of administration, at 150 square feet.

## **FUTURE EXPANSION / COMMERCIAL USE**

Optional space of 1,000 square feet has been identified for a possible commercial space, or alternatively future administrative expansion. The inclusion of a commercial use will require further discussion to ensure comfort going forward that such space can be either market-viable and/or otherwise functional to the envisioned role of the new Village Hall as a community gathering space.

## **LONG-TERM STORAGE, PUBLIC WASHROOMS + EMERGENCY GENERATOR**

An allowance for a 1,000 square foot basement space has been included, and would presumably be located under the western portion of the building where the slope of site would permit a walk-out understorey at grade. It is envisioned that long-term storage, along with public washroom facilities would be provided in this space, along with an emergency generator that could be needed following a disaster. Given the electrical, venting and fueling design requirements necessitated by the inclusion of the generator in the basement, an exterior at-grade alternative might also suffice, while acknowledging the increased possibility of vandalism and visual impacts to the development. Further discussion regarding this space is warranted noting additional costs and the option of regrading the site to locate the entire building at-grade.



## MISCELLANEOUS

Other space that has been incorporated into the preliminary development program includes a staff room (200 square feet), staff washroom (30 square feet), janitorial room, (60 square feet), public washrooms (220 square feet) and vestibule (65 square feet). As well, a multiplication grossing factor of approximately 1.2 has been included in the above numbers to allow for circulations spaces, walls, etc.

## SCHEMATIC DESIGNS

Based on the preliminary program, two draft schematic design concepts have been prepared, outlining how the spaces might potentially be aligned to relate to one another and the site.

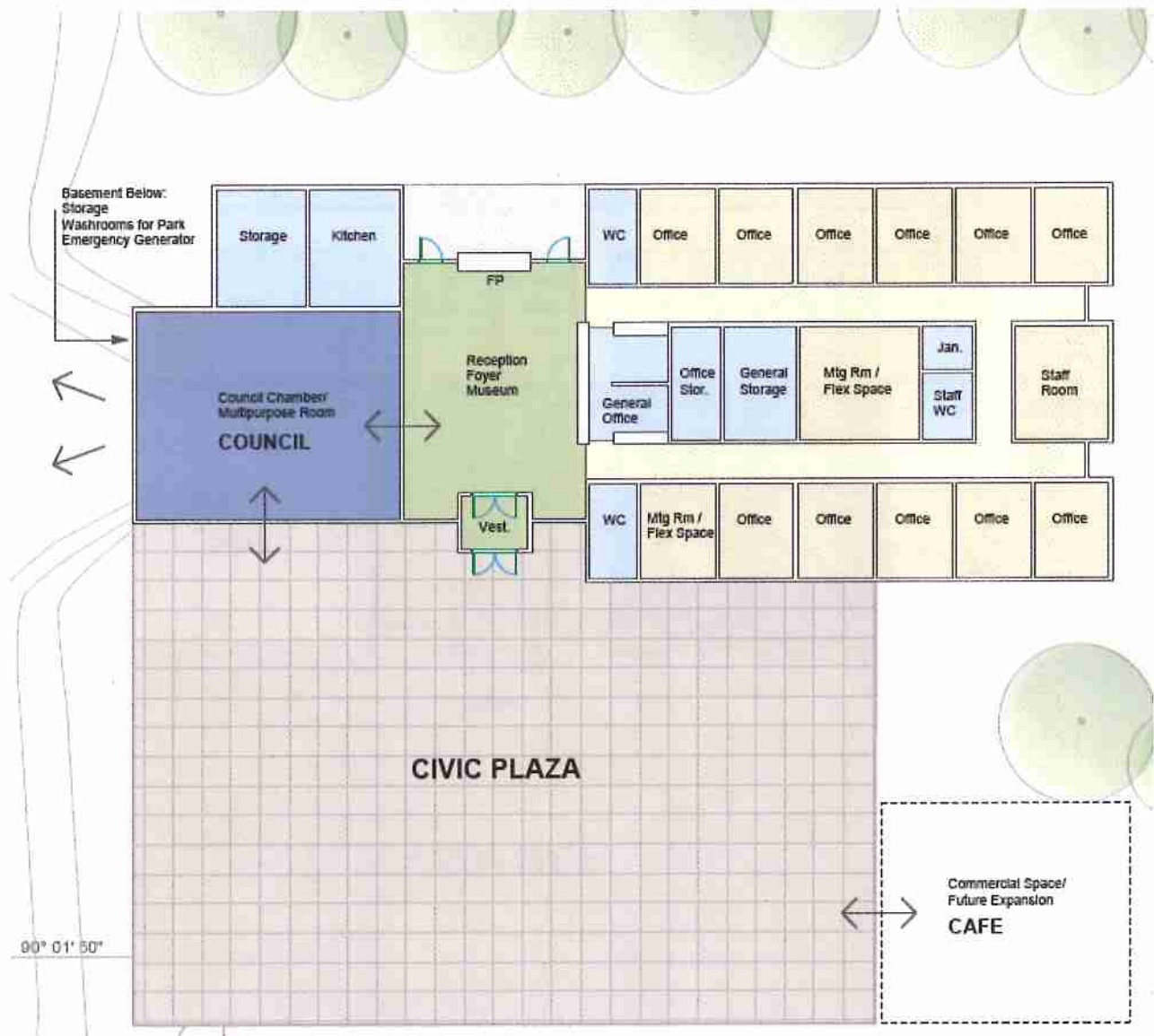
For the purposes of the draft schematics (below and Appendix B), it is assumed that the new Village Hall would be developed on the existing property, sited in an east/west orientation to maximize solar exposure and heighten the visibility of the new building. Further, such an orientation would accommodate a relationship with Spirit Park, allowing a more formal public gathering forecourt space to transition to the open natural space of the Park. In addition, the public Council Chambers/multi-purpose space envisioned along this edge would benefit from views into the Park (and from the Park into the building).

The treatment of the grade, noting that there currently exists a slight grade increase over the northern half of the site, is a question that should be explored and resolved through subsequent discussions and ultimately through the design development activities. While the grade allows for the accommodation of additional storage and the provision of public washroom in an westerly-exposed basement space, such additional floor space also directly results in additional construction/project costs.

For budgetary purposes, the preliminary development program and draft schematic designs include the possibility of the additional basement space, and could be eliminated if the site grading issues were removed later in the project.

