



Staff Report

Request for Decision

TO: Electoral Area Services Committee – March 19, 2026

AUTHOR: Sam Adams, Parks Planning and Community Development Coordinator

SUBJECT: **Proposed Alterations to Coopers Green Hall**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with options to consider regarding the Halfmoon Bay Community Association's proposed alterations to Coopers Green Hall. This report requests Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

- (1) THAT the proposed alterations of the Coopers Green Hall be approved as presented in Attachment A, subject to all costs for the proposed construction being the sole responsibility of the Halfmoon Bay Community Association (the "Association"), and contingent upon the Association providing evidence of having the financial and resource capacity to complete the projects;**
 - (2) AND THAT the delegated authorities be authorized to enter into a Construction Agreement with the Association for alterations to the Coopers Green Hall;**
 - (3) AND THAT the Regional District authorize the use of \$65,780 from the remaining Coopers Green Hall Community Donations to the Halfmoon Bay Community Association to support the proposed alterations/repairs to the Coopers Green Hall;**
 - (4) AND FURTHER THAT the 2026-2030 Financial Plan be amended accordingly.**
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BACKGROUND

Following the Board decision to proceed with the construction of a new community hall at Connor Park (*Resolution 075/23*), staff were asked to explore options for a third-party operator for Coopers Green Hall (*Resolution 006/24 Recommendation No.4*). Through a procurement and negotiation process, the SCRD entered into a ten-year License to Occupy agreement (LTO) with the Halfmoon Bay Community Association (HBCA) in October of 2025 (*Resolution 170/25*).

As per Board direction, the terms of the License to Occupy include that the Licensee is responsible for:

- all operating expenses including minor repairs and maintenance;
- all capital renewals and major repairs;
- all operational requirements associated with operating the septic system, including the capital repairs;

The License to Occupy also identifies that any alteration, addition or construction requires the approval of the Regional District.

The HBCA is seeking approval to conduct alterations to Coopers Green Hall.

DISCUSSION AND ANALYSIS OF OPTIONS

The HBCA has submitted a proposal and conceptual plan for alterations to Coopers Green Hall (Attachment A).

Highlights of the proposed works include:

- Kitchen renovation, including removal of a non-bearing wall to enlarge the kitchen area
- Electrical, plumbing and heating upgrades
- New flooring and painting
- Repairs of outdoor storage sheds abutting the building

The HBCA has estimated the value of the project to be \$222,348 (including a contingency).

The terms of the License to Occupy require that any alteration, maintenance or construction on the premises must be performed by licensed and qualified professionals. It further identifies that construction and alteration plans and specifications must be approved by the Regional District and in accordance with all applicable building and zoning ordinances and all applicable laws, orders, rules, regulations and requirements of all federal, provincial and local government and agencies.

Options are presented below for consideration.

OPTION 1 - That the proposed alterations be approved. (Staff recommended)

The proposed repairs and alterations will enhance the HBCA's service offerings and user experience at the hall as well as support the HBCA with their ability to provide a quality community facility for events and celebrations.

Upon approval by the Board, a Construction Agreement would be required between the Regional District and the HBCA, outlining the terms, including that the HBCA provide evidence of their financial capacity and solvency, and that any alterations become affixed to and form part of the building/premises and become the permanent and unencumbered property of the Regional District.

Financial Considerations

As per the terms of the License to Occupy, the HBCA is responsible for all ongoing and capital costs related to the operation of Coopers Green Hall. There are no immediate financial implications for the Regional District however, these upgrades have not been contemplated in the Parks long-range capital plan. Should these upgrades be approved, they would need to be contemplated for replacement upon the expiration or termination of the license to occupy.

Staff Recommendation

Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation could be considered, as provided in the Overview section on page one of this report.

OPTION 2 – Do not approve the proposed alterations.

Not supporting the proposed alterations would impact the HBCA's desire to improve and enhance the facility for community events and gatherings. It may also affect relations with the HBCA.

Financial Considerations

There are no financial implications to the Regional District.

Staff Recommendation

Staff do not recommend this option. Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

THAT the Halfmoon Bay Community Association proposal for proposed alterations to Coopers Green Hall be denied.

