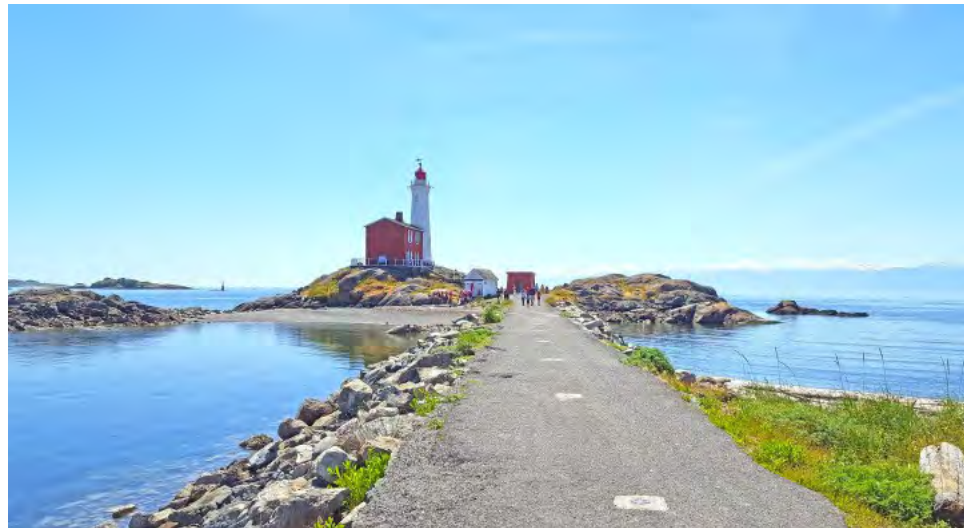


# City of Colwood Facility Feasibility Study

Prepared by Kasian Architecture, Interior Design and Planning Ltd.

Issued: May 10, 2022



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*Photo credits Cover Page from top left:*

*Figure 0.1: Fisgard Lighthouse. Source: [www.colwood.ca](http://www.colwood.ca)*

*Figure 0.2: Colwood Waterfront. Source: [www.colwood.ca](http://www.colwood.ca)*

*Figure 0.3: Galloping Goose Regional Trail. Source: [www.colwood.ca](http://www.colwood.ca)*

*Figure 0.4: Public Works Trucks. Source: [www.colwood.ca](http://www.colwood.ca)*

*Figure 0.5: Royal Bay Neighbourhood. Source: [www.colwood.ca](http://www.colwood.ca)*

*Figure 0.6: Hatley Castle. Source: [www.colwood.ca](http://www.colwood.ca)*

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Appendix A: Current State Detailed Program

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*Photo credits opposite page from top left:*

*Figure 0.7: Seattle North Transfer Station. Source: <http://www.lydig.com/projects/industrial/north-transfer-station>*

*Figure 0.8: Metro Vancouver Headquarters. Source: Kasian*

1

# Executive Summary



## Project Overview

The City of Colwood retained Kasian Architecture, Interior Design & Planning Ltd to develop a conceptual master plan for Municipal Complex at 3300 Wishart Road which includes a Public Works Yard and the City Hall.

The design team engaged with key City representatives to provide the vision and framework for the future development of the Municipal Complex. These engagement activities included a site tour, workshops and interviews, supported by background knowledge gained through review of key City guiding documents, such as the City of Colwood Official Community Plan, the City of Colwood Parks and Recreation Master Plan. The knowledge gained was translated into preliminary blocking options and finally into a preferred master plan with Class D costing.

## Establishing the Vision

The redevelopment of the Municipal Complex provides the

City of Colwood with an opportunity to create new facilities to reflect and support the City's vision for the future. Through a visioning session and background research into Colwood policy documents, the design team developed a series of Planning Directives to define the vision for the site and to guide its development over the long term planning horizon. The Planning Directives are organized around seven (7) project objectives:

- Operational Efficiency
- Resiliency
- Health & Safety
- Modern Facilities
- Community Partnerships
- Sustainability
- Accountability

The Planning Directives are specific goals and targets identified for each of these project objectives. They have defined the master plan site options and have become the

evaluation criteria against which the design renewal options have been assessed.

## An overview of the Visioning and Planning Directives detailed in Section 2.

## Site and Existing Facilities Overview

The design team reviewed the existing Public Works Yard and City Hall facility to fully understand the physical characteristics and constraints of the site. The key challenges that were identified through this process are:

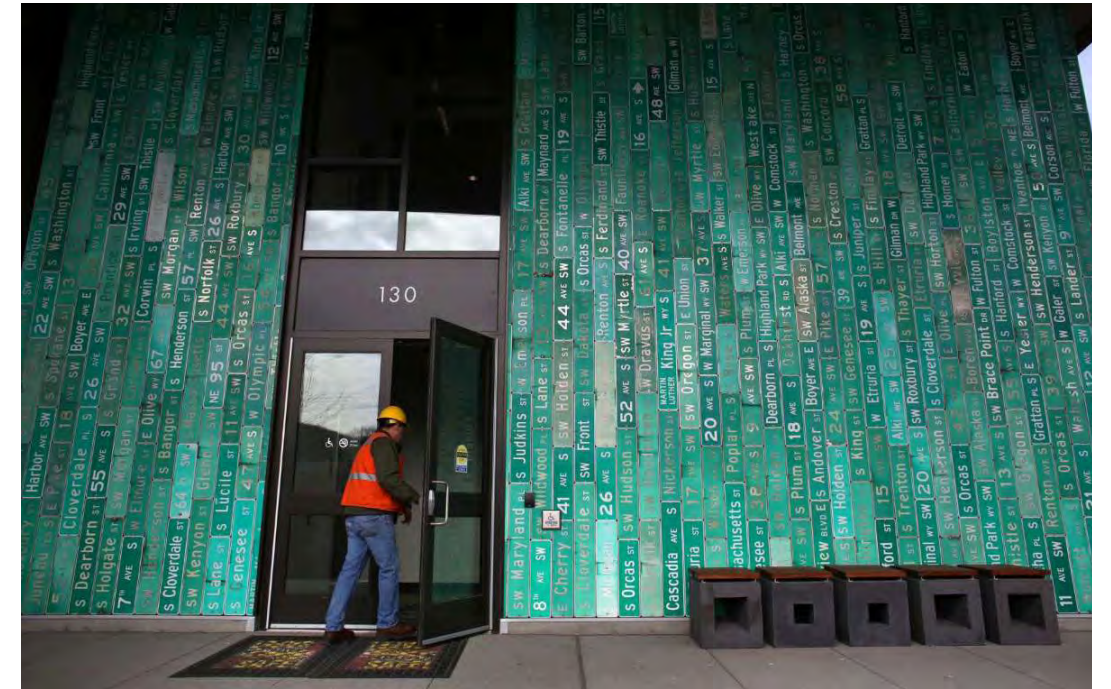
- Primary access to both the City Hall and Public Works Yard is along Tipton Avenue, which also provides access to the neighbouring Wishart Elementary School. This mixes public, staff and operations vehicle flows which are ideally separated for safety and creates congestion at peak times.
- Public vehicles are required to circulate within the

secure Public Works Yard to access the Branch Drop-off at the north-west corner of the yard.

- Aging buildings, with limited staff support spaces such as meeting space, locker/change facilities and break areas.
- The use of temporary trailers to accommodate Public Works administrative staff and support spaces that would be better accommodated in a purpose-built structure.
- Grade changes that surround the City Hall site and divide the Public Works Yard into two levels.

The master plan options included in this report respond to each of these key findings to ensure a resilient and efficient solution for the City.

The site assessment also looked beyond the immediate site boundaries to the community context. A review of the applicable City planning and zoning documents has provided a broader lens through which to envision the site. The master plan addresses this context through providing community



space on site, such as flexible meeting space for community groups and maintaining a park like setting for Municipal complex.

Findings from the site investigation are outlined in Section 3.0

**Needs Assessment**

Through a guided site tour and interviews, the design team documented the current operations on-site to create a baseline for a needs assessment. Current facilities and operations were assessed against benchmarked best practices and the Planning Directives and were combined with user feedback on anticipated future needs, to develop a 30 year future state space program. The resulting net program represents a 32% increase over the current net program space at Municipal Complex. The primary contributors to the net program increase are:

- Right-sized spaces aligned with future operational needs:

- Maintenance Bay and Workshop sizes, types and quantities.
- Staff and Fleet Parking..
- Support spaces such as locker/changing/drying facilities, meeting space and break spaces.
- Accommodating staff growth to 30 year projections.
- Adding a Nursery to the Public Works Yard.
- Allowance for an on-site archive facility.
- Providing for resiliency:
  - Providing footprint area for energy generation and storage on site.
  - Providing a Department Operations Centre which can operate a flexible meeting space.
- Providing public use space:
  - Allowing for flex space within the Public Works Yard and City Hall buildings for community use.
  - Increasing the site of the Community Garden through the addition of greenhouse space.

**Existing accommodations and future planning considerations**

are detailed in Section 4. The proposed future state program is detailed in Section 5.

**Master Plan**

The design team developed three (3) preliminary redevelopment options to meet the program requirements in the context of the constraints and opportunities of the current site. These preliminary options were workshopped with key Colwood representatives to refine and evaluate the concepts and identify a preferred option. This preferred option has been developed into a Master Plan for both the Public Works Yard and City Hall site which could be implemented in six (6) phases based on available budget.

The **Master Plan, including the initial preliminary options, is outlined in Section 6.**

Figure 0.9: Exterior Industrial Racking. Source: <https://www.interlakemecalux.com/blog/outdoor-warehouses>

Figure 0.10: CBSA Pacific Border Crossing. Source: Kasian

Figure 0.11: Seattle South Transfer Station. Source: <https://www.seattlepi.com/mount-rainier/article/Inside-Seattle-s-new-South-Transfer-Station-4425420.php#photo-4452916>

## 2

## Project Overview and Vision

## 2.1 Assignment Overview

In October 2021, the City of Colwood engaged Kasian Architecture, Interior Design & Planning Ltd. to provide a Facility Feasibility Study for the 12.5 acre Municipal Complex at 3300 Wishart Road. The complex currently accommodates a City Hall, a Public Works Yard and parking facilities. The first steps of the study were to review the current program on site and determine spatial needs for a 30 year planning horizon based on projected future service demands. Through this process three master plans for the site were developed which assessed the feasibility of providing a new Public Works Operations building with associated works yard and garage, while retaining sufficient open area to accommodate a future new City Hall with associated growth, should the City Hall function remain at the current site. The primary focus of the planning activities was on the Public Works facility, providing a detailed site layout. The scope of work for City Hall was limited to identifying a basic footprint and ideal location on site. The proposed Public Works facility outlined in the master plans was costed at a Class D level (+/-25%) as a separate report, to provide the City with benchmark budget pricing to assist in determining construction priorities and a preliminary implementation approach.

Figure 2.1: Aerial view of Municipal Complex, Source: Google Earth, 2021



## 2.2 Project Methodology

The City of Colwood requires a space needs assessment and conceptual plan of the 30 year projected requirements for administrative, operational and public spaces at the current Municipal Complex. To achieve this, the design team engaged with the City in a two-phase process as shown in the Figure 2.2 on opposite page.

**In Phase I: Understand the Current State, Contemplate the Ideal**, the design team reviewed the current conditions of the administrative and operational spaces at the Municipal Complex and facilitated a strategic visioning process.

### Strategic Visioning:

To establish the overall vision for the new Public Works facility and Municipal Complex site, the design team facilitated a Visioning Charette. The outcomes of the charette led to the creation of a Vision Statement and Planning Objectives to guide the development of the future state concept program and site plan options. The Vision and Planning Objectives are outlined in Section 2.3 of this report.

### Current State Analysis:

To gather information on the current state and inform the future needs assessment, the design team toured the existing facilities at 3300 Wishart Road with key department representatives. Through this process, the design team gained a high-level understanding of current Department facilities, functions, work-flows, challenges and opportunities.

The design team also performed a desktop review of the site and community context from available background collateral to understand the physical characteristics of the site and any regulatory requirements.

The current state information gathered in Phase I has been translated into a site overview and existing program analysis outlined in Sections 3 and 4 of this report. The program lists the current interior area requirements for office workspace, support spaces, and industrial spaces (workshop and storage) and the exterior gross area for laydown, storage and parking.

**In Phase II: Define the Future State**, the design team defined the future program requirements and developed the functional concept plan for the site.

### Future Needs Assessment:

The design team has used the current state analysis, the project vision, and information gathered through interviews with key Department representatives, to develop a proposed Future Needs Assessment program document. This program quantifies the required expansion or consolidation of the various functions to be incorporated into the site. This program is detailed in Section 5 of this report.

### Blocking Options & Master Plan:

The design team translated the strategic vision and future needs assessment into preliminary blocking options and then into three functional concept site layouts. Through a series of reviews and workshops, a preferred option was identified.

This preferred option was refined based on feedback and then layered with additional information, such as phasing, to create the final Master Plan as detailed in Section 6 of this report.



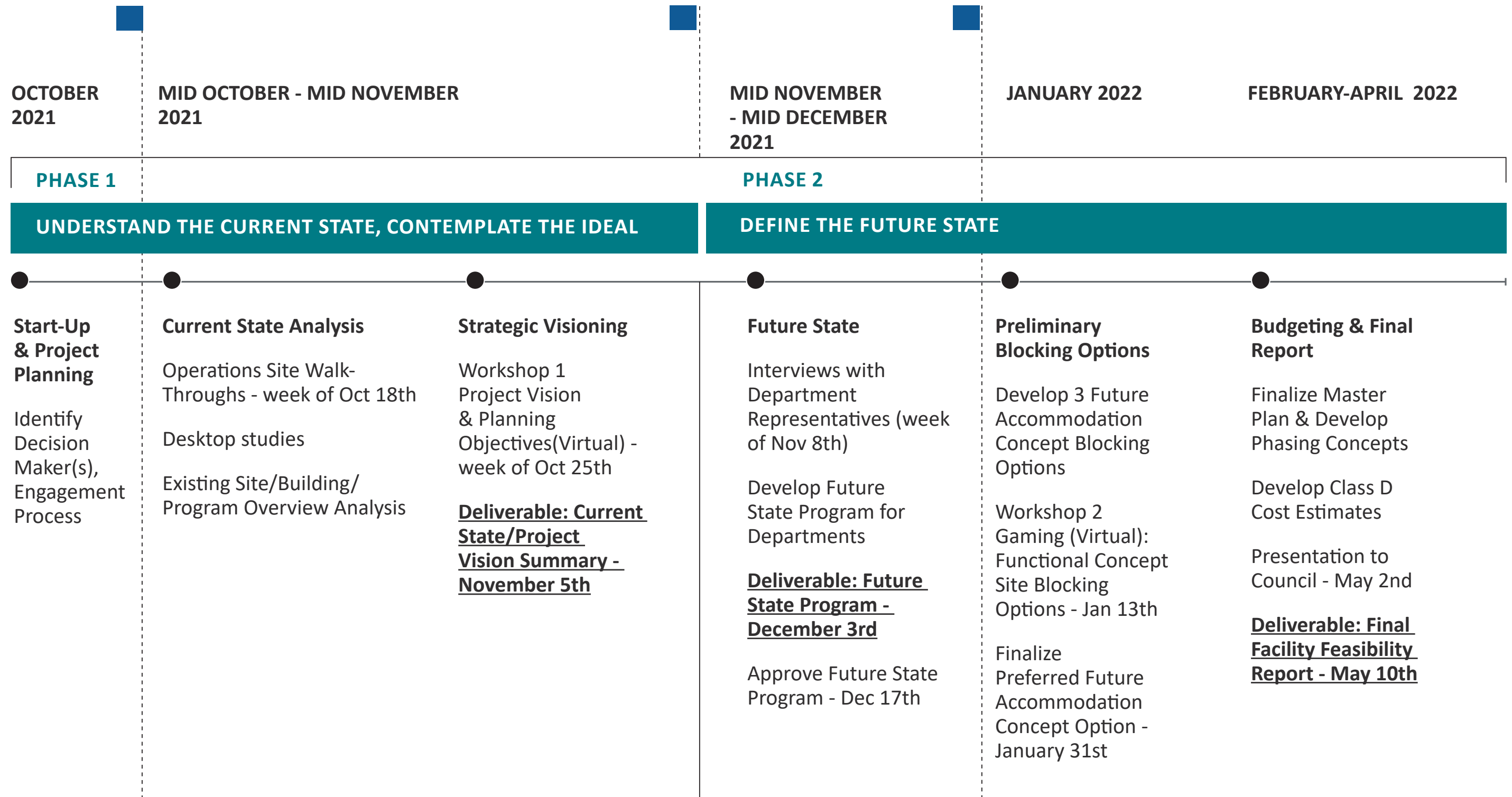


Figure 2.2: Project Schedule

Key personnel who contributed to the development of the Functional Concept Plan included:

Core Project Team

- John Russel, City of Colwood  
Project Manager
- Alan Nakaska, Kasian  
Principal-in-Charge
- Dragana Perusinovic, Kasian  
Project Manager
- Dana Graf, Kasian  
Interior Designer, Programming
- Michael Garforth, Kasian  
Project Architect
- Barbara Good, Kasian  
Facilities Planner, Programming

City of Colwood - Steering Committee

- Robert Earle  
CAO
- Rob Boyle  
Manager, Public Works
- Gord Beauvillier  
Foreman, Parks
- Bob Angelius  
Foreman, Roads & Utilities

City of Colwood - Working Group

- Byron Grant  
Building Manager
- Mike Skillings  
Fleet Supervisor
- Shaun Bradley  
Service Assistant
- Dan Bryson  
Chargehand
- Rob Fisher  
Chargehand
- Jamie White  
Chargehand
- Jeff Hurford  
Parks Leadhand
- Sean Murphy  
Parks Leadhand
- Pete Thomsen  
Irrigation Lead
- Nate Martin  
Utilities Leadhand
- Cam McInnes  
Utilities Leadhand
- Glen Percival  
Roads Leadhand
- Jennifer Hepting  
Director of Finance, Chief Financial Officer
- Brent Molnar  
Director of Engineering & Development
- Marlie Boven  
Manager of Finance
- Mark Downton  
Manager IT
- Iain Bourhill  
Director of Community Planning
- Sandra Russell  
Manager of Corporate Communications
- Trevor Auger  
Manager of Engineering
- Kerri Clark  
Manager of Development Services
- Candace Perkins  
Manager of Human Resources
- Marcie Lalande  
Administrative Assistant IV
- Amanda Irving  
Interim Deputy Corporate Officer

## 2.3 Project Vision & Objectives

### CORE MISSION, VALUES AND GOALS

The City of Colwood has defined a mission, values and goals for the development of the City through the Official Community Plan. This vision can provide a foundation for the strategic direction of the Municipal Complex over the 30 year planning horizon.

#### *City of Colwood Mission:*

*"As stewards of the quality of life cherished by those who live, work and play in Colwood, we provide excellent service that respects the uniqueness and diversity of the community. We work to continually improve our services and build positive relationships with citizens and partners."*

#### City of Colwood Values:

##### Accountability:

*"We serve the needs of the community, consulting residents and stakeholders regularly and providing timely reports on projects."*

##### Collaboration:

*"We focus on partnerships to achieve our goals, and on informing and involving residents and stakeholders to ensure excellence."*

##### Innovation:

*"We embrace creative ideas and have the courage to lead with innovation"*

##### Flexibility:

*"We are responsive to the needs of the community and continually evaluate and strive to improve our service."*

##### Integrity:

*"We honour the public trust by being transparent in decision making and using local knowledge and industry best practice to protect our environment and quality of life for residents"*

Through an interactive Visioning session, the team identified a series of key words to describe the overall vision and goals for the development of the Municipal Complex. These words are shown in Figure 2.3, this page. The relative size of the word represents the relative importance of the concept: the larger the word, the more important it was considered by the participants. These key words, in conjunction with the overall strategic vision of the City of Colwood, informed the development of a Municipal Complex Master Plan Facility Vision Statement:

*The Municipal Complex master plan will consolidate the public works facility in a functional and efficient building and works yard and consider the future footprint and feasibility of the City Hall on site. It will provide the right mix of flexible facilities to enable the City to meet service standards and to respond to changing needs over time. The plan will model sustainability best practices and encourage community interaction to enrich the site.*

This vision statement informs the master planning process, providing the foundation for the Planning Objectives that guide the future state program and site planning options.



Figure 2.3: Word Map - Key Goals and Vision for the Municipal Complex

**PROJECT PLANNING OBJECTIVES**

Based on the discussions and outcomes of the Visioning session, the team created a series of Planning Objectives. These Planning Objectives are organized in seven themes: Operational Efficiency, Resiliency, Health & Safety, Modern Facilities, Community Partnerships, Sustainability and Accountability.

These Planning Objectives inform the ideal functional concept plan for the Municipal Complex site, and become the evaluation criteria against which design renewal options can be assessed.

The following section identifies Planning Objectives that have been developed through the Visioning session and a review of the following key documents:

- City of Colwood Official Community Plan, amended Dec 2020
- City of Colwood Strategic Plan 2019-2023
- City of Colwood Transportation Master Plan, 2015
- City of Colwood Parks and Recreation Master Plan, 2021



Figure 2.4: Planning Objective Themes



**OPERATIONAL EFFICIENCY:**

Address growing operational needs, both current and future, and support the efficient delivery of services.

Consolidate similar functions across operational groups to gain efficiencies and reduce area requirements.

Co-locate Public Works administrative staff to support workflow and collaboration.

Identify key synergies among working groups to co-locate and consolidate their space to streamline workflows.

Densify and optimize spaces across the site to use the full site to its best capacity:

- Maximize the capacity of the site through vertical solutions to minimize footprints and free up land for other uses, now or in the future:
  - Consider stacking administrative and support functions above industrial/operational uses.
  - Consider vertical interior and exterior storage systems to more efficiently store materials in a smaller area.
- Consider accommodating interior and exterior storage for materials and tools commonly shared among working groups in a Main Stores facility, to improve inventory control and simplify deliveries to the site.

Strategically locate non-assigned or temporary uses adjacent to operations that have the highest potential for growth to allow for their future expansion.

Provide the right storage solutions for specific material needs, including covered and enclosed secure storage for materials, vehicles and equipment, to protect them from the elements and extend their usable life.

Provide flexible space for administration and industrial functions to allow the space to adapt to current and future needs, such as an open fleet maintenance/workshop facility without walls defining individual bays.



Figure 2.5: (top left) Exterior Vertical Storage Racking Source: <https://www.interlakemecalux.com/blog/outdoor-warehouses>

Figure 2.6: (top right) CBSA Pacific Border Crossing, Source: Kasian

Figure 2.7: (bottom) North Vancouver BC Hydro Field Office, Source: Kasian



**RESILIENCY:**

Address the need for the site to survive known hazards, adapt to climate change and support disaster response activities.

The Municipal complex will service as a critical point for response and recovery in the event of a natural disaster/ emergency event and should be built to ensure business continuity for critical services:

- Retain the city Emergency Operations Centre function within City Hall, and augment it with a Public Works Department Operations Centre in the Public Works Yard to co-ordinate the specific Public Works response.
- Allow for enhanced disaster preparedness for infrastructure such as back-up power, fuel storage, potable water storage and sanitation system back-up to support on site activities post-disaster.
- Consider multiple access points to the site to improve the ability of operations to respond in emergency scenarios.

Post-Disaster: The following operations on site should be considered for post-disaster design:

- Level 1: Structural post-disaster design only. The following key functions must be accessible to retrieve items after an event:
  - Fleet Vehicle Parking and associated infrastructure (ex: fueling station) and critical circulation paths.
  - Exterior Laydown areas for construction materials and equipment.

- Interior tools, materials and equipment storage supporting field activities.
- Level 2: Structural, Mechanical, Electrical post-disaster design. The following key functions must be fully operational directly after an event:
  - Fleet Maintenance Bays and Workshops
  - Public Works Department Operations Centre
  - City Hall Emergency Operations Centre

Review which operations on site could be considered for passive-survivability strategies to reduce the overall demand burden on the site during an emergency event.

Consider the use of natural infrastructure systems to address climate change challenges such as vegetated buffer zones or constructed wetlands to manage pluvial flooding.



Figure 2.8: (top left) Prince Rupert Port Authority, Source: Kasian site photo

Figure 2.9: (top right) Enghaveparken Climate Park, Source: <https://www.tredjenatur.dk/en/portfolio/enghaveparken-climate-park/>

Figure 2.10: (bottom) Emergency Operations Centre, Source: Kasian



**HEALTH & SAFETY:**

Provide a site that is safe and enhances the health and wellness of all users

**Site Organization & Circulation:**

- Implement operational zoning of the site to control public access and improve the safety of staff on site:
  - Public use spaces located at specific site entry points (front-of-house) to limit public movement into the Public Works Yard.
  - Administrative workspace and support areas, with limited public interaction, located as a transitional zone.
  - Operational industrial areas with no, or very limited, public interaction, located at the back-of-house.
- Separate the various circulation types in the Yard by type (pedestrian versus vehicle) and by function (operational vehicles versus personal vehicles) and provide clearly designated circulation paths for each.
- Redirect the Public Works operations vehicle traffic away from the public traffic to Wishart Elementary.
- Consider one-way traffic flow within the Public Works Yard to increase safety and free up space for other functional uses.
- Plan the site to support intuitive wayfinding strategies.
- Encourage the use of alternative transportation modes, such as cycling and walking, for both staff and public.

**Security:**

- Employ CPTED principles in the organization of the site and building forms to enhance safety for all users on site.
- Ensure all circulation paths, for all modes of travel, are easily maintained, well lit, and safe for all users.

**Health and Wellbeing:**

- Facilities should reflect best practices for modern, healthy work environments, including such elements as access to natural light and views, and improved indoor air quality.
- Consider providing additional amenity spaces, such as respite/wellness spaces, to support employee physical and mental wellbeing.

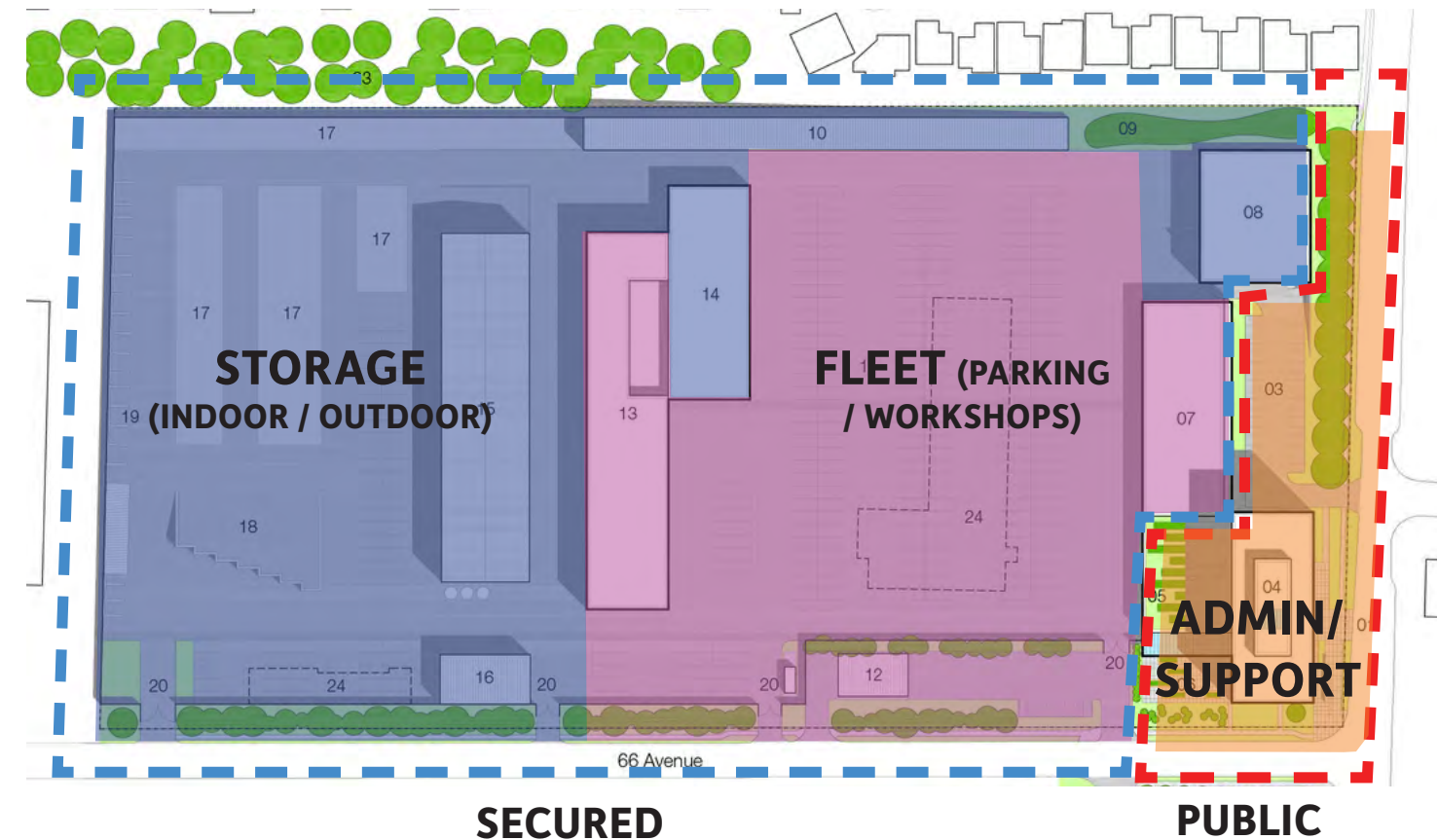


Figure 2.11: (top left) Deloitte Office, Amsterdam. Source: <https://www.archilovers.com/projects/182254/the-edge.html>

Figure 2.12: (top right) Wellness Room, Magnetic Offices, NYC. Source: <https://officesnapshots.com/2017/09/29/magnetic-offices-new-york-city/>

Figure 2.13: (bottom) City of Surrey Operations Centre Zoning Diagram, Source: <https://www.archdaily.com/778710/surrey-operations-centre-and-works-yard-taylor-kurtz-plus-rdh>





**MODERN FACILITIES**

Provide purpose-built facilities that support the needs of a modern workforce

Provide a variety of administrative work settings, including focus space, open work space, meeting space and community space, to allow staff to choose the workspace that best supports their tasks.

Provide increased space for collaboration and interaction, both informal and formal, to support workflow and help nurture a sense for community and between the City Hall staff and the Public Works Yard staff.

Improve staff support spaces such as lunchrooms, locker/changing facilities, and drying rooms, to meet capacity needs and better support staff activities.

Provide a universal design, considering such elements as accessibility, cultural differences and gender neutral design, to ensure inclusivity, flexibility, reflect the changing demographics of the workforce and attract and retain staff.

Use modular design principles to refine space types that can grow or compress as operational priorities shift over time.

Consider a hybrid work environment, that supports both

in office and remote working, to reduce future workspace demand on the site. This is particularly applicable to the City Hall.

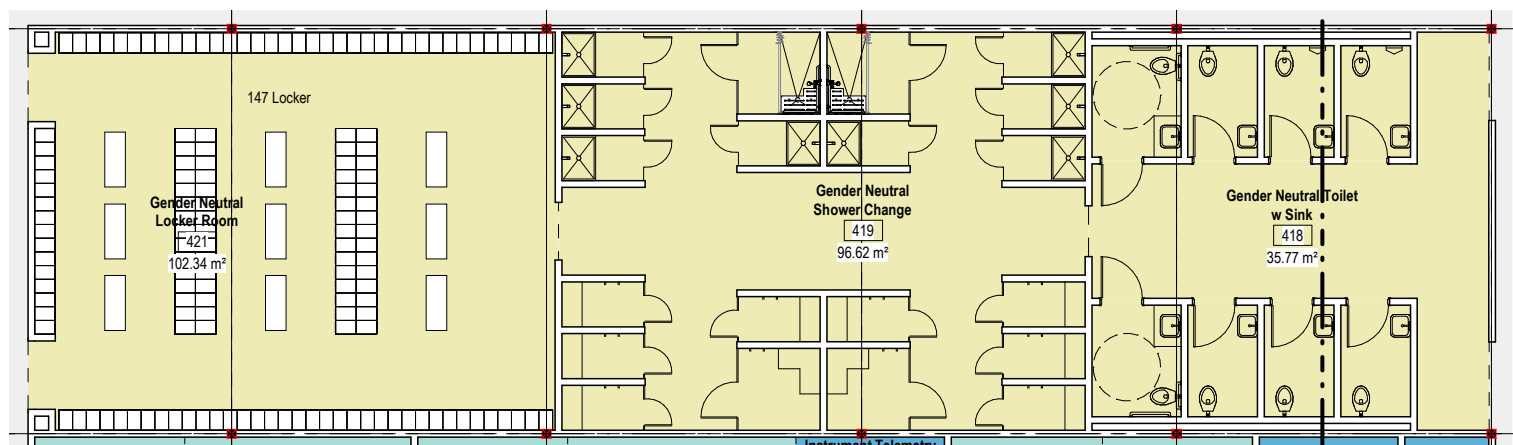


Figure 2.14: (top left) SRAM Headquarters Locker Room, Source: <https://perkinswill.com/project/sram-headquarters/>

Figure 2.15: (top right) Informal Meeting Areas, Source: Kasian

Figure 2.16: (bottom) Gender Neutral Washroom, Shower/Changing, Locker Facility Plan. Source: Kasian



**COMMUNITY PARTNERSHIPS:**

Enhance public engagement with the site and encourage community partnerships

Create an inviting and welcoming public face to the site.

Implement a "good neighbour" approach to the organization of the site with respect to the surrounding area. Consider visual sight-lines into the site, traffic flow as well as noise and odour transfer.

Maintain a space allotment for the current community garden function on site.

Provide interior and exterior flex-space to accommodate community engagement and partnership space. The use of this flex space is undefined at this time, but may include:

- Amenity spaces, such as meeting rooms, accessible for public use.
- Spaces to engage with and educate the public about city services and operations.
- "Maker-Space" or share/repair space to provide opportunities to support the circular economy and zero waste initiatives.
- Green space, play-areas and outdoor amenity space to support the continued use of the site as a community park by the surrounding residential neighbourhood.

- The inclusion of public artwork across the site.

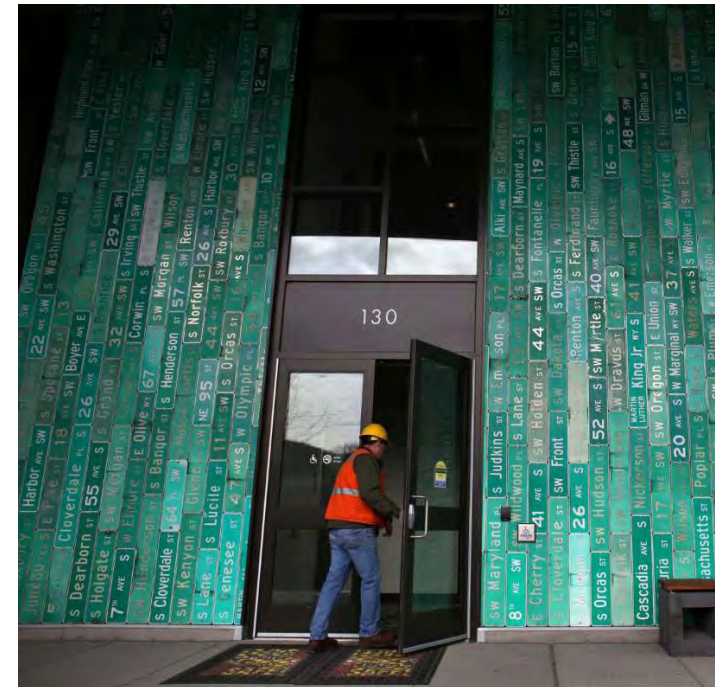


Figure 2.17: (top left) SPU South Transfer Station, Source: <https://www.seattlepi.com/mount-rainier/article/Inside-Seattle-s-new-South-Transfer-Station-4425420.php#photo-4452916>



Figure 2.18: (top right) Surrey City Hall Childcare Exterior Playground. Source: <http://www.space2place.ca/surrey-city-hall>, March 2021



Figure 2.19: (bottom) SPU North Transfer Station, Source: <https://www.architecturalrecord.com/articles/13224-north-transfer-station-by-mahlum>



**SUSTAINABILITY:**

Promote and model a Sustainable approach to site development

Demonstrate best practices in sustainable operations and maintenance, including consideration of Passive House design approach.

Align with City of Colwood sustainability plans and targets: “Carbon Neutral, Energy Positive & Water Smart” (Official Community Plan).

Design to reflect the BC Energy Step code with the consideration that new buildings on site target Step 5, which is net-zero energy ready.

Provide options for integrating renewable energy generation on site. Strategies could include solar PV electricity generation, geothermal and biomass.

Consider future space needs to accommodate the transition of fleet vehicles to electric power and to accommodate increased vehicle charging infrastructure for public and staff use.

Implement an integrated approach to water management at the site scale. Consider opportunities to:

- Conserve water and use it more efficiently to reduce potable water demand on site.
- Improve rainwater management through a sustainable approach that considers green infrastructure and harvesting rainwater for non-potable uses.
- Use non-potable water where possible, such as for vehicle washing and landscape irrigation.

Review opportunities to improve access to zero-waste initiatives on site, including the existing branch drop-off service and clean-up day.

Consider opportunities for food production on site to support neighbourhood food assets and local, sustainable food systems. Incorporate edible landscaping where feasible.

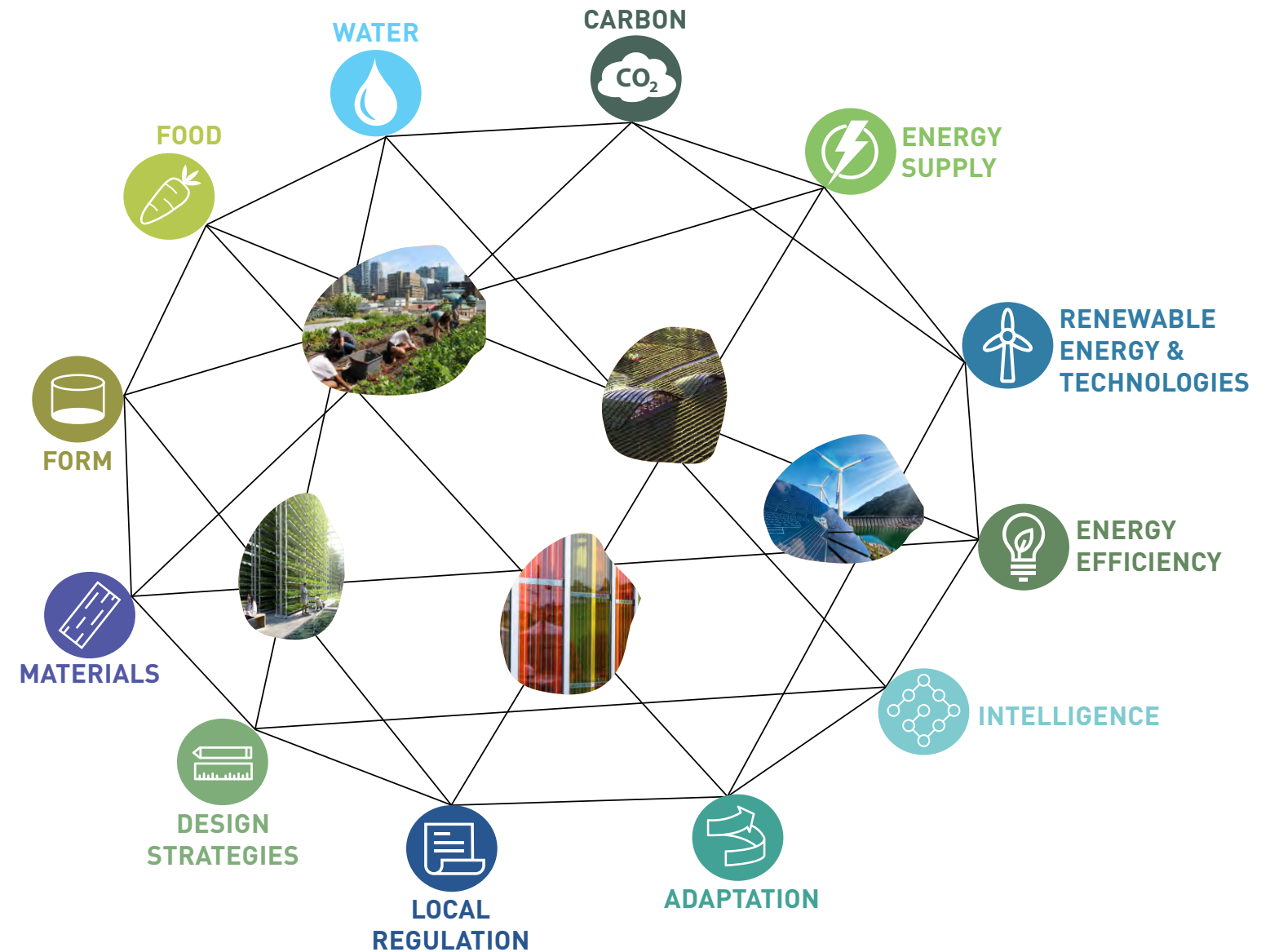


Figure 2.20: Sustainability Principles Diagram, Source: Kasian



**ACCOUNTABILITY:**

The master plan should be responsible to the City it serves, provide good value and should not negatively affect ongoing operations during its implementation.