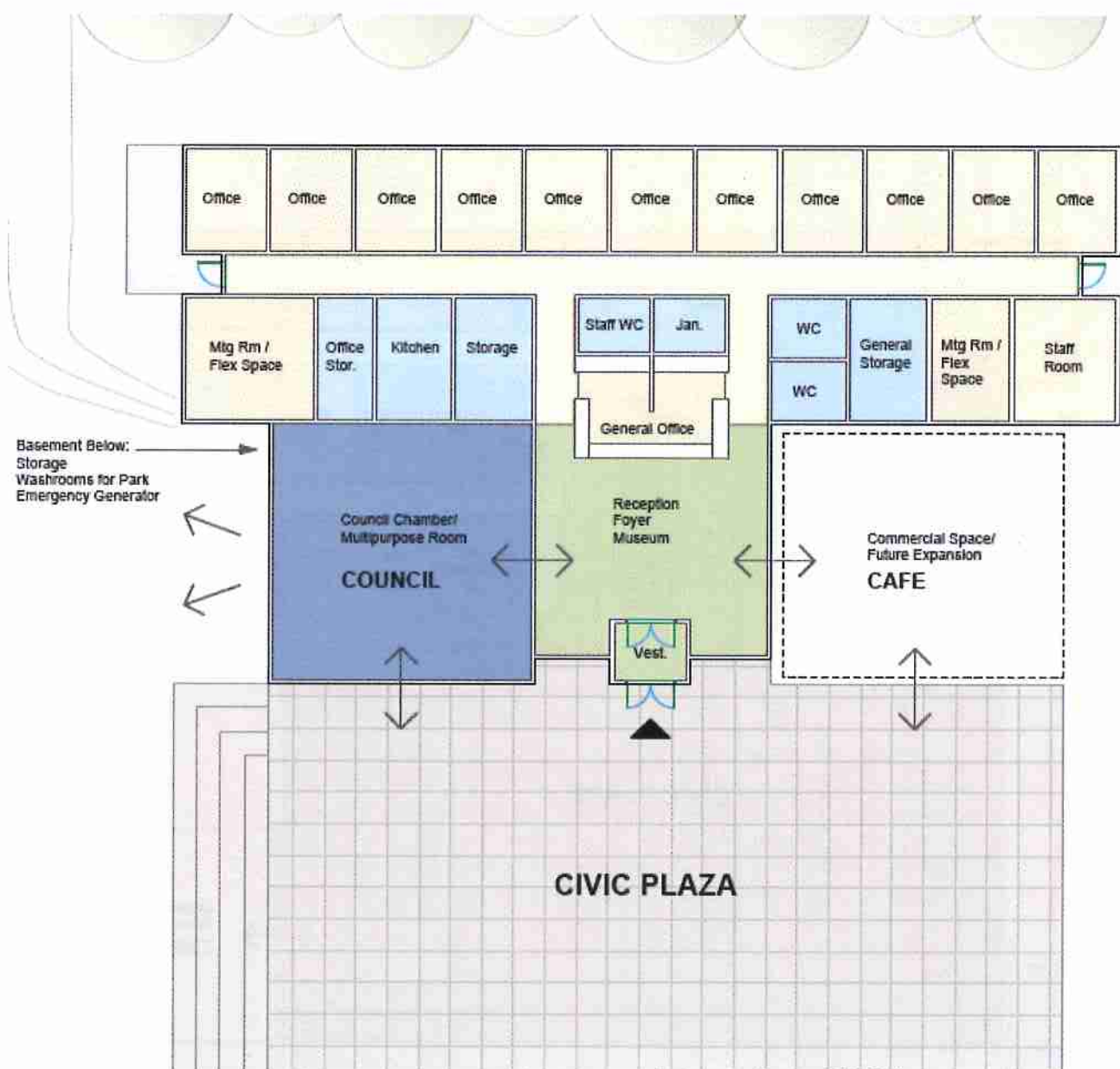






**TABLE 2: A01 GROSS FLOOR AREA**

CIVIC HALL	6,205 square feet	575 square metres
BASEMENT / LONG TERM STORAGE	1,000 square feet	93 square metres
OPTIONAL COMMERCIAL / FUTURE USE	1,000 square feet	93 square metres



**TABLE 3: A02 GROSS FLOOR AREA**

CIVIC HALL	6,205 square feet	575 square metres
BASEMENT / LONG TERM STORAGE	1,000 square feet	93 square metres
OPTIONAL COMMERCIAL / FUTURE USE	1,000 square feet	93 square metres



## TEMPORARY VILLAGE HALL OPERATIONS

While not included in the preliminary development program, nor illustrated in the draft schematic designs, the issue of maintaining temporary Village Hall operations is one that requires additional consideration; specifically, the issue of how day-to-day administrative services can continue to be offered to the public during the construction of the new Village Hall building.

As already identified, the Village has opted to rent a temporary modular structure until the new Village Hall can be completed, through which Village services and administrative functions are presently provided. This temporary building is currently located across from the decommissioned Ma Murray building on the north-eastern portion of the existing Village Hall property. Such a location, derived during the decommissioning period, represents a logical conclusion as the location makes continued use of the existing property and afforded a quick response to an unexpected change with minimal public disruption. However, in its present location, if retained during construction, it is noted that the temporary Village Hall could limit the siting opportunities available to the new building, as well as possibly challenge the staging of the construction site (keeping in mind the need for sufficient circulation space for construction activities and placement of structures to minimize safety risks to residents visiting the temporary modular building).

Given this, and the limitations of moving the temporary modular structure elsewhere on the existing property due to the presence of the southerly statutory right of way, an appropriate and publicly convenient alternate location for the temporary municipal operations should be explored and considered a core issue to resolve as the new Village Hall project evolves through subsequent phases of development.





# FINANCIAL ANALYSIS

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## CAPITAL BUDGET ANALYSIS

Based on the preliminary development program and draft schematic designs, an order of magnitude capital budget has been prepared. Given the Village's focus on financial sustainability, the costs for standard construction were further reviewed and analyzed by the Altus Group, as a quantity surveyor. As well, with the insights gained from the review of other municipal hall projects, an assessment was also given to the potential construction cost benefits/limitations of modular construction, based upon direction from Council and an unsolicited proposal to construct a modular pre-fabricated structure for the new Anmore Village Hall.

With a 7,205 square foot new Anmore Village Hall built using either a standard construction method or a modular pre-fabricated method, the total estimated capital budget is between **\$2.6 million and just over \$3.1 million** or between approximately **\$363 and \$434 per square foot**.

It is noted that since a quantity surveyor has reviewed the numbers that underpin the upper budgetary limits, a recommended next step should Council decide to pursue the modular-based option, would be a public call for modular tenders for Council's further consideration.

Key budgetary points include:

- **Hard Costs Standard Construction** – These are estimated to be \$2,218,385, comprised of:
  - **Base Cost** – A construction cost of \$265 per square foot or \$1.9 million\* has been estimated for the standard construction approach, towards constructing the new Village Hall and grounds, including surface parking. This development has been costed as a post-disaster building, with the construction cost estimate having been increased in its structural, mechanical and electrical costs.
  - **Site Development** – a lump sum cost of \$179,000 to prepare the site is included.
  - **Demolition** - a lump sum cost of \$130,000 for demolition and removal of hazardous materials is included.

