

# SNUG COVE ACTION PLAN

## RESHAPING SNUG COVE: A FRAMEWORK FOR TAKING ACTION

### July 2006

#### CIVIC FACILITIES WORKING GROUP

##### Terms of Reference

###### Overview

In developing its Strategic Plan, Bowen Island Municipal Council has identified the need to develop civic facilities within Snug Cove. Council has recently adopted a framework document for Snug Cove, entitled *Reshaping Snug Cove: A Framework for Taking Action*, which identifies three separate but interconnected elements of a Snug Cove strategy: ferry marshalling, the delivery of civic facilities and the allocation and cost recovery related to the surplus lands. The decision-making framework for the Action Plan involves establishing three Working Groups to undertake various work programs, the **Civic Facilities Working Group (CFWG)** being one of the groups.

###### Sustainable Framework

Since the Municipality's incorporation in December 1999, Council has supported the creation of civic facilities that would provide opportunities for community members to further their pursuit of recreational, cultural, social, and artistic activities, as well as municipal facilities for offices, meeting rooms and public safety buildings such as a fire hall and police station. As is outlined in the *Framework* document, Council's objective is to facilitate the delivery of civic facilities in a manner that respects the social, economic, and environmental values of the community. This means that the facilities must:

- be of an appropriate scale;
- contain spaces that foster social interaction;
- be designed to meet the Municipality's Green Building Guidelines; and
- be financially viable to both construct and operate.

The location, scale, and type of facilities should comply with the sustainability principles captured within the Islands Trust Policy Statement, the GVRD's Sustainable Region Initiative (SRI), the spirit and intent of the Island wide Official Community Plan, the Municipality's Mission Statement, and the Snug Cove Village Plan.

###### General Approach and Mandate of the Civic Facilities Working Group

The Snug Cove Plan speaks to the importance of developing civic facilities within Snug Cove to help facilitate its revitalization. The approach espoused in the Plan was buttressed by the work of the Civic Facilities Task Force in October 2005 that examined various options as to how civic facilities could and should be accommodated within Snug Cove. In addition, the Public Works Superintendent has prepared a draft report on the infrastructure requirements for a civic facility. Another report is underway that will examine the Municipal Hall in a long term perspective, and a decision will be made by Council to determine whether incorporating a municipal hall within a community center complex will be required.

Three potential sites have been identified for community facilities – the lands both to the north and east of Bowen Island Community School (portions of Site 2), and the land adjacent to the RCMP station (portions of Site 3). The land behind BICS is considered the priority site for community and recreational facilities given its size and location, while the land adjacent to the RCMP station is seen to have potential for arts and culture activities. For the purposes of conducting an analysis of the allocation of the Surplus Lands, these sites will be held in a Community Facility Reserve and have been so designated on Figure 2 (surplus land plan).

The mandate of the CFWG is to provide recommendations to Council regarding the siting, uses, cost, and conceptual design of community, recreational, and arts/culture facilities. Council will retain the services of an architect to provide technical expertise to the CFWG.

Beyond inviting stakeholder groups to provide input to the CFWG, consultation with the community will NOT be an integral component of this work. Council will conduct community consultation following receipt of the final report. Once its work is completed, this Working Group shall be disbanded, unless Council decides to extend its role.

### Specific Deliverables

The specific deliverable is to recommend to Council a conceptual design and location of buildings within the Civic Reserve Area, sufficient for tendering the design and construction of a civic facility. The assessment should include the following:

- Suitability to accommodate community buildings
- Size of buildings
- Capital costs, including infrastructure costs
- Road access/parking requirements
- Proximity and compatibility with other facilities
- Water/sewer/storm water/utilities servicing requirements
- Phased development potential
- Impact of development (economic, social and environmental) on Snug Cove as a village as described in the Snug Cove Village Plan
- Operating/maintenance costs – revenue and offsets
- Public sources of funding
- Private sources of funding
- Sound separation and acoustics
- Any other criteria that the CFWG recommend need to be addressed

The recommendations should take into consideration key elements of existing studies and other literature (i.e. Official Community Plan, Land Use Bylaw, Municipality's Mission Statement, Snug Cove Plan, Green Building Designs, task force/staff/consultants reports, etc.) that pertain to civic facilities.

### Composition of the Civic Facilities Working Group

The Civic Facilities Working Group will consist of two members from each of the Bowen Island Parks & Recreation Commission, the Bowen Island Arts Council, one member of the West Vancouver School District, up to three members from the community at large, two members of Council to act as liaison members, the Chief Administrative Officer, and the Municipality's Planning Consultant. The members from each advisory committee will select its own representatives to sit on the Working Group. The Council will select a chair amongst the members of the Working Group. Members are expected to represent the interests of the community at large rather than simply the interests of the group from which they have been selected. It is expected that decisions/recommendations will be reached by consensus.

### Working Group Resources

The Municipality's Chief Administrative Officer and the Planning Consultant will provide technical assistance to the CFWG. Other Municipal staff (the Public Works Superintendent, the Parks & Recreation Supervisor, the Planner, etc.) will also provide technical assistance as needed. The Planning Consultant will assist in the compilation of the final report, and in participating on other Working Groups, will provide perspective on the activities of the other Groups. An architect will be available to provide technical expertise to the Working Group.

### Schedule

Council is requesting that the CFWG complete their work and prepare a report to Council by February 2007. The group will present their report to Council at a joint Working Group session in March 2007.

### Budget

The Working Group has a budget of \$6,000.00, to be expended on clerical support, photocopying, and consulting fees.