FINANCIAL IMPLICATIONS

The Regional District maintains Capital Donations in the amount of \$65,780 designated for capital improvements and renovations to Coopers Green Hall. These funds originate from a previous fundraising campaign undertaken to support the replacement of Coopers Green Hall. When the project did not proceed as originally envisioned, the SCRDC undertook a process to return donations to contributors who requested reimbursement. Several donors chose to leave their contributions with the understanding that the funds would still be used toward improvements or replacement of Coopers Green Hall in the future.

The current project honors the intent of those donors by applying the retained funds toward improvements that support the continued use and enhancement of the Hall. Using the funds in this way ensures that donor contributions are respected and directed toward the purpose for which they were originally given.

The Coopers Green Hall Community Association also played a key role in facilitating and supporting the original fundraising campaign. As such, the application of these funds to the current project represents a strong community partnership and an appropriate match between community-raised funds and project outcomes.

It is recommended that the Regional District authorize the release of \$65,780 from the Coopers Green Hall Donations to the Halfmoon Bay Community Association to support the proposed renovations/repairs.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

The HBCA is eager to begin the project with construction commencing following the execution of the agreement.

COMMUNICATIONS

The HBCA will be responsible for communicating timelines and construction schedules to the community as well as the Regional District. Any anticipated interruption to Coopers Green Park will be provided to the Parks Division in advance and will be communicated to the community

through the Regional District website and if deemed necessary, onsite signage.

The SCRД will work with the Community Association to communicate this positive development with donors and the broader community.

SUMMARY AND CONCLUSION

The HBCA is seeking Regional District approval for alterations of Coopers Green Hall. Staff recommend supporting these projects as outlined above in the report as well as the release of Coopers Green Capital Donations designated for improvements and repairs to the Coopers Green Hall to the HBCA.

ATTACHMENT(S):

A – 2026-Jan-27 –Proposed Alterations – Coopers Green Hall

Reviewed by:			
Manager	X - J. Huntington	Finance	X - A. Taylor
GM	X - S. Gagnon	Legislative	X – S. Reid
CAO	X - T. Perreault	Other	X - V. Cropp



January 27, 2026

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8

Attention: Sam Adams, Parks Planning and Regional Development Coordinator

Dear Sam,

Re: Proposed Repairs and Renovations – Coopers Green Hall

I am writing to advise you that the Halfmoon Bay Community Association has completed our plans for proposed repairs and renovations to Coopers Green Hall. The general outline of the proposed improvements is attached, along with the floor plan of the building.

We have prepared a detailed budget for the project, which is fully funded.

Pursuant to the requirements of the License to Occupy agreement, we are hereby requesting the approval of the SCRD for this project. We would like to proceed with the project as soon as possible, hopefully completing it by the end of April 2026.

Please let me know if there is anything else you require from us at this point.

Yours truly,

Halfmoon Bay Community Association

A handwritten signature in black ink, appearing to read "Ron", with a long horizontal stroke extending to the right.