\* = Based on a March 4, 2014 memorandum from Altus Group based on Schematic Design A02.



- **Hard Costs Modular Construction** – These are estimated to be \$1,909,312, comprised of:
  - **Base Cost** – A construction cost of \$156 per square foot or \$1.1 million has been estimated using modular pre-fabricated construction. It is noted that this does not include an allowance for post-disaster construction, foundation works or any grounds work, with the latter two items being addressed through increased site development costs as identified below.
  - **Site Development** – a lump sum cost of \$650,000 to prepare the site and construct a concrete foundation is included.
  - **Demolition** – a lump sum of \$130,000 for demolition and removal of hazardous materials is included.
- **Soft Costs** – Costs associated with design and other consulting fees, planning and administration costs, legal, insurance, etc. are estimated to be 15% of the estimated hard costs, and assumes there will be no DCCs required. A similar 10% allowance has been included for the modular construction option, noting the reduced need for some consulting services.
- **Furniture, Fixtures and Equipment Costs** – A lump sum cost of \$150,000 has been allocated for Furniture, Fixtures and Equipment Costs (FF&E).

Key adjustments and contingencies that are included in the overall capital budget, regardless of construction method, are set out below:

- **Design Factor** – this adjustment factor is to account for changes that may occur/be required during the design process, and is estimated to be 10% of the hard costs.
- **Escalation Contingency** – this 2% per year contingency accounts for potential changes in the cost or price of specific goods or services over the period of construction, which is assumed to start in 2016 and span 2 years until the estimated completion by mid 2017.
- **Construction Contingency** – a contingency of 5% of the hard costs allows for construction changes due to unforeseen circumstances or owner-requested changes.

Key construction-related assumptions, underpinning the capital budget using either construction method, include:

- **Municipal Fees and Connections** – For both construction methods, it is assumed that development and processing fees as well as any fees associated with service connections would be zero.
- **Land Cost** – The Village of Anmore owns the property, and it is assumed there is no land cost associated with the proposed development.

**Note:** All costs are order of magnitude for preliminary budgetary purposes, subject to further estimates such as a geotechnical report, additional quantity surveyor reports, public tender call for the modular construction option, etc. The cost estimates presented assumes the site has had full remediation and is subject to confirmation by an environmental consultant. Further budgetary refinement will require clarification on the in-ground septic system currently servicing the old Village Hall building, to affirm its functionality and/or possible need of replacement.



# RISK REGISTER

## RISK MANAGEMENT

With any development project, there is inherent risk. In light of the Village's need for a new Village Hall space, and mindful of the community's focus on financial diligence, an evaluation of the potential risk factors has been undertaken. Such risks, as presented in the below Risk Register, are not unique to Anmore, however, they are offered for consideration and ongoing monitoring to ensure the successful completion of any new Village Hall construction project.

**TABLE 4: RISK REGISTER**

PROJECT STAGE/ ACTIVITY	RISK EVENT	PROBABILITY RATING	POTENTIAL IMPACTS	IMPACT RATING	MITIGATION STRATEGY
Stage 1: Development Program/Schematic Design	Lack of consensus for design/construction of new Village Hall	MEDIUM	Impacts related to approvals and project schedule	HIGH	Open Council adoption, draft Communications Plan, outlining community engagement opportunities
Stage 1: Development Program/Schematic Design	Preliminary capital budget exceeds expected municipal budget	MEDIUM	Project viability challenged	MEDIUM	Development program is firm, minimize scope expansion, retain professional cost consultant
Stage 1: Development Program/Schematic Design	Obtaining full required capital funding	MEDIUM	Delays project start or project is cancelled	HIGH	Ensure Council remains active in discussions with other levels of government
Stage 2: Design Development & Working Drawings	Scope expansion & cost escalation beyond project budget	LOW	Budget/project viability challenged	HIGH	Professional cost consultant test/ update cost estimates at regular intervals





**TABLE 4: RISK REGISTER (CONTINUED)**

PROJECT STAGE/ ACTIVITY	RISK EVENT	PROBABILITY RATING	POTENTIAL IMPACTS	IMPACT RATING	MITIGATION STRATEGY
Stage 2: Design Development & Working Drawings	Design detail omissions/ conflicts	LOW	Project efficiency/ budget challenged during construction	MEDIUM	Integrated/ coordinated design development
Stage 2: Design Development & Working Drawings	Project tender bids exceed project budget	LOW	Budget/project viability challenged, re-design and amended tender required, delays project schedule	HIGH	Professional cost consultant test/ update cost estimates at regular intervals, ensure coordination of design, consider use of BIM
Stage 3: Construction & Occupancy	Unanticipated sub- surface conditions and/or geotechnical conditions (hazardous)	MEDIUM	Project efficiency/ budget challenged, delays project schedule	MEDIUM	Undertake soil testing and geotech involvement early in process, ensure contingencies are reasonable
Stage 3: Construction & Occupancy	Hazardous materials in demolished building	MEDIUM	Project efficiency/ budget challenged, delays project schedule	MEDIUM	Pre-construction hazmat, & environmental studies, ensure contingency funds are reasonable
Stage 3: Construction & Occupancy	In-ground septic system deficiencies	MEDIUM	Project efficiency/ budget challenged, delays project schedule	MEDIUM	Assess existing septic system and sanitary design early in process, ensure contingencies are reasonable
Stage 3: Construction & Occupancy	Construction delays/ complications stemming from BC Fortis RoW	LOW	Project efficiency challenged, delays project schedule	MEDIUM	Draft a Construction Management Plan, with continued communication and agreement from Fortis BC
Stage 3: Construction & Occupancy	Construction cost inflation	MEDIUM	Project budget challenged	HIGH	Professional cost consultant test/ update cost estimates at regular intervals, ensure coordination of design, consider use of BIM
Stage 3: Construction & Occupancy	Poor construction/ quality of work	LOW	Project quality and schedule are challenged, building environment and durability not optimal	LOW	Ensure selection of professional/ consultant design and construction team, integrated design approach



**TABLE 4: RISK REGISTER (CONTINUED)**

PROJECT STAGE/ ACTIVITY	RISK EVENT	PROBABILITY RATING	POTENTIAL IMPACTS	IMPACT RATING	MITIGATION STRATEGY
Stage 3: Construction & Occupancy	Mechanical systems difficult to optimize/energy savings not realized (assumed high performance building)	<b>MEDIUM</b>	Higher operating costs, building environment and performance not optimal	<b>LOW</b>	Ensure selection of professional/consultant design and construction team, integrated design approach and targeting reasonable performance standard based on straight-forward systems/best practices
Stage 3: Construction & Occupancy	Operating costs higher than anticipated	<b>LOW</b>	Inadequate operating budget, costs to community	<b>HIGH</b>	Establish operating budget early, Professional cost consultant test/update cost estimates at regular intervals, ensure building/system designs maximize efficiency.
Stage 3: Construction & Occupancy	New Village Hall does not meet future needs, users or services	<b>LOW</b>	Lack of support for design/construction of new Village Hall	<b>LOW</b>	Maximize flexibility in design.

