



Mill Woods Recreation Centre

FUNCTIONAL PROGRAM



Resource Planning Group Inc.



**MILL WOODS
RECREATION CENTRE
FUNCTIONAL PROGRAM**

2013 October 3

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1: INTRODUCTION AND SUMMARY

BACKGROUND

The development of Mill Woods began in the early 1970s, as one of the first areas of Edmonton to be designed as a self-contained community, with a town centre, non-grid road system, arterial ring road and connected network of parks and bike paths.

The Mill Woods Recreation Centre opened in 1981 as an addition to the arena. In 1984, J. Percy Page and Holy Trinity Catholic High Schools were built adjacent to the Centre, with Holy Trinity Catholic High School having direct access to the arena.

In 1988, the Mill Woods Branch of the Edmonton Public Library moved from the Recreation Centre to the Mill Woods Town Centre.

In 1995, additions were made to the fitness centre (by converting some of the racquet courts), a waterslide was installed, dry change rooms added, and renovations were made to the vacated Edmonton Public Library space.

In 2008, a new ice plant was installed in the twin arenas and the entire facility was reroofed. Finally, in 2012, a facility renewal included upgrades to the HVAC system, a new wave generator for the pool and upgrades to the lobby and aquatic locker rooms.

Despite the renovations and upgrades, Mill Woods Recreation Centre continues to have a number of shortcomings, especially compared to other City of Edmonton recreation centres.

In June 2012, Leger Marketing conducted a public consultation process to identify spaces and programs on which subsequent planning should focus. In the Fall of 2012 RPG was retained by the City to develop a detailed Functional Program and Master Plan for the Centre.

PURPOSE OF DOCUMENT

The purpose of the Functional Program is to:

- Confirm the activities to be included in the proposed renovation to the Mill Woods Recreation Centre (MWRC) and the facilities required to support them;
- Provide the design team with a description of the activities and facilities required within the *Functional Program for the Mill Woods Recreation Centre*, and of the functional criteria to be addressed during the schematic stages of the design process;
- Provide City of Edmonton staff with a reference manual from which to discuss and evaluate design schemes; to discuss administrative and organizational policies for the renewed facility; and to plan for its commissioning, operation and evaluation;
- Provide City of Edmonton staff with a record of decisions and information collected to date during the pre-design programming process; and
- Provide the approving and funding authorities with a summary of key planning parameters for the project, including role and scope of services and the facilities needed to accommodate them.

**DESCRIPTION OF WORK
PERFORMED**

RPG began the work with a tour and project initiation meeting at Mill Woods Recreation Centre on September 25, 2012.

RPG submitted the First draft of the Project Parameters document on October 25th and conducted a meeting with Project Steering Committee on October 29th meeting to review and revise the draft Project Parameters document.

On November 20th, RPG met with Community Services staff to review Project Parameters, next steps and the stakeholder list for subsequent user group meetings.

On December 17th RPG sent out the second draft of the Project Parameters for review. During this time, RPG worked with HCMA to develop a coordinated set of plans for Mill Woods, which were submitted on January 10th for review.

On January 14th and 15th, 2013 RPG conducted a first round of user group meetings with City of Edmonton staff and external stakeholders to review activities and needs for a revitalized Community Centre. RPG sent out a draft of the Functional Program on January 31st for review.

On March 11, RPG toured Terwillegar and Commonwealth Recreation Centres to see the most current examples of recreation centres in Edmonton. This was followed by the second round of user group meetings to develop Functional Program information on March 12th and 13th.

On March 14th, RPG summarized issues and directions related to the facility and submitted these to the City for direction. RPG revised the Functional Program based on direction given by the City and reissued it on April 8th. Final comments on Functional Program were received on April 30th.

On April 16th, RPG met with Community Services to develop Terms of Reference for physical planning. RPG with the assistance of HCMA, conducted a physical planning worksession on May 14th. A number of options were explored with staff of Community Services.

RPG worked with HCMA to document the results of the physical planning worksession and these were presented to the community by the City in an Open House on June 13th.

RPG assisted BTY to develop costs for the project. A draft of the costs were submitted on July 26th and a further summary with phasing information was submitted on July 29th with the full costing submitted on July 30th.

RPG submitted the final document for review on August 6th.

ORGANIZATION OF THE DOCUMENT

This document includes the following major sections:

1. this INTRODUCTION & SUMMARY;
2. PROJECT PARAMETERS, which include functional, physical and financial parameters of the Mill Woods Recreation Centre that are relevant to functional programming;

FUNCTIONAL PROGRAM

3. GENERAL PLANNING CRITERIA, which establish general functional and operational principles, which should influence programming, planning and design solutions for the project as a whole;
4. COMPONENT PLANNING CRITERIA, which translate the expected role and scope of services of the project into a description of activities, design and functional relationship concepts, and physical space estimates; and

APPENDICES

APPENDIX A – DEFINITION OF TERMS;

APPENDIX B – MILL WOODS RECREATION CENTRE
MASTER PLAN CONCEPT TEST 2013; and

APPENDIX C – PARKING REQUIREMENTS.

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Resource Planning Group Inc.

Mark Mehrer, Senior Principal
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STAFFING AND OCCUPANCY SUMMARY

Estimated staffing & occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy.

TABLE 1: STAFFING AND OCCUPANCY

Component	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
1. Entrance/Lobby, Public Service Desk & Food Services	-	3.0	9	257-260
2. Multipurpose Rooms, Meeting Rooms & Partner/Tenant Space	-	-	-	205
3. Fitness Centre, Gymnasium and Fitness Studios	4.0	8.0	41	373-374
4. Dry Change And Locker Rooms	-	-	-	102
5. Aquatics Area	9.5	9.5	69	545
6. Arena	6.0	6.0	8	805
7. Community Services Administrative & Staff Support Space	6.0	7.0	8	29
8. Maintenance, Janitorial & Back-of-House Functions	5.0	5.0	11	9
Total	30.5	38.5	146	2,325 – 2,329

SPACE SUMMARY

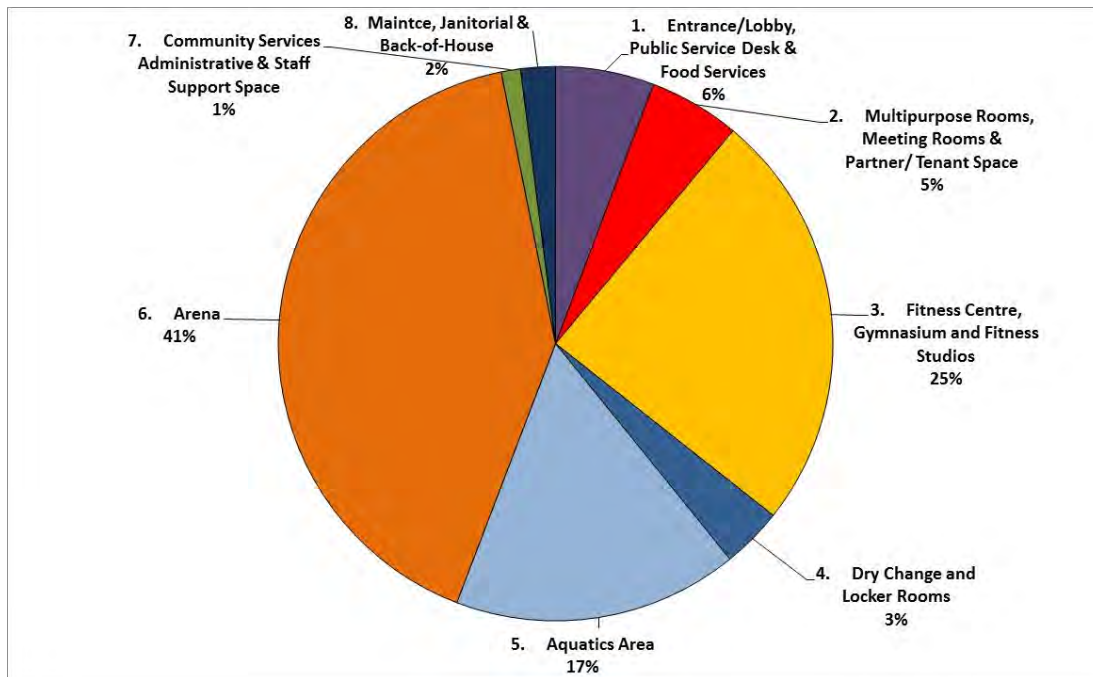
The following table identifies the net areas and component gross areas for each component along with a summary of overall building area.

TABLE 2: SUMMARY OF SPACE REQUIREMENTS

Component	Proposed Area (NSM)	Estimated Component Grossing Factor	Component Gross Area (CGSM)
1. Entrance/Lobby, Public Service Desk & Food Services	661.5	1.20	795
2. Multipurpose Rooms, Meeting Rooms & Partner/ Tenant Space	613.5	1.20	735
3. Fitness Centre, Gymnasium and Fitness Studios	2,958.5	1.15	3,400
4. Dry Change and Locker Rooms	427.0	1.15	490
5. Aquatics Area	1,770.0	1.30	2,300
6. Arena	5,163.5	1.10	5,680
7. Community Services Administrative & Staff Support Space	115.5	1.35	155
8. Maintenance, Janitorial & Back-of-House Functions	242.0	1.15	280
Total	11,951.5		13,835
Grossing Area - New Construction Only (at 18%)			825
Total Building Area (excludes Grossing Areas for Existing Facilities)			14,660

The following chart, based on component gross areas, to illustrate the relative size of the components.

CHART 1: COMPONENT AREA COMPARISON



2: PROJECT PARAMETERS

INTRODUCTION

The Purpose of this Project Parameters section is to describe factors expected to influence the development of the Functional Program of the Mill Woods Recreation Centre project.

Functional and operational parameters are used primarily in the development of functional program information. A facility's intended functional content and major operating systems affecting the manner in which functions are conducted must be fully understood before they can be organized into discrete blocks of space. RPG refers to these blocks of space as functional components and these represent the major building blocks that will be used to construct models of future facilities in the design tasks that follow.

Physical and financial parameters are used both to guide the development of program information and in the physical stages of planning, where options regarding siting, construction of new additions and site development are tested. Established capital and/or operating budgets also guide program information.

Collectively, the development of the project parameters assists the subsequent programming initiative by describing proposed upper limits on:

- The services to be provided;
- The number of occupants providing and receiving these services; and
- The opportunities and constraints imposed by capital funding initiatives.

The section that follows is organized according to the four categories of project parameters:

1. Functional Parameters;
2. Operational Parameters;
3. Physical Parameters; and
4. Financial Parameters

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FUNCTIONAL PARAMETERS

INTRODUCTION

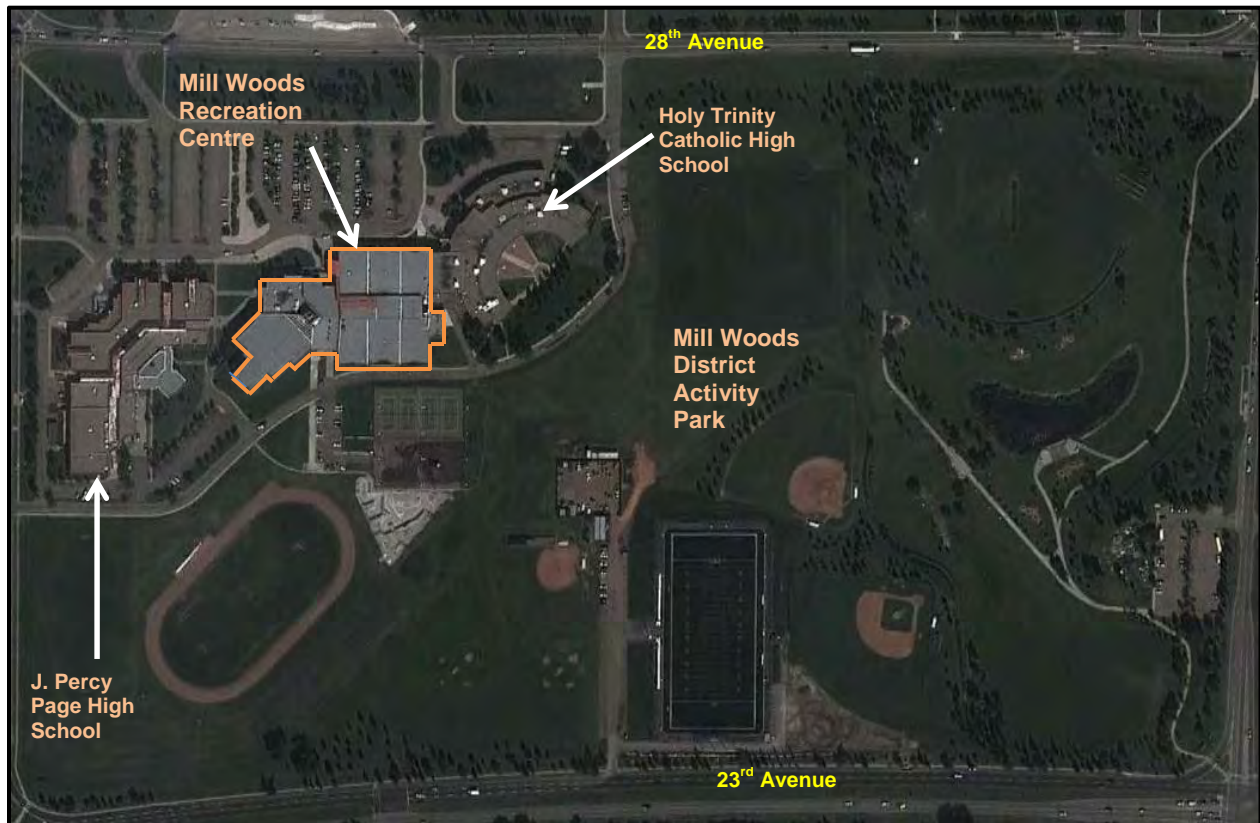
This subsection is intended to provide brief contextual information for this project and to describe the key objectives and goals for the project as well as general role and scope of services of each function that has been included.

BACKGROUND AND CONTEXT

Mill Woods Recreation Centre is one of the most well used recreational facilities in southeast Edmonton. It is situated on the Mill Woods Park site, which is a 40 hectare district activity park. Mill Woods Recreation Centre is collocated on the site with Holy Trinity Catholic High School, to which it has an internal connection, and J. Percy Page High School.

Mill Woods Recreation Centre was built in 1981 and has had only minor and internal renovation in the 30 years since construction.

ILLUSTRATION 1: SITE PLAN OF MILL WOODS PARK WITH MILL WOODS RECREATION CENTRE SHOWN



Base photo from Google Earth

GOALS AND OBJECTIVES

The Mill Woods Recreation Centre project is intended to update and renew the Mill Woods Recreation Centre so that it is better able to respond to the needs of the surrounding community, with planning identifying ways that the Centre can operate more successfully.

PHOTOGRAPH 1: NORTH ELEVATION SHOWING MILL WOODS RECREATION CENTRE'S PUBLIC ENTRANCE



Source: breakingedmontonnews.com

Citizens use city infrastructure and participate in services and programs that provide enjoyment and personal health benefits
The Way Ahead

The goals and objectives for the Mill Woods Recreation Centre project are based on the City of Edmonton's strategic plan, entitled *The Way Ahead*, along with associated plans. These include the Community Services strategic plan, entitled *The Way We Live*; the transportation master plan entitled *The Way We Move*, and the sustainability master plan, entitled *The Way We Green*.

The project will follow directions set in the *Urban Parks Management Plan* and will apply the principles identified in the *Recreation Facilities Master Plan and the 5 Year Review/Update*.

DEMOGRAPHIC OF SURROUNDING AREA

This section summarizes the demographics of the surrounding neighbourhoods and for the City of Edmonton.

Demographic Data

Catchment Area

The catchment area of the Mill Woods Recreation Centre includes the neighbourhoods identified in Table 1. (See next page) The total population of the Mill Woods Neighbourhoods is expected to grow to 120,000 through increased density in selected areas, particularly associated with the Town Centre and transit hub. (Source: *Mill Woods Development Concept - Office Consolidation February 2009*): http://www.edmonton.ca/for_residents/Mill_Woods_Development_Concept_Consolidation.pdf

ILLUSTRATION 2 – MILL WOODS NEIGHBOURHOODS AND 2.5 KILOMETRE RADIUS CATCHMENT



The current population of the Mill Woods area is 78,724 (as per a 2.5 km radius from the recreation centre and from the 2012 Municipal census), as shown in the following table.

TABLE 2 – 2012 POPULATION OF MILL WOODS NEIGHBOURHOODS (2012 MUNICIPAL CENSUS)

Neighbourhood	Population
Bisset	3,850
Crawford Plains	4,394
Daly Grove	3,551
Ekota	2,560
Greenview	2,927
Hillview	3,447

Neighbourhood	Population
Jackson Heights	3,930
Kameyosek	2,907
Kiniski Gardens	6,649
Lee Ridge	2,739
Menisa	2,544
Meyokumin	2,898
Meyonohk	2,942
Michael Parks	2,201
Minchau	3,112
Pollard Meadows	4,576
Richfield	3,299
Sakaw	4,113
Satoo	3,391
Tawa	1,972
Tipaskan	2,902
Town Centre	1,247
Tweddle Place	3,128
Weinlos	3,445
Total	78,724

The following table identifies the age composition by gender of the population in the communities comprising the catchment of Mill Woods Recreation Centre.

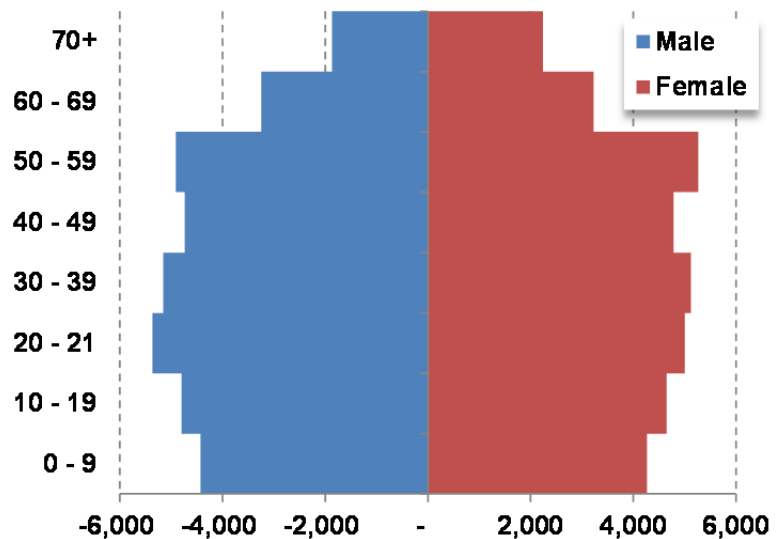
TABLE 3: AGE DISTRIBUTION OF NEIGHBOURHOODS IN MILL WOODS CATCHMENT (2012 MUNICIPAL CENSUS)

AGE GROUP	MALE	FEMALE	TOTAL	PERCENT
0-9	4,432	4,269	8,701	11.1
10-19	4,801	4,645	9,446	12.0
20-29	5,366	5,004	10,370	13.2
30-39	5,156	5,122	10,278	13.1
40-49	4,737	4,784	9,521	12.1
50-59	4,912	5,262	10,174	12.9
60-69	3,248	3,225	6,473	8.2
70+	1,866	2,243	4,109	5.2
NA			9,652	12.3
Total Population	34,518	34,554	78,724	

Source: http://www.edmonton.ca/city_government/facts_figures/municipal-census-results.aspx

The following population pyramid illustrates the population by age and gender. The pyramid shows that each 10-year group from ages 0 to 59 years is similarly sized, with a rapid decrease from 60 years and up. It should be noted that the statistics are six years old and that some shift may have taken place in the intervening time.

CHART 1: POPULATION PYRAMID OF MILL WOODS NEIGHBOURHOODS



Source: http://www.edmonton.ca/city_government/facts_figures/municipal-census-results.aspx

Median Household Income

The median income—the point at which half the neighbourhoods have lower income and half have higher—for all households in the City of Edmonton is \$57,085 (Statistics Canada, 2006 Federal Census). For the 24 neighbourhoods within the catchment area of Mill Woods Recreation Centre, the median income was \$65,866, which is 15% above the City figure.

- Three neighbourhoods are well below the median:
 - Richfield,
 - Tipaskan, and
 - Town Centre;
- Eight neighbourhoods are near median:
 - Hillview,
 - Kameyosek,
 - Lee Ridge,
 - Meyonohk,
 - Michaels Park,
 - Pollard Meadows,

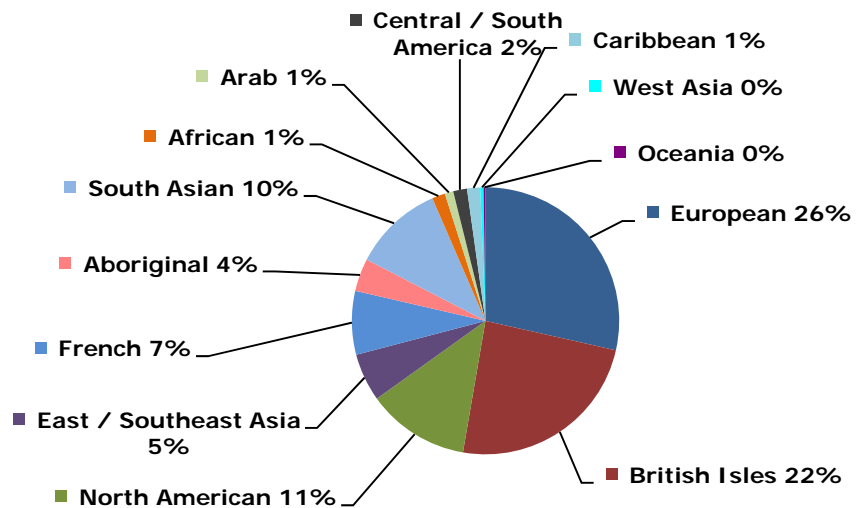
- Tawa,
- Tweddle Place; and
- 13 neighbourhoods are above median.

Immigrants

Overall, Edmonton’s immigrant population is not highly concentrated but rather it is distributed widely across City neighbourhoods, with concentrations in the southeast, west end and north side neighbourhoods.

