



Town of Tillsonburg

Space Needs Study



Final Report – May 2, 2016
Revised – May 10, 2016



architecture/planning / interiors/ management
Brantford–Burlington

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EXECUTIVE SUMMARY

In January 2016 KNY Architects Inc. was retained to develop a space needs assessment outlining current / future needs, for administrative functions and determining an anticipated functional size, for a site and building, for a new Town Hall. The objective is to consolidate existing customer services, currently operating in several Town facilities, with the intent to create operational efficiencies.

KNY Architect, Stephan Namisniak reviewed each facility and met with the Town Hall Steering Committee which included:

Marty Klein, Chair, Mayor Stephen Molnar, Councillor Penny Esseltine, David Calder, CAO, Andrew Gilvesy, Rick Strouth, and John Veldman

KNY Architects also provided value added services in a form of a descriptive, regarding site selection, spacing planning, sustainability, accessibility guidelines and a cost plan for the project.

Study Summary

1. The total area of the three buildings reviewed are as follows:

200 Broadway	Office / Amenity Area - 9,000 SF. +/-
10 Lisgar St.	Office Area – 8,496 SF / Warehouse – 10,114 SF / Total – 18,609 SF. +/-
20 Spruce St.	Office Area – 3,326 SF / Warehouse – 14,327 SF - Total – 17,653 SF. +/-

2. Not reviewed for the study was Fire Hall at 80 Concession and Annadale House at 30 Tillson.
3. These reviewed facilities accommodate 111 staff.
4. From this total, the new facility is to accommodate 48 plus 1 future Town staff.
5. The program area required for a new Town Hall is approximately 21,046 - 23,828 SF. and includes, provisions the BIA and Chamber of Commerce and the following Town departments and staff:

Office of the CAO / Council – 14
Clerk – 3 (plus 1 future)
Building / Planning / Bylaw – 8
Finance – 15
Recreation, Culture & Parks – 3
Operation Services - 5

6. Parking requirements for the required building size would require 98 - 111 parking spaces.
7. Depending on the extent of outdoor public space, the property area required for the building and to accommodate future additions and future parking, would range from 2.6 - 4.4 acres in site area.
8. Future building expansion area is desirable and suggested at 10,463 – 15,887 SF.
9. Future additions would require additional parking ranging from 49 – 76 parking spaces.
10. The building height would be either a 2 or 3 storey structure depending on available site area available.
11. A consensus by many stakeholders is necessary in order to validate the need, desire, cultural and financial commitment for the project to be realized. A budget needs to be defined, land secured, and a variety of consulting services retained. A detailed Architectural design is necessary to define the relationship between site and building and to finalize the departmental relationships determined in this space needs study. The process could take 2 – 3 years in order to get the project to a “shovel ready” stage and through to completion depending on the many variables described in this study.

1.0 INTRODUCTION

1.1 Background

1. The Town is served by traditional municipal services of Public Works, Parks, Recreation and Culture, Economic Development, Building, Planning / By-law, Fire Services and Corporate Services.
2. The Town Council is comprised of a Mayor, Deputy Mayor and 6 Councillors all elected at large.
3. Customer Service is provided from the Customer Service Building which also houses Tillsonburg Hydro Inc. located at 10 Lisgar Street.
4. There are operational and administrative staff located at the Public Works Building located at Spruce Street and Recreation Complex located on Hardy Street and at the Town of Tillsonburg Cemetery located on Simcoe Street.
5. Fire Services are provided from a standalone Fire Hall which includes dispatch, administration, training room and fire fleet.
6. Annandale House, has 3 staff working from the location on Tillson Ave.
7. All these locations are under the ownership of the Town of Tillsonburg.
8. Corporate staff and Mayor and Council operate out of the Tillsonburg Town Centre, 200 Broadway Street Tillsonburg which is a combination of retail stores on the main floor and office space on the second floor.
9. The Town is currently leasing approximately 9,000 square feet of space at this location for general administration which also includes the Council Chamber with public seating.
10. The Town owns a municipal airport with support staff working from the airport terminal building.

1.2 Statement of Need

With staff providing customer services to the public at multiple facilities, some departments are disconnected functionally, with inappropriate adjacencies, some vacant and underutilized. Others are overcrowded environments. The need is to evaluate how to improve administrative and operational efficiencies in a consolidated facility, in order to provide effective delivery of services to the public and equally improve safety, working and business environments for staff and users.

1.3 The Purpose of the Project

1. The Corporation of the Town of Tillsonburg is seeking a study to evaluate the current facilities and to evaluate land and interior space requirements for a possible Town Hall construction.
2. Currently municipal staff work out of multiple locations.
3. The purpose of the evaluation is to determine an optimal “one-building” solution to increase efficiency and reduce operational costs.
4. Town of Tillsonburg has not secured a site, requires an opinion of space summary needs, a determination of property size to accommodate building, parking and any projected amenity spaces.
5. Review the current space allocations over multiple physical locations housing staff (administrative and operational) and Town Council, review layouts and facility limitations and make short and long term recommendations for space rationalization.

6. Provide facility options to include new construction, location change and rationalization of current space in Town owned facilities.

1.4 Objective

1. This project will result in a report that includes a comprehensive review of the current and future space needs, including a Council Chamber.
2. To develop a plan to insure adequate space is accounted for in any proposed Town Hall project.
3. To develop and outline assumptions to guide the study and report.
4. To undertake stakeholder engagement meetings to gather information.
5. To identify current Town Hall square footage requirements and to provide for a 20 year growth component.
6. Consider alternative uses for outdoor space that would complement a new Town Hall.
7. The consultant will work closely with the Town Hall Steering Committee.

1.5 Project Deliverables

1. A comprehensive report outlining the space usage as outlined in the project purpose.
2. Recommendation as to required space, taking into consideration a number of factors:
 - A continuation of approved direction to incorporate modular workstations into design plans. The City has designed some floors with a combination of fixed offices, open concept areas with modular workstations.
 - This direction was chosen as an alternative to constructing additional space.
 - Recommended adjacencies amongst functional areas.
 - Requirements for meeting rooms/training spaces.
 - Space for transient staff who work regularly at Town Hall or other facilities
3. A phased plan for implementation, with costing implications, taking into account a number of factors: business disruptions, budget dollars, timing.

1.6 Work Plan

These tasks, which represent our methodology for the project, are accomplished through their corresponding activities:

Task 1: Project Start - Up

1. Meeting with Stakeholders for Requirements
2. Review and discuss administrative procedures
3. Confirm terms of references or discuss changes that may affect the process
4. Reaffirm objectives and expectations and seek necessary clarification
5. Confirm milestone and refine project schedule
6. Identify and arrange of relevant data
7. Site visit and review existing facilities
8. Take inventory of existing conditions
9. Confirm areas and dimensions of the existing spaces



10. Document base floor plan drawings which are available
11. Interim Report

Task 2: Assess Needs of Departments

1. Review and document the Corporate Organizational Structure by department / individual
2. Prepare a survey questionnaire for data collection / opinions roles and responsibilities
3. Review industry trends and identify best practices and benchmarks
4. Assessment of the suitability of the current facilities, strategies and best practices
5. Review legislated accessibility requirements and functionality
6. Review standards for space related to parking requirements
7. Review common service areas and spaces
8. Review of administrative staff needs per square foot
9. Review senior management, CAO, Mayor's office, Council Chambers use per square foot
10. Review Town master plans in order to establish future growth projections and office space needs
11. Interim Report

Task 3: Strategic Planning / Analysis

1. Through stakeholders meetings, review and discuss the following issues:
2. Review / Propose Town's accommodation standards, including those for modular workstations and support spaces
3. Adjacency requirements amongst functional areas
4. Current functional adequacy of each Department / Division
5. Current short-term and long-term operational plan of each Department / Division
6. Future needs in short and long term within the next 5 years
7. Analyze collected data
8. Recommend and define options for individual work spaces and amenities
9. Refine options by engaging in discussions with stakeholders
10. Review the Site and Building space needs to meet projected accommodation needs, parking and site amenities
11. Develop Space Planning Design Concepts for individual space needs
12. Interim Report

Task 4: Space Need Plan

1. The consultant shall prepare a Space Needs Analysis for the Town including the chosen options to address the long and short term requirements. The Space Needs Plan will include a summary of all staff spaces program requirements, (Offices, workstations, for both full time and transient staff, meeting rooms, lunch room needs washroom needs, required support amenity spaces, parking needs, site area required etc.)
2. Develop Site and Building Plan depicting alternative size concepts for a new facility
3. Interim Report

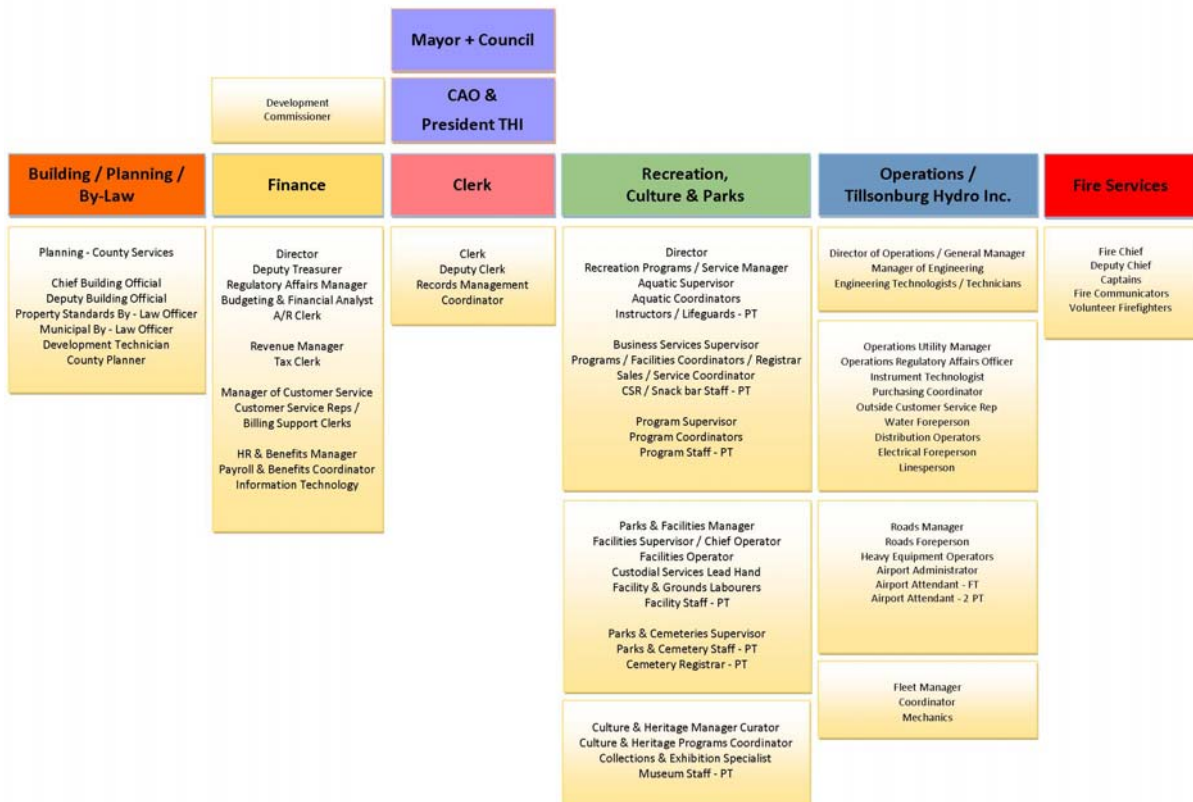
Task 5: Develop Final Report

1. Develop Conclusion / Recommendations / Next Steps Action Plan
2. Prepare a generalized Cost Plan for Development
3. Presentation to Council / Stakeholders

2.0 SUMMARY OF EXISTING CONDITIONS

2.1 Corporate Structure

The Town of Tillsonburg administration consists of 5 Departments, Development and Communication Services, Finance, Fire Services, Parks and Recreation and Operations which includes Tillsonburg Hydro Inc., plus the Office of the Chief Administrator and guided by Mayor and 6 Councilors'. Each department is led by a Director, who is a corporate leader and liaison between corporate and their department.