# PROJECT SCHEDULE

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## PROJECT STAGES + TIMELINE

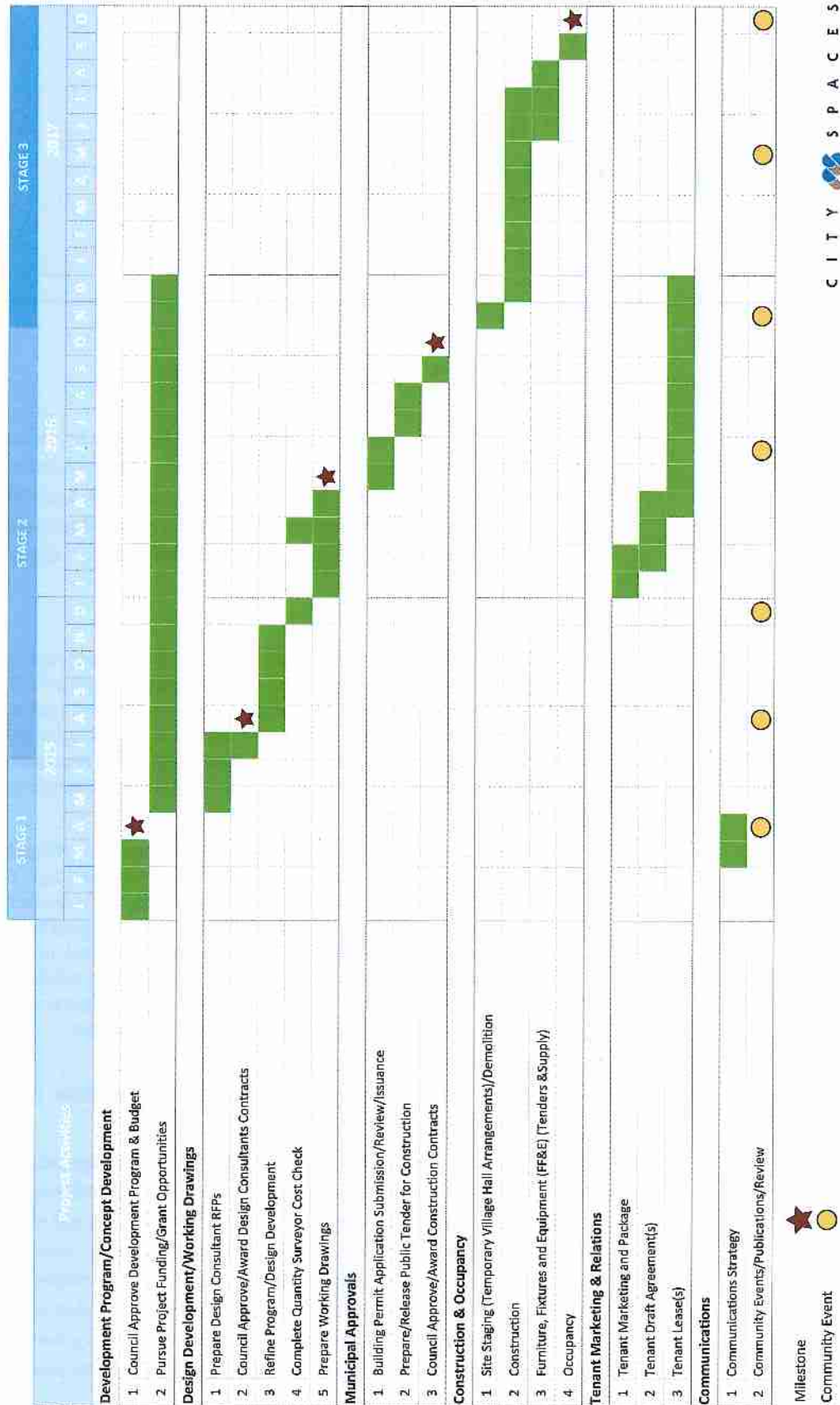
The timeline for the project, as outlined in the adjacent chart, indicates the complexity of the envisioned project, involving the sequencing of multiple tasks towards the successful completion of the Village Hall. Specifically, the design and development of the new Village Hall is anticipated to span approximately 34 months between early 2015 and late 2017, encompassing three stages:

- **Stage 1 (6 months)**  
Includes finalizing Council's feasibility study towards approving a preferred development program and construction approach. This effort will foster ongoing opportunities for Village Council and staff to pursue funding and grant opportunities throughout the subsequent stages of the project. Securing adequate funding will be a material requirement to achieve prior to the Village undertaking any further stages in the project.
- **Stage 2 (16 months)**  
Includes the design development and preparation of working drawings as well as achieving municipal approvals. Throughout this Stage, Council will be involved in the approval of design and construction contracts. Also occurring during this period, as a concurrent effort, would be the marketing and leasing of any commercial space included in the end design, if necessary. Ideally such leasing efforts would coincide with the preparation of the working drawings to minimize the potential for any changes or alternations required by the tenant program.
- **Stage 3 (12 months)**  
Includes the undertaking of site preparation, construction, final fixturing and ultimately, occupancy.

Throughout this process it is also anticipated that the Village would undertake communications and engagement efforts with the community to ensure Village residents are kept informed of important decisions and offered opportunities to provide input at key stages of the process. Such involvement could include project updates on the Village's website, its notice boards, through mail-outs, as well as by making information available at the temporary Village Hall building. More active forms of engagement could be pursued as the project progresses through the design development of the building.







