



City of Port Coquitlam

# Growing the Arts: Leigh Square

Community Arts Village



## Development Study

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in consultation with the  
Port Coquitlam Parks and Recreation Department  
and the

Community Cultural Development Advisory Committee

November 2003

# Executive summary

The proposal for developing an Arts Centre in Port Coquitlam's downtown core flows from the combined recommendations of the Cultural Policy and Plan for the City of Port Coquitlam adopted in 2001, and earlier studies of the arts and cultural opportunities in the community as well as City-initiated urban studies of the downtown.

The vision of an Arts Centre as a group of buildings around the civic square (Leigh Square) is a very concrete response to the community cultural development model, which forms the basis of this vision. This model, which sees the arts as a vehicle to building community, was the primary focus of the Cultural Policy and Plan, and subsequently embraced in the development of this study.

This study was undertaken working closely with the Parks and Recreation Department, the Community Cultural Development Advisory Committee and a wide variety of community stakeholders.

The "village" concept goes a long way toward achieving the welcoming, transparent, accessible nature considered critical to the success of the facility. As well, this configuration results in a stronger connection between the buildings comprising the arts facility (the old Post Office, the building currently owned and occupied by the Elks Club and the new construction on the Parks and Recreation office site) and the public space of the square.

Distributing the facilities of the Arts Village amongst several buildings invites a more varied experience. Each building has its own unique character, enabling them to individually address the varied characteristics of the functions they will accommodate.

In the case of the Elks' Hall and the old Post Office, the reusing of existing buildings is an efficient and economical starting point for the development of an arts facility for the community. The cost comparison (renovation to new construction) and the associated

benefits analysis for the Parks and Recreation office site, however, indicates that new construction is the preferred development option. In the future, as the community further develops culturally, the village concept will allow a greater flexibility in the manner and rate of growth of the facilities, beyond the initial phase outlined in this study which addresses the more immediate cultural needs of Port Coquitlam.

The Community Arts Village concept will reach beyond the walls of the three buildings and the civic square that are the focus of this study. The vision extends to include the local businesses and other community facilities in the precinct by providing opportunities such as the display of local art in some of the coffee shops and restaurants in the area, the infusion of public art into other pockets of the downtown core, and the enticement of private arts-related businesses (galleries, art supply shops, bookstores, music shops, etc.) into the district.

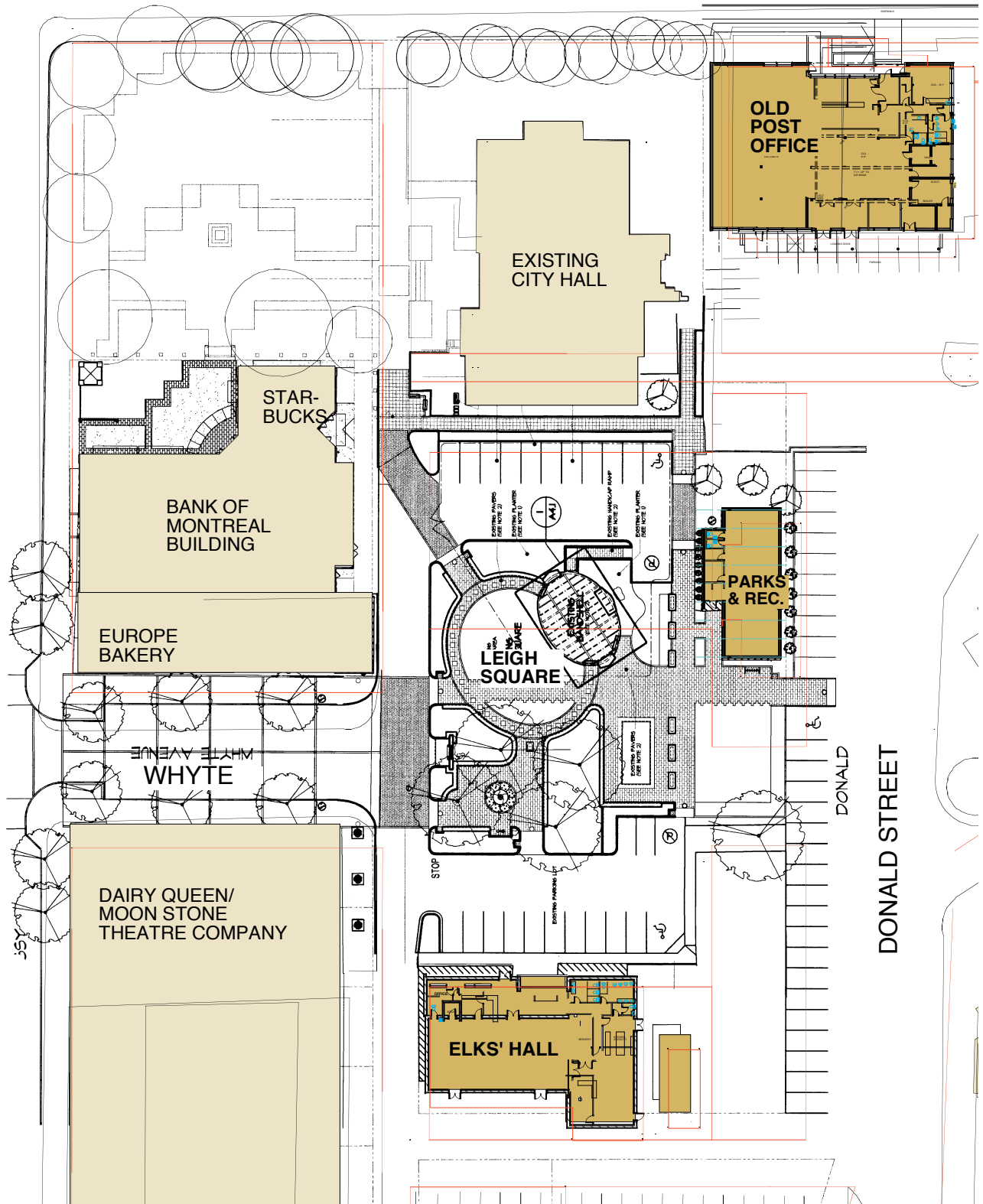
Port Coquitlam is one of the few remaining communities in the lower mainland still with a traditional downtown. A Community Arts Village focused around Leigh Square will be a very dynamic contribution to enhancing this downtown core. Positioned adjacent to the traditional "main" street of the City, it will help to animate and enrich the entire district, thus, contributing to the vitality of the businesses of the area, and reinforcing the role of the downtown as the heart of the City of Port Coquitlam.

By so doing, the development of the Leigh Square Community Arts Village will be a benefit to all of Port Coquitlam, well beyond the important boost to the arts, cultural, and heritage life of this community.

Based, therefore, on the community needs assessment, the development of a facilities program, and the review of several modeling scenarios, it is concluded that the old Post Office building, in concert with the Parks and Recreation site and the Elks' Hall, would be very suitable for the development of a Community Arts Village around which the City of Port Coquitlam can continue **Growing the Arts**.

SHAUGHNESSY STREET

McALLISTER



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# Study objectives

One of the recommendations of the recently adopted Cultural Policy and Plan for the City of Port Coquitlam was to “explore the development of an interim facility for community cultural activities in the downtown core”.

The purpose of this study was to explore the opportunities for the development of such a facility centered around Leigh Square, using the recently re-developed Square, the existing City owned old Post Office and the City's Parks and Recreation Department office building site as a starting point. Added to the scope early in the process, was the Elks' Hall, seen as a key component to the completion of the arts, culture and heritage presence around the Square.

Guided by a Community Cultural Development Model of operation for the Centre, this study was conducted with the following objectives:

- a) Addressing the immediate space challenges that Port Coquitlam faces in being able to support arts, cultural, and heritage activities in the community.
- b) Defining the context for subsequent long range development of the Community Arts Centre.
- c) Creating a focal point for arts and cultural activity in the community.
- d) Enhancing the vitality of the downtown core.

It is important to note that the facilitation and provision of arts, cultural, and heritage activities will continue to be distributed throughout the community. Existing arts and cultural programming offered through the City's recreation complexes, the Terry Fox Theatre, the Heritage and Cultural Society, and established Port Coquitlam private art schools will continue, while being enhanced and augmented through the additional initiatives supported by the new facilities.



The City of Port Coquitlam has undergone several studies, over the past decade, with a focus on the development of arts and culture in the community, as well as the further development of the downtown core.

The 1990 Port Coquitlam Parks, Recreation and Cultural Master Plan highlights the importance of arts and culture in Port Coquitlam. It notes that “The importance of culture in Port Coquitlam has been clearly stated during the Master Plan process. Council, in setting its objectives for 1989, ranked ‘exposure to the arts’ as the number one priority.”

In 1993 Cornerstone Architects with Schick Shiner and Associates Ltd. prepared a Feasibility Study for development of a Community Arts Centre for Port Coquitlam. Much of the emphasis of the proposed facility resulting from this report was around the development of a theatre, with its associated support functions. A gallery and a drawing/painting studio were also included, in support of the visual arts, and a multi-use space which would serve as a rehearsal/informal performance space, meeting room, temporary exhibit space, etc..

Several sites were considered and evaluated as a part of this earlier Community Arts Centre study. The assumption at that time was that an Arts Centre for the community would be housed in a new single structure. Thus, the sites were evaluated on the basis of accommodating a large stand-alone building suitable to house all the various functions of an Arts Centre. One of the proposed sites was the property now occupied by Leigh Square. In most aspects, this site was evaluated very highly in the assessment process – in particular, with regard to visibility, access, commercial potential, and suitability from a community planning standpoint. There was some concern, however, regarding the ability of this site to accommodate a facility of the scale proposed, the site development costs, as well as the amenities of the site.

With the subsequent development of the Terry Fox Theatre by School District 43 with the assistance of the City of Port Coquitlam, the programmatic needs indicated in that report have been reduced. The opportunity to occupy existing buildings has greatly reduced the initial site development costs. As well, the character of this location has been greatly enhanced by the development of Leigh Square as a community amenity, with a performing arts bandshell as its central

feature. As a result, all the aspects of the Leigh Square location that were evaluated negatively at the time of the 1993 feasibility study have since been alleviated.

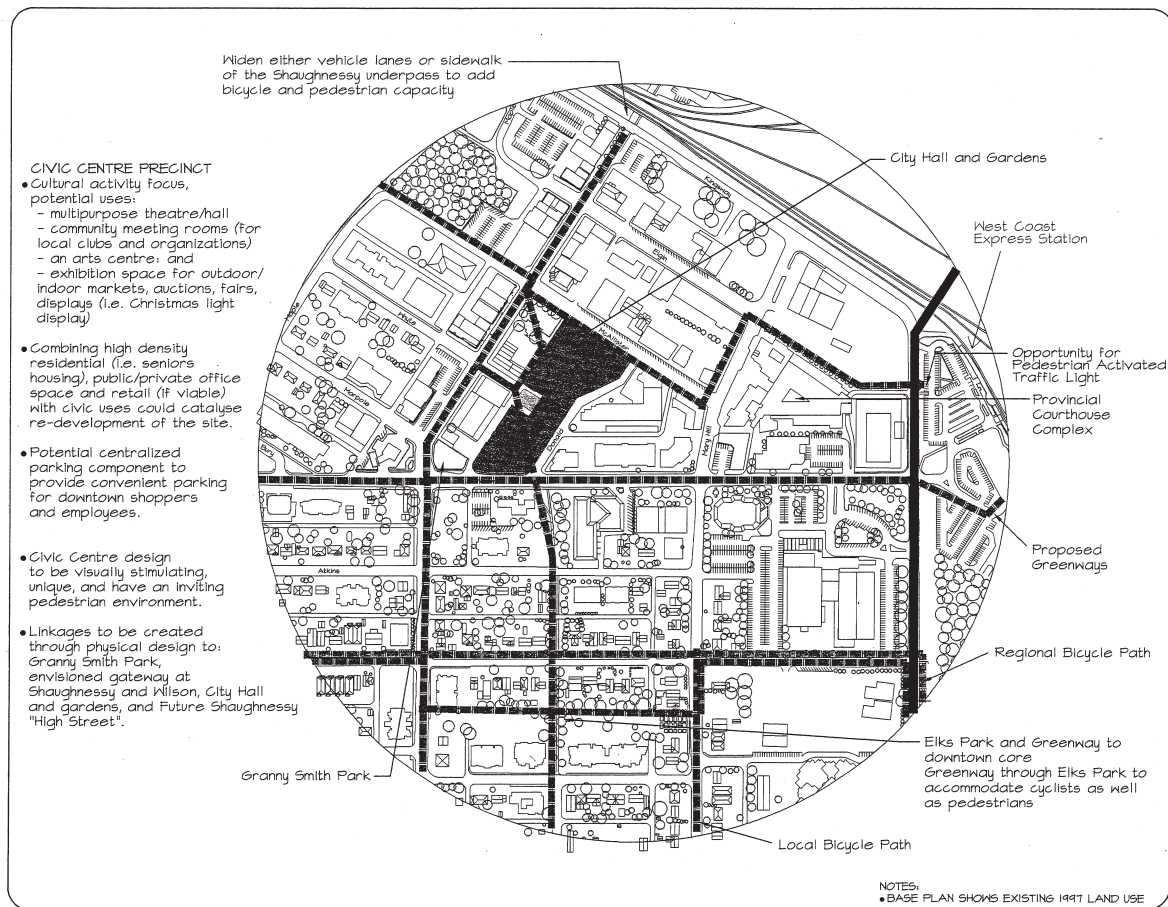
In 1998 Hotson Bakker Architects, together with Aplin & Martin Consultants Ltd., undertook the Port Coquitlam Downtown Plan ‘98 for the City of Port Coquitlam. The Downtown Plan articulated a vision of what the core area of the City could look like in 20 years, with the anticipated growth of the community. Recognizing the City Hall as an important focus of activity for the community, this study identified the Elks’ Hall/Leigh Square/City Hall/Post Office area as appropriate for the development of a “Civic Centre Precinct” with a “Cultural – Administrative focus”.

The City of Port Coquitlam Cultural Policy and Plan was completed and adopted by the City in 2001. This study identified and described the necessary steps to instigate a Community Cultural Development initiative for the community. Some of the key areas where the community would benefit from enhancement were identified in this study as leadership (for support and advocacy of arts and cultural initiatives), access to cultural services, facilities for the support and delivery of cultural activities, and resources for assisting in supporting the arts and cultural initiatives of the community.