- The Mill Woods neighbourhoods overall have an immigrant population that, at 23.5% of the population, is slightly higher than the City’s 22.9%;
- Immigrant populations in Mill Woods area neighbourhoods range from 17.2% (Greenview) to as high as 40.3% (Jackson Heights).
- Eighteen neighbourhoods have proportions of visible minorities higher than the City’s average of 22.9%. Of those neighbourhoods, only two are in neighbourhoods with Median Household Income that is significantly below the median. This shows a weak correlation between visible minority status and living in a low income neighbourhood;

CHART 2: ETHNIC ORIGIN OF MILL WOODS NEIGHBOURHOODS (2012 MUNICIPAL CENSUS)



ROLE AND SCOPE OF SERVICES

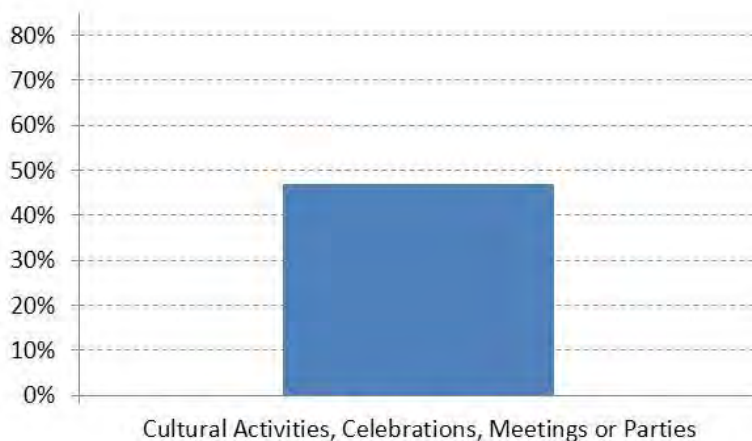
This subsection is organized into the following space and organizational groupings:

- Lobby and Front-of-House Functions;
- Commercial Retail Units;
- Fitness Centre;
- Gym and/or Fitness Studios;
- Pool and Wet Change Rooms;
- Courts;
- Multipurpose Rooms and Tenant Spaces;
- General Change Rooms;
- Ice Rinks;
- Community Services Administrative and Staff Support Space; and
- Maintenance, Janitorial & Back-of-House Functions.

For each grouping, a brief description of current role and scope of services is provided, related salient points from the public consultation conducted by Leger Marketing, and a description of any changes of role or scope of services identified moving forward. The role and scope of services statements about the future are intended to guide subsequent functional programming work.

Lobby and Front-of-House Functions

The Mill Woods Recreation Centre currently has two entrances to the north with the service desk on the lower level. The upper level serves as an informal gathering space and has an open stair connection to the lower level, adjacent to the service desk. The gathering area is serviced by the City’s wireless network.



The Leger Marketing study had no specific questions about the Lobby. However, in many cases large lobbies and atriums can be used for cultural activities and festivities. 47% of the respondents said that they were somewhat or very likely to participate in that kind of activity.

Consideration will be given to an enlarged central lobby, which would act as the main entrance to the facility. It would serve as a community social gathering, event and group assembly space. The lobby and main entrance area would include the control point for all recreational service areas of the Recreation Centre, including access to the pool, fitness facilities and multipurpose spaces. The central service desk would be associated with this area, where the community

can access information about programs, book rooms, register for programs in person or pay drop-in fees.

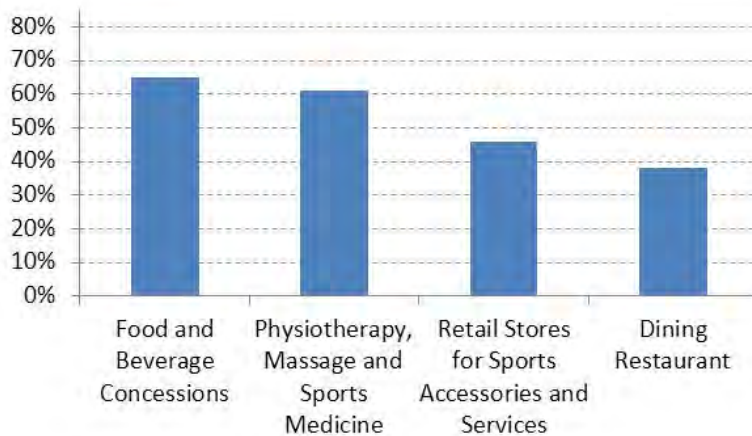
The ice arena should be supported by a separate but connected entrance and associated lobby so that teams and clubs using the arena (often toting large equipment bags) do not have to use the main entrance and lobby. Hours of operation for the arena may also vary from the remainder of the facility.

In proximity to the service desk, there would be a lost and found, wallet and purse lockers, a cash room, staff workroom with photocopier and file storage. The lobby area should support the provision of electronic self-help kiosks, from which the public can access information about programs and services as well as pay for them, and digital messaging boards.

Commercial Retail Units

Mill Woods Recreation Centre currently has a single commercial retail unit, a food service area operated by an independent contractor who provides light lunches and snacks over limited hours. The food service area accommodates a commercial kitchen, with deep fryer and grill.

In the past, other commercial retail units have operated from Mill Woods but some were viable (skate sharpening shop) and some were not (Running Room).



The Leger Marketing study identified a number of services and functions that fall under the category of commercial retail units. Food and Beverage Concessions and Physiotherapy, Massage and Sports Medicine topped the list, with over 60% of respondents saying they would use these facilities.

Consideration should be given to providing food services as well as reviewing opportunities for providing physiotherapy or massage therapy services.

It is anticipated that the food services model should be changed, to deli style, serving pre-made foods. Planning should anticipate that this function may have longer hours of operation and will open to a common area that supports all Centre visitors (whether customers of the service or not).

Fitness Centre

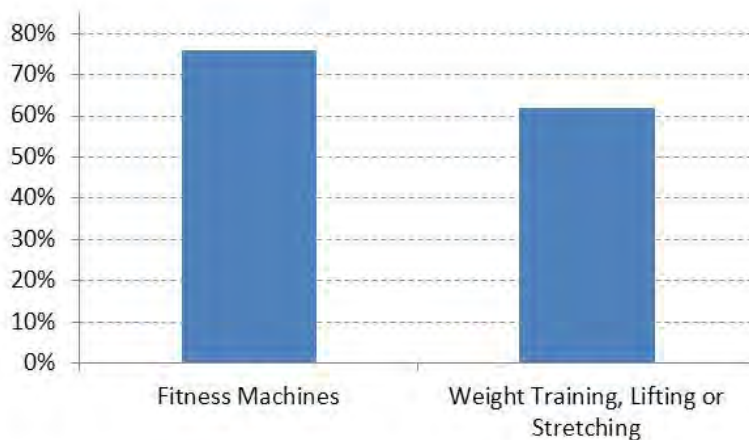


Mill Woods Recreation Centre – Fit Zone

The Fitness Centre includes a cardio and weight training facility, located on the second level. This is a highly used area supporting activities that include fitness machines, weight training, stretching and fitness assessments, which are currently accommodated within the fitness centre.

It includes the following areas of activity:

- Aerobic/cardio machines;
- Selectorized machines;
- Free weight area;
- Stretching; and
- Instructor-led activities.



The Leger Marketing study identified two areas of activity that relate to the fitness centre: use of fitness machines such as treadmills, stationary bicycles, stair climbers or elliptical machines; and weight training, and stretching. As can be expected by the popularity of the Fit Zone facility, 76% of respondents identified they would use these facilities.

Consideration should be given to expanding the Fitness Centre. It will be staffed, with the ability to monitor all areas for the safety of participants. A private area may be provided for fitness assessments. Repair and

maintenance may be conducted both on the floor and in an equipment repair and servicing room.

Gym and/or Fitness Studios

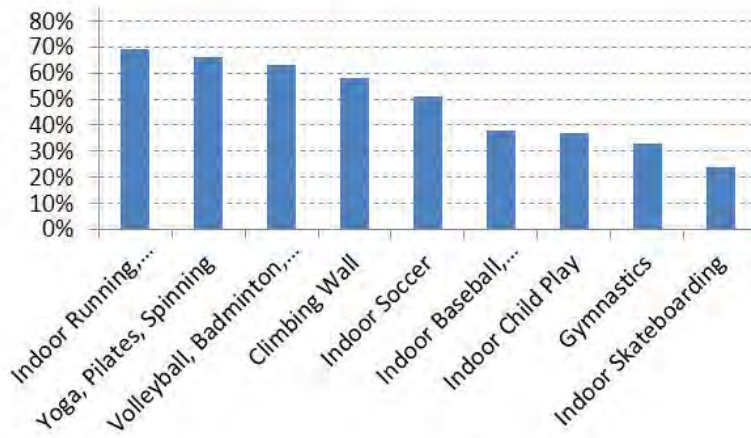


Mill Woods Recreation Centre – Gym

A program room is provided on the 3rd floor of the arena wing as well as fitness studio areas, such as the spinning room, which have been developed from one of the existing racquetball courts on the lower level.

The current program room suffers from a ceiling that is very low, limiting its use.

The Leger Marketing study included two questions that addressed the gym and fitness studios area: the first, Question 11, focused on specific fitness centre activities, and included a question on instructor-led activities such as yoga, Pilates, and spinning classes. The second, Question 12 was more general in nature and asked about specific indoor activities and included a number of gym and fitness studio activities. Selected responses have been combined in the chart on the following page.



The highest demand area was an indoor running, walking and jogging track, followed by instructor-led activities, and then by volleyball, badminton and basketball, which would require an actual gymnasium. The activities that attracted the least likelihood of participation were gymnastics and indoor skateboarding.

Consideration should be given to providing a gymnasium type space that can support volleyball and badminton type activities, as well as two fitness studios and a spin studio. This would support a wider range of activities more

successfully, including a wider variety of instructor-led activities, including:

- Yoga;
- TRX suspension training;
- Zumba;
- Boot camps;
- Pilates;
- Dance and martial arts;
- Child indoor play activities; and
- Spinning classes.

If possible, a walking and running track should be developed.

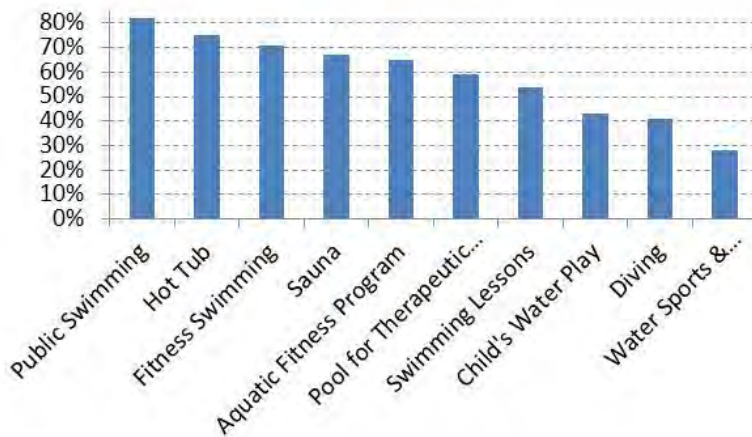
Pool and Wet Change Rooms



Mill Woods Recreation Centre – Pool Area
Undergoing maintenance in Fall 2012

Mill Woods Recreation Centre currently accommodates a zero depth entry wave pool that culminates in a 2.4 metre deep six-lane tank. While originally designed for a bulkhead, none has been installed. The aquatics area also accommodates a 3.8 metre deep dive tank, a hot tub with capacity for approximately 11 people, and a 0.3 metre deep teach pool. The dive pool is used as the splash zone for a 6.86 metre high waterslide.

The pool area has an instructional deck with viewing area and a swimmers' lounge area. The area is also served by a sauna, and male and female change room areas, with lockers and showers. One family style change room is provided adjacent to the change rooms, with a second provided with access from the pool deck.

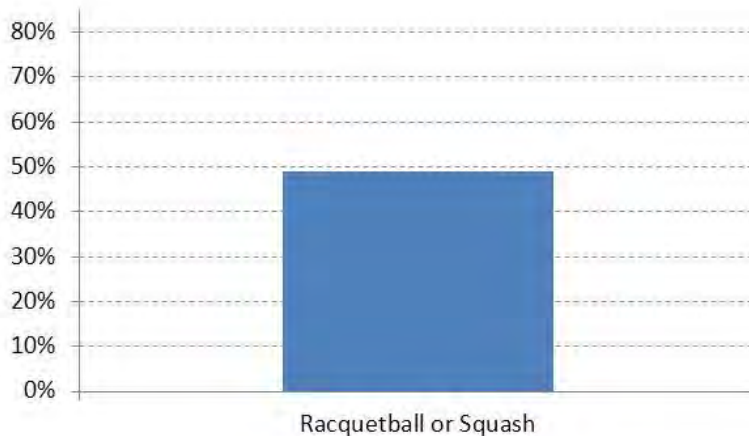


The Leger Marketing study included a question expressly devoted to aquatics. This group of activities scored the highest of all activities listed, with public swimming being the most likely activity in which respondents would participate, followed by use of the hot tub and fitness swimming. Water sport and competitive swimming activities scored quite low. Note that use of a steam room was not mentioned.

Consideration should be given to providing a bank of family change rooms, an expansion to the hot tub as well as the provision of a steam room. The staff area will be improved to provide more adequate facilities with better sightlines of the pool area.

Courts

The original design of Mill Woods Recreation Centre included five racquetball courts and one squash court. Over the years, two of the racquetball courts have been re-purposed to serve other purposes, until only two racquetball courts remain, along with the squash court.



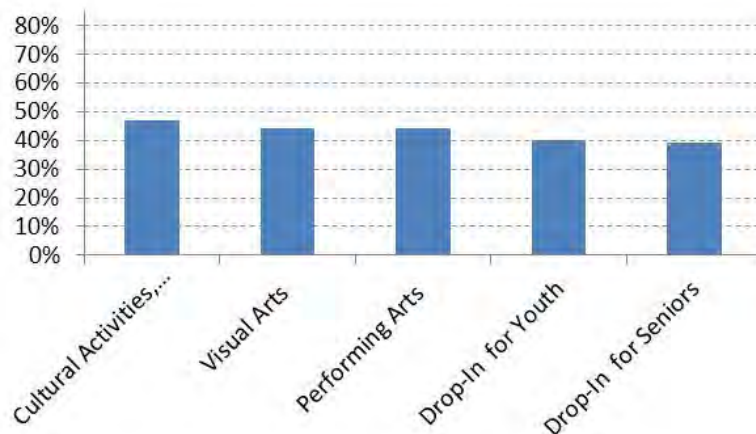
The Leger Marketing study identified racquetball and squash as one of the indoor activities in Question 10. About half of respondents identified that they would likely use these facilities.

Consideration will be given to retaining the racquetball and squash courts as there is steady demand for these courts due to the reduction in the number of courts around the city. While the courts have a small but dedicated following, consideration needs to be given to other recreational resources that may appeal to a greater number of individuals.

Multipurpose Rooms and Tenant Spaces

Mill Woods Recreation Centre currently has three meeting rooms that can be programmed or rented: the Board Room, the Presidents' Council Room and the Green Room. The current Mill Woods Seniors' Centre located on the 3rd floor of the arena wing is anticipated to be vacated with the construction of a new Seniors'/Multicultural Centre, collocated with a branch of the Edmonton Public Library.

Other programs and services offered through Mill Woods Recreation Centre include 100 Voices, a pre-kindergarten early learning program, and the Mill Woods Presidents' Council, a volunteer based organization that acts as a unified body of the many Mill Woods Community Leagues and its residents.



The Leger Marketing study identified a number of activities that could take place in multipurpose rooms, in both Questions 10 and 13. A number of the activities scored in the lower half of Question 10, indoor activities that respondents would likely participate. Note that the question around facilities for Cultural Activities, Celebrations, Meetings and Parties is also reviewed under the Lobby and Front of House Functions.

Consideration will be given to offering a wider variety of multipurpose activities and programming with spaces to support arts and crafts activities as well as spaces that can accommodate larger gatherings (of up to 60 people or more) both for programmed activities and as rental space.

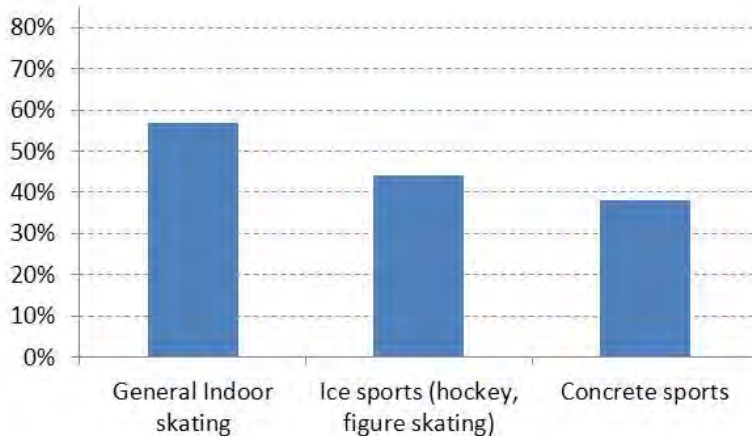
General Change Rooms

Mill Woods Recreation Centre currently has male and female general change rooms that support non-pool recreational activities. These have been developed in two of the racquetball courts, allowing for an expansion of the Fitness Centre overhead.

Consideration will be given to retaining but expanding this service based on expansion of fitness oriented activities.

Ice Rinks

Mill Woods Recreation Centre accommodates twin arenas with associated support space, that includes spectator stands and change rooms. The rinks are used for public skating, team league hockey, ringette, figure skating, skating lessons as well as concrete arena sports.



The Leger Marketing study identifies two categories of ice skating activities and also concrete arena sports such as ball hockey, inline hockey and lacrosse. The greatest demand is for general indoor skating.

Consideration will be given to enhancing the existing rinks by providing a pre-skate warm up area for as many as 80 people, as well as providing a skate sharpening type service (this would be a commercial retail unit type space).

Community Services
Administrative and Staff
Support Services

Administrative space is currently provided to support the operations of Community Services, including shared and dedicated offices and workstations, and office support space, such as photocopier/ printer and staff room.

The role and scope of services of this function is not expected to change although it would be advantageous for all administrative functions to be centralized, except administration of the arena area.

Maintenance, Janitorial and
Back-of-House Functions

Because of the design of the facility, Mill Woods Recreation Centre has a number of maintenance and back of the house areas, including an area serving the pool, accessed from the south-west, and an area serving the arenas, accessed from the south-east.

These areas are not expected to change significantly.

PARTNERSHIP OPPORTUNITIES

Key stakeholders were engaged during the Mill Woods Recreation Centre Master Plan process and identified several potential partnership opportunities. These opportunities are guided by the *Enhancing Community Facility Services through Partnership Policy* approved by Council in 2009. This framework establishes a system for developing and reviewing partnership opportunities on a case-by-case basis to determine and develop the most appropriate methods and structures for revitalizing and expanding recreation facilities in Edmonton.

The partnership opportunities listed below will continue to be explored with the City of Edmonton as implementation of the master plan occurs.

- Mill Woods Cultural and Recreational Facility Association (MACARFA) and the Mill Woods President Council are interested in the opportunity of a partnership that supports youth services and programming (ages 14-18). The operating model is still to be explored but may include involvement of organizations serving youth groups such as YESS and Boys & Girls Clubs. A multipurpose room has been identified in the Master Plan to be used for “youth” purpose. As well, opportunities to access other spaces within the Centre will be explored.
- The Edmonton Public School Board and J. Percy Page High School are interested in a partnership that includes providing land to support the addition of a gymnasium space and the opportunity to explore programs that meet the educational, social and recreational needs of the community.
- The Edmonton Catholic School District's 100 Voices Program will continue to partner on this early learning children's program. A multipurpose room will be dedicated for the program to be used during the day, Monday through Friday, from September to June each calendar year.
- The Edmonton Catholic School District and Holy Trinity Catholic High School will explore the idea of a theatre as a joint project. This partnership opportunity could accommodate some of the educational and community needs of its social, artistic and cultural activities within the central portion of the school.

Other partnerships may be supported to further develop the Recreation Centre that would meet the recreational, social, artistic, and/or cultural needs of the community as expressed in the needs assessment.

OPERATIONAL PARAMETERS

The following section describes the methods for the movement of information, and materials and the means of providing building maintenance, safety and security and other environmental services at the Mill Woods Recreation Centre site.

HOURS OF OPERATION

The general hours run from 5:00 a.m. until 11:00 p.m. daily on weekdays. Weekend hours are generally from 6:00 a.m. to 10:00 p.m. A single access point will provide access to all amenity areas.

Other building amenities would likely have different hours as indicated below.

Function	Weekdays		Weekends	
	Open	Close	Open	Close
Pool	5:30 a.m.	10:00 p.m.	6:00 a.m.	10:00 p.m.
Fitness Centre	5:00 a.m.	11:00 p.m.	6:00 a.m.	9:00 p.m.
Gym/Fitness Studios	9:00 a.m.	10:00 p.m.	9:00 a.m.	10:00 p.m.
Multipurpose Rooms	8:00 a.m.	10:00 p.m.	8:00 a.m.	10:00 p.m.
Arena	6:00 a.m.	11:00 p.m.	6:00 a.m.	11:00 p.m.

SHARED USE OF SPACE

Consideration will be given in planning to provision of better control of joint access amenities from Holy Trinity Catholic High School, and to develop joint access of amenities with J. Percy Page High School, including use of a gymnasium, if provided.

STAFFING

Community Services programming uses an outcome-based model; therefore staff can be located at any Community Services' facility throughout the city and would not necessarily be located at the Mill Woods Recreation Centre.

As a working assumption for planning purposes the following staffing can be assumed:

Position	Current	Future	
	FTE	FTE	Headcount
<u>Community Services</u>			
Programs and Events Supervisor	1.0	1.0	1
Facility Foreman	1.0	1.0	1
Arena Crew Leader	1.0	1.0	1
Recreation Facility Assistant II	1.0	1.0	1
Casual Recreation Facility Assistant	NA	NA	8
Programmer, Dry Land	1.0	2.0	3

Position	Current	Future	
		FTE	Headcount
Programmer, Aquatic	1.0	1.0	4
Subtotal	6.0	7.0	19
Permanent Lifeguards - FT	3.0	3.0	3
Permanent Lifeguards - PT	1.0	1.0	2
Casual Lifeguards - PT	NA	NA	25
Casual Swimming Instructors - PT	NA	4.0	30
Slide Attendant – PT	0.5	0.5	4
Service Worker – FT	2.0	2.0	2
Service Worker – PT	0.5	0.5	1
Casual Service Worker - PT	NA	NA	3
Custodial Worker	2.0	2.0	2
Contract Cleaner	NA	NA	3
Subtotal	9.0	13.0	75
Arena Attendant – FT	3.0	3.0	3
Arena Attendant – PT	2.0	2.0	4
Subtotal	5.0	5.0	7
Aquacise Instructor – PT	1.0	1.0	5
Fitness Monitor – PT	3.5	3.5	10
Fitness Instructor – PT	1.0	2.0	20
Personal Trainer – PT	-	1.0	3
Gym Animator - PT	-	2.0	8
Casual Seasonal Camp Leader – PT	NA	NA	15
Casual Seasonal Program Leader – PT	NA	NA	3
Subtotal	5.5	9.5	64
Total	25.5	34.5	165

INFORMATION AND COMMUNICATIONS SYSTEMS

A network activity room is currently provided at MWRC. A fibre optic line connects the facility with the City of Edmonton's network.

Infrastructure within the facility includes communications closets housing LANs and hubs. Wireless network capability (eZone) is provided in the lobby, and the multipurpose rooms. Telephones are expected to be Voice Over Internet Protocol (VOIP).

Information systems are managed and maintained by the City of Edmonton for all Community Services functions and were recently upgraded.

Commercial retail units are responsible for arranging their own internet and phone services, and must coordinate activities with the City.