Milestone  
Community Event

September 2014

# APPENDICES

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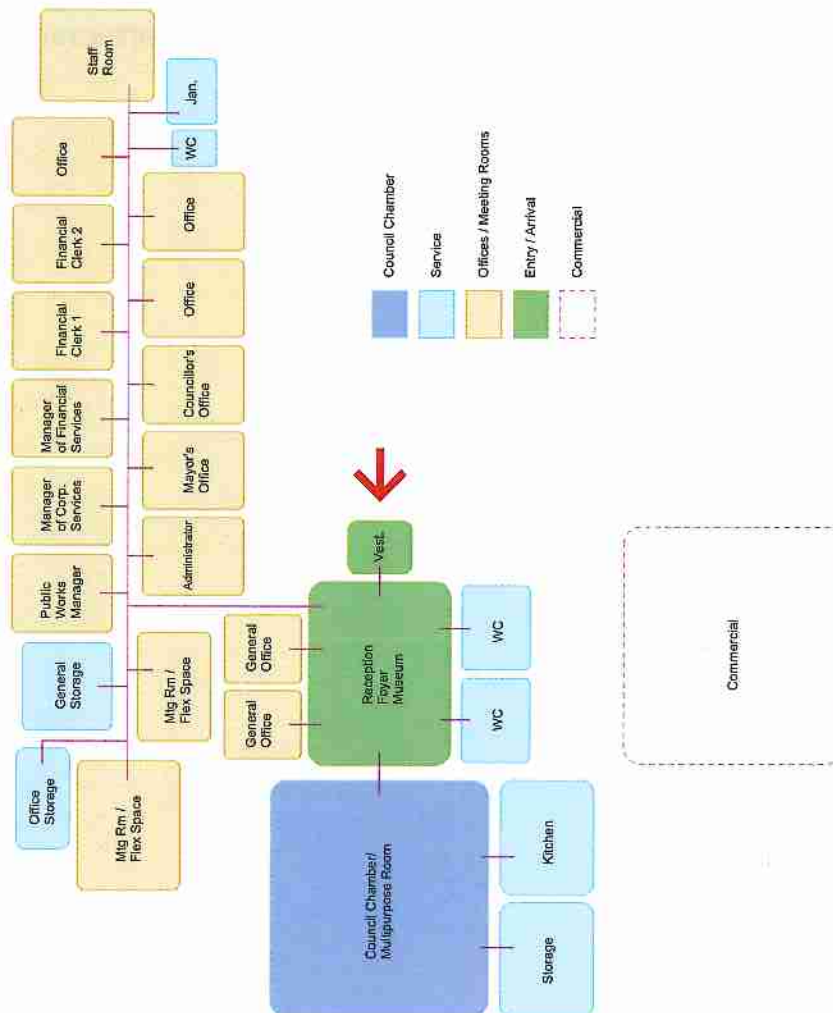
## **APPENDIX A:**

**PRELIMINARY DEVELOPMENT PROGRAM (NSDA ARCHITECTS)**

## **APPENDIX B:**

**SCHEMATIC DESIGNS (NSDA ARCHITECTS)**





Project: Anmore Civic Hall  
Anmore, BC

Project # 13043  
Date Revision  
Dec. 10/13

Sheet Title: Program / Adjacency Diagram

Reference: NSDA ARCHITECTS  
201-134 Abbott St  
Vancouver, BC  
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F: 604.683.2241

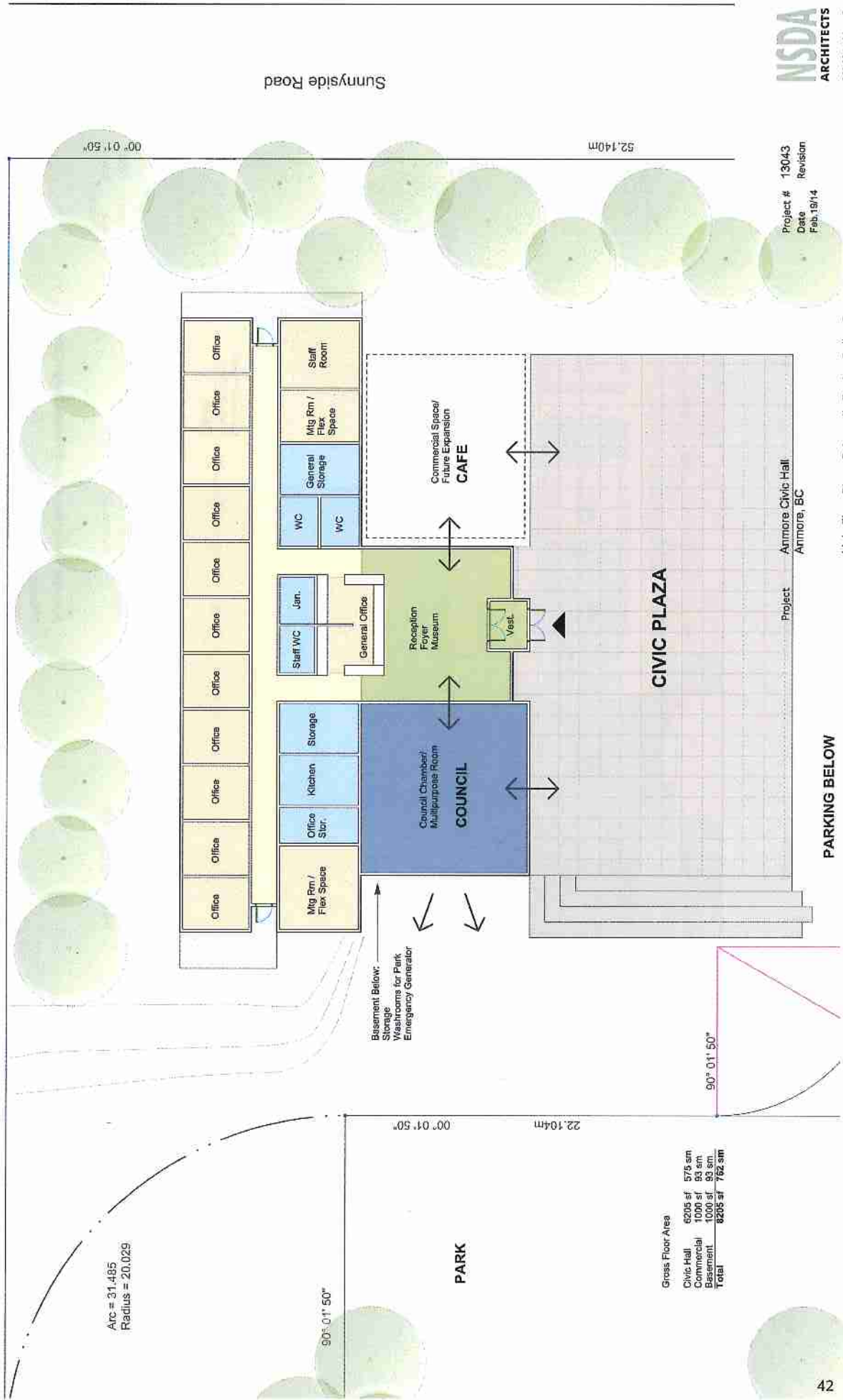
Scale: NTS

Sheet #: A-02

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# Anmore Village Centre Site Development Plan

Summary Report

19th December 2017





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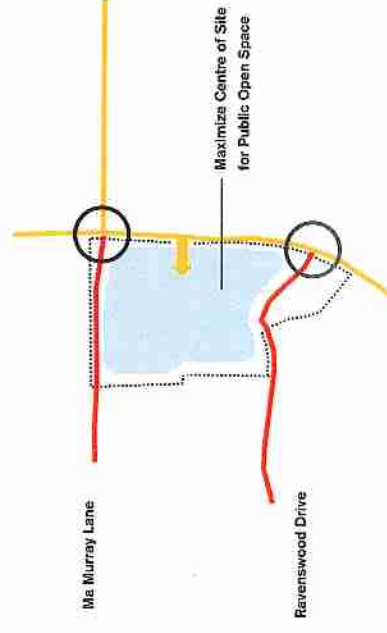


## Executive Summary

The Village of Anmore want to revitalize and develop the lands around the current Village Hall as a Community Gathering Place and generate a specific and recognizable heart to this Community. Part of this transition is to recommend where to place a new building to house the Municipal Administrative functions, Council Meeting Space and some public needs for the adjacent Park and the Hall.