The Master Plan should be based on a planning horizon of 30 years, with consideration for buildings with a lifespan of approximately 50 years.

Review existing buildings and structures. Retain where they can be reasonably renovated to support operations and extend their usable life or replace as required while maintaining continual operations.

Review strategies for cost effective solutions. Future buildings and site infrastructure should be designed and specified to be durable, appropriate and practical.

Phasing of the work should be designed such that the completion of one phase leaves the site fully operational and not compromised if the subsequent phases cannot proceed.



Figure 2.21: (top left) DFO Cultis Lake Facility Phasing Plan. Source: Kasian

Figure 2.22: (top right) BC Hydro Chilliwack Field Office. Source: Kasian

Figure 2.23: (bottom) City of Nanaimo Fleet Maintenance Building. Source: Kasian

3

## Site Overview

The Municipal Complex is a 12.5 acre site, located at 3300 Wishart Road and it divided into two zones as shown on Figures 3.1:

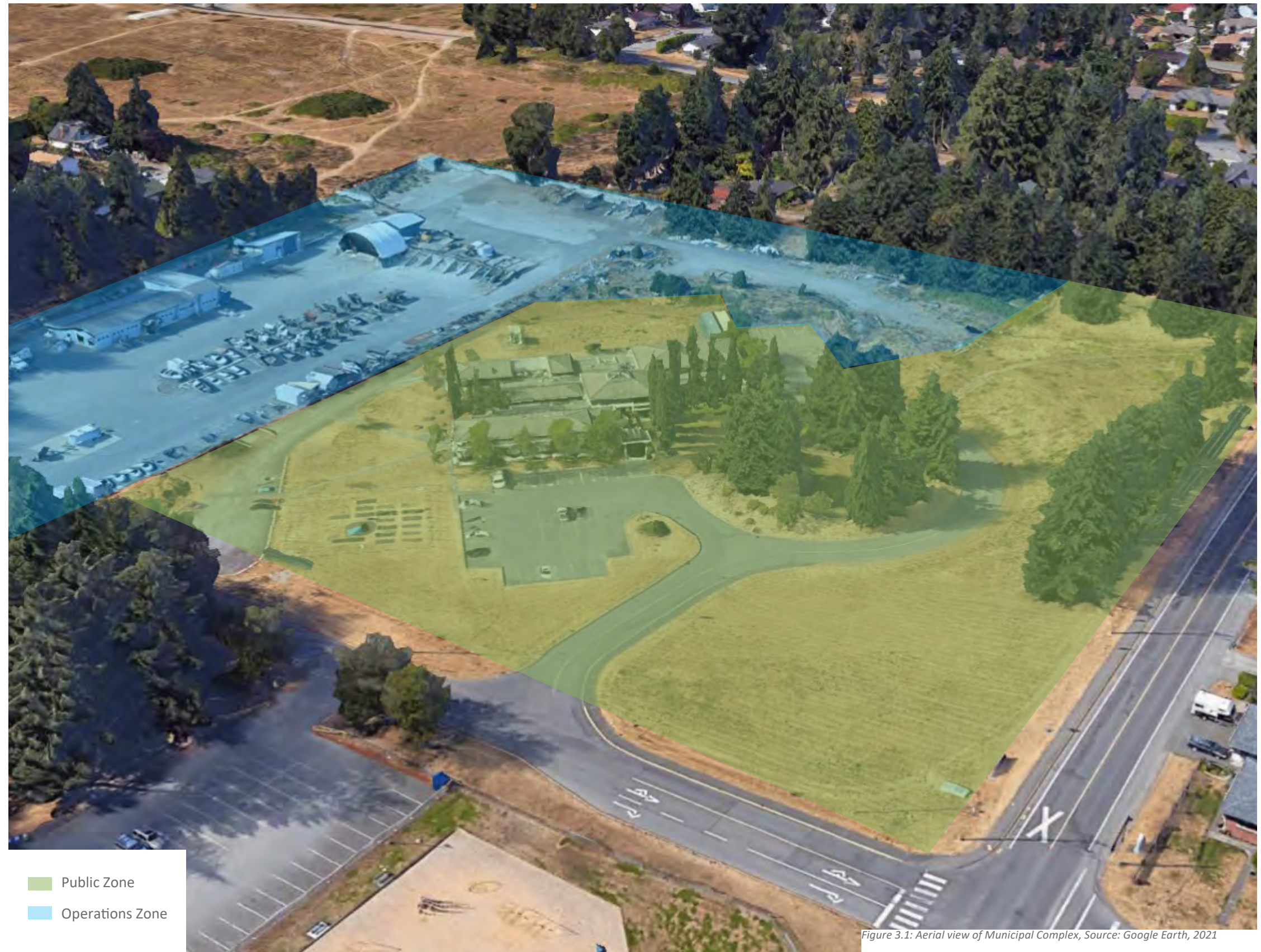
Public Zone: The Municipal facility containing:

- A City Hall with indoor workspace for over 45 individuals, a committee meeting room and Council Chambers
- Surface parking lots for visitor and staff parking
- A community garden

Operations Zone: the Public Works Yard containing:

- A garage building with five Bays, enclosed storage, and staff locker/changing and drying rooms.
- Two temporary double-wide trailers providing office space for over 10 employees as well as a lunchroom and washroom/shower facilities for over 30 people. This will be augmented in the near future with the two additional trailers: a washroom trailer with two stalls, and an administration trailer with workstations.
- A support building containing the brine production facility, washbay, and flammable storage.
- Numerous small outbuildings in the yard including shipping containers, storage sheds and tents.
- Open laydown areas for general materials and equipment.
- Surface parking for staff and fleet vehicles/equipment.

This section provides an overview of the characteristics, opportunities and constraints of the site that have informed the ideal locations of components in the Master Plan Concept.



Public Zone  
Operations Zone

Figure 3.1: Aerial view of Municipal Complex, Source: Google Earth, 2021

### 3.1 Land Use

#### LEGAL DESCRIPTION

Civic Address: 3300 Wishart Road

Lot: A

Plan: VIP57782

PID: 018618561

Zoning: P2 (Community Institutional)

Site Area: 51068m<sup>2</sup>

#### ZONING REQUIREMENTS

The Municipal Complex is within a P2 zone, Community Institutional. The following details are excerpted from BYLAW NO. 151 (COLWOOD LAND USE BYLAW, 1989)

**Permitted Uses:** Ambulance headquarters; Assembly; Churches; Civic uses; Personal care uses; Hospitals; One-family dwelling; Recreational facilities, including but without limiting the generality of the foregoing: arena, auditorium, bowling green, community centre, curling rink, riding academy, skating rink, stadium, swimming pool and tennis courts; Schools; Un-manned telephone exchange buildings; Accessory buildings and structures; Secondary suite; and Accessory dwelling unit.; and Day Care as regulated by the Community Care and Assisted Living Act

#### Yard Requirements:

- 1) A front yard shall be provided of not less than 7.5 m in depth.
- 2) a) Side yards shall be provided of not less than 6 m in width; and  
b) On a corner lot a side yard of not less than 7.5 m in width shall be provided adjoining the flanking street.
- 3) A rear yard shall be provided of not less than 10 m in depth

**Lot Coverage:** Maximum coverage shall be 40% of the lot

**Building Height:** No maximum building height is identified in Bylaw 151 for buildings in a P2 zone.

#### Landscape & Screening:

- 1) All portions of the lot not covered by buildings, structures

and parking areas shall be landscaped and maintained in a neat and tidy manner.

- 2) Any parking area shall be separated from an adjoining highway or a Residential Zone, Multiple Family Residential Zone or Institutional Zone by a landscaped strip not less than 3m in width.

#### Offstreet Parking Quantity:

Offices, single-tenant 1 per 35 m<sup>2</sup> of gross floor area (applicable to City Hall function on site)

Manufacturing and Industrial: 1 per 2 employees counted as total of 2 shifts industrial uses (applicable to Public Works function on site)

#### Bicycle Stall/Storage Quantity:

Civic/Library/Museum/Art Gallery: 1 per 100 m<sup>2</sup> GFA Class 1 (Long term) - 20%, Class 2 (Short term)– 80%

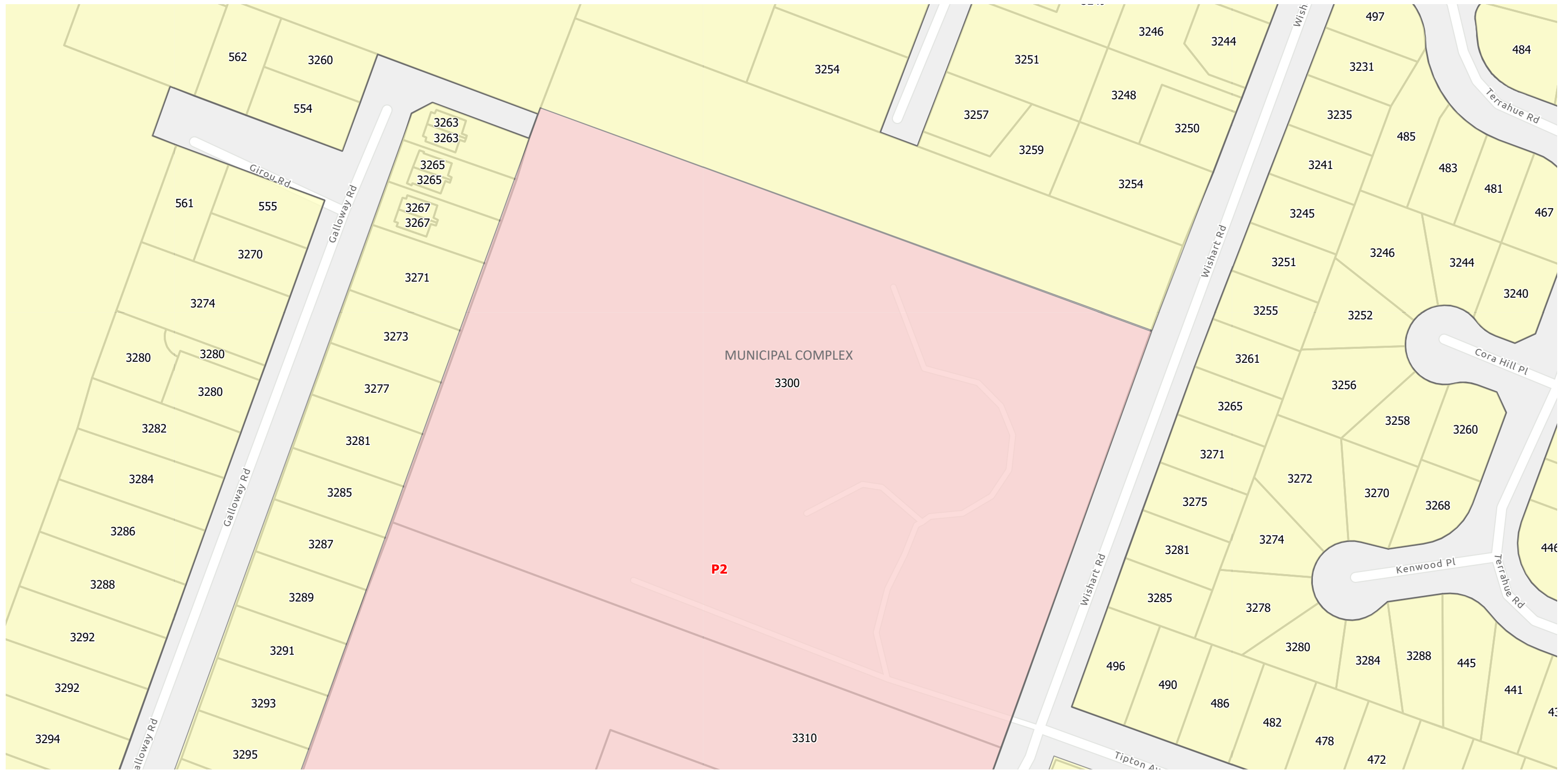
Industrial (All): 1 per 950 m<sup>2</sup> GFA Class 1 - 80%, Class 2 – 20%

Office (all): 1 per 250m<sup>2</sup> Gross Floor Area (GFA) for first 5000m<sup>2</sup> and 1 per 500 m<sup>2</sup> GFA for any additional area. Class 1 - 50%, Class 2 – 50%

#### Offsite Loading Quantity:

Retail Store, industry warehouse, or similar use: 1 for a building area of 300m<sup>2</sup>-500m<sup>2</sup>, 2 for a building area of 500m<sup>2</sup> to 2500m<sup>2</sup>, 1 additional for each additional 2500m<sup>2</sup> building area or fraction thereof.

Office buildings, place of public assembly, hospital, convalescent home, institution, club or lodge, public utility, school or other similar use: 1 for a building area of 300m<sup>2</sup> to 3000m<sup>2</sup>, 1 additional for each additional 3000m<sup>2</sup> building area or fraction thereof.



- P2 (Community Institutional)
- R1 (Residential)

Figure 3.2: Zoning Diagram - Municipal Complex, Source: City of Colwood GIS, 2021

**NEIGHBOURING USES**

The primary surrounding land use is R1 Residential, with single-family residential homes to the north, east and west. To the south of the site is an additional P2 Community Institutional use: Wishart Elementary School. Finally, the north-east of the site is a large undeveloped area that is currently zoned for residential use.

The layout of the master plan will consider the potential effects of the development of the municipal site, including site lines into the facility, noise, odours and the circulation of service/industrial vehicles to the Public Works facility.

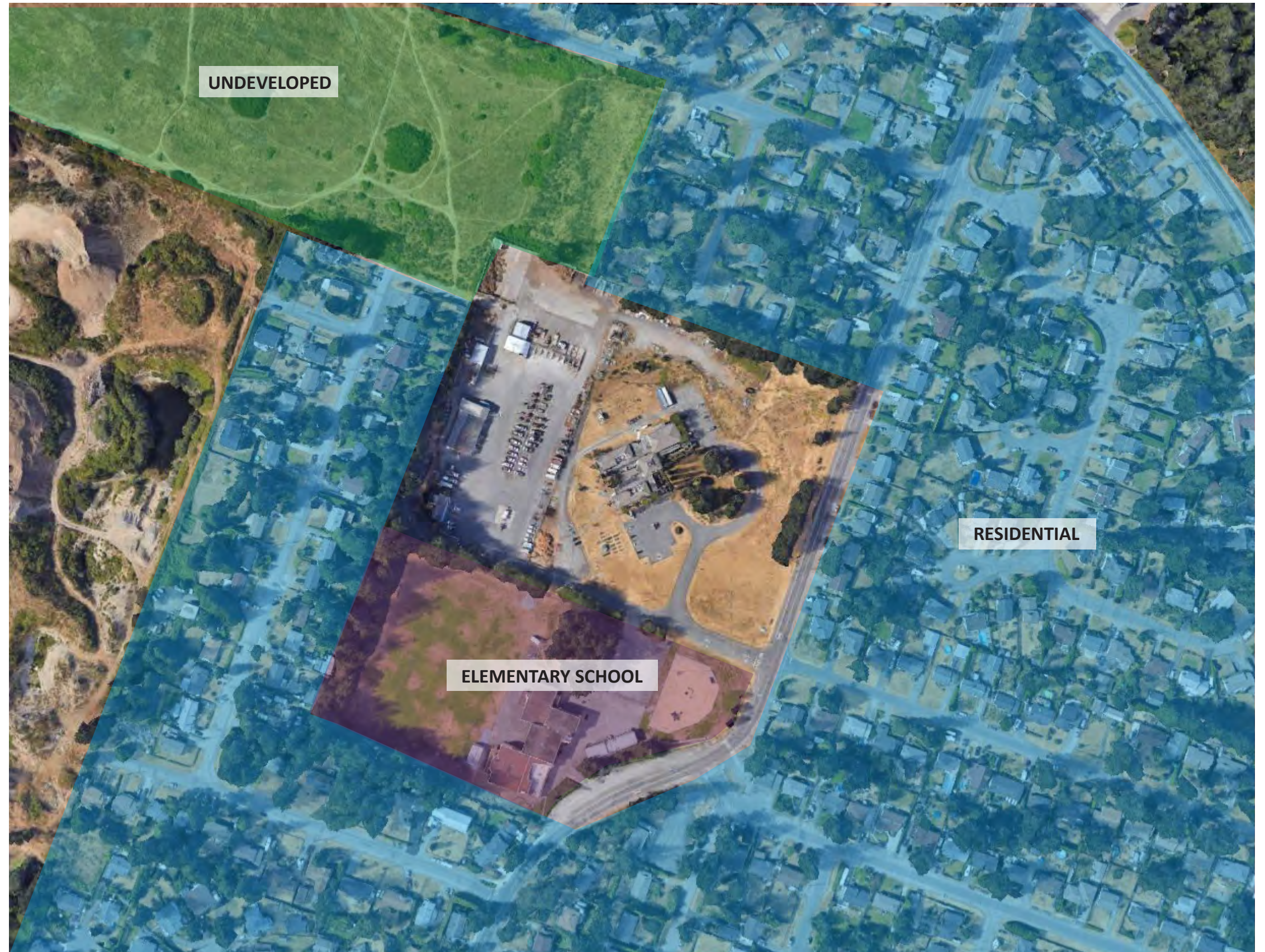


Figure 3.3: Neighbouring Uses, Background Source: Google Earth, 2021



### 3.2 Site Characteristics

#### SITE ACCESS AND CIRCULATION

The primary roadway providing access to the site is Wishart Road, a designated collector road, with direct access provided by Tipton Avenue. Public and staff access the Municipal Hall from the south of site through an unsecured driveway. Fleet and service vehicles enter the Public Works site off the end of Tipton Avenue through a gate that is secured after hours. There are two additional secure access points to the Public Works facility, at the north-west of the site and at the rear of City Hall. These access points are not used. Tipton Avenue is also the access road to Wishart Elementary School which poses two challenges on the existing site:









- Congestion resulting from school drop off and pick up, combined with public and staff access to City Hall, and staff and fleet vehicle access to the public Works facility
- Safety concerns of mixing large fleet vehicle traffic with general public vehicle and pedestrian traffic. This is especially a concern at the start and end of field staff shifts which generally coincide with child drop-off and pick-up at the school.

Within the public works facility there is a two-way main circulation path that loops around site. The master plan will explore options of reducing to a one-way loop path flow to simplify circulation and gain back useable area for other functions. The majority of the circulation is paved, however, the upper northern level of the public works yard site is gravel road, which requires ongoing maintenance. Staff have indicated a preference for paving for circulation and outdoor laydown storage areas in the future. There are currently no designated pedestrian pathways within the Public Works facility.

#### PARKING

There are currently the following parking counts provided on site:

- 27 Visitor Stalls at the City Hall, including two electrical charging stalls, and two accessible stalls.
- 21 Staff Stalls at the City Hall
- Approximately 14 undefined parking stalls in a gravel overflow parking lot in the south-central portion of the site.
- Parking areas in the Public Works facility that accommodate 50 fleet vehicles and equipment, including 4 electric charging stations for Nissan Leaf vehicles.
- Exterior storage for five bikes at a bike rack in front of the Municipal Hall.

-  Unsecure Public/Staff Access Point
-  Gated Staff/Fleet Access Point
-  Gated Unused Fleet Access Point
-  Perimeter Chain Link Fence
-  Fleet Parking
-  Staff Parking
-  Public Parking
-  Overflow Parking

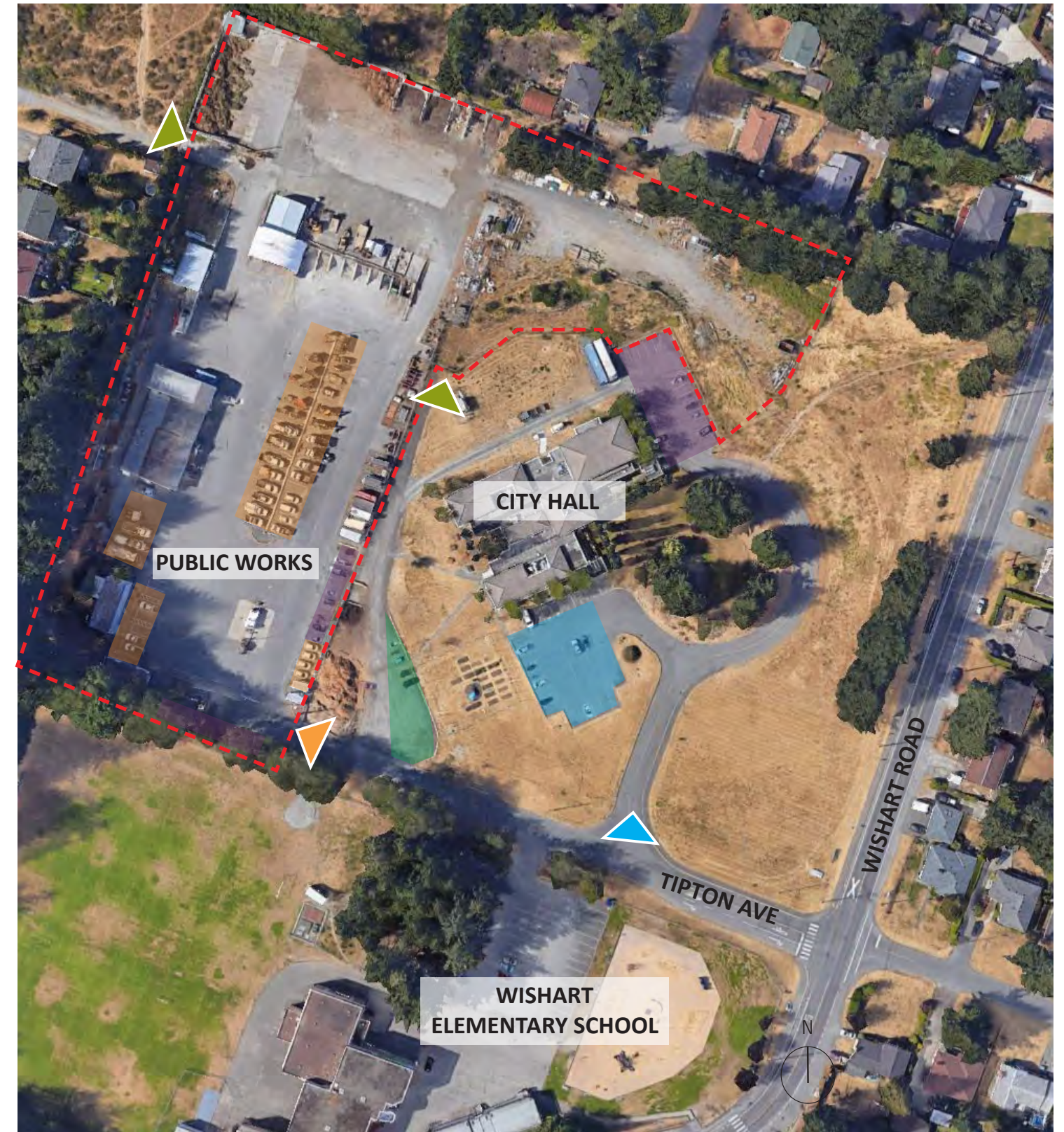


Figure 3.4: Site Access & Parking, Background Source: Google Earth, 2021

**TOPOGRAPHY:**

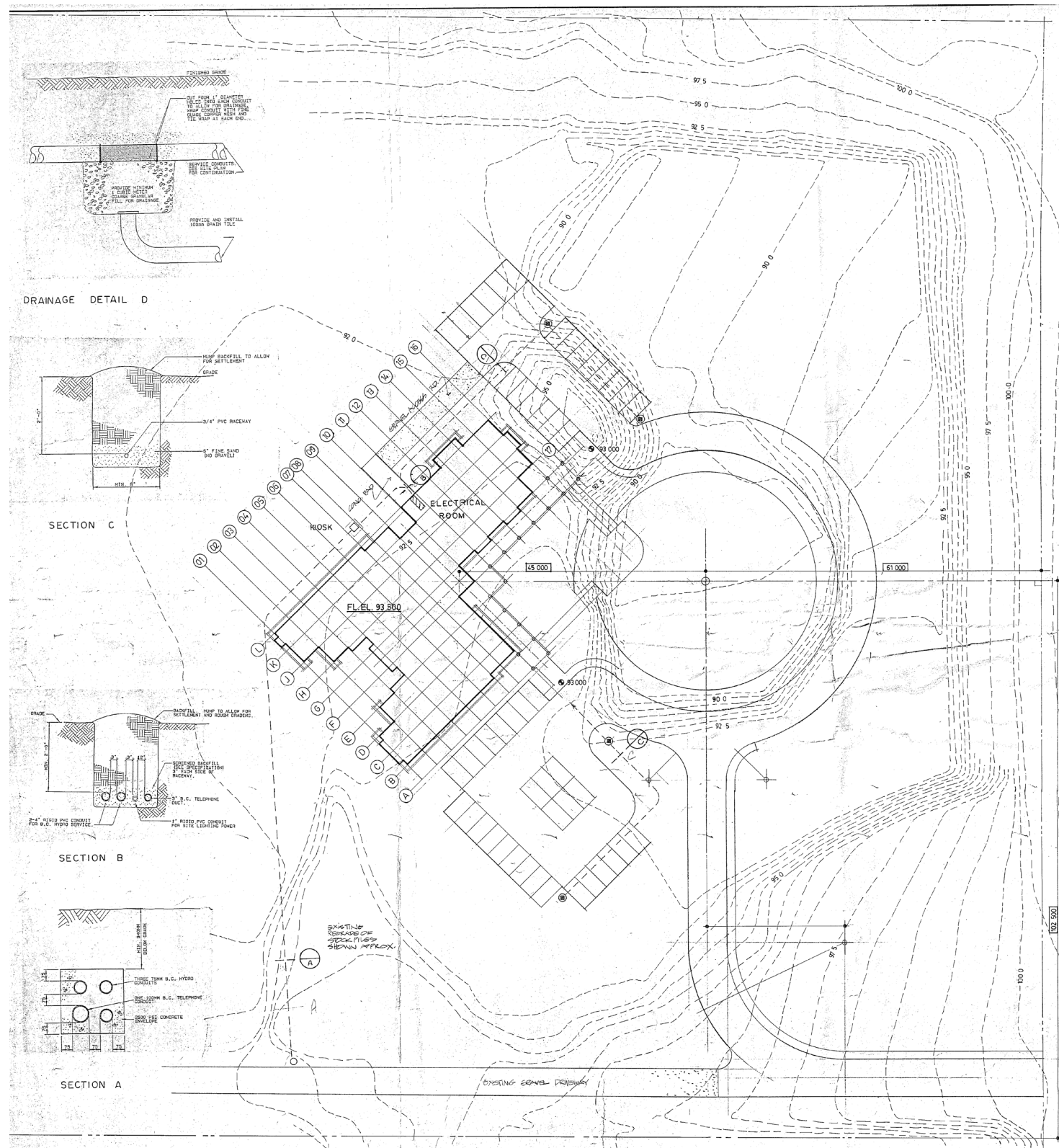
Topographic information has been gathered from an existing site plan in an undated Electrical Site Package, see Figure 3.6 opposite page and a GIS overlay of topographic lines shown on this page. A review of this drawing has been augmented by a site visit to review the general topographical layout.

The Municipal complex site is relatively flat. However, there are three key raised or sloped areas that could affect master planning on the site:

- The northern portion of the site is raised above the general site level to the centre and south of the site. Access is provided through two ramps within the Public Works facility. That area is currently used for branch drop-off collection, mulch and other parks materials, equipment storage, waste storage and general construction materials laydown.
- There are steep slopes at the northern and eastern perimeter of the site as shown in blue in Figure x. These steep slopes, in combination with existing large trees, screen the site from the surrounding residential homes and a portion of Wishart Road.
- The sloped area at the south-east of the site is currently used as a winter sled hill by the surrounding community.



Figure 3.5: General Site Topography, Source: City of Colwood 2022



City Hall - view to east



City Hall access road - view to north



Public Works Yard - view to ramp to north upper level



Public Works Yard - view down to City Hall

Figure 3.6: (this page, left): Topography Plan, Source: City of Colwood  
Figures 3.7-3.10 (this page, right): Views of site topography

**GREENSCAPE**

There are currently no designated trees of significance on the site, however, there are stands of large coniferous trees along the north and eastern boundaries of the Municipal Complex, in addition to mixed deciduous and coniferous trees at the feature roundabout and around the City Hall itself. These trees could be considered for retention to support the City's desire to preserve the City's urban forest. In particular the large trees along the northern border of the site provide an effective screen from the residential area into the current Public Works Yard.

The west side of the Public Works facility is screened by a series of large coniferous trees which appear to be outside the site boundary. Setbacks for any construction in the area should be considered to maintain the health of those trees.

The southern side of the Public Works facility has a series of large coniferous and deciduous trees within the site boundary that provide a natural buffer between the elementary school field and the works yard. These trees should also be considered for retention to maintain that buffer.

The landscaped and treed area to the east of the Municipal Hall is currently used by the public as a park-like setting for recreation, particularly in the winter time. The master planning could look for opportunities to accommodate this recreational use in the future. Additionally, the site currently accommodates a community garden to the west of the Municipal Hall visitor parking. This function will be carried in the future state program to be accommodated in the master plan.

A tree survey would be required to determine if any trees on site meet the specific protected sizes by tree type as identified in the Urban Forest Bylaw and would therefore require a permit for removal. This survey should be undertaken in the next phases of the property development.



City Hall Roundabout



City Hall Roundabout



Public Works Yard - view to trees at south & west boundaries



Community Garden



City Hall - view to trees along Wishart



City Hall - view to trees at south boundary

Figures 3.11-3.16: Views of site greenscape

**UTILITIES AND SERVICES**

A high level review of existing utility infrastructure locations was performed to inform the potential architectural layout of the site only. Information was provided through the City of Colwood GIS system and an on site review.

The figure opposite, sourced from the City of Colwood GIS system, identifies the major water and sewer infrastructure on or adjacent to the site. Currently the drainage line serving the site aligns with the current division on site between the Municipal Hall facility and the Public Works area. The future master plan should consider the existing access points, but it is understood that relocating services could be considered if beneficial to the overall site layout. The current site is on a septic system. The future state should consider converting the site to the municipal sewer system, providing a connection to the existing main sewer line on Wishart Road.

There is currently a transformer on site behind the Municipal Hall. There are additionally two back-up power generators, one for the Municipal Hall located adjacent to the transformer, and another in the south-west corner of the Public Works facility, serving Public Works operations on site.

Environment Canada currently has a weather station on site behind the Municipal Hall. This is a mobile unit which can be considered for relocation on the site.



Figure 3.17: General Utilities Plan. Background Source: City of Colwood GIS, 2021

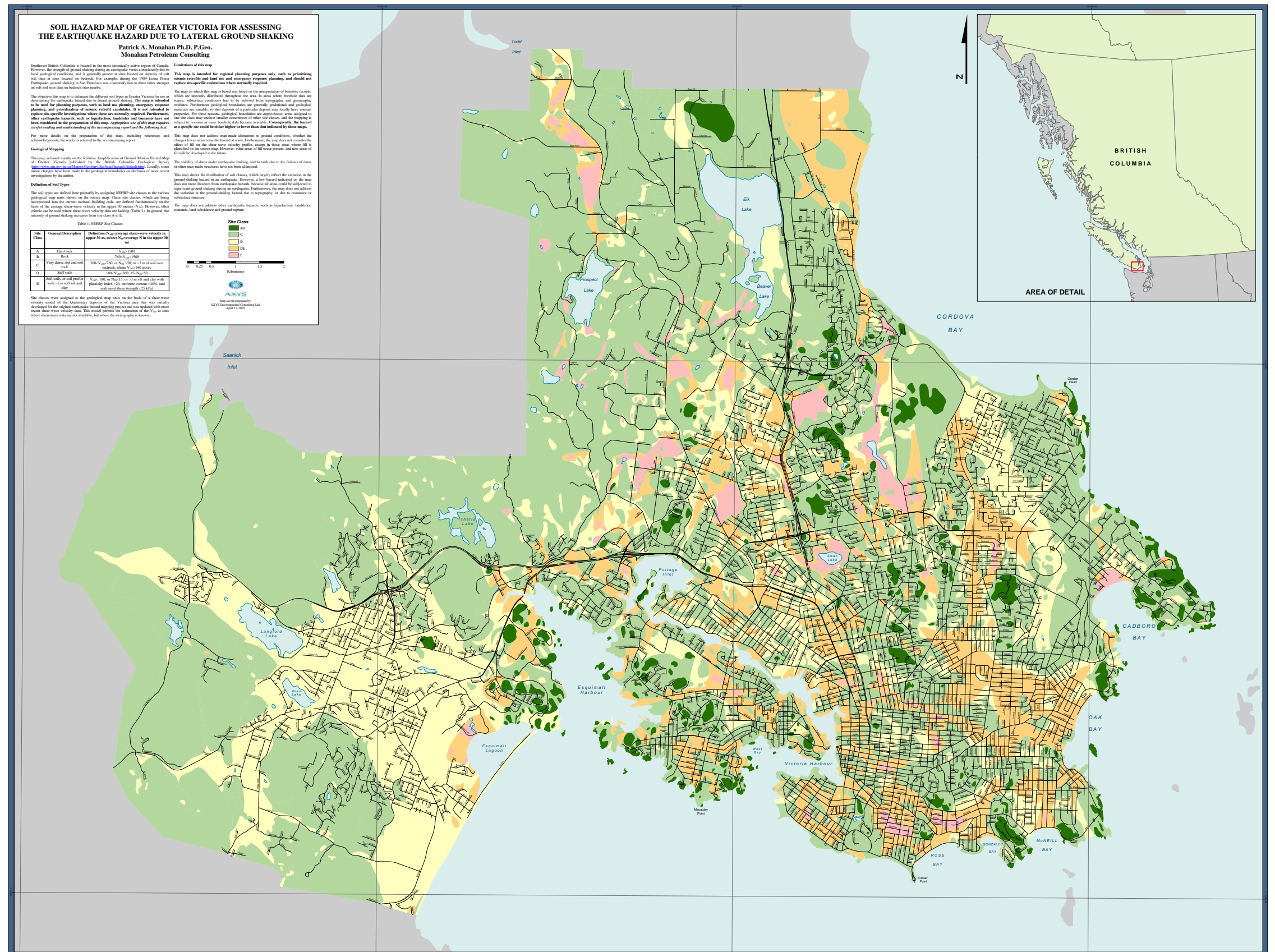
**GEOTECHNICAL & SEISMIC RISK**

Southern Vancouver Island is located in active seismic zone characterised as a high relative seismic hazard location by National Resources Canada<sup>1</sup>. One of the critical determinants of the strength of movement and therefore damage due to a seismic event is the geological profile of the site. Movement is typically greater on sites with soft soils versus those on bedrock. Figure x this page, is a soil hazard map prepared by Monahan Petroleum Consulting. It identifies the general soil condition in the area of the Municipal complex as characterized by stiff soils which are a contributing factor to the moderate hazard characterization of the area based on ground amplification in Figure x opposite page. Furthermore, the area is not classified as a tsunami risk area as shown on the same figure.

it must be noted that these risk categorizations are at a broad level, are limited in their application to high level regional planning initiatives and cannot replace a site specific geotechnical assessment. At this time a geotechnical report has not been produced for the Municipal Complex site. It is recommended that prior to beginning the next phase of design, a geotechnical survey identifying the current ground and soil conditions be performed. This will provide information to assist in finalizing the location of key functional components on site, will inform design criteria for the structure of buildings and infrastructure that will be required based on soil conditions and the associated cost of development.