General Overview

Office of the Chief Administrative Officer

Each of the five above mentioned municipal departments are headed by specialists who are understandably focused on the needs of their departments. The CAO is the senior administrator of the Town and is responsible to city council for the effective and efficient operation of the Town. All Town departments report to council through the CAO. The CAO ensures that the advice and recommendations provided by staff to council are balanced and broad in perspective.

Clerk

The Clerk's office coordinates Council agenda and minutes, marriage and burial certificates, committee of Council, by-laws and record management. The expanded role includes performing statutory duties and duties of public interest and ensuring compliance with statutory requirements and municipal policy.

Building, Planning / By-Law

The Building / Planning / Department is responsible for providing a wide range of advisory and regulatory services that pertain to land use matters as well as the enforcement of the Ontario Building Code and Town By-laws.

The department functions in order to enforce property standards and related by-laws and is responsible for the review and administration of applications for development planning and building approvals.

Finance and CSC

The Finance Department is responsible for providing a variety of services to all departments throughout the Town, such as treasury functions, maintenance of the general ledger, and budgets, through audited financial statements and quarterly reports. Human Resources also falls under this department.

Recreation, Culture and Parks

This department includes the majority of the city's customer-direct service / face to face interaction with the public on a daily basis. The department provides community-oriented programs and services, facilities, and recreational and cultural opportunities for the community. The department also delivers cemetery services, environmental and conservation protection and facility maintenance to the Town.

Operations Services

The Town's Operations Services generally operates engineering, fleet services, water, Tillsonburg Hydro and general infrastructure services responsible for infrastructure design, construction, operations and management. The department ensures the Town's environment is efficient, safe, livable, prosperous and vibrant through quality road and sewer infrastructure.

Fire Services

Emergency response is the core of the department's mission. The Tillsonburg Fire Department is staffed by a career Chief and Deputy Chief with 28 on call volunteer firefighters operating from one station. The Department protects the Town of Tillsonburg and responds outside this area on a mutual aid basis as part of the Oxford County Mutual Aid Association. Emergency dispatch services operate out of the Fire Hall.

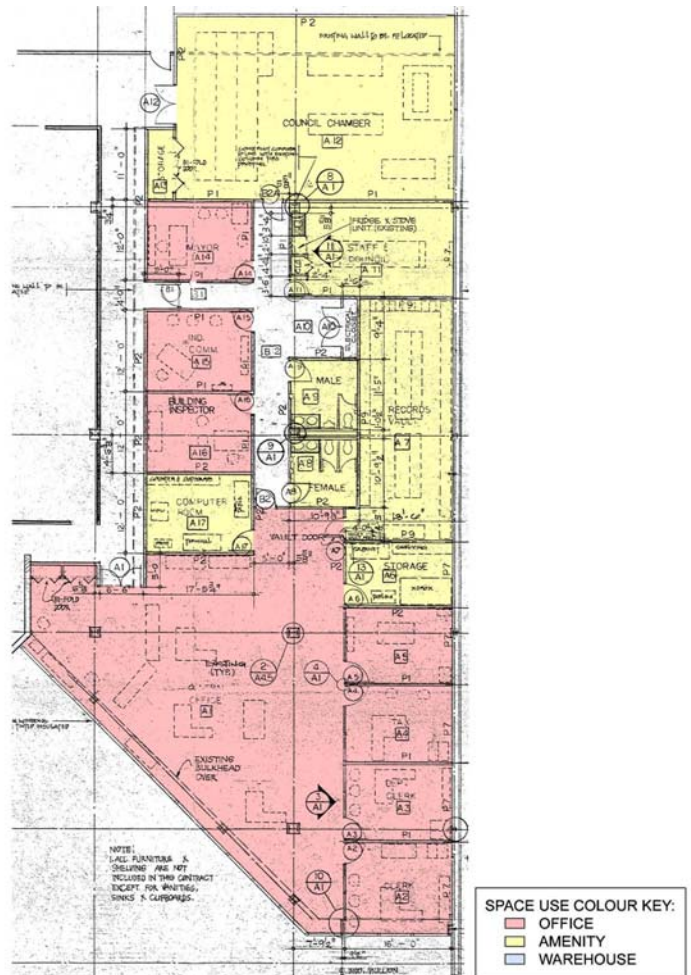
2.2 Current Facilities



200 Broadway Street
Town Hall

Office / Amenity Area - 9,000 SF. +/-

- Year Built 1980
- Located on the second floor of Tillsonburg Town Centre
- Functions for Mayor, Council, CEO, Clerk, Finance
- Spaces include Council Chambers, Offices, and amenity spaces
- No. of Offices – 10
- No. of Workstations - 10
- Spaces are not contiguous in operations
- Public access is via an elevator or fire stair
- Lacks sense of arrival, presence and spirit of a Town Hall
- Staff working environment is dated with poor access to natural daylight
- Expansion for more space is unknown at this time
- Chamber is not presentation friendly
- Chamber space suggested to be multi-functional
- Accessibility and way finding is a problem



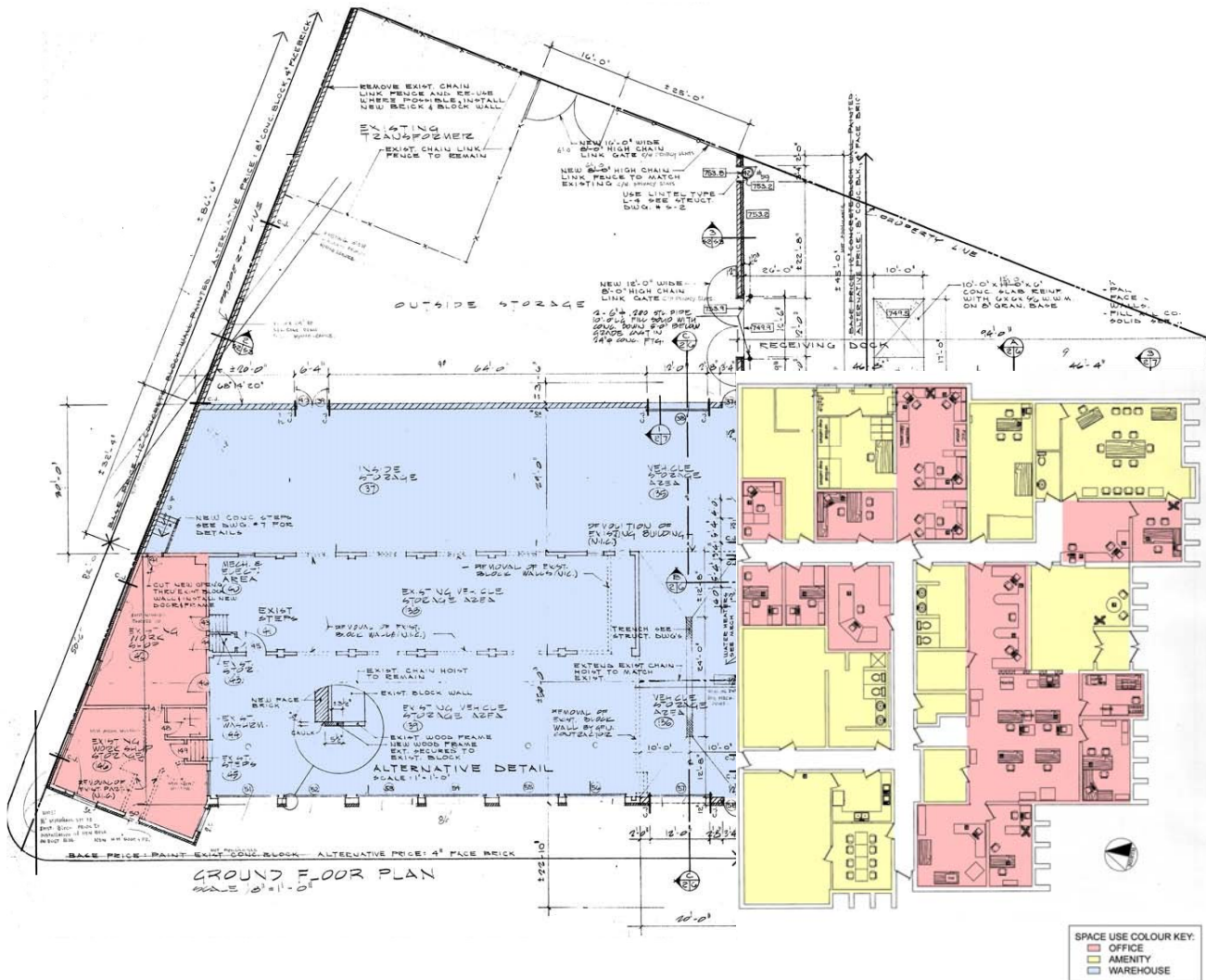


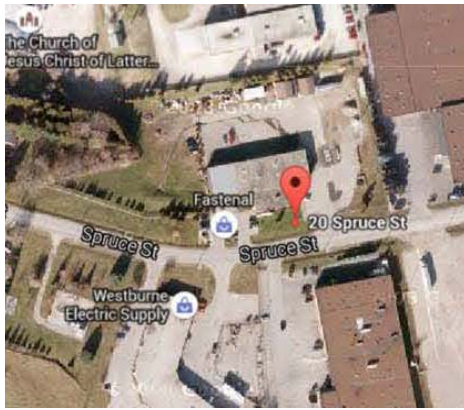
**10 Lisgar Street
Customer Service Centre**

