

VILLAGE OF ANMORE

COMMITTEE OF THE WHOLE MEETING.

Tuesday, July 9, 2013 at 7 PM
Spirit Park, located behind Anmore Village Hall.

All members of Council, Christine Milloy, Manager of Corporate Services, and Kevin Dicken, Manager of Public Works, and four members of the public were at this meeting in the gazebo in Spirit Park. This meeting of Council and staff was to discuss the process for the design and construction of the new Village Hall (municipal building).

- Anmore Procedure Bylaw 510 – 2011 (138) shows that a Committee of the Whole is a meeting where "Members of Council are invited to consider but not decide on matters of the Village's business."

This meeting began with Mayor Heather Anderson, providing background on the decision to build a new Village Hall. She said that staff had to be moved out into temporary trailers in December because of building contamination. She said that there had been a number of public consultations and restoring the old Village Hall was not an option. She said that there had been estimates of anywhere from eight hundred thousand dollars to 1 million to fix up the old Village Hall,

Editors Note: The old Village Hall is the 1916 heritage home of Order of Canada recipient Margaret 'Ma' Murray and her MLA husband George – *the Newspapering Murrays*. This house was given to the Village of Anmore for one dollar and has served as the Village Hall from Anmore's incorporation. The one complete building inspection by Lloyd E. Lucas, A ScT, CPI, Building Inspector for Emerald Inspection and Consulting Services Ltd estimated the cost to completely restore the old village Hall to commercial standards at \$663,750.

Mayor Anderson made it very clear that this meeting was not to discuss saving the heritage building, but rather it was to plan how to move forward and how to finance a new Village Hall.

Christine Milloy, the Manager of Corporate Services, indicated that there is no one on staff who has the necessary project management qualifications for this project. She indicated that Council would need to decide on whether one person could manage both the design and build components, or whether they should be two separate projects. She also indicated that there would be need for public input.

Mayor Anderson said that Council would need to decide on whether to build on the existing site or on the one and a half acre lot that was originally designated for the community center/ day care. She indicated that her preference was to tear

down the existing building and hold onto the heritage pieces that could be incorporated into a new building.

Councillor McEwen said the first step is to have staff identify their needs in a new building. He suggested putting out a request for proposals for some conceptual drawings, using the façade of the existing building as a basis for design. He said the contract would be small, proximately \$4 – \$6000. Once there was public feedback on three or four possible choices, an architect could be brought in and the building could be torn down.

He foresees three levels of 2000 ft.² each. The main floor would have a community use space. He favours maintaining the look of the existing building.

Councillor Thiele agreed that no one on staff or on the Council has sufficient knowledge of project management to shepherd this project. She suggested that before any conceptual drawings or needs assessment by staff are started, that the Village should immediately hire a project manager who would bring the various steps forward for consideration by Council.

She said that this person would already have an understanding of what is needed in a municipal administrative building. This person could also advise on best site, budget, and then what it would look like. She advised Council not to put the cart before the horse. She then reiterated that no one on staff or on Council is qualified to handle this role.

Councillor Green asked Christine Milloy for clarification of her thinking about hiring someone for both phases, or keeping the design and construction components separate. Ms. Milloy said that her preference would be for a project manager who would manage the whole project, including the budget, design and construction. She said you need the budget before you get the staff. She estimated that 1.5 to 2.5 million was needed.

Councillor Green is also very concerned about the best process to engage on the financial level. She said that Council needs to know its financial position first and then figure out how much money is available. The various funding options will determine the kind of building that can be built. She said that she has heard many sentimental comments about the Ma Murray homestead, and she hopes that the conceptual drawings can incorporate much of the existing building. She reiterated, step one is how it is funded; step two would be possible designs.

Christine Milloy, Manager of Corporate Services, indicated that staff could make calls and see what other municipalities have done when they decided to build new municipal administrative offices. She cautioned not to go too quickly to the public with regard to conceptual drawings. She said that sometimes people will get a particular design ingrained in their minds. If there is insufficient money to proceed with that design, they could be upset.

Councillor McEwen disagreed with both Ms. Milloy and Councillor Thiele relative to hiring a project manager. He said the \$200,000 that was spent on architects drawings for a community center/ day care, which was never built, was a big waste of money. He is just suggesting conceptual sketches as a starting point to taking a pulse of community sentiment. He agreed with Councillor Green that getting a fix on available money and getting staff to determine what their functional needs are were good first steps.

Mayor Anderson reiterated that staff cannot manage the project, and that Council will need to determine what it will cost. She also indicated that Anmore does not **yet** have the money in hand. She disagreed with Councillor McEwen's assessment that nobody liked the designs for the community center/ day care which was not built. She said the first step should be a functional needs assessment by staff. Then a decision would need to be made about when to get professional drawings.

Councillor Green indicated that she thinks it is too early to have a project manager. There needs to be a planning process first. In addition to the staff needs assessment, she suggested a public needs assessment. She said that the new building would have both a municipal and a public function. The building should have mixed use space. She said Council needs to have a vision and give the general public visuals to focus on this vision.

Councillor Thiele expressed the need for community buy-in. She said the community should be very clear that Council intends to build a new Village Hall. She indicated that she strongly believes that, since no one on Council, or on staff, has the appropriate qualifications, Council needs a project manager to lead them through the steps in the project. She could not understand why Council would need visuals at this point.