And finally, the City of Port Coquitlam 2002 Strategic Plan outlines a vision of a City that aspires to be a “complete community”, where “a vibrant culture and heritage” is celebrated. This Strategic Plan sets as one of its priorities for 2003 to “identify priorities for the expansion of arts and culture opportunities within the community via the Community Cultural Development Advisory Committee”.







Hotson Bakker Architects were retained in the summer of 2002 to begin conducting a feasibility study for the development of a Community Arts Centre. In the fall of 2002 members of the community were appointed to create the Community Cultural Development Advisory Committee (CCDAC). Working closely with the City of Port Coquitlam Parks & Recreation (P&R) Department and the newly formed CCDAC, the process of this study, itself an exercise in community building, included:

- Conducting workshops with CCDAC (see Appendix I) & P&R staff
- Reviewing a variety of existing arts and cultural facilities in the region, both those based on a more traditional model of delivery, and those developed around a Community Cultural Development approach.
- Confirming Leigh Square as the optimal location for the development of an arts centre.
- Exploring development options around Leigh Square
- Establishing a Mission statement & statement of Goals for the Community Arts Village
- Identifying and consulting existing and potential stakeholders
- Developing a facilities program
- Assessing the existing buildings relative to existing conditions and suitability for proposed new uses.
- Exploring strategies for preferred development approach.
- Exploring Partnering Opportunities
- Consulting with other relevant City staff.
- Pursuing additional community input.

The CCDAC reviewed the choice of Leigh Square as the optimal location for the development of an Arts Centre for Port Coquitlam. The conclusion was that it is the ideal location in several aspects. It is centrally located within the City of Port Coquitlam. It would be a very positive contribution to the downtown core. The Square itself will be a very important amenity to the facilities. With the development of the bandshell, there are already the beginnings of a cultural precinct in this location.

A number of development approaches were reviewed. The analysis of these options always came to the same conclusions. The importance of a very strong arts and cultural presence around the square was critical. The very direct relationship of the Elks' property and the Parks and Recreation office building site to the square were emphasized as vital to this end.

By utilizing all three sites identified in this study the presence around the square would be reinforced. As well, it was evident, once the facilities program was developed, that all three sites would be required to meet the space requirements identified in the program.







Successful examples of the “arts village” concept can be found throughout the world.

Christchurch, New Zealand, for instance, a city similar in size to Port Coquitlam, converted their old university site (a central courtyard in the heart of the city) into a bustling, energetic arts complex with complimentary retail. The existing buildings were refitted into artists’ studios, rehearsal theatres, craft boutiques, designer clothing shops, resident dance companies, restaurants, carving sheds and the like. Outdoor seating and public art complete the character of this Arts Centre. Both local residents and tourists to the town are drawn to the diversity and charm of this downtown mecca of arts and commerce.

Closer to home, Vancouver’s successful Granville Island represents an ideal model from which to draw inspiration for our Arts Village.



Key to the City of Port Coquitlam Cultural Policy and Plan is the concept of Community Cultural Development (CCD). This model is fundamentally based on a grassroots approach, one that focuses on “helping people to help themselves” rather than focusing on direct programme delivery.

“Community Cultural Development is an approach to cultural activity that employs the principles and techniques of community development: facilitating rather than providing, supporting rather than directing, and creating an enabling environment that permits community members and artists to work in partnerships to achieve community cultural goals.” Through community cultural development we can extend arts, cultural and heritage skills for the benefit of our changing communities and organizations.

In the CCD model, therefore, programs are not prescribed or preset; rather opportunities for collective creative explorations that can be relevant to any segment of the community are developed through participatory collaborations between groups of community members and professional practitioners, such as artists. Projects become learning experiences using culture to develop community and communities to develop culture. The process of community involvement in the defining and implementation of a project is valued equally to the resulting product.

With the CCD approach the emphasis is on encouraging the integration of arts and culture not only into the lives of everyday citizens but also into the infrastructure and fabric of the City as a whole. Often a CCD approach is used to address social issues that impact on a community, to tell our stories, to create a shared image, and to define public spaces.



By adopting this approach to arts, culture, and heritage Port Coquitlam has identified a distinct and powerful vision for itself within this geographic region that will build a strong appreciation for the value of arts and culture and a healthy community foundation for future development.

In keeping with this model, the Community Arts Village would function as a place that promotes connections: supporting partnerships among community organizations and individuals, acting as catalyst by seeding community programs and projects, and providing the physical space needed for community initiatives. The creation of meaningful gathering places strengthens our sense of community distinction, cultural vitality and social interactions and establishes a dynamic civic focal point.

In recent years through the efforts of the Parks and Recreation Department a number of community and public art initiatives, as well as community development work with heritage groups, have successfully demonstrated the significance of following this direction. The proposed Community Arts Village concept is the logical and natural extension of this work and will provide both the necessary facility support for the continuation of existing programs, such as the Community Banner Program, as well as allow for the development and support of additional activities of this type. Community public art projects, such as the PoCo Trail River Mosaic Project and the Recreation Complex Work/Creation mural, that require designated space in order to accommodate community workshops and artistic production will be well served in the Arts Village.



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Leigh Square Community Arts Village  
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#### 4.1 Leigh Square Community Arts Village Mission Statement and Goals

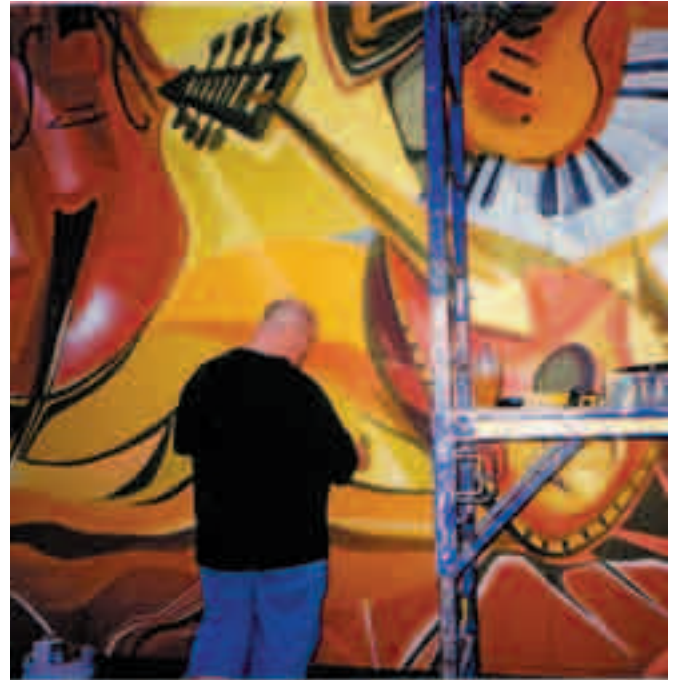
Embracing the Community Cultural Development model, and using it as a starting point, the Community Cultural Development Advisory Committee (CCDAC) has generated a statement of mission and goals, for the Leigh Square Community Arts Village. The development of this statement was an important step toward empowering the CCDAC, and enabled them to establish facilities program priorities for the development of the Community Arts Village.

##### **Mission Statement:**

The Leigh Square Community Arts Village is dedicated to encouraging and facilitating community development through arts, culture and heritage by creating a visible presence for community cultural activities within Port Coquitlam and contributing to the enlivening of the downtown core.

##### **Goals:**

1. To create a welcoming and informal gathering place where community members and artists can network as well as participate in exchanges of creative expression and ideas.
2. To provide high quality community and public arts programming, workshops and special projects led by professional artists and cultural groups from all disciplines in collaboration with the community at large.
3. To build on this community's existing program direction by continuing to support and develop such opportunities as youth mentorships, artist in residences, integrated arts initiatives, and outreach programs.
4. To develop community cultural development partnerships with arts, cultural and heritage groups, community organizations, and businesses.
5. To assist in nurturing the development of emerging Port Coquitlam artists in all disciplines.
6. To offer affordable, accessible rental space for community uses such as rehearsals, informal performances, arts education, exhibits, lectures, workshops and other community-based activities.
7. To provide space for temporary exhibits and rotating arts, cultural and heritage displays open to the public.
8. To provide a central location for information on cultural resources and on professional development opportunities for artists as well as public access to general information and promotions related to arts, culture and heritage.





## 5.1 Community Consultation

Working with the CCDAC, primary stakeholders (and potential stakeholders) in the community's arts, culture, and heritage were identified and consulted. The groups consulted included:

- Port Coquitlam Parks and Recreation Department
- Community Cultural Development Advisory Committee (CCDAC)
- ArtsConnect (formerly ARC Arts Council)
- Art Focus Group
- Port Coquitlam Heritage and Cultural Society
- Leigh Square Programming Group
- Downtown Business Association
- Elks Club of Port Coquitlam
- Other Relevant City Departments
- Place des Arts
- Representation from a wide range of local visual and performing arts instruction providers
- Port Coquitlam performing arts groups and schools
- Other relevant community interest groups – i.e. environmental, social services
- Several potential retail interests

## 5.2 Opportunities

In order to assess the community's current facility requirements, a clear survey of available opportunities was needed. Therefore a broad range of individual artists and community groups were consulted. (See Appendix II)

Many points of interest were identified, including a range of types of partnering potential. The opportunities ranged from an artists collective offering classes and workshops in available Arts Village space, to the hosting of festivals, markets, guest lecture series, to the developing of a resource centre and a non-profit coop store for local artisans.

Recently, as part of a Heritage Management Plan for the Artifact and Archival Materials of Port Coquitlam, conducted in 2003 by the City in partnership with

the Port Coquitlam Heritage and Cultural Society, a number of potential opportunities for inclusion in the Leigh Square Community Arts Village emerged. In particular, establishing a public archives to provide access to historical photographs and city documents as well as the incorporation of additional historical display opportunities within the Arts Village will serve to enhance the Society's nearby Display Centre.

Consistent with the Community Cultural Development model, the operational structure envisioned for the Leigh Square Community Arts Village is an open-ended framework that, while ensuring community input and a sharing of programming and administrative responsibilities, is flexible, dynamic, and responsive in nature.

The current study concludes that it will be critical to the overall success of the Village to have a balanced approach: an initial threshold of activity and on-site presence in place at the time of opening coupled with the expectation of building over time, as the concept and the use of the facility grows and develops, a diverse range of program partners and supporting groups.

The vision of the Leigh Square Community Arts Village includes the establishment of a new non-profit society (e.g.. "Friends of the Village") that will partner with the City of Port Coquitlam Parks and Recreation Department in guiding and supporting the mission and goals set out for the Arts Village. Once in place this association will play a key advisory role, offering guidance in programming, providing an umbrella for the operations of artist-driven initiatives such as a co-op, initiating fundraising and granting opportunities, and acting as the touchstone between the community of Port Coquitlam and the Community Arts Village, much in the same manner as the Wilson (Seniors) Centre Advisory functions.

The Parks and Recreation Department will maintain a facilitative role and provide consistency in the development of community partners to work with in the programming and operations of the Village. A range of partnerships, some short-term project based, others with more extensive involvement will emerge over time through careful seeding and support from City staff. A mix of programming, some in which the Department takes the lead, others initiated by the community will develop as the facility is established.

A Resource Centre in the old Post Office site will serve as another entrance into Leigh Square (and City Hall) and will offer a range of “one stop shopping” services. Program registration, event marketing and ticketing, and general resource information for artists and the general public, available through the Resource Centre, will help anchor the precinct.

### 5.3 Potential Partners

The CCD Advisory Committee, working with Parks and Recreation Department staff, identified a number of key existing community groups as initial on-site partners that could provide an effective mix of interests and expertise required to launch and initially sustain the new facility. Preliminary discussions have taken place with these potential partners to determine expressions of interest (see Appendix III) which have been generously forthcoming in all cases.

#### a) **ArtsConnect** (previously ARC Arts Council)

This region-serving organization has an established role in arts advocacy and community cultural development. In recent years it has maintained its administrative offices in the Port Moody Arts Centre. As a result of this physical presence the Arts Council has played an important part in the development, not only of that centre, but also of “The City of the Arts” in general.

The development of the Leigh Square Community Arts Village coincides with the need for Arts Connects to relocate its offices. It is envisioned that this organization will enter into a 3-5 year agreement with the City to operate out of the Village and, while housed there, could assist with the establishment of the “Friends of the Village” society as well as other community development initiatives. It is anticipated that, while **ArtsConnect** would play a support role, it would not assume an administrative role in the operating of the Arts Village.

The on-site presence of a well-known group such as this will be beneficial in establishing the Village in its early years. The expectation is that after a specified term of residency the Arts Council will relocate to another of the municipalities for which it is mandated to serve.

#### b) **Art Focus Group**

Art Focus Group is a collective of local community visual artists, one that has a well-established and productive working relationship with the City. For example, members currently volunteer to coordinate



rotating exhibitions in City Hall and elsewhere in the City as well as assist with such activities as the Community Banner Program.

Building on this existing partnership, Art Focus would play a valuable role in animating the Village, particularly within the Gathering Place/Display Centre by facilitating the presentation not only of works by their membership but local artists in general. In addition, Art Focus has committed to providing volunteer personnel in order to allow the Display Centre to be open to the public. During special events, the Group would assist with art workshops and demonstrations within the Village.

Assuming this leadership role will provide current members with opportunities to increase their exposure in the community and may well result in growth in the membership of this collective.

#### c) **Port Coquitlam Heritage and Cultural Society**

Another well-respected community group with a long history of partnership with the City, the Heritage and Cultural Society represents a significant perspective and area of interest that, without their involvement, would be notably absent in the Village “family”. By working in collaboration with the Art Focus Group to provide materials for display at the Gathering Place/Display Centre a recognition of the value of our historical roots will be strengthened.

The Village will offer the Society increased exposure not only for the collections of local artifacts they hold on behalf of the community but also for the important public education and heritage preservation work they have undertaken. As with Art Focus, the Heritage and Cultural Society could assist in the recruitment of volunteers to provide public access to the Display Centre.

The opportunities for creative collaborations between these two community groups, such as in the production of painted backdrops for historical displays, or in the creation of a sculpture honouring historical shipbuilding are perfect examples of the type of community cultural development the Village will support.

In addition, the archival holdings of the Society would be combined with the City's own collection to form the first public archives for Port Coquitlam. Volunteers from the Society will be instrumental in assisting with public access and associated educational programming.