Office Area – 8,496 SF+/-
Warehouse – 10,114 SF+/-
Total – 18,609 SF+/-



- Year Built - Circa 1970
- Functions for Customer Services, Building, Engineering
Tillsonburg Hydro
- Call Centre for Town Departments
- Spaces include Offices, truck storage and amenity spaces
- No. of Offices – 10
- No. of Workstations - 15
- Spaces are connected via corridors
- Public access at grade
- Staff working environment is dated, however acceptable
- The building envelop requires a great detail of repair
- Expansion to this building would be difficult
- Was constructed for public utilities





**20 Spruce Street
Operation Services**

Office Area – 3,326 SF+/-
 Warehouse – 14,327 SF+/-
 Total – 17,653 SF+/-

- Year Built – Circa 1970
- Functions for Public Works, Roads, Water
- Spaces include Offices, Fleet Warehouse and amenity spaces
- No. of Offices – 6
- No. of Workstations - 0
- Spaces are connected via corridors
- Public access at grade
- Staff working environment is dated, however acceptable
- Expansion to this building is possible but unlikely for a location for a Town Hall

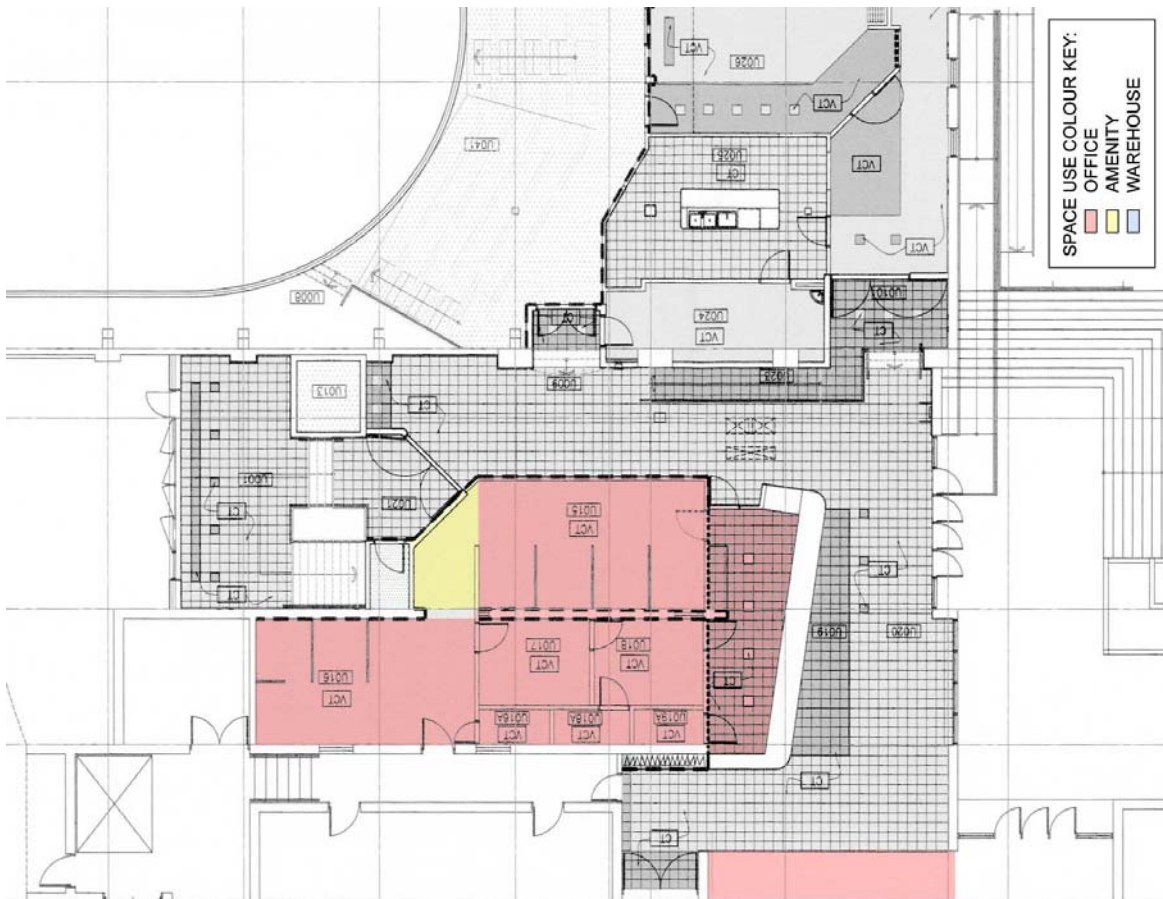


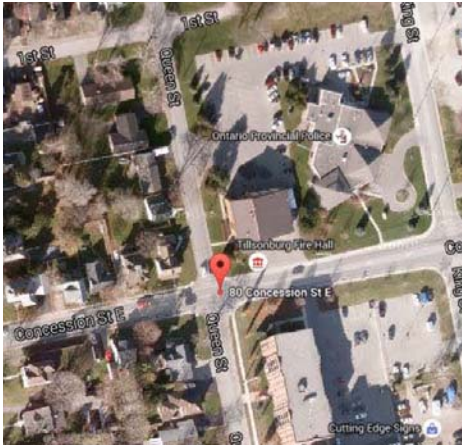
SPACE USE COLOUR KEY:	
	OFFICE
	AMENITY
	WAREHOUSE



45 Hardy Avenue
Tillsonburg Community Centre
Office Area – 1,600 SF+/-

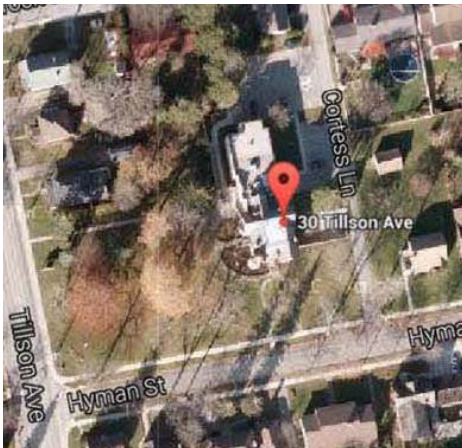
- Year Built – Circa 1970 with Multiple Additions since
- Functions as the Recreation, Culture and Parks
- Spaces include Offices, Arena, Pool, Senior Centre, Outdoor Recreation
- No. of Offices – 3 Plus 2 not seen
- No. of Workstations - 7
- Spaces are accessed behind a Customer Service
- Public access at grade / elevator at rear of building
- Staff Environments are acceptable
- This building is a dedicated recreational use building





**80 Concession Street East
Tillsonburg Fire Hall**

- Year Built – Circa 1979
- Function – Fire Hall with Dispatch Services
- Spaces include – 3 Bay Apparatus Area, Offices, Dispatch, Crew spaces
- Spaces are connected via corridors / Stairs
- Public access at grade only
- Staff working environment is acceptable
- Not reviewed for the study



**30 Tillson Avenue
Annandale Museum**

- Year Built – 1883
- National Historic Site
- Not reviewed for the study



3.0 OVERVIEW OF SURVEY

3.1 Questions

Survey questions focused on the following discussion items:

- a) The 5 most critical products / services provided by that Division;
- b) Level of interaction with the public as well as personal or confidential information;
- c) Level of interaction with other staff / Divisions / Departments;
- d) Space requirements for seasonal / temporary / visiting staff;
- e) Projected growth of staff population (within 5 years); and
- f) Specific amenity needs of each department.

3.2 Survey Responses

Seven (7) Survey responses were completed and received:

- Office of the CEO
- Clerk
- Building / Planning / Bylaw
- Finance + CSC
- Recreation, Culture & Parks
- Operation Services Fire Services

3.3 Survey Results

Refer to the following pages:

3.3 Survey Summary

DEPARTMENTS	Office of the CAO	Clerk	Building / Planning / By-Law	Finance + CSC	Recreation, Culture & Parks	Operations Services	Fire Services
5 CRITICAL PRODUCTS / SERVICES	<ol style="list-style-type: none"> Economic Development Marketing and Communication Town Administrative Oversight Governance – Council Reception Services 	<ol style="list-style-type: none"> Council Agendas & Minutes Vital Stats – Burial Permits, Death Registration, Civil Marriages Services Committees of Council By-Laws Records Management 	<ol style="list-style-type: none"> Review and Issuance of Building Permits Building an Property Standard Inspections Planning & Development Applications Building, Planning, By-law Inquiries & Reporting 	<ol style="list-style-type: none"> Budgeting Support Purchasing Support Customer Service IT Support Taxation 	<ol style="list-style-type: none"> Recreational & Cultural Programs for Area Residents Museum Display and Collection Activities Recreational Meetings and Event Space Rentals Parks & Cemetery Services to Area residents Facility Maintenance Services to Corporation 	<ol style="list-style-type: none"> Road Maintenance Water Distribution Hydro Distribution Sanitary & Storm Collection Asset Management (data collection / management, analysis / design, capital planning) 	<ol style="list-style-type: none"> Fire Suppression and Rescue Services Community Emergency Management Program Fire Emergency Communications & Customer Service Fire Prevention & Public Education Fire Code Enforcement
INTERACTION FACE TO FACE	Public - High Clerk - High Building - High Finance - High Parks - High Operations - High Fire - High	Public - High CAG / Mayor / Council - High Building - High Hydro - High Customer Service - High Engineering - Medium - High	Public - High CAO - Low Clerk - Medium Engineering - Medium Operations - Low	Public - High CAO - Medium Clerk - Medium Building - Low Parks - Medium Operations - Medium Hydro - Low	Public - High Clerk - Medium Finance - Medium Operations - Med - Low Fire - Low	Public - High Building - High Finance - Medium Engineering - High	Public - High Building - Low Finance - Low Operations - Medium
STAFFING	14	3	8	12	29	45	33
PROJECTED GROWTH - 5 YEAR	0	1	0	0	2	5	13
WORKSPACE REQUIREMENTS	6 – Offices 1 – Office Shared for 3 1 - Reception 1 - Workspace	2 - Offices 1 - Reception 1 - Workspace	5 - Offices 1 - Reception for 2 Staff 2 - Workspaces	4 - Offices 1 - Reception 8 - Workspaces	3 - Offices 1 - Reception 5 - Workspaces 3 - Workspaces Shared 3 - Other	9 - Offices 1 - Reception 10 - Workspaces 3 - Workspaces Shared	3 - Offices 1 - Reception 3 - Workspaces 2 - Other