SAFETY AND SECURITY

Community use of the facility will be much higher if people feel safe accessing the facility. Safety and security measures include the following:

- Staff will access the facility through the public entrance with access controlled by card readers;
- An alarmed security system will be provided, with motion detectors and intrusion sensors;
- CCTV cameras will be provided in select locations;
- Staff will monitor activities and should have good sightlines to areas within their responsibility; and
- Crime Prevention Through Environmental Design (CPTED) principles will be used both inside and outside the facility and throughout the District Activity Park.

SHIPPING AND RECEIVING AND MATERIALS MOVEMENT

Deliveries of materials are provided by the staff of Corporate Services Materials Management, who have access to the building and to any storage facility. Deliveries by courier will be through the main entrance to the main control point, where they will be received.

Internal mail is picked up and delivered to the control point by Materials Management. External incoming mail is sorted and placed into mail slots for each organization and/or staff member.

Outgoing mail is assembled at the control point and picked up by Materials Management.

JANITORIAL SERVICES

Janitorial services are contracted out by the City of Edmonton's staff from Project Management and Maintenance Services. Basic janitorial services are provided through the day to cover any emergency cleaning and meeting room preparation. Regular cleaning services occur after hours.

Janitorial staff require a dedicated mustering and break area.

BUILDING MAINTENANCE SERVICES

Preventive and seasonal maintenance requirements are provided by the City of Edmonton's staff from Project Management and Maintenance Services. Typical building maintenance work are conducted by in-house staff with major maintenance issues contracted out as necessary, but administered through Project Management and Maintenance Services.

Maintenance staff are not normally located at the facility.

Maintenance services are not shared with the Edmonton Catholic Schools.

PARKING

Parking is provided for staff and for members of the community using the facilities. Electrical outlets will be provided for staff and these stalls will be designated as staff parking. Parking for the public will be free of charge.

Current parking numbers were determined by developing a shared-use model between the recreation centre and the adjacent school facilities. For the purposes of this document, additional parking requirements, related to additional program space, will be determined through the application of the zoning bylaw. A traffic and parking impact study needs to be completed to update the shared-use model, and is not part of the current scope of work.

PHYSICAL PARAMETERS

PRINCIPLES FOR FACILITY DEVELOPMENT

The City of Edmonton *Recreation Facility Master Plan* has identified ten principles for facility development and the *5-Year Review/Update* identified another five principles. These apply mainly to district facilities like the Mill Woods Recreation Centre. The Principles are based on community values and external and internal drivers. They are provided below along with any related parameters that are particularly related to a Principle.

1. Community Hubs

Facilities should be designed to be community hubs to respond to specific geographic areas of approximately 40,000 to 80,000 people. This can most appropriately be achieved in facilities that are multipurpose in design, with components that respond to diverse needs, interests, level of ability and skill levels.

Mill Woods Recreation Centre serves a population of over 78,724 in the Mill Woods area. The Meadows Community Recreation Centre will complement some of the current services.

Planning will review the demographics and needs of the community provided through the Leger Marketing study to ensure it is responsive to community needs.

2. Integrated Facilities

Whenever possible, City recreation facilities will be located in complexes with community arts and culture facilities as well as compatible health, social and community service facilities, to increase opportunities for integration of services. Integrated facilities support diversity and inclusiveness.

3. Grouping of Facilities

Facilities (ice surfaces, indoor soccer, or gymnasias) will be twinned or grouped together to support economies of scale and expanded user opportunities, where geographic access can be maintained.

The Mill Woods Recreation Centre includes a twin arena, an aquatics complex and fitness centre. As such, it is a comprehensive recreation facility.

4. Range of Opportunity

Facilities will be developed to provide a range of opportunities across the City and designed to create synergies in skill and interest development.

The Mill Woods Recreation Centre is able to provide a range of opportunity in some areas at the current time. Planning will seek to increase the range wherever possible.

5. Flexible Design of Facilities

Future development will ensure to the degree possible, that facilities are flexible in design, with opportunities to accommodate as wide a range of use as possible, and to be converted to other uses in the future.

The Mill Woods Recreation Centre has a number of elements that reduce its flexibility, such as the arenas, the aquatics centre and the courts. Planning will look for ways to increase flexibility in any new addition or renovation.

6. Physical Linkages and Access

The City will support access to recreation facilities by a range of travel modes by locating facilities on major transit routes and connecting geographic hubs and other recreation and district facilities by natural and hard surface trails.

Transit oriented development (TOD) has resulted in plans for a terminus of a proposed LRT line at the Mill Woods Town Centre. This is less than 1 kilometre from MWRC. The MWRC will include strong links to cycling trails and pedestrian routes both within and linking Mill Woods Park to the City's system of trails.

7. Neighbourhood Integrity

The City will respond to important local needs and maintain the integrity of neighbourhoods through support for appropriate neighbourhood level facilities.

Planning will look to develop a wider range of activities at MWRC, including activities that focus on culture and building community cohesiveness.

8. Specialty Facilities

Citywide and specialty facilities should be programmed for designated use in prime time.

9. Focused Funding

The City will focus municipal tax dollars and other tax based resources, on development of facilities that accommodate basic services that respond to the City's key service target areas, and to ensure basic opportunities for all residents.

10. Shared Development

Facility development that exceeds basic design standards and levels of provision will continue to be developed through funding partnerships.

11. Long Term Operational Requirements

Facilities will be designed, programmed and maintained with regards to future operating cost impacts, health and safety concerns, and facility life cycle replacement opportunities.

Planning will look to reduce operating costs by developing efficient operational concepts that increase safety and oversight, but maintain effective staffing through the minimization of service and control points.

12. Environmental Responsibility

Facilities will be designed and maintained with respect to protecting and improving our environment through adherence to regulations and implementing new standards of excellence.

Planning will use environmentally sustainable principles and considerations in programming and physical plan option development. LEED® Silver certification is required for significant renovation projects.

13. Regional Integration

The full range of development and future plans that occurs in surrounding municipalities will be considered so that a more integrated approach to regional services delivery is taken.

14. Civic Pride and Beauty

Facilities along with their supporting landscaping requirements will be designed with regards to their aesthetic qualities in order to contribute to the overall aesthetics of the community.

Planning will provide a consideration of the desired aesthetic qualities that need to be addressed in the facility, including increasing access to natural light and views of the Park.

15. Linking with Education

The City will seek opportunities to work in cooperation with educational institutions (i.e., school boards, colleges and universities) to provide public recreational opportunities.

Mill Woods Recreation Centre is situated alongside two high schools. While the relationships between the Recreation Centre and schools has generally seen use of MWRC facilities by the schools, and less use of the schools by the programs and activities of the Centre, planning will explore ways to develop truly cooperative relationships.

PROJECT SPECIFIC PARAMETERS The following physical parameters apply to this project:

Sustainability

The renovation, if significant, should achieve at minimum LEED® Silver designation by the Canada Green Building Council.

Standards

Standards that apply to the facility include the following:

Space/Amenity Type	Standard/Guideline
Offices/Workstations	City of Edmonton Guidelines (Nov. 2012)
Court- Based Sports	Courts will be sized according to international association standards, e.g., World Squash Federation (WSF) and the International Racquetball Federation (IRF)
Barrier Free Design	Alberta Barrier-Free Design Guide
Urban Design	Edmonton Design Committee Principles of Urban Design
Art	Percent for Art to Provide and Encourage Art in Public Areas
General	City Council's Infrastructure Strategy

In addition, the facility must support universal design principles, and be child and age friendly.

Accessibility

Accessibility has been identified as a priority for all Community Services projects. While principles of barrier-free access will apply to all areas of the project, the following areas have been identified as requiring particular attention and innovative solutions for barrier-free access:

- Aquatics area and change rooms;
- Arenas including spectator areas;
- Washrooms; and
- Locker and showers.

FINANCIAL PARAMETERS

CAPITAL COSTS

While no budget has been identified, the project is being planned in a fiscally competitive environment in which other projects and priorities are vying for limited funds. As such, consideration must be given to creating a cost effective plan that prioritizes needs and provides a phased implementation plan.

OPERATING COSTS

Ongoing operating costs for the facility include staffing, utility and maintenance costs, as well as miscellaneous support costs.

Planning and programming will investigate ways to maintain or improve staffing efficiency while improving service levels. In addition, any renovations and renewal of the facilities should consider strategies to reduce maintenance costs, including housekeeping and routine maintenance, and utility costs, through more efficient systems.

3: GENERAL PLANNING CRITERIA

INTRODUCTION

General Planning Criteria are intended to generally describe functional, operational, infrastructure systems and site contextual criteria that should influence planning, as opposed to specific planning or design solutions.

General Planning Criteria are placeholders or strategies that describe or highlight particular performance ideals of the proposed project. Criteria will require further development and review during detail planning and design. General Planning Criteria are organized as follows:

Site and Urban Design Criteria

- Overall Site Layout
- Building Siting
- Site Access
- Vehicular Circulation
- Exterior/Interior Circulation Systems
- Parking
- Landscaping
- Provision for Bicycles
- Snow Considerations
- Crime Prevention Through Environmental Design
- Building Entrances
- Accessibility
- Exterior Lighting
- Urban Furniture
- Mill Woods Recreation Centre Entry Level Elevation
- Future Expansion

Architectural Criteria

- Image
- Building Materials
- Accessibility
- Building Massing
- Sustainability/Flexibility
- Building Organization
- Building Circulation Systems
- Access and Control Model

Interior Design, Wayfinding and Signage Concepts Criteria

- Visual Connections
- Interior Design
- Signage
- Finishes
- Informal Interaction
- Design for Persons with Disabilities
- Ergonomics

Building Systems Criteria

- Mechanical Systems
- Lighting
- Electrical
- Information Technology/Communications
- Security and Access Control
- Shipping and Receiving
- Maintenance/Janitorial

SITE AND URBAN DESIGN CONCEPTS

Site and Urban Design Concepts are used primarily in the development of the overall site, siting of the proposed facility and its relation to the surrounding area. The existing condition, capacity and location of utilities, location and condition of existing structures, will guide the organization of the rest of the site to ensure a sense of order, arrival, orientation and community.

Overall Site Layout

The location and positioning of facilities, amenities and vehicular and pedestrian routes should consider adjacent developments, land use and linkages. Landscape treatment should support overall concepts.

Building Siting

The following diagram indicates the general location of the Mill Woods Recreation Centre and its relationship to the adjacent high schools. Parking may need to be expanded (to be determined) along with some rearrangement of sports fields.

FIGURE 1: MILL WOODS RECREATION CENTRE WITH SITING & SITE PARTNERS



Site Access

Vehicular site access is provided from both 28th Avenue NW and Mill Woods Road NW, with the access from Mill Woods Road serving as the primary service access and a secondary public access. The service vehicular access route runs between Mill Woods Recreation Centre and Mill Woods Park.

Vehicular Circulation

Vehicular access and circulation routes should be located and designed to minimize the impact of vehicles on Mill Woods Park activities and to reduce pedestrian safety issues as people access the high schools and Recreation Centre.

External/Internal Circulation Systems

Clear, easily recognizable exterior/interior circulation systems should be provided to assist the public move from adjacent streets to transitional spaces, such as parking lots and gathering areas, through to the Recreation Centre before they utilize an internal route to reach their intended destination. Currently, the parking areas are not well signed, with some confusion resulting as to who can park where.

Pedestrian pathways from parking areas to site amenities and the Recreation Centre must be clearly identified, easily recognizable and should accommodate strollers and wheelchairs.

Obvious pedestrian and bicycle pathways should link to the Mill Woods Recreation Centre from various destinations and facilities on the site, including the playing fields, J. Percy Page and Holy Trinity Catholic High Schools, the adjacent transit stops, and to nearby amenities. Site development should connect all site amenities through the development of an integrated pedestrian network.

As much as possible, service access routes should be separated from public vehicle, bicycle and pedestrian routes.

Service routes should be retained to access the mechanical equipment with access provided on the west side of the pool and the east side of the Arenas.

Parking

Parking for vehicles, motorcycles and bicycles is to be provided in accordance with the City of Edmonton requirements with consideration of Province of Alberta's Barrier-Free Design Guide. Pathways connecting parking and gathering areas to buildings or sports fields/outdoor spectator seating must be easily identified

and accessible for anyone moving strollers or equipment and those with mobility impairments.

Stalls for staff will be assigned and dedicated in the parking area south of the Centre. They will be provided with electrical outlets.

Parking for the Mill Woods Recreation Centre and the parks should be separated and easily distinguished from the parking provided for J. Percy Page and Holy Trinity Catholic High School students and staff.

A number of parking stalls will have electrical outlets for engine block heaters, and in the future, plug-in hybrid and electric vehicles.

A drop off area should be provided adjacent to the entrance to the Recreation Centre, particularly for buses and adults dropping off children for rink activities. They will be carrying large duffle bags that may need to be accessed from vehicle trunks.

Stalls for family parking and for wheelchair access should be provided in close proximity to the Mill Woods Recreation Centre, and to other Park amenities.

Power should also be provided for food vans in an area where they will support park and event activities.

Landscaping

Site development should minimize disturbance to existing vegetation. Landscape concepts should build on the existing landscaping, landscape patterns and park design. Overall concepts should limit the creation of hard surfaces.

The South Entrance to the Recreation Centre from Mill Woods Park should be friendly, landscaped and address the fact that this is an important access point into the facility. Service requirements, such as loading docks and garbage containers, should be unobtrusive and park friendly. Also, design should be consistent with policies identified in the City of Edmonton's *Design and Construction Standards*.

Consideration should be given to utilizing non-obtrusive garbage containers, such as the Molok® system, rather than dumpster containers.

Provision for Bicycles

Both Mill Woods Road and 28th Avenue are bicycle routes. As such, it is anticipated that a significant number of users of the Recreation Centre will arrive by bicycle. Covered secure bicycle parking should be provided that links to bicycle routes with minimum crossing of pedestrian lanes.

Snow Considerations

Parking, vehicle and bicycle routes and pedestrian pathways should all be designed with temporary snow storage in mind. Materials and thresholds of roads and pathways should withstand the wear and tear of snowplows. Areas to stockpile snow should be provided, preferably on paved or other hard surface area. Landscaping and any plantings in these areas should be selected for its ability to withstand being covered with snow for prolonged periods.

Obstacles along sidewalks, pathways and roads should be minimized to facilitate snow removal, which will be conducted using skid steer loaders, sweepers and plow trucks.

Crime Prevention through Environmental Design

The site and exterior areas should be designed to support the safety and security of people and property through sound Crime Prevention Through Environmental Design (CPTED) principles. The implementations of these strategies prior to construction are a cost effective measure for park and facility safety.

While not definitive, they include:

- Ensuring that as much of the surrounding site is visible from areas of high activity, providing "eyes on the street" through thoughtful building orientation, placement of windows and entrances;
- Ensuring that there are no blind corners or dead end alleys;
- Minimize foliage and vegetation near pedestrian pathways, particularly between a height of 50 and 200 cm;
- Clearly defined borders;
- Signage located near pedestrian and vehicle access points and pathways should not interfere with lines of sight;
- Highlight main pedestrian access points; and
- Street furniture such as benches, garbage receptacles and bike racks should discourage loitering and which are secured so that they cannot be used as projectiles.

CPTED principles should be implemented in such a way so that security is transparent in design and form.

Lighting decisions are situational and need to be made with the intended uses, surrounding environment and various security applications in mind. Site lighting should be evenly applied,

avoiding hot spots, shadows, dark spots and the effect of light trespass and light pollution.

Building Entrances

The building entrances should be easily recognizable both through design features and directional signage. Two entrances will be provided to the Main Entrance and Lobby component of Mill Woods Recreation Centre. The controlled entrance from Holy Trinity Catholic High School will be retained.

An illuminated facility entrance sign should be provided to the Centre, consistent with *City of Edmonton Way Finding Standards for City Recreation Facilities*.

Staff will use the general public entrance to the facility.

Accessibility

All areas to and within the site must be easily accessible by all to encourage use of the facilities.

Vehicular access needs to consider emergency, service, bus routes and pedestrians to enable clear and obvious access to, and around the site.

Site Signage

A large marquee site sign should be provided along 28th Avenue to identify Mill Woods Recreation Centre as well as events taking place. The sign should be connected to one of the Network Access Rooms.

Exterior Lighting

Lighting should ensure the public has a means of safely moving between outdoor and indoor spaces. Adequate site lighting should be provided at any point where there is a change in grade requiring steps or a steep grade change, near accessible parking areas, under stairwells, and near the entrances to the Centre. Even, ambient lighting that highlights pathways and areas where someone may be lurking is preferable to direct beams that cause glare and veiling.

The site information signage should be illuminated and consistent with *City of Edmonton Way Finding Standards for City Recreation Facilities*.

Urban Furniture

Site furniture that reflects the architectural style of the facility complements the building, and makes the outdoor spaces more

usable and organized should be provided. Provide outdoor seating, and sufficient trash disposal containers and recycling bins to keep the site welcoming and user friendly. Seating should be fixed and consistent with the current park furniture inventories.

Furniture should be located where people using the furniture can both see activities around them and be seen by those around them. Furniture should be vandal-resistant.

If banners are provided around the facility, they should be consistent with *City of Edmonton Way Finding Standards for City Recreation Facilities*.

Mill Woods Recreation Centre Ground-Level Entry Elevation

Establishing the entry floor elevation will be particularly important to ensure that it links well with the surrounding pedestrian walkways but also links with amenities within the facility. The current split level organization of the Centre, with stairs and ramp provided in the exterior does not assist with wayfinding or access.

Future Expansion

While expansion of the Centre beyond the current initiative is not envisioned, the expansion concepts should consider the need for additional future expansion possibilities on the site.

ARCHITECTURAL CRITERIA

Architectural Criteria inform overall architectural strategies and planning criteria related to the entire facility, as opposed to the strategies and criteria that relate to a single component.

Image

The form, colour, material, massing, graphics, shapes, lighting, and finishes should express the active and energetic functions accommodated within the Centre. The building should reveal the activities taking place within and should reflect openness and community access.

Building Materials

As possible, the design of any addition should feature local building materials, both to provide a sense of origin and place, but also to minimize energy costs through construction. Materials used in any addition should also be sensitive to materials used in retained portions of the facility.

Accessibility

The Centre should provide universal accessibility, supporting all community members including those with mobility impairments, hearing and sight impairments, and mental impairments. The Centre and site should adhere to all relevant legislation and regulations for accessibility.

The facility must also support the range of public who will use the facility, including children, caregivers with children, and seniors. It must support both those who are fit and those who are less than fit.

Building Massing

As the current facility attests, recreation facilities include large, often windowless spaces that detract from the adjacent urban environment. Effort should be made to break up the existing large building masses and add views into the facilities in order to provide a human scale and welcoming ambiance.

Where possible, window areas should be maximized to the extent permitted by functional requirements, with light/glare control provided. The glazing in general fitness areas should provide screening or window covering for privacy when required.

Sustainability/Flexibility

Sustainable design concepts should be integrated into the Centre, emphasizing ease of use and service access. Siting and landscape features can help support the sustainable design elements of the facilities, including energy efficiency, by taking

advantage of natural systems, including solar gain, shading, natural ventilation, and day lighting.

To maximize flexibility, multipurpose rooms and offices should be planned on a modular basis and should be as generic as practical.

Key general determining factors for long-term flexibility include the ability to quickly develop power and communications points wherever required, minimum use of fixed partitions and maximum use of easily reconfigured systems furniture and partitions as well as electrical services that are consistently available by means of a convenient grid of service connection points and a system that facilitates the development of new connection points wherever and whenever they are needed.

Provision for wireless technologies should be made as it supplements other technologies.

Equipment should be able to be relocated within multipurpose rooms without altering the space, or its attendant utility systems, or without compromising the use of the space.

As appropriate, flooring should be finished and continuous under equipment and partitions.

Building Organization

The building should generally be organized from general activities near the entrance, to areas that support increasingly specific activities. Functions that support large crowds and gatherings should also be located close to the entrance.

Building Circulation Systems

The general circulation system in the building is intended to serve the movement of the public, staff and materials to all components. All public entrances to the Centre will link directly to the large Lobby and gathering space. From the Entrance Lobby, access to the activity areas will be provided, some by way of a service desk providing controlled access.

Circulation system design should be carefully considered to provide clear legibility of space, easy orientation and access to various functional components. Potential uses that will affect design width include informal interaction areas, information displays, and the movement of people and equipment. Wall space should be protected for large format displays, awards, and informal information.

Corridors in support areas should be a minimum of 1800mm in width, with wider corridors considered in higher traffic areas, to

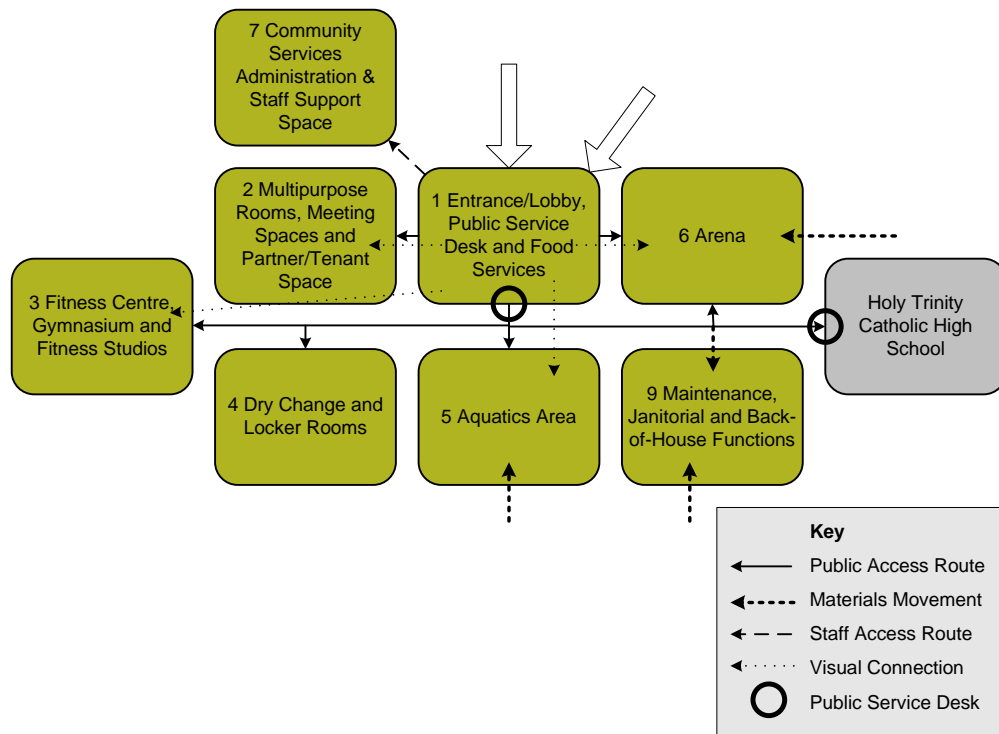
facilitate the movement of equipment into and out of fitness rooms, etc. In general, the number of corridors and overall corridor area should be minimized, while accommodating material and access requirements.

People will typically use stairs to access facilities within two to three floors. Effort should be made to make stairways accessible and attractive. The building requires passenger elevator access to all floor levels. Elevators should meet all requirements of the Alberta and City of Edmonton building codes. For the passenger elevator, a minimum platform size of 1.5m by 2.1m is required to accommodate stretchers in the prone position. Elevators with double entrances could be used to minimize the number of elevators within the building if security concerns are met.