#### d) Artist in Residence

Consistent with the Community Cultural Development model, an Artist in Residence Program will bring professional artists or companies, in a range of disciplines, into the Village to work in collaboration with members of the community over an extended period of time in order to create meaningful relationships. Although a selection process will be established to access proposals and monitor the program, expressions of interest have already come forward from a number of performing arts organizations, such as Moon Stone Theatre, Theatrix Youtheatre, Coquitlam District Music Festival and Stage 43 community theatre group.

It is worth noting that since the Leigh Square Community Arts Village Development Study began Moon Stone Theatre Company has opened its studios on the top floor of a private commercial building that makes up one section of the Square, thus already positioning themselves within the proposed village. Moon Stone Theatre is eager to become a partner of

the Community Arts Village, which will significantly add to the concentration of activities in the Village.

#### e) Retail Partners

There is one final category of partners which has been identified through the current Facility Study as fundamental, given the nature of a community-based cultural precinct and the desire for it to contribute to the revitalization of the downtown business district.

The presence of one or more commercial partners will enhance the profile of the Village, connect it further to the community at large, offer additional incentive for the public to visit the precinct, and potentially attract new economic partners into the retail "mix" of the area.

An expression of interest has been received from a number of local artists and craftsmen to come together not only to collectively market their works to the public but also to provide demonstrations and workshops as part of the Village's programming stream.

Another potential commercial partner, that have expressed interest, is the Fraser River Arts School and Gallery, an established business operating in nearby Langley and looking to expand into Port Coquitlam. In addition to running a commercial gallery this business also offers art classes for all age levels and has a company practice of hiring local art teachers. This could result in an economic benefit as well as an opportunity for professional development to our local artists.

Alternatively a group of Port Coquitlam visual art instructors, currently working out of their homes, have expressed interest in forming a collective to offer classes in partnership with the Community Arts Village.





The proposal to develop a Community Arts Village at Leigh Square flows directly from the City endorsed policies and initiatives.

The 1993 Community Arts Centre Feasibility Study identified Leigh Square as one of the most suitable sites for an Arts facility.

The Port Coquitlam Downtown Plan '98 identified the Elks' Hall/Leigh Square/City Hall/Post Office area as the appropriate location for the development of a Civic Centre Precinct with a Cultural - Administrative focus.

As well, it is widely recognized that a successful Arts & Cultural Precinct adjacent to the downtown (Shaughnessy Street) would go a long way toward animating the downtown core of the City, contributing, as well, to the vitality of the district.

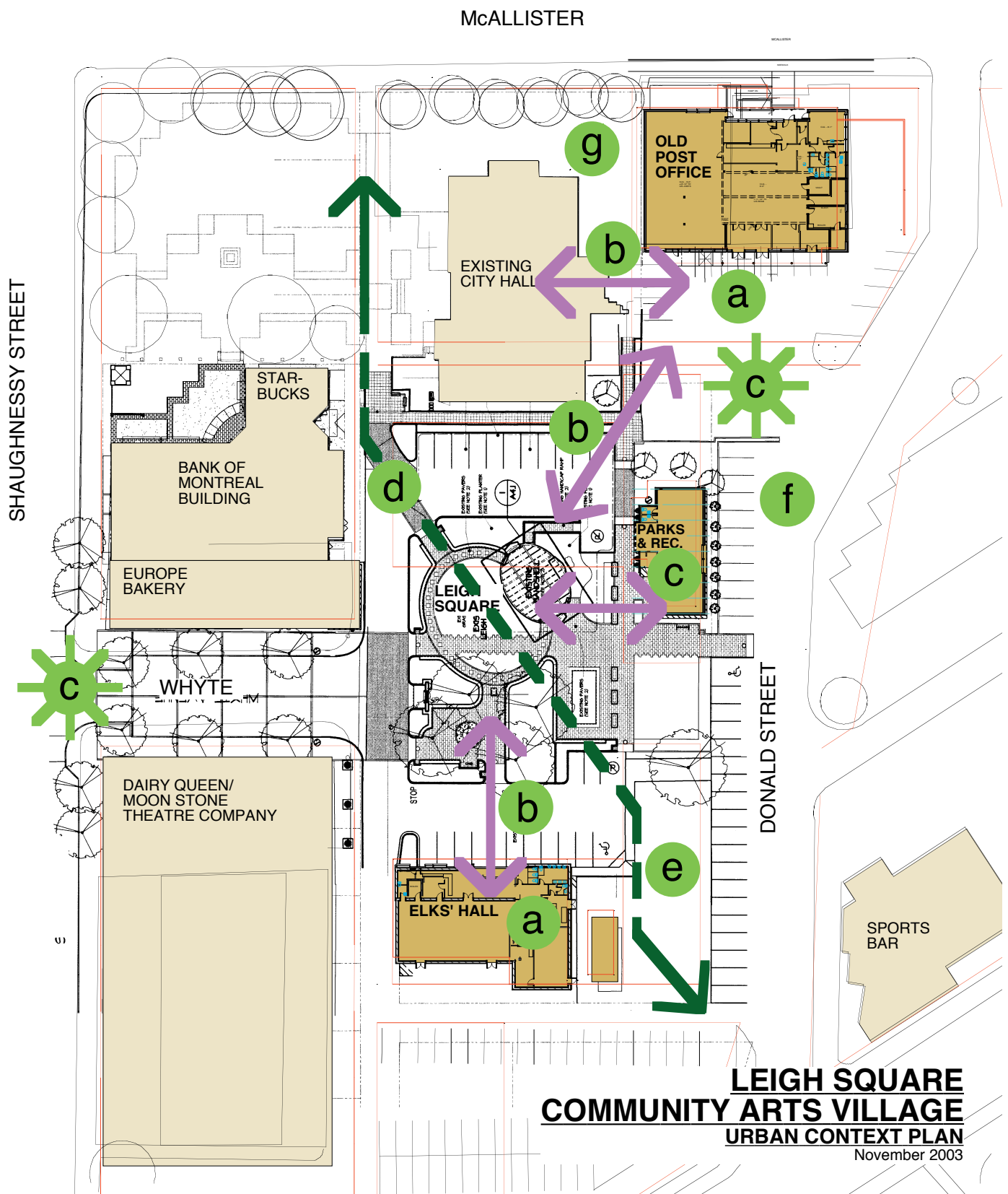
Based on these earlier studies, combined with the current considerations for the development of the Leigh Square Community Arts Village, this study identified some key urban design issues and opportunities.

- a) **Completing the Square** – Giving new life to the buildings surrounding Leigh Square will help the success of this civic square as an outdoor, community “living room”. Replacing the existing Parks & Recreation building with a new 2 story structure will help to reinforce the edges of the Square, further defining the space within. Acquiring the Elks' Club property will complete the City's presence around the Square, putting the City in a far stronger position to define the character of any future development around the Square.
- b) **Strengthened connections** – The impact of the development of the Community Arts Village should result in stronger, clearer links between City Hall and Leigh Square, between City Hall and the various other components of the Village, as well as between the old Post Office building and Leigh Square.
- c) **Greater visibility** – The location of the sites comprising the proposed Leigh Square Community Arts Village are such that they are tucked in behind the properties that front onto the main streets of the downtown area (Shaughnessy and McAllister Streets). This has advantages and disadvantages. It makes for a more sheltered, and potentially more clearly defined civic space. However, it also means that its existence is not readily apparent from the main streets, making access for first time users

more difficult. The creation of clear markers or “gateways” into the precinct from key access points will alleviate this problem.

As well, replacing the Parks and Recreation building with a more prominent two story structure, coupled with the addition of clear, bold signage on the exterior of all three buildings will strengthen the public's awareness of the Arts Village activities housed in their interiors. As yet another example of how the CCD model could help shape the Village, the production of distinct building signage will be designed and implemented as a community art project.

- d) **Establishing a greenway through the precinct**– The development of a network of pedestrian and cycling routes through the downtown core is very important to connecting the precinct to the adjacent neighbourhoods, and encouraging off-road means of accessing the core. The enhancement of those routes has already been addressed, to some degree, with the redevelopment of Leigh Square. Any site improvements that result from the development of the Arts Village will be done with an eye to further reinforcement of these opportunities. Encouraging pedestrian and bicycle access to the Arts Village will be an important extension of the community development aspect of the facility.
- e) **Addressing parking needs** – In support of the anticipated increase in activity in the downtown core, the requirement for additional parking will need to be addressed by the City. The Port Coquitlam Planning Department has recently completed a study to address this issue. As well, by acquiring the Elks' property, some additional parking will become available for public and City use
- f) **Future enhancements of Precinct** – Further future civic enhancements that would benefit the precinct as well as the Arts Village might include improvements to Donald Street in the form of curbs, sidewalks, and green boulevards with street trees, the beautification of downtown surface parking lots with the introduction of feature paving and plantings, etc..
- g) **Future City Hall expansion** - Although there are currently no concrete plans for expansion of the City Hall, the proposed Leigh Square Community Arts Village development should not restrict any future expansion initiatives on the City Hall site.



## 6.1 Leigh Square

In 2001 the City undertook to redevelop Leigh Square as a public gathering space, complete with performance venue (bandshell). In so doing, the City took the first steps in a process toward realizing the vision of the Civic Centre Precinct as recommended in the Downtown Plan '98,

Leigh Square, as an ideal focal point for a variety of community cultural events (outdoor performances, mini-festivals, markets, etc.) is the natural centerpiece for the Community Arts Village.

By developing the Arts Village around Leigh Square, it will help to complete the vision for Port Coquitlam's downtown.





Community Cultural Development is well on its way in Port Coquitlam, with a successful track record of community public art projects and the emergence of a broader understanding of and appreciation for its value within the community as a whole. This has been fostered, in part, through meaningful partnerships between community members and facilitating artists.

To date, CCD programs have been undertaken in makeshift spaces or those not designed for artistic production and scattered throughout the community. These facilities are often not conducive to the needs of the particular projects and therefore have resulted in compromises in logistics, coordination and production as well as significant inconveniences and inefficiencies.

Having suitable, dedicated space for the production of CCD programs will open up tremendous opportunities in expanding the CCD horizons.

Recognizing the limited resources of the community, the City of Port Coquitlam Cultural Policy and Plan recommended that the City place a high priority on the protection of a site for the development of a community cultural facility.

As a result of this current study, it is recommended that the development of Port Coquitlam's Leigh Square Community Arts Village should include three properties adjacent to Leigh Square: the City owned Post Office site, the City owned Parks & Recreation Department Office site, and the site currently owned and occupied by the Elks Club of Port Coquitlam, as well as the already developed Leigh Square itself, with its central band shell.

The securing of these properties for the establishment of the Arts Village requires a commitment by the Port Coquitlam City Council to pursue the acquisition of the Elks' Club property, to support the relocation of the Parks and Recreation Department's office and the subsequent redevelopment of that site into a two story building, and finally the designation of the three subject properties for use by the Community Arts Village.

Since two of the three properties comprising the proposed Village include existing buildings that are suitable for the needs of the Arts Village, it means the Community Arts Village can be up and running with relative ease. However, some upgrades to those existing buildings will be required, to make them

suitable for public occupancy and for their designated new uses.

Since the Community Arts Village is split between several buildings, the facility can begin operating with a "soft opening" in the two renovated buildings while the more time consuming construction of the new building on the Parks and Recreation site is completed.

Once these Community Arts Village facilities are developed and operational, as outlined in this study, the City will be able to provide much better support to the current CCD endeavours, while facilitating the further expansion of the community's cultural initiatives.

What is significant to note is that with endorsement of the Arts Village vision as well as completion of this first development phase, not only will the short term cultural facility needs be addressed, but also the sites will be secured for future long range development potential.

The long term concept of the Leigh Square Community Arts Village is for a gradual and systematic expansion within the square. In this long term scenario, additions to the existing buildings (such as a third story on the constructed building) and/or further redevelopment on the three sites can be phased in to provide for optimum flexibility in responding to growing community interests and needs.

Suitable long range redevelopment of the Elks' and Old Post Office sites may include mixed use, with a combination of Community Arts Village functions, other arts, culture, and heritage oriented uses, and other uses (i.e. residential, city department offices commercial/retail) that will contribute to the overall intensity of activity on and around the site.

As the endeavours of the Leigh Square Community Arts Village grow and evolve, as a result of this first phase in facility development, a better understanding of the specific long term facility needs will emerge. Community development will seed the future needs for the facilities.

In parallel with future site redevelopment could be the provision of additional civic improvements to the precinct, such as improvements to Donald Street that would provide enhanced parking.

The concept of the “village” as a cluster of distinct buildings around Leigh Square contributes to the character of the arts complex in many powerful ways.

A group of smaller, more ground related buildings, as opposed to one larger single structure, will naturally result in a stronger indoor/outdoor exchange, reinforcing the relationship between the arts facility and the public space of Leigh Square. This is important in helping to animate the square, which, in turn, contributes to the animation of the larger area peripheral to the Square.

Working with the CCD Advisory Committee during the envisioning process, desirable characteristics of a community arts facility were identified. Words such as welcoming, inclusive, transparent, informal, and accessible were used to elicit an image of an engaging complex of human proportions. By nature of its scale, indoor/outdoor relationships, and its envelopment of the central courtyard, the “village” concept actualizes this intimate character, bringing it to life in a manner less achievable in a more traditional arts institution.

Two important aspects of the CCD model of delivery are outreach and partnering. These objectives can be realized, in part, through the Arts Village concept. The influence of the Village will expand from the three designated buildings which are the primary focus of this study, to encompass the precinct as a whole and will extend from it to the entire community.

Consider the interface with surrounding businesses, such as Starbucks and the Dairy Queen, contributing the all-important social refreshment component to the overall atmosphere of the Square. Imagine outreach opportunities, such as art displays in the Bank of Montreal foyer, or the value-added contribution to local business with the inclusion of arts related retail partners within the Village. The charm of this neighbourhood-based gathering place will inevitably contribute to a growing synergy within this precinct.

City Hall already has an established exhibition program, making use of available space in the building's lobby. By reinforcing the connection of City Hall to the square and the other facilities of the Arts Village, the Village can capitalize on this already established program, while mutually benefiting City Hall by drawing in more of the public; helping to make City Hall itself seem a more welcoming public amenity.

Program flexibility is an important feature afforded by the village concept. Leigh Square, as the centerpiece of the Community Arts Village, is an ideal focal point for a variety of community cultural events such as outdoor performances, open-air markets, and mini-festivals. A great variety from small gatherings to large-scale events utilizing the expanded area from the Wilson Ave parking lot to City Hall Park can all be accommodated. The Square itself becomes an ever-changing artist's canvas with features such as murals, mosaic walkways and a sculpture courtyard being added over time.