3.3 Survey Summary

DEPARTMENTS	Office of the CEO	Clerk	Building / Planning / By-Law	Finance + CSC	Recreation, Culture & Parks	Operations Services	Fire Services
AMENITY SPACE NEEDS	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment Copy Room Refuge Area Break Room Convenience Station	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment Copy Room Refuge Area Break Room Convenience Station	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage - Scanners Electronic Equipment Copy Room Refuge Area Break Room – 8 people Convenience Station – 8 people	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment Copy Room – 2 Shared Refuge Area Break Room – 2 Shared Convenience Station – 2 x 2 (M / F) Shared	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage – 10 x 10 Library / Storage Computer Storage – 8 x 4 Electronic Equipment Copy Room – 6 x 8 Refuge Area Break Room – 20 x 30 Convenience Station – 8 x 8	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment – 15 x 15 Copy Room – 6 x 6 Refuge Area Break Room – 40 x 40 Convenience Station – 8 x 8	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage – 10 x 12 / 10 x 16 Library / Storage – 12 x 18 / 20 x 20 Computer Storage Electronic Equipment – 15 x 15 Copy Room – 10 x 12 Refuge Area – 16 x 20 Break Room – 20 x 30 / 6 x 8 Convenience Station – 8 x 8
SPECIFIC AMMINITY NEEDS	Council Chamber – 100 Boardroom – 12 Boardroom – 6 HR Training Room – Size?	Council Chamber Boardroom – 15 Boardroom Training Room Records Vault Room	Plans Storage – 150 SF	Boardroom – 6-8-13 Boardroom Presentation Room Training Room Server Room – 12 x 12	Field Equip. Storage – 10 x 10	Apparatus Bays – 70 x 80 Hose Tower – 10 x 8 x 3 Storeys Locker / Wash Room – 40 – 50 Lockers SCBA Fill Station – 14 x 16 Dunker Gear / Dryer – 10 x 10 / 10 x 16 PPE Storage - 10 x 12 Generator / Electrical – 10 x 12	

3.4 Summary of Spaces

Department	Staff		Space Type	Number Required	Proposed			Alternate Area (SF)	REMARKS
	Current	Future			Room Size	Area (SF)	Area (SF)		
Office of the CAO / Council									
Chief Administrative Officer / President THI	1	0	Office	1	14	x	18	252	252
Mayor	1	0	Office	1	14	x	18	252	252
Councillor	6	0	Workspace	1	15	x	20	300	300
Assistant to CAO / Mayor	1	0	Workspace	1	8	x	8	64	54
Commissioner of Economic Development	1	0	Office	1	10	x	14	140	140
Marketing / Partnership Officer	1	0	Workspace	1	8	x	8	64	54
Manager of Human Resources	1	0	Office	1	10	x	14	140	140
HR Assistant / Payroll	1	0	Office	1	10	x	14	140	140
General Manager / CEO THI	1	0	Office	1	10	x	14	140	140
Total	14	0		9				1492	1472
Clerk									
Clerk	1		Office	1	10	x	14	140	140
Deputy Clerk	1		Office	1	10	x	14	140	140
Records Management Coordinator	1		Workspace	1	8	x	8	64	54
Part Time / Student	0	1	Workspace	1	8	x	8	64	54
Total	3	1		4				408	388
Building / Planning / Bylaw									
Chief Building Official	1	0	Office	1	10	x	14	140	140
Deputy Chief Building Official	1	0	Office	1	10	x	14	140	140
Property Standards / Bylaw Officer	1	0	Office	1	10	x	14	140	140
Municipal By-Law Officer	1	0	Office	1	10	x	14	140	140
Development Technician	1	0	Workspace	2	8	x	8	128	108
County Planner	1	0	Office	1	10	x	14	140	140
Summer Students	2	0	Workspace	2	8	x	8	128	108
Total	8	0		9				956	916
Finance									
Director	1	0	Office	1	10	x	14	140	140
Deputy Treasurer	1	0	Office	1	10	x	14	140	140
Budget Analyst	1	0	Workspace	1	8	x	8	64	54
Purchasing Coordinator	1	0	Workspace	1	8	x	8	64	54
Accounts Payable / Accounts Receivable	1	0	Workspace	1	8	x	8	64	54
Revenue Manager	1	0	Office	1	10	x	14	140	140
Tax Clerk	1	0	Workspace	1	8	x	8	64	54
Customer Service Reps / Billing Support Clerks	7	0	Workspace	7	8	x	8	448	378
Information Technology	1	0	Workspace	1	8	x	8	64	54
Total	15	0		15				1188	1068
Recreation, Culture & Parks									
Director	1	0	Office	1	10	x	14	140	140
Manager of Parks & Facilities	1	0	Office	1	10	x	14	140	140
Unassigned / Spare	1	0	Office	1	10	x	14	140	140
Total	3	0		3				420	420
Operations Services									
Director	1	0	Office	1	10	x	14	140	140
Operations Administrator	1	0	Workspace	1	8	x	8	64	54
Manager of Engineering	1	0	Office	1	10	x	14	140	140
Senior Operations Technologists	1	0	Workspace	1	8	x	8	64	54
Asset Management Technologists	1	0	Workspace	1	8	x	8	64	54
Total	5	0		5				472	442

3.4 Summary of Spaces

Department	Staff		Number Required	Proposed		Alternate Area (SF)	REMARKS	
	Current	Future		Room Size	Area (SF)			
Office / Work Space Summary								
Office of the CAO / Council	14	0				1,492	1,472	
Clerk	3	1				408	388	
Building / Planning / Bylaw	8	0				956	916	
Finance	15	0				1,188	1,068	
Recreation, Culture & Parks	3	0				420	420	
Operation Services	5	0				472	442	
Total	48	1	0			4,936	4,706	
Department	Staff		Space Type	Number Required	Proposed		Alternate Area (SF)	REMARKS
	Capacity	Future			Room Size	Area (SF)		
Common Spaces								
Entry Vestibule				8	x	10	80	80
Staff Vestibule				8	x	10	80	80
Reception				10	x	10	100	100
Main Lobby / Welcome Area / Display Area				20	x	20	400	300
Council Chamber	100			50	x	75	3,750	3,000
Board Room - 1	12			14	x	20	280	280
Board Room - 2	6			10	x	15	150	150
Training Room	20			20	x	25	500	0
Break - Out Room - 1				8	x	10	80	80
Break - Out Room - 2				8	x	10	80	80
Lunch Room / Kitchen - Staff				15	x	30	450	450
Mail Room				8	x	10	80	80
Copy Room				10	x	15	150	150
File Room				10	x	15	150	150
Library Room				10	x	12	120	120
Map Room				10	x	15	150	150
Plotter Room				10	x	15	150	150
Washrooms - Public				12	x	25	300	300
Washrooms - Staff				12	x	25	300	300
Universal Barrier Free Washroom				10	x	10	100	100
Waste Recycling Room				10	x	12	120	120
Loading Area				8	x	8	64	0
General Storage				20	x	30	600	550
Vault				15	x	20	300	250
IT / Server Room				15	x	15	225	200
Mechanical Room				15	x	15	225	200
Electrical Room				15	x	15	225	200
Sprinkler Room				15	x	15	225	200
Elevator				10	x	10	100	100
Elevator Equipment Room				10	x	10	100	100
Stair 1				10	x	25	250	250
Stair 2				10	x	25	250	250
Stair 3				15	x	25	375	325
Total Common Space							10,509	8,845
Total Common Space + Office Space							15,445	13,551
Chamber of Commerce - 20 Oxford St.							800	800
BIA - 41 Bridge St. W.							400	400
Unassigned							1,852	1,600
Sub - Total							18,497	16,351
Circulation & Walls - 30% +/-							5,331	4,695
Total							23,828	21,046

4.0 Site Design Concepts

4.1 Concept One

2 Storey Building	- 23,828 SF.	Required Parking - 111 Spaces
Future Addition	- 10,887 SF.	Required Parking - 76 Spaces
Total Area	- 34,290 SF.	Total Parking - 160 Spaces

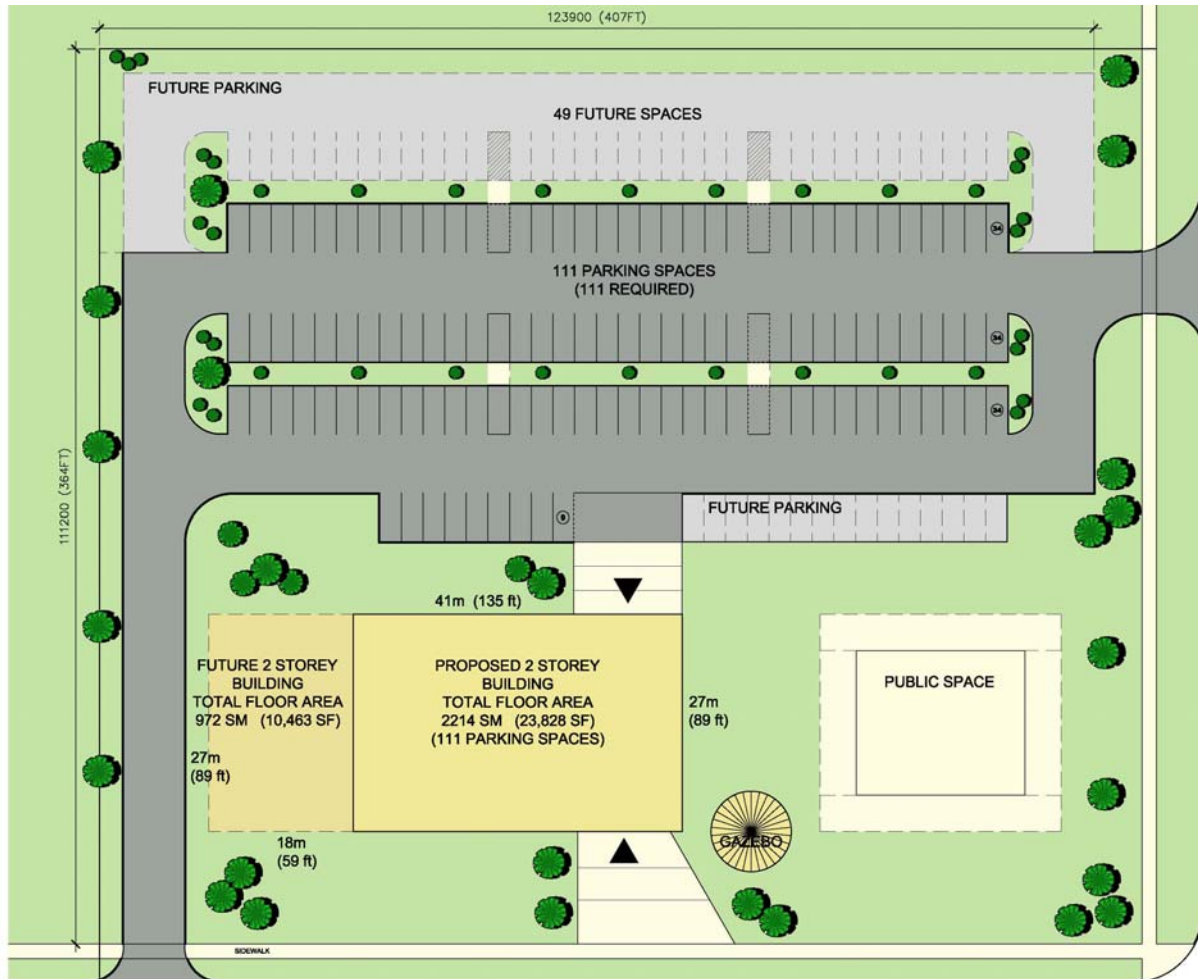
Site Area = 193,732 SF - Parking 1 space / 20 SM
 4.4 Acres
 1.8 Ha