In addition to elevators, consideration should be given to the provision of a larger open staircase that connects the main building Lobby to upper floor levels.

Access and Control Model

The following diagram identifies the overall organization of all components within the Centre and the relationship between components and service access routes.



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**INTERIOR DESIGN AND
WAYFINDING CONCEPTS**

The following interior design, wayfinding and signage concepts relate to the entire facility, as opposed to a single component. Wayfinding is by nature a whole building concept.

Visual Connections

As much as possible provide visual connections to destination points to support wayfinding concepts. People will feel much more comfortable when they can see the activity that is happening within destination spaces. Because of privacy and other cultural concerns this may not always be possible.

When there is a visual connection between circulation space and a destination space, provide a route to the space that is as direct as possible, or at least evident and easy to follow, to avoid confusion and aggravation.

Provide views to the exterior wherever possible, and particularly from general circulation corridors so that people remain oriented and connected to the outside world.

Interior Design

The use of colour, materials, and furnishings should provide elements of both comfort and distinctive character. Interior design concepts should work with the existing and proposed architectural design, reflecting the activities accommodated and dynamic nature of the building.

Signage

All signage must comply with the *City of Edmonton Wayfinding Standards for City Recreation Facilities*.

Signage should be consistent throughout the Centre, both within each component but also throughout the entire site. The building and its services will be more easily understood, if consistent approaches are maintained through the building, including signage for the food services and the partner organizations.

Signage dimensions and locations should comply with the City's wayfinding standards.

Signage must address the range of information to be conveyed to the public, and the challenge of serving people of different ages, socioeconomic backgrounds, ethnic and cultural origins, and physical abilities. A wide variety of informational, directional and orientation devices will be required to make the building meaningful, comprehensible, and accessible.

The entire signage system must be designed as a sequential progression from general activity to specific activity, with the user selecting the level of information desired.

Signage systems should include digital monitors that provide event information as well as general information about the site and facility amenities and which can be easily updated.

Finishes

Use materials and finishes that accommodate a range of uses. Materials that are specific to one function should not be used except where the specific activity requires special flooring, such as the Gymnasium, and group exercise areas (i.e., aerobics rooms where flooring must meet specific criteria.).

Low Volatile Organic Compound (VOC) emitting finishes for improved indoor air quality are to be specified wherever possible.

Use finishes that limit unwanted noise within the building and use non-rectilinear room configurations to limit reverberation in high activity rooms or between high activity spaces and quieter spaces.

Flooring

In general, all floor finishes should be selected with ease of maintenance as a prime consideration. Slippery materials, especially in potentially wet areas and at entrances, should be avoided. Hard, durable and non-slip finishes should be provided for high traffic areas, change rooms and washrooms.

Special requirements for managing moisture and debris at exterior entrances should include grated snow-traps, mud scrapers, walk-off mats, and non-slip flooring or proper wet transition areas.

Painted concrete is adequate for janitorial closets, electrical rooms and mechanical rooms. Resilient sheet flooring should incorporate welded seams. Carpet with continuous filament nylon level-loop or cut pile with anti-static or static dissipative qualities is suitable for severe traffic in all public areas and heavy traffic in public areas.

Activity area floors should be selected with consideration of hygiene and ease of maintenance.

Walls

Wall finishes should be selected to support the range of functions anticipated, and should withstand day to day wear and

tear. Corner guards should be provided, particularly in areas with a high level of equipment movement.

Ceilings

In areas where the ceiling finish is not specified, it will be influenced by the floor treatment. Attention should be given to exposing as much of the infrastructure as possible to educate users about building systems.

Doors

Doors should be wide enough for accessibility and moving of equipment. As much as possible and unless otherwise indicated, doors should include view panels.

Vestibules are to be used to transition from outdoors to the controlled indoor environment and serve as an airlock entry for energy conservation.

Informal Interaction

The building should be specifically designed to encourage public and staff encounters and to promote healthy community interaction. As a community recreation centre, this should be a place that builds a sense of community.

The facility should be designed to attract users out of their respective activity areas from time to time for encounters with like-minded individuals. Strategically placed display alcoves, main corridors, break areas with a range of seating types, all make successful interactive zones.

Design for Persons with Disabilities

The building design will meet and, preferably, exceed all relevant local and building code requirements regarding accessibility. The quality of experience for staff and the public with disabilities should be as high as for others and therefore, accessibility features of the facility should be integral to the facility's design and not considered "add-ons".

Design for persons with disabilities must include sight, hearing and learning disabled members of the public, in addition to those who have mobility challenges. Among the provisions that must be made are:

- All circulation spaces must accommodate wheelchairs and scooters;
- Tactile systems and high contrast edging strips must be provided for any stairs;

- The signage systems must be designed to enhance orientation and security using high contrast colours;
- Redundant cues should be used to assist in orientation;
- Washrooms should include facilities for those with disabilities; multi-person washrooms should include a wheelchair accessible stall; and
- Emergency exit systems need to be visual as well as auditory.

Ergonomics

The design of the facility should provide design features that facilitate the physical activities of staff and public in order to increase their safety, efficiency, and general well-being, and assist in eliminating ergonomic risk factors.

The design shall provide ergonomics design of all work spaces (including consideration of millwork, furnishings, lighting and finishes) consistent with current “best practices” to eliminate strain and injury to the public and staff.

The facility shall comply with all *Work Safe Alberta Occupational Health and Safety Regulation* requirements.

BUILDING SYSTEMS CRITERIA

Building systems criteria relate to the technical systems that support the entire facility, including mechanical, electrical, communications, maintenance and janitorial systems. The following criteria recognize that many of the existing building systems will be retained in the building redevelopment, and are not intended to determine the scope of the changes to building systems that are necessary.

Mechanical Systems

As possible, independent zone mechanical systems should be provided, based on functional area and occupancy schedules.

Negative air pressure should be provided in washrooms and locker/change room areas.

Systems should be selected based on factors such as: operational simplicity, ease of maintenance, and ability to integrate with retained systems. As required, equipment should be located where it is easily accessed by maintenance staff without the need for ladders or other portable means.

As necessary, electronic programmable controls capable of adjustable occupancy scheduling, temperature setback, duty cycling and other energy saving routines should be provided.

As necessary, room temperature controls for areas such as group exercise rooms, fitness equipment areas, etc. should be provided. Controls should be capable of remote monitoring through the automated building management system.

Utility run lengths should be minimized when locating the HVAC equipment.

All systems should be easily changed to accommodate changes in use and future building renovations.

Mechanical systems should be designed for the lowest life cycle costs with consideration given to measures that take advantage of favourable climatic conditions as a means of reducing energy consumption.

Lighting

Natural lighting should be maximized whenever possible throughout the building. Operable windows are to be used to provide natural ventilation to selected perimeter spaces in the building. Thermally broken, double glazed units should be used.

Windows in office areas shall be designed to allow installation of window blinds to control light and glare. Clerestory lighting is preferred to the use of skylights, which are discouraged due to

their higher maintenance requirements. Provision of shading devices above any large south facing windows is desirable to reduce solar heat gain.

Gymnasium lighting design will need to consider direct glare and access for maintenance. Use of HID (High Intensity Discharge) metal halide light fixtures with lenses and guards to protect the light fixtures should be considered.

Use energy-efficient lamps and electronic ballasts throughout the building. The number of different types of lamps to be used through the facility should be minimized.

Sufficient horizontal and vertical chases should be provided for rewiring of equipment.

The location of light switches for all public areas should be accessible from staff areas with a master control as part of the building management system. The use of motion detector switches should be considered to reduce energy consumption.

Design the exterior lighting so that zero direct-beam illumination leaves the building site.

Electrical

As required, electrical systems should be sized to allow for maximum operating efficiency with consideration given to adequately accommodating future expansion.

As required, dedicated electrical rooms should be provided to house all major electrical equipment. Power distribution systems and outlets should service all equipment needs and allow for the future reconfiguration of equipment layouts.

A grid of floor-mounted power outlets should be provided in open areas, particularly the Fitness Centre and open office areas, to allow for flexibility in locating equipment. A grid of overhead drops should be considered only if it can be integrated with architectural systems.

The power diversity and special electrical requirements, such as dedicated 220-volt service, for exercise equipment should be analyzed to identify power requirements.

Information Technology/Communications

The communication backbone to the facility will be via fibre connected to the City's fibre optic system.

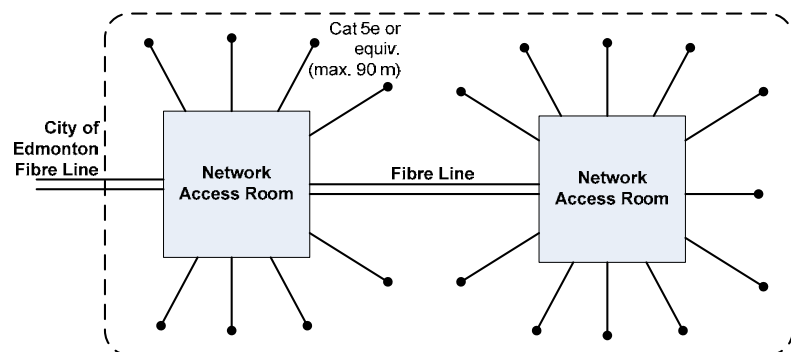
Network Access Rooms (NARs) should be a minimum of 1800mm X 2400mm and will be fit out with a 480mm standing

rack. As many Network Access Rooms should be provided to ensure that all cable runs emanating from the NARs are 90m in length. This includes both horizontal and vertical lengths. Each Network Access Room that is provided should be connected to others via a single mode fibre optic. Category 5e cable or the latest standard should be used between the Network Access Rooms and all drops.

National level events held at the Centre may require live streaming; this will primarily be for Arena events.

Commercial retail units will be responsible for obtaining their own internet service provider, and will not be connected to the City's network.

DIAGRAM 2: SCHEMATIC SHOWING NETWORK ACCESS ROOMS



Voice Over Internet Protocol (VOIP) telephone communications will be used. Each anticipated workstation/position location will be equipped with two network drops. One or two analog phones should be provided for emergency access when network is down and in elevators.

Provision should be made for digital messaging and signage monitors. Power and data will be required at anticipated locations. As well, these should be located sufficiently high so that the public cannot access or tamper with the monitors. In addition, the Lobby will have digital kiosks, including power and network drops.

A public address (PA) system should be provided throughout the building. It should allow selection of rooms as required. The PA system should originate from the service desk. The PA system should be able to connect to a music source.

In addition, there should be provision to provide music individually within each of the activity rooms. Controls for these systems should be provided within the room. Controls should be common between rooms.

Emergency call/alarms should be provided in all locker rooms and in the steam & sauna room. It will be monitored from the main service desk.

Provide for computer LAN (local area network) data lines and Wi-Fi that allow for flexible use.

For additional related information see also Security and Access Control below.

Security and Access Control

Access control card readers will be provided at all doors as required and selected during design. These doors will be provided with a proximity card reader, door position sensor, locking mechanism (electric mortise lock or electric strike) and exit request push button or motion sensor. System specifications will be based on the City of Edmonton (COE) standard C-Cure from Software House. All doors and particularly those at the perimeter, with a card reader should also have keyed access, in the event of power loss or system failure.

Intrusion alarm system provisions will include door sensors on all exterior doors not equipped with card reader access control. Motion sensors will be located at exterior windows and in offices requiring additional security. Keypads will be located at the main entrances to the facility to arm and disarm the system. The intrusion alarm system will be integrated into the access control system for alarm monitoring.

Building security should be zoned into areas of use so that portions of the building can be secured when other portions continue to operate.

All security devices are to be located in accordance with COE Corporate security and Building Maintenance Department requirements.

Each room to be utilized by public and staff must be individually lockable. Digital card readers will be used to control access from the exterior and semi restricted areas within the building.

A public distress alarm notification system should be provided to the control desk area from exercise spaces. All Centre users must pass through or adjacent to this point to access the remainder of the facility, except for the Arena areas.

Consideration should be given to providing excellent sightlines from the public service desk to all building entrances, including to north and south entrances, and corridor linking to Holy Trinity Catholic High School, if required, and any future connection to J. Percy Page High School.

Closed circuit television cameras should be provided at exterior entrances, parking lots, and cashier locations, the cash counting room, and specified at locations to view public areas. All major spaces should be cabled for CCTV cameras. Cameras should be connected to digital recorders and connected to COE's central monitoring via fibre optic.

Provisions should also be made to ensure the CCTV systems are connected to the access control and the intrusion alarm systems.

A central security systems cabinet should be included. It requires sufficient ventilation and should be located where its security will not be compromised. Suggested locations include electrical rooms, Network Access Room or other lockable room in a non-public area.

A locking mechanism should be provided in public elevators.

CCTV system installations are to be located in accordance with the *City of Edmonton Corporate Security and Building Maintenance* requirements.

Shipping and Receiving

A centralized shipping/receiving zone and storage area should be provided on site, separate from the service access provided to the Arena, to the east and to the pool, to the west.

Maintenance/Janitorial

The building will be equipped with an automated Building System that is monitored centrally.

All of the major cleaning of the facility will be done after normal business hours by City staff. At least one maintenance support person will be scheduled for the day shift.

A small janitor closet, double doors with no middle post, should be located within close proximity to change room areas, as well as the 2nd floor of the Arena and in the Aquatics public area.

A space for charging floor scrubbers and other cleaning equipment must be included.

To assist in reducing housekeeping costs over the life of the facility, the design should consider:

- Stain resistant window ledges;
- Graffiti-resistant surfaces in public washrooms;

- Bird repellent devices above the windows and exterior walls;
- No unreachable internal horizontal surfaces;
- Toilets that are wall-mounted to allow for cleaning below; and
- Cove joints along all floor-wall junctions, where floor finish requirements allow.

4: COMPONENT PLANNING CRITERIA

INTRODUCTION

The basic “building block” for physically organizing facilities projects is the **FUNCTIONAL COMPONENT**. A functional component can be defined as a grouping of activities and assigned spaces that are physically related.

Information is presented for each component under the following headings:

FUNCTIONAL DESCRIPTION provides information on the general services of the component and basic features or characteristics, includes the movement of people and materials in a format which specifically identifies, in point form, those functions and/or activities taking place within the component space;

OPERATIONAL DESCRIPTION provides information on the specific operations of the component including hours of operation and any special processes;

WORKLOAD summarizes the factors influencing projected future workload activities;

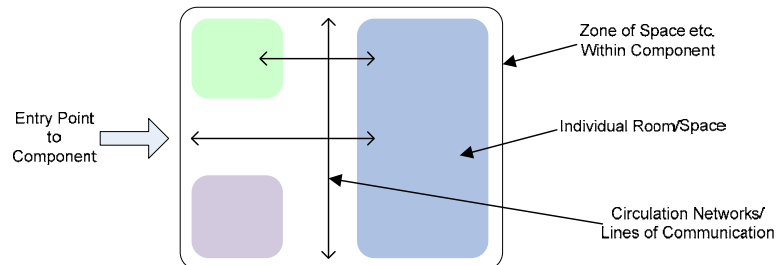
STAFFING AND OCCUPANCY ESTIMATES summarizes the estimates of future FTEs that include relief or part-time staff. These estimates are used to project space requirements. The figures are also useful to the architect in estimating maximum occupancy load conditions for fire exiting requirements (e.g., corridor and exit stair width calculations, etc.);

DESIGN CRITERIA describes the principal physical characteristics to be incorporated in the design of the component, under the following headings:

External Relationships lists the component's required adjacencies of up to five priorities. High priority adjacencies are described as requiring direct access while lower priorities require convenient access.

Internal Relationships briefly describes special requirements unique for each component. Many of the concepts described here will require further consideration in consultation with appropriate user groups during subsequent design stages.

Example:



Wherever information requires documentation, it is described under the following subheadings:

1. Architectural Concepts, including functional zoning, access requirements, circulation concepts, and quality of spatial relationships;
2. Interior Design, Wayfinding and Signage Concepts, including special requirements for colour, furnishings, character, and orientation devices;
3. Technical Concepts, including special structural, lighting, air conditioning, acoustical, mechanical, environmental concerns and unique requirements for devices, peripherals, and communications systems; and
4. Component Functional Diagram, including functional subdivisions, access points and materials movement.

Where there is no relevant information, headings may be omitted.

SPACE REQUIREMENTS indicates the number of rooms or spaces (units), the net square metres (nsm) per unit, the total net square metres for each space type, and any explanatory or supplementary remarks (e.g., concerning major items of equipment) and a reference number, which will be available for use in referencing spaces in the future.

Space requirements are totalled in order to arrive at the estimated Component Net Square Metres, which includes basic activity areas. A grossing factor is applied to this total in order to arrive at an estimated Component Gross Area, which includes circulation, minor mechanical space (if any), etc.

Component grossing factors differ according to the complexity of space and the number of partitions and circulation paths anticipated.

COMPONENT OVERVIEW

OVERVIEW

This component includes an expanded Main and Lobby, simplified access leading to the Public Service Desk for the Mill Woods Recreation Centre as well as associated spaces for the Commercial Retail Units.

Key Metrics

Percentage of Space: 6%



795 CGSM

Accommodation

Staff	5
Visitors/Community Members	250
Food Service/Juice Bar Concession	25
Merchandising Concession	2
Total Occupancy:	282

Key Adjacencies

- 1 2 Multipurpose Rooms, Meeting Rooms & Partner/Tenant Space
- 2 5 Aquatics
- 3 4 Dry Change and Locker Rooms
- 4 3 Fitness Centre, Gymnasium and Fitness Studios
- 5 6 Arena

Provide convenient access by general circulation to the Multipurpose Rooms, Meeting Rooms & Partner/Tenant Space for the movement of community members.

Provide convenient access by general circulation to the Wet Change Areas of Aquatics for the movement of community members.

Provide convenient access by general circulation to Dry Change and Locker Room Areas for the movement of community members and staff.

Provide convenient access by general circulation to Fitness Centre, Gymnasium and Fitness Studios for the movement of community members and staff.

Provide convenient access by general circulation to the Arena for the movement of community members and staff.



FUNCTIONAL DESCRIPTION

This component accommodates the Main Entrance, Lobby, the Public Service Desk for the Mill Woods Recreation Centre along with associated functions such as the Food Services Commercial Retail Unit identified for the project.

The Main Entrance and Lobby will be a gathering place and the main reception point for the Centre. A reception/service desk will provide the central greeting, information and control point for the facility along with providing associated but separate access to the Arena.

The Service Desk provides the main point of public contact with Community Services and the functions included in the facility. The Service Desk supports all customer service transactions for the Recreation Centre.

Activities taking place in this component will include:

- Main access for visitors/residents accessing all program areas, including the Arena, for spectators accessing the Arena seating areas, and for staff;
- Visitor wayfinding and orientation;
- Gathering of Arena teams;
- Movement of strollers, scooters, wheelchairs through the Entrance and Lobby areas;
- Social and community activities, including receptions and informal meetings;
- Periodic set up of tables for use for tournament registration and information;
- Eating of refreshments, light meals and snacks in gathering area;
- Informal interaction and seating adjacent to a food services concession;
- Preparation of meals, refreshments and light snacks in commercial retail unit for activities in multipurpose rooms and meeting rooms;
- Thematic and seasonal displays;
- Public Service Desk or CRU merchandising of paraphernalia and recreation goods;
- Use of public washroom by visitors to Centre activities as well as visitors using park amenities;
- Electronic display of information, including upcoming events, program schedules;
- Promotion of events;

- Donor recognition;
- Information bulletin board displays;
- Use of courtesy telephones and mobile charging stations;
- Storage of wallets and purses as well as motorcycle helmets and skateboards;
- In-person reception and information services;
- Receiving of mail deliveries;
- Control point with visual supervision of access to drop-in activity areas and to non-programmed areas;
- Access to cash at Automated Teller Machine (ATM);
- General admissions, registration processing, membership sales;
- Self-registration and information available at self-serve kiosk;
- Sign-out of equipment as well as storage and retrieval services;
- Secure storage of lost and found articles;
- Photocopying, filing, printing;
- Internet access via wireless system;
- Beverage and snack sales using vending machines;
- Counting of money and secure storage of cash; and
- Use of elevator and stairs to access functions and services on other floors.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the areas in this component are as follows:

	Open	Closed
Monday - Friday	5:30 a.m.	10:30 p.m.
Saturday	6:00 a.m.	9:00 p.m.
Sunday	7:30 a.m.	9:00 p.m.

With the exception of the Arena, all other functions associated with the Centre will have hours that are the same or fall within the opening hours.

Staff may be in the Centre beyond the hours posted above, conducting administrative, preparing for program activities, etc.

Staff Access

All staff will access Recreation Centre through a main public entry. The Entrance Lobby may be zoned, with doors that reflect access to the various destinations, such as the Arena.

Access Control

There will be a single point of control and checking for payment for program areas of the Mill Woods Recreation Centre.

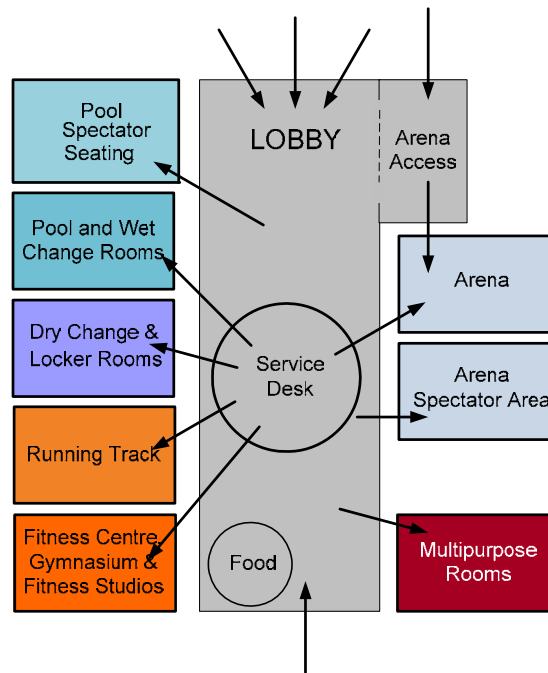
Program areas for which payment is required include the following:

- Fitness Centre, Gymnasium and Fitness Studios;
- Pool area, steam room, whirlpool and sauna;
- Locker and change rooms;
- Selected Arena events and programs;
- Running/walking track; and
- Program activities hosted in the Multipurpose Rooms.

Program areas for which payment is not required include the following:

- Lobby area and gathering areas associated with the Main Entrance;
- Food Services and pro shop;
- Main public washrooms;
- Service Desk;
- Meeting and Multipurpose Rooms, except for program activities;
- Spectator areas of the pool;
- Dressing rooms in Arena;
- Arena spectator area/teams accessing the Arena; and
- Community Services administrative office area.

Access Control Schematic Diagram



Ideally, control to each of these areas would be by dedicated circulation. That is likely not possible and an alternate system may be required such as using coloured bracelets to indicate payment/authorization to be within program areas.

Access to Food Services

The food service/juice bar concession (non-vented food service)/café would benefit from exterior access to provide visibility and immediate access. The juice bar/café/concession should be located with an external seating area to provide seating adjacent to the park in temperate weather which indicates a location on the south end of the Entrance/Lobby. However, it needs to be highly visible from the main north Entrance.