This report summarizes the work done during this study and makes a specific recommendation for the placement of a new building, without compromising a larger vision for the site that will energize the park and public spaces.

The overall concept was to free up the center of the site for park and public use and remove the existing roads that divide the site today. As such, the recommendation is to move and relocate the roads and extend Ma Murray Lane and Ravenswood Drive to run west to east and connect with Sunnyside Road.



The site is also crossed by a legal right of way which means that the strip of land in the center of the site is not available for building construction and must remain open for access to underground utilities. Equally, to save cost, the existing utility services under the existing roads would remain in place. The result is that this would limit any building construction to areas outside these existing service routes.

There was a strong desire to maintain and enhance the Park areas on the west side of the site, which leaves only the North-east and South-east quadrant for future buildings. This is supported by the fact that buildings should be highly visible from Sunnyside Road and would be more prominent when placed on the east side of the site.





## Operational Need

The New Village Hall will be the operational and administrative centre for the Village.

It will play a key role in creating a healthy, safe, and productive work environment for the current staff, managers, Council and Mayor.

The new Centre will act as the emergency operations centre for the Village in the event of a disaster and play a key role in risk mitigation and disaster preparedness efforts.

The Village Centre will include the following spaces:

- Foyer
- Potential museum space
- Staff offices
- Council Chamber/multi-purpose room
- Washrooms for the public and staff
- Rooms and areas for community events
- A public plaza and meeting place for residents
- Potential opportunity for commercial space

A previous study had identified a building area of **8,200sf** to accommodate all these needs and still have space for some future growth. It would be possible to consider a multi-level facility and thereby reduce the footprint of the building if this had a benefit in feeding up parts of the site for outdoor public space and future buildings.



## Vision

The Village Centre is Anmore's focal point within this semi-rural community. A number of events are held each year and the Village Centre has always been a critical place for these community activities. The new Centre is to play a key role in creating a Village Centre as outlined and determined in the Official Community Plan.

It will foster gatherings, creating a natural anchor for the community.

### The Vision is to create a new cohesive village centre that:

- Celebrates the identity of 9th Anmore and establishes a village heart.
- Provides a place for people to gather for special events.
- Enhances community connections on a day-to-day basis.
- Meets the need for civic and multipurpose community space.
- Increases the prominence of the Village Centre from Sunnyside Road & East Road, creating an arrival point for visitors.





## History

The Village of Anmore was incorporated in 1987. At that time, the Village was gifted the George and Margaret "Ma" Murray homestead, located at 2697 Sunnyside Road. The 1916 constructed building was converted into a Municipal Hall, with office space and Council Chambers.

Since acquiring the homestead, the Village of Anmore has grown significantly. An addition was constructed in 2008 to accommodate additional space needs. In 2012, the Municipal Hall was decommissioned due to unsafe working conditions and structural concerns. Village operations moved to purchased Atco trailers adjacent to the closed Hall and Council Meetings were held at the local elementary school. In summer of 2016, Council Chambers were moved back into the leased trailers.

In 2016, council approved initiation of the design of the new Village Centre.

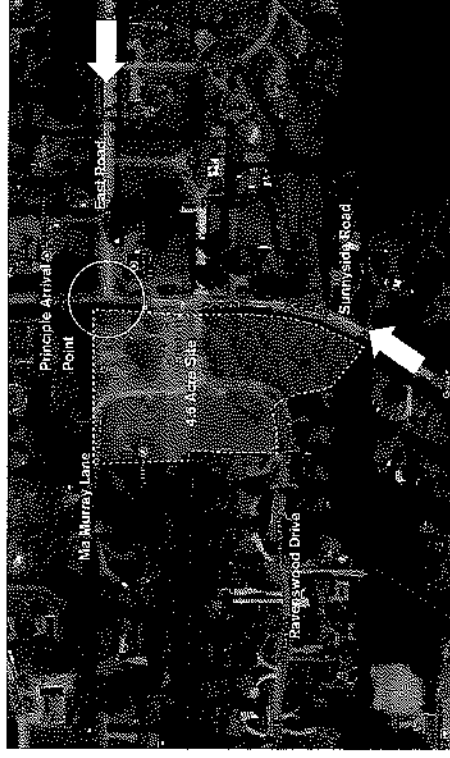
Although the Ma Murray Homestead has strong historical connections to this community, its condition has deteriorated and the cost of maintaining or upgrading the building has proved prohibitive. As such, it has been decided to demolish the building and free up a valuable part of the site for future civic buildings. The building has been photographed and video recorded for prosperity and several of the interior artifacts will be salvaged and put on display in the new building.



### Study Area

This study is to examine the potential location of a new building for the Village Centre to replace the existing portables on the site. The full study area is 4.6 acres in area and occupies a site alongside Sunnyside Road between East Road in the North and Ravenswood Drive in the south. The Study Area is shown within the white dotted line on the diagram to the right.

The study area lies at the current centre of the community as both principle arrival points into Anmore meet at this site. From the east along East Road next to the Municipal Fire Hall and from the south along Sunnyside Road. The junction of these two roads occurs at the North-East corner of the Study area and confirms the prominence of this part of the site as a key arrival point for this Community.



### Underground Utilities

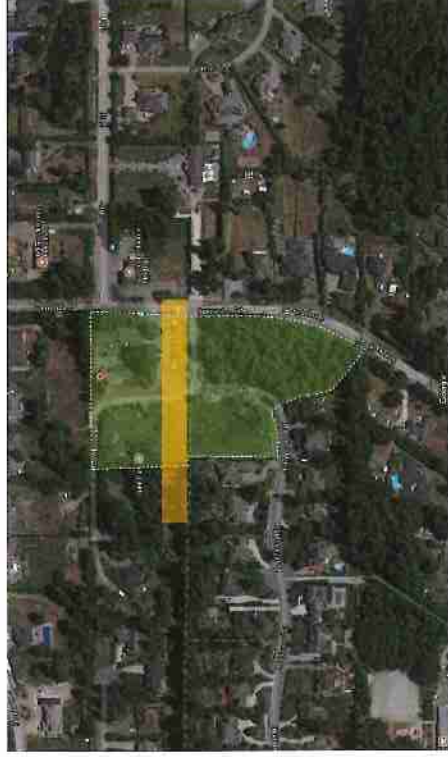
The site contains several Municipal and Utility Underground services which largely follow the existing roads. There is Municipal Water services, hydrants and Storm water piping but no Municipal Sewer. Outfall from buildings is captured by an existing septic field under the Park in the North-west corner of the study area but its current condition and functionality is uncertain.