4.2 Concept Two

2 Storey Building	- 23,828 SF.	Required Parking	- 111 Spaces
Future Addition	- 10,462 SF.	Required Parking	- 49 Spaces
Total Area	- 34,290 SF.	Total Parking	- 160 Spaces

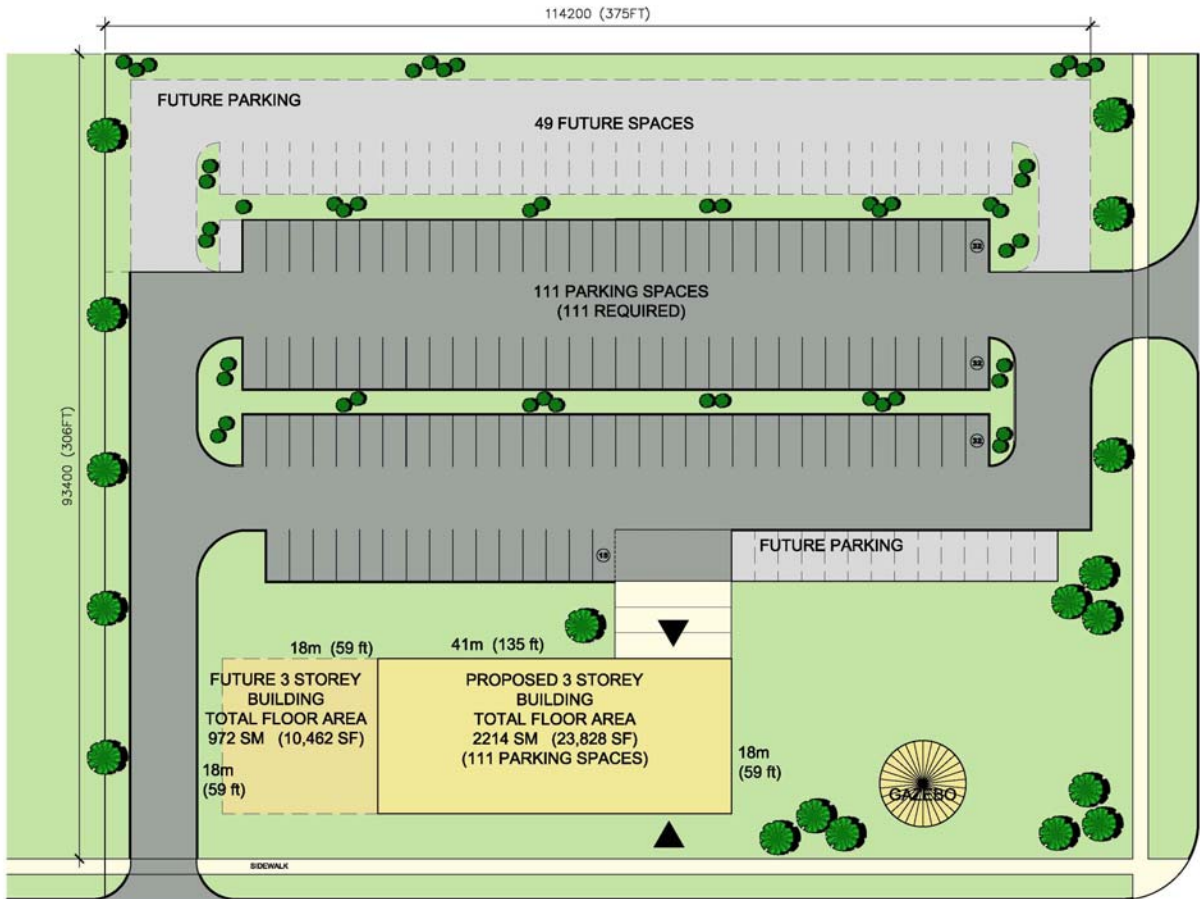
Site Area = 148,148 SF - Parking 1 space / 20 SM
3.4 Acres
1.4 Ha



4.3 Concept Three

3 Storey Building	- 23,828 SF.	Required Parking	- 111 Spaces
Future Addition	- 10,462 SF.	Required Parking	- 49 Spaces
Total Area	- 34,290 SF.	Total Parking	- 160 Spaces

Site Area = 114,750 SF – Parking 1 space / 20 SM
 2.6 Acres
 1.0 Ha



5.0 Site Selection – Guiding Principles

5.1 Site Selection Criteria / Location Determinants

Many factors determine the most appropriate and cost-effective location for a New Town Hall. The final decision will be a balance of both tangible and intangible selection criteria and preferences. The site selection process should include various types of properties and should include an investigation of both “greenfield and brownfield” parcels that could have the greatest impact in improving Downtown’s, neighborhoods and communities overall.

5.2 Location

The most critical determinant for the location of a Town Hall is “Community Presence,” one that is prominent and easily visible and recognizable as leader in local government, for staff, and visitors and the Community customer it serves.

5.3 Size

Ensure adequate site space is available to accommodate current needs and future expectations. Accommodate a desired level of public space for arts, entertainment, and recreation. Accommodate staff parking, visitor parking, and accommodate the needs for future expansion. The size of site will also dictate whether the building becomes a multiple floor structure (1, 2 or 3 storey structure).

5.4 Sustainable Design

The sustainability component of the site selection and development process should focus on the selection of sites that will have:

- *Least negative impact on the environment*
- *Fewest possible threats from the environment*
- *Require the least extraction of natural resources for site preparation, construction, and operation*
- *Redevelopment and Rehabilitation Potential*
- *Alternative Transit Availability*
- *Energy Efficiency or Reduction in Usage*
- *Habitat Preservation or Improvement*





5.5 Cost

The cost to purchase property at fair market value is understood to impact any development budget. The building site itself is a powerful determinant of construction costs. Sloped sites cost more to build on than level sites. Sites with poor soils conditions, high ground water tables, environmentally sensitive parcels of land, often require special and expensive construction methods.




Investment in additional studies and evaluations to understand site conditions and development challenges before the purchase is critical to uncover some of the hidden development costs that will need to eventually be dealt with during the detailed design of the site.



An evaluation of sites should include the following:

5.6 Cultural Factors

Existing Use, Ownership and Control	
<p><i>Site Context / Location</i></p> <p><i>Type of Land Ownership – Municipal or Private</i></p> <p><i>Legal property description, including limits of property, easements, rights of ways, and north indication.</i></p> <p><i>Zoning Bylaws and Local Codes / Function and Pattern of Land Use</i></p> <p><i>Current Uses / Adjacent Uses</i></p> <p><i>Setbacks</i></p> <p><i>Staff / Public Parking</i></p>	
Traffic and Transportation	
<p><i>Apparatus driveway and Point of entry - front door</i></p> <p><i>Vehicular turning radius</i></p> <p><i>Delivery / service entrance</i></p> <p><i>Transit / Walkability</i></p> <p><i>Traffic Capacity</i></p>	
Immediate Surroundings	
<p><i>Neighbourhood structures</i></p> <p><i>Shading and solar access</i></p> <p><i>Noise from streets, emergency services, aircraft, Odours, etc.</i></p> <p><i>Views and vistas</i></p>	
Site History - Former Site Uses	
<p><i>Hazardous dumping</i></p> <p><i>Landfill</i></p> <p><i>Old foundations</i></p> <p><i>Archaeological grounds</i></p> <p><i>Historic worth / History of existing structures</i></p>	

5.7 Technical Factors

Utilities	
<p><i>Potable water</i></p> <p><i>Sanitary Sewer Service</i></p> <p><i>Storm drainage (surface , sub-surface)</i></p> <p><i>Electricity</i></p> <p><i>Gas</i></p> <p><i>Telephone</i></p> <p><i>Cable / data / communications</i></p> <p><i>Fire Protection</i></p>	
Climate	
<p><i>Solar Orientation</i></p> <p><i>Shading of (or from) adjacent structures, natural features and vegetation</i></p> <p><i>Prevailing Winds</i></p>	
Topography / Hydrology	
<p><i>Topography</i></p> <p><i>Contours and spot elevations</i></p> <p><i>Slopes: percentage, aspect, orientation</i></p> <p><i>Erosion Channels</i></p> <p><i>Extent, location, and general configuration of rocks, ledges, outcrops, ridges, drainage lines, and other unique features</i></p> <p><i>Visual characteristics</i></p> <p><i>Potential problem areas during construction: siltation, erosion, etc.</i></p> <p><i>Analysis of physical features, including major focal and vantage points and their relationship within, into, and out from the site.</i></p> <p><i>Existing access and circulation</i></p> <p><i>Vehicular</i></p> <p><i>Pedestrian</i></p> <p><i>Vegetation</i></p> <p><i>Existing water bodies</i></p> <p><i>Drainage Canals: rivers, streams, marshes, lakes, ponds, etc.</i></p> <p><i>Natural and built</i></p>	

<p><i>Alignments and gradients</i></p> <p><i>Existing water way easements</i></p> <p><i>Surface</i></p> <p><i>Sub-surface</i></p> <p><i>Surface Drainage</i></p> <p><i>Patterns on and off the site (location of streams and washes)</i></p> <p><i>Proximity to floodplains</i></p> <p><i>Maximum flood level</i></p> <p><i>Frequently flooded areas</i></p> <p><i>Local watershed areas, amount of runoff collected, and location of outfalls</i></p> <p><i>Swampy and concave areas of land without positive drainage and other obstacles that may interrupt or obstruct natural surface drainage</i></p> <p><i>Potential areas for impoundments, detention/retention ponds.</i></p>	
Subsurface / Geotechnical Soil Conditions	
<p><i>Basic surface soil type: sand, clay, silt, rock, shale, gravel, loam, limestone, etc.</i></p> <p><i>Rock and soil type: character/formation and origin</i></p> <p><i>Geologic formation process and parent material</i></p> <p><i>Inclination</i></p> <p><i>Bearing capacity</i></p> <p><i>Bedrock</i></p> <p><i>Depth to Bedrock</i></p> <p><i>Bedrock Classification</i></p> <p><i>Seismic Conditions / Requirements</i></p> <p><i>Environmental Hazards</i></p>	
Financial Factors	
<p><i>Site Acquisition and Relocation Costs</i></p> <p><i>Demolition/Remediation Costs</i></p> <p><i>Site Construction and Preparation Costs</i></p> <p><i>Infrastructure Improvements</i></p>	

5.8 Civic Architecture and Civic Spaces

Civic Architecture and Civic Spaces are institutions, such as town halls, city halls, court houses, libraries, and cultural facilities, public markets, parks and squares, police stations and fire halls, are all the foundations of a civil society and the cornerstones of democracy.