**STAFFING & OCCUPANCY
ESTIMATES**

Estimated staffing & occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy. Occupants of teaching labs are indicated as maximum occupancy only within this component.

Position ¹	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
Recreation Facility Attendant I	-	2.0	8	3 - 4
Recreation Facility Attendant II	-	1.0	1	1
Visitor/Community Member	-	-	-	200
Food Service				
Barista/Server	-	-	-	2 - 4
Visitor/Community Member	-	-	-	50
Merchandising Concession				
Sales Person	-	-	-	1
Total	-	3.0	9	257-260

DESIGN CRITERIA

Internal Relationships/Concepts

General Requirements

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Concepts

- This component is organized in a single zone.
- The food service/juice bar concession, Service Desk, pro shop and self-registration kiosks should be readily seen from the Main Entrance. The information portion of the Service Desk should be visible from all entrances.
- A single service desk should be provided that includes a number of functions including staffed reception, collection of drop-in fees, registration desk and equipment service. This will facilitate back-up of staff.
- The Service Desk must be connected to the Service Desk support area and cash count office. Moving cash to safe/ count room needs to be done in one enclosed and secure area.
- Program areas, including both those on the Entrance and upper levels, should be visible from the Lobby area to assist

¹ Community Services administrative staff are not included in this section.

in wayfinding with circulation systems that are also visible and easy to understand.

- Arena activities should be visible from the Lobby area, either on the ground floor or from a second level.
- Informal seating and tables should be provided adjacent to the food service, providing the community with a meeting and social space.
- The Service Desk will serve as the main access control point for recreation programs, including the Gymnasium, Fitness Centre, and Multipurpose activity rooms for high activity and mind-body programs.
- The wallet and purse lockers and helmet and skateboard lockers should be visible from the Service Desk to reduce tampering and theft.
- As possible, separate access routes should be provided to the spectator areas for the Arena and pool with access provided from the Lobby area prior to the Service Desk.
- The office supplies and photocopy area should be in a separate alcove from the Service Desk to minimize noise transfer and to provide controlled ventilation for the photocopier.
- The office support area must be secure and capable of being isolated when not staffed.
- Storage areas are required for furniture associated with Lobby functions, as well as publicly available sporting equipment.

Interior Design, Wayfinding and Signage Concepts

- The Main Entrance/Lobby atrium should be welcoming, vibrant, and filled with natural light. It should be supportive of the broad spectrum of community members.
- The Lobby/atrium should be expansive, with high ceilings, creating a sense of openness for the large numbers of people circulating in and out of the Lobby area. Public washrooms should be contiguous with the Lobby space with easy access from the Park. Design should also consider the Lobby/atrium space to be an extension of the Food Services CRU.
- The Service Desk counter height should be accessible to those in wheelchairs, those needing to sit and to young family members, while providing a degree of security to

those staffing the desk. Access routes should be wide enough to accommodate families with strollers, wheelchairs and scooters.

- Staff at the Service Desk also field telephone inquiries; therefore, acoustics will be important at the Service Desk, both for assisting face to face information requests as well as telephone requests.
- While remaining accessible and visible to the public, the office support area should provide a quiet environment, with the option for privacy when needed and minimal disruption to those working within it.
- Storage cupboards should be provided in the office support area to minimize clutter.
- Natural light is important in all areas of this component.
- Information displays in the entry area may be extensive and variable. Careful design consideration should be made to present these materials in an orderly way, that is uncluttered, changeable, easily maintained and that adheres to City of Edmonton signage guidelines. Examples include:
 - bulletin boards;
 - program schedules;
 - upcoming events;
 - donor recognition wall and dedication plaques;
 - general and community information bulletin boards (e.g., bus schedules, building hours); and
 - electronic screen broadcasting Centre and Community Services information, including current use updates.
- The City of Edmonton has standards for how cash rooms should be laid out, along with furnishings. These should be reviewed prior to design.
- The wayfinding program should comply with City of Edmonton guidelines for wayfinding.

Technical Concepts

- A courtesy telephone should be located near the Service Desk.
- Gate counters should be considered at the Entrance doors as well as provided at the Service Desk.

- The Lobby area should have a wireless service that is available to the public.
- All offices and workstations require telephone and data.
- Security cameras must be provided in the cash room and at the Service Desk. In addition, security cameras will be located in high risk areas, in accordance with Corporate Security's recommendations.
- Location and size of safe and safety considerations must align with City of Edmonton policies.
- Co-axial cabling should be provided throughout the public areas of the facility to support cable TV.
- A public address system that is zoned for the various areas should be accessible from the Service Desk.
- Lighting systems should be considered to highlight the Service Desk and any information display areas. Lighting controls should be located at or near the Service Desk.
- Operable windows and natural light would be desirable for the office area.
- Design should consider a glazed elevator shaft in order to improve a feeling of safety and wayfinding.
- The Food Services CRU will require 220-volt power and gas. It must be plumbed for sinks, etc. It should include roughed in ventilation for fumehoods.

Operational Concepts

- Issues of controlled access, security, and visual supervision must be carefully addressed during design.
- If the Food Services CRU operates for hours that extend beyond the hours that the Recreation Centre is open, it will require washrooms or access to the Centre's washrooms.
- Loading for the CRUs will be either through a Main Entrance or through entrances that go directly to the CRU space from the exterior. At least one of the entrances should have an associated loading area.

Outdoor Design Concepts

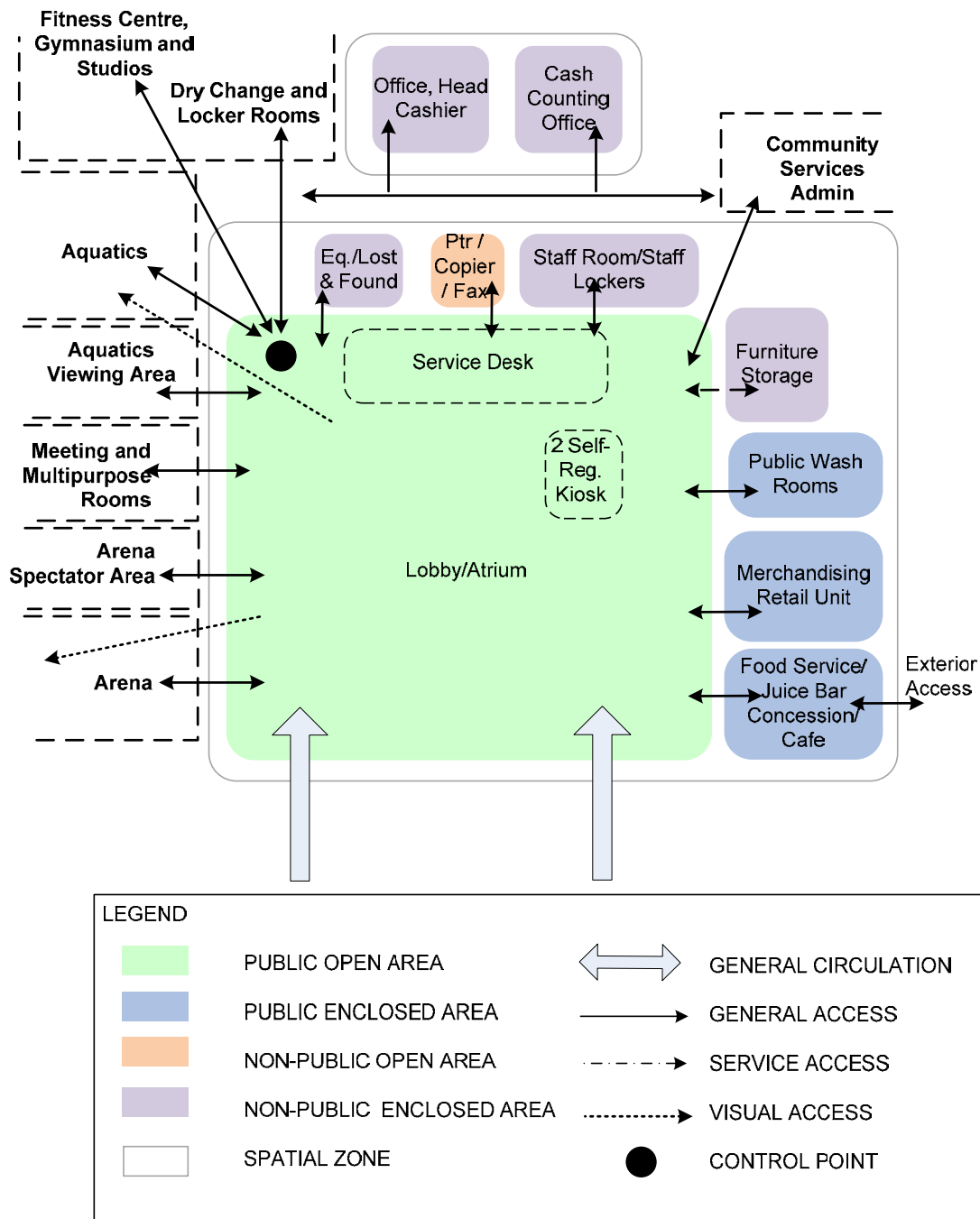
- A driveway/drop-off area should be provided adjacent to the Main Entrance, with an exterior canopy for weather

protection. This drop-off area should accommodate pick-up/drop-off of school groups, teams, and community members who are mobility impaired and adequate parking for buses.

- An outdoor eating area should be provided adjacent to the Food Services CRU.
- Temporary parking should be provided adjacent to the main or secondary Entrance for delivery vehicles, maintenance services and carriers.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



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Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
01	Lobby/Atrium, Main	1		400.0	Incl. informal seating areas, informal socializing and incl. a portion of the food services seating area; seating and table area for 40 people plus robust informal seating for 50; accommodates 200 in more formal format; accommodates marshalling area for 30 with hockey bags
02	Self-Registration Workstation/Kiosk	2	3.5	7.0	Used by community members to self-register for programs; in proximity to the Service Desk for user support if needed
03	Furniture Storage	1		30.0	Used for storage of chairs and tables for larger community events
04	Barrier-Free/Family Public Washroom	1		8.0	Wheelchair accessible
05	Public Washroom	2	20.0	40.0	Allowance; male and female public washrooms; locate within sightline of Entrances and visible from Service Desk
06	Service Desk	1		24.0	Service Desk with 4 workstations (6.0m ² space for each workstation) for information and registration functions; locking cabinets under, securable by pull-down gate or equivalent, located to side of Lobby; this service desk is assumed to be part of the Lobby/Atrium space; secure cash storage for each workstation
07	Convenience Copier Alcove	1		1.5	Incl. colour printer/copier/fax, and paper/ toner storage
08	Equipment/Lost and Found Storage	1		12.0	Incl. shelving and area for lost and found items
09	Staff Room and Locker Area	1		22.0	Incl. table and chairs, sink, counter and space for 8 full-size lockers
10	Office, Head Cashier	1		10.0	Desk, chair, filing cabinet, side chair
11	Cash Counting Office	1		12.0	Desk, chair, filing cabinet, CCTV camera, safe, mirror
12	Food Services CRU	1		60.0	Unfinished area for tenant; conceived as deli-style service; an adjacent "outdoor" patio area is desirable with seating and tables to accommodate up to 25 people
13	Merchandizing Retail Unit	1		35.0	Area for merchandizing and sale of sports equipment
Total				661.5	Component Area = 795 CGSM at 1.20 net to gross factor

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COMPONENT OVERVIEW

OVERVIEW

This component accommodates Multipurpose activities, Meeting Room activities, as well as general purpose Partner/Tenant Space.

Key Metrics

Percentage of Space

5%



735 CGSM

Accommodation

<i>Multipurpose Rooms</i>	143
<i>Meeting Rooms</i>	62
Total Occupancy:	205

Key Adjacencies

1

1 Entrance/Lobby, Public Service Desk and Food Services

Provide convenient access by general circulation from the Entrance/Lobby, Public Service Desk, and Food Services for the movement of community members and staff.

2

3 Fitness Centre, Gymnasium and Fitness Studios

Provide convenient access by general circulation to the Fitness Centre, Gymnasium and Fitness Studios for the movement of community members and staff.



FUNCTIONAL DESCRIPTION

This component accommodates multipurpose activities and space for partner organizations and tenants.

Activities taking place in this component may include:

Multipurpose Rooms

- Two and three-dimensional “dirty” activities, such as painting and drawing, clay arts, sculpting, pottery with a kiln and storage area, lapidary, jewellery making, cooking, cake decorating and storage area;
- Clean activities such as sewing and quilt-making, choral and instrumental music practices, photography, knowledge based programs about physical activities and computer media presentations;
- 100 Voices early learning program delivery to children three to four years;
- Birthday parties and other celebrations;
- Programmed and un-programmed youth activities, such as video games, informal socializing; and
- Storage of equipment and supplies.

Meeting Rooms

- General scheduled meetings by clubs, community organizations and residents;
- Staff meetings; and
- Mill Woods President's Council and Mill Woods Cultural and Recreational Facility Association (MCARFA) meetings.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for areas in this component are as follows:

	Opens	Closes
<u>Multipurpose and Meeting Rooms</u>		
Monday - Friday	5:30 a.m.	10:00 p.m.
Saturday	8:30 a.m.	10:00 p.m.
Sunday	8:30 a.m.	9:00 p.m.

Children's Play Space

A dedicated children's playground will not be provided. One of the Multipurpose Rooms will be used as a play area periodically and on a scheduled basis.

Access Control

The Multipurpose Rooms will be used to accommodate both free and paid activities. There should be an opportunity to control and/or monitor the access to the Multipurpose Rooms from the central service desk.

Meeting Rooms should be open to the public with ready access from the main Lobby and gathering space. There is less need for access monitoring and control.

Partner Organization Use of Meeting and Multipurpose Rooms

The Presidents' Council and MCARFA have priority scheduling of one of the meeting rooms. Currently, 100 Voices uses a Small Multipurpose Room on weekdays. These rooms can be scheduled for other activities when not scheduled by the partner organizations.

Teen Activities

A dedicated space in one of the Multipurpose Rooms has been identified for use as a teen room.

STAFFING & OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy. Occupants for Multipurpose Rooms and Meeting Rooms are identified as maximum numbers.

Position	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
<u>Multipurpose Rooms</u>				
Dirty Activity Participant/Instructor	-	-	-	61
Clean Activity Participant/Instructor	-	-	-	61
Small Multipurpose Room Participant/Instructor	-	-	-	21
Pre-School Multipurpose Room	-	-	-	20
<u>Meeting Rooms</u>				
Meeting Room A	-	-	-	18
Meeting Room B	-	-	-	24
Total	-	-	-	205

DESIGN CRITERIA

Internal Relationships/Concepts

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Criteria

- This component should be central to the facility, accessible easily from the Entrance and central service desk. It may be located on a second floor with strong visual connections to the Lobby area.
- The Dirty and Clean Multipurpose Rooms should be subdividable to accommodate events with up to 125 people.
- Stroller parking areas should be provided at Meeting Room A and one of the larger Multipurpose Rooms.
- Windows of the Pre-School Multipurpose Room should be child level to provide natural light and views to the outdoors.
- All Multipurpose and Meeting Rooms must include wheelchair accessibility.

Interior Design, Wayfinding and Signage Concepts

- Water fountains should be generally available adjacent to the Dirty Activity Multipurpose Room. One should be child height and they should support filling of water bottles.
- The Dirty Multipurpose room and the Pre-School Multipurpose Room should have easily cleaned surfaces. Both rooms should have deep sinks. The Dirty Multipurpose room should have an alcove opening to a kitchen with full stove, cupboards, refrigerator and dishwasher. The Pre-School Multipurpose Room should have an alcove kitchen, with stove cupboards, child height sink, refrigerator and dishwasher. A washroom should be provided in proximity.
- The Clean Multipurpose Room should have elegant and flexible finishes. It should accommodate more sophisticated educational, conference and entertainment events. However, there should be similarities between the finishes of the rooms so that they provide a unified spatial experience when the subdividing wall is open.
- Materials, furniture and finishes should be selected that facilitate the reorganization of space and set up of space for different age groups, including children, using variable height tables, etc.

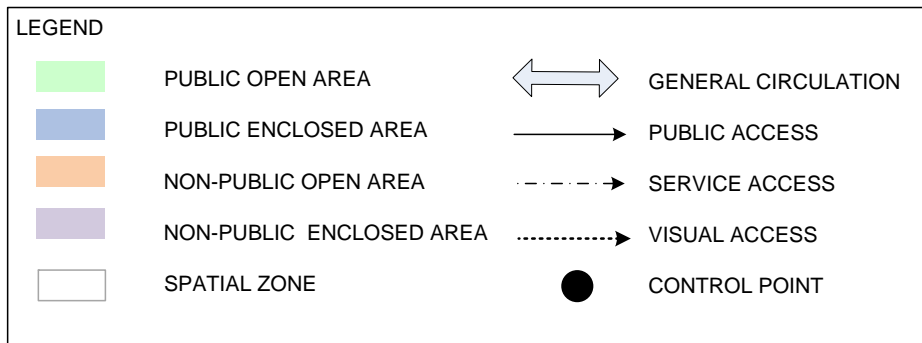
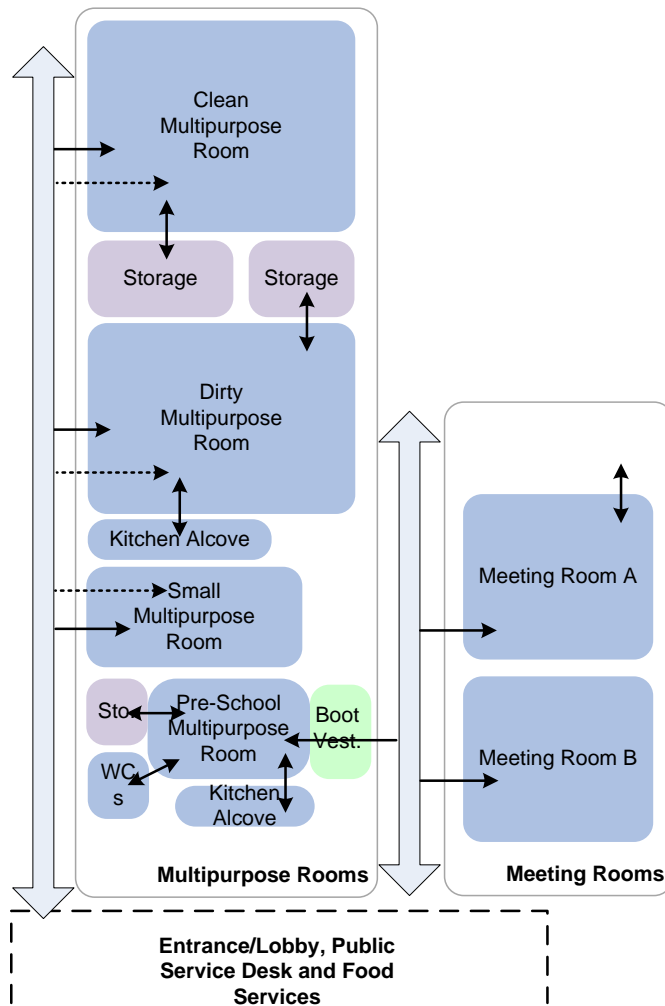
- As the Multipurpose and Fitness Studio spaces may be similar, provision should be made to make each one readily identifiable, through easily changed/updated signage, and other design elements/cues.

Technical Concepts

- All room floor surfaces should have resilient, hygienic, easy cleaned flooring. The Clean Multipurpose Rooms should have sports flooring. All finishes should conform to sport/activity needs.
- Multipurpose Rooms will require temperature controls. Ventilation should be adequate for painting activities and high occupancy for prolonged periods with closed doors.
- Multipurpose and Meeting rooms should have dimmable and zoned lighting.
- The Multipurpose Rooms require sound systems. The Multipurpose Rooms should have ceiling mounted video projectors and a control panel to connect electronics. Smart boards should be considered.
- Most of these spaces require soundproofing so as not to disturb neighbouring activities and to create the desired ambiance.
- The Multipurpose Rooms and Meeting Rooms should have wireless connectivity.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



Space Requirements

Ref	Space	Proposed Area		Remarks
		units	nsm/unit nsm	
<u>Multipurpose Rooms</u>				
01	“Clean” Multipurpose Room	1	150.0	(Existing 3 rd Floor Room is 385 m ²) Accommodates 60; incl. movable tables and chairs, a sink and counter with electrical outlets, sound system, data, video projector, screen, Smart board, whiteboards, lighting controls
02	Storage Room	1	15.0	(Existing Program Storage is 31m ²) Utility shelving
03	“Dirty” Multipurpose Room	1	150.0	Accommodates 60; incl. movable tables and chairs, sound system, video projector, screen, data, Smart board, whiteboards, lighting controls, additional venting
04	Kitchen Alcove	1	15.0	Deep sink and counter, electrical outlets, full stove, refrigerator and dishwasher
05	Storage Room	1	15.0	Utility shelving
06	Small Multipurpose Room	1	65.0	(Green Room = 63m ²) Accommodates 30 adults and children; incl. movable tables and chairs, sink and counter, with lockable drawers and cupboards, sound system, data
07	Pre-School Multipurpose Room	1	60.0	(Current size is 42m ²) Accommodates up to 20 children in 100 Voices; incl. cubbies, and low windows, soft flooring, data
08	Boot Vestibule	1	8.0	Incl. boot rack
09	Kitchen Alcove	1	10.0	Sink and counter, with additional child height sink, electrical outlets, full stove, refrigerator and dishwasher
10	Children’s Washroom, Wheelchair Accessible	1	4.5	Accommodates 2 child sized toilet, children’s sink
	Staff Washroom	1	0	See family WC
11	Storage	1	8.0	Utility shelving
Subtotal			500.5	
<u>Meeting Rooms</u>				
12	Meeting Room A	1	48.0	(Current sizes are 27.5 and 35m ²) Priority booked by President’s Council/MCARFA; accommodates up to 18 at main table area; includes sink and counter with electrical outlets
13	Storage	1	5.0	Provide storage in shallow cabinets along inside wall

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
14	Meeting Room B	1		60.0	(Current sizes are 27.5 and 35m ²) Accommodates up to 25 at main table area, includes sink and counter with electrical outlets
Subtotal				113.0	
Total				613.5	Component Area = 735 CGSM at 1.20 net to gross factor

COMPONENT OVERVIEW

OVERVIEW

This component accommodates the Mill Woods Recreation Centre's expanded Fitness Centre, and newly developed Gymnasium, Walking/Running Track and Fitness Studios, and existing Racquet Courts, along with associated support space.

Key Metrics

Percentage of Space 24%



3,400 CGSM

Accommodation

<i>Fitness Centre</i>	130
<i>Gymnasium</i>	50
<i>Walking/Running Track</i>	30
<i>Fitness Studios</i>	155
<i>Racquet Courts</i>	6

Total Occupancy: 371

Key Adjacencies

1

1 Entrance/Lobby, Public Service Desk and Food Services

Provide convenient access by general circulation and passed the control point in the Entrance/Lobby, Public Service Desk and Food Services for the movement of community members and staff.