The potential for creating new community festivals in addition to enhancing existing ones such as Harvest Fest and May Day is a valuable asset. With indoor facilities to compliment the outdoor areas programming opportunities are significantly increased. Community initiatives such as the new Live @ Leigh Square summer performance series will grow over time, particularly with the required “backstage” support and accessible public washrooms provided on-site.

The Leigh Square Community Arts Village offers the ability to present and produce a full range of community cultural activities from intimate Friday night poetry readings and coffeehouse concerts, to rehearsals for a community play, to a watercolour painting workshop, to an exhibition of historical quilts, to after-school art activities for young people, to a public lecture on graffiti, to an evening of historical dance and music, to a memorial sculpture honouring the untimely loss of life in our community, to a craft fair, to a major professional calibre music festival and so much more.

This village configuration also provides the greatest flexibility with respect to systematic development of the facility as its role and requirements evolve over time. Working with three separate yet adjacent sites the potential to accommodate long term expansion in phased increments, as the needs of the precinct change, is compatible with the Community Cultural Development model of operation.

With the creation and development of the Leigh Square Community Arts Village arts, culture, and heritage will be given a strong visible presence in the City. The artistic community will have a gracious home in which to invite the rest of the community to join them in creating a vibrant, healthy and singular place to live and grow – Port Coquitlam.

Based on the challenges currently facing the existing arts, cultural, and heritage community, as identified during the consultation process, a “wish list” of facilities for a new Community Arts Village was generated.

Guided by the mission statement and goals, working with the CCDAC and Parks and Recreation staff, priorities were established to meet the community's most immediate space requirements for supporting its Community Cultural Development initiatives. Thus, the “wish list” was refined into a proposed facilities program for the Leigh Square Community Arts Village. The key elements of the resultant proposed program include:

- a) **The Community Arts Workrooms** – a rough and ready space where much of the physical work of the community cultural development projects can take place. This space needs to be such that it does not inhibit creativity, where one can work without being afraid to make a mess, where groups can spread out, and preferably with direct access to an outdoor workspace.
- b) **Arts Studios** – One of the roles of the Community Arts Village, based on the CCD model, will be to provide studio space for members of the local arts community to be able to offer instruction, or develop their own community arts programs. Demand for this type of space has already been stressed as part of the consultative process. Another aspect of the Village vision is to invite artists into the community for extended periods of time (6 months to 2 years) to work collaboratively with members of the community on community art projects. To aid in the attracting of suitable artists to fill this role, the ability to offer a work studio for the artists to be able to continue with their own projects while working with the community would be a tremendous asset. This space would be of a flexible nature such that, when not required for designated use by an artist in residence, it would be available for general use as an additional arts studio.
- c) **Performing / Multi-purpose Space** – There have been a number of expressions of interest in the community for additional performing/multi-purpose space for music recitals, informal theatrical performances, rehearsals, and performing arts instruction. An expansive indoor space is ideal for festival and special event activities, and would also be made available for City and community functions beyond its cultural uses.
- d) **Public Archives** - A recent Management Plan for the Artifact and Archival Materials of Port Coquitlam identified a priority need for the creation of a Public Archives. Both the City and the Heritage and Cultural Society have significant photographic and document holdings currently inaccessible to the public. With the inclusion of an Archives there will be opportunities for historical displays, research, and related educational programs.
- e) **Gathering Place / Display Centre** – Another goal of the Village is to facilitate informal gatherings of members of the arts, cultural and heritage community, to enable them not only to share their ideas and experiences among themselves but also to have an opportunity to interface with the broader community. A space where artists can “hang out” as well as hold exhibitions and informal meetings, etc. will help to contribute to the sense of community and belonging amongst the local artists. Art exhibitions, heritage displays, poetry readings, story-telling, receptions, as well as informal meetings, are some of the types of functions anticipated for this focal point of the Village.
- f) **Support to Leigh Square Bandshell** – By developing Leigh Square complete with a bandshell to support outdoor performance in the community, the City has taken the first step toward the development of a Community Arts Village in the precinct. The viability of events in the bandshell would be greatly enhanced by the provision of some basic support spaces (change facilities & storage) to the programs offered there. Since the need for change facilities to support the bandshell is seasonal, it is envisioned that the space used for that purpose must be designed to be flexible. As well, public washrooms would be an asset to large public event planning for the outdoor space.
- g) **Resource Centre** – In addition to fulfilling the role of “front door” to the Community Arts Village, the Resource Centre is envisioned as a place where the Community Arts Village will interface with the community at large in a number of ways.  
  
The Resource Centre will primarily act as a resource for the exchange of arts, culture and heritage-related information both within and beyond the realm of the Leigh Square Arts Village, by the provision of pamphlet racks, notice boards, etc. to be coordinated in collaboration with **ArtsConnect**.



The inclusion of a ticket outlet will further promote and enhance the accessibility of local productions to the community, again both those to be held within the Arts Village facilities, and those offered in other local venues, such as the Terry Fox Theatre, as well as making more accessible events of the entire lower mainland.

The City's Parks & Recreation Department will have a visible presence here, providing an easy way for the public to get information about and register for their programs offered throughout the community. At the same time, other City departments will have the opportunity to enhance their public interface by also participating in this Resource Centre.

In addition, the Resource Centre is envisioned to include limited postal service (selling of stamps) as a gesture to the previous function of the building, while acting as an additional bridge between the Community Arts Village and the broader community.

- h) **Retail** – There are many community serving benefits to the inclusion of a retail component in the mix offered as part of the Community Art Village.

Arts related rental facing onto McAllister will help to reinforce the commercial nature of that street, while providing a direct link to the arts and cultural activities to be found deeper in the precinct.

A retail aspect to the Village will help broaden the spectrum of public that will experience the facility, while contributing to the intensity of activity in and around the Arts Village.

At the same time some revenue could be generated to help offset the operating costs. Economic support to local artists and craftsmen will also be provided through access to a space in which to market their wares.

In addition to an artist run coop, some possible retail tenants may include a art and craft supply store, a private gallery, a music or book store.

One only needs to think of the success of Vancouver's Granville Island, which was initiated through the foresight of all three levels of government, to appreciate the potential vitality when commerce and art come together.

- i) **Administration** – For supporting the operations of the Leigh Square Community Arts Village, there will be a requirement for office space to accommodate Parks and Recreational staff and community groups that will be partnering to operate the Village. Additionally, adequate storage space is essential to the effective functioning of Village, where program supplies, equipment, portable furnishings and artist in residence production materials (such as props and costumes) will be housed. As a community-driven facility, the desire for community meeting rooms to accommodate various partnering organizations need for planning sessions and regular membership business has been identified as an important component for the successful functioning of the Village.



## Proposed Program

	Sq. M.	Sq.Ft.	Total sq.ft.
<b>Community Arts Workrooms</b>	218	2,350	2,650
• Associated Storage	28	300	
<b>Visual Arts Studios (2)</b>	107	1,150	1,350
• Associated Storage	19	200	
<b>Performance/Multi-Purpose Space</b>	181	1,950	2,350
• Catering Kitchen	19	200	
• Associated Storage	19	200	
<b>Gathering Place/Display Centre</b>	125	1350	1,680
• Kitchenette	7	80	
• Production/Storage	23	250	
<b>Support to Leigh Square Bandshell</b>			600
• Change facilities (2)	28	300	
• Public Washrooms	19	200	
• Associated Storage	9	100	
<b>Public Archives</b>	93	1,000	1,000
<b>Community Meeting Rooms</b>	76	820	820
<b>Resource Centre</b>	23	250	250
<b>Administrative Offices</b>	167	1,800	1,800
<b>Retail</b>			1,500
• Non-profit Arts Co-op	46	500	
• Arts-related store	93	1000	
<b>Support</b>	186	2000	2,000
• Washrooms			
• Janitor/engineering			
• Building General Storage*			
<b>Subtotal</b>	1,485 sq. m.		16,000sq.ft.
<b>Grossing Factor</b> 18%*	265		2,850
• structure			
• circulation			
<b>Total</b>	<b>1,750 sq.m.</b>		<b>18,850sq.ft.</b>

Notes:

\* In addition to the general building storage requirement, there is a requirement for approximately 100 sq. ft. of outdoor-accessible storage in support of the maintenance of the outdoor spaces of the Village.

This study recognizes that, for cost effectiveness, initial development of the Community Arts Village must be realized achieving the best possible fit between the spaces available in the existing buildings, and the program priorities, minimizing the need for building renovations and new construction. Appendix IV details the preliminary assessment of each of the existing facilities and suggested capital improvements.

As well, it is commonly recognized that, in addition to being more cost effective to reuse existing buildings, wherever feasible, recycling rather than replacing is also a more sustainable approach.

The three sites each have their own characteristics that make them more or less suitable for certain aspects of the Arts Village facilities program. Some of the considerations are:

- a) **Relationship to Leigh Square** – Recognizing Leigh Square as the primary focal point of the Leigh Square Community Arts Village, the relationship of certain key elements of the Arts Village to the square is critical. The Gathering Place/Display Centre, as the indoor heart of the Community Arts Village, is logically positioned directly adjacent to the square, and with a strong indoor/outdoor relationship to the square. This makes the Parks and Recreation site the ideal location for this component. As well, this site is the obvious location for accommodating the spaces needed for supporting the programming of the Square itself (public washrooms, change rooms and storage).
- b) **Relationship to the district** – Although the Old Post Office is somewhat remote from the Square, its exposure on one of the major downtown streets positions it well for a retail presence, as well as for giving the Community Arts Village a stronger street presence, a more prominent “front door”. Due to its stronger link to City Hall it is also the ideal location for both the Resource Centre and the Public Archives.
- c) **Access (vehicular and pedestrian)** – Again, the exposure that the Old Post Office offers, on a downtown street, as well as the existence of a large parking/loading area, make it quite suitable for the more public service components of the village, as well as for more heavy-duty working studio space that will find the loading dock very useful.
- d) **Size and proportion of existing spaces** – The higher ceiling height of the west portion of the Old Post Office makes it a good candidate for working studio space. It would not be suitable, however, as a multi-purpose/performance venue, due to the row of columns down the middle of that space.
- e) **Clear span** – The large clear-span spaces of the Elks’ Hall, on the other hand, are very well suited to performance and performance rehearsal uses.
- f) **Character** – The elegant, fresh, modern character proposed for the new building planned for the Parks and Recreation site will be perfectly suited to the multiple uses intended for the gathering place / display centre. In contrast, the rugged, industrial nature of the Old Post Office space makes it ideal for the workshop space needed for carrying out the community arts projects.
- g) **Daylight** – The old Post Office building has some daylight penetration already, and it will be relatively easy to introduce additional daylight with the insertion of skylights and/or additional glazing on the exterior walls. As well, the new building planned for the Parks and Recreation site will have plenty of north facing windows, facing onto Leigh Square, and equipped with shading devices. Controlled daylight is an important requirement of the visual arts studio spaces (arts workrooms, arts studios) as well as the multiple uses of the gathering place / display centre. The “black box” nature of the large hall in the Elks’ building is suitable for some of the multi-purpose/performance uses that require very controlled lighting, and thus would be compromised by the presence of daylight.
- h) **Access to adjacent outdoor work space** – In addition to the outdoor space of Leigh Square, the potential for developing a portion of the existing Post Office parking lot into an outdoor works yard makes an attractive amenity for the Community Arts Workroom.

In a complex dedicated to artistic expression, it is fitting to incorporate art treatments and features in the design of the buildings wherever feasible. This integrated art approach by encouraging artistic input in the design process, such as in the creation of the signage package, will contribute to the unique character of the village.



It is proposed that the modest existing Parks and Recreation building be replaced by a new building that will be of a size more suitable to its prominent location at the heart of the Arts Village. The new building will reuse the existing heavy timber structure as well as the bricks that are central to the character of the existing building.

The new building will be designed with an eye to the architectural character (dominated by the use of brick) already prevalent in the buildings around the square. It will contribute a fresh new face to this family of buildings.

This building will be designed, as well, with future expansion in mind. The structure will be provided to support a third floor in the future.

Of the two existing buildings being retained, the old Post Office Building will receive the greatest degree of modification to optimize its use.

Although the Elks' Hall is already zoned for public assembly occupancy, it is recommended that, as a City facility, it should be upgraded to meet current seismic and building code standards.

A review of the proposed facilities program relative to the combination of the existing buildings and the potentials of the proposed new building revealed a remarkably comfortable fit.

The overall sizes of the subject buildings are:

	<u>Sq.m.</u>	<u>sq.ft.</u>
a) Old Post Office	<b>690</b>	<b>7450</b>
b) New building	<b>595</b>	<b>6400</b>
c) Elks' Hall (approximate)	<b>465</b>	<b>5000</b>
<b>Total</b>	<b>1,750 sq.m.</b>	<b>18,850 sq.ft.</b>

A diagrammatic indication of the proposed space allocations into the buildings is illustrated in the attached building floor plans.

(See Appendix IV – Assessment of Existing Building)

Some associated site improvements are proposed for the initial development phase. The objective of these site upgrades is to strengthen the connections within the Village, particularly between the old Post Office, City Hall, and Leigh Square. As well, the introduction of some site and building exterior signage will be crucial for assisting in the accessibility of the facilities of the new Village to the public.

## Sustainability

All improvements to the existing buildings, as well as the design of the new building, will be made with an eye to optimizing the sustainability aspect of the development.

- This project focuses on the adaptive reuse of existing buildings, rather than demolishing and replacing. As well, the one new building that comprises a portion of this project will be built using the recycled timber structure and bricks of the existing building currently occupying that site.

- Renovations to the existing buildings will include an increase in insulation value to the envelope, and the replacement of mechanical and electrical systems with more efficient systems, including better localized control. Introduction of additional windows and skylights will improve daylight penetration into the building, thus reducing the demand on artificial lighting. Plumbing fixtures will be low-water consumptive.