They nurture and define a community's identity by instilling a greater sense of pride, they foster frequent and meaningful contact between citizens, they provide comfort in their public spaces and they encourage an increasingly diverse population to use them.

The design of Civic Architecture has been and always will be the highest calling for an Architect. These buildings are designed to last, they are a record of history, which reflect the architectural preferences of their era, and equally are reflective of community preferences and the needs of a developing population.

Kingston



Belleville



Milton



Goderich



Napanee



Ingersoll



Town Halls promote and enhance the quality of life of the community. In many cases, Town Halls serve not only as buildings for government functions, and transactions for public business, but also have facilities for various civic and cultural activities. These may include art shows, stage performances, exhibits and festivals. Town Halls are often designed with a great variety and flexibility of purpose in mind. As symbols of local government, Town Halls have distinctive architecture, and the buildings have great historical significance. Town Hall buildings serve as cultural icons that symbolize their Town.

6.0 BASIS FOR INTERIOR DESIGN – GUIDING PRINCIPALS

6.1 General Design Guidelines

New space planning has considered the following principles:

- Recognize people as the most important asset of any organization.
- New space planning must meet the functional needs of individuals, teams, departments and the customer being provided the service.
- Realize organizational values of openness.
- Provide more opportunity for team work / collegiality.
- Improve flexibility in space use. This principle recognizes that fewer barriers to change, less disruption when change does occur, and lower costs in money and time can be accomplished.
- Workspace should be practical. This principle recognizes that simply allocating office space to people based on their position or rank in an organizational hierarchy rather than the functional needs of their work may result in a less productive workplace and additional costs.
- Allocate office space in a rationalized, simplified and streamlined way.
- Use open space planning whenever practical.
- Reduce the number of different sizes of spaces.
- Standardizing the sizes of as many work spaces as possible.
- Use daylight and views.
- Reduce wasted double circulation.
- Enclosed offices are to be provided for senior managers.
- Offices in general are to be 10' x 14'
- Enclosed offices should be positioned on the building core and provided with glazing to receive natural light.
- The supervision of staff and/or occasional confidential meetings is not usually considered sufficient cause for an enclosed workstation.
- Confidential meetings for staff in general are to be conducted in meeting rooms and quiet rooms a considered a more efficient and functional solution.
- Quiet Rooms can be provided for small group meetings and work requiring privacy.
- Quiet Rooms should be equipped with furniture, computer equipment and communications connections.
- Workspaces in general are to be 8' x 8' in size,
- Work space screens should be 1.65m (65") or lower in height.
- Departments should consider sharing support spaces and equipment.
- Utilize space efficiently with appropriately sized workstations: it is less costly to relocated people than to relocate workstations.
- Departments should be empowered to plan their office space. This principle recognizes that, if office space is treated as an administrative resource and managers are given the opportunity to plan office space using simplified
- Standards and guidelines, more creative, cost-effective solutions to satisfying office space needs will result.

The following space planning concepts could be considered:

6.2 Typical Workstation Components

- Workstations are based on an 8' x 8' (64 sq. ft.) workstation module. The module is comprised of furniture components that meet the basic needs of most positions within a work environment providing for work surface, shelving, filing, general and personal storage. Consideration could also be given to 6' X 9' workstations.

6.3 Full Height Movable Walls / Partial Height Panels

- Movable walls / panels can be used as the alternative to drywall construction. This alternative supports sustainable practices and allows for future flexibility of office reconfigurations and reduced waste.
- The size, height and number of panels used to define a workstation or workspace area vary to suit proximity to major corridors or windows. For example, panels parallel to exterior windows will be lower to allow for the transfer of natural light to interior spaces.
- Selection of panel heights should reflect the optimum balance between visual privacy for the occupant and lighting efficiency (transfer of daylight and uniform illumination from overhead lighting fixtures). Where appropriate, graduated panel heights and/or glazed screen panels will be considered.

6.4 Fit-Up Workstation Electrical

- Each workstation is provided with one duplex power outlet, one voice / data outlet, and one power bar.
- The power bar provides for an additional six power receptacles. This accommodates typical workstation requirements for telephone, computer, computer monitor, cell phone charger and a task light.

6.5 Private Office

Private offices are defined as individual spaces requiring full height enclosure based on the following criteria:

- Positions conducting unscheduled and sensitive Human Resource related conversations on a frequent and daily basis.
- Positions requiring confidentiality frequently dealing directly with the public if separate interview and / or meeting rooms are not provided for that function.

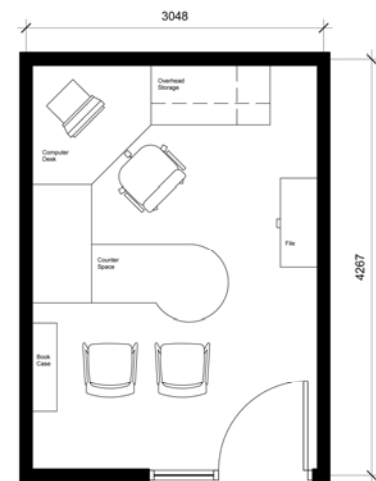
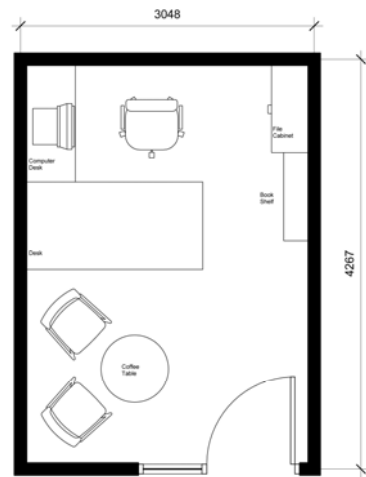
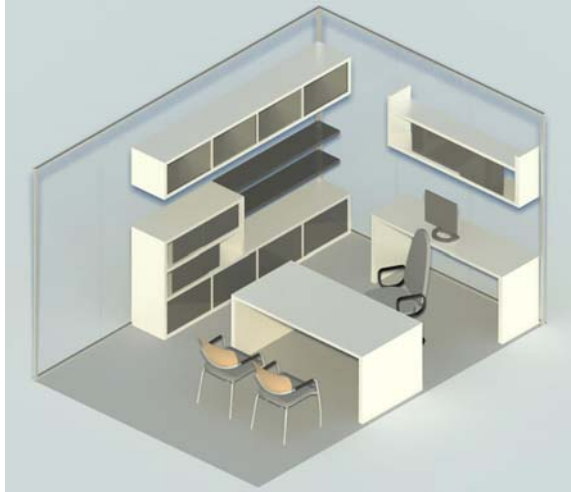
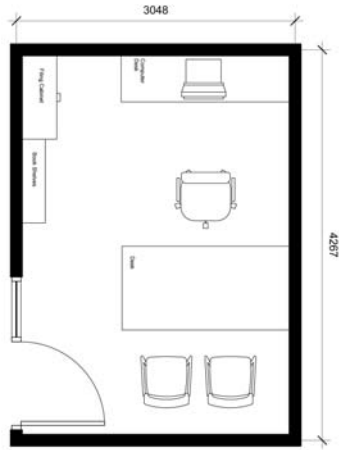
Private offices require the additional considerations:

- Separate light switching and light controls.
- Supply and return air diffuser grill.

Private offices size: **140 square feet (10' x 14') (13.9m²)**

- To maximize the transfer of daylight into the general office area, private offices are to be located along the interior of the building.
- Private offices will be provided with glazing to provide access to natural light.