<sup>1</sup> Source: <https://seismescanada.rncan.gc.ca/hazard-alea/simphaz-en.php>

Figure 3.17: Soil Hazard Map of Greater Victoria. Source: [https://www.cae.ca/9CCEpdf/School%20retrofit%20papers/Victoria\\_Hazard\\_Mapping\\_600dpi.pdf](https://www.cae.ca/9CCEpdf/School%20retrofit%20papers/Victoria_Hazard_Mapping_600dpi.pdf)



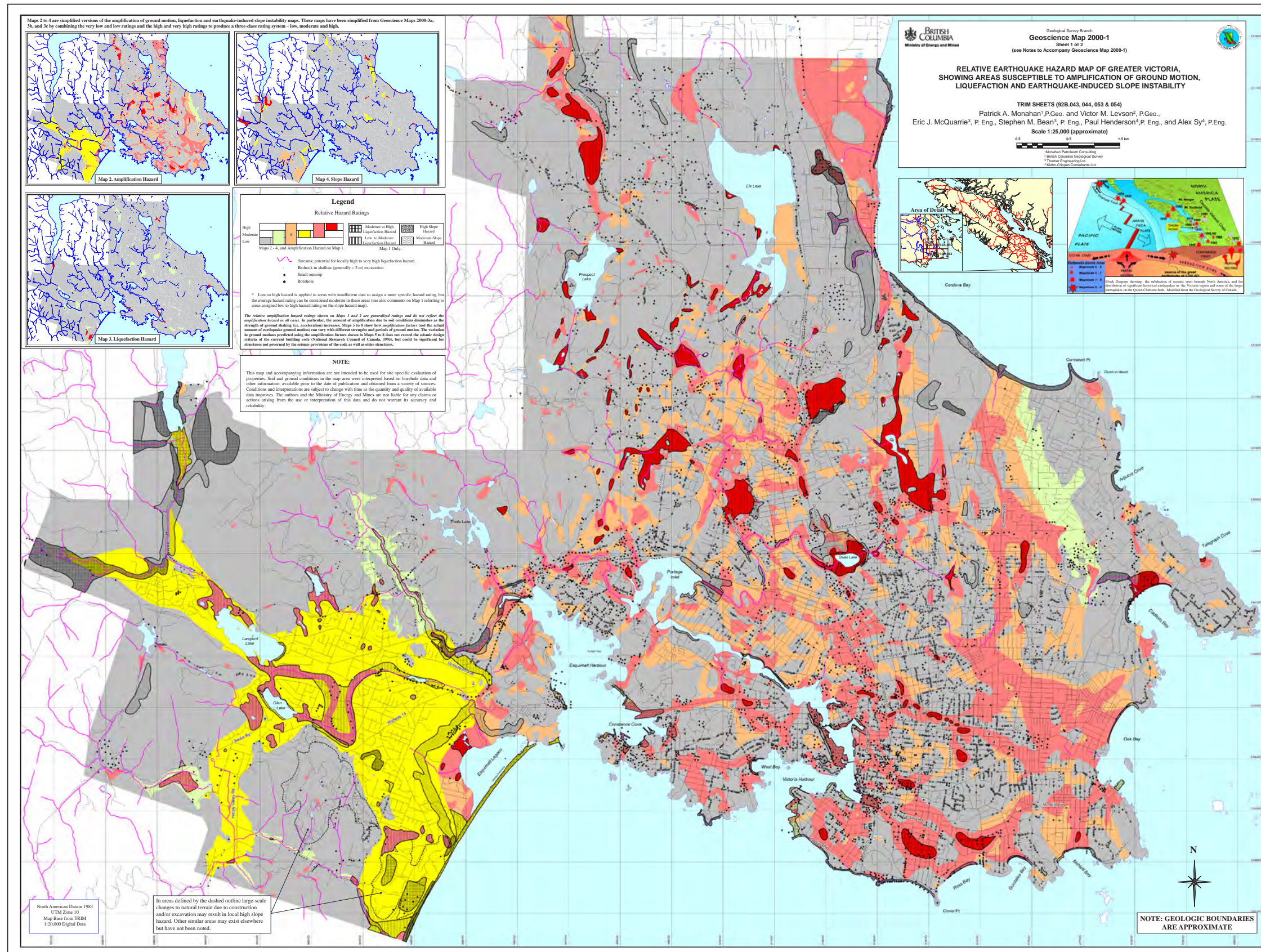


Figure 2.18: Relative Earthquake Hazard Map of Greater Victoria. Source: [http://cmscontent.nrs.gov.bc.ca/geoscience/PublicationCatalogue/GeoscienceMap/BCGS\\_GM2000-01.pdf](http://cmscontent.nrs.gov.bc.ca/geoscience/PublicationCatalogue/GeoscienceMap/BCGS_GM2000-01.pdf)

HERITAGE & FIRST NATIONS

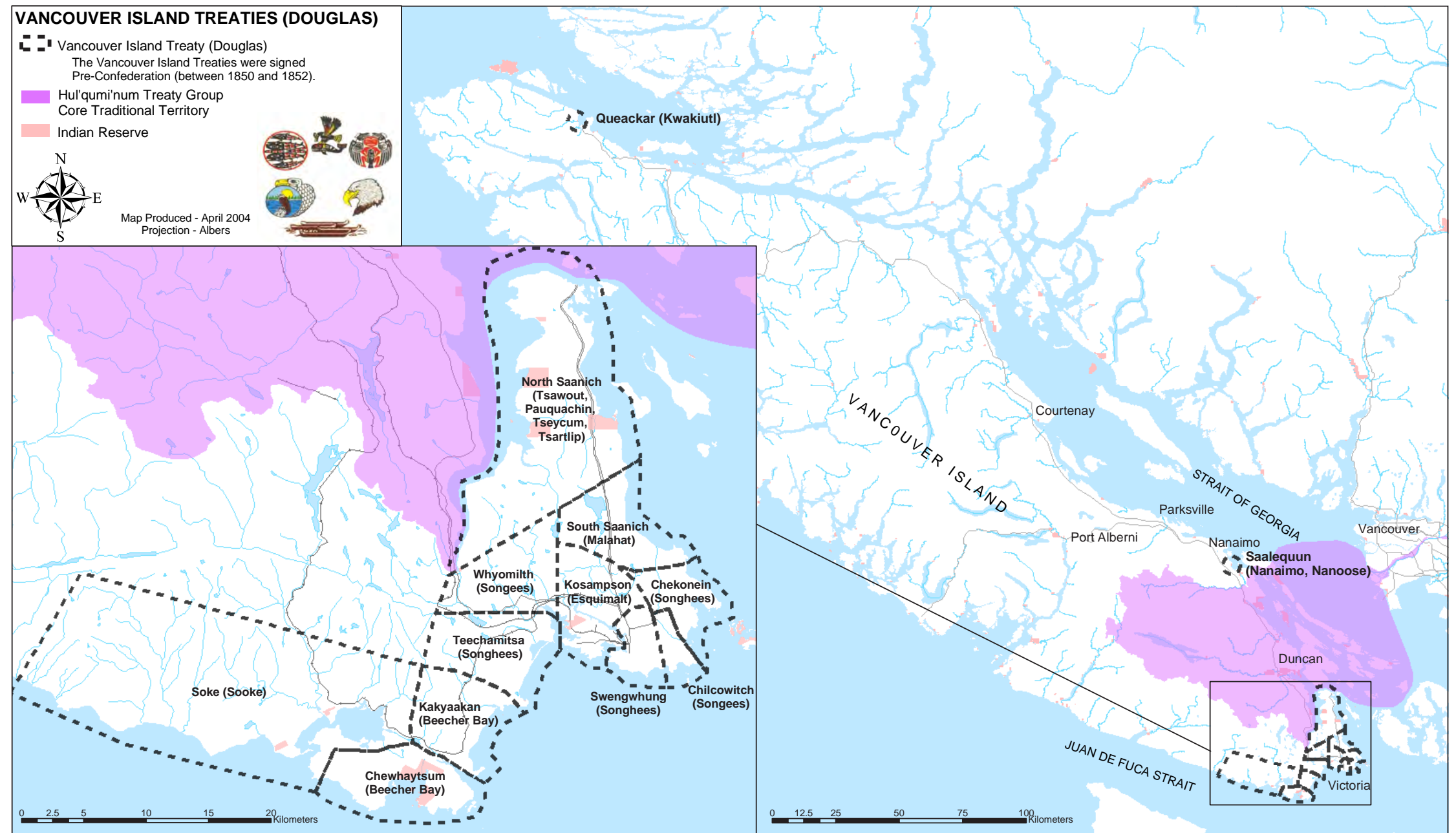
Heritage:

There are no designated heritage sites within the Municipal Complex

First Nations:

"The City of Colwood sits on the ancestral lands of the Lekwungen-speaking Coast Salish people. This land is defined by the 1850 Douglas Treaty with the Teechamitsa people."<sup>2</sup>

The City has identified that the Municipal Complex has not been declared a site of interest at this time by any First Nations Group. However, the redevelopment of the site offers an opportunity to engage with local First Nations in future project phases to inform the evolution of the site and potentially communicate First Nations history and cultural sense of place.



<sup>2</sup> Source: City of Colwood. <https://www.colwood.ca/discover-colwood/about-colwood/first-nations-communities>

Figure 2.19: Vancouver Island Treaties (Douglas). Source: <https://guides.library.ubc.ca/aboriginalmaps/treaties>



## 4

## Existing Program Analysis: Opportunities & Constraints

The following Departments are currently accommodated at the Municipal Complex and will remain at the complex over the 30 year planning horizon:

- Public Works
- Roads & Utilities
- Parks
- Engineering & Development Services
- Community Planning
- Finance and IT
- Building & Bylaw
- Corporate Services
- Human Resources

To understand the work process and the challenges and subtleties of the work environments, the design team conducted a high-level functional review of the current facilities. Documenting the existing functional requirements has formed a baseline for the design team upon which to build the proposed future state program.

This section summarizes current functions, space types, operational challenges and opportunities of the current Public Works Yard and City Hall.



Figure 4.1: Aerial view City of Colwood Municipal Complex, Source: Google Earth, 2021

### 4.1 Public Works Yard: Current State

**GENERAL DESCRIPTION:**

The City of Colwood Public Works group is responsible for the maintenance of the City's roadways/sidewalks, traffic signals, sewer and drain infrastructure, parks and City-owned buildings. Staff operating out of the Public Works Yard include administration, trade and field staff from Public Works, Parks, and Roads & Utilities. Staff work in one regular shift from 8:30 am to 4:30 pm, with exceptions for emergency events such as snow removal.

**CURRENT STATE SPACE TYPES:**

The current Public Works Yard contains the following major accommodations:

**Indoor Accommodations:**

- Foreman/Supervisor Trailer
- Public Works Admin Trailer
- Fleet Centre Workbay Building
- Additional administration trailer to be added to the site prior to the end of 2021
- Additional washroom trailer to be added to the site prior to the end of 2021

**Outdoor Accommodations:**

- Staff and Fleet Parking
- Uncovered laydown areas for construction materials and equipment
- Covered storage for road salt and equipment
- Sea can containers for construction materials and equipment
- An enclosed outbuilding housing brine production, the washbay and flammable storage
- A gas and diesel fuel station
- A temporary tent for crew talks during covid -19 restrictions
- A covered seating area/amenity space for breaks

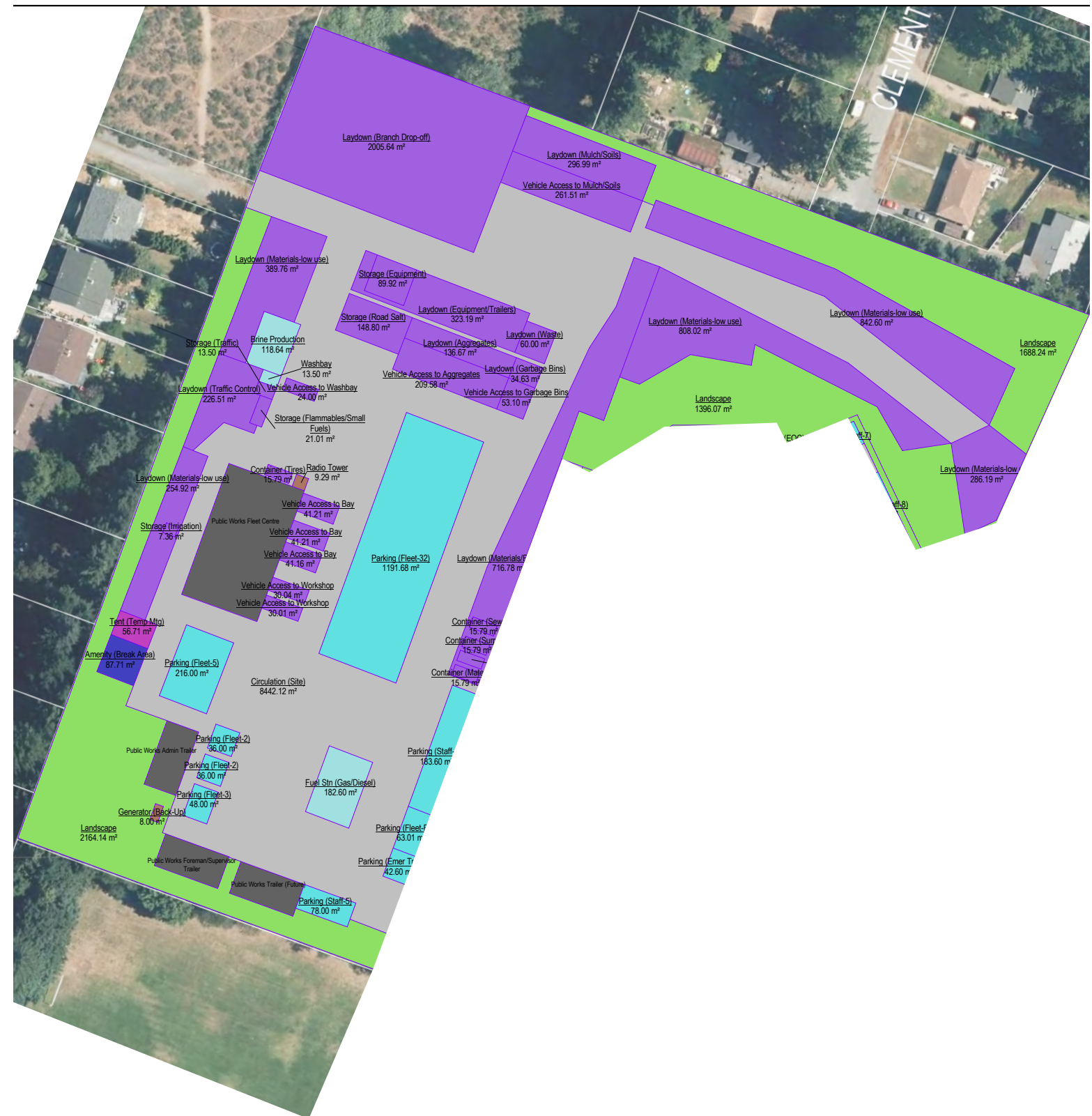


Figure 4.2: Public Works Yard Area Plan, by Facility Type

**CURRENT STATE PROGRAM SUMMARY:**

The table on this page provides a summary of the current program areas for the Public Works Yard by space type. These areas have been determined through scaling PDFs provided by the City in the absence of digital CAD drawings. Given this, areas are estimated to be within +/- 5% of actual areas on site.

The following pages provide a more detailed breakdown of the Public Works current state program by building/ accommodation type, with a discussion of existing operational constraints, opportunities and future planning considerations. A full current state program spreadsheet is provided in Appendix A of this report.

Interior/Exterior Space	User Group	Facility Type	Space Type	Area (sqm)	
In	Public Works	Admin	Storage	6.1	
			Support	105.3	
			Workspace	101.3	
		Industrial	Storage	225.7	
			Workshop	285.9	
	<b>Public Works Total</b>				<b>724.4</b>
	Base Building	Base Building	Base Building	10.0	
			Walls	72.6	
	<b>Base Building Total</b>				<b>82.6</b>
	Circulation	Interior Circulation	Interior Circulation	93.7	
<b>Circulation Total</b>				<b>93.7</b>	
<b>In Total</b>				<b>900.7</b>	
Out	Public Works	Admin	Support	56.7	
			Industrial	Enclosed Outbuilding	132.1
				Uncovered	182.6
		Parking	Uncovered	1852.3	
		Site Support	Site Support	17.3	
		Yard	Enclosed Outbuilding	28.4	
			Covered	331.2	
			Uncovered	7113.7	
		Site Amenity	Site Amenity	87.7	
	<b>Public Works Total</b>				<b>9802.0</b>
	Other	Parking	Uncovered	42.6	
	<b>Other Total</b>				<b>42.6</b>
	Site	Landscape	Landscape	5248.5	
Site Circulation		Site Circulation	8442.1		
<b>Site Total</b>				<b>13690.6</b>	
<b>Out Total</b>				<b>23535.2</b>	
<b>Grand Total</b>				<b>24435.9</b>	

Public Works Yard:  
Administration Trailers



GENERAL DESCRIPTION:

There are currently two double-wide trailers on site providing administrative support space for Public Works. This will be augmented by an additional double wide trailer for workstations and a washroom trailer, to be added to the site prior to the end of 2021.

CURRENT STATE SPACE TYPES:

Foreman/Supervisor Trailer:

Administration Spaces:

- 4 Offices and 1 workstation, accommodating 7 staff positions.
- Storage for drawings, files and binders in the open work area
- First Aid Room
- Copy/Print Station

Base Building Spaces:

- Washroom

Public Works Administration Trailer:

Administration Spaces:

- 1 Office and 1 workstation, accommodating 2 staff positions
- 2 Touchdown workstation shared by field and trade staff
- Storage of general supplies in the open area
- Work order/correspondance zone
- Kitchenette
- Combined Lunch/Meeting Area
- Shower/Washroom combination

Base Building Spaces:

- Washroom
- Janitor Closet

Future Public Works Trailers (2):

Administration Spaces:

- Open workstation area for 6 workstations

Base Building Spaces:

- Washrooms

The table on this page, provides a high level summary of the current program areas in the trailers.

The following pages include annotated building plans identifying the location, nature and size of the current program spaces reviewed.

User Group	Facility Type	Space Type	Area (sqm)
Public Works	Admin	Storage	6.1
		Support	59.3
		Workspace	93.3
<b>Public Works Total</b>			<b>158.7</b>
Base Building	Base Building	Base Building	10.0
		Walls	26.0
<b>Base Building Total</b>			<b>36.0</b>
Circulation	Interior Circulation	Interior Circulation	70.6
<b>Circulation Total</b>			<b>70.6</b>
<b>Grand Total</b>			<b>265.3</b>

Figures 4.2-4.4: Public Works Administration Trailers

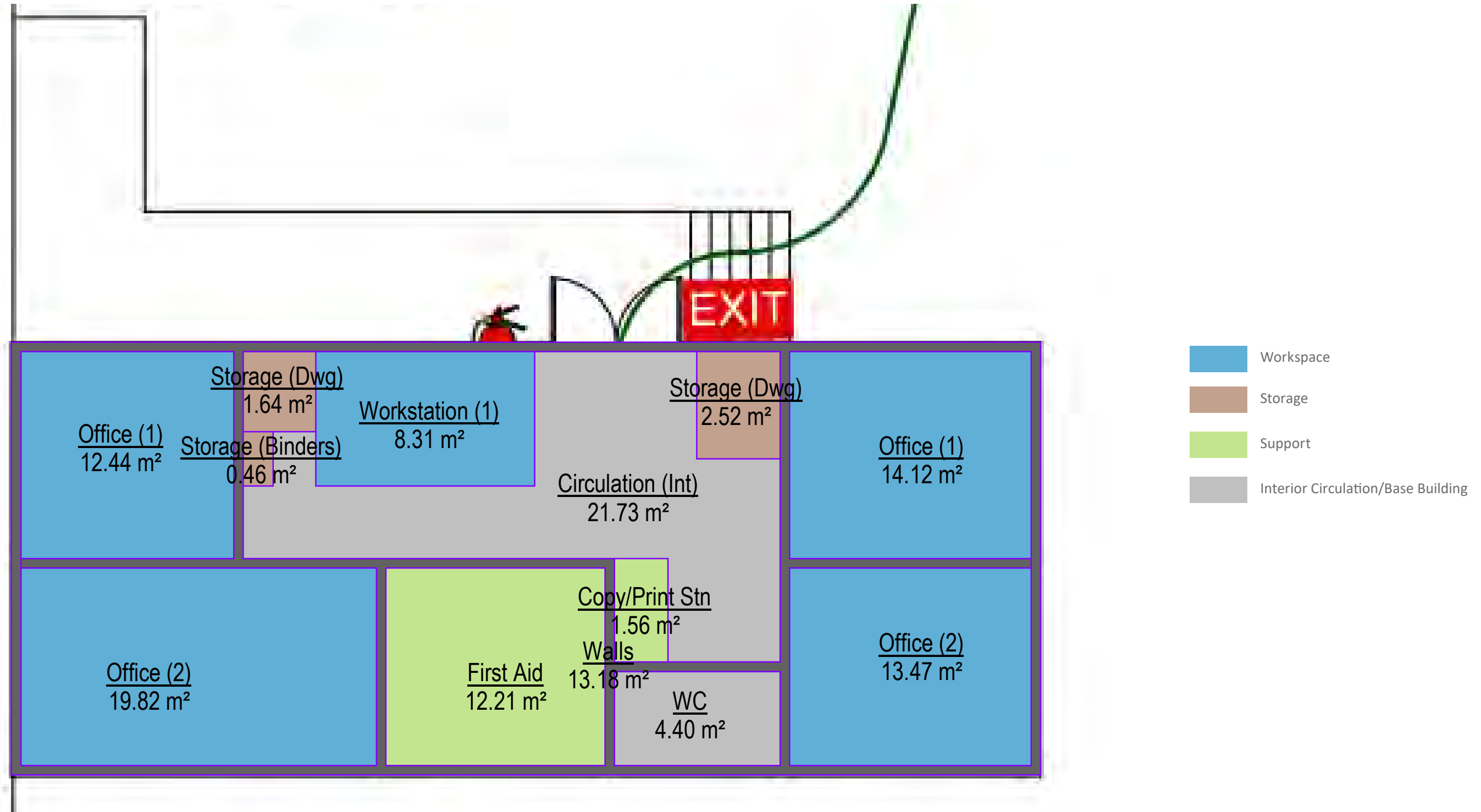


Figure 4.5: Public Works Foreman/Supervisor Trailer Area Plan, by space type

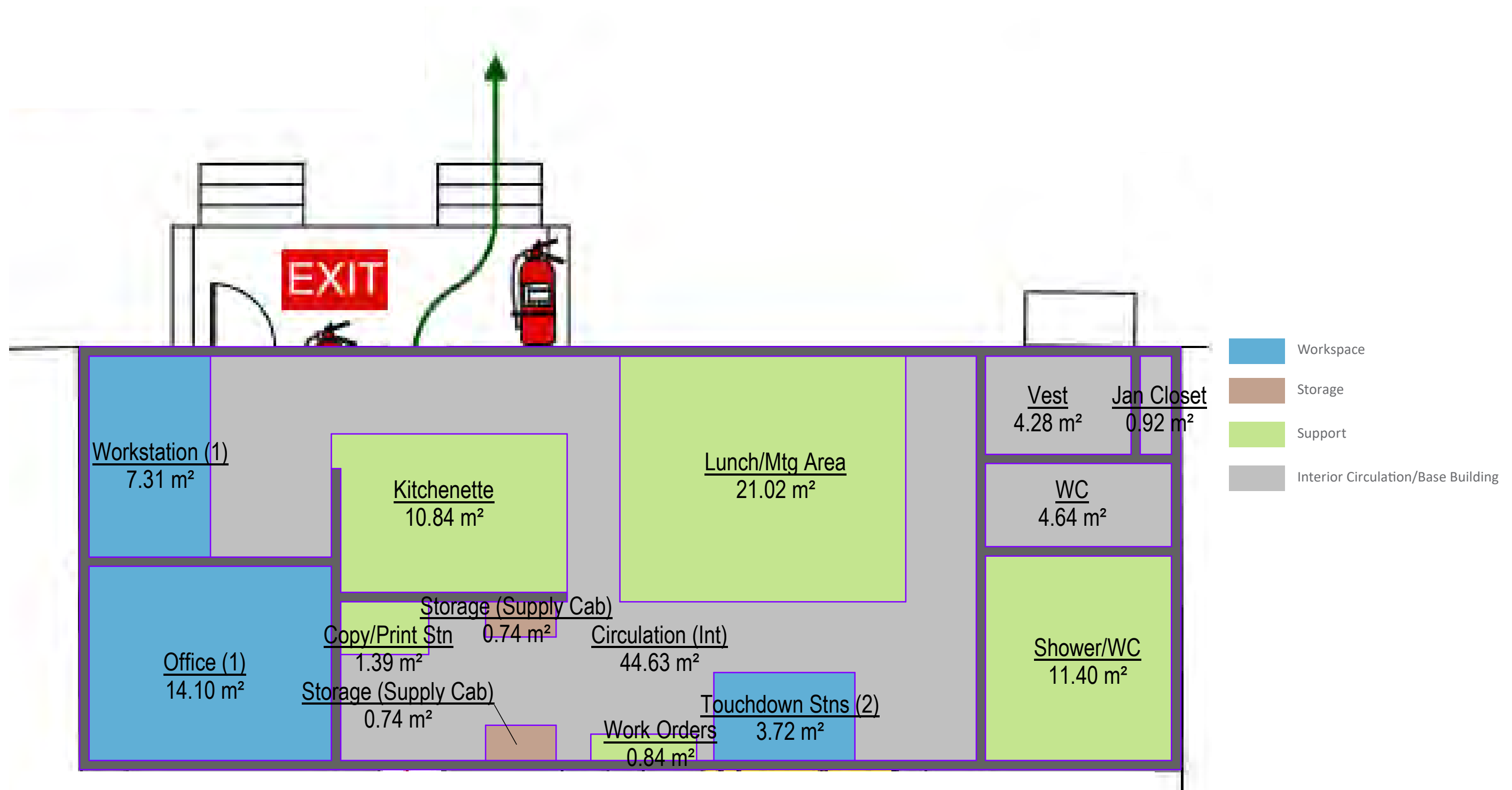


Figure 4.6: Public Works Admin Trailer Area Plan, by space type

#### CURRENT SITE & OPERATIONAL CONSTRAINTS & OPPORTUNITIES

- Administration Spaces:
  - The Public Works administrative space is currently housed in temporary facilities that are not flexible and that spread staff between multiple locations. Administrative functions should ideally be consolidated into one purpose-built facility to improve work-flow and collaboration between staff.
  - The City of Colwood does not currently have workspace standards for the sizes of offices and workstations. The new future state program will include proposed sizes to inform the master plan building footprints.
  - Additional shared touchdown workstations should be provided for trade/field staff to accommodate future growth.
  - A dedicated secure storage space would ideally be provided to centralize Public Works administration files.
  - Public Works lacks an appropriately sized and shaped meeting room for crew briefings. This function is currently held in the lunch room at Public Works Admin Trailer, but the size is not well suited to a full crew briefing. Public Works would ideally be provided with a room suitable for accommodating a minimum of 30 people.
- The future state program should include Public Works Department Operations Centre, which will support Public Works co-ordination efforts during an emergency response. This room would ideally open up to the crew briefing room to allow for all crew briefings during an event.
- The current administrative space lacks small meeting rooms suitable for up to 6 people. Additional small meeting spaces, both formal and informal, could be provided adjacent to offices and workstations.
- Consideration could be given to providing enclosed copy/print rooms rather than print stations in the open to reduce disruption to surrounding workareas and improve indoor air quality.

Public Works Yard:

Fleet Centre Workbays Building



GENERAL DESCRIPTION:

Constructed circa 1989, the Fleet Centre Workbay Building provides workshop and vehicle/equipment maintenance space as well as general storage to support Public Works activities both on and off site.

- Open storage, adjacent to the maintenance bays, for often used materials, tools and equipment supporting maintenance activities.

The table on this page, provides a high level summary of the current program areas in the Fleet Centre Workbay Building.

CURRENT STATE SPACE TYPES:

Administration:

- 1 Office accommodating 1 staff.
- Locker/Changing Room.
- Drying Room.

Industrial:

- 2 small maintenance bays supporting Parks, with an adjacent woodworking workshop area.
- 1 medium-sized maintenance bay for Roads & Utilities.
- 1 medium-sized maintenance bay and 1 large-sized maintenance bay for general vehicle maintenance.
- Secure storage for materials, tools, and equipment used in the field and for fleet maintenance.

The following page includes an annotated building plan identifying the location, nature and size of the current program spaces reviewed.

User Group	Facility Type	Space Type	Area (sqm)
Public Works	Admin	Support	46.1
		Workspace	8.0
	Industrial	Storage	225.7
		Workshop	285.9
<b>Public Works Total</b>			<b>565.7</b>
Base Building	Base Building	Walls	46.6
<b>Base Building Total</b>			<b>46.6</b>
Circulation	Interior Circulation	Interior Circulation	23.1
<b>Circulation Total</b>			<b>23.1</b>
<b>Grand Total</b>			<b>635.4</b>

Figure 4.7-4.9: Fleet Centre Workbays Building



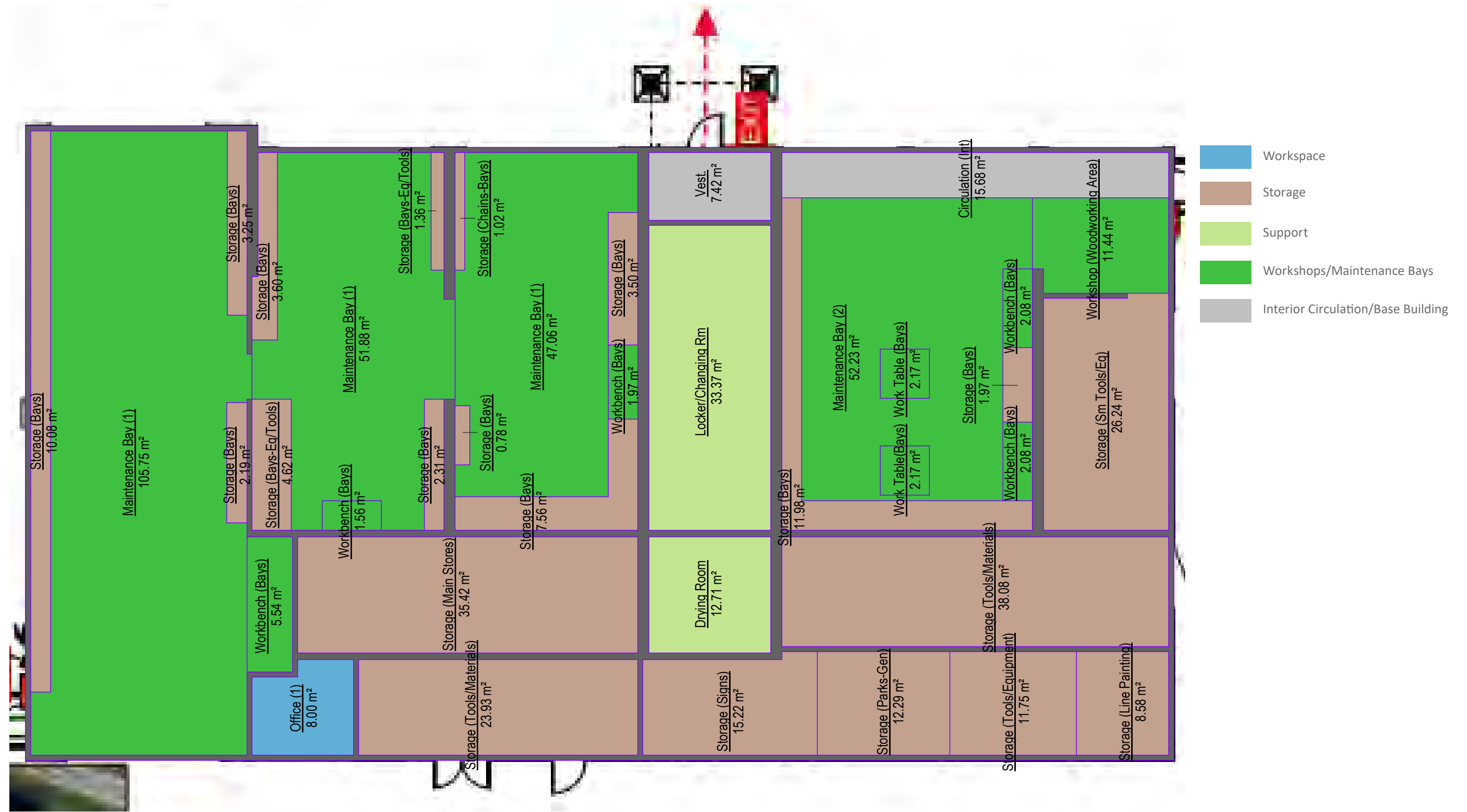


Figure 4.10: Fleet Centre Workbays Building Area Plan, by space type

**CURRENT SITE & OPERATIONAL CONSTRAINTS & OPPORTUNITIES**

**Key Current Operational/Site Challenges:**

- General:
  - The Fleet Centre Workbay building is a legacy building that has been adapted over time to accommodate needs. In particular, the building has been adapted to add storage spaces, accessible from inside and outside the building, but these spaces are not ideally sized or arranged. The functions of the building should be considered for relocation to a purpose-built building, potentially consolidated with the administration space to improve efficiency and work flow on site.
- Administration Spaces:
  - The current locker facilities are undersized and do not accommodate all current staff. Lockers should be provided to accommodate future anticipated headcount. Lockers should be properly sized to accommodate 2 sets of gear and be co-located with associated support spaces, such as washrooms, and the drying room.
  - Locker/shower/changing areas should be designed to current workplace standards to better support existing staff and help attract and retain future staff.
- The main drying facility for field gear serving Public Works is not sufficient size to meet the needs of current staffing levels. This facility should increase in size in the future state program.
- Storage for the coverall cleaning service is currently accommodated in lockers within the Drying Room. If a coverall cleaning service is to be retained, the coverall storage should be located adjacent to an entry point to the building to allow for external vendor pick-up and drop off.
- Public Works expressed interest in allowing for on-site laundry facilities as an option to provide in-house coverall cleaning. An appropriate area is being carried as optional in the future state program.
- There are currently no showers in the Fleet Centre Building. The master plan could consider the option of shower facilities to serve all field and trade staff.
- Staff have requested consideration for a mudroom as an entry point into their administrative and support spaces. This area could be co-located with shower/changing space, adjacent to the locker area, to provide a full clean-off area prior to entering the workspace/ lunch area/meeting space.
- Common facilities, such as locker/changing rooms and washrooms should be designed for inclusivity, considering accessibility and reflecting gender equity, including gender neutral facilities.
- Industrial Spaces: Storage and Workshops
  - Storage is currently spread throughout the building. General storage, serving field staff working off-site could be consolidated in one location: Main Stores, to simplify delivery by external vendors, for inventory tracking and for efficient access. Often-used materials and tools serving the workshop/maintenance bay spaces could be accommodated separately from the Main Stores, directly adjacent to the bays and shops.
  - Current interior storage solutions do not maximize the capacity of the area available. Consideration could be given to vertical storage solutions, such as vertical palette racking.
  - Sign storage, parks storage, fleet storage and the multi-purpose general storage space are undersized for current needs and will need to increase in size to accommodate future needs.
  - Irrigation storage is currently undersized and staff would benefit from having a workbench integrated into the storage area to support their activities.
- The existing maintenance bays are not sufficient to support current operations. To meet current needs, Public Works would ideally have 3 Maintenance Bays for general fleet maintenance, and Roads & Utilities would have 2 Bays. The largest vehicle to be accommodated in the general fleet maintenance bays is a 5T dump truck.
- The existing large vehicle maintenance bay has a maintenance pit. Future consideration should be given to hoist systems.
- Parks would ideally have one large open workshop area including clear area for equipment maintenance, project staging area and the current woodworking workbench area.
- Base Building Spaces:
  - The current building does not contain washrooms. The future state program should allow for the appropriate quantity of washroom facilities to serve the Public Works Yard facilities.

Public Works Yard

Exterior Spaces



GENERAL DESCRIPTION:

The Public Works Yard has a series of exterior spaces that range from enclosed outbuildings, covered tent areas, containers, open laydown areas and uncovered parking. The function of these spaces is primarily the storage of materials, equipment and vehicles, with some structures supporting industrial processes (ex: brine production, fuel station)

CURRENT STATE SPACE TYPES:

Yard Spaces:

- 1 covered tent for road salt.
- 1 covered structure for equipment storage.
- Sea can containers for sewer parts, seasonal decorations, general materials and surplus furniture/materials from City Hall.
- Uncovered laydown areas for construction materials and equipment.
- Uncovered lock-block bins for road bed materials (ex: aggregates and gravel), parks materials (ex: mulch) and a small amount of city garbage.
- Uncovered public laydown areas for branch drop-off

and mulch pick-up (note: Mulch pick-up located on City Hall site).

Industrial Spaces:

- An enclosed outbuilding housing brine production, the washbay and flammable storage.
- Gas and diesel fuel station.

Parking:

- Uncovered Parking for 48 Fleet Vehicles/Equipment.
- Uncovered Parking for 15 Staff Vehicles (Note: this number reflects the reduction in available staff parking to accommodate the future administration trailer).
- Uncovered Parking for 2 Emergency Services Trailers operated by others.

Site Support:

- Radio Tower
- Emergency Generator (Diesel)

Site Amenity:

- Partially covered exterior staff break area.

Administration:

- Temporary tent for crew meetings. Note: this exterior

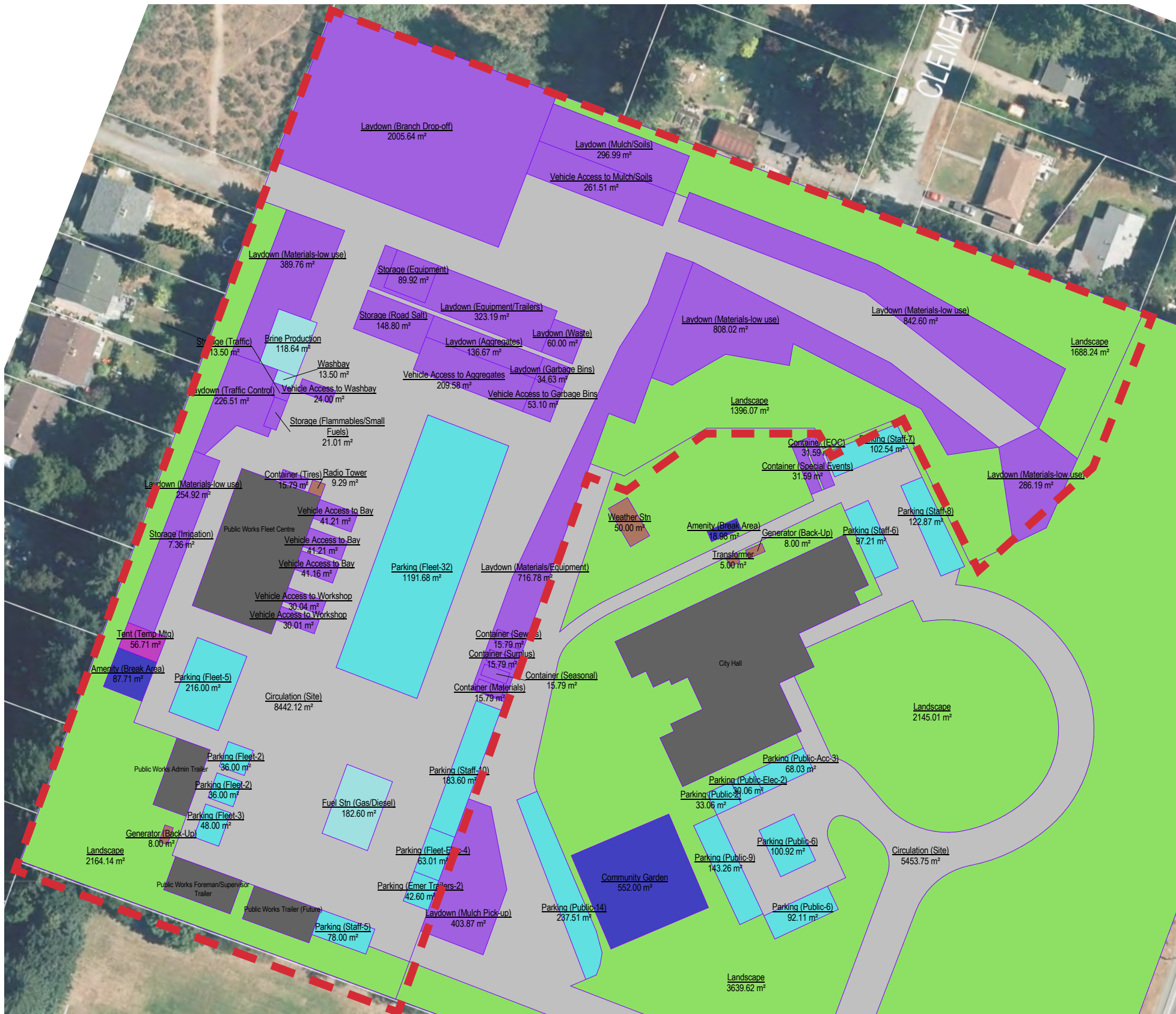
space will not be required in the final condition. It is to be accommodated in interior space.

The table on this page, provides a high level summary of the current exterior program areas of the Public Works Yard site.

The following page includes an annotated site plan identifying the location, nature and size of the current program spaces reviewed.

User Group	Facility Type	Space Type	Area (sqm)
Public Works	Admin	Support	56.7
	Industrial	Enclosed Outbuilding	132.1
		Uncovered	182.6
	Parking	Uncovered	1852.3
	Site Support	Site Support	17.3
	Yard	Enclosed Outbuilding	28.4
Covered		331.2	
	Uncovered	7113.7	
	Site Amenity	Site Amenity	87.7
<b>Public Works Total</b>			<b>9802.0</b>
Other	Parking	Uncovered	42.6
<b>Other Total</b>			<b>42.6</b>
Site	Site Circulation	Site Circulation	8442.1
	Landscape	Landscape	5248.5
<b>Site Total</b>			<b>13690.6</b>
<b>Grand Total</b>			<b>23535.2</b>

Figures 4.11-4.13: Public Works Yard Exterior Spaces



- Parking
- Storage
- Industrial
- Building Footprint
- Temporary Use
- Site Support
- Site Amenity
- Site Circulation
- Landscape/Natural

Figure 4.14: Public Works Yard site Area Plan, by facility type

**CURRENT SITE & OPERATIONAL CONSTRAINTS & OPPORTUNITIES**

- General:
  - The master plan should consider alternate access to the Public Works Yard to avoid overlapping circulation with City Hall and Wishart Elementary School. Consideration should be given to providing two access routes for greater resiliency in an emergency response.
  - The current internal vehicle circulation path serving the yard is wide, allowing for two-way circulation around the yard. Consideration could be given to reducing to a one-way flow around the yard to gain usable space for other functions. All circulation paths should accommodate the largest size of fleet vehicle.
  - A portion of the internal circulation on site is gravel roads which require ongoing maintenance. The master plan should allow for paved vehicle circulation throughout the Yard.
  - The existing Branch Drop-off laydown area is at the north-west corner of the site and requires public to circulate through almost the entire operational yard. The branch drop-off should be located close to the entry of the site to limit public circulation.
  - The existing mulch pick-up area, currently on the City Hall Site, would ideally be co-located with the Branch Drop off laydown area to consolidate areas of public interaction.
- The section of the works yard to the north of the City Hall is used as laydown for general materials which are not often used. This function could be condensed through clean-out and more efficient storage solutions could be used to free up this area for other uses.
- The master plan should consider provisions for emergency response on site, including the potential to reuse the existing back-up generator.
- Industrial Spaces:
  - Consideration should be given to retaining the existing diesel and gas fuel station in place. It would not be cost-effective to relocate it in the future master plan given that it will likely be decommissioned as the fleet transitions to alternative fuel sources.
  - The current manual washbay is undersized. The washbay could be increased in size to accommodate a minimum of 3 vehicles at once. It would ideally be located close to a fleet vehicle entrance to the site to allow vehicles to be washed as they return from the field. Appropriate filtration is required for all used water.
- The washbay facility could use non-potable water reused from the site.
- The current brine production system is very efficient. It is not anticipated that additional space will be required to accommodate future needs.
- Yard Spaces:
  - The City currently has access to a large gravel pit off-site which is used to stock the gravel bins at the Works Yard. The City will no longer have access to this site in the future. Some consideration will be included in the future state program for increased storage at the works yard, however, it will not be equal to the storage currently provided off-site.
  - Materials and equipment currently stored in sea cans on site, would ideally be stored in properly secured interior storage space.
  - Existing uncovered laydown is primarily on dirt/grass areas. Vertical storage solutions that move materials up off the ground in a more efficient footprint should be considered. Ideally these laydown areas would be paved to provide additional protection from the ground and easier access to materials by forklift. The extent of paving on site should be balanced with the need for ground infiltration of rainwater on site.
- Ideally all current and future laydown storage on site should be covered to protect it from the elements.
- The existing road salt storage tent allows for half a year of salt to be stored on site. The existing size should be retained, but master plan options may consider an increase if space is available.
- The existing traffic control storage area is secured with a perimeter chain link fence. It is not required to be secure in the future, but should be covered and incorporate more efficient storage solutions.
- Parking Spaces:
  - The fleet parking areas on site just meet the current needs for vehicle and equipment parking. Additional parking will be needed to accommodate future growth.
  - Almost all current fleet vehicle and equipment parking uncovered. The master plan should consider covered parking to extend the life of the vehicles and equipment.