2

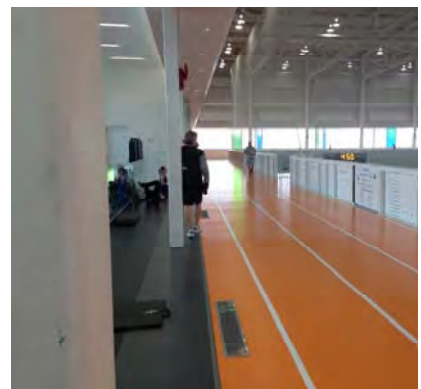
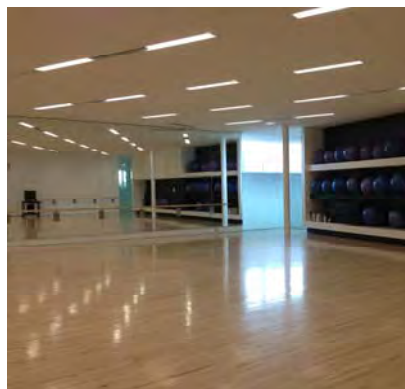
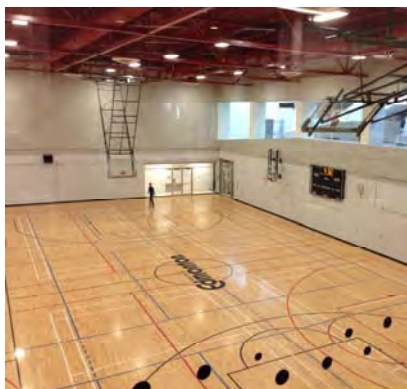
4 Dry Change and Locker Rooms

Provide convenient access by general circulation to the Dry Change and Locker Rooms for the movement of community members.

3

2 Multipurpose Rooms, Meeting Rooms & Partner/Tenant Space

Provide convenient access by general circulation to the Multipurpose Rooms, Meeting Rooms and Partner/Tenant Space for the movement of community members.



FUNCTIONAL DESCRIPTION

This component accommodates the Fitness Centre, the Gymnasium, Racquet Courts and the Fitness Studios and associated support space. The Fitness Centre will generally support drop-in individual activities.

The following activity groupings are to be accommodated within this functional component:

- Fitness Centre;
- Gymnasium and Walking/Running Track;
- Fitness Studios;
- Racquet Courts; and
- Locker Alcove.

Activities accommodated within each activity grouping in this component include:

Fitness Centre

- Monitoring desk (providing access control and supervision);
- Fitness consulting, including personal training and program development, fitness testing using bike ergometers, treadmills;
- Weight training using free weights and selectorized equipment;
- Circuit-training and cardiovascular fitness;
- Functional training using medicine balls, kettle bells, and TRX® suspension training;
- Rehabilitation programs;
- Visual self-monitoring of fitness technique using wall mounted mirrors (rather than portable mirrors);
- Warm-up and stretching;
- Video monitor viewing;
- Storage of personal effects in lockers;
- Storage, maintaining and repair of equipment, including parts storage; and
- Administrative activities associated with the Fitness Centre and Studios, including instructor base.

Gymnasium and Walking/Running Track

- Drop-in and scheduled court activities, including basketball, volleyball, badminton, pickle ball, floor

hockey, handball, ultimate, with capability of subdividing activities in gym;

- School use for Physical Education classes and sports practices;
- Summer and vacation camps;
- Community events;
- Storage of personal effects in lockers near Walking/ Running Track and Gymnasium;
- Stretching and warm-up;
- Recreational walking and running on track, including pushing strollers and wheeling wheelchairs around track;
- Storage of equipment for Gymnasium activities and general fitness classes;
- Cleaning and maintenance of Gymnasium surfaces and lights;
- Storage of lift equipment; and
- Sign-out and movement of equipment for Gymnasium activities.

Fitness Studios

- Low activity classes (e.g., Yoga, dance, mind & body);
- High activity classes of up to 50-75 people (e.g., Pilates, Zumba®);
- Spinning classes;
- Waiting for scheduled sessions; and
- Storage of training equipment.

Racquet Courts

- Scheduled informal squash and racquet ball games;
- Watching games in play; and
- Waiting for scheduled play time.

Locker Area

- Storage of personal effects in lockers near Entrance for visitors who do not want to access locker rooms.

OPERATIONAL DESCRIPTION

Hours of Operation

Operational hours are subject to review.

Access Requirements

All activities in this component are considered to be within the proof of payment zone. Some means of identifying or controlling access from the central building control point (service desk in the main Lobby), likely using wristbands, will need to be implemented.

STAFFING & OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy. Occupants for the fitness classes, weight areas, fitness and Multipurpose Rooms are identified as maximums only for this component.

Position	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
<u>Fitness Centre</u>				
Fitness Centre Monitor	3.0	3.0	10	1
Recreation Fitness and Weight Room User	-	-	-	130
Personal Trainers	-	1.0	3	1-2
<u>Fitness Assessment Room</u>				
User	-	-	-	2
<u>Fitness Studio</u>				
Low Activity Studio (e.g., Yoga/Dance)	-	-	-	50
High Activity Studio (e.g., Pilates)	-	-	-	75
Small Studio	-	-	-	30
Instructor	1.0	2.0	20	3
<u>Gymnasium/Walking Track</u>				
Gym Animator ¹	-	2.0	8	1
Gymnasium Sport Participant	-	-	-	50
Walking/Running Track Participant	-	-	-	30
Total	4.0	8.0	41	373-374

DESIGN CRITERIA

Internal Relationships/Concepts

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Criteria

- This component is a high demand area that should be close to the Entrance/Lobby and locker rooms. The Fitness Centre should be located near an exterior wall or with views into an activity area.

- The Fitness Centre will require zoning for various activities, such as: stretching, cardiovascular training equipment (e.g., treadmills, elliptical machines, bicycles, etc.), selectorized training, plate loaded, free weights, and functional training). The various zones can be separated through the use of large planters, movable mirrors or partitions.
- The Fitness Centre equipment maintenance room should have double doors (with no middle post) to the corridor and to the Fitness Centre for the movement of large pieces of equipment.
- The layout and organization of the room must accommodate equipment efficiently. Fitness and equipment specialists should be consulted when designing this space.
- All facilities included in this component must be universally accessible. Equipment will be provided to support the diverse needs of women, the elderly and those with mobility challenges.
- The ceiling height in the Fitness Centre should be at least 4.5 metres to create an airy volume of space and provide higher quality air circulation. Some zones, such as the free weight area, may have lower ceiling heights.
- Ceiling heights for the Gymnasium should be 9.1 metres and for the Fitness Studios should be at least 6.0 metres.
- Waiting space should be provided outside of group activity rooms. This may be in the form of widened corridors.
- Provide as much natural lighting as possible in activity rooms.

Interior Design, Wayfinding and Signage Concepts

- The Fitness Centre and Small Studio floor surfaces should be resilient, hygienic, non-porous and easy cleaned. A composite sports floor should be provided in the High Activity Fitness Studio and a hardwood floor should be provided in the Yoga/Dance Studio.
- The flooring of the Walking/Running Track should be a resilient material, such as rubber. Consideration should be given to providing slightly banked curves, with no more than 25mm per metre of track width. The banking of corners is included to alleviate pressure on knees from tight cornering. If a reasonable radius is designed, banking will not be required. Three to four lanes should be provided. The track surface should be graphics friendly.

- Floor surfaces must not pose tripping hazards.
- Two large digital clocks, including one with a seconds timer, should be provided near the Walking/Running Track access point. It should be visible from around the Walking Track and, if possible, from the Gymnasium playing surface.
- Water fountains should be available in the Fitness Centre, within or adjacent to each Fitness Studio and adjacent to the Walking/Running Track. Where the Fitness Studio has a hardwood floor, consider locating the fountain in adjacent corridor space.
- Provide an area in the Fitness Centre and Small Studio for supplies to wipe down equipment after use.
- Provide a method for fastening padding to the walls in the High Activity Fitness Studio for use in combative sports.
- Walls and ceiling should support the installation of TRX® type equipment.
- Walls in the Fitness Centre and Fitness Studios should support impacts from medicine balls, etc., as well as users who use it as a bracing device.
- Provide small lockers for storage of personal items adjacent to the Entrance outside each Fitness Studio space.
- Sound reducing material should be provided to reduce echoing in the large Fitness Centre space.
- Provide 1800mm mirrors on at least two walls at least 455mm off the floor, within the mind-body studio and the free weight and selectorized areas of the Fitness Centre. A ballet barre should be provided in the stretch area and the Yoga/ Dance Studio.
- The materials, furniture and finishes that are selected for the Fitness Centre should facilitate the reorganization of space.
- As the multipurpose and activity spaces are very similar, provision should be made to make each one readily identifiable, through easily changed/updated signage, and other design elements/cues.

Technical Concepts

- All spaces should be well illuminated. Provide natural light throughout the component but general and even lighting for flexibility. The Yoga/Dance Studio should have adjustable and indirect lighting for relaxation activities.
- Most of these spaces will require sound systems for background music of varying levels (e.g., Fitness Centre vs. Yoga/Dance Studio) as well as public address and intercom systems.
- Retractable netting should be provided in the Gymnasium to divide the gym into two activity areas.
- Water fountains should be provided near the entrances to all activity spaces. Fountains should have provision for filling water bottles, and should be electrically cooled.
- Emergency buttons should be provided in each Studio, with a connection to the Fitness Centre monitor desk and central public service desk.
- The Yoga/Dance Studio should not be located below more active spaces.
- A sink is required in the Fitness Testing Room.
- Provide 120 and 220-volt flush floor outlets for commercial grade fitness equipment in the Fitness Centre as well as data drops. The placement of outlets should maximize flexibility and minimize any hazards created by exposed wiring.
- Power, Internet, cable and TV monitor mounts at proper viewing height should be provided in the cardiovascular machine area as well as in the Small Studio area.
- Consideration should be given to providing a computerized interactive fitness station for use by regular users to log workout information.
- Wireless connectivity should be considered for the Fitness Centre.
- Air intakes for ventilation systems serving all activity areas should be located away from areas where vehicles will be idling or where people may be smoking; in addition, opening windows, if provided, should not be located adjacent to locations where vehicles may be idling or people may be smoking.

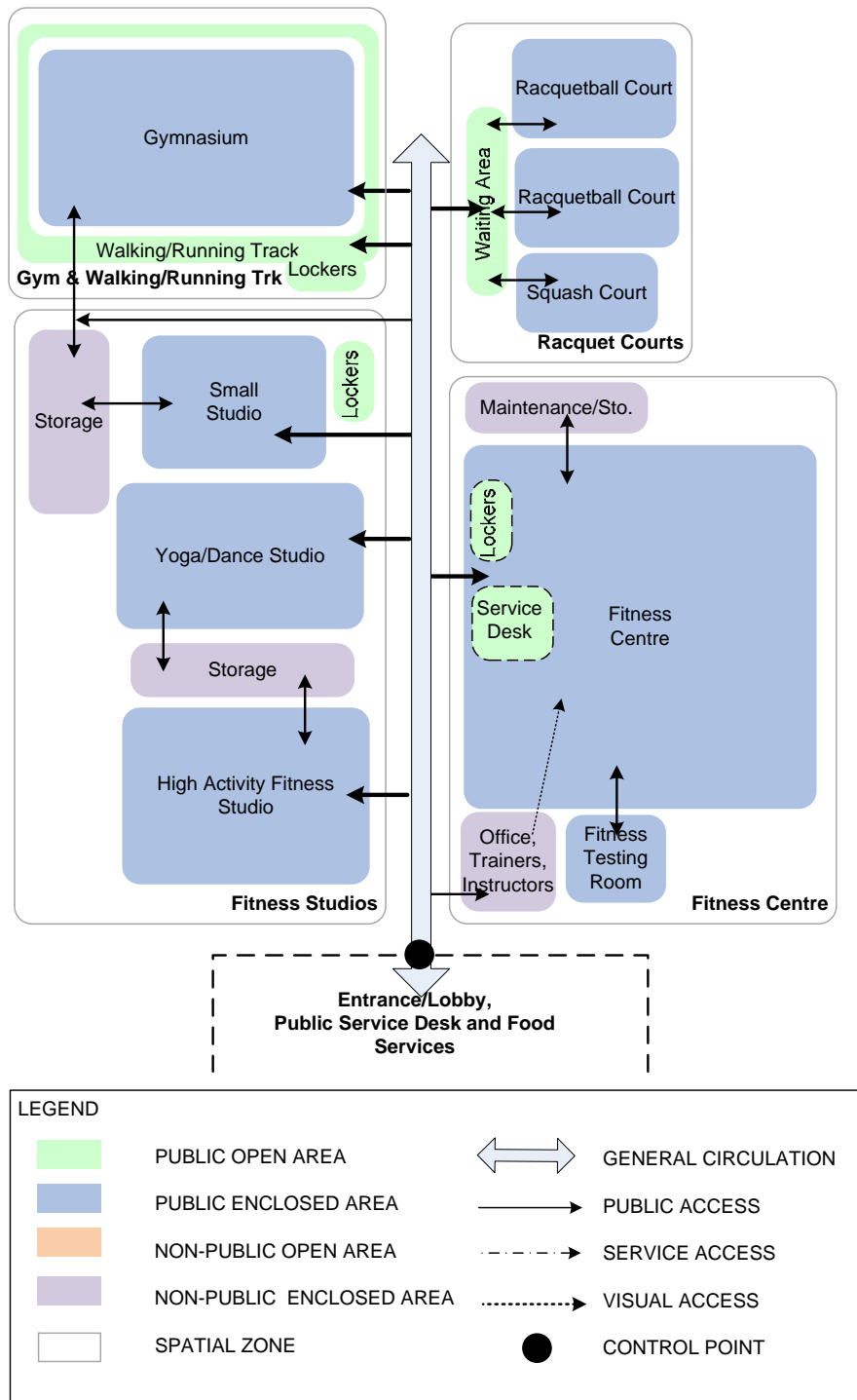
- Fitness Studios will require central and local temperature control (e.g., cooler for high-activity classes and warmer for yoga/dance classes).
- Most of the rooms in this component require soundproofing so as not to disturb neighbouring activities and activities on the floor below.

Operational Concepts

- Community members may have personal and cultural sensitivities around the use of the fitness spaces. The design of the facility should consider these issues by locating Fitness Studios in proximity to the locker and change room and zoning the facility so that the facility can be dedicated to a single gender for a period of time.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



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Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
<u>Fitness Centre</u>					
01	Fitness Centre	1		800.0	Current area is 406; incl. low service desk with computer access; counter for 1 person near Main Entrance; zoned for free weights, selectorized weight training and cardiovascular equipment training; soundproofing, sound system, computer kiosk for personal training information, 2 water fountains, towel service, harnesses lifts, magazine rack, ball storage, temperature controls and good ventilation; natural light; composite flooring; cardiovascular training area should have video screens and/or views to other activity areas, may require special apparatus beam suspended from wall for TRX® training
	Service Desk	1		0	Within gross space of Fitness & Weight Room
02	Maintenance and Storage Room	1		20.0	Incl. desk, computer, sink, minor repairs area
03	Locker Alcove	1		12.5	Incl. 40 half-sized lockers
04	Fitness Testing Room	1		20.0	Desk, computer, sink, exercise bike
05	Office, Trainer/Instructor	1		18.0	Incl. 2 single surface workstations, printer, mail slots, shared computer station, fridge, microwave, eating area
06	Public Washroom	2	15.0	30.0	Allocation for male and female washrooms, especially required if component is on 2 nd floor
Subtotal				900.5	
<u>Racquet Courts</u>					
07	Racquet Ball Court	2	74.3	148.6	
08	Squash Court	1		62.4	
09	Waiting Area	1		18.0	
Subtotal				229.0	
<u>Fitness Studios</u>					
10	Yoga/Dance Studio	1		280.0	To accommodate 50 people with yoga mats; temperature control specific to room; hardwood flooring; sound system, natural light, light controls

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
11	High Activity Fitness Studio	1		350.0	To accommodate groups of up to 75 people; soundproof with dedicated sound system and room temperature controls. Sports composite flooring; natural light
12	Shared Storage	1		45.0	Shallow storage unit along wall; opening into both the Yoga/Dance and High Activity Fitness Studios
13	Studio	1		65.0	Accommodate 3 rows of 10 cycles; instructors stage, data drops, large video monitors
14	Lockers	2	10.0	20.0	Incl. 20 half-sized lockers each
15	Storage	1		24.0	
Subtotal				784.0	
<u>Gymnasium and Walking Track</u>					
16	Gymnasium	1		525.0	84' X 50' court + 5' apron; NOTE that 6 badminton courts would equal up to 144' long
17	Walking/Running Track	1		380.0	4 lanes X 3'; incl. stretching areas; approximately 100m in length
18	Lockers	1		10.0	Accommodates 20 half-sized lockers
	Washroom	2		0	Incl. in net to gross factor
19	Walking/Running Track Access Platform	1		40.0	Incl. water fountain and stretching area
20	Stretching Area	3	30.0	90.0	
Subtotal				1,045.0	
Total				2,958.5	Component Area = 3,400 CGSM at 1.15 net to gross factor

COMPONENT OVERVIEW

OVERVIEW

This component includes the male, female and Universal Change and Locker Rooms that support activities in the Mill Woods Recreation Centre. Additionally there are shower, change and locker rooms associated with the Aquatics Centre.

Key Metrics

Percentage of Space

4%



490 CGSM

Accommodation

<i>Change Room – Male</i>	<i>50</i>
<i>Change Room – Female</i>	<i>65</i>
<i>Change Room - Universal/Family</i>	<i>2</i>

Total Occupancy: 117

Key Adjacencies

1

1 Entrance/Lobby, Public Service Desk and Food Services

Provide direct access by general circulation to and from the Entrance/Lobby, Public Service Desk and Food Services and for the movement of community members and staff.

2

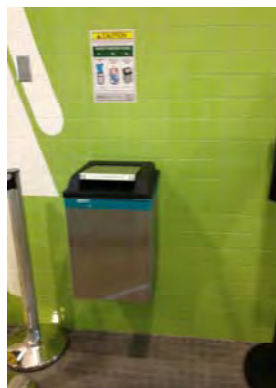
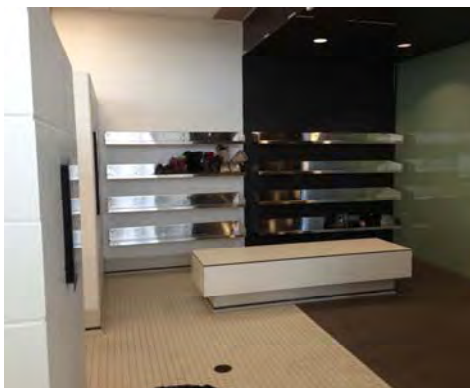
3 Fitness Centre, Gymnasium and Fitness Studios

Provide convenient access by general circulation to the Fitness Centre, Gymnasium and Fitness Studios for the movement of community members.

3

6 Arena

Provide convenient access by general circulation to the Arena for the movement of community members.



FUNCTIONAL DESCRIPTION

This component accommodates the male and female and Universal Change and Locker Rooms that support activities in the Mill Woods Recreation Centre except activities associated with Aquatics.

Activities to be accommodated within the component include:

- Storage of street clothes temporarily in lockers;
- Changing into activity clothing and sports gear;
- Showering and drying area;
- Personal grooming activities, including drying hair;
- Changing into street clothes;
- Universal Change Room activities; and
- Washroom activities.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the areas in this component are as follows:

	Open	Closed
Monday - Friday	5:30 a.m.	10:30 p.m.
Saturday	6:00 a.m.	9:00 p.m.
Sunday	7:30 a.m.	9:00 p.m.

Lockers

Lockers will have coin-operated key systems but will also accept user supplied locks. Locks left on lockers at the end of the day will be cut off.

Assuming that there are 335 participant spaces that involve highly active sport and recreation activities at any one time, and allowing a 50% peak, the total locker count should be 500. All lockers will be half lockers.

Family Change Activities

Family change activities will be accommodated within the Aquatics component.

STAFFING & OCCUPANCY ESTIMATES

Estimated staffing & occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy. Occupants of Change Rooms are indicated as maximum occupancy.

Occupant	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
Change Room – Male	-	-	-	40
Change Room - Female	-	-	-	58
Change Room – Universal	-	-	-	4
Total	-	-	-	102

DESIGN CRITERIA

Internal Relationships/Concepts

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Criteria

- This component should be central to the facility, accessible immediately after passing the public service desk in the Entrance and Lobby.
- The change rooms should be zoned to include washroom areas, shower and drying areas and locker/changing areas.
- Both male and female Change Rooms should have a mix of facilities, including open change areas, as well as more private change areas. Individual stall showers will be provided.
- Facilities must include wheelchair-accessible showering stations.
- A locker alcove is included adjacent to the Universal Change Rooms.
- A janitors closet should be provided in close proximity to the Change and Locker Rooms.

Interior Design, Wayfinding and Signage Concepts

- All surfaces should be easily cleaned.
- Boot racks should be provided in a vestibule adjacent to the Locker Rooms.

- A variety of amenities should be provided including soap dispensers, hair dryers, etc.
- Lockers should be off the floor so that they are not soaked by cleaning chemicals.
- Use medium to dark-coloured grout in shower floor tiling.
- Shower, drying area and locker room floor surfaces should have integral slip-resistant surfaces.
- Moisture resistant finishes should be used throughout this area.
- Rustproof materials should be used and mixing dissimilar metals for lockers should be avoided.
- Lockers should be moisture resistant and be well ventilated.
- Lockers should have sloped tops to avoid use as a storage shelf.
- Showers should have commercial grade soap dispensers.
- Both male and female Change Rooms should include change tables for infants and toddlers.
- Sufficient mirrors should be provided at vanity areas and in the locker room.