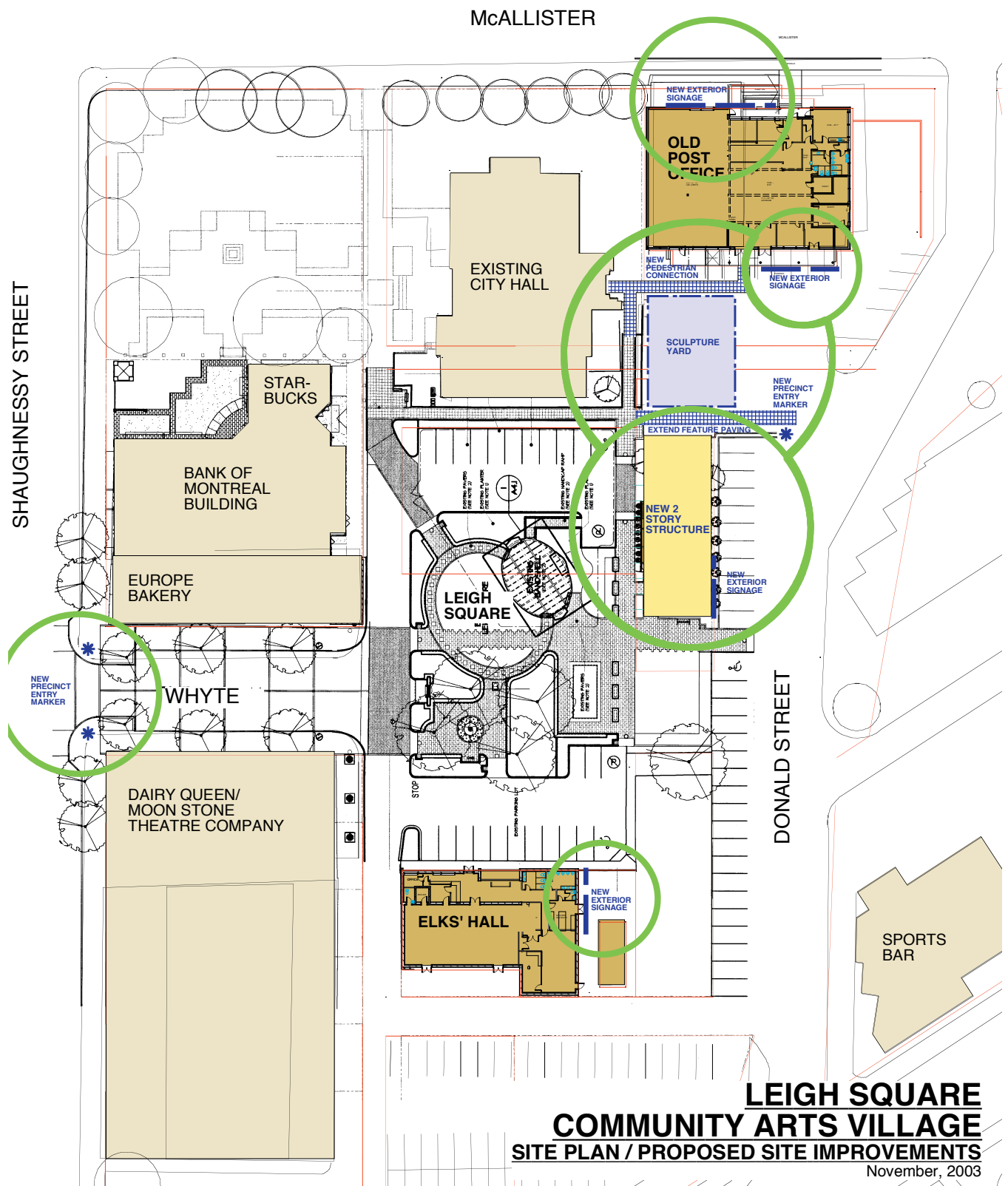
- The buildings will all be designed also implementing a range of other sustainable initiatives, such as designing of flexible spaces to maximize their efficiency of use, designing for durability and longevity, energy efficiency, optimization of daylight and natural ventilation addressing the control of storm water, reduction in water consumption needs in the buildings, careful selection of sustainable and low VOC (volatile organic compounds) emitting ( low off-gassing) materials and finishes.

- The new building will be designed to achieve LEED (Leadership in Energy and Environmental Design) silver accreditation, as granted by the US Green Building Council.

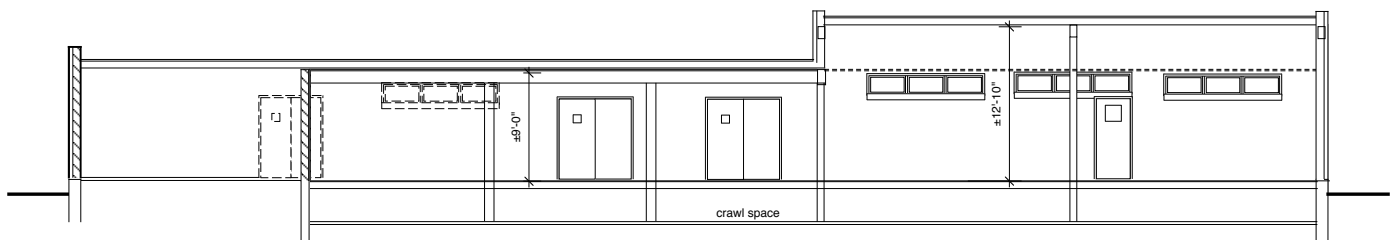
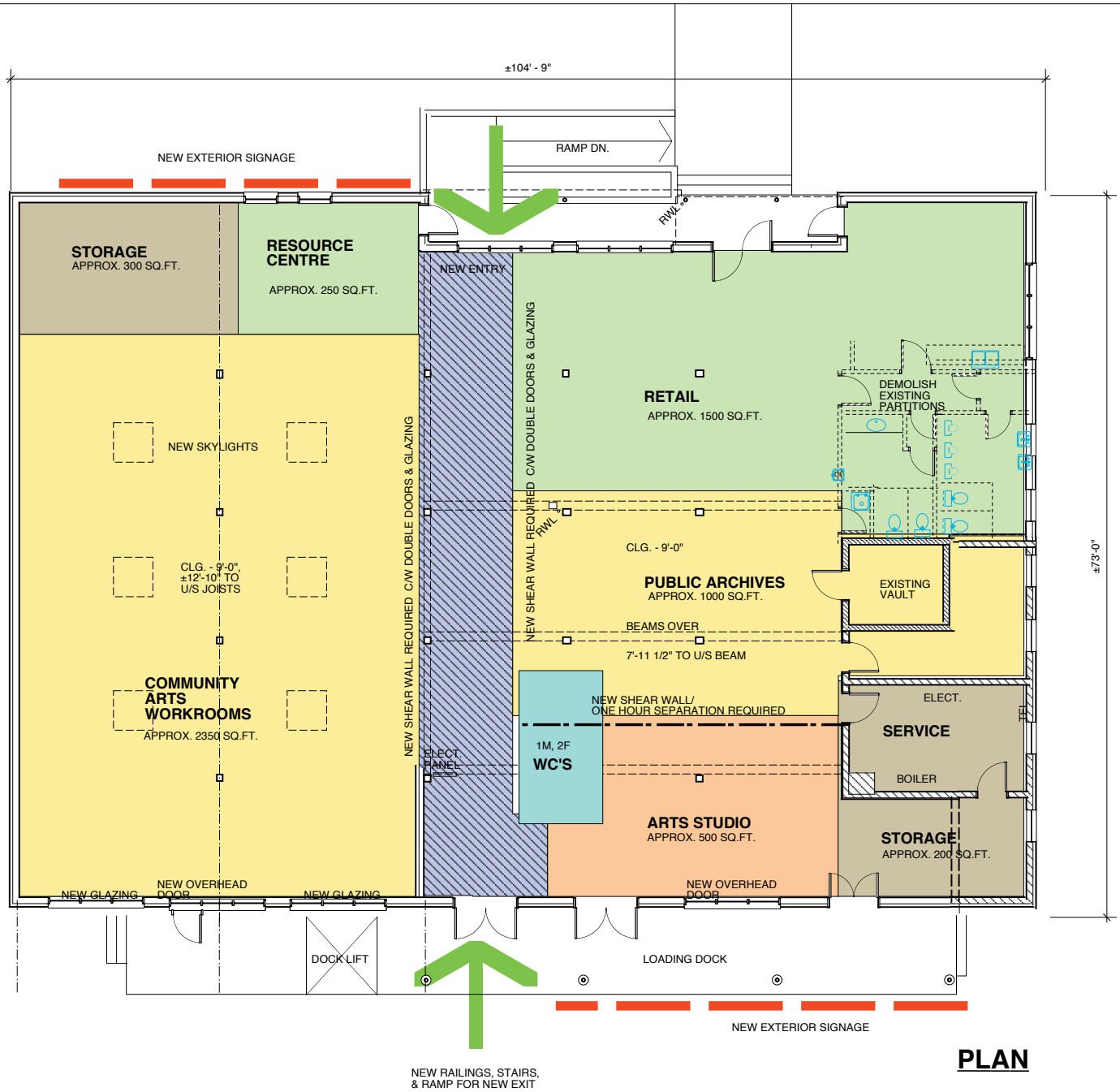
- Locating this project in the central core of this suburban community will result in wider cultural opportunities offered conveniently and centrally within the community, assist in the promotion of community identity, and enhance local business and employment opportunities. All of this will result in an increase in local activity, thus reducing car travel to other outlying locations for a variety of activities and services.

- The development of the outdoor spaces between the buildings that comprise this project will contribute to the further development of the already existing infrastructure of bike and walking routes within the community.

- The provision of support spaces (washroom, change and storage facilities) for the already existing Leigh Square band shell will further enhance the spectrum of possibilities for the use of that public amenity.

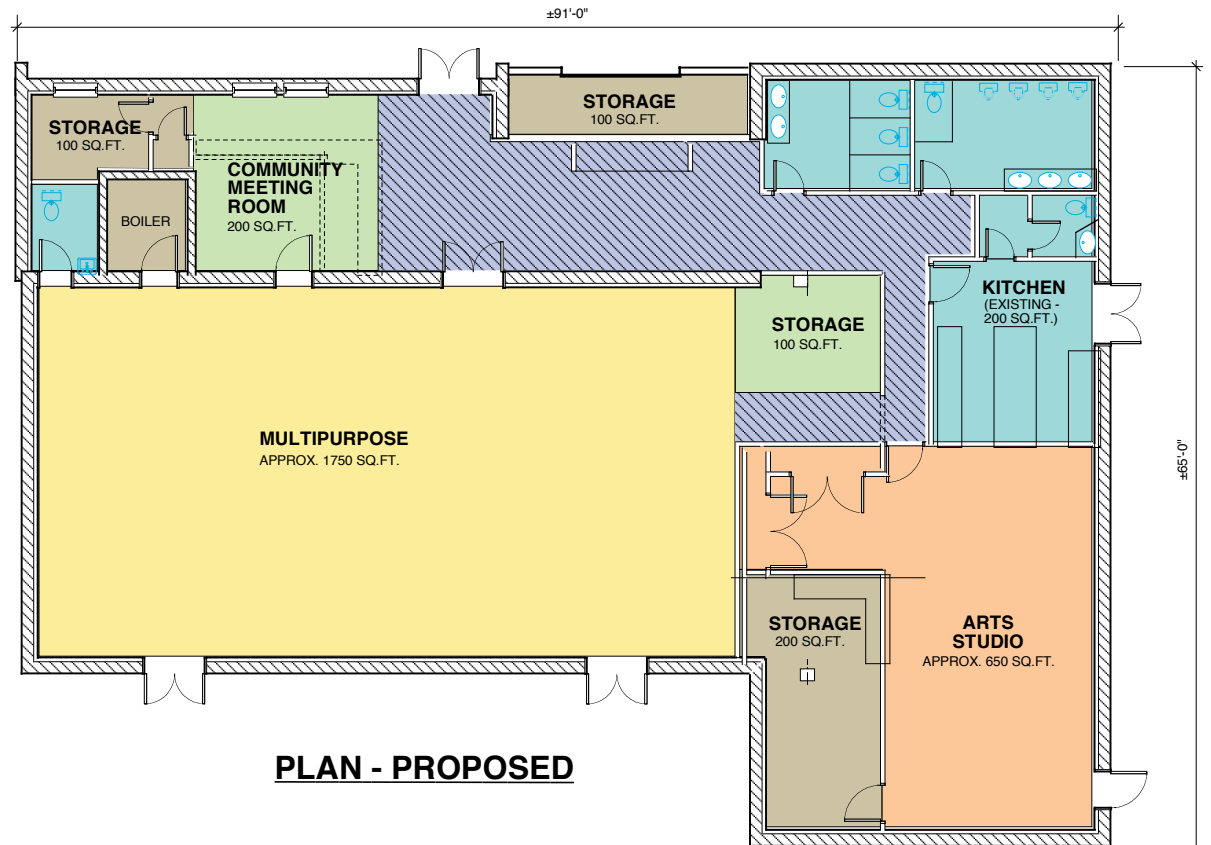
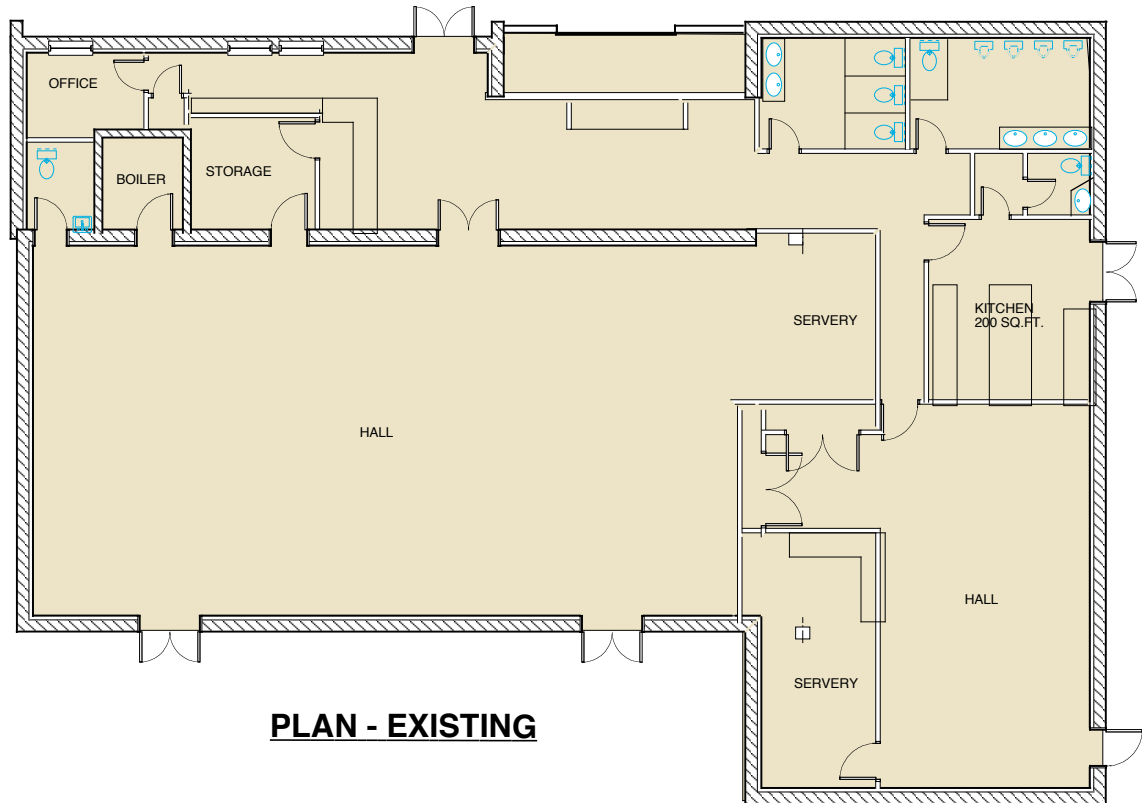


