

Township of Wilmot – Space Needs Study New Town Hall Development Plan

Administrative Space Functional Program Guide

Development of a Template Functional Program is one of our key steps in assessing on the ground, space allocations for each Township Department compared to a Program based upon current industry standard best practices for Municipal Facilities.

The Functional Program describes proposed space allocations for all staff and support space requirements for each department. It is broken down by Department, by staff position, and by number of staff (current and potential future). Specific support spaces such as copy and filing requirements are also included in the Departmental summaries.

The program also contemplates future staff growth and resource needs. These projections are based on extrapolation of projected population growth to Township service needs and interviews with Directors to define other areas of growth such as specific Township initiatives or changes in legislative requirements. For this study and this Functional Program, the future projections are based on a 15 year time horizon (2039).

1.0 Space Definitions

1.1 Workspace Standards

To provide flexibility and the option to reallocate space over time; standardized spaces based on functional needs are proposed as the basis of **net area** allocations for the Functional Program. These space templates are tested and proven and are representative of the needs of a modern Municipal Administrative office.

Standard work spaces proposed are as follows:

Private Offices

Enclosed offices are provided for staff who routinely require an enclosed space to allow for confidentiality of information or discussions (from other staff or public) when use of a meeting room would not be practical. Four standard offices will be:

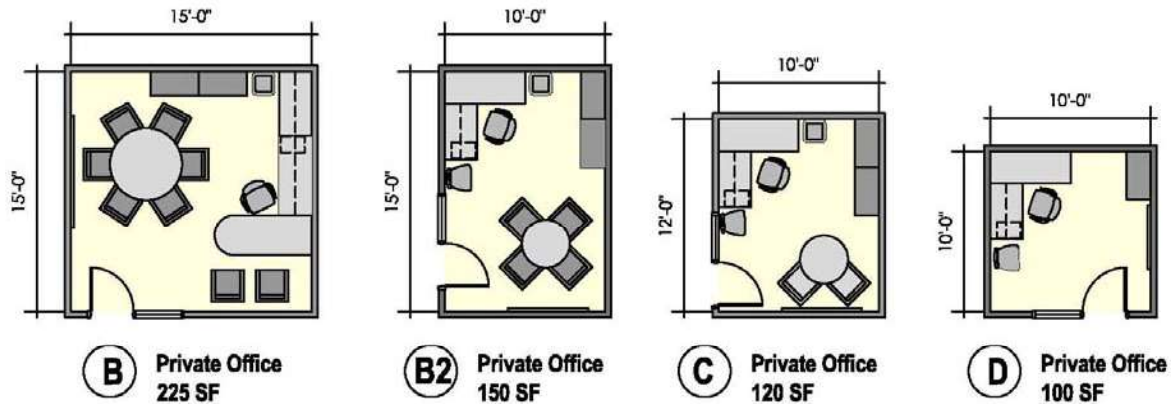
PO-B: (225sf) enlarged office for Commissioners, CAO or Mayor. Frequent meetings within space to accommodate up to 6 persons. **NOT CURRENTLY USED IN THE FUNCTIONAL PROGRAM.** Program reflects current Baden space allocations for senior leadership.

PO-B2: (150sf) Enlarged office for department Directors and other Leadership positions: occasional meetings within space to accommodate 2 - 3 persons.

PO-C: (120sf) office for management level staff who routinely work alone; require privacy for aspects of the position; or work in a supervisory capacity with other staff. The office can accommodate occasional meetings with 2 other persons.

PO- D: (100sf) basic office for staff who routinely work alone and require privacy; one guest chair.

Private Office Type Diagrams



Open Workstations

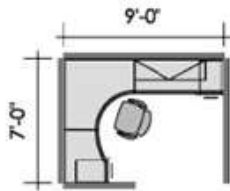
Workstations enclosed by partial height partitions (modular furniture) are proposed as the standard accommodation for some staff. Three generic sizes are proposed with multiple configurations possible for each size range.

WS-G (48sf): Optimized workstation for majority of staff who require desk space. May be assigned or unassigned (hoteling in nature). Locker for personal items. Workstation for staff that perform regular administrative duties, sometimes lesser physical paper requirement (ie: mostly digital files) These staff may be frequently out of office, have a secondary seat such as a public counter, or potentially have a hybrid work arrangement.