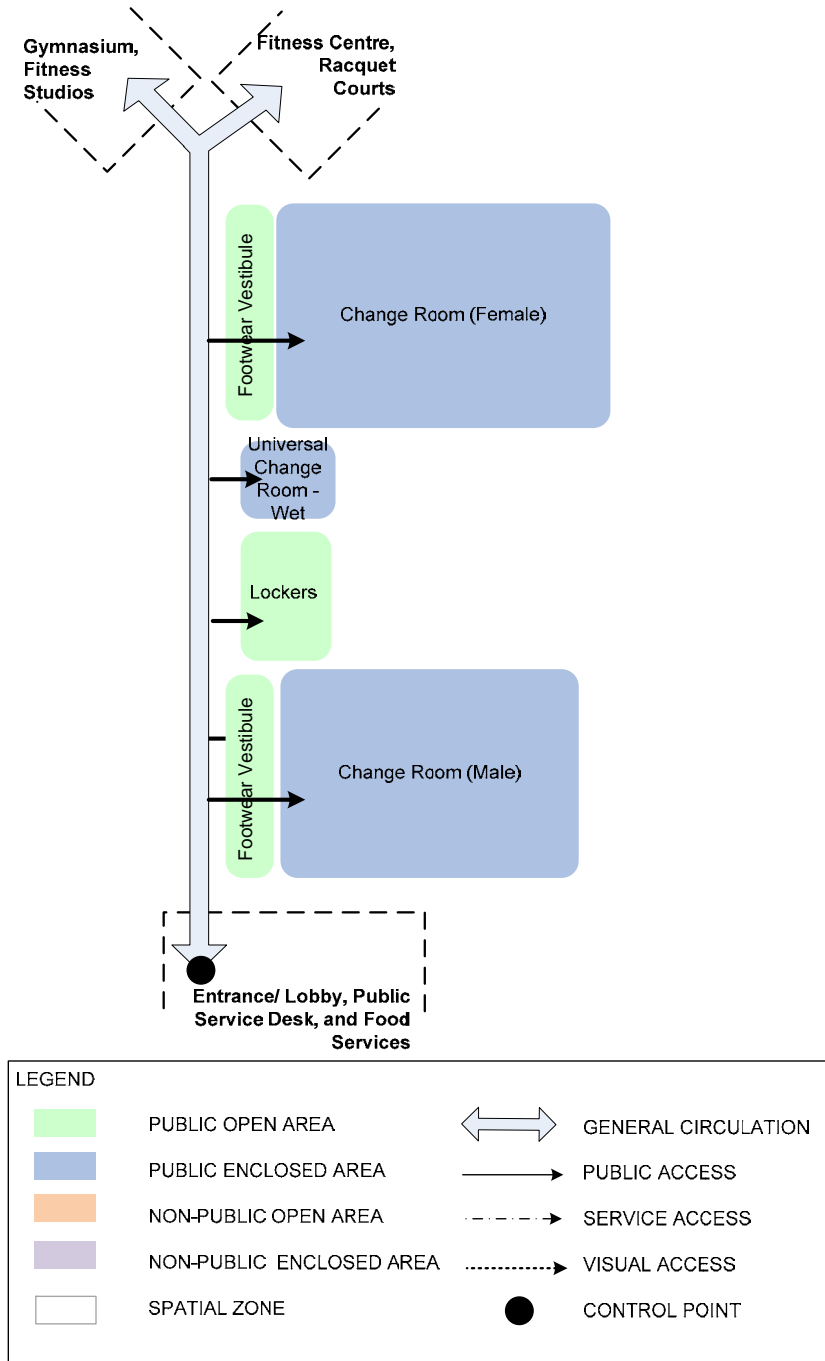
Technical Concepts

- The shower and drying areas should have floor drains to facilitate cleaning of floors and should be properly sloped to eliminate any standing water. Floor drains should also be provided in the locker/change area to facilitate hosing down of the floor.
- Consideration should be given to recirculating hot water loop systems for showers.
- The shower system should be designed so that individual showers can be isolated without shutting down the entire shower room or facility.
- A hose bib should be provided in each shower room for wash down purposes; as well, a hose bib and floor drain should be provided in each change area.
- High air exchange rates will be required to de-humidify the area.

- Lighting at the sink area should support personal grooming activities.
- Wall mounted hair dryers should be provided at vanities, and especially vanities without sinks. Sufficient outlets should be provided at vanities.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
01	Men's Change and Locker Room	1		155.0	(Current Change and Locker Room is 70m ²). Includes 175 half-sized lockers; each zone to provide sufficient space and benches for changing from street clothes to activity clothes; washroom area with toilets (3), urinals (4), sink counter (4), shower cubicle (8), barrier-free shower (1), drying area, infant/toddler change table
02	Footwear Vestibule	1		20.0	Incl. boot rack and seating area
03	Women's Change and Locker Room	1		195.0	Current Change and Locker Room is 70m ² Includes 175 half-sized lockers; each zone to provide sufficient space and benches for changing from street clothes to activity clothes. Washroom area with toilets (8), sink counter (8), shower cubicles and drying area (12), barrier-free shower (1), drying area, infant/toddler change table
04	Footwear Vestibule	1		20.0	Incl. boot rack and seating area
05	Universal Wet Change Room	1		12.0	Accommodates shower, change and drying space and toilet
06	Open Locker Area	1		25.0	Accommodates 80 half size lockers in open and within view of the public service desk
Total				427.0	Component Area = 490 CGSM at 1.15 net to gross factor

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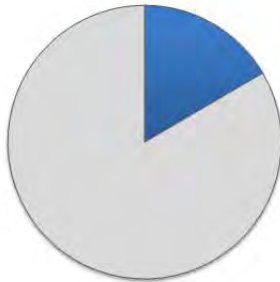
COMPONENT OVERVIEW

OVERVIEW

This component accommodates the office and support space for the pool, and associated Aquatics Areas and wet change rooms. This overall layout and main tanks of this component are assumed to remain largely unchanged.

Key Metrics

Percentage of Space **17%**



2,300 CGSM

Accommodation

<i>Pool</i>	<i>450</i>
<i>Spectator</i>	<i>75</i>
<i>Staff</i>	<i>20</i>

Total Occupancy: 545

Key Adjacencies

1

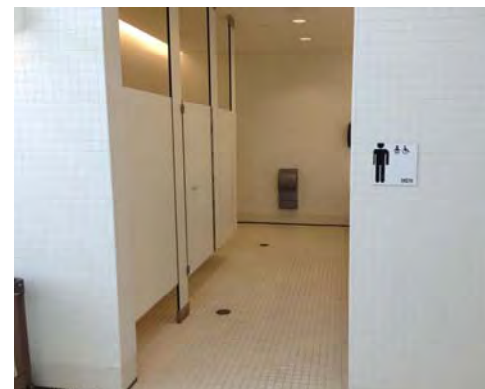
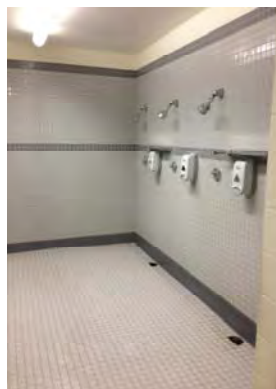
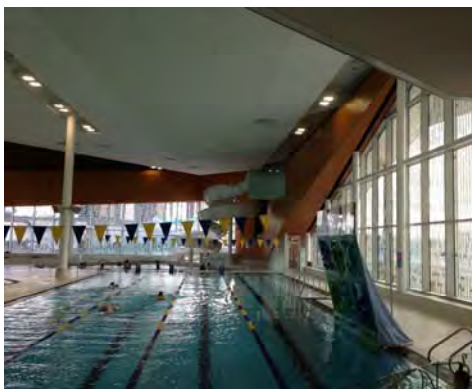
1 Entrance/Lobby,
Public Service Desk
and Food Services

Provide direct access by general circulation to the Entrance/
Lobby, Public Service Desk and Food Services for the movement
of the public.

2

3 Fitness Centre,
Gymnasium and
Fitness Studios

Provide convenient access by general circulation to the Fitness
Centre, Gymnasium and Fitness Studios for the movement of the
public.



FUNCTIONAL DESCRIPTION

This component accommodates the main and support tanks, and associated areas for the Aquatics Area. It includes wet change rooms and other support spaces that are associated with Aquatics activities.

Activities to be accommodated within the component include:

Pool Area

- Drop-in leisure swimming focused on families, including water play in Wave Pool and waterslide;
- Group and individual swimming lessons including use of warmer Teach Pool;
- Waiting on deck for swim lessons, training, etc.;
- Group scheduled aquasize activities;
- Personal water therapy activities;
- Recreational diving;
- Use of climbing wall;
- On deck and next to deck spectator seating;
- Use of Hot Tub, Sauna and Steam Room;
- On-deck showering;
- Storage of Aquatics equipment including wall storage with pegs for life jackets and a place for flutter boards, both of which require public access;
- On-deck training;
- Monitoring swimming activities including rescue and lifesaving procedures;
- Staff administrative activities;
- Storage of files and stationery supplies;
- Administrative activities; and
- Informal staff break activities.

Change Area

- Central storage of boots;
- Storage of street clothes temporarily in lockers;
- Changing into swimming gear;
- Pre-activity showering;
- Post-activity showering and drying area;
- Personal grooming activities, including drying hair;

- Changing into street clothes;
- Family and Universal Change Room activities; and
- Washroom activities.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the areas in this component are as follows:

	Open	Closed
Monday - Friday	5:30 a.m.	10:30 p.m.
Saturday	6:00 a.m.	9:00 p.m.
Sunday	7:30 a.m.	9:00 p.m.

Customer Flow

After paying or showing proof of payment at the public service desk, customers will be given a wristband and will access the Change Rooms directly. Three Change Room areas will be provided, including Female, Male and Family/Universal. Customers will change from street clothing, store personal effects in lockers, and shower prior to participating in aquatic activities.

After participating in aquatic activities, customers will enter the respective change room areas, shower (showers in the Family/Universal Change Room area will be in the open with customers suited while showering). After drying, customers will retrieve their street clothing from lockers and change, performing personal grooming activities prior to exiting.

Spectators

Parents and caregivers will be allowed on the pool deck in street clothing (but not street shoes) to watch children taking lessons, etc. In addition, the public may view from public areas directly.

Lockers

Lockers will have coin-operated key systems but will also accept user supplied locks. Locks left on lockers at the end of the day will be cut off.

Assuming that there are 235 participant spaces that involve aquatic area activities at any one time, and allowing a 50% peak, the total locker count should be 350. It is assumed that half of the lockers will be full size and the other half will be half lockers. About 60% of the lockers are located within the gendered locker and change rooms and 40% are located adjacent to the Family/Universal Change Rooms.

Family Change Activities

Family change activities will be accommodated within wet universal rooms.

STAFFING & OCCUPANCY ESTIMATES

Estimated staffing & occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy.

Occupant	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
Lifeguard, Permanent Full Time	3.0	3.0	3	2
Lifeguard, Permanent Part-Time	1.0	1.0	2	1
Lifeguard, Casual	NA	NA	25	4
Casual Swimming Instructor	4.0	4.0	30	10
Slide Attendant	0.5	0.5	4	1
Aquasize Instructor	1.0	1.0	5	2
Aquatics Participant	NA	NA	NA	450
Spectator	NA	NA	NA	75
Total	9.5	9.5	69	545

DESIGN CRITERIA

Internal Relationships/Concepts

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Criteria

- The Change Room areas should be located between the public service desk and the Aquatics activity area.
- An alternate access route should be provided to the deck for parents and caregivers who are attending children. This may be through corridors running through the Family change area. As well, an alternate route is required for those who wish to view the pool without going through the Change Room.
- The Change Rooms should be zoned to include Washroom areas, shower and drying, personal grooming and locker/ changing areas.
- Both male and female Change Rooms should have a mix of facilities, including open change areas, as well as more private change areas. Individual stall showers will be provided.

- Both male and female Change Rooms should include change tables for infants/toddlers.
- Facilities must include wheelchair-accessible showering stations, including a lift.
- Lockers in the family change area will be open to the public.

Interior Design, Wayfinding and Signage Concepts

- Interior design should provide a relaxed and comfortable atmosphere for all customers to feel welcome.
- Signage should be designed to move users easily to destinations within this component, including the use of colour and oversized graphics. Display systems should be self-explanatory to encourage user orientation and self-direction.
- The lifeguard off deck area should have direct visual connection to the pool. The pool deck should be free of obstructions so that lifeguards have a completely unobstructed view of the swimming pool and the deck area.
- Diffused light is preferred for the pool area to reduce surface reflection, and increasing the ability to monitor activities below the water surface.
- Towel hooks are required for bathers' towels. Any storage furnishings should be plastic, well ventilated and easily cleaned.
- Provide clocks within view of those using the sauna and steam rooms so they can monitor the length of time within each room.
- Provide on deck showers with timer (at least one tempered and one adjustable) and water fountain adjacent to the sauna and steam rooms.
- Slip-resistant tiles surrounding the pool area as well as the Change/Shower Room are required.
- All surfaces within the Shower and Change Rooms should be easily cleaned.
- A vestibule for removing and storing footwear is required adjacent to each locker room.

- A variety of amenities should be provided including commercial grade soap dispensers, wall-mounted hair dryers, etc.
- Lockers should be at least six inches off the floor so that they are not soaked by cleaning chemicals.
- Benches should be provided in the locker area.
- Use medium to dark-coloured grout in shower floor tiling.
- Moisture resistant finishes should be used throughout the Change Room area.
- Rustproof materials should be used and mixing dissimilar metals for lockers should be avoided.
- Lockers should be moisture resistant and be well ventilated.
- Lockers should have sloped tops to avoid use as a storage shelf.
- All lockers should be half-sized.
- Sufficient mirrors should be provided at vanity areas.

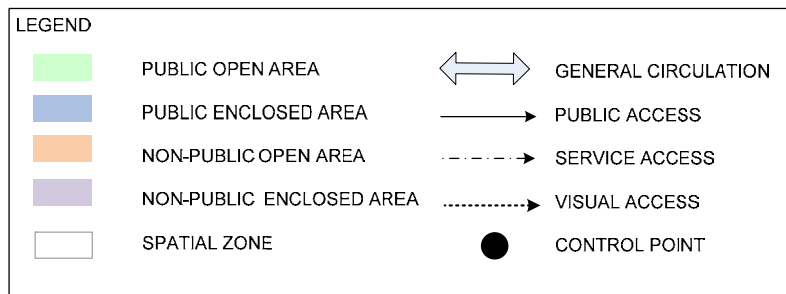
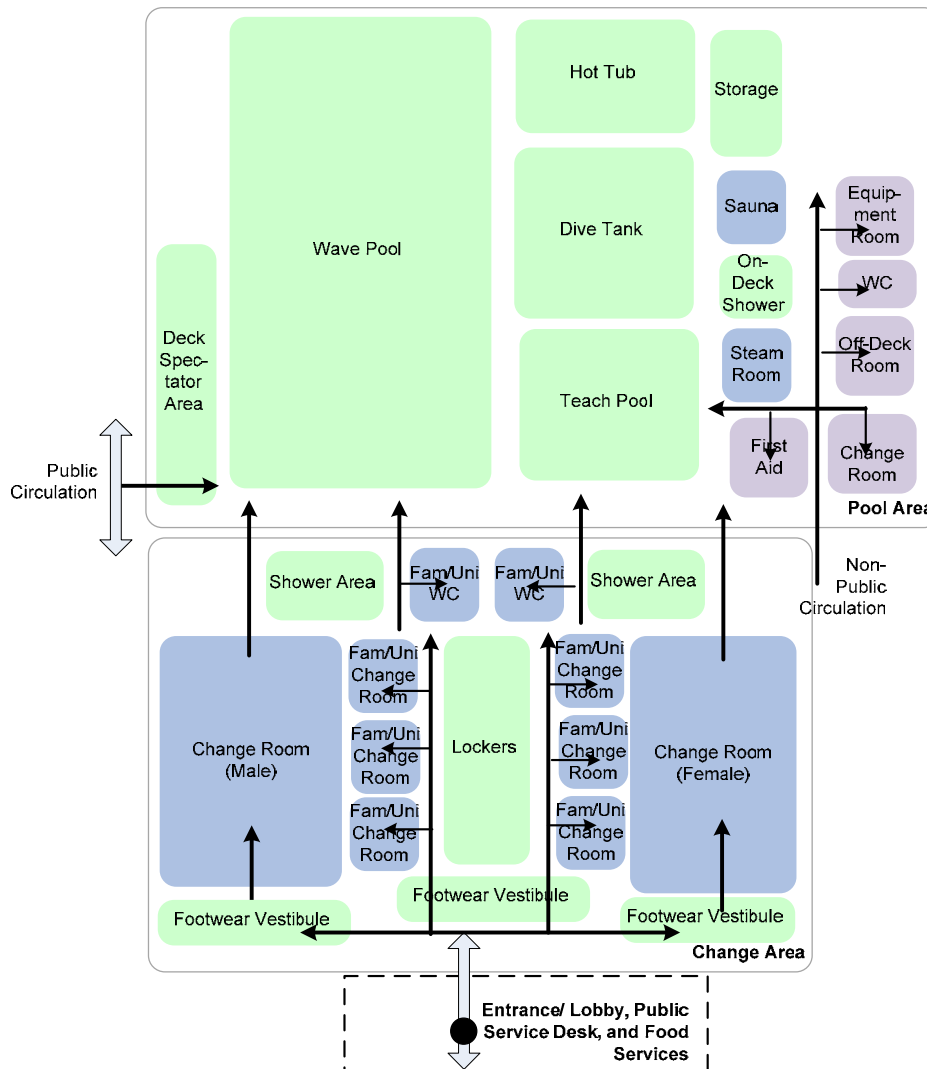
Technical Concepts

- The shower and drying areas should have floor drains to facilitate cleaning of floors and should be properly sloped to eliminate any standing water. Floor drains should also be provided in the locker/change area to facilitate hosing down of the floor. All floor drains should have hair traps.
- Consideration should be given to recirculating hot water loop systems for showers.
- The shower system should be designed so that individual showers can be isolated without shutting down the entire shower room or facility.
- A hose bib should be provided in each shower/locker room for wash down purposes.
- High air exchange rates will be required to de-humidify the area.
- Lighting at vanities should support personal grooming activities.

- Wall mounted hair dryers should be provided at vanities, and especially vanities without sinks. Outlets should also be provided for personal hair dryers; located where they can be used safely.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



Space Requirements

Ref	Space	Proposed Area		Remarks
		units	nsm/unit nsm	
<u>Pool Area</u>				
01	Wave Pool	1	710.0	As per existing
02	Dive Tank	1	96.0	As per existing
03	Hot Tub	1	60.0	(Existing = 16m ²) Accommodates 30 - 35 with zero depth entry
04	Teach Pool	1	60.0	(Existing = 36.7m ²) Accommodates 25; surrounding deck area supports chair lift; should have a movable floor
05	Sauna	1	25.0	(Existing = 6.68m ² or 72 sq.ft.) Accommodates 20; removable wood surfaces; provide glazing to pool deck
06	Steam Room	1	25.0	New space; accommodates 20; tile surfaces; provide glazing to pool deck
07	On-Deck Shower	1	5.0	Adjacent to sauna and steam room
08	Water Fountain	1	1.5	Adjacent to sauna and steam room
09	Deck Spectator Areas	1	130.0	(Existing = 132m ²) Movable chairs to enable on-deck training activities
10	On-Deck Storage	1	20.0	
	Lifeguard Suite		0	
11	Off-Deck Room	1	35.0	(Existing = 24m ²) Accommodates 10; incl. workstations along one wall, fridge, counter, microwave, dishwasher
12	First Aid Room	1	12.0	Incl. sink, medicine cabinet and cot and kitchen cabinet
13	Equipment Room	1	14.0	(Existing = 9m ²)
14	Change Room	1	40.0	(Existing = 31 m ² in two spaces) Accommodates 36 lockers, 4 unisex shower and change cubicles, sink and vanity
15	Washroom	1	4.5	
Subtotal			1,238.0	
<u>Change Area</u>				
16	Female Change and Locker Room	1	180.0	Current Change and Locker Room is 230m ²) To include 120 half-sized lockers; each zone to provide sufficient space and benches for changing from street clothes to activity clothes. Washroom area with toilets (6), sink counter (6), shower cubicles and drying area (8), barrier-free shower (1), drying area, infant/toddler change table
17	Footwear Vestibule	1	25.0	Incl. shoe rack and bench

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
18	Male Change and Locker Room	1		90.0	Current Change and Locker Room is 200m ²) To include 80 half-sized lockers; each zone to provide sufficient space and benches for changing from street clothes to activity clothes. Washroom area with toilets (4), sink counter (4), shower cubicles and drying area (4), barrier-free shower (1), drying area, infant/toddler change table
19	Footwear Vestibule	1		25.0	Incl. shoe rack and bench
20	Family/Universal Change Room	20	4.5	90.0	Incl. bench, drying and change area
21	Footwear Vestibule	1		35.0	Incl. shoe racks and benches
22	Family Area Lockers	1		45.0	Accommodates 150 half size lockers
23	Family Washroom	2	5.0	10.0	Accommodates toilet and sink, change table
24	Shower Area	2	16.0	32.0	Accommodates 4 showers for pre-Aquatics entry and after swim rinse
Subtotal				532.0	
Total				1,770.0	Component Area = 2,300 CGSM assuming 1.30 net to gross factor

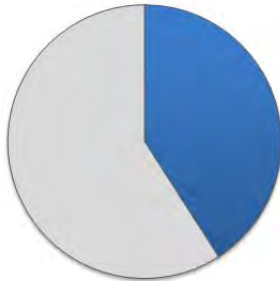
COMPONENT OVERVIEW

OVERVIEW

This component accommodates the ice surfaces, associated support areas, office and support space for the Ice Rinks.

Key Metrics

Percentage of Space **41%**



5,680 CGSM

Accommodation

<i>Participants</i>	136
<i>Spectators</i>	600
<i>Staff</i>	5
<i>Coaches and referees</i>	64

Total Occupancy: **805**

Key Adjacencies

- 1 3 Fitness Centre, Gymnasium and Fitness Studios
- 2 4 Dry Change and Locker Rooms

Provide direct access by general circulation to the Fitness Centre, Gymnasium and Fitness Studios for the movement of members of the public wanting to warm up.

Provide convenient access by internal circulation to the Dry Change and Locker Rooms for the movement of members of the public wishing to shower and change.



FUNCTIONAL DESCRIPTION

This component accommodates the ice rinks, skating activity support spaces, Arena administration office and support space. This component is not expected to have extensive changes.

Activities to be accommodated within the component include:

- Provision of electronic information regarding scheduling;
- Mustering of hockey groups;
- Changing into hockey and skating gear;
- Group and individual warm-up activities;
- Storage of street clothes;
- Hockey practice and competition activities;
- Seasonal hockey camps;
- Non-ice surface activities, including lacrosse, ball hockey;
- Figure skating practice and competitive events;
- Spectating hockey and figure skating events;
- Tournament related activities, including storage, registration, and general coordination;
- Referee and coach changing and showering;
- Administration of ice rink activities;
- Maintenance of ice surfaces, facilities and equipment; and
- Informal staff break activities.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the areas in this component are as follows:

	Open	Closed
Monday - Friday	5:00 a.m.	1:00 a.m.
Saturday	5:00 a.m.	1:00 a.m.
Sunday	5:00 a.m.	1:00 a.m.

Participant Flows

Individuals and groups may be dropped off by private car or bus near the Entrance. They may muster in a marshalling area with large equipment bags and may drop and leave the bags for up to an hour as they often arrive early. After being assigned a dressing room, they are given a key to the dressing room. They will take their equipment bags and change into hockey or figure

skating gear. They may perform a warm-up routine, typically without skates.

Hockey players will use the ice surfaces and bench area provided and will go to the dressing rooms between periods. After the game is completed they will return to the dressing room to change back into street clothing. There are often informal gatherings of players, who again are toting large bags, after the game.

Relation to Service Desk

The Arena must be capable of independent operation from the remainder of the Recreation Centre as the hours of operation extend beyond those of other portions of the Centre. As well, it is advisable to separate hockey participants from the general public due to the bulkiness of their equipment bags. To support this independent operation, Arena administrative staff will be located with the Arena.

On occasion, the public may access the Arena from the main public service desk area.

Use of Meeting Room for Tournament Activities

One of the meeting rooms should be able to be priority booked for tournaments, supporting mustering of volunteers, and one-on-one interviews. It should be close to the Arena area.