SIDEWALK

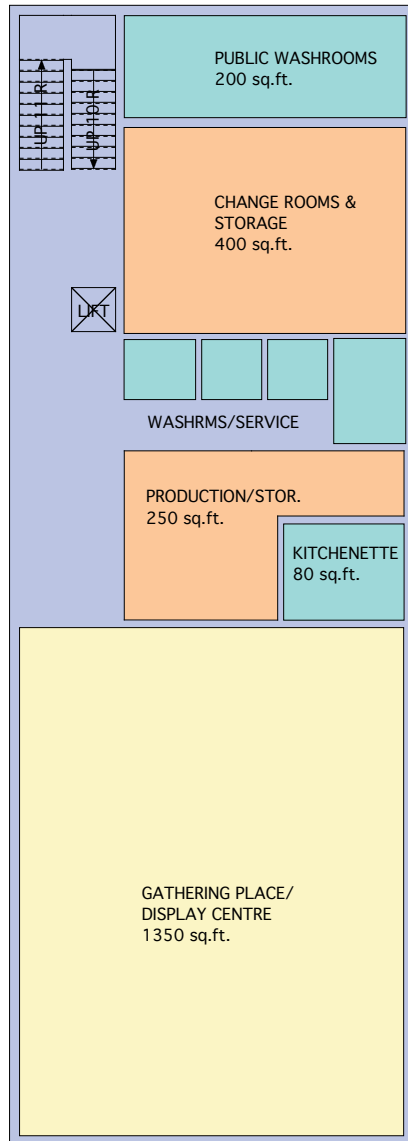




# ELKS' HALL

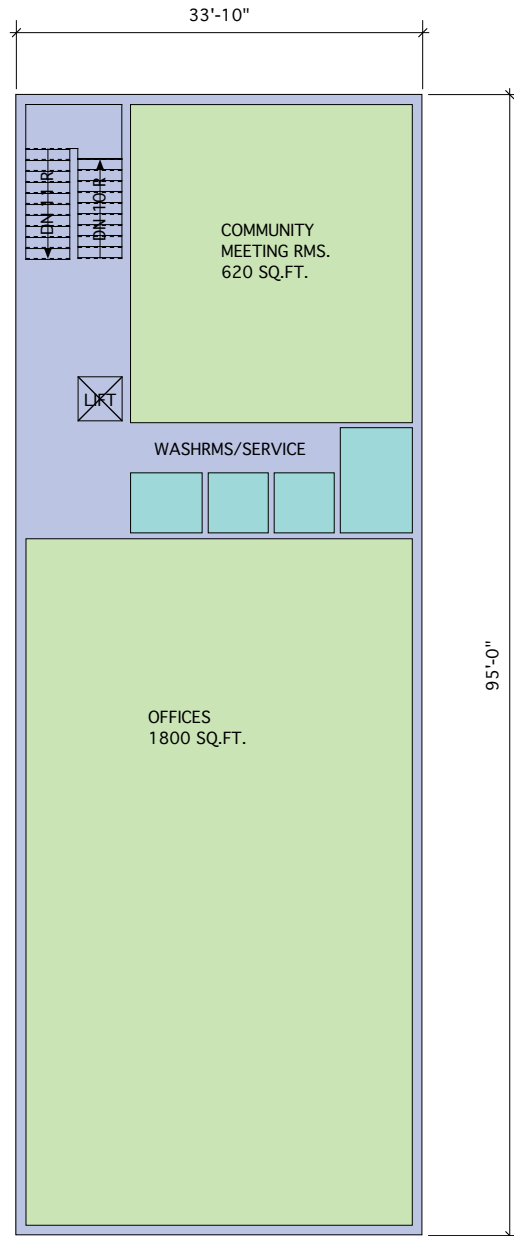


# PARKS & RECREATION SITE



**GROUND FLOOR  
PLAN**

±3200 SQ.FT.



**UPPER FLOOR  
PLAN**

±3200 SQ.FT.

The realization of the vision for the Leigh Square Community Arts Village must begin with the **endorsement of that vision by the Port Coquitlam City Council.**

With the support of City Council, the necessary steps toward the implementation of that vision must include:

- a) securing of the site
- b) completing the capital improvements
- c) initiating operation

## 11.1 Securing the Site

As acknowledged in the Cultural Policy and Plan the next step toward achieving that vision is to secure the site. This includes entering into negotiations with the Elks' Club toward acquiring their property. Apart from the important role the Elks' Club property will play in the Community Arts Village, it would also become an important asset to the City. By acquiring this key property, the City will complete the civic presence around the Square, increasing the City's future development opportunities for the long term, while providing additional parking for the area in the short term.

As the vision for the Leigh Square Community Arts Village includes the acquisition of the Elks Hall it is important to recognize the role of Port Coquitlam Elks Lodge # 49 as a valued community service provider and ensure that due respect and consideration be given to the Club and its ability to continue its "good works". Indeed, by offering their cooperation and support in the realization of the Arts Village concept, the Club would be making a significant contribution to the development of this community, one which is consistent with their mandate.

To this end, acknowledgement of the Elks' contribution should be considered as a permanent legacy in the building, perhaps in the form of naming the re-allocated building in their honour. The on-going facility needs of the Elks organization and the successful relocation of their operations is an important consideration and one with which the City can provide assistance. Preliminary discussions have commenced with representatives of the Elks Club to this end.

A relocation of the Parks and Recreation Department office will free up that site for the proposed new construction required in order to best fit the dedicated arts and cultural architectural program needs.

In short, the designation of the old Post Office Building, the Parks & Recreation site, and the Elks' Hall, to create the Community Arts Village will complete this important first step of securing the site.

## 11.2 Completing the Capital Improvements

While this study included a very schematic look at how the two existing buildings, in combination with the redevelopment of the Parks and Recreation site, would accommodate the new uses of the Community Arts Village, the detailed design and implementation of the building improvements must be completed. The relatively short time line required for the renovations of the two existing buildings will allow for the start of some Arts Village programs while the new construction on the Parks and Recreation site is completed.

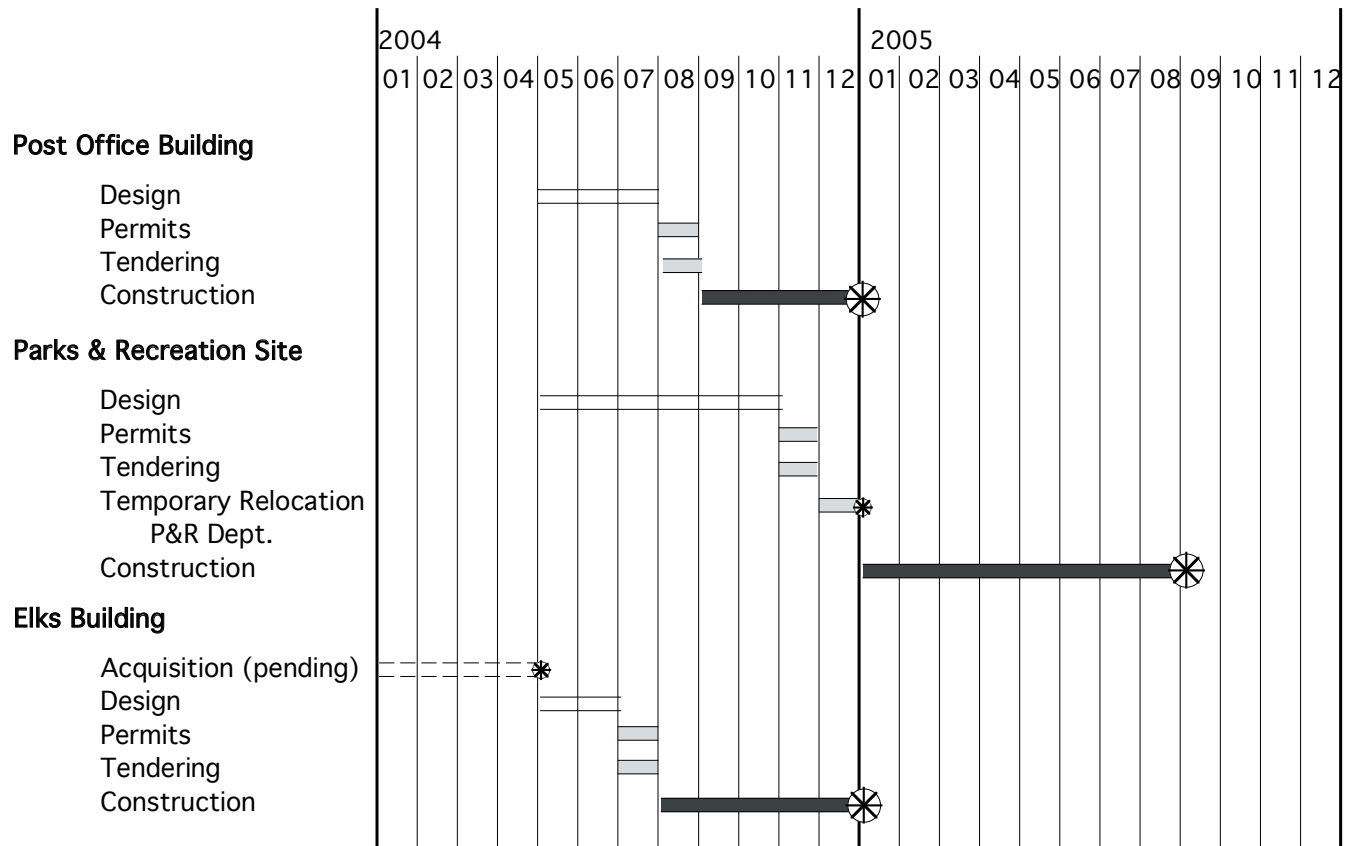
## 11.3 Initiating Operation

Before the facility is ready to begin operations, operational planning must be underway, including such arrangements as finalizing partnership agreements, hiring staff, purchasing equipment and supplies, etc. Initial programming plans will be made with community partners. It is anticipated that a soft opening of the Elks' Hall and old Post Office sites can occur prior to a Grand Opening in which the new construction will be completed and a fuller range of programming developed.





# Leigh Square Community Arts Village Project Schedule



## 12.1 Securing the Site

As indicated above, the first priority in realizing the Leigh Square Community Arts Village is the securing of the site. Thus the first commitments must be the acquisition of the Elks' site, as well as the re-allocation of the Parks and Recreation site and the designation of the old Post Office for the use of the Arts Village.

## 12.2 Completing the Required Capital Improvements

Construction of the new building to be located on the Parks and Recreation Office site will be the most visually apparent piece of the capital improvements required to get the Arts Village up and running.

Renovations to the existing buildings (old Post Office and Elks' Hall) include improvements to bring the buildings to more acceptable fire and life-safety standards, as well as some minimal improvements toward making the buildings more suitable for their new uses.

As well, some minimal site improvements are recommended to facilitate the strengthening of connections between the buildings comprising the Community Arts Village, and between the Arts Village and City Hall, as well as important way-finding and identification signage.

Estimate of costs for the capital improvements is approximately **\$3,080,415.**

A more detailed overview of the capital cost program has been provided in Appendix V.



Old Post Office Building



Existing Parks and Recreation Department Office Building



Elks' Hall

The backbone of the Arts Village is the involvement from the community, to be front and centre in the programming and development of the complex. The vision is for the community to provide the energy, art, entertainment, volunteer resources, discussion, debate and sometimes funding to truly make this a “meeting place”, a centre for our City.

To achieve this vision the study has taken a community development operational approach for these facilities. With this approach you will not find your typical municipal facility, employees offering dozens and dozens of programs. Consistent with the Community Cultural Development model, the City will work in collaboration with the arts community, to staff facilities, and provide program opportunities.

However, for the Arts Village to be successful, we will need to provide some municipal staff support to nurture the vision and to support the work of the community. This includes the addition of a part-time Recreation Program Coordinator who will take the lead in development/operation of the new Arts Village. The Coordinator will be supported with other part-time staff resources, available to provide hands on expertise and to support the many activities, programs and services.

In addition, the customer service centre will be a constant in the Arts Village, a resource where members of the community can go for information, to register for programs, pick up tickets to a show or game, or to mail their screenplay to their producer!

Following is a general budget for a typical year of operation in the early years of development. This general budget includes the cost estimates for operating and programming the facilities. More detailed budget projections will be developed as the project begins to further develop.

## Sample Year Full Operations:

### Expenses:

Program Operation	\$ 172,000
Coordinator (30 hrs/wk)	53,000
Program Assistant (15 hrs/wk)	20,000
Resource Centre clerk (50 hrs/wk)	44,000
Contractors – Artist Fees	45,000
Materials and Supplies	10,000
Facility Operation	\$ 92,000
Maintenance/Custodial (18,000sf)	54,000
Utilities	36,000
Security	2,000
<b>TOTAL EXPENSES</b>	<b>\$264,000</b>

### Revenues:

Earned	\$ 55,000
Programs	30,000
Rental Income	25,000
Donations/Grants	\$ 10,000
<b>TOTAL REVENUES</b>	<b>\$ 65,000</b>
<b>NET TOTAL</b>	<b>\$199,000</b>

Note: Due to the timing of the facility development the above budget would be phased in and in the first year of operation would be pro-rated.



# Appendices

## **CCDAC Members**

Irene Bouchard, chair

Lynne Anderson

Colin Craig

Cynthia Hall

Linda Kozina

Karen Kurnaedy

Marilyn Sander

Johanna Sulzenbacher (until October 03)

Ron Talbot

Stephen Unser

Susan Hull - ex officio

As part of the study process, members of the CCD Advisory Committee have approached a range of individuals and community groups to explore with them the possibility of involvement in programs development in the event that the Leigh Square Community Arts Village becomes a reality. Response from this informal surveying was extremely positive, with a consensus of support being expressed.