### 4.2 City Hall Site: Current State

**GENERAL DESCRIPTION:**

The City of Colwood City Hall facility houses the City's core administration functions and Council proceedings. Staff operating out of the City Hall include administration staff from Engineering, Building & Bylaw, Development Services, Corporate Services, who work in one shift from 8:00 am to 4:30pm.

**CURRENT STATE SPACE TYPES:**

The current City Hall site contains the following major accommodations:

**Indoor Accommodations:**

- City Hall with administrative workspace and general support space.
- Public Service Counter.
- Council Chambers and Committee Room.

**Outdoor Accommodations:**

- Staff and Public Parking.
- Community Garden.

- Landscaped setting use
- Site amenity and support area, generator and a r
- Sea can storage contain

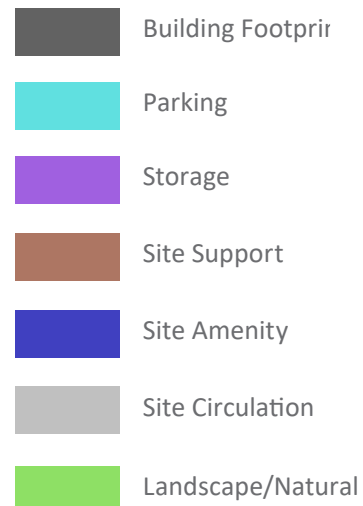


Figure 4.15: City Hall site Area Plan, by facility type

**CURRENT STATE PROGRAM SUMMARY:**

The table on this page, provides a summary of the current program areas for the City Hall site by space type. These areas have been determined through scaling PDFs provided by the City in the absence of digital CAD drawings. Given this, areas are estimated to be within +/- 5% of actual areas on site.

The following pages provide a more detailed breakdown of the City Hall site current state program by building/ accommodation type, with a discussion of existing operational constraints, opportunities and future planning considerations. A full current state program spreadsheet is provided in Appendix A of this report.

Interior/Exterior Space	User Group	Facility Type	Space Type	Area (sqm)	
In	City Hall	Admin	Storage	65.6	
			Speciality	322.7	
			Support	77.9	
			Workspace	417.6	
	<b>City Hall Total</b>				<b>883.7</b>
	Base Building	Base Building	Base Building	49.4	
			Walls	86.0	
	<b>Base Building Total</b>				<b>135.4</b>
	Circulation	Interior Circulation	Interior Circulation	232.0	
	<b>Circulation Total</b>				<b>232.0</b>
<b>In Total</b>				<b>1251.0</b>	
Out	City Hall	Parking	Uncovered	1027.6	
			Yard	Covered	63.2
			Site Amenity	Site Amenity	19.0
	<b>City Hall Total</b>				<b>1109.7</b>
	Public Works	Yard	Uncovered	403.9	
	<b>Public Works Total</b>				<b>403.9</b>
	Other	Site Support	Site Support	50.0	
			Site Amenity	Site Amenity	552.0
	<b>Other Total</b>				<b>602.0</b>
	Site	Landscape	Landscape	17544.4	
Site Circulation			Site Circulation	5453.8	
Site Support			Site Support	13.0	
<b>Site Total</b>				<b>23011.1</b>	
<b>Out Total</b>				<b>25126.7</b>	
<b>Grand Total</b>				<b>26377.7</b>	

City Hall Site:  
City Hall Building



GENERAL DESCRIPTION:

The City Hall Building, constructed in 1989, provides administrative workspace and public engagement space, to support the growth and development of the City of Colwood.

- Committee Room/EOC.
- Public Service Counter and associated queuing space
- Crush space/waiting area for the Council Chambers and Committee Room, that also accommodates some display areas.

CURRENT STATE SPACE TYPES:

Administration Spaces:

Base Building:

Workspaces:

- Washrooms (staff and public).
- Janitor Closet.

Support Spaces:

- Copy/print rooms and satellite copy/print stations.
- Server room.
- Lunch room.
- Shower/Change room.

The table on this page, provides a high level summary of the current program areas of the City Hall Building.

The following page includes an annotated building plan identifying the location, nature and size of the current program spaces reviewed.

Storage Spaces:

- Enclosed storage rooms and open storage areas for files, binders, supplies and drawings.

Specialty Spaces:

- Council Chambers.

User Group	Facility Type	Space Type	Area (sqm)
City Hall	Admin	Speciality	322.7
		Storage	65.6
		Support	77.9
		Workspace	417.6
<b>City Hall Total</b>			<b>883.7</b>
Base Building	Base Building	Base Building	49.4
		Walls	86.0
<b>Base Building Total</b>			<b>135.4</b>
Circulation	Interior Circulation	Interior Circulation	232.0
<b>Circulation Total</b>			<b>232.0</b>
<b>Grand Total</b>			<b>1251.0</b>

Figure 4.16: City Hall Building and Facilities





Figure 4.17: City Hall Building Area Plan, by space type

**CURRENT SITE & OPERATIONAL CONSTRAINTS & OPPORTUNITIES**

– General:

- The current City Hall building is a legacy building constructed in 1989. The City has explored options to expand and or significantly renovate the building, but have found it is not cost-effective to do so due to the condition of the building and the required upgrades. The master plan will plan for a new City Hall building, either constructed on-site or at an off-site location.
- City Hall is currently being re-planned to accommodate additional workstations to meet future staff needs for the next 5 years. The future state program will allow for potential staff growth to 30 years.

– Administration Spaces:

- The City of Colwood does not currently have workspace standards for the sizes of offices and workstations. The new future state program will include proposed sizes to inform the master plan building footprint.
- Due to the nature of their work, staff work primarily at City Hall. Given this, the future state program will continue to carry workspace for each staff member at City Hall. Future growth

strategies may include sharing workspaces if staff shift to a hybrid work approach that includes remote working.

- The current City Hall lacks workspace for Councillors. Shared workspace, that could also function as meeting space, could be considered to allow Councillors to work at City Hall when required.
- The current City Hall facility has limited meeting space. Staff use the Committee Room and meeting space inside offices. The future state program should include a mix of formal and informal meeting areas in a variety of sizes, to support collaboration among staff.
- Open collaboration areas, such as meeting tables or filing islands with countertops, should be allowed for amongst workstation groupings to allow for collaboration over drawings. This is particularly applicable to Engineering & Development Services and Building & Bylaws.
- The existing lunch room is not sufficient for current staff levels and the layout does not easily support staff socialization.
- There are currently limited end of trip facilities at City Hall (an exterior bike rack and a single shower/change room). The future state program will carry bike storage facilities as required under the Zoning Bylaw for a new building and shower/ changing facilities to suit staffing projections.

- Consideration should be given to provided large gear/PPE lockers for Engineering and Building field staff, in association with a mudroom.
- Existing storage areas will be downsized to free up space for workstations as part of the current replanning project. Given this, the future state program will anticipate further reductions in storage with increased digitization.
- The existing server room size can be retained in the future state program as the City is using remote servers and will not require future growth space on site. A space is required for an IT workbench and storage of IT components.
- There are copy/print stations spread across the work area to accommodate confidentiality requirements and, in the case of the service counter, for efficiency and convenience. Consideration could be given to allowing for two enclosed copy-print areas, with secure printers that require codes to activate print jobs. This would reduce disruption in the work environment and contribute to improved air quality.
- The existing Council Chambers size can remain as is, if it can still be opened to the Committee Room. However, but the space should be designed to allow for greater flexibility in layout and IT, to more easily enable other uses. The operable wall separating the Council Chambers and Committee Room should be a high

performance acoustic separation to allow two meetings to occur at the same time.

- The existing Committee Room size can be retained in the future state program. Its size is suitable to accommodate large meetings and the Emergency Operations Centre function.
- The existing radio room space off the Council Chambers should be relocated away from the Chambers to an area directly accessible from a corridor serving the public.
- The future state should allow for at least 1 only 4 person breakout room adjacent to the service counter, for meetings between staff and the public. Access should be provided from the public side and the secure side of the floor, and the room should have glass walls for sightlines.
- The existing service counter has sufficient positions for finance transactions, however, there is not sufficient space for longer discussions associated with planning, development and permits. Additional counter space, in addition to a breakout room, could be provided.
- The future state program could include an optional area for archive storage between 600-1000 square feet. The City is currently looking for a location to house this function.

City Hall Site:  
Exterior Spaces



DEPARTMENT DESCRIPTION:

The City Hall has a limited number of exterior spaces supporting activities on site, ranging from staff amenities to public parking.

CURRENT STATE SPACE TYPES:

Parking:

- 21 staff parking stalls
- 27 public parking stalls including 3 accessible stalls, and 2 electric vehicle charging stalls
- An overflow gravel parking area that can accommodate approximately 14 vehicles

Yard:

- 1 sea can container for special events storage
- 1 sea can container for EOC supplies
- Uncovered area for mulch provided to the public

Site Amenities:

- A community garden, operated by volunteers
- A covered staff break area

Site Support:








- Mobile weather station, operated by Environment Canada
- Transformer
- Generator (Diesel)

The table on this page provides a high level summary of the current City Hall exterior program areas.

The following page includes an annotated site plan identifying the location, nature and size of the current program spaces reviewed.

User Group	Facility Type	Space Type	Area (sqm)
City Hall	Parking	Uncovered	1027.6
	Yard	Covered	63.2
	Site Amenity	Site Amenity	19.0
<b>City Hall Total</b>			<b>1109.7</b>
Public Works	Yard	Uncovered	403.9
<b>Public Works Total</b>			<b>403.9</b>
Other	Site Support	Site Support	50.0
	Site Amenity	Site Amenity	552.0
<b>Other Total</b>			<b>602.0</b>
Site	Site Support	Site Support	13.0
	Site Circulation	Site Circulation	5453.8
	Landscape	Landscape	17544.4
<b>Site Total</b>			<b>23011.1</b>
<b>Grand Total</b>			<b>25126.7</b>

Figures 4.18-4.20: City Hall exterior spaces

-  Building Footprint
-  Parking
-  Storage
-  Site Support
-  Site Amenity
-  Site Circulation
-  Landscape/Natural

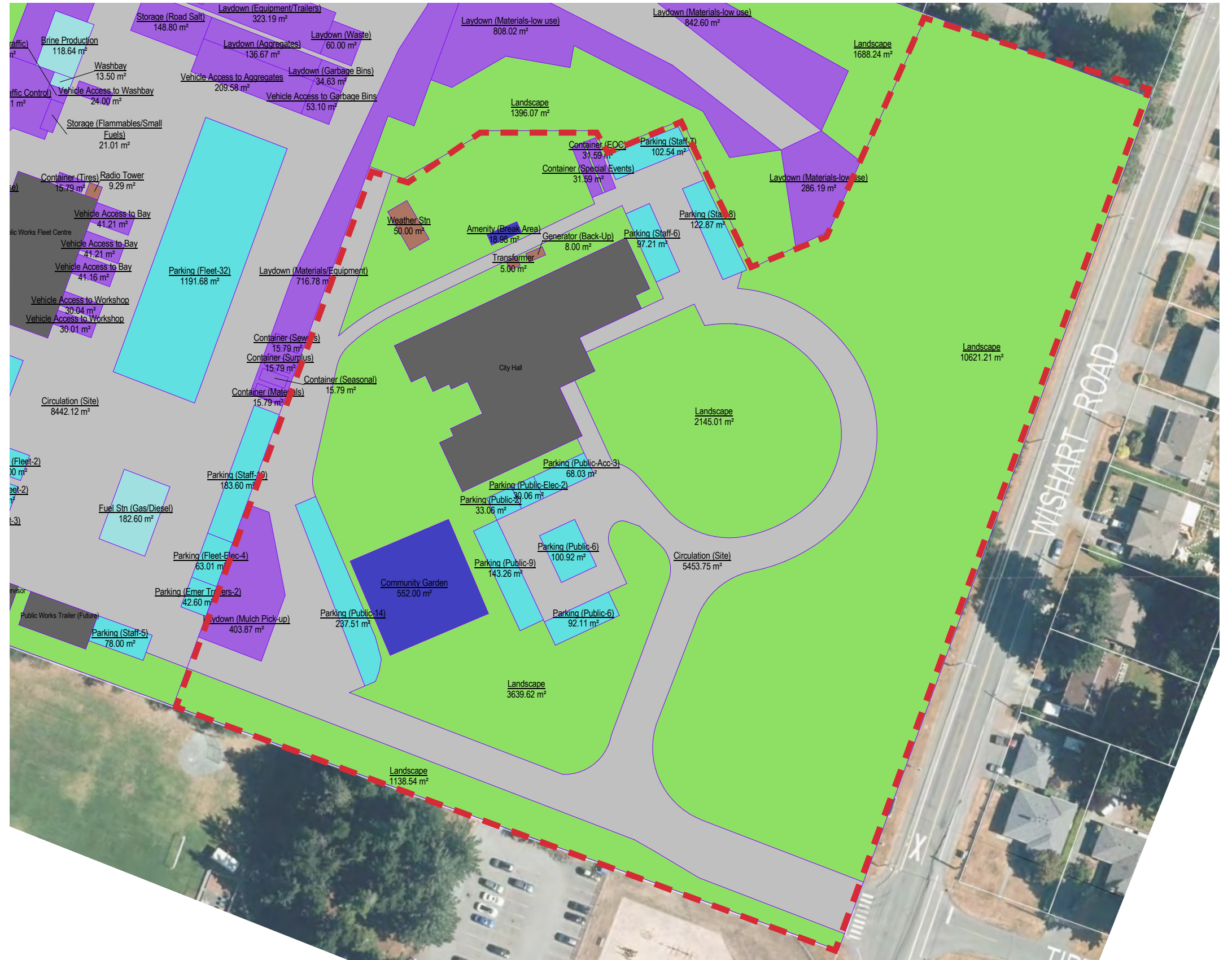


Figure 4.21: City Hall site Area Plan, by facility type

#### CURRENT SITE & OPERATIONAL CONSTRAINTS & OPPORTUNITIES

- Site Amenities
  - The existing community garden function will be retained, but can be relocated on site. Optional area could be included for an additional community greenhouse
  - The landscaped area to the east of City Hall is currently used by the public as an "unofficial" park. The master plan will consider retaining this function on site.
  
- Parking
  - The current gravel parking area accommodates parking for the Community Garden, overflow public parking for City Hall and temporary parking to support pick-up at the adjacent Wishart Elementary School. Parking requirements for the future state program will be based on the zoning bylaw requirements with some consideration for overflow parking to accommodate these additional parking needs.
  - Consideration could be given to allowing infrastructure space for future electric charging stations within the staff parking area.
  
- Yard
  - The two existing sea cans should be accommodated in enclosed, secure heated space
  
- Site Support:
  - The existing mobile weather station will be retained on site, but could be accommodated in an alternate location in the master plan.

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5

## Future Needs Assessment

To inform the site planning and phasing strategies, the design team developed a high-level future state program of indoor and outdoor accommodations to meet the City's long-term needs over a 30 year planning horizon. To ensure that the future requirements of the City were accurately captured, engagement activities were undertaken with representative individuals at the City. These activities included a site tour of existing accommodations and discussions with key personnel to understand workflows, adjacencies, and projected service needs in the future. The design team then layered over the outcomes of the Visioning process and lessons learned from precedent projects to define the ideal master program.

The following section outlines the proposed future state program for both the Public Works Facility and City Hall site.



Figure 5.1: Aerial view City of Colwood Municipal Complex, Source: Google Earth, 2021

## 5.1 Staff Complement

The table on the following pages provides a detailed summary of the existing headcount at Municipal Site and growth projections for 10 year and 30 year horizons.

The staff headcount has been broken down into five categories to reflect the type of work they perform:

- Leadership Staff (L): Administrative staff who hold leadership positions, providing strategic direction and management.
- Speciality Staff (S): Staff, permanent or temporary, contracted to help the City deliver on key strategic initiatives; these employees typically possess a unique combination of experience and education.
- Admin Staff (A): These staff perform the administrative functions that support operations, such as financial services, customer service and strategic planning. These staff positions work the majority of their day at the yard or City Hall.
- Garage Staff (G): These staff positions are trade staff who perform the fleet maintenance activities. These staff spend the majority of their day at the Yard, working in the fleet maintenance facility.
- Field Staff - Public Works (F): These staff are trade or labour staff who perform operations work out in the City, such as parks maintenance and infrastructure construction and maintenance. These staff are deployed from the Public Works Yard, but spend the majority of their day off-site.
- Field Staff - City Hall (F): These staff, such as inspectors

and bylaw officers, ensure compliance with the City's bylaws and building code requirements. They split their day between City Hall and off-site activities.

Growth projections to 10 years have been provided by City representatives. Projected growth to 30 years is based on allowing for 20% increase for non-leadership staff, in each 10 year increment, from 2031 to 2051 to relate to the projected 16% population growth from 2028 to 2038<sup>1</sup>. For the purposes of this feasibility study, the 10 year 16% population growth projection to 2038 is assumed to remain at 16% per ten year increment to 2051.

### PLANNING STANDARDS

The City of Colwood does not currently have defined workspace standards for office and workstation accommodations. For the purposes of this feasibility study, the following space standards were used:

#### Enclosed Offices:

- 12'x16' (192 sq ft/16.73 sq m): For executive management staff such as the CAO and Directors
- 10'x10' (100 sq ft/9.3 sq m): For management and supervisor staff

#### Workstations:

- 8'x6' (48 sq ft/4.46 sq m): This is the standard size of workstation used for the majority of staff.
- 5'x6' (30 sq ft/2.79 sq m): These touchdown stations are used for field and garage staff, with the exception

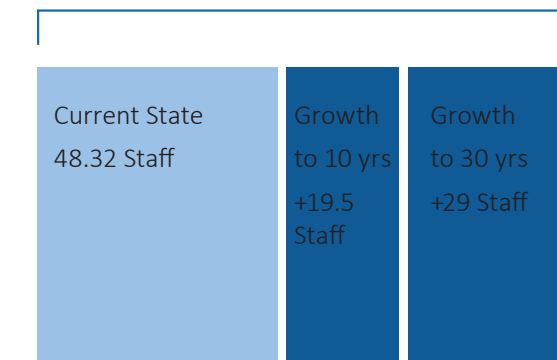
of City Hall field staff who are assigned an 8'x6' workstation

The table on the opposite page details the assignment of workspace standard by position title.

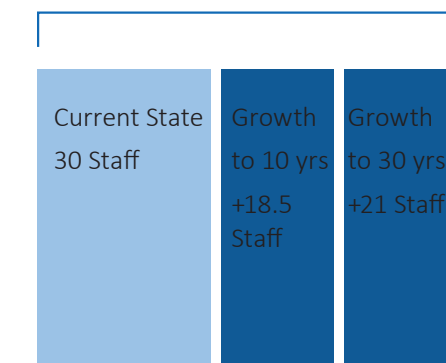
### FUTURE GROWTH STRATEGIES

The future state program to 30 years is currently based on all staff receiving a dedicated workspace, with the exception of field and trade staff. Space savings may be achieved by considering a hybrid work approach, where staff work on site and also at alternative work spaces off-site, such as their homes. Moving to a more hybrid work approach allows for sharing of workspaces, rather than dedicated workspaces, reducing the overall footprint required. The program is carrying the dedicated scenario to capture the largest anticipated space requirement. As the City Hall moves into more detailed programming and planning in future stages, this assumption could be revisited as a strategy to reduce the building footprint, or free up additional flex growth space for any unanticipated future services.

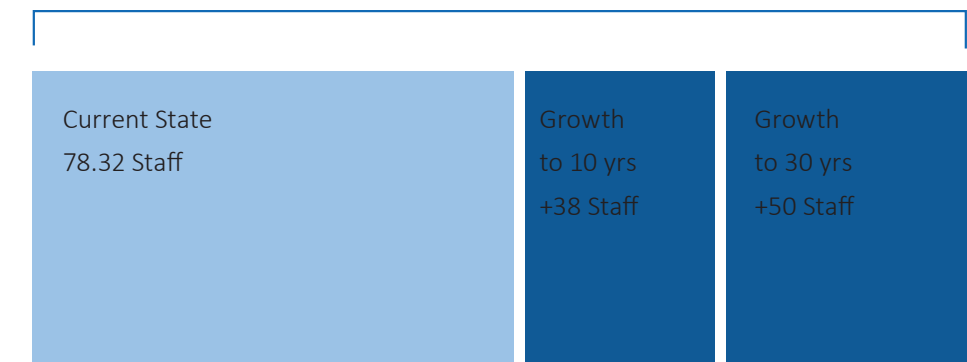
City Hall Future Staff Projection to 30 Years: 96.82 Staff



Public Works Facility Future Staff Projection to 30 Years: 69.5 Staff



Municipal Complex Future Staff Projection to 30 Years: 166.32 Staff



<sup>1</sup> Source: City of Colwood Demographic Study & Land Yield Analysis Report, prepared by Colliers International Consulting, February 2019



Zone	Division	Branch	Staff Type	Staff Title	Workspace Accommodation	PPE/Gear Locker (Y/N)		Drying Space (Y/N)	Current Headcount	10 Year Growth	30 Year Growth		
City Hall	Building & Bylaw	Building	L	Manager - Building & Bylaw	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0		
			A	Building Assistant	Workstation (Type A) - Dedicated	N	N		1.66	1	0		
			F	Building Inspector	Workstation (Type A) - Dedicated	Y	N		2.66	1	2		
		Bylaw	L	Senior Bylaw Compliance Officer	Workstation (Type A) - Dedicated	Y	N		1	0	0		
			F	Bylaw Compliance Officer	Workstation (Type A) - Dedicated	Y	N		1	1	2		
	<b>Building &amp; Bylaw Total</b>									<b>7.32</b>	<b>3</b>	<b>4</b>	
	Community Planning	Community Planning	L	Director - Community Planning	Enclosed Office (Type 1) - Dedicated	N	N		1	0	0		
			A	Community Planning Co-ordinator	Workstation (Type A) - Dedicated	N	N		0	1	2		
			S	Economic Prosperity Coordinator	Workstation (Type A) - Dedicated	N	N		1	0	0		
				Senior Planner	Workstation (Type A) - Dedicated	N	N		1	0	0		
	<b>Community Planning Total</b>									<b>3</b>	<b>1</b>	<b>2</b>	
	Corporate Services	Corporate Services	L	Chief Administrative Officer (CAO)	Enclosed Office (Type 1) - Dedicated	N	N		1	0	0		
				Communications Manager	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0		
				Corporate Officer	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0		
				Deputy Corporate Officer	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0		
			A	Corporate Services Assistant	Workstation (Type A) - Dedicated	N	N		2	1	2		
				Engagement Assistant	Workstation (Type A) - Dedicated	N	N		1	1	1		
				Executive Assistant to the Mayor & CAO	Workstation (Type A) - Dedicated	N	N		1	0	0		
				Front Counter Support Clerk	Workstation (Type A) - Dedicated	N	N		2	2	3		
	<b>Corporate Services Total</b>									<b>10</b>	<b>4</b>	<b>6</b>	
	Engineering & Development Services	Development Services	L	Director - Engineering & Development Services	Enclosed Office (Type 1) - Dedicated	N	N		1	0	0		
				Manager - Development Services	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0		
				Planning Assistant	Workstation (Type A) - Dedicated	N	N		1	1	1		
			S	Planner	Workstation (Type A) - Dedicated	Y	N		2	0	1		
				Planner I	Workstation (Type A) - Dedicated	Y	N		1	1	1		
				Planning Technician	Workstation (Type A) - Dedicated	Y	N		1	0	1		
			Engineering	Engineering	L	Manager - Engineering	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0
					A	Engineering Assistant	Workstation (Type A) - Dedicated	N	N		1	1	1
					F/S	Engineering Capital Lead	Workstation (Type A) - Dedicated	Y	N		1	0	0
						Engineering Construction Inspector	Workstation (Type A) - Dedicated	Y	N		1	0	1
						Engineering Technologist	Workstation (Type A) - Dedicated	N	N		1	1	1
						Intermediate Engineering Technologist	Workstation (Type A) - Dedicated	Y	N		3	1	2
						<b>Engineering &amp; Development Services Total</b>							
	Finance & IT	Finance	L	Director - Finance	Enclosed Office (Type 1) - Dedicated	N	N		1	0	0		
				Manager - Finance	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0		
			A	Accounting Clerk II	Workstation (Type A) - Dedicated	N	N		0	1	1		
				Accounts Payable/Receivable Clerk	Workstation (Type A) - Dedicated	N	N		1	1	1		
				Accounting Clerk III	Workstation (Type A) - Dedicated	N	N		1	1	2		
			S	Payroll & Benefits Coordinator	Workstation (Type A) - Dedicated	N	N		1	0	0		
				Purchasing/Accounting Technician	Workstation (Type A) - Dedicated	N	N		1	0	1		
				Senior Accountant	Workstation (Type A) - Dedicated	N	N		1	0	0		
				IT	Manager - IT	Enclosed Office (Type 2) - Dedicated	N	N		1	0	0	
			S	IT Technician	Workstation (Type A) - Dedicated	N	N		2	2	1		
			<b>Finance &amp; IT Total</b>									<b>10</b>	<b>5</b>
	Human Resources	Human Resources	L	Manager - Human Resources	Enclosed Office (Type 1) - Dedicated	N	N		1	0	0		
Human Resources Assistant				Workstation (Type A) - Dedicated	N	N		0	1.5	1			
A			Human Resources Co-ordinator	Workstation (Type A) - Dedicated	N	N		1	0	1			
			Occupational Health & Safety Advisor	Workstation (Type A) - Dedicated	N	N		1	0	0			
<b>Human Resources Total</b>									<b>3</b>	<b>1.5</b>	<b>2</b>		
<b>City Hall Total</b>									<b>48.32</b>	<b>19.5</b>	<b>29</b>		

Zone	Division	Branch	Staff Type	Staff Title	Workspace Accommodation	PPE/Gear Locker		Current Headcount	10 Year Growth	30 Year Growth	
						(Y/N)	Drying Space (Y/N)				
Public Works Yard	Parks	Parks	L	Manager - Parks	Enclosed Office (Type 2) - Dedicated	Y	N	1	0	0	
				Supervisor - Parks	Workstation (Type A) - Dedicated	Y	Y	2	0	0	
			F	Labourer 1	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	3	4	4	
				Labourer 2	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	7	4	4	
			F/L	Lead Hand - Parks	Workstation (Type A) - Dedicated	Y	Y	2	1	1	
				Lead Hand Irrigation	Workstation (Type A) - Dedicated	Y	Y	1	0	0	
			F/S	Irrigation Technician	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	0	1	2	
			<b>Parks Total</b>								<b>16</b>
	Public Works	Public Works	Public Works	L	Deputy Director - Public Works	Enclosed Office (Type 1) - Dedicated	Y	Y	1	0	0
					Director - Public Works	Enclosed Office (Type 1) - Dedicated	Y	N	1	0	0
				A/F	Service Assistant	Workstation (Type A) - Dedicated	Y	Y	1	1.5	0
				F	Chargehand of Equipment	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	1	0	1
				G	Mechanic	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	0	1	3
				G/L	Fleet Supervisor	Enclosed Office (Type 2) - Dedicated	Y	Y	1	0	0
	<b>Public Works Total</b>								<b>5</b>	<b>2.5</b>	<b>4</b>
	Roads & Utilities	Roads & Utilities	Roads & Utilities	L	Manager - Roads and Utilities	Enclosed Office (Type 2) - Dedicated	Y	N	1	0	0
					Supervisor - Roads	Workstation (Type A) - Dedicated	Y	Y	1	0	0
					Supervisor - Utilities	Workstation (Type A) - Dedicated	Y	Y	1	0	0
				F	Labourer 1	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	0	3	1
					Labourer 2	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	3	2	2
					Operator 1	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	1	0	1
					Operator 2	Workstation (Trade/Field Staff Touchdown Stn) - Shared	Y	Y	0	1	2
				F/L	Lead Hand - Roads	Workstation (Type A) - Dedicated	Y	Y	1	0	0
Lead Hand - Utilities					Workstation (Type A) - Dedicated	Y	Y	1	0	0	
<b>Roads &amp; Utilities Total</b>								<b>9</b>	<b>6</b>	<b>6</b>	
<b>Public Works Yard Total</b>								<b>30</b>	<b>18.5</b>	<b>21</b>	
<b>Grand Total</b>								<b>78.32</b>	<b>38</b>	<b>50</b>	

Current Total                    78.32  
 Total Staff @ 10 Years       116.32  
 Total Staff @ 30 Years       166.32

## 5.2 Fleet Complement

A major functional component of the Municipal Complex is parking for the fleet vehicles and equipment required for operations.

The table to the right identifies the existing count of fleet vehicles and equipment as well as a projected growth to 30 years. Growth projections to 10 years have been provided by City representatives. Projected growth to 30 years is based on allowing for 20% increase in vehicles from 2031 to 2051. The projected percentage for 30 year growth is less than the projected percentage of staff growth over the same period, as many of the vehicles and equipment are shared, rather than assigned 1 to 1.

Two parking stall sizes have been established for fleet vehicles:

- Standard: a 2.6m x 6.3m stall which is based on the City of Colwood bylaw standard 90 degree parking stall size (2.6m x 5.8m) with an additional allowance for electric charging infrastructure.
- Oversize: a 4m x 8.3m stall which includes an allowance for electric charging infrastructure.

The Public Works team has expressed a preference for the Public Works fleet to be accommodated in covered parking, which is being carried in the future state program and master plan.

Note: An additional four parking stalls are carried in the future state program for vehicles/equipment for other user groups, such as the RCMP. These vehicles are not listed in the table on this sheet.

User Group	Space Type	Stall Type	Vehicle/Equipment	Current Qty	10 Yr Growth	30 Yr Growth		
Public Works	Covered	Oversize	Parking - Fleet: 5-Tonne+ Dump HD w/ Air Brakes	5	3	2		
			Parking - Fleet: 1-Tonne Dump 550/5500	6	3	2		
			Parking - Fleet: Backhoe Loader	2	1	1		
			Parking - Fleet: Mini Excavator 50 series or equivalent	0	1	1		
			Parking - Fleet: Heavy Equipment Trailer	1	0	1		
			Parking - Fleet: Utility Trailer	4	2	2		
			Parking - Fleet: Woodchipper Trailer	1	0	1		
			Parking - Fleet: Crackseal Trailer w/ Compressor	1	0	1		
			Parking - Fleet: Hot-box Asphalt Trailer	1	0	1		
			Parking - Fleet: Water Trailer w/ Flat Saw	1	0	1		
			<b>Oversize Total</b>	<b>22</b>	<b>10</b>	<b>13</b>		
			Standard Size	Parking - Fleet: Electric Utility Truck - small	1	1	1	
				Parking - Fleet: Pick-up Truck 150/1500 Type	2	0	0	
				Parking - Fleet: Electric Pick-up Truck 150/1500 Type	0	6	2	
				Parking - Fleet: Van HD Utility	0	1	1	
				Parking - Fleet: Pick-up Truck HD 2500/2500+	7	3	2	
				Parking - Fleet: Bobcat Skid-steer	1	1	1	
				Parking - Fleet: Mower - closed cab	2	1	1	
				Parking - Fleet: Mower - zero turn, open cab	2	1	1	
		Parking - Fleet: Sidewalk/Bike Lane Snow & Cleaning Equipment		0	2	1		
		Parking - Fleet: Portable Hot Pressure Washer		1	0	1		
		Parking - Fleet: HD Plate Tamper - HD Diesel		1	0	1		
		<b>Standard Size Total</b>	<b>22</b>	<b>17</b>	<b>16</b>			
		<b>Covered Total</b>	<b>44</b>	<b>27</b>	<b>29</b>			
		<b>Public Works Total</b>			<b>44</b>	<b>27</b>	<b>29</b>	
		City Hall	Uncovered	Standard Size	Parking - Fleet: Electric Cars	4	3	2
					Parking - Fleet: AWD SUV	1	1	1
					Parking - Fleet: Small Utility Van	1	0	1
				<b>Standard Size Total</b>	<b>6</b>	<b>4</b>	<b>4</b>	
		<b>Uncovered Total</b>	<b>6</b>	<b>4</b>	<b>4</b>			
<b>City Hall Total</b>			<b>6</b>	<b>4</b>	<b>4</b>			
<b>Grand Total</b>			<b>50</b>	<b>31</b>	<b>33</b>			

**Current Total** 50  
**Total @ 10 Years** 81  
**Total @ 30 Years** 114

### 5.3 Public Works Facility

The following pages detail the breakdown of spaces, their quantity and size and design considerations, creating the future state program for the Public Works Facility.

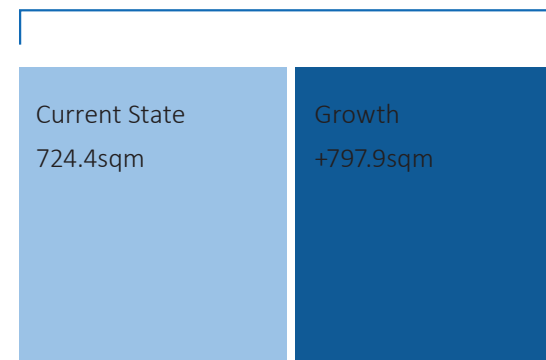
#### INTERIOR ACCOMMODATIONS

The future state program for interior space includes 1504.3 square metres of program space. Program space refers to the actual footprint of the functional components (ex: the 48 sq ft footprint of an 8'x6' workstation). It does not include interior circulation, the thicknesses of surrounding walls or base building service spaces, such as electrical rooms, mechanical rooms and washrooms.

The future state program reflects a total program area increase of 797.9 square metres as shown in the tables on this page.

When gross-up factors are applied to account for interior circulation, wall thicknesses and base building service spaces, the total gross interior building area required in square metres is 2269.1 square metres.

Interior Future State Program Space: 1522.3sqm



Key drivers that have defined the future state interior program size include:

**Administration Spaces:** Interior administration spaces include office workspaces and associated support spaces as well as amenity spaces for field and trade staff, such as locker facilities and lunch/break space.

Workspace:

- Area reflects accommodating staff growth to 30 year horizon, in a mix of dedicated and shared offices and workstations.

Support:

- Area reflects accommodating staff growth to 30 year horizon, resulting in increased sizes to key support spaces such as:
  - Locker, changing and drying facilities
  - Meeting spaces
  - Lunch/Break space
- Providing a Department Operations Centre.
- Providing new general support spaces such as a

shipping/receiving area and a fleet maintenance intake area (office).

- Providing flex space and associated reception/lobby space for community partnerships and education.

Storage:

- Area reflects an allowance for a shared secure file/storage room.

Optional:

- Optional allowance for a laundry facility for field/trade staff coveralls.
- Optional allowance for storage room for the Department Operations Centre for supplies.

**Industrial Spaces:** Interior industrial spaces include workshops and associated storage space. Note: Some storage identified in the current state has been reassigned in the future state to Workshop Storage and to within the workshop footprints.

Workshop:

- Right-sizing the quantity and size of the fleet maintenance bays and Public Works workshops to support current and future needs.

- Adding an Irrigation workshop.

Workshop Storage/Storage:

- Adding storage to suit the increased number of maintenance bays.
- Increasing key storage areas, such as fleet storage and main stores but using efficient vertical storage solutions to minimize the impact of that growth on overall space required.

Support:

- Adding an allowance for eyewash/water fountain stations in the workshop/maintenance bay spaces.

In/Out	User Group	Facility Type	Space Type	Program Area (sqm)	Current Area (sqm)	Variance	
In	Public Works	Admin	Storage	7.5	6.1	1.4	
			Support	443.8	105.3	338.4	
			Workspace	140.5	101.3	39.3	
			Optional	20.5	0.0	20.5	
			<b>Admin Total</b>		<b>612.3</b>	<b>212.7</b>	<b>399.5</b>
		Industrial	Storage	215.0	197.3	17.7	
			Support	2.2	0.0	2.2	
			Workshop	632.9	285.9	347.0	
			Workshop Storage	59.9	28.4	31.5	
			<b>Industrial Total</b>		<b>910.0</b>	<b>511.7</b>	<b>398.3</b>
		<b>Public Works Total</b>		<b>1522.3</b>	<b>724.4</b>	<b>797.9</b>	
	<b>In Total</b>			<b>1522.3</b>	<b>724.4</b>	<b>797.9</b>	

\*current area does not include temp outdoor meeting area

**EXTERIOR ACCOMMODATIONS**

The future state program for exterior space includes 11,236 square metres of program space. Program space refers to the actual footprint of the functional components and does not include site circulation, landscape space or the wall thicknesses associated with exterior outbuildings.

The future state program reflects a program area increase of 1632.6 square metres as shown in the tables on this page.

When gross-up factors are applied to account for wall thicknesses the total gross site area required in square metres is 11,280.1 square metres. Note: Gross up factors are not applied to determine site circulation or landscape areas as these will vary by master plan option, therefore the existing site circulation and landscape areas are removed from the detail table this page for comparison purposes.

Key drivers that have defined the future state exterior program size include:

Exterior Future State Program Space: 11,236 sqm

Current State 9603.4 sqm	Growth 1632.6 sqm
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**Industrial Spaces:** Exterior industrial spaces include the brine production facility and the on-site gas/diesel fuel station.

**Enclosed Outbuilding:**

- The existing brine production size is retained as the efficiency of the existing system is considered sufficient to meet future needs.
- The washbay shed is increased in size to allow for three vehicles to be washed. Note: The vehicle area allowance is included in Yard program, the washbay shed is included under industrial.

**Uncovered:**

- The on site gas/diesel fuel station is retained in the existing program, and will ideally be retained in its existing footprint on site. Once the fleet transitions away from gas/diesel to alternative fuel sources, this area can be reassigned for other use.

**Parking:** Includes parking stalls for fleet vehicles and equipment. All staff vehicle parking has been reassigned to the City Hall site. The existing area of Public Works staff parking is removed from current area shown in table below. All required

bike parking, based on the City of Colwood bylaw, has been assigned to the City Hall site.

- The area allowance for fleet parking has increased to accommodate projected 30 year growth as detailed in Section 5.2. All fleet parking is being carried as covered parking and includes allowance for electric charging infrastructure.
- Other parking includes an area allowance for the two existing emergency trailers on site and 2 additional stalls for other community groups (ex: RCMP).