In order to save costs, the Municipality is suggesting that these underground services remain in place even if the roads are relocated. This will limit where future buildings can be located because the utilities will still require full access for future maintenance, so buildings cannot be built above them. The diagram to the right shows where these services run through the study area.



#### Easements (BC Hydro + Fortis)

There is currently a Legal Easement across the property at the mid-point which divides the study area into two parts. The easement contains BC Hydro and Fortis. This area cannot be built upon but does currently partly contain a surface parking lot for the Village Centre. The location of the easement is shown on the diagram to the right.



#### High Pressure Gas Main Easement

There is a high pressure gas main that traverses the study area through this easement and in the agreement it requires a 10m setback on both sides which creates a 20m wide zone of restriction across the entire site. As such, no buildings can be placed within this area.



### No Build Zones

The combination of legal easements and the retention of underground services creates a zone of no build area dividing the site into four quadrants. The two westerly quadrants are currently designated for Park use and there is a strong desire to retain the park and leave a continuous band of the site open for Community Events and park activities. The North-east quadrant has the current hall and the Ma Murray Homestead. The south-east quadrant is forested and largely undeveloped but does create a natural backdrop to the park and retains trees, shielding the park from Sunnyside Road.



### Septic Field

The current Hall housed in the portables appears to discharge to a septic field in the North-East Park site near the Gazebo. The extent and condition of the field is unclear and it must be assumed that if the site redevelops with new Municipal building(s) then a new septic field will need to be constructed in the park to meet the new demand. Other utilities in the study area are adequate to support a new building.





### Park Space

The existing land at the south-western end of the site has been cleared and now provides a generous open space for park use and suitable for large community events. This change has been well received by the Community and should be retained and enhanced. The Forested area in the South-East corner could be cleared for a new facility but requires more grading and tree removal to allow buildings to be added in this area.



### Slopes

The site generally slopes from the north to the south with an overall drop of over 9m (28ft). The central area over the right of way is generally level and connects directly with Sunnyside Road. The Areas to the north where the existing buildings are located are at the high point of the site and approximately 5-6ft above the road level. Equally there is a high Area just south of the existing parking lot which is within the forested area and is several feet above the parking lot. As Sunnyside Road moves south, it drops down towards the south end of the study area and rises to a high point at the East Road junction. (a full topographic survey was completed as part of this study and is included in Appendix A).



#### Existing Parking

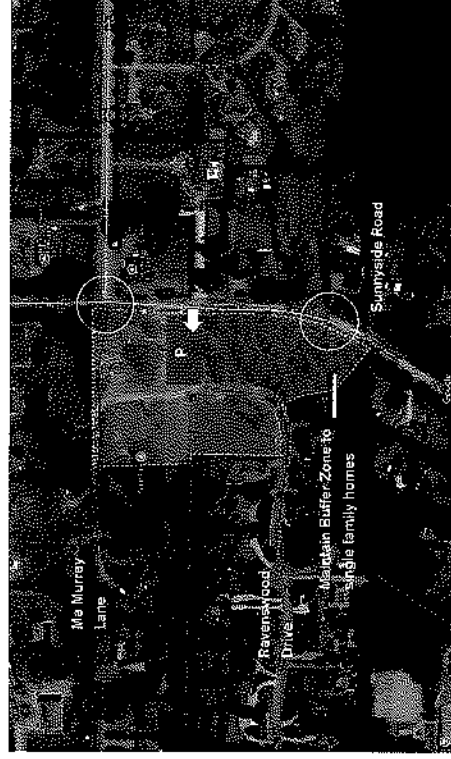
The Site is currently entered off Sunnyside Road at the mid-point of the east property line. This junction gives access to Ravenswood Drive and Ma Murray Lane which bisect the site and join alongside the existing parking lot. The existing Parking Lot is not accessed directly from Sunnyside Road but is entered from Ma Murray Lane. It currently accommodates about 26 stalls including a few stalls alongside the portables and two stalls alongside Ma Murray Homestead. Staff use the northern stall next to the portables and the public use the surface lot on the right of way. The entry road at Sunnyside houses the mail boxes for this part of the community and a solar power demonstration panel on the northern edge of the parking lot. Both will need to be relocated as part of any future proposal.

The current parking by-laws in Anmore would require 66 stalls to meet the demands and scale of the new building, which means the current surface parking lot will need to be expanded.

It was also noted that on the major event days further local parking would be desirable and that edge parking along the east side of Sunnyside road should be considered alongside an option to add 30 additional parking stalls alongside the re-aligned Ravenswood Drive.

#### Road Realignment

Ma Murray Lane and Ravenswood Drive are extended to run west to east and connect with Sunnyside Road.



## Recommended Approach

The conclusion to all these constraints was to consider an option that placed the new hall in the North-east corner in the location of the demolished Ma Murray Homestead. This puts the new building on the highest point of the site, giving the building's prominence from the Park and from the road. The following pages show the various features and thoughts about the long-term potential of the site and how this could evolve into a true Community Hub for the Village. It is important to recognize that the new building will be critical to the identity of the Village and should be seen as modest, yet civic in character, consistent with the Vision for the Village and respectful of the unique location.

The key elements of the recommended approach are illustrated on the site plan opposite.

### KEY

1. Village hall
2. Courtyard terraces cafe
3. Outdoor event space e.g. Farmers Market
4. Community garden
5. Communal dining
6. Outdoor terrace
7. Play space
8. Existing pavilion
9. Outdoor amphitheater
10. Woodland play space
11. Bike track/dirt jumps
12. Optional parking (30 spaces)
13. Street parking
14. Traffic signal/intersection (tbc)
15. Existing bus stop
16. Landscaped slope bank





### Phase 1

1. Existing village hall demolished
2. New Village Centre constructed in same location
3. Portables remain in operation during construction
4. Existing road layout and 27 parking stalls retained



### Phase 2

1. Portables removed
2. New road layout: East Rd / Ma Murray Lane extension and Ravenwood Drive relocation
3. Parking expanded to meet by-law requirement. Traffic & Transportation demand study required to determine whether this can be reduced.