Therefore, in addition to the participation of on-site facility partners, interest in accessing the facilities for specific projects and/or in working collaboratively on programming was forthcoming from the following:

- |   |  |
|---|--|
| 1. Terry Fox Library                        | 15. Burke Mountain Naturalists                       |
| 2. Table 23 Comedy Troupe                   | 16. Wison (Seniors) Centre                           |
| 3. Moon Stone Theatre Company               | 17. Carmen McKay (native school educator and artist) |
| 4. Stage 43                                 | 18. Community Police office                          |
| 5. BC Registered Music Teachers Association | 19. Stage One Performing Arts School                 |
| 6. Coquitlam District Music Festival        | 20. Live 2 Leigh Square Planning Group               |
| 7. Terry Fox Theatre Advisory Group (TAG)   | 21. Joyce Gillespi (artist)                          |
| 8. Coastal Sound                            | 22. Rob Bush (artist)                                |
| 9. Theatrix Youtheatre Society              | 23. Narissa Ng (artist/art instructor)               |
| 10. Homes Cool                              | 24. Tammy Pilon (artist/art instructor)              |
| 11. Terry Fox Rock School                   | 25. Lori Ravenstein (artist)                         |
| 12. First Forum Productions                 | 26. Place des Arts (Coquitlam)                       |
| 13. Centre Stage Productions                | 27. Crossroads Hospice Coffeehouse                   |
| 14. Hyde Creek Streamkeepers                | 28. Woman's Centre                                   |

Note that this is not intended to be a comprehensive list, but rather a sampling of potential partners, to test the degree of interest in participation from within the community.







Connecting  
Arts & Culture  
with Community  
in:  
Anmore  
Belcarra  
Coquitlam  
Port Coquitlam  
Port Moody



2425 St. Johns St.  
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PH: 604-931-8255  
FX : 604- 931-4214  
Email:  
[arcarts@telus.net](mailto:arcarts@telus.net)

Website:  
[www3.telus.net/arcar](http://www3.telus.net/arcar)

May 14, 2003

City of Port Coquitlam  
Parks & Recreation Department  
2253 Leigh Square  
Port Coquitlam, BC  
V3C 3B8

**Attention: Susan Hull**  
**Program Coordinator, Arts & Culture**

Dear Susan:

**RE: Arts Facility Planning**

We have appreciated our ongoing dialogue over the past few months during your planning process and welcomed the opportunity to provide our input. Assisting in this role is a vital part of our mandate in serving this region and we are pleased that Port Coquitlam is actively moving forward, having adopted its Community Arts & Cultural Policy.

Arts and culture are the heart and soul of a community and Port Coquitlam very much needs a homebase for its arts, culture and heritage activities. Linda Baker and I enjoyed meeting with you and Barry Becker recently and getting an update on the planning that is currently underway to develop an arts precinct at Leigh Square. This will provide the focal point that is currently missing and will enrich the community in many ways.

We have long awaited the opportunity to contribute in a significant way to the development of arts and culture in Port Coquitlam, and we take heart from the change in focus from within Port Coquitlam in the last few years. As a broad regionally-mandated organization, we have long believed that while each municipality in this region has, and should maintain its own unique attributes, there is much need for close co-operation and resource-sharing on many issues, particularly arts and culture where consumers in the region pay little or no attention to municipal boundaries when choosing where and how to participate in arts and cultural activities. We welcome your willingness to explore opportunities to bring into closer alignment with other jurisdictions in the region, Port Coquitlam's contribution to the arts and cultural resources we steward. We recognize the challenges still ahead in moving forward with the ambitious arts and cultural initiatives you are proposing, but we acknowledge your desire to put key elements into place within Port Coquitlam, elements we have assisted other jurisdictions with, while also recognizing the great contribution Port Coquitlam can make to the arts and cultural life of the whole region.

We look forward to being onsite within the Leigh Square arts and cultural precinct and to continuing to support the implementation of Port Coquitlam's Arts & Cultural Policy.

Yours truly,

Helen Daniels  
Executive Director



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**RPO Coquitlam Centre. Box 52555. Coquitlam BC V3B 7J4**

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July 2, 2003

Susan Hull  
Program Coordinator, Arts & Culture  
Parks and Recreation Department  
City of Port Coquitlam  
2253 Leigh Square  
Port Coquitlam BC V3C 3B8

Dear Susan,

**Re Community Arts and Cultural Development Committee**

The Art Focus Executive represented by Marilyn Theobald, Colin Craig and myself met with you and Stephen Unser to discuss the Port Coquitlam Cultural Policy and Plan concerning an artist's village in downtown Port Coquitlam and a permanent facility to display art exhibits year round.

We are very excited about this plan and Art Focus is honored to be invited to be a part of it. We pledge our support and will do whatever we can to help make it happen.

Yours truly,

ART FOCUS

A handwritten signature in dark ink, appearing to read "J. Hansen", written over a light blue horizontal line.

John Hansen  
President

*The Port Coquitlam Heritage & Cultural Society*

Heritage Display Center  
2571 Mary Hill Road  
Port Coquitlam, British Columbia  
V3C 4X3  
Phone & Fax (604) 927-2388

December 1, 2003

Re: Post Office and Leigh Square Proposal.

Dear Susan Hull, Arts & Culture Coordinator:

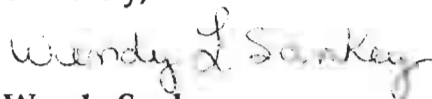
The Port Coquitlam Heritage and Cultural Society has just completed a five year "Strategic Planning Process". Several key objectives were identified: 1) to preserve and manage the community's heritage collections and knowledge, 2) to ensure that the Society's collections and services are more accessible and visible to the community, and 3) to showcase the history of Port Coquitlam and to increase the visibility of the Society, its collections, and services. In addition, several areas of concern were also identified, such as: lack of environmentally appropriate storage space, archival material inaccessible to the public, insufficient working space for cataloguing, and the lack of a meeting room.

Upon viewing the proposal for the future utilization of the Post Office Building and Leigh Square, The Port Coquitlam Heritage and Cultural Society is pleased that the proposal meets several of our objectives and concerns. The proposal provides the Society with an Archive accessible to the public, working space for cataloguing, a suitable meeting space, and revolving display cases.

The Port Coquitlam Heritage and Cultural Society wishes to keep the Heritage Display Centre. This will allow the Society to further meet several objectives: 1) maintain permanent displays for our museum artifacts, 2) allow for environmentally appropriate storage space thus eliminating the need for utilizing the attic storage at Fire Hall #2 or renting storage space.

Thank you.

Sincerely,



Wendy Sankey,

Director, Port Coquitlam Heritage & Cultural Society





November 25, 2003

Susan Hull  
City of Port Coquitlam

Dear Susan,

Please accept this letter of support, for plans to further develop Leigh Square as an Arts Village.

201-2550 Shaughnessy St.  
Port Coquitlam BC V3C 5M7

Phone: (604) 945-6782  
[www.moonstonetheatre.com](http://www.moonstonetheatre.com)

Over the past few years, the City of Port Coquitlam has made tremendous progress in developing community spirit and pride, and we at Moon Stone Theatre Company are ecstatic about the tremendous possibilities this site will offer.

The proposed Arts Village will be one giant step to fulfilling our city's much-needed cultural experience by providing a mecca for artistic voice and expression; a place where people will come together and rejoice in the arts.

Children and young people in particular, will benefit from the availability of a community platform for artistic expression; one that nurtures positive self-expression and fosters communication, cooperation, confidence and pride of accomplishment.

At this time more than any other, Port Coquitlam needs a positive and prideful focus. The planning and execution of plans for our own Arts Village is a *perfect, rich, intrinsically good* focus that will substantially benefit the whole community.

Very best regards,

Karen Freeborn  
Executive Director

*"The Moon Stone Theatre Company addresses the need of the community to build self-esteem in children and youth by providing an avenue where students can positively express themselves in an accepting environment. Theatre promotes life skills: physical and perceptual abilities, cooperation, concentration, problem solving and self-esteem. These skills, which are the heart of our theatre programs are transferable to other areas of living and working."*

The Moon Stone Theatre Company provides a safe and accepting environment whereby all children including those with special needs can excel, develop confidence and experience pride of accomplishment."



## Port Coquitlam Business Improvement Association

2 – 2559 Shaughnessy Street  
Port Coquitlam, BC  
V3C 3G3

Phone: 604-464-1490  
Fax: 604-464-6185  
Email: [info@pocobia.com](mailto:info@pocobia.com)  
Website: [www.pocobia.com](http://www.pocobia.com)

May 13, 2003

Barry Becker, Director  
Parks and Recreation Department  
City of Port Coquitlam  
2253 Leigh Square  
Port Coquitlam BC  
V3C 3B8

Dear Mr. Becker,

For the past several years the Port Coquitlam Business Improvement Association (BIA) has enjoyed a fruitful working relationship with the City of Port Coquitlam, including the Parks and Recreation Department, and looks forward to continued joint efforts in community revitalization.

On behalf of the BIA, I am pleased to provide this letter of support for your 'Leigh Square Community Arts Village' proposal. This 'Village' concept in the Leigh Square area will build on the growing success of the band shell and continue to revitalize the downtown core. While the overall concept is exciting, we are particularly interested that the proposal includes the intention to seek an arts-related retail partner. A recent Market Assessment undertaken by Planet Consulting (Stephen Mikicich & Richard Wozny) on behalf of the BIA addresses potential retail opportunities in downtown Port Coquitlam. Excerpt below:

"The specialty retail sector is always a difficult category for commercial streets to fill. If there were more bookstores, hobby stores, framing or galleries and other specialty retail businesses, it would add to the local distinctiveness and increase customer interest in the area...."

We wish you luck with your proposal.

Sincerely,

A handwritten signature in dark ink, appearing to read "Vic Schindelka".

Vic Schindelka  
President

In anticipation of the purchase of the Post Office building, in October, 2001 the City commissioned Earth Tech (Canada) Inc. to prepare a building assessment of that structure. Further to that assessment, preliminary investigations were undertaken of all three buildings as part of this study, including a preliminary identification of necessary building code and structural upgrades.

#### Existing buildings summary:

- All three buildings are single storey
- All built ±1960's
- All wood frame and/or post & beam (combustible construction, with some masonry)
- Old Post Office & Parks and Recreation Office would both involve change of use.
- Elks' Hall already assembly use.

#### Minimum building renovations to achieve:

- Seismic upgrade goal to bring up to minimum 75% of current building code standards.
- Upgrade of other fire and life safety features to current standards.
- Upgrade of accessibility and sanitary facilities to current standards.

#### Renovation vs. Replacement:

Cost Comparison:

Building	Cost - Renovation	Cost - New Construction	Recommendation
<b>Post Office</b>	\$115/sq.ft.	\$165/sq.ft.*	Renovate
<b>Parks &amp; Recreation</b>	\$136/sq.ft.	\$165/sq.ft.**	Replace
<b>Elks' Hall</b>	\$61/sq.ft.	\$150/sq.ft.	Renovate

\* Higher level of environmental control required at Public Archives area

\*\* Higher cost of construction anticipated due to small footprint of building.

Due to the high cost per square foot of renovating the Parks and Recreation Building, it is not considered cost effective to pursue. When comparing the costs of renovation to new construction for the old Post Office and Elks' Hall, on the other hand, coupled with the sustainability benefits of reuse, those buildings are both considered worthwhile to renovate.

Replacement of the Parks and Recreation building results in substantial increased benefit. Aspects of the program of the new Community Arts Village would have been compromised substantially if trying to work with the existing building. Building a new two story building makes much better use of the very restricted site. Thus, the benefits of the new building easily justify the higher capital cost required.

## Old Post Office Building:

Approximately 690 sq.m. (7450 sq.ft.)

### a) Building Code related issues:

- Building permitted to be combustible construction with assembly occupancy.
- Sprinkler protection required.
- Fire alarm system required.
- Separations suites to public corridor to be 0 hour.
- Separations between suites to be 1 hour (i.e. between retail and studio spaces).
- No fire rating required at roof (therefore, wood roof structure could be left exposed).
- Exit onto loading dock – require protection with guard rails at exit route.
- Occupant load – typical use of community workroom is studio/workshop occupancy. Occupant load 4.6sq.m. per person – ±58 people. Therefore, total building under 100 occupants.
- Washroom requirements based on above occupant load – 1 male, 2 female.
- Seismic upgrading as below.

### b) Seismic upgrading:

- Improve diaphragm of roof by adding plywood on top. This results in having to re-roof.
- Addition of shear walls in both directions – some of the new partitions.
- Dependent on locations relative to columns, shear walls may require extension through crawlspace and onto new footings.