In/Out	User Group	Facility Type	Space Type	Program Area (sqm)	Current Area (sqm)	Variance	
Out	Other	Parking	Uncovered	83.1	42.6	40.5	
		<b>Parking Total</b>		<b>83.1</b>	<b>42.6</b>	<b>40.5</b>	
	<b>Other Total</b>			<b>83.1</b>	<b>42.6</b>	<b>40.5</b>	
	Public Works	Industrial	Enclosed Outbuilding		135.0	131.2	3.8
			Uncovered		185.0	182.6	2.4
		<b>Industrial Total</b>		<b>320.0</b>	<b>313.8</b>	<b>6.2</b>	
		Parking	Covered	2398.1	1668.7	729.4	
		<b>Parking Total</b>		<b>2398.1</b>	<b>1668.7</b>	<b>729.4</b>	
		Site Amenity	Site Amenity	90.0	87.7	2.3	
		<b>Site Amenity Total</b>		<b>90.0</b>	<b>87.7</b>	<b>2.3</b>	
		Site Support	Site Support	10.0	17.3	-7.3	
		<b>Site Support Total</b>		<b>10.0</b>	<b>17.3</b>	<b>-7.3</b>	
		Yard	Covered	1539.9	331.2	1208.7	
		Enclosed Outbuilding	305.3	28.4	276.9		
		Uncovered	6101.0	7113.7	-1012.7		
		Optional	138.7	0.0	138.7		
	<b>Yard Total</b>		<b>8084.7</b>	<b>7473.3</b>	<b>611.4</b>		
	<b>Public Works Total</b>			<b>10902.9</b>	<b>9560.8</b>	<b>1342.1</b>	
	Site	Site Support	Site Support	250.0	0.0	250.0	
		<b>Site Support Total</b>		<b>250.0</b>	<b>0</b>	<b>250.0</b>	
<b>Site Total</b>			<b>250.0</b>	<b>0</b>	<b>250.0</b>		
<b>Out Total</b>				<b>11236.0</b>	<b>9603.4</b>	<b>1632.6</b>	

\*current area does not staff parking

\*current area does not include temp outdoor meeting area

**Site Amenity:** Includes the outdoor staff break area. Existing area size is retained.

**Site Support:** Includes the existing radio tower which is retained. Note: the current state site support included the on-site generator, this has been reassigned in the future state from Public Works into Site.

**Yard**

Enclosed Outbuilding:

- Providing new area for a greenhouse and associated storage shed for future Parks Operations.
- Area allowance reflects conversion of some existing storage in sea cans into properly enclosed storage.

Covered:

- Area reflects the conversion of some existing uncovered laydown storage to covered storage.
- Area reflects conversion of existing uncovered lock-block storage for top soils and mulch into covered storage.
- Providing a new covered area for large pump storage

Uncovered:

- Area reflects increasing the efficiency of general storage footprints reflecting culling of materials on site and the use of vertical storage solutions to minimize the required growth of laydown areas to meet future needs.
- Increasing the dimensions of the aggregate bulk material lock-block bins and adding new road debris lock block bins.

- Providing a new area for a temporary holding/staging garden for future Parks Operations.
- Providing an area for vac dump and associated vehicle access.
- Increasing the vehicle access/area allowance at washbay facility.

Optional:

- Optional allowance for a propagation garden for future Parks operations.

**Site (General):**

- Carrying a footprint allowance for resilient infrastructure on site, which may include on site power generation infrastructure, generators and energy storage.

The following pages provide a detailed breakdown of the interior and exterior program areas, including their quantity and size and design considerations, by individual space type.

Department	Division	Branch	In/Out	Facility Type	Space Type	Space Name	Design Considerations	Qty	Program Area (sqm)					
Public Works	Common	Common	In	Admin	Support	Lobby/Reception	Lobby/Reception area with with vestibule entry, 1 standard workstation, courier drop off, queuing/waiting area	1	20.0					
						Phone/Focus Room (Capacity: 1-2)	Counter with chair, or small round table with 2 chairs, docking station, power, network drop	1	7.0					
						Meeting Room - Enclosed Small (Capacity: 4-6)	Seating for 4-6, table, whiteboards, teleconference, screen and digital presentation abilities, power, wifi	2	30.0					
						Department Operations Centre (Capacity: 16)	Seating, table, whiteboards, teleconference, screen(s) and digital presentation abilities, power, wifi, zero waste base unit. To be located adjacent to Storage (Department Operations Centre) and to multipurpose lunch room and Community flex space/briefing room. To have operable walls between spaces to allow for all staff briefing in emergency event	1	35.0					
						Meeting Space - Informal Open/Enclosed	Breakout Rooms (120 net sq ft/11.75 sqm) and/or Stand up Meeting Space (180net sq ft/16.72 sqm). Space can be enclosed or open. Program is based on Stand-Up Meeting Space to carry largest size.	1	16.7					
						Wellness Room	Clear floor space, power, soft seating. To be located adjacent to First Aid Room	1	7.5					
						Copy/Print Room (Production)	Enclosed Room with multifunctional device, layout area, zero waste base unit, shredding bin, supply storage, plotter, paper cutter.	1	20.4					
						Mudroom	Bootwash station, freestanding laundry sink, temporary hanging storage for dirty coveralls, floor drain. To be located at field staff entry to building, adjacent to locker/shower/changing/washroom facilities.	1	7.5					
						Lockers (Coveralls)	Coverall lockers, to be located adjacent to an entry to the building/mudroom. Area required if optional laundry facility is not provided	1	3.0					
						Lockers (Gear/PPE)	Size based on 30 year growth. Allowance for 1 only 18"x18" locker for all Public Works staff, with 2'-0" clear standing space in front. Additional internal circulation included in gross up. Quantity shown reflects total lockers required	70	34.5					
						Drying Room	Enclosed heated space with hanging racks for clothing, boot racks. To be located adjacent to locker/changing/shower facilities, and mudroom	1	40.0					
						Shower/Changing Unit (Accessible)	Gender neutral shower unit with integrated changing area (accessible)	1	5.9					
						Shower/Changing Unit (Standard)	Gender neutral shower unit with integrated changing area	3	12.4					
						First Aid Room	Workplace BC Standard guidelines apply	1	14.9					
						Work Order Pick-Up	Wall area for work orders	1	2.0					
						Shipping/Receiving/Staging	Clear area 15'x15' for large deliveries (pallet). Access from exterior through double doors. Direct access into Main Stores through double doors.	1	20.0					
						Multipurpose Lunch Room (Capacity: 40)	To accommodate 40 people. Alternate use as large meeting/crew briefing space. To be adjacent to Department Operations Centre and Community Flex Space. To have operable walls between spaces to allow for all staff briefing in emergency event	1	98.0					
						Flex Space: Community Use/Briefing Room	Flex space for community uses to be determined. Area allowance includes 2 universal washrooms for public use. Area to also be used as briefing room for staff with operable wall connection to Department Operations Centre and Multipurpose Lunch Room to allow for all staff briefing in emergency event	1	62.0					
						Storage	Storage (Secure Files/Dwgs)	Secure storage room with bookcases, file cabinets and plan file cabinets for files, binders and drawings	1	7.5				
						Optional	Storage (Department Operations Centre)	Storage area for emergency supplies, additional furniture for Department Operations Centre (DOC). To be adjacent to DOC, either with direct double door access into DOC, or into adjacent corridor serving DOC.	1	9.3				
							Laundry Facility	Optional area for 2 x stacked washer/dryer units, clothes hanging rack for coverall laundry.	1	11.2				
							Admin Total		93	464.7				
							Industrial	Workshop Storage	Storage (Mobile Hoists)	Area to store mobile hoists out of clear work area footprint. Area to be shared amongst all Maintenance Bays	1	6.0		
								Support	Eye Wash/Hand Wash/Drinking Fountain Station	To be located as required to meet Worksafe requirements. Quantity to be confirmed with final layout. One to be located prior to entry to clean shared spaces (admin space). - 1 large compartment freestanding/wall hung sink with 2 faucets, 1 eye station, 1 drinking fountain.	2	2.2		
								Storage	Storage (Main Stores - Tools/Materials/Equipment)	Main Stores. To be located adjacent to shipping/receiving area. Palette racking and cantilever racking. Area allowance is current main stores room (assuming fleet storage is removed), 3 additional common storage rooms in current Fleet Bldg and allowance for 20% growth	1	132.0		
									Storage (Forklift Parking/Charging)	Area for forklift parking (1), with electric charging station to serve Main Stores, with exterior access to serve yard	1	6.5		
								Industrial Total			5	146.7		
								<b>In Total</b>			<b>98</b>	<b>611.4</b>		
								Out	Industrial	Enclosed Outbuilding	Washbay (Manual)	Manual washbay facility. Area allowance is for washbay shed. See Vehicle Access - Washbay for area allowance for vehicles at washbay	1	15.0
										Uncovered	Fuel Stn (Gas/Diesel)	Fuel Station for Gas and Diesel. Existing size retained with allowance for vehicle pull-up on 2 sides. Retain in existing location if feasible.	1	185.0
									Industrial Total				2	200.0
									Parking	Covered	Parking - Fleet: 1-Tonne Dump 550/5500	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	11	374.0
											Parking - Fleet: 5-Tonne+ Dump HD w/ Air Brakes	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	10	340.0
											Parking - Fleet: Asphalt Roller	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8
											Parking - Fleet: Backhoe Loader	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	4	136.0
											Parking - Fleet: Bobcat Skid-steer	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	3	49.1
											Parking - Fleet: Crackseal Trailer w/ Compressor	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	2	68.0
											Parking - Fleet: Curb Machine	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8
											Parking - Fleet: Electric Pick-up Truck 150/1500 Type	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	8	131.0
											Parking - Fleet: Electric Utility Truck - small	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	3	49.1
											Parking - Fleet: HD Plate Tamper - HD Diesel	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8
											Parking - Fleet: Heavy Equipment Trailer	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	2	68.0
											Parking - Fleet: Hot-box Asphalt Trailer	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	2	68.0
											Parking - Fleet: Leaf Vacuum Trailer	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8

Department	Division	Branch	In/Out	Facility Type	Space Type	Space Name	Design Considerations	Qty	Program Area (sqm)								
Public Works	Common	Common	Out	Parking	Covered	Parking - Fleet: Message Board Trailer	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	4	65.5								
						Parking - Fleet: Mini Excavator 50 series or equivalent	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	2	68.0								
						Parking - Fleet: Mower - closed cab	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	4	65.5								
						Parking - Fleet: Mower - zero turn, open cab	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	4	65.5								
						Parking - Fleet: Pick-up Truck 150/1500 Type	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure). Assumed these vehicles will be phased out for Electric Pick-up Trucks. Area allowance included under Electric Pick-Up Trucks	0	0.0								
						Parking - Fleet: Pick-up Truck HD 2500/2500+	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	12	196.6								
						Parking - Fleet: Portable Hot Pressure Washer	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8								
						Parking - Fleet: Sidewalk/Bike Lane Snow & Cleaning Equipment	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	3	49.1								
						Parking - Fleet: Utility Trailer	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	8	272.0								
						Parking - Fleet: Van HD Utility	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8								
						Parking - Fleet: Water Trailer w/ Flat Saw	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	2	68.0								
						Parking - Fleet: Woodchipper Trailer	Oversize Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	2	68.0								
						Parking Total		98	2398.1								
						Site Amenity	Site Amenity	Amenity (Break Area)	Outdoor covered seating area for staff use. Existing size retained. Could be co-located with City Hall outdoor break space.	1	90.0						
						Site Amenity Total		1	90.0								
				Site Support	Site Support	Radio Tower	Retain existing, in existing location if feasible	1	10.0								
				Site Support Total		1	10.0										
				Yard	Enclosed Outbuilding	Storage (Flammables/Small Fuels)	Enclosed secure storage, unheated, for flammables and fuel for small tools/equipment. Allowance for 20% increase over existing size	1	26.0								
										Storage (Signs)	Enclosed secure space with industrial storage shelving for signs. Existing size retained, no growth requirement.	1	15.0				
														Storage (Surplus/Seasonal/General Materials)	Enclosed, unheated, secure space for City Hall surplus, seasonal items, general common materials. Existing space in 3 containers, area allowance reduced by 50% to reflect culling and vertical storage solutions in enclosed space	1	24.0
						Covered	Storage (Equipment)	Covered area for equipment parking/storage. Area reflects existing tent structure and 75% of adjacent uncovered parking area (reduction to reflect culling and more efficient parking)	1	330.0							
											Storage (Materials/Equipment)	Covered laydown area for materials/equipment. Size allowance is 75% of existing laydown area at east side of site to reflect portion of contents stored in vertical storage solutions	1	525.0			
															Uncovered	Laydown (Community Resource Pick-up)	Should be located adjacent to the entry to the site. Accessed by public. Area to be multifunctional providing area for community to pick-up items provided by PW, including salt, sand and mulch. Area reflects existing mulch pile (Oct 2021) and allowance for 3 vehicles (equivalent to 3 City of Colwood bylaw standard parking stalls 2.6mx5.8m ea).
						Laydown (Materials/Equipment)	Laydown for materials/equipment. Size allowance considers combination of existing spaces north of City Hall, north of Brine production and west of Fleet Building. Total areas combined and reduced by 50% to reflect culling and accommodation of 30% of contents in vertical storage solutions.	1	1290.0								
										Laydown (Waste Roll-Off bins)	Allowance for 2 roll off bins. To be located adjacent to Laydown (waste)	2	36.0				
						Laydown (Waste)	Open laydown area for temporary waste storage. Retain existing size with access to roll-off bins	1	60.0								
						Vac Dump	3.6m x 5m (12'x16')	1	18.0								
						Vehicle Access to Vac Dump	Allowance for vehicle loading/unloading area. Size: Width of vac dump x 26' deep	1	28.8								
						Vehicle Access to Washbay	Allowance for 3 vehicles in washbay area, equivalent to 3 oversize parking stalls	3	96.0								
						Laydown (Branch Drop-off) incl circ	Area for green waste drop-off by public. To be located adjacent to the entry to the site. Area allowance includes storage and internal circulation and reflects existing space size.	1	2010.0								
						Yard Total		16	4908.8								
						<b>Out Total</b>		<b>118</b>	<b>7606.9</b>								
				<b>Common Total</b>		<b>216</b>	<b>8218.4</b>										
				Parks	Parks	Parks	In	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3				
										Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	7	31.2				
										Workstation (Trade/Field Staff Touchdown Stn) - Shared	Shared Standard Touchdown: 5'x6' (1.52m x 1.83m) to be shared among Public Works Field/Trade staff	3	8.4				
								Admin Total		11	48.9						
								Industrial	Workshop	Workshop (Parks-General)	30'x30' clear work area including mobile workbench, mobile tool crib, mobile work tables (2). Perimeter: 2 x general workbenches (8'x3'), 1 x woodworking workbench (8'x3') and industrial storage shelving and open laydown for frequently used materials/tools. Exterior Access: 1 x 16' wide overhead door, 1 x man door.	1	117.0				
														Workshop (Parks-Irrigation)	1 only 8'x3' workbench and storage area, with industrial shelving, equivalent to existing outbuilding (8'x10'). To be adjacent to Workshop (Parks).	1	12.5
								<b>In Total</b>		<b>13</b>	<b>178.4</b>						
								Yard	Enclosed Outbuilding	Out	Yard	Greenhouse	Greenhouse 9.1m x 15.2m (30' x 50')	1	138.7		
																Gardening Shed	Storage shed for supplies, 1 only 8x3 workbench and sink: 12'x20.
												Storage (Parks-Sm Tools/Eq/General)	Enclosed unheated secure space with industrial storage shelving for parks small equipment, tools and general storage. Allowance for 20% growth.	1	47.0		
																Covered	Laydown (Bulk Materials - Mulch/Soils)
Uncovered	Vehicle Access to Bulk Materials-Mulch/Soils	Allowance for vehicle loading/unloading area. Size: Width of lock-bins x 26' deep	1									270.0					
													Vehicle Access to Workshop (Standard)	Drive in access to workshop - clear area 45'x20' to allow for vehicle turning to enter Parks workshop	1	84.0	
Optional	Vehicle Loading/Unloading to Workshop	Drive up access to unload/load outside irrigation workshop - clear area 20'x20'. Area required if Irrigation Workshop can't be accessed through Parks General Workshop	1									37.2					
				Outdoor Holding Garden/Staging Area	9.1m x 15.2m (30' x 50'). Staging area for temp receiving and holding of plants to be taken off site	1	138.7										
Outdoor Growing Area	9.1m x 15.2m (30' x 50'). Optional additional area for plant propagation.	1	138.7														
				Yard Total		13	1205.8										
<b>Out Total</b>		<b>13</b>	<b>1205.8</b>														
<b>Parks Total</b>		<b>26</b>	<b>1384.2</b>														



Department	Division	Branch	In/Out	Facility Type	Space Type	Space Name	Design Considerations	Qty	Program Area (sqm)			
Public Works	Public Works	Public Works	In	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	Enclosed Office (Type 1): 180 sq ft (12'x15')	2	33.5			
						Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3			
						Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	3	13.4			
						Workstation (Trade/Field Staff Touchdown Stn) - Shared	Shared Standard Touchdown: 5'x6' (1.52m x 1.83m) to be shared among Public Works Field/Trade staff	1	2.8			
						Support	Fleet Maintenance Intake	1	7.0			
						Counter for vehicle drop off/pick up for maintenance, including wall mounted key cabinet, bulletin board. Adjacent to fleet work area	1	7.0				
				Admin Total		8	65.9					
				Industrial	Workshop	Maintenance Bay (Large)	20'x50' clear work area with 5' allowance at front and rear of bay. Major Equipment: Fixed Post Hoist (1 per Bay), portable welder. Design vehicle: 8'-6"x 25' 5-Tonne Dump truck Exterior access: 1 x 16' wide x 16' high Overhead door, 1 x man door; 32' ceiling height. Electric charging in bay. Lube drops/reels to bay to Oil/Lube Storage room. Clear area allowance includes mobile tool crib (5'x2') and mobile workbench/table (4'x2'-6")	1	115.0			
						Maintenance Bay (Standard)	20'x30 clear work area, with 5' allowance at front and rear of clear work area. Exterior Access: 1 x 16' wide x 16' high Overhead Door, 1 x man door. 32' ceiling height. Major Equipment: Mobile Hoist (1 per bay). Electric charging in bay. Clear area allowance includes mobile tool crib (5'x2') and mobile workbench/table (4'x2'-6")	3	225.0			
						Fixed Workbench (Bays)	1 per Bay. 8'x3'	4	8.9			
						Workshop Storage	Storage (Bays)	Storage at perimeter of bays: Wall mounted storage, shelving, open laydown for consummables, small equipment and tools associated with the Bays. To be located at the sides and rear of the clear working area. Allowance includes existing storage at existing 2 Bays, plus growth for the additional bay	3	27.9		
						Storage	Storage (Fleet Parts)	Secure parts storage and staging area with industrial storage shelving and 1 workbench (to sort deliveries). Area equivalent to existing Main Stores single room. To be located adjacent to Fleet Maintenance Bays and Fleet Intake Counter	1	35.0		
						Storage (Oil/Fluids)	Enclosed room for used and new fluid storage (10 x 55 Gal drum barrels, and 1 used oil tank). Double door access to exterior and to Maintenance Bay (large)	1	28.0			
				Industrial Total		13	439.8					
			In Total		21	505.8						
			Out	Yard	Enclosed Outbuilding	Storage (Fleet-Tires)	Enclosed, unheated, secure space for tires. To be adjacent to fleet maintenance bays.	1	16.0			
					Uncovered	Vehicle Access to Maintenance Bay (Standard)	Drive in access to bay - clear area 45'x20' at each bay entry to allow for vehicle turning to enter bay	4	336.0			
					Yard Total		5	352.0				
			Out Total		5	352.0						
			<b>Public Works Total</b>								<b>26</b>	<b>857.8</b>
			Roads & Utilities	Roads & Utilities	Roads & Utilities	In	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3
									Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	4	17.8
									Workstation (Trade/Field Staff Touchdown Stn) - Shared	Shared Standard Touchdown: 5'x6' (1.52m x 1.83m) to be shared among Public Works Field/Trade staff	2	5.6
							Admin Total		7	32.7		
							Industrial	Workshop	Maintenance Bay (Standard)	20'x30 clear work area, with 5' allowance at front and rear of clear work area. Exterior Access: 1 x 16' wide x 16' high Overhead Door, 1 x man door. 32' ceiling height. Major Equipment: Mobile Hoist (1 per bay). Electric charging in bay. Clear area allowance includes mobile tool crib (5'x2') and mobile workbench/table (4'x2'-6")	2	150.0
									Fixed Workbench (Bays)	1 per Bay. 8'x3' at rear of bay	2	4.5
Workshop Storage	Storage (Bays)	Storage at perimeter of bays: Wall mounted storage, shelving and open laydown for consummables, small equipment, tools, and chains associated with the Bays. To be located at the sides and rear of the clear working area. Allowance includes existing storage at existing bay, plus growth for the additional bay.							2	26.0		
Storage	Storage (Line Painting)	Heated space with industrial storage shelving for paints and stencils. Allowance for 50% growth.				1			13.5			
Industrial Total		7				194.0						
In Total		14				226.7						
Out	Industrial	Enclosed Outbuilding				Brine Production	Including clean salt storage, brine tank and infrastructure	1	120.0			
		Industrial Total					1	120.0				
		Yard				Enclosed Outbuilding	Storage (Sewers)	Enclosed, unheated, secure space for sewer maintenance materials	1	16.0		
						Covered	Storage (Road Salt)	Retain existing size in program. If space available in master plan increase to allow for 2x storage. Tent/lock-block structure	1	150.0		
			Uncovered	Storage (Traffic Control)	Covered, unsecure area for laydown of traffic control equipment and materials. To be easily accessed by vehicle. Area reduced by 20% to reflect more efficient vertical storage solutions	1	190.0					
		Storage (Pumps)	Storage for up to 10 large pumps on site. Area allowance equivalent to footprint of a sea can (8'-6" x 20")	1	15.8							
		Laydown (Bulk Materials - Aggregates)	Lock-block bins. Allowance for 7 bins at 6m x 9m each	7	460.7							
Laydown (Bulk Materials - Road Debris)	Lock-block bins. Allowance 2 bins at 6m x 9m each	2	131.6									
Vehicle Access to Bulk Materials-Aggregates	Allowance for vehicle loading/unloading area. Size: Width of lock-bins x 26' deep	1	378.0									
Vehicle Access to Bulk Materials-Road Debris	Allowance for vehicle loading/unloading area. Size: Width of lock-bins x 26' deep	1	108.0									
Vehicle Access to Maintenance Bay (Standard)	Drive in access to bay - clear area 45'x20' at each bay entry to allow for vehicle turning to enter bay	2	168.0									
Yard Total		17	1618.1									
Out Total		18	1738.1									
<b>Roads &amp; Utilities Total</b>								<b>32</b>	<b>1964.8</b>			
<b>Public Works Total</b>								<b>300</b>	<b>12425.1</b>			
Site	Site	Site	Out	Site Support	Site Support	Site Resiliency Infrastructure (Allowance)	Area allowance for resilient site support including back-up water tank, back-up fuel tanks, generators (2), on-site energy generation infrastructure. Area to serve both Public Works Yard and City Hall. Area is placeholder only, to be confirmed during detailed design	1	250.0			
						Site Support Total		1	250.0			
						Site Total		1	250.0			
<b>Site Total</b>								<b>1</b>	<b>250.0</b>			
Other	Other	Other	Out	Parking	Uncovered	Parking (Emer Trailers-2)	Trailers for Emergency Services, used by others. Trailer size: 20'x8'-6"(6mx2.6m). Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8			
						Parking (Other Community Groups)	Parking for other community group vehicles/equipment (ex: RCMP). Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	1	16.4			
						Parking (Other Community Groups)	Parking for other community group vehicles/equipment (ex: RCMP). Stall size: 4m x 8.5m (incl space allowance for future electric charging infrastructure).	1	34.0			
						Parking Total		4	83.1			
Other Total								<b>4</b>	<b>83.1</b>			
<b>Other Total</b>								<b>4</b>	<b>83.1</b>			
<b>Grand Total</b>								<b>305</b>	<b>12758.3</b>			

Grand Total Gross Area: 13549.1 sqm  
not including landscape/ site and yard circulation



**ADJACENCIES**

The design team worked with the City to define the key operational adjacency relationships for the site. Key space adjacencies are shown in the diagram on this page.

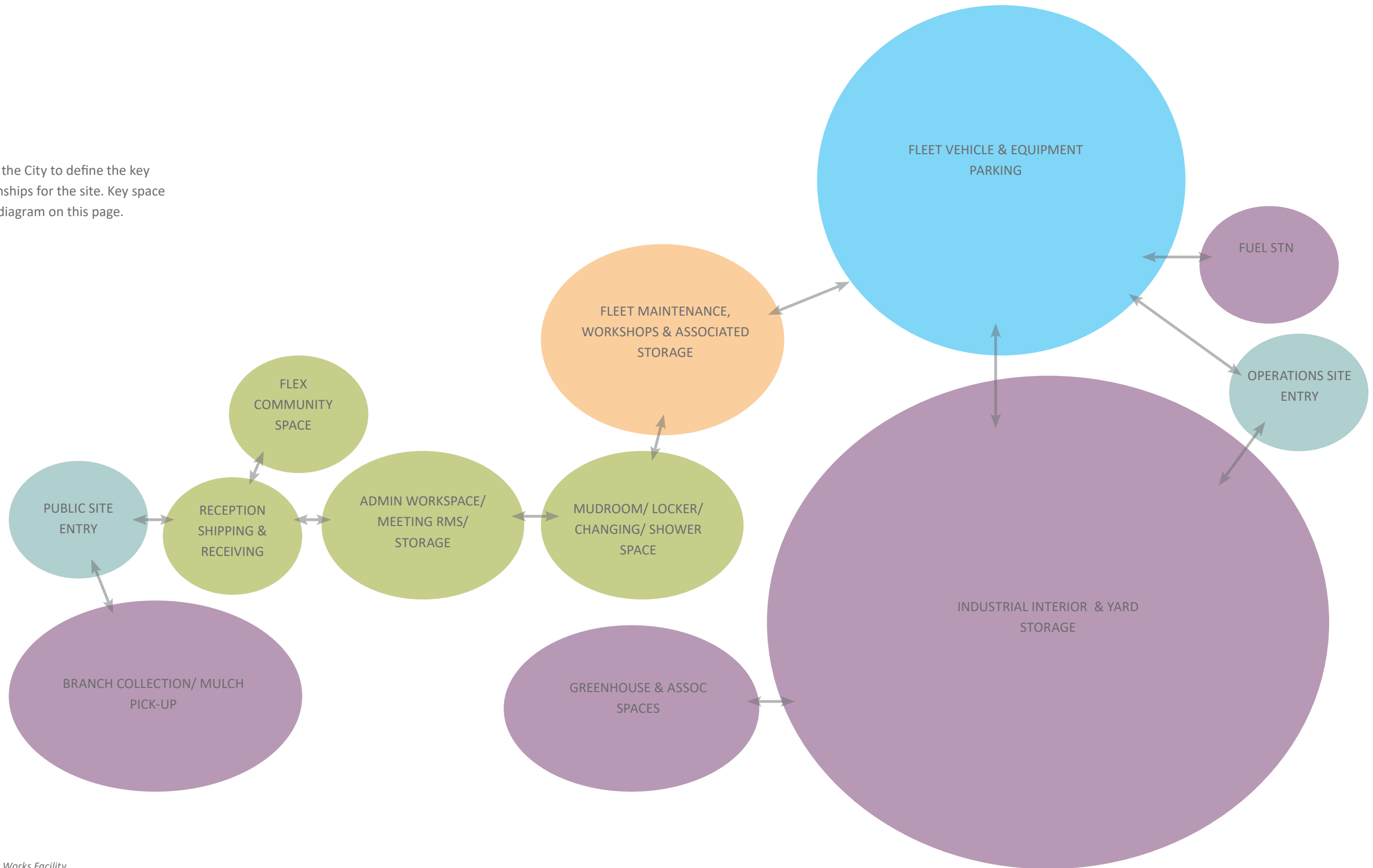


Figure 5.2: Adjacency Diagram - Public Works Facility

## 5.4 City Hall and Site

The following pages detail the breakdown of spaces, their quantity and size and design considerations, creating the future state program for the City Hall and associated site.

### INTERIOR ACCOMMODATIONS

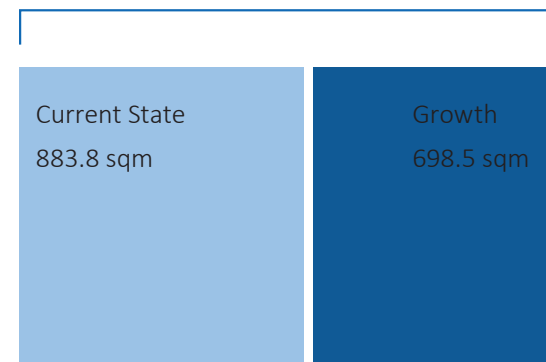
The future state program for interior space includes 1582.3 square metres of program space. Program space refers to the actual footprint of the functional components (ex: the 48 sq ft footprint of an 8'x6' workstation). It does not include interior circulation, the thicknesses of surrounding walls or base building service spaces, such as electrical rooms, mechanical rooms and washrooms.

The future state program reflects a program area increase of 698.5 square metres as shown in the tables on this page.

When gross-up factors are applied to account for interior circulation, wall thicknesses and base building service spaces, the total gross building area required in square metres is 2546 square metres.

Key drivers that have defined the future state interior program size include:

Interior Future State Program Space: 1582.3 sqm



**Administration Spaces:** Interior administration spaces include office workspaces and associated storage and support spaces as well as Specialty space such as the Council Chambers.

#### Workspaces:

- Area reflects accommodating staff growth to 30 year horizon, in dedicated offices and workstations in standardized sizes as described in Section 5.1.
- Additional flex use workspace for Councillors to use when at City Hall. To be used for other functions when not in use by Councillors.

#### Support:

- Area reflects accommodating staff growth to the 30 year horizon and addressing shortfalls in current space, resulting in increased sizes to key support spaces such as:
  - Meeting rooms in a variety of sizes: 3 only 1-2 person, 4 only 4-6 person, 2 only 16 person. Note: Additional meeting space available under Specialty.

- Informal open meeting areas within the open workstation areas
- Lunch/Break space and Wellness space
- Shower/Changing, Locker rooms and mudroom

#### Storage:

- Area reflects an allowance for enclosed and open storage areas at reduced capacity to reflect transition to increased digital storage.
- Providing an additional secure storage room for small tools and equipment for Engineering & Development Services

#### Specialty:

- Providing flex space for community use
- Increasing the size of the service counter, its queuing space as well as adding a small public meeting room and temporary mail/courier area off the counter.
- Increasing the public display area

#### Optional:

- Area allowance for an on-site archive facility
- Area allowance for a storage room associated with the Community Flex Space/Large Staff meeting room for furniture storage.

In/Out	User Group	Facility Type	Space Type	Program Area (sqm)	Current Area (sqm)	Variance
In	City Hall	Admin	Specialty	486.5	322.7	163.8
			Storage	52.0	65.6	-13.6
			Support	387.2	77.9	309.3
			Workspace	572.3	417.6	154.7
			Optional	84.3	0.0	84.3
			<b>Admin Total</b>			<b>1582.3</b>
	<b>City Hall Total</b>			<b>1582.3</b>	<b>883.80</b>	<b>698.5</b>
In Total				1582.3	883.80	698.5

**EXTERIOR ACCOMMODATIONS**

The future state program for exterior space includes 2995.2 square metres of program space. Program space refers to the actual footprint of the functional components and does not include site circulation, landscape space or the wall thicknesses associated with exterior outbuildings.

The future state program reflects a program area increase of 1782.8 square metres as shown in the tables on this page.

When gross-up factors are applied to account for wall thicknesses for enclosed outbuildings, the total gross site area required in square metres is 3016.6 square metres. Note: Gross up factors are not applied to determine site circulation or landscape areas as these will vary by master plan option.

Key drivers that have defined the future state exterior program size include:

Exterior Future State Program Space: 2995.2 sqm



**Parking:** Includes parking stalls for fleet vehicles, staff and public as well as accommodations for bike storage based on the City of Colwood bylaw. All parking stalls are sized to allow for future charging infrastructure.

**Uncovered:**

- Staff and Public parking is calculated based on the City of Colwood bylaw requirements. Both City Hall and Public Works staff parking is consolidated in one location and is carried in the City Hall Facility Program.
- The area allowance for fleet parking has increased to accommodate projected 30 year growth as detailed in Section 5.2.

**Covered/Enclosed Outbuilding:**

- Area reflects required Class 1 and Class 2 Bike storage for both City Hall and the Public Works facility. All Bike storage is carried in the City Hall Facility Program.

**Site Amenity:**

- Area allowance reflects a small increase in the size for the Community Garden space.

**Site Support:**

- Area reflects the existing area of the transformer and the weather station on site.

**Optional:**

- Area allowance includes an optional community greenhouse

The following pages provide a detailed breakdown of the interior and exterior program areas, including their quantity and size and design considerations, by individual space type.

In/Out	User Group	Facility Type	Space Type	Program Area (sqm)	Current Area (sqm)	Variance
Out	City Hall	Parking	Covered	21.0	0.0	21.0
			Enclosed Outbuilding	28.0	0.0	28.0
			Uncovered	1501.9	1027.6	474.3
		<b>Parking Total</b>		<b>1550.9</b>	<b>1027.60</b>	<b>523.3</b>
		Site Amenity	Site Amenity	20.0	19.00	1.0
		<b>Site Amenity Total</b>		<b>20.0</b>	<b>19.00</b>	<b>1.0</b>
		Yard	Enclosed Outbuilding	64.0	63.20	0.8
	<b>Yard Total</b>		<b>64.0</b>	<b>63.20</b>	<b>0.8</b>	
	<b>City Hall Total</b>		<b>1634.9</b>	<b>1109.80</b>	<b>525.1</b>	
	Other	Site Amenity	Site Amenity	552.0	552.0	0.0
			Optional	138.7	0.0	138.7
		<b>Site Amenity Total</b>		<b>690.7</b>	<b>552.00</b>	<b>138.7</b>
		Site Support	Site Support	50.0	50.00	0.0
		<b>Site Support Total</b>		<b>50.0</b>	<b>50.00</b>	<b>0.0</b>
	<b>Other Total</b>		<b>740.7</b>	<b>602.00</b>	<b>138.7</b>	
	Public Works	Parking	Enclosed Outbuilding	15.0	0.0	15.0
			Uncovered	596.6	183.6	413.0
		<b>Parking Total</b>		<b>611.6</b>	<b>183.60</b>	<b>428.0</b>
	<b>Public Works Total</b>		<b>611.6</b>	<b>183.60</b>	<b>428.0</b>	
	Site	Site Support	Site Support	8.0	13.00	-5.0
<b>Site Support Total</b>			<b>8.0</b>	<b>13.00</b>	<b>-5.0</b>	
<b>Site Total</b>		<b>8.0</b>	<b>13.00</b>	<b>-5.0</b>		
<b>Out Total</b>			<b>2995.2</b>	<b>1908.40</b>	<b>1086.8</b>	

\*note: current area 63.2m is in covered storage (container).

\*area reduction reflects reassignment of generator space to general site support in Public Works Yard

Department	Division	Branch	In/Out	Facility Type	Space Type	Space Name	Design Considerations	Qty	Program Area (sqm)	
City Hall	Building & Bylaw	Building	In	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3	
						Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	8	27.3	
				Admin Total			9	36.6		
			<b>In Total</b>						<b>9</b>	<b>36.6</b>
			Bylaw	In	Admin	Workspace	Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	5	22.3
		Admin Total					5	22.3		
		<b>In Total</b>					<b>5</b>	<b>22.3</b>		
			<b>Building &amp; Bylaw Total</b>						<b>14</b>	<b>58.9</b>
		Community Planning	Community Planning	In	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	Enclosed Office (Type 1): 180 sq ft (12'x15')	1	16.7
					Workstation (Type A) - Dedicated		Workstation (Type A): 48 sq ft (6'x8')	5	22.3	
	Admin Total						6	39.0		
		<b>Community Planning Total</b>						<b>6</b>	<b>39.0</b>	
	Corporate Services	Corporate Services	In	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	Enclosed Office (Type 1): 180 sq ft (12'x15')	1	16.7	
						Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	3	27.9	
						Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	16	71.4	
						Support	Assembly Area (Agenda/Reports)	Counter for layout and assembly of reports/council agendas. Equivalent to 3 x 36" w x 18" d locked file cabinets, with a common countertop	1	2.5
				Admin Total			21	118.5		
				<b>In Total</b>			<b>21</b>	<b>118.5</b>		
		<b>Corporate Services Total</b>						<b>21</b>	<b>118.5</b>	
	Council	Council	In	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	Enclosed Office (Type 1): 180 sq ft (12'x15') for Mayor	1	16.7	
						Multipurpose Councillors Office/Meeting Space	2 x Office (Type A) footprint to be shared by Councillors when required, and used as City Hall meeting space when not in use by Councillors	2	33.5	
				Admin Total			3	50.2		
		<b>Council Total</b>						<b>3</b>	<b>50.2</b>	
	Engineering & Development Services	Development Services	In	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	Enclosed Office (Type 1): 180 sq ft (12'x15')	1	16.7	
						Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3	
				Admin Total			11	49.1		
			<b>In Total</b>						<b>13</b>	<b>75.1</b>
		Engineering	In	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3	
						Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	15	66.9	
				Admin Total			17	82.7		
					Storage	Storage (Secure - Tools/Equipment)	Enclosed secure room for small equipment/tools. Shared by Engineering & Development Services	1	6.5	
			<b>In Total</b>						<b>17</b>	<b>82.7</b>
		<b>Engineering &amp; Development Services Total</b>						<b>30</b>	<b>157.8</b>	
	Finance & IT	Finance	In	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	Enclosed Office (Type 1): 180 sq ft (12'x15')	1	16.7	
						Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3	
				Admin Total			13	58.0		
			<b>In Total</b>						<b>15</b>	<b>84.0</b>
		IT	In	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	Enclosed Office (Type 2): 100 sq ft (10'x10')	1	9.3	
						Workstation (Type A) - Dedicated	Workstation (Type A): 48 sq ft (6'x8')	5	22.3	
	Admin Total					6	31.6			
				Support	IT Workbench/Staging/Storage	1 x Workbench 6'x3'. Area allowance for storage (10'Lx2'D shelving unit)	1	8.0		
				Server Room	Server Room	Existing size retained, no growth anticipated (move to remote/cloud based system)	1	13.0		
		<b>In Total</b>						<b>8</b>	<b>52.6</b>	
		<b>Finance &amp; IT Total</b>						<b>23</b>	<b>136.6</b>	
	Human Resources	Human Resources	In	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	Enclosed Office (Type 1): 180 sq ft (12'x15')	1	16.7	
				Workstation (Type A) - Dedicated		Workstation (Type A): 48 sq ft (6'x8'). HR Workstations to be accommodated in a large enclosed room	5.5	24.5		
Admin Total						6.5	41.3			
	<b>Human Resources Total</b>						<b>6.5</b>	<b>41.3</b>		
Common	Common	In	Admin	Speciality	Service Counter	Standing Height Counter with 5 positions, 1 position to be accessible. Each position = 6' wide. Area allowance is for counter, staff side working area, and standing area for visitor, queuing is identified separately. To be located adjacent to main entry, but not directly at doors.	1	28.0		
					Queuing (Service Counter)	Queuing area and standing area at service counter. Allowance for 50% increase in space. Note: queuing space could be available for additional crush space for Council Chambers/Committee Room/Public Flex space	1	25.0		
					Public Meeting Room - Enclosed Small (Capacity: 4-6)	Meeting room adjacent to Service Counter for staff meeting with public. Room to have glass walls and have access from public and staff side. Seating, table, whiteboards, teleconference, screen and digital presentation abilities, power, wifi.	1	15.0		
					Temp Holding (Courier/Mail)	Counter with storage (above and below) for temporary holding of courier and mail deliveries. Adjacent to service counter	1	1.5		
					Public Display Area	Dedicated area for 2D display and 3D display, digital display. Adjacent to Queuing area and Council Chambers Crush Space. Allowance for 40% increase to existing display area	1	12.0		
					Crush Space (Council Chambers/Committee Room)	Open circulation/gathering space directly outside Council Chambers and Committee Room for overflow and general access to rooms. Retained existing size. If required for space savings, potential additional reduction could be considered.	1	80.0		