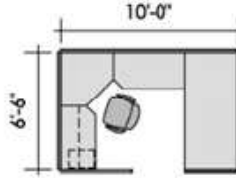
WS-E (64sf): Same amenities as above but for technical staff whose primary responsibility requires additional desk space for accommodation of maps, large format drawings (e.g., Planning & Development) or for multiple monitor arrangements or computer repairs (e.g., IT staff).

WS-F (96sf): for staff whose primary responsibility requires meeting area or collaborative space and more desk space but do not require an enclosed private office. **NOT CURRENTLY USED IN THE FUNCTIONAL PROGRAM.**

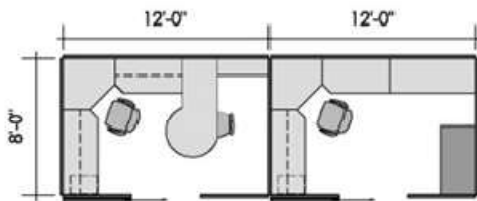
Workstation Type Diagrams



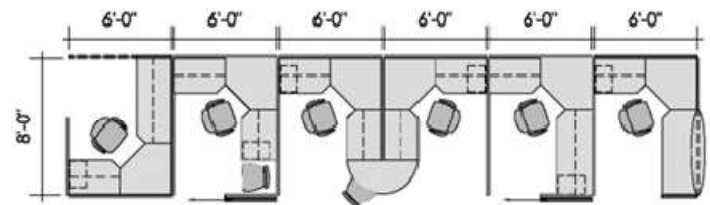
E1 Systems Workstations
63 SF



E2 Systems Workstations
64 SF



F Systems Workstations
96 SF



G Systems Workstations
48 SF

1.2 Meeting Room Space Standards

A range of Meeting Room space standards are proposed. While some of these meeting rooms may have direct departmental affiliation to ensure confidentiality of information, when necessary, it is recommended that all meeting rooms operate on a building wide booking system to provide the maximum flexibility to host meetings for all departments.

The majority of meeting spaces are suggested to be within the publicly accessible areas of the building. It is anticipated they will be used for staff meetings, workshops and meetings with the public, and hosting community and governmental partners.

A range of meeting room sizes is proposed accommodating meetings from four to fourteen people.

1.3 Building Support Spaces

A range of support spaces are listed in the Functional Program for each Department. These support spaces support the work of the team or department and are necessary for effective, efficient working. These spaces typically include amenities like print and copy areas,

kitchenettes, and department specific storage or filing. Depending on Department requirements, other specialty spaces may also be listed.

Other Administration Spaces such as Council Chambers, Public Lobbies, lunchrooms, and general building amenities are accounted for separately from these Departmental Space summaries. If there are critical support spaces missing from your Departmental summary, please add, but amenity spaces and spaces common to the entire building are will be accounted for separately.

Functional Program Areas Summary

Staff Count

Program Area

Existing Condition	
Baden and Neville	Accommodation Variance

	Current	Future	TOTAL	S.M.	S.F.	S.M.	m2 Area	%
Mayor and Council	1	1	2	49	527	14	-35	-71%
Office of the CAO	6	1	7	117	1260	101	-16	-14%
Corporate Services	16	9	25	329	3544	144	-185	-56%
Development Services	7	6	13	173	1866	93	-80	-46%
Infrastructure Services	11	6	17	212	2282	133	-79	-37%
Fire Services	6	2	8	118	1272	83	-35	-30%
Community Parks, Recreation & Culture								
Baden Admin Location Subtotal	7	0	7	29	309	53	24	85%
Neville Street Subtotal (currently at WRC)	20	4	24	90	966	289	199	222%

Net Department Assignable Areas TOTAL	1,118	12,027	910	-208	-19%
Baden Only Department Assignable Areas	910	9,788	621	-289	-32%
Neville St Only Department Assignable Areas	208	2,239	289	81	39%

Meeting / Public	444	4775	367	-77	-17%
Support Facilities & Common Areas	242	2600	117	-125	-52%
Support Facilities & Common Areas (Neville St)	214	2300	214	0	0%

Net Support Space and Bldg Services TOTAL	899	9,675	698	-201	-22%
Baden Only Support Space and Bldg Services TOTAL	685	7,375	484	-201	-29%
Neville St Only Support Space and Bldg Services TOTAL	214	2,300	214	0	0%

Total Buildings Program Assignable Area (m2)	2,017	21,702	1,608	-409	-20%
Building Gross up Factor (17%)	343				
TOTAL Functional Program Area	2,360	25,391			

Staff Count	Current	74
	Future	29
	TOTAL	103