Councillor McEwen summarized the three steps that he sees before calling in an architect:

1. find out what is needed;
2. determine what it will look like in general
3. determine what it will cost.

He said you need something on paper to see how much it will cost, before you can determine how much money you need to find.

Councillor Thiele reminded Councillor McEwen that, when the previous drawings were done for the community center/ day care, which was not built, craftsman-style conceptual drawings were on display for a number of months in the Village Hall. The \$200,000 architectural drawings looked nothing like the conceptual drawings and what people expected.

Councillor McEwen said staff needs to say what they need, then Council will go to an architect with these needs and ask for three different façades for preliminary consideration.

Councillor Thiele again said that she believes any money spent on getting a project manager to guide Council through the planning steps from the beginning would be well spent. She also said that staff would then be free to do other work that needs to be done.

Council McEwen wants to make sure that the finances are in place before anything is done.

Christine Milloy praised the Public Visioning exercise that was done for Official Community Plan purposes. She said if there were several different styles of building, the public could then indicate what speaks to them.

Councillor Green returned to the need to ask the public how they want to use the space. What do people value? She also stressed, the financial house has to be in order. She said you need to know what you want and how you're going to pay for it.

Kevin Dicken, the new Manager of Public Works had similar concerns. He said you need to know what the needs are and what dollars are available to support the project. He also indicated that if there is to be commercial and multipurpose space in the new building, you need to know how you're going to pay for that.

Councillor McEwen indicated the need for community space and said that the council chamber in the new building could be used for other purposes.

At this juncture, Mayor Anderson asked Councillor Isaak if she had anything to say. Councillor Isaak indicated a need for urgency in moving forward. She said that while staff is evaluating their needs, Council members could be talking to user groups. She said the needs would drive the finances. She put finding the finances as the fourth step. She said you need to look at heritage and cultural uses and whether or not you're looking for space other than for municipal administration.

Councillor Green again stressed the need for financial parameters.

Mayor Anderson indicated that Council will need to know the style, features and uses they plan for the space in the new building. She said that over the summer, the staff can do a Needs Assessment.

Christine Milloy thinks Council needs to get on with the visioning process, and then to conceptual drawings. Councillor Thiele thought that perhaps planner

Brent Elliott might be able to help. As well, she thought that the experience of other communities might be useful.

Councillor Isaak said that the Committee as a Whole might want to meet with the Advisory Planning Committee, as suggested by Councillor Green. She felt that there should be very clear questions from Council in order to get clear advice. She said, 'for example, if you're too broad about the needs someone might suggest something like pottery kilns in the public space'. Again she stressed the need to move in a timely fashion. She indicated that the steps which involved needs assessment and three façades to the public would create too many variables to be timely and productive.

Another resident Joe Hooker thought that the experience of other municipalities and a list of five, six or seven items for consideration might be a way of focusing this public consultation.

Mayor Anderson indicated that there would be no need for public input relative to the municipal administrative functions. There would however need to be public feedback on the façades, and community uses. The decision also has to be made relative to the location.

Councillor Green said that if there are to be mixed uses, including commercial use, there would have to be a cost-benefit analysis for the use of that space. People would need to have Council set a number of choices based on the finances available.

Councillor Isaak further expressed the need to move forward with a needs assessment, financial information, and drawings. Councillor McEwen said, you need to know:

1. what do you need?
2. What will it look like?
3. What will it cost to proceed?
4. Will there be commercial space?

Councillor Thiele said that Council must be able to make the business case for commercial space. She said we don't have a large enough population to support commercial businesses. Even the two businesses in the Village are struggling.

Councillor Green said commercial prospects should be cost out as part of the business plan. Councillor McEwen said that the cost of the building will be reflected in what goes into it. Councillor Isaak suggested that staff check with North Vancouver on how they handle leased out commercial space.

Mayor Anderson identified the steps as follows:

1. do a needs assessment
2. find out how much money is available for the proposed building

3. commercial space is a bit of a wild card and functions that you cannot afford should not be included
4. Council will talk to planner Brent Elliott about the process in conjunction with the August 13 regular Council meeting
5. she would be all aiming for a visioning fair in October.
6. the plans are in place for a finance workshop in September
7. staff is asked to find out how much project managers cost.

The new Manager of Public Works, Kevin Dicken, indicated that he and the CAO, Tim Harris, were brainstorming about a place to host Council. He suggested that the six-year-old new portion of the existing old Village Hall could be used for this purpose, in the short term. The 2006 addition could be finished off and the first floor could be further used for washrooms for Green Gym grant purposes and for administrative storage. Mr. Dicken indicated that it would cost \$10,000 to get another shipping container to store documents and archives. This money could be used towards finishing off the newer section of the old building for these purposes.

He said that the province could be approached to see if the funds could be pulled back from the grant in this fashion. The building could be placed in the park on the lot. In the long term, the second floor of this building could be used for storage. The finishing could be consistent with the new Village Hall.

Councillor Green expressed shock at this proposal. She said that Council members had been told that the building was falling down. She said that when they had talked about space, she was told that this space was not viable. Councillor McEwen expressed concern that it might look like a shantytown.

Councillor Green wanted to know if the Village Hall is to come down in the next six months, how much it would cost and whether or not a separate heating system would be required.

The meeting ended at approximately 8:30.