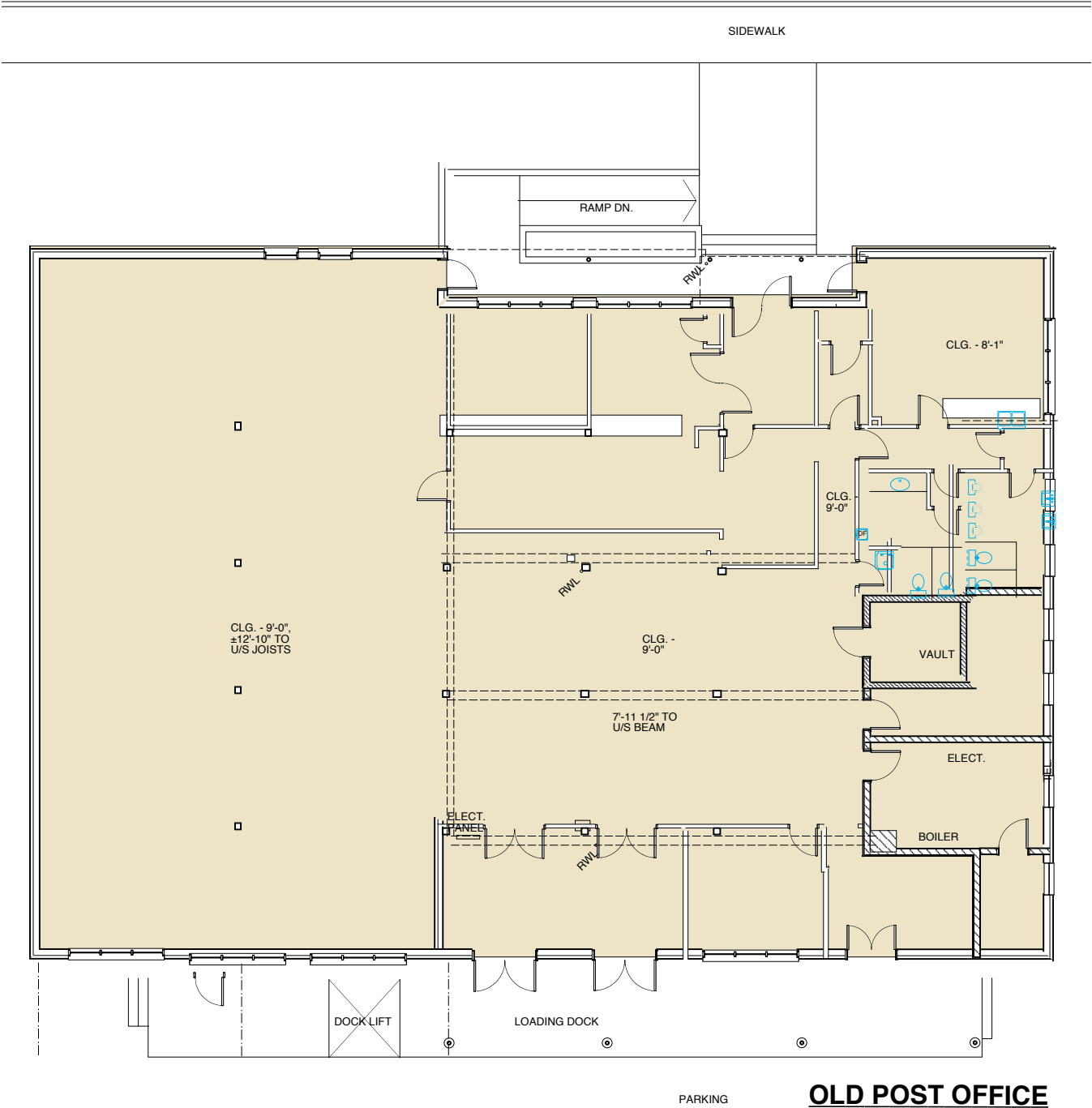
- Wall to roof connections likely require strengthening.
- May require some strengthening of existing masonry partition/bearing walls.
- May require upgrade of masonry veneer tie back to walls.

### c) Other upgrades (based on Earth Tech report):

- Asbestos removal (estimate \$30,000)
- Upgrade wheelchair access
- Upgrade water service to building
- Replace plumbing piping due to age.
- Replace hot water tanks due to age.
- Provide overflow scuppers to roof.
- HVAC upgrades – roof top units.
- Provide skim coat at crawlspace.
- New lighting







**OLD POST OFFICE**

## Parks & Recreation Site -

### Existing Building:

Approximately 180 sq.m. (1920 sq.ft.)

#### a) Code related issues:

- Building permitted to be combustible construction with assembly occupancy.
- Sprinklering not required.
- No fire ratings required.
- Fire alarm system not required.
- Entire building as one tenancy, no separate suites.
- Occupancy of "Gathering Place/Display Centre" is gallery type occupancy. Total building occupant load  $\pm 100$  people.
- Washroom requirements based on above occupant load – 1 male, 2 female.
- Seismic upgrading as below.

#### b) Seismic upgrading:

- Improve diaphragm of roof by adding plywood on top. This results in having to re-roof.
- Additional shear walls likely not necessary. Add plywood to inside face of exterior stud walls.
- Wall to glulam beam/roof connections to be reinforced (introducing steel angles?).
- Single wythe masonry wall likely requires reinforcing by tying to new stud wall behind.
- May require upgrade of masonry veneer tie back to walls.

## Parks and Recreation Site -

### Replacement Building:

Approximately 595 sq.m. (6400 sq.ft.)

- a) Entire existing building to be demolished. Salvage existing glulams and timber decking for reuse in new building.

#### b) New building to be:

- Combustible construction permitted.
- Combination wood stud load-bearing walls and heavy timber (glulam) beams and columns.
- Reuse salvaged glulams and timber decking from existing Parks & Recreation building for upper floor/ roof structure.
- Ground floor - concrete slab on grade.
- Upper floor – wood joists.
- Exterior walls to be brick veneer on wood stud back-up.
- Aluminum storefront glazing – 35% of exterior walls.
- Roof to be flat or low-slope – sbs roof membrane.
- New steel, aluminum, & glass entry canopy.
- Interior partitions – wood studs & drywall.
- All interior finishes to be commercial grade, durable but modest.
- Wheelchair lift required.
- Fully sprinklered.

Renovate Existing Building	New Construction
Results in 1,920 sq.ft. refitted asset	Results in 6,400 sq.ft. new asset
Compromised Program	Accommodates Arts Village program
No accommodation for potential growth	Flexibility for future (e.g. add third floor for expansion)
Washrooms limited to indoor service	Public washrooms to service Leigh Square
Lack of community meeting rooms	Additional community meeting space provided
One-story, low profile building doesn't help toward Arts Village identity	Taller two-story building creates stronger edge to Leigh Square, and stronger identity
Building retained for sustainability, but poorly insulated, inefficient lighting & heating, etc.	"Green building" designed to meet LEED silver accreditation
Site not disrupted	3 trees to north of existing building are removed
Higher capital cost in the short term	Lower capital cost in short term

- **Elk Hall:**

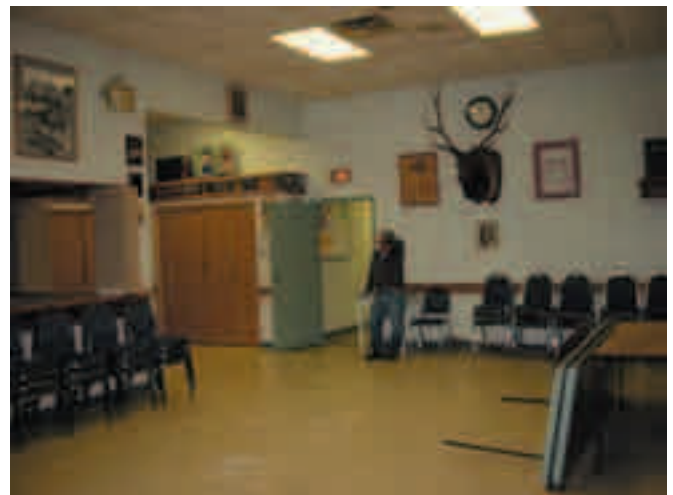
Approximately 450 sq.m. (4850 sq.ft.)

a) Code related issues:

- Building already assembly occupancy. Therefore, no change of use.
- Building permitted to be combustile construction with assembly occupancy.
- Sprinkler protection required.
- Fire Alarm system is required.
- No fire rating required at roof structure.
- Minimum 0 hour separation of all spaces to public corridor.
- Additional exits may be required.
- Occupant load of main hall -  $\pm 225$ . Total building  $\pm 300$  people.
- Washroom requirements based on above occupant load – 3 male, 5-6 female.

b) Seismic upgrading:

- Improve diaphragm of roof – by adding plywood on top. This, of course, results in having to re-roof.
- Wall to roof connections likely require strengthening.
- May require addition of plywood to some interior walls for shear walls.
- Masonry is likely not reinforced. May require reinforcing by either grouting in new rebar at  $\pm 4$  ft. on centre, or provision of fibre reinforcement both sides.



## Notes:

- a) Seismic Upgrades – Improvements to the structural stability of the buildings will include the addition of a layer of plywood to the top of the roof structure. This will result in the need to replace the roofing membrane.
- b) Architectural Improvements include new partitions, built-in millwork, finishes, revisions to exterior openings (doors & windows), etc.
- c) General Requirements and Fees includes contractor's administrative costs such as bonding, insurance, office expenses, and general site costs such as the cost of providing the site foreman, temporary washroom facilities, temporary power, etc.
- d) Contingencies include
  - 10% Design Contingency
  - 4% Escalation Contingency (i.e. excessive inflation, unforeseeable construction market fluctuations)
  - 6% Construction Contingency

Note that due to the level of information known at this time about the existing structures, and the fact that the design phase of the renovations has not yet been undertaken, substantial contingencies have been included in the cost estimates, in order to build the necessary level of confidence that the established budgets can be met.
- e) Soft costs include:
  - Professional consultant fees and disbursements
  - Planning and administrative costs
  - Legal fees and expenses
  - Building Permits
- f) Fire & life safety improvements to Elks' Hall are at the discretion of the City since a permit for change of use will not be required.
- g) Estimate does not include:
  - Asbestos removal, if required, at Elks' Hall
  - Cost of purchasing Elks' property
  - Financing fees
  - Cost Escalation past May 2004
  - Erratic market conditions, such as lack of bidders, proprietary specifications



**Total Capital Improvements:****\$3,080,415****Renovations - Old Post Office Building****\$1,116,665**

1. Seismic Upgrades		
• Structural	\$93,800	
• Reroofing	47,300	
Total		141,100
2. Asbestos Removal (allowance)		30,000
3. Architectural improvements		224,735
4. Mechanical		
• Plumbing	37,900	
• Sprinklers	21,800	
• HVAC	88,600	
• Controls	4,000	
Total		152,300
5. Electrical		
• Power, lighting, etc. upgrades	72,100	
• Fire Alarm System	14,600	
Total		86,700
6. Sub-total		<u>634,835</u>
7450 sq.ft. - \$85 per square foot		
7. General Requirements & Fees – 15%		95,225
8. Contingencies - Design, Construction & Escalation (20%)		126,965
9. Sub-total (\$115.00 per sq.ft.)		<u>857,025</u>
10. Soft Costs – 15%		128,555
11. Development Cost Charges - ±3%		25,710
12. Fixtures Furniture & Equipment Allowance		30,000
13. Project Contingency – 5%		42,850
14. Sub-total		<u>1,084,140</u>
15. GST – 3%		32,525

**Renovations - Elks' Hall (pending Acquisition)****\$403,750**

1. Seismic Upgrades –		
• Structural	\$49,800	
• Reroofing	31,300	
Total		81,100
2. Architectural improvements		53,700
3. Mechanical		
• Plumbing	18,000	
• Sprinklers	14,500	
• HVAC	20,900	
• Controls	800	
Total		54,200
4. Electrical		
• Power, lighting, etc. upgrades	19,300	
• Fire Alarm System	9,700	
Total		29,000
5. Sub-total		<u>218,000</u>
4821 sq.ft. - \$45 per square foot		
6. General Requirements & Fees – 15%		32,700
7. Contingencies - Design, Construction & Escalation (20%)		43,600
8. Sub-total (\$61 per sq.ft.)		<u>294,300</u>
9. Soft Costs – 15%		44,145
10. Development Cost Charges - ±3%		8,830
11. Fixtures Furniture & Equipment Allowance		30,000
12. Project Contingency – 5%		14,715
13. Sub-total		<u>391,990</u>
14. GST – 3%		11,760

<b>New Construction – Parks &amp; Recreation Site</b>	<b>\$1,377,920</b>
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1. Demolition of existing building	10,000
2. New Construction	761,400
3. Site Work Allowance	28,000
4. Sub-total 6400 sq.ft. - \$125 per square foot	<u>799,400</u>
5. General Requirements & Fees – 15%	119,910
6. Contingencies - Design, Construction & Escalation (18%)	143,900
7. Sub-total (\$166 per sq.ft.)	<u>1,063,210</u>
8. Soft Costs – 15%	159,480
9. Development Cost Charges - ±3%	31,950
10. Fixtures Furniture & Equipment Allowance	30,000
11. Project Contingency – 5%	53,160
12. Sub-total	<u>1,337,790</u>
13. GST – 3%	40,130

<b>Relocation of Parks &amp; Recreation Department offices</b>	<b>\$ 18,000</b>
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<b>Site Development</b>	<b>\$ 82,040</b>
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1. Allowance	50,000
2. General Requirements & Fees – 15%	7,500
3. Contingencies - Design, Construction & Escalation (20%)	10,000
4. Sub-total	<u>67,500</u>
5. Soft Costs – 15%	10,125
6. Development Cost Charges - ±3%	2,025
7. Sub-total	<u>79,650</u>
8. GST – 3%	2,390

<b>Exterior Signage</b>	<b>\$ 82,040</b>
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1. Allowance	50,000
2. General Requirements & Fees – 15%	7,500
3. Contingencies - Design, Construction & Escalation (20%)	10,000
4. Sub-total	<u>67,500</u>
5. Soft Costs – 15%	10,125
6. Development Cost Charges - ±3%	2,025
7. Sub-total	<u>79,650</u>
8. GST – 3%	2,390

- a) **Architectural** – Prime consultants. Renovations of existing buildings as well as design of new Parks and Recreation building and site hard landscaping. Basic architectural services including design development, preparation of construction documents, tendering of construction documents, application for development and building permits, contract administration, field reviews, coordination of all sub consultants. Include coordination of sustainability initiatives and LEED certification of new building.
- b) **Structural** – Assessment of existing structures, and design of structural remediation/modifications, as well as structural design of new building. Assessment of structural capacities of existing timber elements to be recycled into new building. Recommendations regarding structural design of non-structural elements such as guardrails, trellises, etc.
- c) **Mechanical** – Analysis of existing buildings' systems relative to new uses, current conditions, and sustainability. Design of modifications to existing systems as well as new systems for existing buildings and new building. Including heating, cooling, ventilating, plumbing, sprinklers.
- d) **Electrical** – Assessment of existing buildings' electrical service relative to new requirements arising from new building uses. Design of new lighting, power, communications, fire alarm systems. Assistance in light fixture selection.
- e) **Building Code** – Assessment of existing buildings with regard to current building code requirements as well as modifications required due to change of use. Preparing of building code reports, development of building code equivalencies, and assistance in building code interpretations relative to building designs for existing buildings as well as new building.
- f) **Building Envelope** – Assessment of existing building envelopes and assistance in development of suitable building envelope details for remediation to existing envelopes. Assistance in development of building envelope details of new building.
- g) **Civil** – Assessment of existing services to existing buildings and design of service upgrades where required. Design of site services to new building.
- h) **Geotechnical** – Assessment of soil conditions at site of new building. Preparation of soils report.
- i) **Signage** – Design of complete signage package for site signage, exterior building signs, as well as interior building signage.
- j) **Landscape** – Only minor landscape services are anticipated to upgrade areas of site which will be impacted by construction. Soft landscaping.
- k) **Furnishings** – likely to be performed by the architectural consultants