Department	Division	Branch	In/Out	Facility Type	Space Type	Space Name	Design Considerations	Qty	Program Area (sqm)										
City Hall	Common	Common	In	Admin	Speciality	Council Chambers	Retained existing size in program. To be located directly adjacent to Committee Room, with high acoustic performance operable wall between the two rooms. Consideration for raised access floor for wiring to allow for flexibility in room use	1	130.0										
						Committee Room/EOC	Retained existing size in program. To be located directly adjacent to Council Chambers, with high acoustic performance operable wall between the two rooms. Consideration for raised access floor for wiring to allow for flexibility in room use	1	85.0										
						ECom Radio Room	Retained existing size in program. Enclosed room with high acoustic performance, for public use (ESS program). To be located off a public corridor	1	10.0										
						Flex Space: Community Use /Large Staff Meetings	Flex space for community uses to be determined and for large staff meetings. To be located off a public corridor, near main entry to City Hall. Area allowance is for 2 large meeting rooms to accommodate 50 people standing	2	100.0										
						Support	Lunch Room	Counter surface with sink, small appliances, zero waste units, refrigerator, tables and seating. Allowance for 60% increase from existing size	1	50.0									
							Phone/Focus Room (Capacity: 1-2)	Counter with chair, or small round table with 2 chairs, docking station, power, network drop.	3	21.0									
							Meeting Room - Enclosed Small (Capacity: 4-6)	Seating, table, whiteboards, teleconference, screen and digital presentation abilities, power, wifi.	4	60.0									
							Meeting Room - Enclosed Mid (Capacity: 16)	Seating, table, whiteboards, teleconference, screen(s) and digital presentation abilities, power, wifi, zero waste base unit	2	70.0									
							Meeting Space - Informal Open/Enclosed	Area allowance for informal meeting area in open office area. 1 per division not including Council.	6	55.8									
							Wellness Room	Clear floor space, power, soft seating. To be located adjacent to First Aid Room	1	7.5									
							Copy/Print Room (Production)	Enclosed Room with multifunctional device, layout area, zero waste base unit, shredding bin, supply storage, plotter, paper cutter.	1	20.4									
							Copy/Print Room (Standard)	Enclosed Room with multifunctional device, layout area, zero waste base unit, shredding bin, supply storage. Area proposal to replace satellite printers currently in the open work area. Confidential printing to be achieved through code entered at printer. Approach could be reviewed in later design stages.	1	15.0									
							Mudroom	Bootwash station, freestanding laundry sink, temporary hanging storage for dirty PPE, floor drain. To be located at staff entry to building, adjacent to locker/shower/changing/washroom facilities.	1	7.5									
							Lockers (Gear/PPE)	Size based on 30 year growth. Allowance for 1 x 18"x18" locker for identified City Hall staff who go into the field with 2'-0" clear standing space in front. Additional internal circulation included in gross up. Quantity shown reflects total lockers required. To be located adjacent to the mudroom/shower/changing facilities.	28	13.8									
						Lockers (Day-Use)	Unassigned 12"x18"x half height lockers for admin staff for recreation/bike use. Additional internal circulation included in gross up. Qty shown is half the required the number to reflect that there are 2 lockers stacked on top of each other.	12	5.4										
					Shower/Changing Unit (Accessible)	Gender neutral shower unit with integrated changing area (accessible). Total quantity based on 5% of 30 year growth staff count (divided between standard and accessible sizes)	1	5.9											
					Shower/Changing Unit (Standard)	Gender neutral shower unit with integrated changing area. Total quantity based on 5% of 30 year growth staff count (divided between standard and accessible sizes)	4	16.5											
					First Aid Room	Workplace BC Standard guidelines apply	1	14.9											
					Storage	Storage (Files/Dwgs/General)	Total area allowance for enclosed storage rooms and open storage for files, drawings, general. Existing area reduced by 30% to reflect culling and transition to digital storage	1	45.5										
						Optional	Archive Storage	Optional space: Archival storage area, with specialized HVAC (temperature/humidity control). Allowance for 800 sq ft	1	75.0									
						Storage (Flex Space Community Use/Large Staff Meeting)	Storage room adjacent to Community Flex Space/Large Staff meeting for temp furniture storage when large meeting room is cleared for standing meetings/other uses	1	9.3										
					<b>Admin Total</b>							<b>80</b>	<b>980.0</b>						
					<b>In Total</b>							<b>80</b>	<b>980.0</b>						
								Out	Parking	Enclosed Outbuilding	Parking (Bikes-Class 1)	Secure storage area, enclosed and weather protected, for long term bike storage (> 4hrs). Used Civic/Library/Museum/Art Gallery bylaw requirement (greater requirement than office) for total # required, but used office % allotment between Class 1 and Class 2 to provide more Class 1 long term bike storage. Total requirement: 26 bikes, split 50/50 between Class 1 and 2	1	28.0					
											Covered	Parking (Bikes-Class 2)	Covered bike rack storage for short term use (< 4hrs) within 15m of main entrance.Used Civic/Library/Museum/Art Gallery bylaw requirement (greater requirement than office) for total # required, but used office % allotment between Class 1 and Class 2 to provide more Class 1 long term bike storage. Total requirement: 26 bikes, split 50/50 between Class 1 and 2	1	21.0				
												Parking - Fleet: AWD SUV	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	3	49.1				
												Parking - Fleet: Electric Cars	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	9	147.4				
											Uncovered	Parking - Fleet: Small Utility Van	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure).	2	32.8				
												Parking (Public)	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure). Per City of Colwood Bylaw 75 stalls required for total parking allotment to City Hall (staff and public). Allowance for 50/50 split between staff and public, with 5% of stalls to be designated accessible stalls (exceeds the bylaw requirement of 1 per 50 stalls)	36	589.7				
											Parking (Public-Accessible)	Accessible Stall size: 3.7m x 6.3m (incl space allowance for electric charging infrastructure). Allowance for 5% of staff designated stalls to be accessible (exceeds the bylaw requirement of 1 per 50 stalls)	2	46.6					
											Parking (Staff - Accessible)	Accessible Stall size: 3.7m x 6.3m (incl space allowance for electric charging infrastructure). Allowance for 5% of staff designated stalls to be accessible (exceeds the bylaw requirement of 1 per 50 stalls)	2	46.6					
											Parking (Staff - Standard)	Standard Stall size: 2.6m x 6.3m (incl space allowance for electric charging infrastructure). Per City of Colwood Bylaw 75 stalls required for total parking allotment to City Hall (staff and public). Allowance for 50/50 split between staff and public, with 5% of stalls to be designated accessible stalls (exceeds the bylaw requirement of 1 per 50 stalls)	36	589.7					
											<b>Parking Total</b>							<b>92</b>	<b>1550.9</b>
											Site Amenity	Site Amenity	Amenity (Break Area)	Covered area adjacent to staff entry to City Hall for breaks. Could be co-located with Public Works outdoor staff break area.	1	20.0			
											<b>Site Amenity Total</b>							<b>1</b>	<b>20.0</b>
											Yard	Enclosed Outbuilding	Storage (Special Events)	Heated storage for special events, including chairs, tables and signage, currently in container. Double door access to exterior. Should be accessible by vehicle for loading and unloading. Existing program size retained.	1	32.0			
													Storage (EOC Supplies)	Heated storage for equivalent of 1 only 8'-6"x40' container for general emergency supplies used off-site. Double door access to exterior. Should be accessible by vehicle for loading and unloading. Existing program size retained	1	32.0			
											<b>Yard Total</b>							<b>2</b>	<b>64.0</b>
					<b>Out Total</b>							<b>95</b>	<b>1634.9</b>						
					<b>Common Total</b>							<b>175</b>	<b>2614.9</b>						
					<b>City Hall Total</b>							<b>278.5</b>	<b>3217.2</b>						

Department	Division	Branch	In/Out	Facility Type	Space Type	Space Name	Design Considerations	Qty	Program Area (sqm)
Public Works	Common	Common	Out	Parking	Enclosed Outbuilding	Parking (Bikes-Class 1)	Secure storage area, enclosed and weather protected, for long term bike storage (> 4hrs). Used combination of Industrial requirement and office requirement from bylaw to determine quantity. Note: Due to small overall quantity required, all Bike Storage has been classified as Class 1 rather than split between Class 1 and Class 2	1	15.0
					Uncovered	Parking (Staff - Accessible)		1	23.3
						Parking (Staff - Standard)		35	573.3
						Parking Total		37	611.6
						<b>Out Total</b>		<b>37</b>	<b>611.6</b>
<b>Common Total</b>								<b>37</b>	<b>611.6</b>
<b>Public Works Total</b>								<b>37</b>	<b>611.6</b>
Site	Site	Site	Out	Site Support	Site Support	Transformer	-	1	8.0
								1	8.0
								<b>1</b>	<b>8.0</b>
<b>Site Total</b>								<b>1</b>	<b>8.0</b>
<b>Site Total</b>								<b>1</b>	<b>8.0</b>
Other	Other	Other	Out	Site Amenity	Site Amenity	Community Garden	Area allotment, managed by community volunteers. Retained existing size	1	552.0
					Optional	Community Garden Greenhouse		1	138.7
						Site Amenity Total		2	690.7
						Site Support		1	50.0
						Site Support Total		1	50.0
<b>Other Total</b>								<b>3</b>	<b>740.7</b>
<b>Other Total</b>								<b>3</b>	<b>740.7</b>
<b>Other Total</b>								<b>3</b>	<b>740.7</b>
<b>Grand Total</b>								<b>319.5</b>	<b>4577.5</b>

Grand Total Gross Area: 5562.6 sqm

\* not including landscape/ site and yard circulation

**ADJACENCIES**

The design team worked with the City to define the key operational adjacency relationships for the site. Key space adjacencies are shown in the diagram on this page.

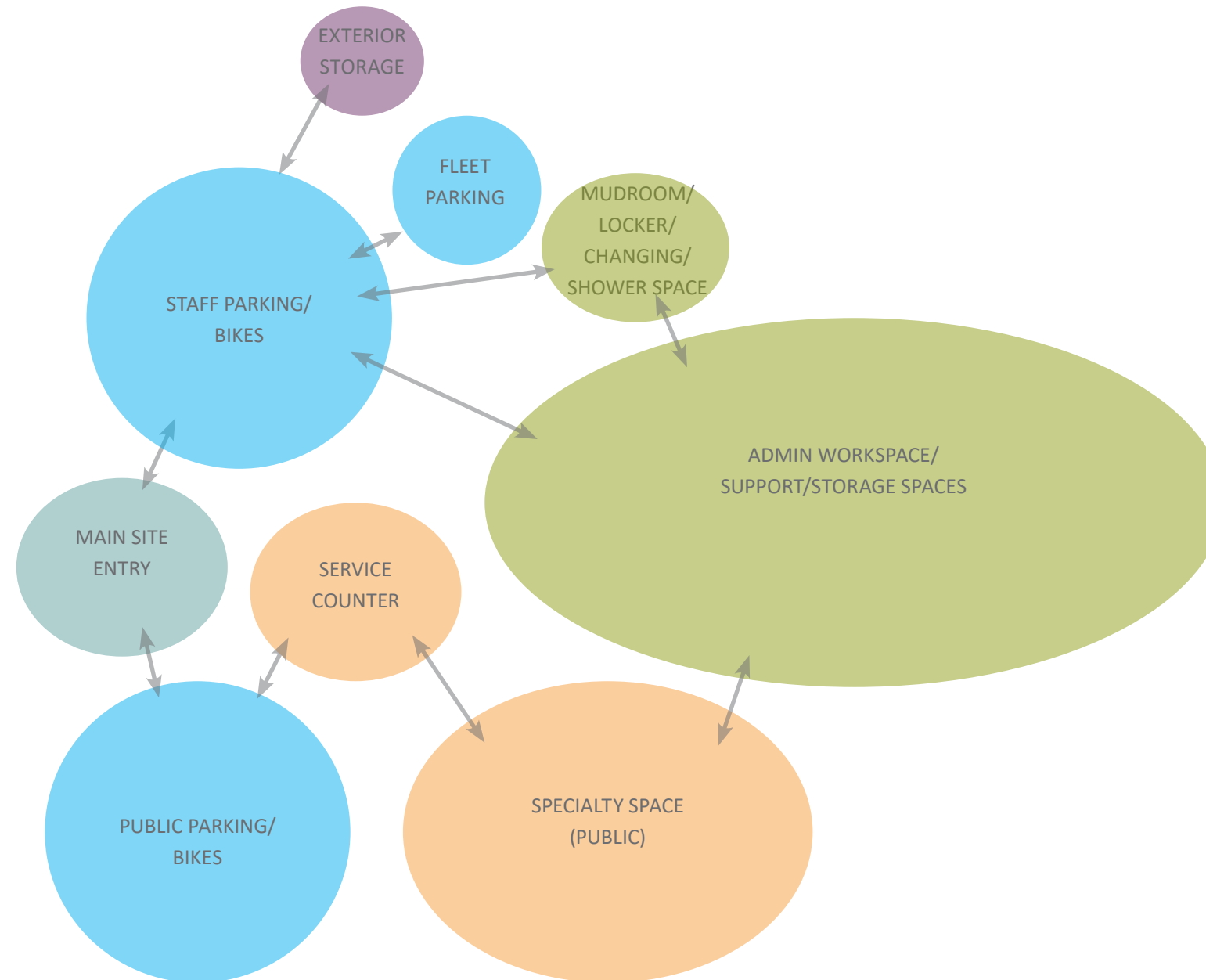


Figure 5.3: Adjacency Diagram - City Hall & Site



6

Master Plan

6.1 Overview of Preliminary Options

The design team developed three (3) preliminary redevelopment options to meet the program requirements in the context of the constraints and opportunities of the current site. These preliminary options were workshopped with key Colwood representatives to refine and evaluate the concepts and identify a preferred option to move into master planning and phasing.

A COMMON APPROACH

While each of the options shows a different layout, in particular for the Public Works Yard, all options share the following elements:

- The target master program areas are the same for all options; accommodation within buildings, layout and adjacencies differ.
- Legacy facilities are replaced in a limited phased approach, with the consideration that after each phase, the site is fully operational and not compromised in the event that future funding is not available.
- Appropriate phasing is considered to allow for continued safe operations during construction.
- A new access road serving the Public Works Yard is included. This allow for the Industrial traffic associated

with the works yard to be separated from passenger vehicle traffic where possible and redirected away from the adjacent Wishart Elementary School.

- Public Works staff parking is located outside of the secure operational yard to reduce passenger vehicle traffic inside the works yard.
- Where possible, like functions, such as exterior yard storage, are consolidated for greater flexibility.
- Public Works administrative functions have been centralized in a single building.
- The City Hall is maintained on the site. The development of the Public Works Yard is planned such that it allows the existing City Hall to continue to function in place, if it is not relocated on site.
- All options strive to maintain the existing natural setting and potential for public open space.

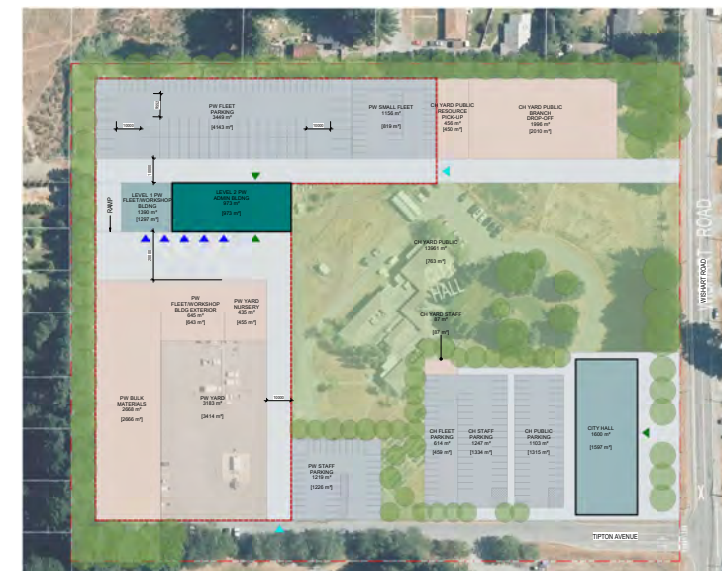
Note: Areas shown on the blocking options are gross areas including internal circulation (ex: within parking areas and yard storage, within buildings) and building service spaces. For buildings, areas shown are the ground floor print only (including for two storey structures).



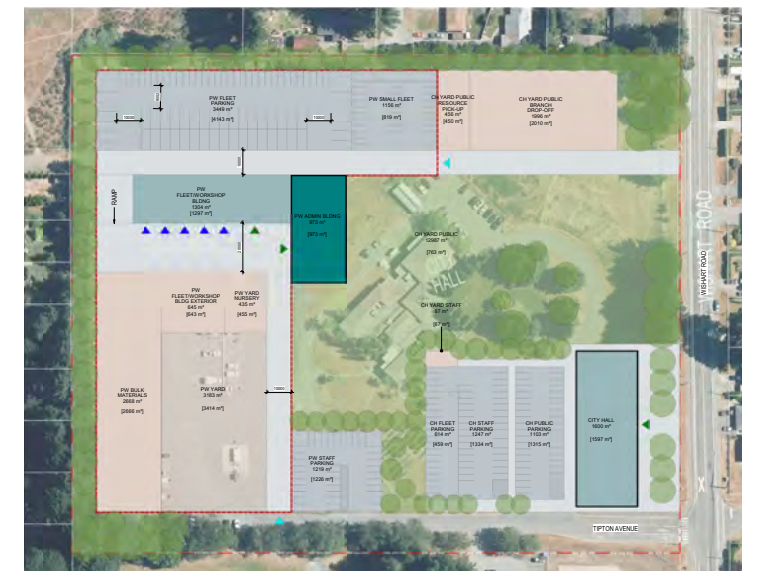
OPTION 1



OPTION 2



OPTION 3A



OPTION 3B

Figure 6.1-6.4: Preliminary Blocking Options

OPTION 1 OVERVIEW

Public Works Yard:

The following are the key organizing features of the Public Works Yard in Option 1:

- Primary access for the Public Works Yard is relocated to the north of site to move primary industrial/operational traffic away from Tipton Ave
- Tipton Ave acts as secondary resilient access point to the Public Works Yard, and as primary public/staff access to City Hall and Wishart Elementary
- Public Works staff parking is relocated outside of the secure yard space to reduce passenger vehicle traffic inside the works yard
- Fleet Parking for large vehicles/equipment and Bulk Materials Storage (ex: aggregates/salt) is co-located along the new primary access road
- Small fleet vehicle parking (ex: pick-up trucks) is located adjacent to the new Administration Building
- Interior administration and fleet maintenance/workshops are located in one building. The administration component is two storeys, with support spaces (ex: locker, changing, lunch spaces) on the ground level. The Fleet Building is a single storey, but is double height space to the suit maintenance bays/workshop requirements.
- The combined administration and fleet maintenance/workshop building is located to allow operations on site to continue to function (ex: existing fleet building) during construction.
- General Yard space and the fuel station (existing retained) is located at south end of works yard site. Yard space adjacent to the administration and fleet maintenance/workshop building offers opportunity for future horizontal expansion to the building if required
- Public Branch Drop-off/Resource Pick-up space is relocated outside of the secure Public Works Yard with access from Tipton to isolate public circulation to Tipton and reduce overlap with primary industrial/operations traffic.

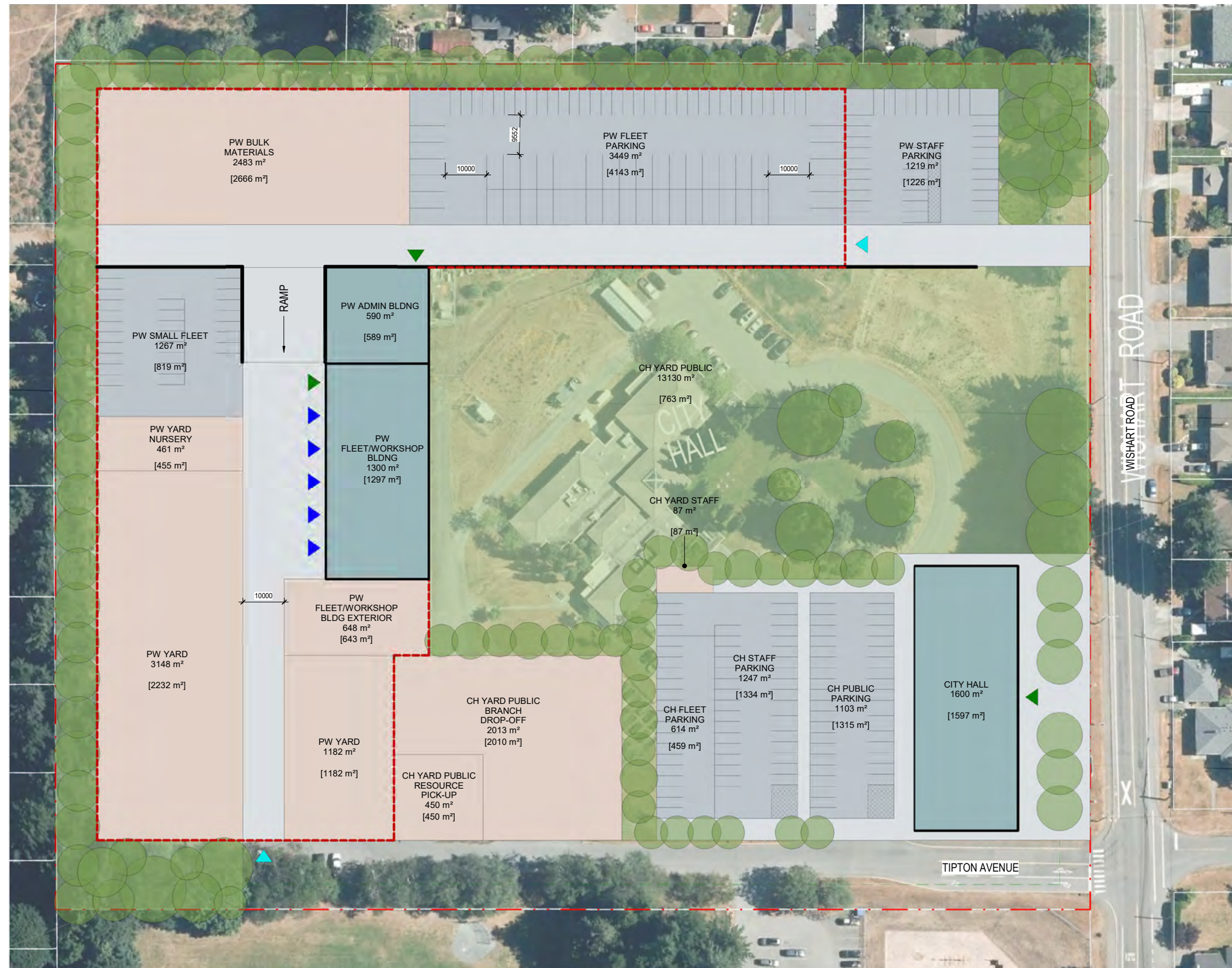


Figure 6.5 : Preliminary Blocking Option 1

City Hall Site:

The following are the key organizing features of the City Hall component of Option 1:

- The expansion of the Public Works Site is planned to allow for the continued operation of City Hall, if that portion of the work does not proceed. Minor modifications will be required to the existing staff parking lot and the community garden will need to be relocated on site.
- The City Hall is relocated to the south-east corner of the site with access off Tipton and frontage to Wishart.
- The new City Hall is proposed to be a two storey structure, however, there is site area available to accommodate a single storey structure if preferred.
- Staff and Public Parking is relocated to the west of the new City Hall.
- The remaining area of the site is available to be used as public green space and will incorporate the new community garden.

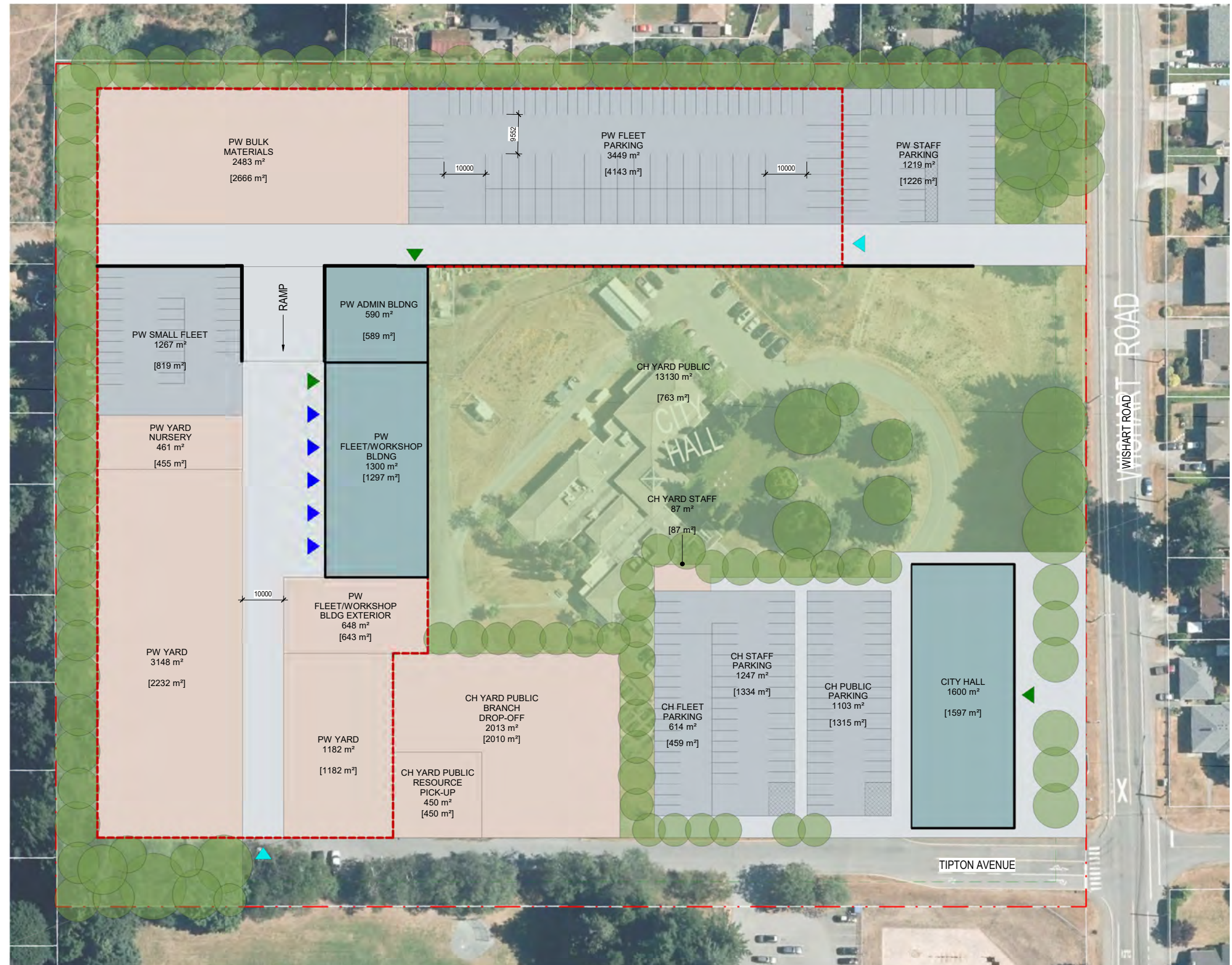


Figure 6.6 : Preliminary Blocking Option 1

**OPTION 2 OVERVIEW**

**Public Works Yard:**

The following are the key organizing features of the Public Works Yard in Option 2:

- The northern portion of site is as per Option 1.
- The administration building and fleet maintenance/workshop building are separate single storey buildings on western perimeter of the site.
- The two new buildings have yard space (nursery, fleet building exterior space) between them to allow the buildings to be built while the existing fleet maintenance/workshop building, currently in the proposed yard footprint, remains operational. This yard space offers the opportunity for horizontal building expansion if required.
- The placement of buildings on western perimeter provides an additional visual barrier, augmenting the existing trees, to the overall yard from the adjacent residential properties.
- The general yard storage is consolidated along the western portion of Public Works site, split by fleet parking for small fleet vehicles.
- The Branch Drop-off/Resource Pick-up is as per Option 1.

**City Hall Site:**

- The City Hall site is as per Option 1.



Figure 6.7 : Preliminary Blocking Option 2

**OPTION 3A OVERVIEW**

**Public Works Yard:**

The following are the key organizing features of the Public Works Yard in Option 3A:

- Primary access for the Public Works Yard is relocated to the north of site to move primary industrial/operational traffic away from Tipton Ave
- Branch Drop-off/Resource Pick-up is relocated to the new north access road, outside of the secure Public Works Yard.
- All fleet parking is consolidated at the north-west of the site
- The administration and fleet maintenance/workshop components are consolidated into a single storey L-shaped building, located at the existing main grade change with access off the lower level. In this configuration, the building acts as a retaining wall.
- The general yard storage and bulk materials are consolidated at the south end of site and the existing fuel station is retained.
- Public Works staff parking located outside of secure perimeter of yard, at south end of site, accessed off Tipton.

**City Hall Site:**

- The City Hall site is as per previous options

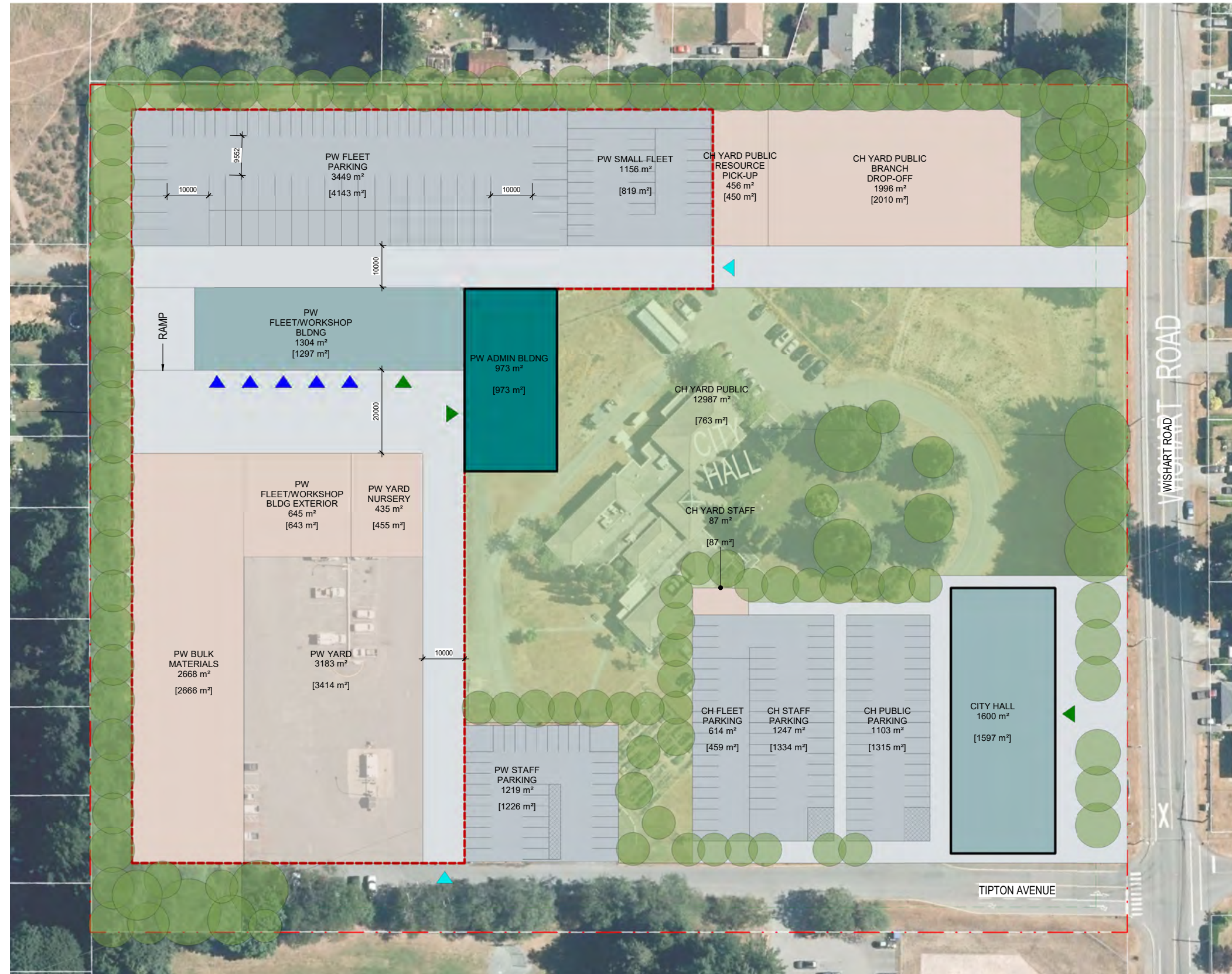


Figure 7.9 Proposed Option C Overview

Figure 6.8 : Preliminary Blocking Option 3A

**OPTION 3B OVERVIEW**

**Public Works Yard:**

The Public Works Yard site organization is the same as Option 3A except for the following:

- The administration building component is completely stacked on top of the fleet building. Primary access to the building is from the lower level, with an additional access to the administration component from the upper level working with the grade change on site. The fleet maintenance and workshops take up the ground floor footprint, with a small lobby to provide access up to the administration space.

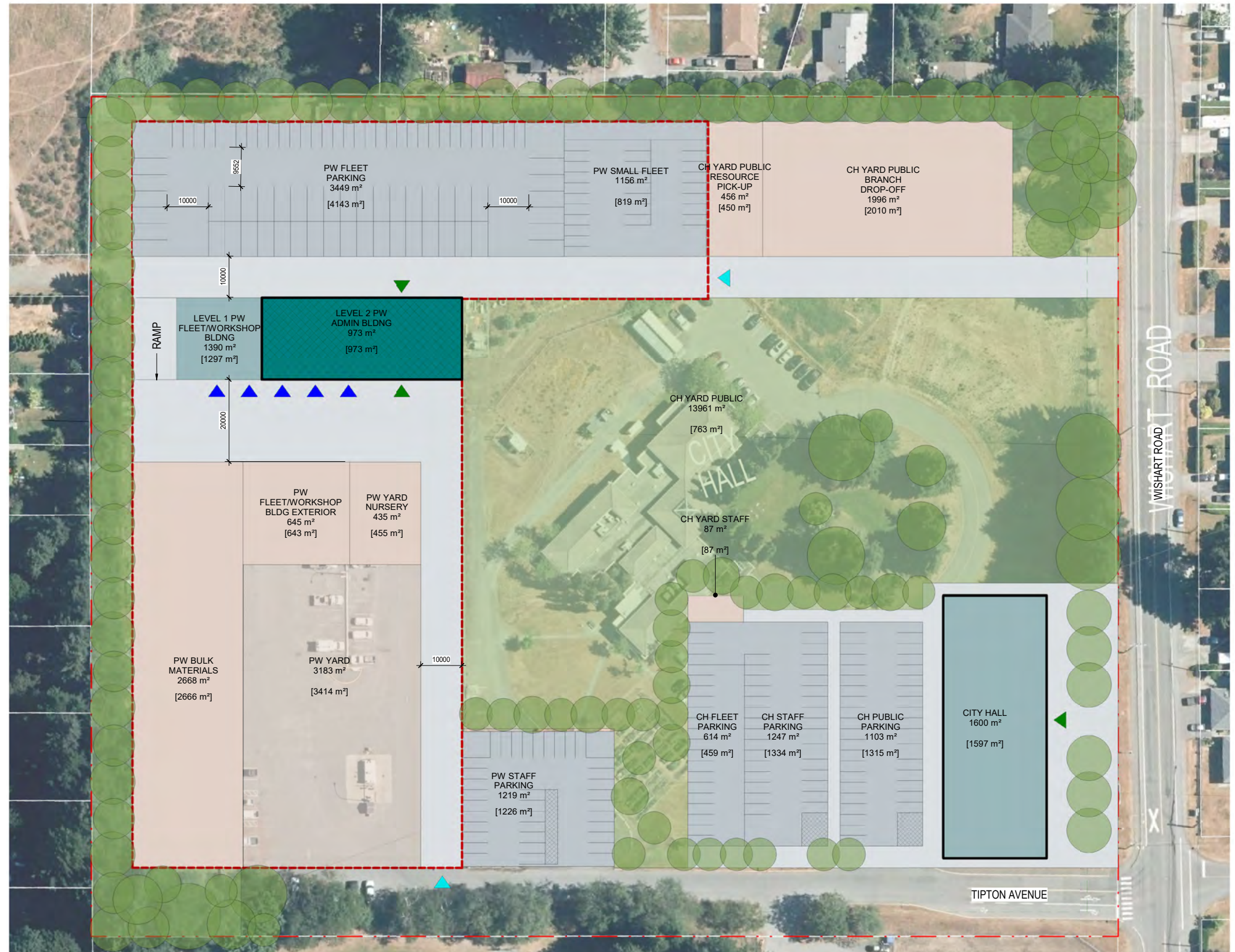


Figure 6.9 : Preliminary Blocking Option 3B

## 6.2 Options Evaluation

In order to compare the preliminary options and identify a preferred direction, the team prepared an evaluation matrix. This matrix identifies key criteria, developed through the visioning, site analysis and programming process. These criteria were then given a weight, identifying which criteria were the most important to the project.

The design team used the feedback from the gaming session to complete this matrix. The preferred option for the Public Works Yard, identified in the gaming session and supported by the evaluation matrix, was Option 1. An additional concept for the City Hall site was developed during the gaming session and is detailed in section 6.3 of this report.

Key general feedback received on the options included:

- Fleet parking is ideally consolidated and located next to the fuel station for efficient operations.
- Yard storage and Bulk Materials are ideally located along the new access route to the site to allow materials to be picked up just prior to exiting the site, and dropped off just after entry to site.
- The Nursery function could be considered in a future phase as part of the redevelopment of the City Hall portion of the site rather than within the Public Works Yard site.
- Consolidating the Public Works administration and fleet building is preferred.
- Public Branch Drop-off/Resource pick up is preferred in the south-west portion of the City Hall site.

Refer to Section 6.3 for detailed feedback on the preferred Option.