Ron Roberts, President

CC Jessica Huntington, Parks Services

Proposed Coopers Green Hall Repairs/Renovations

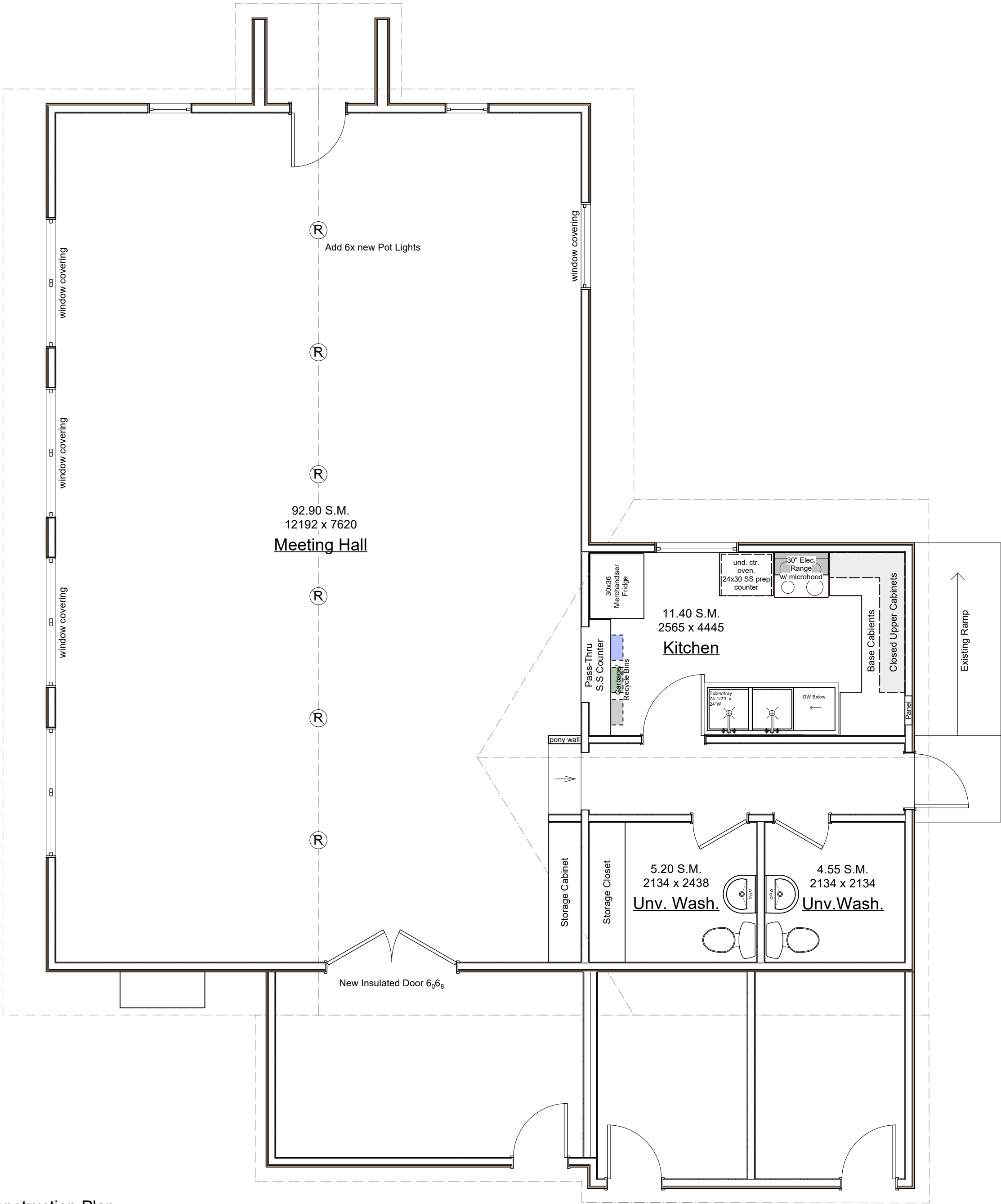
1. Kitchen
 - a. Remove non-bearing wall between the existing kitchen and storage area to enlarge the kitchen area.
 - b. Redo plumbing and electrical as necessary.
 - c. Replace existing flooring.
 - d. Improve the lighting in the new kitchen area.
 - e. Repair drywall and repaint.
2. Washrooms
 - a. Install new baseboard heating units.
 - b. Install storage unit in larger washroom.
 - c. Upgrade lighting fixtures and exhaust fans.
 - d. Repaint.
3. Hallway
 - a. Upgrade lighting fixtures.
 - b. Install new flooring.
 - c. Repaint
4. Main Hall
 - a. Repaint.
 - b. Install new window coverings.
 - c. Upgrade heating.
 - d. Replace main entrance doors.
 - e. Provide interior access to storage shed.
5. Storage Sheds
 - a. Repair storage sheds.
6. Building Exterior
 - a. Repair and repaint siding where necessary.

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Date: 2026.01.13

Landon Dix Projects Ltd. Contact:
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Issue: Issue Date:



1 Construction Plan
Scale: 1/4" = 1'-0"

Project
Coopers Green Hall

Address
5500 Fisherman Rd
Halfmoon Bay, BC
V7Z 1B2, Canada

Drawing
Construction Plan

Sheet
ID.102