### Phase 3

1. Enhanced landscaping across site including play spaces, natural amphitheater, woodland play, and trails
2. Total Parking: 62 Stalls + 6 Street Parking
3. Opportunity for future building in north-east corner



### New Parking

Recommend transportation and parking demand study be completed to determine actual needs + sightlines/safety traffic calming and signaling measures needed for new road alignment

Required parking under bylaw = 66 spaces  
 Site concept = 62 spaces + 5 street parking  
 (+ 30 optional spaces)



Parking Character



### Community Event Space

Informal hard landscaping for events (e.g. farmers market) adjacent to courtyard café. Future location of additional buildings.



Community Gatherings



### Community Garden + Dining

Overlooks play space, adjacent to community kitchen and washrooms in basement.



Connection over Food



### Civic Terrace

Public space overlooking the park connected to multipurpose space & cafe



Public Space Possibilities





### Play Space

Improved location and enhanced features for all ages (toddler to youth).



Traditional Playgrounds



### Woodland Play

Enhanced with trails, informal play space, and recreational play equipment e.g. bike track, natural play features



Play in Nature



### Outdoor Amphitheatre

Greens terraces uses existing grade change, integrated into park for large community gathering, performances & events e.g. movie nights



Stepped Terrace



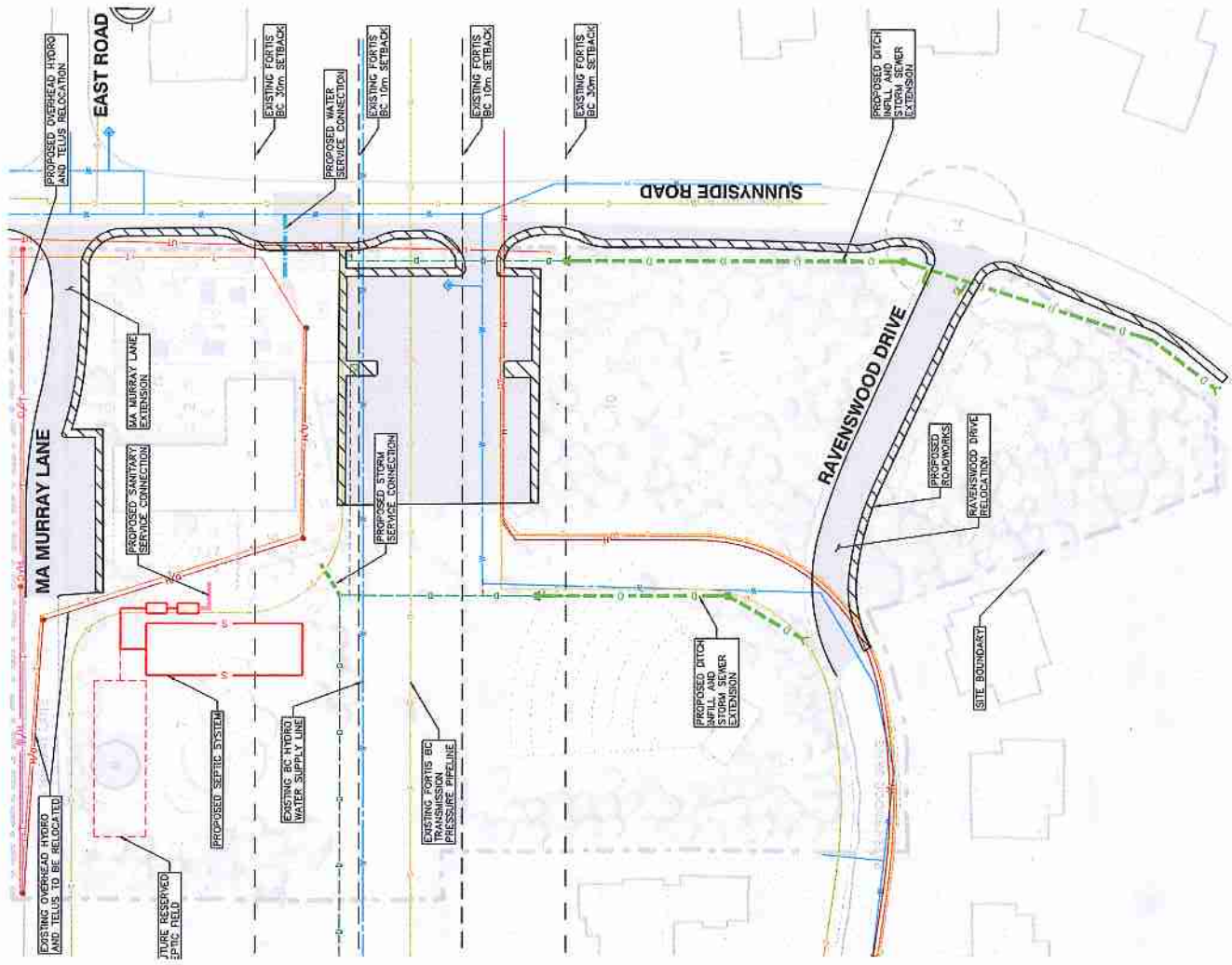
View North from Sunnyside Road



View West from East Road







## Civil Engineering Input - Road & Utility Alignment

### Street Work

- New access road alignments are viable in terms of grade.
- Additional road works to existing Sunnyside Road may be needed to repair significant cracking (pending Geotech investigations).
- Traffic & Transportation study needed to determine sightlines + signal requirements.
- Right of way required in location of existing roads/lane for existing services.
- Street lighting recommended along Sunnyside Road.

### Services

- New septic tank and system needed – location pending Geotech input.
- Sufficient water service and fire hydrants.
- New storm water service system will be required for site (vs. existing culverts).
- Sufficient BC Hydro infrastructure.
- Proposed building within 30m setback from Fortis BC HP gas line – written permission required (but no permit).
- A permit from both Fortis BC and BC Hydro may be required for the parking lot expansion/site works as within 10m.

### Costing

Sunnyside Road works	=	\$277,000	[roadworks, storm water, street lighting, signs + markings]
Ravenswood Drive Works	=	\$191,000	[roadworks, storm water]
Ma Murray Lane Relocation	=	\$147,000	[roadworks, drainage hydro/tel works]
Parking Lot Expansion	=	\$132,000	[roadworks, drainage works]
Servicing	=	\$108,000	[storm/sewer, san/sewer, septic, water, hydro/tel]
Total Construction Costs	=	\$855,000	

Note: Class D costing based on Nov 2017 construction unit process based on single phase. Excludes Demolition, AHD Fees, Taxes, Softs Costs (+/-30%). Escalation, Traffic controls or calming measures, geotechnical measures (open cut & fill only) and landscaping.



### Next Steps

- Council Support for Site Development Plan Recommendation
- Further transportation and traffic impact study to determine viability of new intersection on Sunnyside Drive
- Confirm with Fortis/BC Hydro if parking expansion in easement is acceptable
- Outline Sustainability Strategies (objectives and approach)
- Environmental Assessment + Arborist report for proposed tree removal
- Geotechnical review of preferred option, including septic tank and road works