**Colwood Master Plan Options Comparison Table (5 max, 0 min pre-weighting) Low, Medium, High Weight**

Evaluation Criteria	Weight (H=2, M=1.5, L=1)	Option 1	Option 2	Option 3 One Storey	Option 3 Two Storey	Criteria Evaluation Comments
<b>Economy</b>						
Minimize disruption to ongoing operations	2	4.0	2.0	3.0	4.0	Option 1: Requires relocation of Community Garden. Proposed City Hall location impacts existing sled hill/community outdoor green space. Option 2: Requires relocation of Community Garden. Proposed City Hall location impacts existing sled hill/community outdoor green space. Proximity of proposed buildings to existing buildings may impact operations during construction. Option 3 One Storey: Requires relocation of Community Garden. Proposed City Hall location impacts existing sled hill/community outdoor green space. Proposed building extends closer to existing City Hall. Construction activity may have some impact on circulation at rear of City Hall. Option 3 Two Storey: Requires relocation of Community Garden. Proposed City Hall location impacts existing sled hill/community outdoor green space.
		8.0	4.0	6.0	8.0	
Construction time	1	5.0	3.0	5.0	5.0	Option 1 & 3: Similar construction times Option 2: Location of proposed admin and fleet buildings would require multiple phases and additional construction time.
		5.0	3.0	5.0	5.0	
Construction cost	1.5	5.0	3.0	3.0	5.0	Option 1 & 3 Two Storey: Similar construction costs Option 2: Separate buildings (administration and fleet) may incur higher costs related to foundations, building envelope, etc. Option 3 One Storey: One storey building may incur higher costs related to foundations, building envelope, etc.
		7.5	4.5	4.5	7.5	
Re-location costs	1.5	4.0	4.0	4.0	4.0	All options: Temporary relocation of Community Garden required
		6.0	6.0	6.0	6.0	
<b>Subtotal</b>		<b>26.5</b>	<b>17.5</b>	<b>21.5</b>	<b>26.5</b>	
<b>Effectiveness</b>						
Programmatic fit	2	5.0	5.0	4.0	4.0	Option 1 & 2: Option accommodates required program. Option 3 One Storey & Two Storey: Option does not accommodate full yard program at 30 year growth due to internal circulation loss within large consolidated yard space.
		10.0	10.0	8.0	8.0	
Supports workflow/functionality	2	4.0	2.0	3.0	3.0	Option 1: Parking, fueling and wash bay areas should be collocated to improve workflow. Collocating general yard storage and bulk materials storage along new north access would allow fleet vehicles to pick-up on way out of site and drop off on way back in. Option 2: Parking, fueling and wash bay areas should be collocated to improve workflow. Collocating general yard storage and bulk materials storage along new north access would allow fleet vehicles to pick-up on way out of site and drop off on way back in. Separate buildings for administration and fleet not ideal. Option 3 One Storey & Two Storey: Parking, fueling and wash bay areas should be collocated to improve workflow. Central circulation through yard areas preferred for improved functionality. Yard location requires fleet vehicles to travel south to pick-up and then back north to exit the yard, not efficient flow
		8.0	4.0	6.0	6.0	
Zoning of site for security and safety	1.5	4.0	4.0	4.0	4.0	All options: Card access and camera security would be required at main gate entrance to Public Works facility as the entry is not directly adjacent to the main Public Works Building for oversight.
		6.0	6.0	6.0	6.0	
Site Access and circulation	1.5	4.0	4.0	3.0	3.0	Option 1 & 2: Fleet parking should be located closer to fueling to improve circulation. Option 3 One Storey & Two Storey: Fleet parking should be located closer to fueling to improve circulation. Central circulation through yard areas preferred for improved functionality. Branch Drop-off at north-east corner of site mixes Public Works operations vehicles with public passenger vehicles which is not ideal.
		6.0	6.0	4.5	4.5	

Evaluation Criteria	Weight (H=2, M=1.5, L=1)	Option 1	Option 2	Option 3 One Storey	Option 3 Two Storey	Criteria Evaluation Comments
Site resiliency (post disaster) and life safety considerations	1.5	5.0 7.5	5.0 7.5	5.0 7.5	5.0 7.5	All options: All options are similar for potential site resiliency design
User preference	1.5	5.0 7.5	2.0 3.0	4.0 6.0	3.0 4.5	Option 1: Location of main building in Option 1 preferred. Option 2: Separate buildings not preferred. Option 3 One Storey: Building form allows ground floor access to both fleet and administration. Is 2nd preferred version for main public works building. Option 3 Two Storey: Limited ground floor access for admin (all admin on second floor).
Retains City Hall on site	1	5.0 5.0	5.0 5.0	5.0 5.0	5.0 5.0	All Options: All options retain City Hall on site
<b>Subtotal</b>		<b>44.0</b>	<b>35.5</b>	<b>38.5</b>	<b>37.0</b>	
<b>Efficiency</b>						
Efficient Building Layout	2	5.0 10.0	2.0 4.0	3.0 6.0	3.0 6.0	Option 1: Building is compact and efficient. Fleet and administration are combined into a single building using two storeys as feasible. Option 2: Separate administration and fleet buildings not ideal functionally. One storey solution is less space efficient. Option 3 One Storey: One storey building less space efficient. Option 3 Two Storey: Building is compact and efficient. Administration does not have main floor access.
Efficient Site/Yard Layout	2	4.0 8.0	4.0 8.0	3.0 6.0	3.0 6.0	Option 1 & 2: Colocating fleet parking with fueling would improve efficiency of yard layout. Colocating general yard storage and bulk materials storage along new north access would allow fleet vehicles to pick-up on way out of site and drop off on way back in. Option 3 One Storey/Two Storey: Colocating fleet parking with fueling would improve efficiency of yard layout. Circulation is not as efficient, central circulation in the north-south direction through the yard preferred.
On site expansion potential	1.5	4.0 6.0	4.0 6.0	1.0 1.5	2.0 3.0	Option 1: Potential for public works building expansion to the south. Yard areas exceed program requirements. Option 2: Potential for public works buildings expansion (admin to the south and fleet to the north). Yard areas exceed program requirements. Option 3 One Storey: Yard areas do not meet program requirements for 30 year projection. Option 3 Two Storey: Potential for building expansion to the east. Yard areas do not meet program requirements for 30 year projection.
Flexibility for Phased Implementation	1.5	5.0 7.5	3.0 4.5	5.0 7.5	3.0 4.5	Option 1 & 3: Public Works building could be executed in two phases or one phase Option 2: Proximity of proposed buildings to existing buildings may require additional phases to complete the master plan in comparison to remaining options. Option 3 Two Storey: Administration building cannot be built first or separately from fleet building.
<b>Subtotal</b>		<b>31.5</b>	<b>22.5</b>	<b>21.0</b>	<b>19.5</b>	
<b>Relationships/Other considerations</b>						
Improves internal team relationships/collaboration ("One Team")	1.5	4.0 6.0	2.0 3.0	4.0 6.0	4.0 6.0	Option 1: Public Works building is located closer to City Hall. A more direct pedestrian connection from PW building to City Hall would improve potential for collaboration. Option 2: Separate buildings not ideal for improving collaboration among groups. PW buildings far from City Hall impeding collaboration across the two groups. Option 3 One Storey and Two Storey: Public Works building is located closer to City Hall. A more direct pedestrian connection from PW building to City Hall would improve potential for collaboration.
Low Impact to Neighbours	2	4.0 8.0	4.0 8.0	4.0 8.0	4.0 8.0	Options 1 & 2: Tree buffer maintained to west, north and south. New dedicated main entrance to Public Works site is established at north of property away from Tipton Avenue. Tipton Avenue entrance is primarily for public and staff access to City Hall, Branch drop off/Resource pick-up, and adjacent school. Acts as secondary resilient exit for Public Works Yard. Option 3 One Storey & Two Storey: Tree buffer maintained to west, north and south. New main entrance to Public Works site is established at north of property reducing traffic on Tipton. However, public vehicle flow to Branch Drop off is off new access to Public Works site which is not ideal



Evaluation Criteria	Weight (H=2, M=1.5, L=1)	Option 1	Option 2	Option 3 One Storey	Option 3 Two Storey	Criteria Evaluation Comments
Provision of community use space on site	1	3.0	3.0	3.0	3.0	All Options: Allow for adequate space for Community Garden as well as additional space that may be developed into a public park. Existing sled hill impacted by proposed City Hall location. Ideally, future City Hall to be located so as to maintain existing sled hill.
		3.0	3.0	3.0	3.0	
<b>Subtotal</b>		17.0	14.0	17.0	17.0	
<b>Sustainability</b>						
Potential for net zero/GHG reduction design	2	5.0	5.0	4.0	4.0	Option 1 & 2: Building orientations preferred for controlling heat gain/loss Option 3 One Storey & Two Storey: Building orientation not as ideal for controlling heat gain/loss.
		10.0	10.0	8.0	8.0	
Minimize impact on existing natural setting	1.5	5.0	5.0	5.0	5.0	All Options: Existing mature trees have been retained.
		7.5	7.5	7.5	7.5	
Potential to improve natural setting/biodiversity	1.5	4.0	4.0	4.0	4.0	All Options: Potential for increasing public green space identified, as well as potential for green roofs.
		6.0	6.0	6.0	6.0	
Water Management Potential (stormwater management, site permeability, rainwater collection/reuse)	2	4.0	4.0	4.0	4.0	All Options: Increase in paved areas on site, reducing overall permeability of site for stormwater infiltration. All options will require stormwater management study
		8.0	8.0	8.0	8.0	
Potential for climate resilient design	1.5	5.0	5.0	5.0	5.0	All Options: All have potential to support climate resiliency strategies in next phases of design.
		7.5	7.5	7.5	7.5	
<b>Subtotal</b>		39.0	39.0	37.0	37.0	
<b>Grand Total</b>		158.0	128.5	135.0	137.0	

### 6.3 Preferred Option

During the gaming session, Option 1 was identified as the preferred option with the refinement requests listed below. Figure 6.10 on this sheet shows the new option for the Public Works Yard site developed during the gaming session, which was then taken into master planning.

Key Feedback for the Public Works Yard Site:

- Relocate fleet parking to south-west corner to be adjacent to the existing fuel station.
- Relocate General Yard storage to north of site, associated with bulk material storage. This allows for fleet vehicles to pick up on the way out of the works yard and drop off on return to the works yard prior to parking.
- Review the potential to push the secure gate to Public Works Yard further west for better oversight.
- Consider shifting the new north access road slightly further north to retain the existing City Hall staff parking, but maintain the existing secondary gated access to residential neighbourhood on the west side of site.
- Shift the administration/fleet building south to create better circulation clearance at the vehicle ramp. Consider sloping the new access road to minimize the length of the vehicle ramp adjacent to the building
- Consider pedestrian ramp access to the administration/fleet building and lower level of the yard along eastern side of the administration/fleet building, separate from the main vehicle ramp.
- Branch Drop off/Resource Pick-up: Potential to increase operational hours to reduce the volume of traffic coming to this area. Would reduce area required for circulation/queuing within footprint
- Nursery footprint could be considered within the City Hall green space (as a secured area) as it is a future need rather than a priority for the Public Works Yard. It could relate to the final location of the community garden.

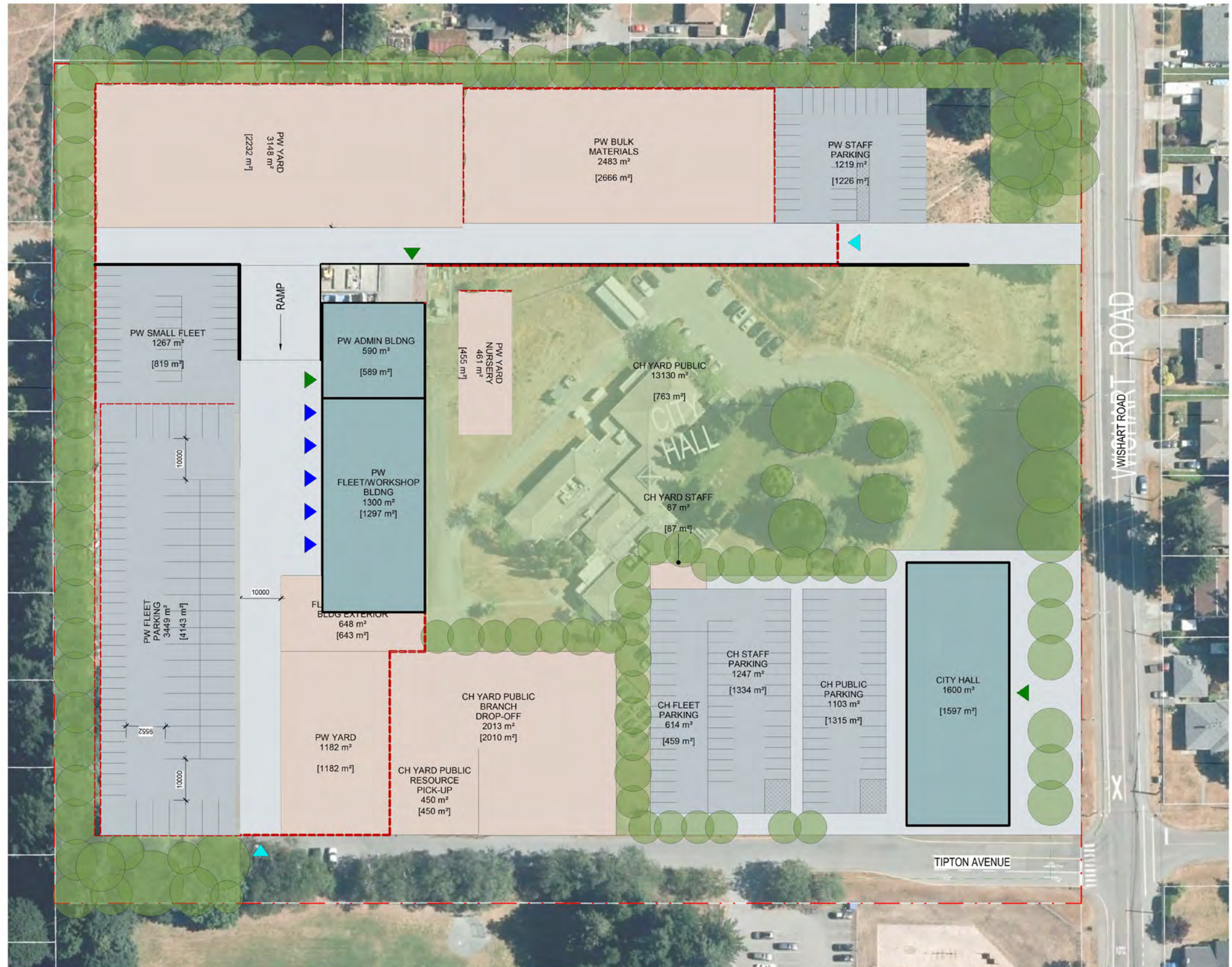


Figure 6.10 : Preferred Blocking Option - Public Works Facility

During the gaming session, a new conceptual layout was developed by the team for the City Hall site. Figure 6.11 on this sheet shows the new option for the City Hall site developed during the meeting (Note: The City Hall concept was developed on top of Option 3A during the gaming session). This new concept was then merged with the refined Option 1 for the Public Works Yard, during master planning.

Key feedback for the City Hall site:

- Relocate the new City Hall further north to preserve the existing green area/sledding hill at south-east portion of site (Note: grade issues will need to be addressed in future design studies).
- Consider an L-shape building to potentially wrap around the existing roundabout with mature trees.
- Consider relocating staff parking (Public Works and City Hall) to the north-east corner of the site accessed off the new north access road.
- Public parking for City Hall to be accessed from Tipton, potentially reusing the existing circulation route. Locate the public parking where the existing City Hall is located.

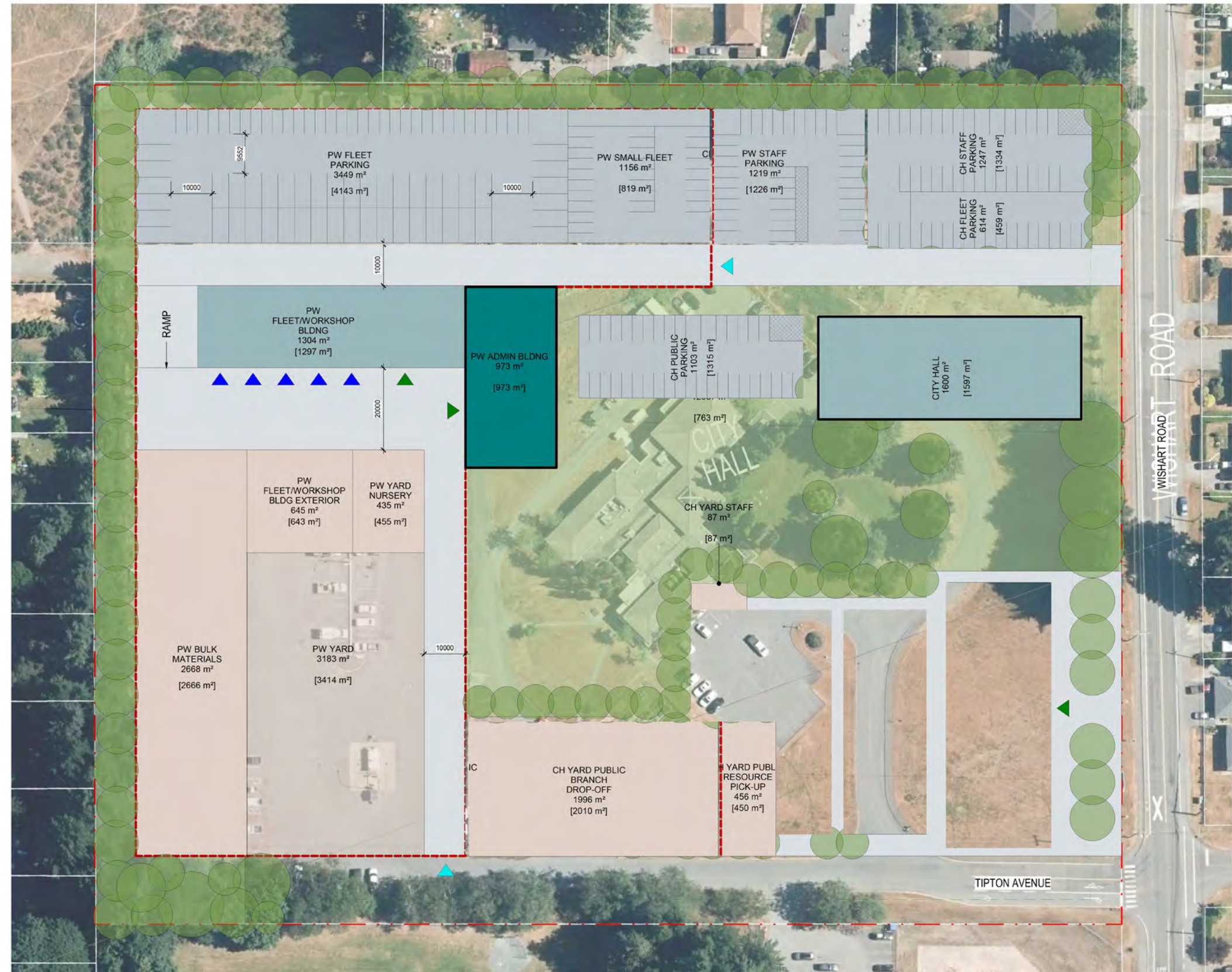


Figure 6.11 : Preferred Blocking Option - City Hall

### 6.4 Master Plan

The preferred blocking option was refined into a master plan. Figure 6.12 on this page shows the Public Works Yard scope of work, maintaining the existing City Hall functions as is, with minor alterations required to the existing staff parking lot and the temporary relocation of the community garden. This condition includes an interim public works staff parking area at the north-east corner of the site that is required prior to the execution of the City Hall scope of work.

Key refinements from the workshop session include:

- Refining the Branch Drop-off/Resource Pick-up to provide separated public vehicle traffic and Works Yard fleet vehicle access. The organization of the area is modeled after the Saanich facility which has public circulation at a raised level, dropping material down into bins at a lower level. Operational vehicles access the bins at the lower level. Note: the arrangement shown is concept purposes only and will need to be fully developed in subsequent design phases.

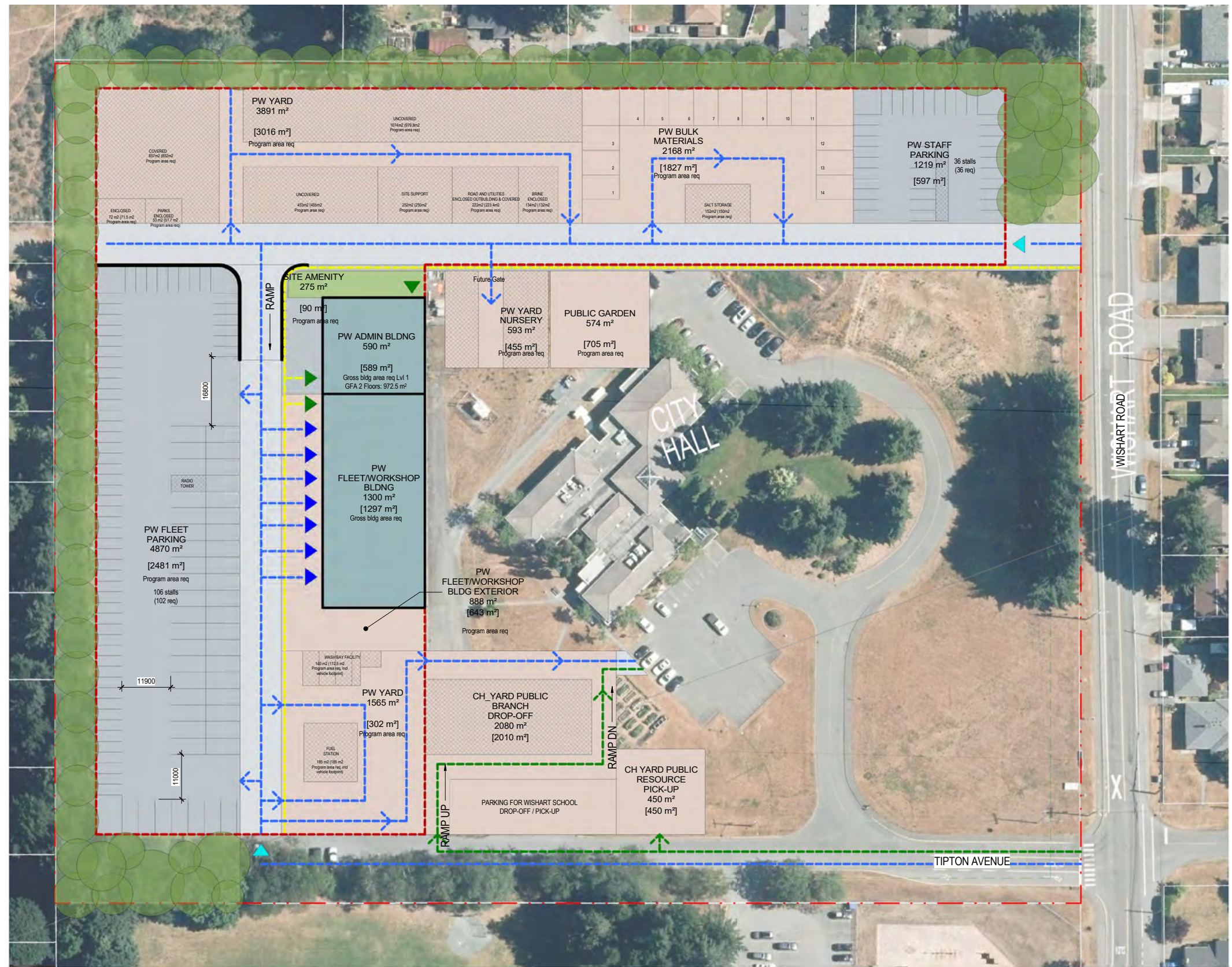


Figure 6.12 : Master Plan - Public Works Facility only

#### LEGEND

- - - PROPERTY LINE
- - - SETBACK
- - - FENCE
- - - CIRCULATION - PEDESTRIAN
- - - CIRCULATION - VEHICULAR - STAFF
- - - CIRCULATION - VEHICULAR - PUBLIC
- ▶ BUILDING ENTRANCE - PEDESTRIAN
- ▶ BUILDING ENTRANCE - OVERHEAD DOOR
- ▶ SITE ENTRANCE

Figure 6.13 on this page shows the final condition of the site, including the City Hall scope of work. This option is a refinement of the City Hall concept layout developed in the workshop session, with the following changes:

- City Hall building is oriented north-south to allow for potential horizontal expansion, to be oriented to the parking and public green space and to relate to the shape and orientation of the main Public Works building.
- All staff parking is consolidated on the existing City Hall building location to shift all passenger vehicle traffic to Tipton and isolate the new north access road for industrial/operations traffic. This will free up the area at the north-east portion of the site that accommodated the interim Public Works staff parking in previous phases. This area can be converted to additional yard space for Public Works once the City Hall scope is completed.

LEGEND

- . - . PROPERTY LINE
- - - SETBACK
- - - FENCE
- - - CIRCULATION - PEDESTRIAN
- - - CIRCULATION - VEHICULAR - STAFF
- - - CIRCULATION - VEHICULAR - PUBLIC
- ▶ BUILDING ENTRANCE - PEDESTRIAN
- ▶ BUILDING ENTRANCE - OVERHEAD DOOR
- ▶ SITE ENTRANCE

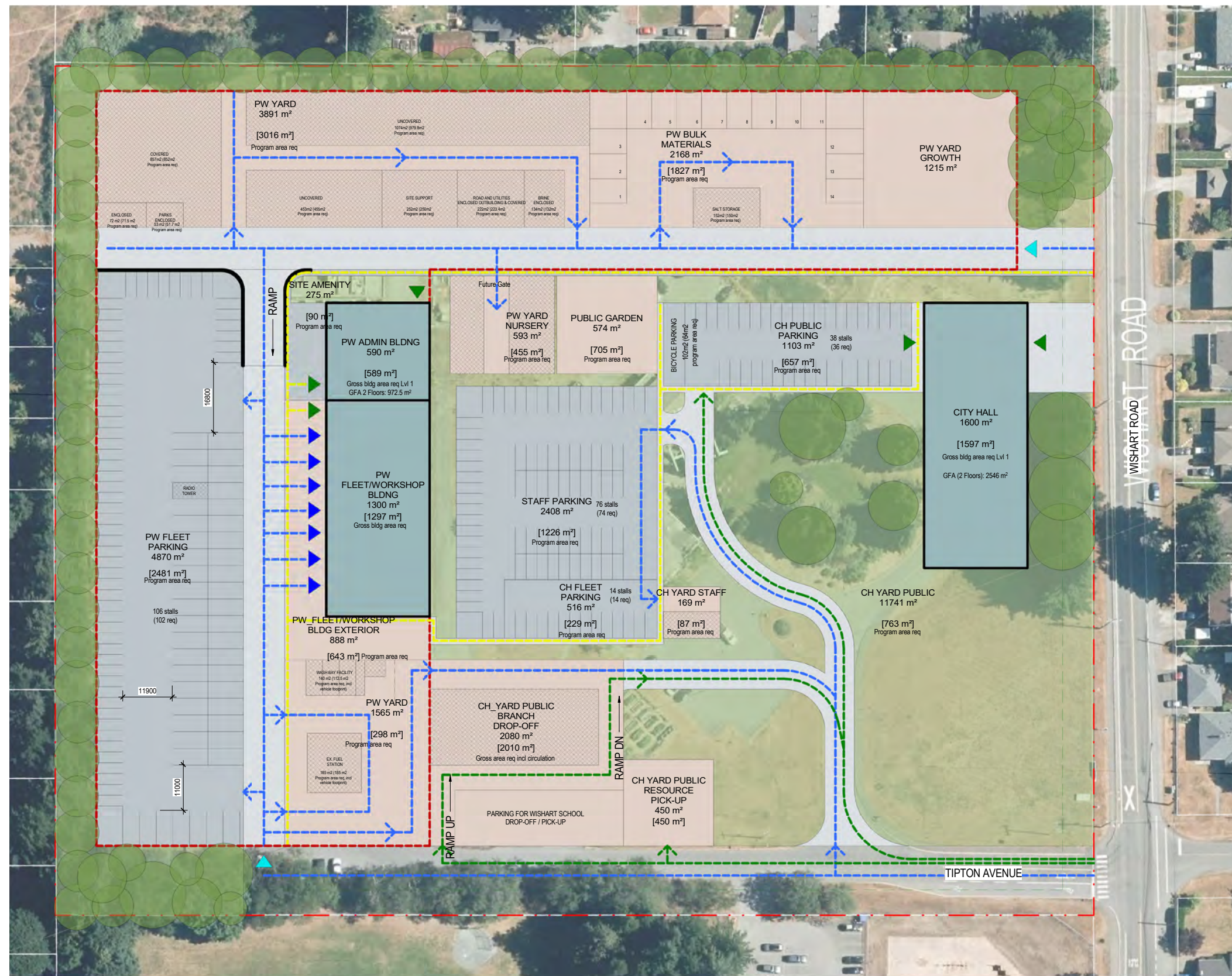


Figure 6.13 : Master Plan

**MASTER PLAN PHASING**

The following diagrams illustrate a proposed phasing for the Master Plan based on maintaining continuous operations on site for both the Public Works Yard and the City Hall. Six (6) total phases have been identified in this phasing plan, but as the project progresses into future design phases, the proposed construction phasing may be reviewed and further subdivided as necessary to suit the budget and operations priorities.

**Site Preparation:**

- Clear areas for the new Public Works Administration Building and new North Access Road and ramp.
- Temporarily relocate some fleet vehicle parking to the north (in growth yard space) to facilitate the construction of the new Public Works Administration building.



Figure 6.14 : Master Plan -Site Preparation

**Phase 1 Core:**

- Construct the new Public Works Administration Building and associated servicing.
- Construct the new north access road and ramp.
- Review the existing materials laydown at the north of the site, cull where possible and temporarily relocate materials to the south, to provide open working area for construction along the north in the next phases.

**Phase 1 Optional:**

This scope of work could proceed as part of Option 1 or proceed at a next phase:

- Relocate the existing Branch Drop-off to the new location outside of the Public Works Yard boundary and then clear old Branch Drop-off location to make ready for new construction in the next phases.
- Construct the Community Resource Pick-up adjacent to the new Branch Drop-off location.
- Relocate the existing Community Garden to the final location north of City Hall.



Figure 6.15 : Master Plan - Phase 1

**Phase 2:**

- Remove the existing temporary trailer administration buildings at the south end of site.
- Construct the yard areas at the north of site and relocate materials, including shifting bulk materials, to the new yard space.
- Construct the interim Public Works staff parking lot at north-east of site.
- Clear fleet parking and material laydown south of the new Public Works administration building to make ready for next phase.
- Fleet Parking to be temporarily accommodated at the south and north ends of the site.



Figure 6.16 : Master Plan - Phase 2



**Phase 3:**

- Construct the new Fleet Maintenance workshop building and associated exterior spaces.
- Construct the new washbay facility and yard circulation south of the new Fleet Maintenance workshop building.
- When the new construction is complete, demolish the existing fleet/workshop building to make ready for the next phase. Clear additional areas on west of the site in readiness for the fleet parking build out. Note: the area can be cleared in phases, retaining such elements as the existing brine production shed and salt storage tent until such time as the full fleet parking build out is required.
- Retain the radio tower in place if relocation is not planned for the final condition.

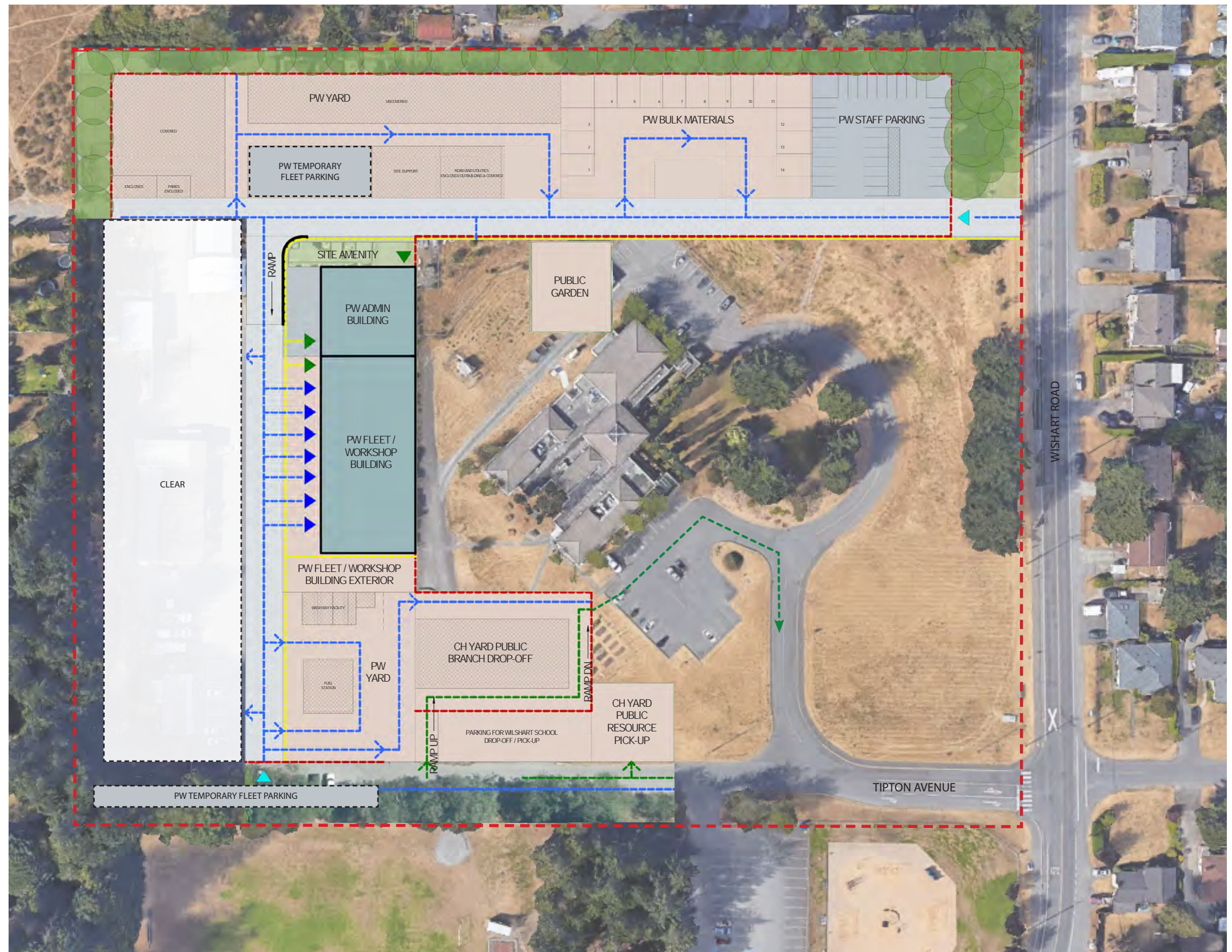


Figure 6.17 : Master Plan - Phase 3

**Phase 4:**

- Construct the new Nursery facility
- Construct the new fleet vehicle surface parking lot and relocate fleet vehicles from temporary parking locations as the new parking area becomes available.

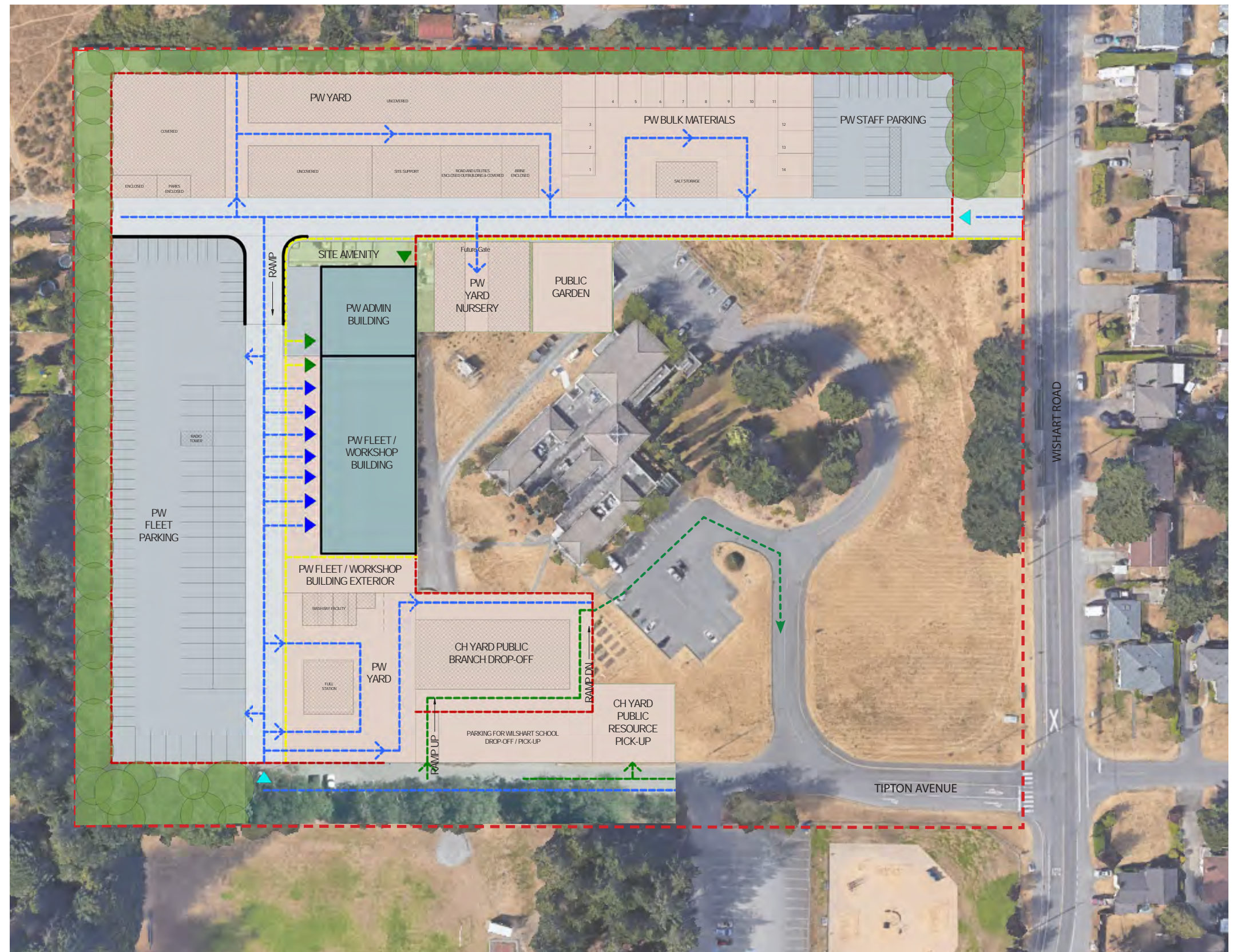


Figure 6.18 : Master Plan - Phase 4

Phase 5:

- Construct the new City Hall Building.
- Once the new City Hall is complete, demolish the existing City Hall Building and make ready for the next phase.

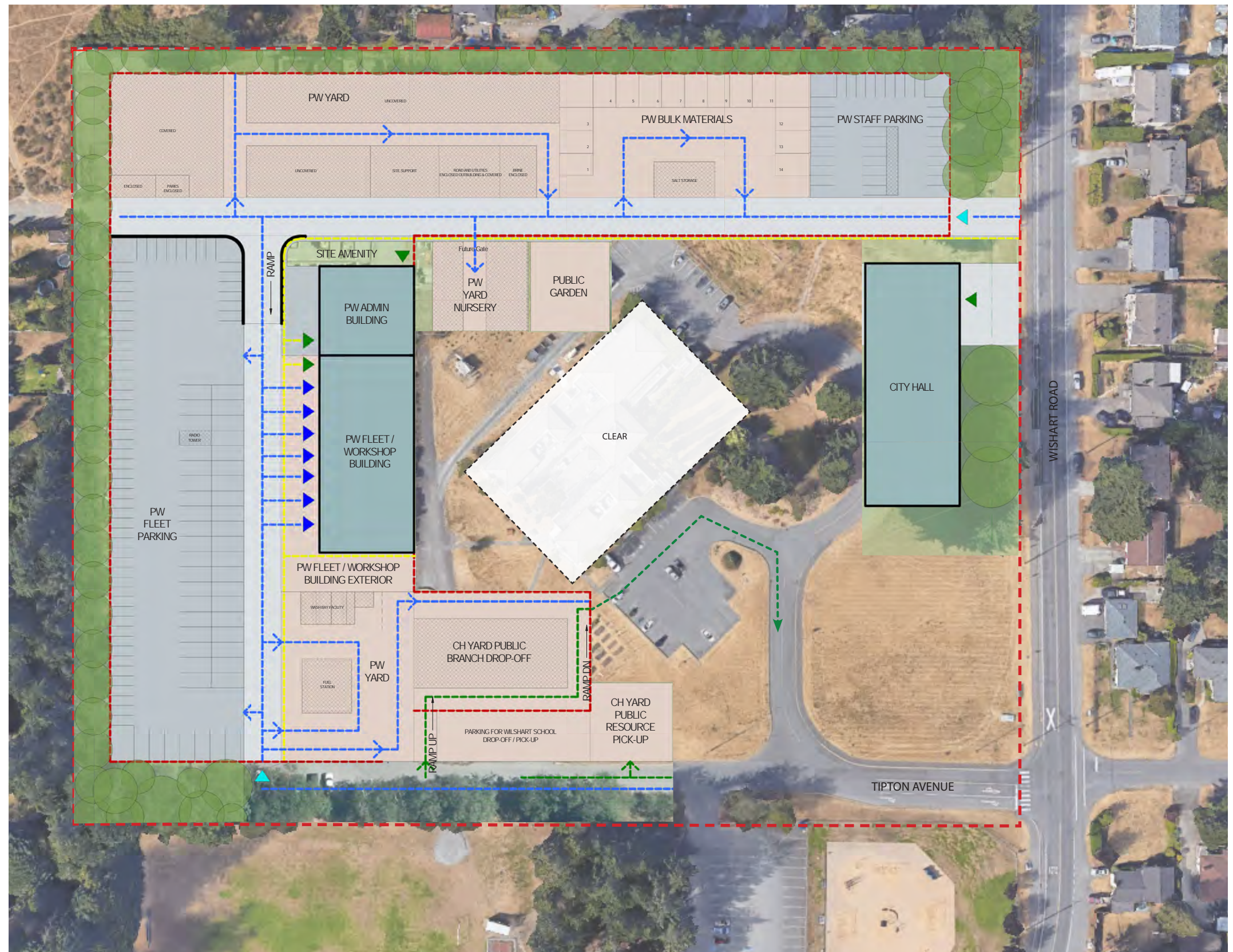


Figure 6.19 : Master Plan - Phase 5

**Phase 6:**

- Construct the new surface parking lots for staff and public.
- Revise the secure line of the Public Works Yard to convert the interim Public Works staff parking into growth yard space.
- Finalize pedestrian circulation on site, including the connection between the City Hall site and Public Works yard site.