6.6 Prototype Office Arrangements



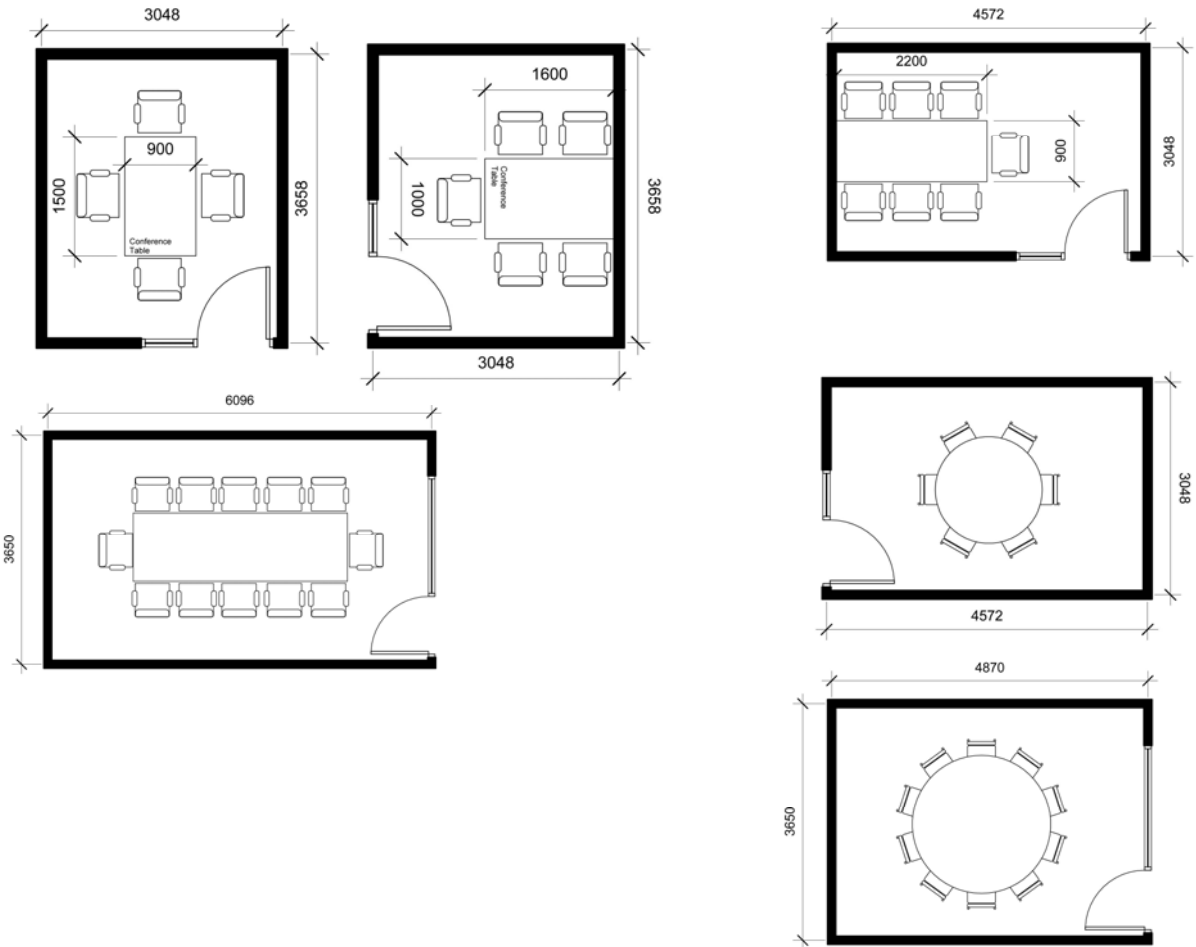
6.6 Support Spaces

A. Enclosed Meeting Rooms

Space guidelines for meeting rooms are based on the number of people they are to accommodate. As a guide, an area allowance of 1.85 m² (20 sq. ft.) per person for table seating is used for room calculations. Consideration should be given to the requirements for; window coverings, lighting, electrical, map rails, Smart Board, audio visual, equipment etc. The following are examples of meeting room sizes:

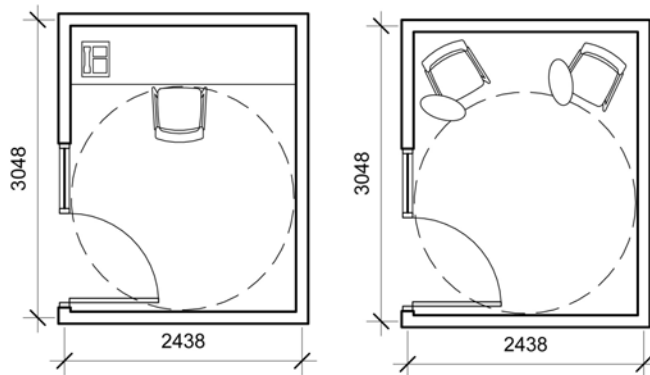


- Small Meeting Rooms: to accommodate meeting table and chairs for 4 - 6 people.
- Medium Meeting Rooms: to accommodate meeting table and chairs for 8 -14 people with possible storage space for audio/visual equipment and a possible horizontal surface for refreshment layout.
- Large Meeting Rooms (Boardrooms / Training Rooms): to accommodate meeting table and chairs for 20+ people with storage space for audio/visual equipment and a horizontal surface for refreshment layout.
- Consideration for folding / sliding partition separations should be considered for rooms exceeding 400 square feet.



B. Break – Out Rooms

- Typical: 10' x 8' (80 sq. ft.) (7.4 m²)
- Break - out rooms are spaces intended for use by personnel who normally occupy open area workstations. These rooms provide a quiet area to support work requiring a high level of concentration, private telephone conversations. Data drop, power and phone lines should also be considered.
- As a guide, the recommended planning ratio is one break - out room for every 45 staff. As a minimum, one break - out room per floor must accommodate the accessibility guideline for required turning radius.



C. File / Storage Areas

- File and / or storage rooms may be open, semi-enclosed or enclosed spaces. File areas may require structural review for floor loading capacity. For storage areas, free standing shelving units are recommended. As a guide, allow:
 - Area allowance of 10 sq. ft. (1 m²) per file or storage unit
 - Area allowance of 20 sq. ft. (1.9m²) per plan storage cabinet

D. Reception

- Reception areas should be programmed as two separate components consisting of the Waiting Area and the other being the Reception Workstation.

E. Waiting Area (sized to suit requirements)

- Waiting areas may include chairs, coat storage, display material (bulletin board, pamphlet rack etc.), child play area, and public access workstations.
- Wheelchair accessible areas should include open space for a minimum of one wheelchair to wait complete with a 5' 6' turning radius.

F. Reception Workstation (8.4m² or 90 square feet)

- Reception workstations must provide a minimum of one 36' wide section for barrier free access as per Universal Design Guidelines.

G. Centralized Shared Office Equipment Room

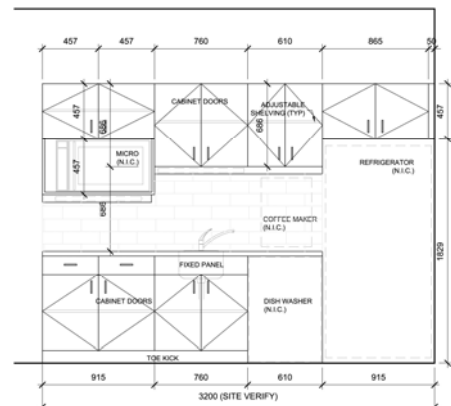
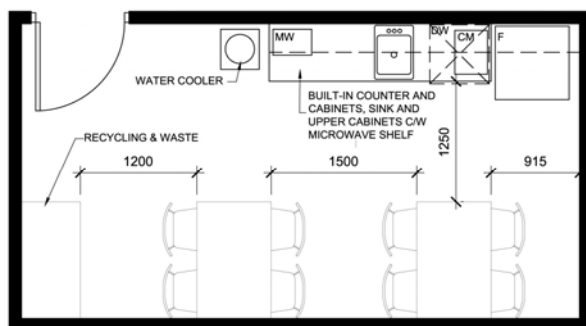
- Sized to suit program requirements
- Where possible, an enclosed centrally located equipment room should be provided as a shared function for various groups and be located such that it is accessible from a common corridor. The space should be sized to suit the Client's needs & equipment sizes.
- Requirements may include photocopiers, fax, printers, shredder, recycling, scanner, work tables, mail sorting slots, and/or supply storage. Appropriate clearances and electrical should be noted.

H. Supplementary Equipment / Printer Stations

- Typical: 25 sq. ft (2.3 m²)
- In addition to centralized office rooms, supplementary equipment / printer stations may be provided in common open areas.

I. Staff Rooms

- Staff Rooms may be provided when staff counts exceed 10 staff and a government contracted cafeteria is not provided.
- Only one staff room will be provided when multiple government tenants occupy an entire floor plate and a government contracted cafeteria is not provided.
- Staff Room size should be based on one third of the staff count.
- Each Staff Room should provide 7'-6" linear feet of built-in counter, complete with cabinets, sink, microwave area, optional under counter dishwasher, and area for fridge.
- Counters exceeding the typical 7'-6" counter length, must adjust sink height to meet accessibility standards.
- Electrical provision to be provided for all equipment including small appliances.



J. Coffee Stations

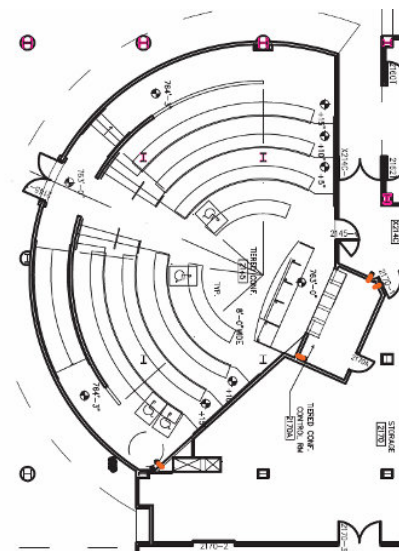
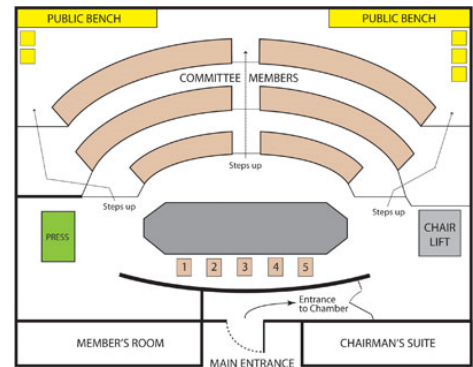
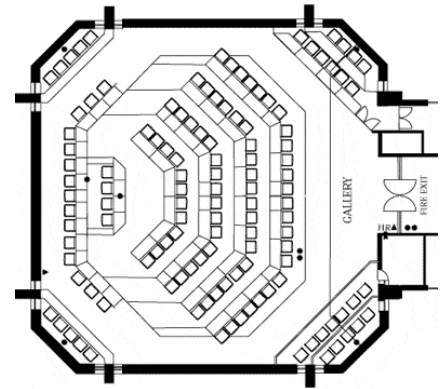
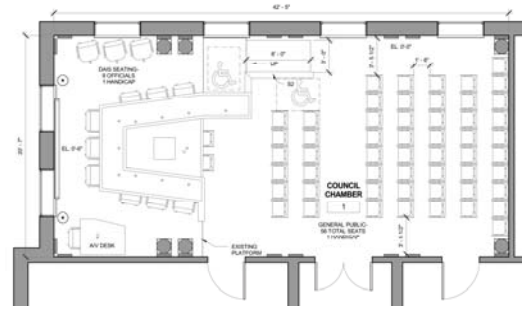
- Typical: 63 sq. ft. (5.8 m²)
- A Coffee Station may be provided when a Staff Room is not provided (i.e. when the staff count is less than ten).
- Supplementary Coffee Stations in addition to Staff Rooms may be considered where the floor plate is greater than 20,000 square feet.
- A Coffee Station should include built-in counter, complete with cabinets, sink, microwave area, and under counter fridge.
- Consideration should be given for recycling waste and the inclusion of a water cooler.
- Electrical provision is to be provided for all equipment including small appliances.

6.8 Council Chambers

Careful consideration must be given to plan and shape of the Chambers.

Non – fixed seating can provide for a multi – purpose space that could be intended for a variety of uses.

The following are some alternative visual images, intended for discussion and inspiration only.



7.0 ACCESSIBILITY IN THE WORKPLACE

On June 13, 2005, the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) received Royal Assent and is now law. The purpose of the AODA 2005 is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by 2025. A disability is any restriction or incapacity that prevents one from doing something.



A disability can be visible or invisible, for example:

- Mobility - People requiring the use of a mobility device (wheelchair or scooter), an assistive device (cane/crutch or walker) or persons of short stature.
- Sensory - People experiencing deficits in sight, hearing or smell.
- Coordination - People with multiple sclerosis, arthritis or pregnant women.
- Strength and endurance - People with heart conditions or breathing difficulties.
- Cognitive - People who experience memory loss or have an intellectual disability.