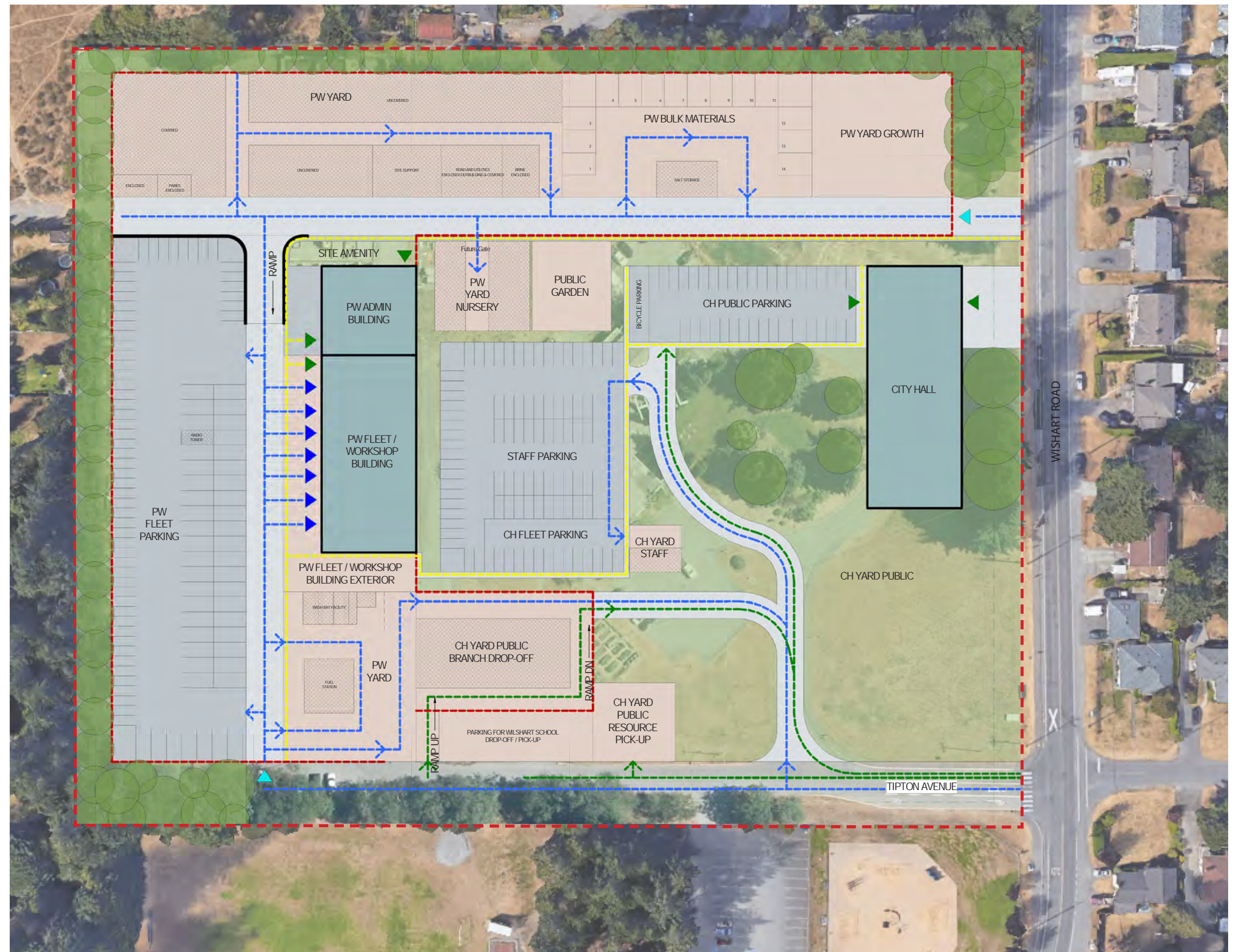


Figure 6.20 : Master Plan - Phase 6

**MASTER PLAN PROGRAM**

The tables on this page and the next page summarize the required areas for Public Works and City Hall against the areas provided in the Master Plan.

For the purpose of master planning, net circulation and gross up factors are added to the individual interior program spaces described in Section 5 Future Needs Assessment. For interior spaces, net circulation factors allow for internal circulation. This results in a net program area requirement. Gross-up factors are added on top of this net area to allow for base building support spaces, such as washrooms and mechanical rooms, as well as wall thicknesses and major circulation components such as elevators and exit stairs.

For interior spaces, the gross-up factor carried is 1.25. The net circulation factor varies based on space type:

- Individual workspaces (offices and workstations) receive a net circulation factor of 1.4 to reflect greater circulation typically required, especially for workstations
- General office support space, including storage rooms, copy/print areas and meeting spaces, receive a net circulation factor of 1.35
- Locker rooms receive a net circulation factor of 1.5 for more generous circulation within those spaces as they often have large numbers of people in them all at once, as well as to allow for things like benches that people need to circulate around.
- Speciality Spaces typically receive the 1.35 net circulation factor, except for very large spaces. Very large spaces receive only 1.1 net circulation factor as that is more keeping with their relative proportion of circulation. For this program, these large spaces

include: Council Chambers, Committee Rooms, Public Flex Rooms, Crush Space, Service Counter & Queuing.

- Industrial spaces, such as maintenance bays, workshops and storage receive a 1.1 net circulation factor as they are often accessed off each other rather than through a series of corridors.

For exterior spaces, no circulation or gross up factors are carried for site circulation or landscaping/green space as the amount of site circulation required or landscape space available, will vary depending on the way the spaces are arranged. The only exception to this is enclosed outbuildings:

- Enclosed Outbuildings don't receive a net circulation factor, because the program team determines the full footprint of the space with its own internal circulation, and as they are standalone buildings, not connected to other buildings, there are no common corridors to consider. A gross up factor of 1.1 is added to account for wall thickness and to accommodate a small area for building services if the building is required to be temperature controlled/conditioned.

Public Works Interior Spaces						
	Total Gross Interior Area Req	Total Gross Interior Area Provided	Total Gross Interior Area Ground Floor Req	Total Gross Interior Area Ground Floor Provided	Total Gross Interior Area 2nd Floor Req	Total Gross Interior Area 2nd Floor Provided
Administration Building	972.5m2	974m2	588.8m2	590m2	383.7m2	384m2
Fleet Maintenance/Workshop Building	1296.8m2	1300m2	1296.8m2	1300m2	0	0

Public Works Exterior Spaces			
	*Program Area Req	*Program Area Provided	Notes
Fleet Maintenance/Workshop Bldg Exterior	642.8m2	643m2	
PW Bulk Materials	1827.4m2	1739m2	Small reduction in clear space in front of some bins. Could be recovered from adjacent general yard areas
PW General Yard	3413.9m2	3594m2	Future growth yard space at north-east corner is in addition to this
PW Nursery	454.7m2	455m2	

\*Program areas do not include site circulation or landscape space

Parking (All)			
	# Stalls req	# Stalls Provided	Notes
City Hall Public Parking	36	38	
City Hall & Public Works Staff Parking	74	76	Note: Count shown is of final condition (Phase 7)
City Hall Fleet Vehicle Parking	14	14	
Public Works Fleet Vehicle Parking	102	106	

The tables on this page summarize the required areas for the City Hall building and its associated site.

The following pages include a spreadsheet showing the breakdown of where the different program elements are accommodated in the Master Plan.

City Hall Interior Spaces						
	Total Gross Interior Area Req	Total Gross Interior Area Provided	Total Gross Interior Area Ground Floor Req	Total Gross Interior Area Ground Floor Provided	Total Gross Interior Area 2nd Floor Req	Total Gross Interior Area 2nd Floor Provided
City Hall Building	2546m2	2550m2	1597m2	1600m2	949m2	950m2

City Hall Exterior Spaces			
	Program Area Req	Program Area Provided	Notes
City Hall Yard - Staff	87.2m2	87.2m2	
City Hall Yard - Public	3222.6m2	14845m2	Areas include: Branch Drop-off, Resource Pick-up, Community Garden and general public greenspace

Site Zone	Building/Site Location	Level	User Group	Facility Type	Space Type	Space Name	Qty	Program Area (sqm)	Gross Bldg Area (sqm)						
Public Works Yard	PW Admin Bldg	Ground	Common	Admin	Support	Department Operations Centre (Capacity: 16)	1.0	35.0	59.1						
						Drying Room	1.0	40.0	67.5						
						First Aid Room	1.0	14.9	25.1						
						Flex Space: Community Use/Briefing Room	1.0	62.0	104.6						
						Lobby/Reception	1.0	20.0	33.8						
						Lockers (Coveralls)	1.0	3.0	5.1						
						Lockers (Gear/PPE)	70.0	34.5	64.6						
						Mudroom	1.0	7.5	12.7						
						Multipurpose Lunch Room (Capacity: 40)	1.0	98.0	134.8						
						Shower/Changing Unit (Accessible)	1.0	5.9	10.0						
						Shower/Changing Unit (Standard)	3.0	12.4	20.9						
						Wellness Room	1.0	7.5	12.7						
						Work Order Pick-Up	1.0	2.0	3.4						
						Optional	1.0	11.2	18.8						
						Laundry Facility	1.0	9.3	15.7						
						Storage (Department Operations Centre)	1.0	9.3	15.7						
						<b>Ground Total</b>						<b>86.0</b>	<b>363.1</b>	<b>588.6</b>	
							Upper		Common	Admin	Storage	Storage (Secure Files/Dwgs)	1.0	7.5	12.7
												Support	Copy/Print Room (Production)	1.0	20.4
												Meeting Room - Enclosed Small (Capacity: 4-6)	2.0	30.0	50.6
			Meeting Space - Informal Open/Enclosed	1.0	16.7	28.2									
			Phone/Focus Room (Capacity: 1-2)	1.0	7.0	11.8									
			Enclosed Office (Type 2) - Dedicated	1.0	9.3	16.3									
			Workstation (Trade/Field Staff Touchdown Stn) - Shared	3.0	8.4	14.6									
			Workstation (Type A) - Dedicated	7.0	31.2	54.6									
			Enclosed Office (Type 1) - Dedicated	2.0	33.5	58.6									
			Enclosed Office (Type 2) - Dedicated	1.0	9.3	16.3									
		Parks	Admin	Workspace	Workstation (Trade/Field Staff Touchdown Stn) - Shared	1.0			2.8	4.9					
					Workstation (Type A) - Dedicated	3.0			13.4	23.4					
					Enclosed Office (Type 2) - Dedicated	1.0			9.3	16.3					
					Workstation (Trade/Field Staff Touchdown Stn) - Shared	2.0			5.6	9.8					
					Workstation (Type A) - Dedicated	4.0			17.8	31.2					
		Public Works	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	1.0			9.3	16.3					
					Workstation (Trade/Field Staff Touchdown Stn) - Shared	1.0			2.8	4.9					
					Workstation (Type A) - Dedicated	3.0			13.4	23.4					
					Enclosed Office (Type 2) - Dedicated	1.0			9.3	16.3					
					Workstation (Trade/Field Staff Touchdown Stn) - Shared	2.0			5.6	9.8					
		Roads & Utilities	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	1.0	9.3	16.3							
					Workstation (Trade/Field Staff Touchdown Stn) - Shared	2.0	5.6	9.8							
					Workstation (Type A) - Dedicated	4.0	17.8	31.2							
		<b>Upper Total</b>					<b>31.0</b>	<b>222.2</b>	<b>383.7</b>						
		<b>PW Admin Bldg Total</b>					<b>117.0</b>	<b>585.3</b>	<b>972.2</b>						
		PW Fleet/Workshop Bldg	Ground	Common	Admin	Support	Shipping/Receiving/Staging	1.0	20.0	33.8					
	Industrial						Storage	Storage (Forklift Parking/Charging)	1.0	6.5	8.9				
								Storage (Main Stores - Tools/Materials/Equipment)	1.0	132.0	181.5				
								Support	Eye Wash/Hand Wash/Drinking Fountain Station	2.0	2.2	3.1			
								Workshop Storage	Storage (Mobile Hoists)	1.0	6.0	8.3			
	Parks						Industrial	Workshop	Workshop (Parks-General)	1.0	117.0	160.9			
									Workshop (Parks-Irrigation)	1.0	12.5	17.2			
									Support	Fleet Maintenance Intake	1.0	7.0	11.8		
									Public Works	Admin	Storage	Storage (Fleet Parts)	1.0	35.0	48.1
												Storage (Oil/Fluids)	1.0	28.0	38.5
								Workshop	Maintenance Bay (Large)	1.0	115.0	158.1			
									Maintenance Bay (Standard)	3.0	225.0	309.4			
									Fixed Workbench (Bays)	4.0	8.9	12.3			
									Workshop Storage	3.0	27.9	38.4			
	Roads & Utilities						Industrial	Workshop	Storage	Storage (Line Painting)	1.0	13.5	18.6		
									Workshop	Maintenance Bay (Standard)	2.0	150.0	206.3		
										Fixed Workbench (Bays)	2.0	4.5	6.1		
										Workshop Storage	2.0	26.0	35.8		
	<b>Ground Total</b>										<b>29.0</b>	<b>937.0</b>	<b>1296.8</b>		
	<b>PW Fleet/Workshop Bldg Total</b>					<b>29.0</b>	<b>937.0</b>	<b>1296.8</b>							

Site Zone	Building/Site Location	Level	User Group	Facility Type	Space Type	Space Name	Qty	Program Area (sqm)	Gross Bldg Area (sqm)
Public Works Yard	PW Fleet/Workshop Bldg - Exterior	Ground	Parks	Yard	Uncovered	Vehicle Access to Workshop (Standard)	1.0	84.0	84.0
						Vehicle Loading/Unloading to Workshop	1.0	37.2	37.2
			Public Works	Yard	Enclosed Outbuilding	Storage (Fleet-Tires)	1.0	16.0	17.6
					Uncovered	Vehicle Access to Maintenance Bay (Standard)	4.0	336.0	336.0
			Roads & Utilities	Yard	Uncovered	Vehicle Access to Maintenance Bay (Standard)	2.0	168.0	168.0
		<b>Ground Total</b>					<b>9.0</b>	<b>641.2</b>	<b>642.8</b>
		<b>PW Fleet/Workshop Bldg - Exterior Total</b>					<b>9.0</b>	<b>641.2</b>	<b>642.8</b>
	PW Fleet Parking	Ground	Common	Parking	Covered	Parking - Fleet: 1-Tonne Dump 550/5500	11.0	374.0	374.0
						Parking - Fleet: 5-Tonne+ Dump HD w/ Air Brakes	10.0	340.0	340.0
						Parking - Fleet: Asphalt Roller	2.0	32.8	32.8
						Parking - Fleet: Backhoe Loader	4.0	136.0	136.0
						Parking - Fleet: Bobcat Skid-steer	3.0	49.1	49.1
						Parking - Fleet: Crackseal Trailer w/ Compressor	2.0	68.0	68.0
						Parking - Fleet: Curb Machine	2.0	32.8	32.8
						Parking - Fleet: Electric Pick-up Truck 150/1500 Type	8.0	131.0	131.0
						Parking - Fleet: Electric Utility Truck - small	3.0	49.1	49.1
						Parking - Fleet: HD Plate Tamper - HD Diesel	2.0	32.8	32.8
						Parking - Fleet: Heavy Equipment Trailer	2.0	68.0	68.0
						Parking - Fleet: Hot-box Asphalt Trailer	2.0	68.0	68.0
						Parking - Fleet: Leaf Vacuum Trailer	2.0	32.8	32.8
Parking - Fleet: Message Board Trailer						4.0	65.5	65.5	
Parking - Fleet: Mini Excavator 50 series or equivalent						2.0	68.0	68.0	
Parking - Fleet: Mower - closed cab						4.0	65.5	65.5	
Parking - Fleet: Mower - zero turn, open cab						4.0	65.5	65.5	
Parking - Fleet: Pick-up Truck 150/1500 Type						0.0	0.0	0.0	
Parking - Fleet: Pick-up Truck HD 2500/2500+						12.0	196.6	196.6	
Parking - Fleet: Portable Hot Pressure Washer						2.0	32.8	32.8	
Parking - Fleet: Sidewalk/Bike Lane Snow & Cleaning Equipment						3.0	49.1	49.1	
Parking - Fleet: Utility Trailer						8.0	272.0	272.0	
Parking - Fleet: Van HD Utility						2.0	32.8	32.8	
Parking - Fleet: Water Trailer w/ Flat Saw						2.0	68.0	68.0	
Parking - Fleet: Woodchipper Trailer						2.0	68.0	68.0	
Parking (Emer Trailers-2)						2.0	32.8	32.8	
Parking (Other Community Groups)						2.0	50.4	50.4	
				<b>Ground Total</b>					<b>102.0</b>
	<b>PW Fleet Parking Total</b>					<b>102.0</b>	<b>2481.3</b>	<b>2481.3</b>	



Site Zone	Building/Site Location	Level	User Group	Facility Type	Space Type	Space Name	Qty	Program Area (sqm)	Gross Bldg Area (sqm)			
Public Works Yard	PW Yard	Ground	Common	Industrial	Enclosed Outbuilding	Washbay (Manual)	1.0	15.0	16.5			
					Uncovered	Fuel Stn (Gas/Diesel)	1.0	185.0	185.0			
					Site Amenity	Site Amenity	1.0	90.0	90.0			
					Site Support	Site Support	1.0	10.0	10.0			
					Yard	Covered	Storage (Equipment)	1.0	330.0	330.0		
							Storage (Materials/Equipment)	1.0	525.0	525.0		
				Enclosed Outbuilding	Storage (Flammables/Small Fuels)	1.0	26.0	28.6				
					Storage (Signs)	1.0	15.0	16.5				
					Storage (Surplus/Seasonal/General Materials)	1.0	24.0	26.4				
					Uncovered	Laydown (Materials/Equipment)	1.0	1290.0	1290.0			
						Laydown (Waste Roll-Off bins)	2.0	36.0	36.0			
						Laydown (Waste)	1.0	60.0	60.0			
				Yard	Vac Dump	1.0	18.0	18.0				
					Vehicle Access to Vac Dump	1.0	28.8	28.8				
					Vehicle Access to Washbay	3.0	96.0	96.0				
					Parks	Enclosed Outbuilding	Storage (Parks-Sm Tools/Eq/General)	1.0	47.0	51.7		
						Roads & Utilities	Industrial	Enclosed Outbuilding	Brine Production	1.0	120.0	132.0
					Yard	Covered	Storage (Pumps)	1.0	15.8	15.8		
				Storage (Traffic Control)		1.0	190.0	190.0				
			Site	Enclosed Outbuilding	Storage (Sewers)	1.0	16.0	17.6				
				Site Support	Site Support	Site Resiliency Infrastructure (Allowance)	1.0	250.0	250.0			
			<b>Ground Total</b>							<b>24.0</b>	<b>3387.6</b>	<b>3413.9</b>
			<b>PW Yard Total</b>							<b>24.0</b>	<b>3387.6</b>	<b>3413.9</b>
			PW Yard - Bulk Materials	Ground	Parks	Yard	Covered	Laydown (Bulk Materials - Mulch/Soils)	5.0	329.1	329.1	
							Uncovered	Vehicle Access to Bulk Materials-Mulch/Soils	1.0	270.0	270.0	
						Roads & Utilities	Covered	Storage (Road Salt)	1.0	150.0	150.0	
							Uncovered	Laydown (Bulk Materials - Aggregates)	7.0	460.7	460.7	
					Yard	Laydown (Bulk Materials - Road Debris)	2.0	131.6	131.6			
						Vehicle Access to Bulk Materials-Aggregates	1.0	378.0	378.0			
						Vehicle Access to Bulk Materials-Road Debris	1.0	108.0	108.0			
						<b>Ground Total</b>						
			<b>PW Yard - Bulk Materials Total</b>							<b>18.0</b>	<b>1827.4</b>	<b>1827.4</b>
			PW Yard - Nursery	Ground	Parks	Yard	Enclosed Outbuilding	Gardening Shed	1.0	22.6	24.8	
Greenhouse	1.0	138.7						152.6				
Uncovered	Outdoor Holding Garden/Staging Area	1.0					138.7	138.7				
	Optional	Outdoor Growing Area					1.0	138.7	138.7			
<b>Ground Total</b>							<b>4.0</b>	<b>438.6</b>	<b>454.7</b>			
<b>PW Yard - Nursery Total</b>							<b>4.0</b>	<b>438.6</b>	<b>454.7</b>			
<b>Public Works Yard Total</b>							<b>303.0</b>	<b>10298.3</b>	<b>11089.1</b>			

Site Zone	Building/Site Location	Level	User Group	Facility Type	Space Type	Space Name	Qty	Program Area (sqm)	Gross Bldg Area (sqm)				
City Hall	City Hall	Ground	Building	Admin	Workspace	Enclosed Office (Type 2) - Dedicated	1.0	9.3	16.3				
						Workstation (Type A) - Dedicated	8.0	27.3	47.8				
			Bylaw	Admin	Workspace	Workstation (Type A) - Dedicated	5.0	22.3	39.0				
						Committee Room/EOC	1.0	85.0	116.9				
			Common	Admin	Speciality	Council Chambers	1.0	130.0	178.8				
						Crush Space (Council Chambers/Committee Room)	1.0	80.0	110.0				
						ECom Radio Room	1.0	10.0	16.9				
						Flex Space: Community Use /Large Staff Meetings	2.0	100.0	137.5				
						Public Display Area	1.0	12.0	20.3				
						Public Meeting Room - Enclosed Small (Capacity: 4-6)	1.0	15.0	25.3				
						Queuing (Service Counter)	1.0	25.0	34.4				
						Service Counter	1.0	28.0	38.5				
						Temp Holding (Courier/Mail)	1.0	1.5	2.5				
						Storage	1.0	45.5	76.8				
						Support	1.0	20.4	34.4				
						First Aid Room	1.0	14.9	25.1				
						Lockers (Day-Use)	12.0	5.4	10.1				
						Lockers (Gear/PPE)	28.0	13.8	25.8				
						Meeting Room - Enclosed Small (Capacity: 4-6)	4.0	60.0	101.3				
						Meeting Space - Informal Open/Enclosed	6.0	55.8	94.2				
						Mudroom	1.0	7.5	12.7				
						Shower/Changing Unit (Accessible)	1.0	5.9	10.0				
			Shower/Changing Unit (Standard)	4.0	16.5	27.8							
			Optional	1.0	75.0	103.1							
			Storage (Flex Space Community Use/Large Staff Meeting)	1.0	9.3	15.7							
			Development Services	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	1.0	16.7	29.3				
						Enclosed Office (Type 2) - Dedicated	1.0	9.3	16.3				
			Engineering	Admin	Storage	Workstation (Type A) - Dedicated	11.0	49.1	85.9				
						Storage (Secure - Tools/Equipment)	1.0	6.5	11.0				
						Workspace	1.0	9.3	16.3				
			<b>Ground Total</b>							<b>116.0</b>	<b>1033.2</b>	<b>1596.8</b>	
			Upper	Common	Admin	Support	Copy/Print Room (Standard)	1.0	15.0	25.3			
							Lunch Room	1.0	50.0	68.8			
							Meeting Room - Enclosed Mid (Capacity: 16)	2.0	70.0	118.1			
							Phone/Focus Room (Capacity: 1-2)	3.0	21.0	35.4			
							Wellness Room	1.0	7.5	12.7			
							Community Planning	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	1.0	16.7	29.3
										Workstation (Type A) - Dedicated	5.0	22.3	39.0
							Corporate Services	Admin	Support	Assembly Area (Agenda/Reports)	1.0	2.5	4.2
										Workspace	1.0	16.7	29.3
										Enclosed Office (Type 2) - Dedicated	3.0	27.9	48.8
							Council	Admin	Workspace	Workstation (Type A) - Dedicated	16.0	71.4	124.9
										Enclosed Office (Type 1) - Dedicated	1.0	16.7	29.3
										Multipurpose Councillors Office/Meeting Space	2.0	33.5	58.6
							Finance	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	1.0	16.7	29.3
										Enclosed Office (Type 2) - Dedicated	1.0	9.3	16.3
										Workstation (Type A) - Dedicated	13.0	58.0	101.5
							Human Resources	Admin	Workspace	Enclosed Office (Type 1) - Dedicated	1.0	16.7	29.3
										Workstation (Type A) - Dedicated	5.5	24.5	42.9
							IT	Admin	Support	IT Workbench/Staging/Storage	1.0	8.0	13.5
Server Room	1.0	13.0								21.9			
Workspace	1.0	9.3	16.3										
<b>Upper Total</b>							<b>67.5</b>	<b>549.1</b>	<b>933.6</b>				
<b>City Hall Total</b>							<b>183.5</b>	<b>1582.3</b>	<b>2530.4</b>				

Site Zone	Building/Site Location	Level	User Group	Facility Type	Space Type	Space Name	Qty	Program Area (sqm)	Gross Bldg Area (sqm)	
City Hall	CH Public Parking	Ground	Common	Parking	Covered	Parking (Bikes-Class 2)	1.0	21.0	21.0	
					Uncovered	Parking (Public)	36.0	589.7	589.7	
						Parking (Public-Accessible)	2.0	46.6	46.6	
		<b>Ground Total</b>					<b>39.0</b>	<b>657.3</b>	<b>657.3</b>	
		<b>CH Public Parking Total</b>					<b>39.0</b>	<b>657.3</b>	<b>657.3</b>	
	CH/PW Staff Parking	Ground	Common	Parking	Enclosed Outbuilding	Parking (Bikes-Class 1)	2.0	43.0	47.3	
					Uncovered	Parking (Staff - Accessible)	3.0	69.9	69.9	
						Parking (Staff - Standard)	71.0	1163.0	1163.0	
		<b>Ground Total</b>					<b>76.0</b>	<b>1275.9</b>	<b>1280.2</b>	
		<b>CH/PW Staff Parking Total</b>					<b>76.0</b>	<b>1275.9</b>	<b>1280.2</b>	
	CH Fleet Parking	Ground	Common	Parking	Uncovered	Parking - Fleet: AWD SUV	3.0	49.1	49.1	
							Parking - Fleet: Electric Cars	9.0	147.4	147.4
							Parking - Fleet: Small Utility Van	2.0	32.8	32.8
		<b>Ground Total</b>					<b>14.0</b>	<b>229.3</b>	<b>229.3</b>	
		<b>CH Fleet Parking Total</b>					<b>14.0</b>	<b>229.3</b>	<b>229.3</b>	
	CH Yard - Public	Ground	Common	Yard	Uncovered	Laydown (Community Resource Pick-up)	1.0	450.0	450.0	
						Laydown (Branch Drop-off) incl circ	1.0	2010.0	2010.0	
				Site Amenity	Site Amenity	Community Garden	1.0	552.0	552.0	
					Optional	Community Garden Greenhouse	1.0	138.7	152.6	
					Site Support	Weather Stn	1.0	50.0	50.0	
					Site Support	Transformer	1.0	8.0	8.0	
		<b>Ground Total</b>					<b>6.0</b>	<b>3208.7</b>	<b>3222.6</b>	
		<b>CH Yard - Public Total</b>					<b>6.0</b>	<b>3208.7</b>	<b>3222.6</b>	
CH Yard - Staff	Ground	Common	Site Amenity	Site Amenity	Amenity (Break Area)	1.0	20.0	20.0		
			Yard	Enclosed Outbuilding	Storage (EOC Supplies)	1.0	32.0	32.0		
					Storage (Special Events)	1.0	32.0	35.2		
	<b>Ground Total</b>					<b>3.0</b>	<b>84.0</b>	<b>87.2</b>		
	<b>CH Yard - Staff Total</b>					<b>3.0</b>	<b>84.0</b>	<b>87.2</b>		
<b>City Hall Total</b>						<b>321.5</b>	<b>7037.5</b>	<b>8007.0</b>		
<b>Grand Total</b>						<b>624.5</b>	<b>17335.8</b>	<b>19096.1</b>		

## 6.5 Planning Next Steps

To inform subsequent design phases the following studies or strategies are recommended or anticipated:

- In subsequent design phases, the consultant team (architectural and engineers) should continue to work with user groups to refine the functional program and add additional detail, in particular mechanical, electrical, security and structure design requirements, to assist in further design development of the individual components.
- A more detailed programmatic review of City Hall requirements in order to develop that portion of the master plan. This may include a study of the potential impact of alternative work strategies, such as work from home and activity-based work.
- A current topographic survey of the entire site to more precisely inform the final siting of the buildings and required extent of re-grading on site.
- A current geotechnical assessment of the site to inform engineering requirements for structures on site.
- A traffic study to confirm the affect of the additional proposed site entry off Wishart Road.
- A study to define specific sustainability targets and strategies for the site.
- Review of conversion from the existing septic system to sewer system to service the site.
- A detailed review of post-disaster requirements (structural, mechanical, electrical) to define the engineering systems needs of critical operations verses human-comfort needs. .
- A review of the future Branch Drop-Off hours on site to confirm if increased drop off hours will be provided to the public.
- A detailed study of the Branch-Drop off area to review the final arrangement of the space and allow for split-level organization of the site with public at a high level, dropping down into bins on a lower level. Service vehicles will access the bins at the lower level (Public Works Yard level)
- Review of the general phasing of the project as funding becomes available for implementation.
- Consideration of a public pedestrian and bike path connecting the residential neighbourhood to the west to Wishart Road.

## APPENDIX A

### CURRENT STATE PROGRAM

City of Colwood Municipal Complex: Current State Program

Zone	Existing Bldg/Site	User Group	Facility Type	Space Type	Space Name	Net Area (sqm)		
City Hall	Bldg - City Hall	City Hall	Admin	Speciality	Committee Room/EOC	82.81		
					Council Chambers	128		
					Display Area	8.19		
					Service Counter	14.13		
					Storage (ECom Radio)	9.5		
					Crush Space	66.23		
					Queuing (Service Counter)	13.8		
					<b>Speciality Total</b>	<b>322.66</b>		
				Storage	Storage (Dwg/Gen)	2.53		
					Storage (Filing)	40.39		
					Storage (General)	5.69		
					Storage (Permit Files)	1.02		
					Storage (PPE)	0.62		
					Storage (TBC)	2.71		
					Storage (Vault)	12.64		
		<b>Storage Total</b>	<b>65.6</b>					
		Support	Copy/Print Room	19.62				
			Copy/Print Stn	4.82				
			First Aid	6.3				
			Lunch Room	30.84				
			Server Room	12.64				
			Shower Room	3.64				
		<b>Support Total</b>	<b>77.86</b>					
		Workspace	Office (1)	162.79				
			Workstation (1)	40.85				
			Workstation (2)	66.35				
			Workstation (4)	55				
			Workstation (5)	92.56				
		<b>Workspace Total</b>	<b>417.55</b>					
		Base Building	Base Building	Base Building	Base Building	Base Building	Bldg Services Room	14.42
						Janitor Closet	3.39	
						WC (Public)	25.2	
						WC (Staff)	6.35	
<b>Base Building Total</b>	<b>49.36</b>							
Walls	Walls	Walls	Walls	Walls	86.03			
				<b>Walls Total</b>	<b>86.03</b>			
				Circulation	Interior Circulation	Interior Circulation	Circulation (Interior)	212.63
Vestibule	19.32							
<b>Interior Circulation Total</b>	<b>231.95</b>							

Zone	Existing Bldg/Site	User Group	Facility Type	Space Type	Space Name	Net Area (sqm)	
City Hall	<b>Bldg - City Hall Total</b>					<b>1251.01</b>	
	Site - City Hall	City Hall	Parking	Uncovered	Parking (Public-14)	237.51	
					Parking (Public-2)	33.06	
					Parking (Public-6)	193.03	
					Parking (Public-9)	143.26	
					Parking (Public-Acc-3)	68.03	
					Parking (Public-Elec-2)	30.06	
					Parking (Staff-6)	97.21	
					Parking (Staff-7)	102.54	
					Parking (Staff-8)	122.87	
					<b>Uncovered Total</b>		
		Yard			Covered	Container (EOC)	31.59
						Container (Special Events)	31.59
		<b>Covered Total</b>					<b>63.18</b>
				Site Amenity		Site Amenity	18.98
						Amenity (Break Area)	18.98
		<b>Site Amenity Total</b>					<b>18.98</b>
		Public Works		Yard		Uncovered	403.87
						Laydown (Mulch Pick-up)	403.87
		<b>Uncovered Total</b>					<b>403.87</b>
		Other		Site Support		Site Support	50
	Weather Stn					50	
	<b>Site Support Total</b>					<b>50</b>	
			Site Amenity		Site Amenity	552	
					Community Garden	552	
	<b>Site Amenity Total</b>					<b>552</b>	
Site		Site Support		Site Support	8		
				Generator (Back-Up)	8		
				Transformer	5		
					5		
<b>Site Support Total</b>					<b>13</b>		
		Site Circulation		Site Circulation	5453.75		
				Circulation (Site)	5453.75		
<b>Site Circulation Total</b>					<b>5453.75</b>		
		Landscape		Landscape	17544.38		
				Landscape	17544.38		
<b>Landscape Total</b>					<b>17544.38</b>		
<b>Site - City Hall Total</b>					<b>25126.73</b>		
<b>City Hall Total</b>						<b>26377.74</b>	
Public Works Yard	Bldg - Fleet Centre Work Bays Bldg	Public Works	Admin	Support	12.71		
				Drying Room	12.71		
				Locker/Changing Rm	33.37		
				<b>Support Total</b>			
				Workspace	8		
				Office (1)	8		

Zone	Existing Bldg/Site	User Group	Facility Type	Space Type	Space Name	Net Area (sqm)			
Public Works Yard	Bldg - Fleet Centre Work Bays Bldg	Public Works	Admin	<b>Workspace Total</b>		<b>8</b>			
				Industrial	Storage	Storage (Bays)	21.43		
						Storage (Bays-Eq/Tools)	5.98		
						Storage (Chains-Bays)	1.02		
						Storage (Line Painting)	8.58		
						Storage (Main Stores)	35.42		
						Storage (Parks Bays)	13.95		
						Storage (Parks-General)	12.29		
						Storage (Parks-Sm Tools/Eq)	26.24		
						Storage (Roads & Utilities Bay)	11.84		
						Storage (Signs)	15.22		
						Storage (Tools/Equipment)	11.75		
						Storage (Tools/Materials)	62.01		
					<b>Storage Total</b>		<b>225.73</b>		
					Workshop	Maintenance Bay (Mechanics Large - 1)	105.75		
				Maintenance Bay (Mechanics Std - 1)		51.88			
				Maintenance Bay (Parks - 2)		52.23			
				Maintenance Bay (Roads & Utilities-1)		47.06			
				Work Table (Parks Bays)		4.34			
				Workbench (Bays)		7.1			
				Workbench (Parks Bays)		4.16			
				Workbench (Roads & Utilities Bay)		1.97			
				<b>Workshop Total</b>		<b>285.93</b>			
				Base Building	Base Building	Walls	46.59		
						<b>Walls Total</b>		<b>46.59</b>	
				Circulation	Interior Circulation	Interior Circulation	15.68		
						Vestibule	7.42		
						<b>Interior Circulation Total</b>		<b>23.1</b>	
				<b>Bldg - Fleet Centre Work Bays Bldg Total</b>		<b>635.43</b>			
				Bldg - Foreman/Supervisor Trailer	Public Works	Admin	Storage	Storage (Binders)	0.46
								Storage (Dwg)	4.16
							<b>Storage Total</b>		<b>4.62</b>
Support	Copy/Print Stn	1.56							
	First Aid	12.21							
<b>Support Total</b>		<b>13.77</b>							
Workspace	Office (1)	26.56							
	Office (2)	33.29							
	Workstation (1)	8.31							



Zone	Existing Bldg/Site	User Group	Facility Type	Space Type	Space Name	Net Area (sqm)	
Public Works Yard	Bldg - Foreman/Supervisor Trailer	Public Works	Admin	<b>Workspace Total</b>		<b>68.16</b>	
		Base Building	Base Building	Base Building	WC	4.4	
				<b>Base Building Total</b>		<b>4.4</b>	
				Walls	Walls	13.18	
				<b>Walls Total</b>		<b>13.18</b>	
		Circulation	Interior Circulation	Interior Circulation	Circulation (Interior)	21.73	
				<b>Interior Circulation Total</b>		<b>21.73</b>	
				<b>Bldg - Foreman/Supervisor Trailer Total</b>		<b>125.86</b>	
		Bldg - Public Works Admin Trailer	Public Works	Admin	Storage	Storage (Supply Cab)	1.48
					<b>Storage Total</b>		<b>1.48</b>
				Support	Copy/Print Stn	1.39	
					Kitchenette	10.84	
					Lunch/Mtg Area	21.02	
					Shower/WC	11.4	
					Work Orders	0.84	
				<b>Support Total</b>		<b>45.49</b>	
				Workspace	Office (1)	14.1	
					Touchdown Stns (2)	3.72	
					Workstation (1)	7.31	
				<b>Workspace Total</b>		<b>25.13</b>	
	Base Building		Base Building	Base Building	Janitor Closet	0.92	
					WC	4.64	
				<b>Base Building Total</b>		<b>5.56</b>	
				Walls	Walls	12.86	
				<b>Walls Total</b>		<b>12.86</b>	
	Circulation		Interior Circulation	Interior Circulation	Circulation (Interior)	44.63	
					Vestibule	4.28	
			<b>Interior Circulation Total</b>		<b>48.91</b>		
			<b>Bldg - Public Works Admin Trailer Total</b>		<b>139.43</b>		
	Site - Public Works	Public Works	Admin	Support	Tent (Temp Mtg)	56.71	
			<b>Support Total</b>		<b>56.71</b>		
		Industrial	Enclosed Outbuilding	Brine Production	118.64		
				Washbay	13.5		
			<b>Enclosed Outbuilding Total</b>		<b>132.14</b>		
		Uncovered	Fuel Stn (Gas/Diesel)	182.6			

Zone	Existing Bldg/Site	User Group	Facility Type	Space Type	Space Name	Net Area (sqm)		
Public Works Yard	Site - Public Works	Public Works	Industrial	Uncovered Total		<b>182.6</b>		
					Parking	Uncovered	Parking (Fleet-2)	72
							Parking (Fleet-3)	48
							Parking (Fleet-32)	1191.68
							Parking (Fleet-5)	216
							Parking (Fleet-Elec-4)	63.01
							Parking (Staff-10)	183.6
							Parking (Staff-5)	78
							<b>Uncovered Total</b>	<b>1852.29</b>
					Site Support	Site Support	Generator (Back-Up)	8
				Radio Tower		9.29		
			<b>Site Support Total</b>			<b>17.29</b>		
			Yard	Enclosed Outbuilding	Storage (Flammables/Small Fuels)	21.01		
					Storage (Irrigation)	7.36		
				<b>Enclosed Outbuilding Total</b>		<b>28.37</b>		
				Covered	Container (Materials)	15.79		
					Container (Seasonal)	15.79		
					Container (Sewers)	15.79		
					Container (Surplus)	15.79		
					Container (TBD)	15.79		
					Storage (Equipment)	89.92		
					Storage (Road Salt)	148.8		
			Storage (Traffic)		13.5			
			<b>Covered Total</b>		<b>331.17</b>			
			Uncovered	Laydown (Aggregates)	136.67			
				Laydown (Branch Drop-off)	2005.64			
				Laydown (Equipment/Trailers)	323.19			
				Laydown (Garbage Bins)	34.63			
				Laydown (Materials/Equipment)	716.78			
				Laydown (Materials-low use)	2581.49			
				Laydown (Mulch/Soils)	296.99			
				Laydown (Traffic Control)	226.51			
				Laydown (Waste)	60			
Vehicle Access to Aggregates	209.58							
Vehicle Access to Garbage Bins	53.1							
Vehicle Access to Mulch/Soils	261.51							
Vehicle Access to Workshop	60.05							
Vehicle Access to Bay	123.58							
Vehicle Access to Washbay	24							

Zone	Existing Bldg/Site	User Group	Facility Type	Space Type	Space Name	Net Area (sqm)	
Public Works Yard	Site - Public Works	Public Works	Yard	<b>Uncovered Total</b>		<b>7113.72</b>	
			Site Amenity	Site Amenity	Amenity (Break Area)	87.71	
					<b>Site Amenity Total</b>		<b>87.71</b>
		Other	Parking	Uncovered		Parking (Emer Trailers-2)	42.6
				<b>Uncovered Total</b>			<b>42.6</b>
		Site	Site Circulation	Site Circulation		Circulation (Site)	8442.12
				<b>Site Circulation Total</b>			<b>8442.12</b>
			Landscape	Landscape		Landscape	5248.45
			<b>Landscape Total</b>				<b>5248.45</b>
			<b>Site - Public Works Total</b>				<b>23535.17</b>
<b>Public Works Yard Total</b>					<b>24435.89</b>		
<b>Grand Total</b>					<b>50813.63</b>		