Planning For Accessibility: Key Points

7.1 General

- The goal of renovations should be to provide universal access for all people, including all ages and abilities, an overall functional environment, which will benefit everyone and offer equal opportunity to employment, community services and volunteer experiences.
- Design considerations should include accommodation of the needs of persons with mobility/agility impairments, sensory impairments, co-ordination impairments, strength/endurance impairments and cognitive impairments.

7.2 Accessible Routes

- The minimum turning radius required by most mobility devices is 1500 mm (5'). Appropriate maneuvering space should be available in areas such as landings, at intervals along longer paths and within any room type (washrooms, offices, meeting rooms).

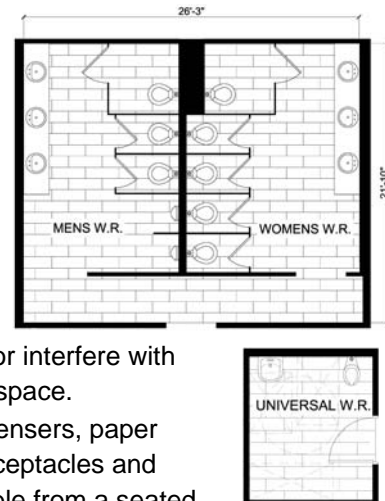
7.3 Accessible Entrances

- Main entrances should provide barrier-free access. However, where it is not possible to alter these entrances, an alternate accessible entrance may be provided in conjunction with the above accessible routes and parking.
- It is recommended that access be provided to main accessible entrances by both ramps and stairs with handrails.
- Ramp slopes should be a maximum of 1:12. Slopes of 1:16 to 1:20 are easier for most people to negotiate. That is: for every 1" of vertical rise, 12" of horizontal ramp is required (e.g. a 5" step would require a 60" ramp to be built).

- Accessible doors and doorways within the building should provide a minimum of 850 mm (33-1/2") of clear space. That is, when the door is open, the space from the door to the opposite side of the doorframe should be a minimum of 850 mm (33-1/2").
- Accessible door hardware should be lever-type, push/pull or d-shaped.
- If an automatic door is available, the 'push-pad' should be a minimum 150 mm (6") diameter button with the international symbol of accessibility clearly identified.
- Windows or glass panels should be clearly identifiable (colour contrasting frames, markings on glazing).
- Changes in colour and texture as well as appropriate signage should be considered.
- Appropriate lighting should be provided in these areas.

7.4 Accessible Washrooms

- If modifying an existing washroom is not possible, design of at least one individual accessible unisex washroom should be considered. Although larger in size, unisex washrooms provide an individual with the ability to have assistance by a caregiver.
- Appropriate transfer space on one side and in front of the toilet should be provided. Flush controls should be located on the transfer side of the toilet. Dispensers and other accessories should not obstruct or interfere with the safe use of the grab bars, transfer or maneuvering space.
- Accessories (such as light switches, mirrors, soap dispensers, paper towel dispensers, hand dryers, coat hooks, garbage receptacles and shelves) should be mounted at a height that is accessible from a seated position. Appropriate clear floor space beneath and/or in front of each fixture should be considered.



7.5 Accessible Kitchens / Coffee Areas

- Kitchens should provide appropriate clear floor space in front of appliances and work spaces. Custom millwork and careful product selection will give you the opportunity to design areas, which are fully accessible.
- Accessible workspaces should have appropriate clear space underneath.
- Switches, outlets and controls should be located at the front of appliances and counters.
- Cabinets should provide some shelving that is accessible from a seated position or a pantry could be constructed.
- Sinks should be mounted so that appropriate knee and toe space is provided underneath. Faucets should have handles that are lever-type. Pipes and drains under the sink should be insulated to prevent injury.
- Any vending machines, coffee makers, microwave or other appliances should be accessible.

7.6 Access between Floors

- Elevating devices should be considered where any significant change in level cannot be safely or feasibly accommodated.
- Space for maneuvering of a variety of mobility devices and for transportation of two people, where assistance to travel between floors is required, should be considered.

7.7 Offices and / or Meeting / Program Rooms

- All meeting rooms, program rooms and staff areas should be accessible. All furniture and office accessories/equipment should be located so that they do not obstruct accessible paths of travel or interfere with interior room maneuvering spaces.

7.8 Signage

- Signage will be important to all people using the building. To improve the environment for persons with visual impairments, signage should be mounted at a consistent height of 1525 mm (5').

7.9 Public phones

- If public phone(s) are available, at least one should be installed with a clear knee space of 720 mm (29") with the maximum highest point no more than 1200 mm (47").

8.0 SUSTAINABLE OFFICE ENVIRONMENTS

A sustainable office environment and design requires building an office to the highest quality and functional standard, understanding aesthetic, environmental and social benefits, and always based on cost assessments that reflect the whole office interior life cycle, in order that the investment can be responsibly maintained.

Modifications to existing spaces should be considered with the integration of sustainable design principles. Environmental aspects could include:

- Plan to enhance work environments through healthy and vibrant internal environments including excellent levels of natural light and ventilation with personal control.
- Does not endanger the health of the occupants through exposure to pollutants, the use of toxic materials or providing host environments to harmful organisms - Use renewable and recycled and recyclable resources and materials wherever possible.
- Optimizing natural light and views to the exterior with the open office design
- Reuse of materials, including carpeting, and other salvaged materials and equipment.
- Selection of low emitting materials and recycled content materials
- Installation of energy-efficient lighting with sensors and a sophisticated control system to significantly reduce the use of electricity in the office
- Maintained the majority of the existing construction, reused some components within the project, and recycled most of the construction waste
- Commitment to the space through a long term lease, lengthening the cycle of tenant fit-ups that often occurs with short-term leases
- Green housekeeping practices by the property manager and tenant complement the sustainable principles of the project.
- Uses materials that are environmentally friendly in manufacture, use and disposal



- Planning the space to optimize the exterior views and to use natural light as a resource for all occupants.
- Finishes should be chosen for their durability, their recyclability, and their low toxicity.
- Use of energy efficient fixtures and renewable, sustainable products and materials were specified.
- Reuse of existing materials.
- Use of recycled content for carpet, sheet flooring and fabrics.
- Use of low VOC interior paints and other floor, wall and ceiling finishes.
- Light colours are used on large walls and ceiling surfaces to reflect as much natural light as possible.
- Overhead lighting can be switched / controlled by photocells that detect if enough daylight is illuminating the open space.
- Occupancy sensors in the private offices and conference rooms assure that overhead lighting is turned off automatically when the rooms are not occupied.

10.0 CONCLUSIONS

1. The total area of the three buildings evaluated are as follows:

200 Broadway Office / Amenity Area - 9,000 SF. +/-

10 Lisgar St. Office Area – 8,496 SF / Warehouse – 10,114 SF / Total – 18,609 SF. +/-

20 Spruce St. Office Area – 3,326 SF / Warehouse – 14,327 SF - Total – 17,653 SF. +/-

2. Not reviewed for the study was Fire Hall at 80 Concession and Annadale House at 30 Tillson.
3. These facilities accommodate 111 staff.
4. From this total, the new facility is to accommodate 48 staff plus 1 future staff. Plus BIA and Chamber staff.
5. The new facility requires the following space:

New Office	4,544 - 4,744 SF.
Common Space	8,845 - 10,509 SF.
Total	13,389 - 15,253 SF.

Add:

Chamber of Commerce 800 SF.

BIA 400 SF.

Unassigned space 1,600 SF.

Add:

Circulation & Walls – 30% 4,857 - 5,523 SF.

Total Building Area 21,046 - 23,828 SF.

6. The building size required by the various consolidated departments is a building 2 – 3 storeys in height and a building area of approximately 21,046 - 23,828 SF.
7. Future building expansion area is desirable and suggested at 10,463 – 15,887 SF.
8. Parking requirements for the required building size would require 98 - 111 parking spaces.
9. Depending on the extent of outdoor public space, the property area required for the building and to accommodate future additions and future parking, would range from 4.4 – 2.6 acres in site area.
10. Future additions would require additional parking ranging from 49 – 76 parking spaces.
11. The geometric configuration of the properties is an important consideration of the efficiency of a building and site layout, which must be studied in further detail.
12. The budget cost plan should be considered very broad, since specifics of the site, building, technical details, timelines, etc. are unknown and beyond the scope of this study.

As a result of this study the committee identified alternative sites for consideration.

These sites would require further evaluation with regards to appropriate location, property size, zoning, setbacks, landscape, parking – surface or underground, usage and or demolition of existing building and expropriation of existing properties etc.

11.0 RECOMMENDATIONS / NEXT STEPS

1. Further design study would be required, on the above noted sites with regards to appropriate location, property size, zoning, setbacks, landscape, parking – surface or underground, usage and or demolition of existing building(s) and expropriation of existing properties etc.
2. The building design in terms of height and configuration will be subject to the site selected.
3. Ideally a 2 storey facility would provide good efficiencies in design and workspace efficiencies, a 3 storey to a lesser extent.
4. It would not be recommended that the building height be increased to a 4 storey facility due to a small footprint, demanding and inflexible layout, make departmental adjacencies less efficient and less desirable, with added inefficiencies in design from a building plan and height ratio, which would increase construction costs.
5. Parking will be a design challenge if only surface parking is desired. Off site or underground parking should be considered to meet current bylaws and equally considered with an added expense.
6. A detailed lot survey would be required to ensure the accurate size of the property is well defined. Once the preferred site is determined meeting specific criteria of cultural and technical attributes of the design a detail site survey, geotechnical and environmental reports are necessary for a detail design, and construction documents intended tendering will be required.
7. Detailed costing should be done during various stages of design development in order that the design is working towards a target budget.
8. Naturally, properties will need to be purchased and consolidated for Town ownership. Prior for this work to evolve and proceed.

A general project schedule could include the following timeline.

- Evaluation of above noted site – 2 months
- Land Acquisition – 12 months
- Detailed Site Survey – 2 months
- Geotechnical / Environmental Reports – 2 months
- Schematic Design of a Preferred Site – 2 months
- Detailed Design of Preferred Site – 4 months
- Construction Documents – 6 months
- Tendering / Council Approval – 2 months
- Construction – 11 months
- Final Occupancy – 1 month

Going Forward...

A consensus by many stakeholders is necessary in order to validate the need, desire, cultural and financial commitment for the project to be realized. A budget needs to be defined, land secured, and a variety of consulting services retained. A detailed Architectural design is necessary to define the relationship between site and building and to finalize the departmental relationships determined in this space needs study. The process could take 2 – 3 years in order to get the project to a “shovel ready” stage and through to completion depending on the many variables described in this study.