STAFFING & OCCUPANCY ESTIMATES

Estimated staffing & occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy.

Occupant	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
Program Staff	-	-	-	1
Arena Attendant, Leader	1.0	1.0	1	1
Arena Attendant, Full Time	3.0	3.0	3	2
Arena Attendant, Part Time	2.0	2.0	4	1
Coach/Referee	-	-	-	64
Participants	-	-	-	136
Spectator	-	-	-	600
Total	6.0	6.0	8	805

DESIGN CRITERIA

Internal Relationships/Concepts

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Criteria

- There should be views of the ice surfaces from public areas, including, if possible, the Lobby areas.
- It is expected that the basic organization of the Arena will remain unchanged, i.e., there will be no changes to the locations of ice surfaces, spectator seating.
- Staff in the Arena Office should have clear views of the Arena entrance area.
- The primary focus on physical planning for this area will be on renovation and upgrading of dressing rooms, of referee facilities and the provision of warm-up areas.
- Players boxes should be located with the dressing rooms; players should be able to access the ice surface as quickly as possible from the dressing rooms.
- Easy access to the exterior should be provided from the Referee/Coaches Rooms.
- One of the Meeting or Multipurpose Rooms accommodating at least 16 people should be located in very close proximity to this component, preferably abutting and with views of the ice surface, for the coordination of tournament activities.
- These facilities must be wheelchair accessible to the public.

Interior Design, Wayfinding and Signage Concepts

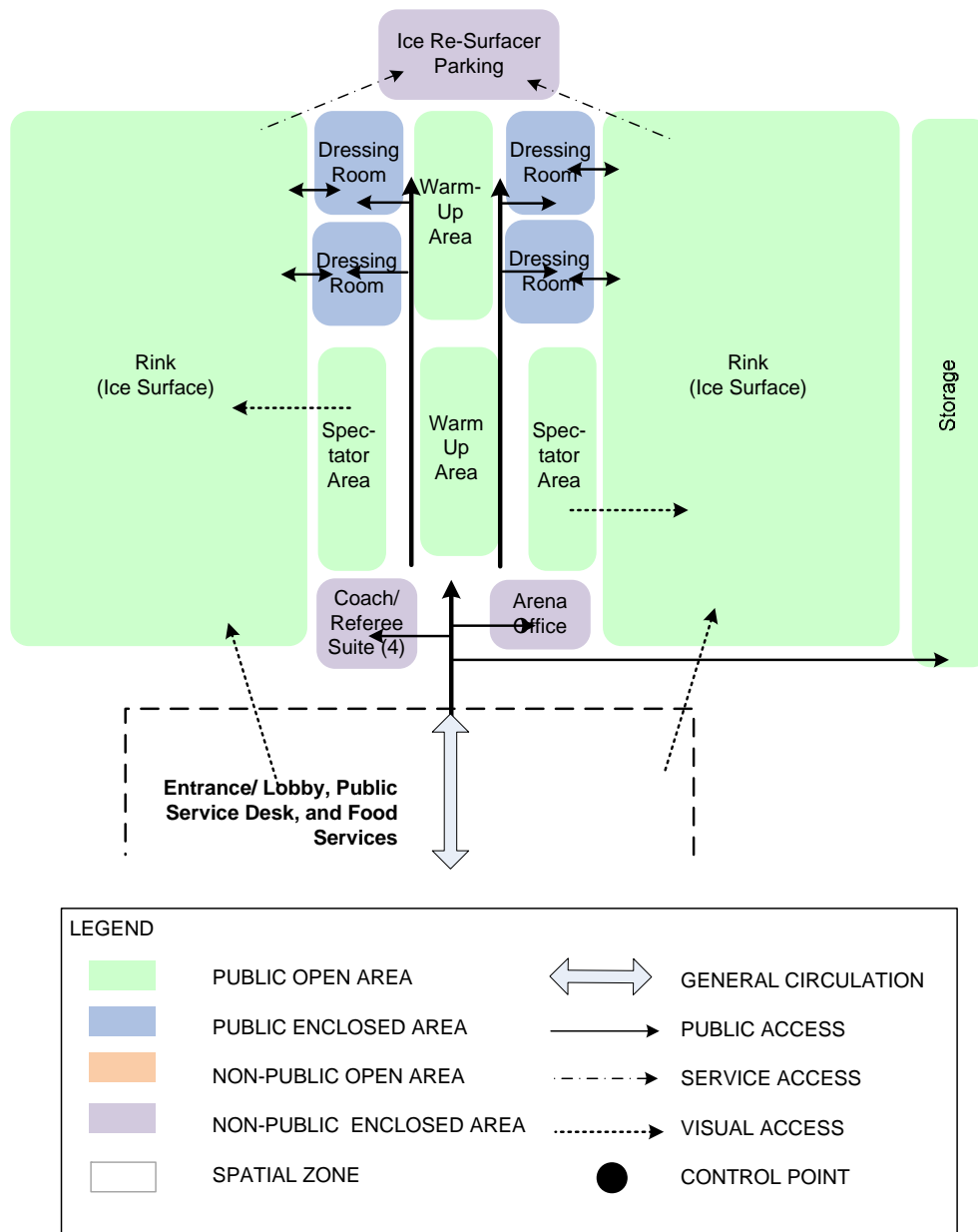
- Floor surfaces from the dressing rooms to ice surfaces must be skate friendly.
- Electronic score boards should be provided at each end of each ice surface.

Technical Concepts

- A melt pit should be developed in the ice re-surfacer area. It should be equipped with an agitator for more rapid melting.
- Security cameras should be provided to monitor the Arena entrance area as well as the dressing room corridors.
- The Arena Office should include a customer counter for key sign-out, two small secured cabinets each storing keys and portable AV equipment, sound system cabinet, sound controls, safety boards, EPP kit, large tool chest, two workstations each with networked computers, adjacent counter for one printer/fax/scan/copier, and an adjoining lunch closet with small fridge, sink, cupboard with counter for coffee maker.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
	Reception and Marshalling Area			0	See component 1 Entry/Lobby, Public Service Desk and Food Services
01	Arena Office	1		21.0	As per existing; accommodates 2 workstations
02	Dressing Room	9	62.5	562.5	As per existing large dressing room; accommodates change and locker area, washroom cubicle and common shower area
03	Referee/Coaches Room	4	15.0	60.0	Incl. lockers and change area for 4 each; current area is 20m ²
04	Shower Room	1		14.0	Incl. shower stall and drying area, toilet and sink; central and connected to the Referee/Coaches Rooms
	Tournament Room			0	See Multipurpose Rooms, Meeting Rooms and Partner/Tenant Space
05	Rink	2	1,924.0	3,848.0	As per existing
06	Spectator Area, South Rink	1		164.0	As per existing; accommodates 350
07	Spectator Area, North Rink	1		86.0	As per existing; accommodates 250
08	Net Storage	1		20.0	Adjacent to ice surface
09	Storage	1		110.0	Existing is 109m ² in 7 areas; may be distributed
10	Ice Re-Surfacers Parking	1		78.0	As per existing; requires the development of a melt pit
11	Warm-Up Area	2	100.0	200.0	Accommodates 20 at 5m ² per person
Total				5,163.5	Component Area = 5,680 CGSM assuming 1.10 net to gross factor

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COMPONENT OVERVIEW

OVERVIEW

This component includes the office and support space for Community Services Administrative and Staff Support Space activities.

Key Metrics

Percentage of Space

1%



155 CGSM

Accommodation

Total Staff Workstations **9**

Meeting/Staff Room Seats **20**

Total Occupancy: 29

Key Adjacencies

1

1 Entrance/Lobby, Public Service Desk and Food Services

Provide convenient barrier-free access by external circulation to the Entrance/Lobby, Public Service Desk and Food Services for the movement of staff, and the public.

2

2 Multipurpose Rooms, Meeting Rooms & Partner/Tenant Space

Provide convenient access by general circulation from the Multipurpose Rooms, Meeting Rooms and Partner/Tenant Spaces for the movement of staff.

3

6 Arena

Provide convenient access by general circulation from the Arena for the movement of staff.



FUNCTIONAL DESCRIPTION

This component accommodates the office and support space for Community Services Administrative and Staff Support Space activities.

Activities to be accommodated within the component include:

- Reception and Waiting;
- Administrative tasks including telephoning, reading and writing reports, photocopying and scanning;
- Development of recreation and community programs;
- Meetings with community members, instructors and visitors;
- Event coordination;
- Maintenance and storage of files;
- Review of employer reports, work term reports;
- Staff lunch and break activities; and
- Staff meetings.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the areas in this component are as follows:

	Opens	Closes
Monday - Friday	8:30 a.m.	5:30 p.m.
Saturday	-	-
Sunday	-	-

Occasionally staff will be in this area for extended hours.

Shared Staff Concept

While staff may be based at the Mill Woods Recreation Centre, they serve the entire City. It is important to provide ease of access to vehicles and public transit.

Staff Meetings

A Meeting Room is provided that is accessible to public.

STAFFING & OCCUPANCY ESTIMATES

Estimated staffing & occupancies for this component are summarized below in full-time equivalents (FTE), headcounts and maximum occupancy.

Occupant	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
Director/Supervisor	3.0	3.0	3	2
Facility Foreman	1.0	1.0	1	1
Programmer, Dry Land	1.0	2.0	3	3
Programmer, Aquatics	1.0	1.0	1	1
Staff - Based in Other Locations	-	-	-	2
Community Services Staff – Meeting	-	-	-	20
Total	6.0	7.0	8	29

DESIGN CRITERIA

Internal Relationships/Concepts

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Criteria

- All offices occupied by regular staff must have natural light; if possible, the reception counter and open office areas should also have natural light.
- The Storage/Workroom does not require natural light; it should be divided to support control supplies, including lockable CRM for wristbands, etc.
- Offices and workstations must meet the City of Edmonton standards. During design, the design team should liaise with the City to identify appropriate systems, to ensure consistency within the system.
- All offices should have easily operable windows, with as many provided with a view and operable windows as possible. Windowsills should be above desk height.
- Provide standard infrastructure, office allocations and standard furnishings, to the extent practical, to facilitate future changes.
- Offices and interview rooms should be acoustically isolated with a rated Sound Transmission Coefficient (STC) of not less than 50. To maintain confidentiality, sufficient acoustic privacy is required for enclosed offices and all meeting rooms so that conversations cannot be understood in adjacent spaces.

Interior Design, Wayfinding and Signage Concepts

- The interior design of the offices should be casual but professional and inviting; wood finishing's for interiors can be used to warm the environment.
- Furniture should not be built-in to facilitate any future changes. Support staff areas will consist of systems furniture with low dividers for more privacy.
- The location of this component should be located close to major circulation corridors in a non-restricted zone.
- Upon entering this component, visitors should see:
 - a reception counter and desk; and
 - convenient waiting area.

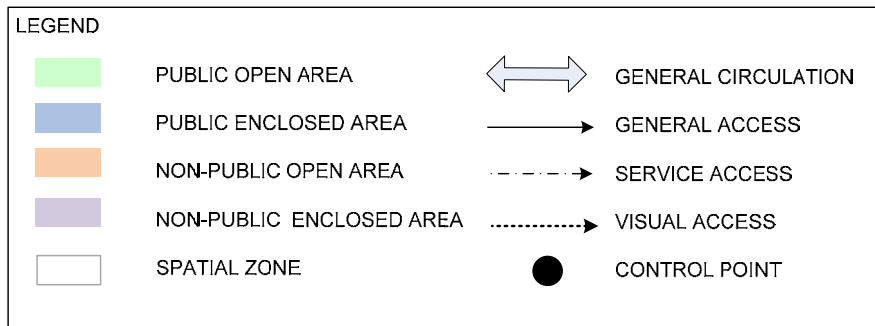
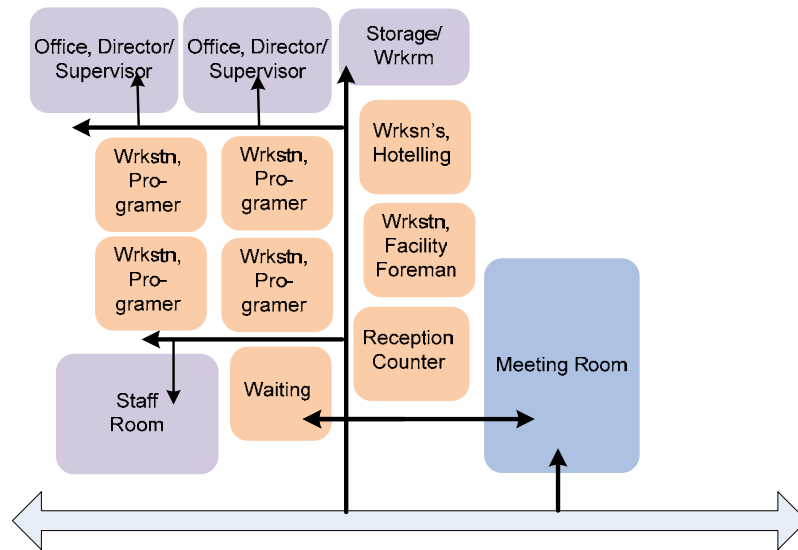
Technical Concepts

- Flexible and reconfigurable raceways should be provided just above desk height. All wiring within the raceway should allow complete flexibility with regard to moving of service points.
- Each staff workstation should have two data drops and four outlets.



Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



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Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
01	Waiting Area	1		4.5	2 chairs
02	Reception Desk	1		6.0	Incl. counter and workstation
03	Office, Director/Supervisor	2	9.2	18.4	Desk/chair, computer, filing cabinet, storage cabinets, bookcase, table and 3-4 chairs
04	Workstation, Facility Foreman	1		6.0	Desk/chair, computer, filing cabinet, storage cabinets, bookcase
05	Workstation, Programmer	4	6.0	24.0	Desk/chair, computer, filing cabinet, bookcase
06	Workstation, Hotelling	2	2.3	4.6	Desk/chair
07	Storage/Workroom (Large Photocopier/Stationery)	1		9.0	Medium photocopier, fax, stationery supplies, recycling, counter w/ cabinets over and under. Mail slots. Space should be divided to control supplies (lockable CRM for wristbands, etc.)
08	Meeting Room/Coffee Station	1		21.0	Accommodates up to 10; small counter and sink; accessible to public
09	Staff Room	1		22.0	Accommodates 10; tables and chairs, sink and counter, fridge, microwave and dishwasher
Total				115.5	Component Area = 155 CGSM assuming 1.35 net to gross factor

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COMPONENT OVERVIEW

OVERVIEW

This component includes general building service and support areas. These areas are generally not accessible by the public.

Key Metrics

Percentage of Space **2%**



280 CGSM

Key Adjacencies

1



Provide convenient access by general circulation all components for ease of movement of staff and equipment.



FUNCTIONAL DESCRIPTION

This component accommodates general building service and support areas. While most of the spaces in this component may be associated with the building's service zone, others may be distributed through the facility. This component is generally not accessible by the public.

Activities taking place in this component include:

- General receiving and storage;
- Staging of deliveries;
- Storage of minor maintenance and housekeeping supplies;
- Access to and activities associated with computer network maintenance and upgrades;
- Local storage of janitorial supplies and equipment;
- External access storage for park operations;
- Recycling of materials;
- Collection and assembly of refuse; and
- Janitorial staff mustering and break activities.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the areas in this component are as follows:

	From	To
Monday - Friday	8:30 a.m.	5:00 p.m.
Saturday	8:30 a.m.	5:00 p.m.
Sunday	-	-

Housekeeping Services

Housekeeping staff provide scheduled cleaning of the locker and change rooms and washrooms throughout the day as well as emergency services. General cleaning will take place after regular hours of operation.

Shipping and Receiving

Shipments will be brought by a contractor or City delivery vehicle. An intercom and doorbell will be provided near the receiving door for deliveries. The intercom should be connected to the Public Service Desk and the doorbell to the cash desk. Reception at the Public Service Desk will arrange for someone to meet the delivery vehicle.

Daytime Spot Janitorial Services

The day staff will have radios or phones so that they can be contacted in case there is an emergency requiring cleaning services.

STAFFING AND OCCUPANCY ESTIMATES

The staffing table below indicates the primary users of the space in this component. Note that the amenity space will be used by all staff.

Occupant	Existing FTE	Future FTE	Total Headcount	Max. Occupancy
Building Service Worker, Full-Time	2.0	2.0	2	2
Building Service Worker, Part-Time	0.5	0.5	1	1
Building Service Worker, Casual	0.5	0.5	3	1
Custodial Worker	2.0	2.0	2	2
Contract Cleaner	NA	NA	3	3
Total	5.0	5.0	11	9

DESIGN CRITERIA

Internal Relationships/Concepts

For a description of planning concepts applicable to the proposed facility generally, see the General Planning Criteria section of this document.

Architectural Concepts

- Most of the functions in this component should be central to the entire facility, but not close to or associated with the main entry or areas of major public flows.
- A number of the storage areas will be used for the secure storage of equipment and supplies. They should be located adjacent to the shipping and receiving area to facilitate the movement of the equipment.
- A staff entrance should be provided adjacent to the loading dock.

Interior Design, Wayfinding and Signage Concepts

- Finishes should be utilitarian and able to withstand bumps and slight impacts.
- Loading dock and loading bay doors should have a glazed panel for light and visibility.

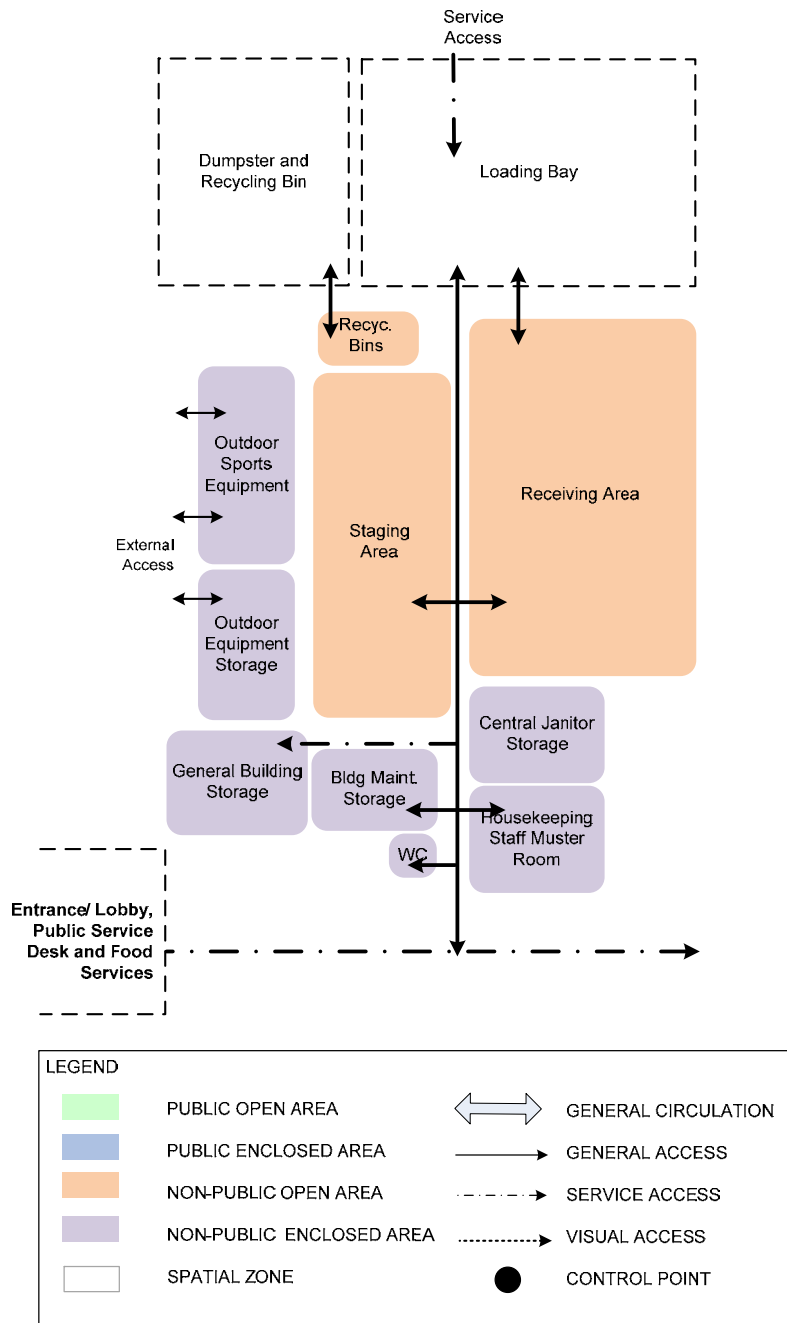
- Corridors and thresholds in this component should be as smooth as possible with low thresholds to facilitate movement of rolling carts, hand trucks, etc.

Technical Concepts

- Quick close overhead doors should be provided to the loading area.
- Air exchange rates in the vehicle loading area should be high to vent exhaust gases/fumes.
- Provide an intercom at the loading bay that connects to the Public Service Desk.
- Staff may be in this component when the remainder of the facility is closed or occupied. Card reader access should be provided to maintain security of all zones.

Component Functional Diagram

The spatial organization of this component will be generally as shown in the diagram below.



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Space Requirements

Ref	Space	Proposed Area			Remarks
		units	nsm/unit	nsm	
	Loading Bay	1		(35.0)	Adjacent to Receiving Area
	Dumpster and Recycling Bin	1		(16.0)	Adjacent to Receiving Area; should be screened from public view
01	Receiving Area	1		45.0	Overhead door, unpacking area
02	Staging Area	1		20.0	
03	Recycling Bins/Sorting Area	1		7.0	Up to 6 recycling bins
04	Housekeeping Staff Muster Room	1		16.0	Accommodates 6; incl. sink and counter, table and chairs, roster, computer station, lockers
05	Staff Washroom	1		3.0	Staff washrooms convenient to service Arena
06	Central Janitor Storage	1		12.0	Incl. industrial shelving
07	Janitor Closet, Small	4	4.5	18.0	Incl. floor sink and storage shelves; located centrally, on main and second floor and with Arena and pool areas
08	Janitor Closet, Large	1		8.0	Incl. floor sink and storage shelves and parking for riding cleaning equipment
11	Building Maintenance Storage Room	1		10.0	Incl. industrial shelving along 1 wall
11	General Building Storage	1		60.0	Accommodates furniture and equipment for Centre program activities
11	Outdoor Sports Equipment Storage	1		14.0	Utility shelving
11	Outdoor Equipment Storage	1		14.0	Accommodates snow removal equipment, ice-melt, shovels, leaf blowers; should be vented
12	Network Access Room	3	5.0	15.0	May be 2 or more depending on length of run; this is an allowance only and minimum size
Total				242.0	Estimated Gross Area @ 1.15 ratio = 280 CGSM

5: PHYSICAL PLAN

INTRODUCTION

This section describes physical planning terms of reference, planning strategies and documents the physical planning options that were generated in the course of a functional modelling worksession conducted with staff of Community Services and stakeholder representatives. The worksession was conducted by RPG following the development of the Detailed Functional Program. The modelling session was introduced by providing a verbal and graphic summary of the Project Parameters information and the Functional Program in the form of a story wall.

TERMS OF REFERENCE

Terms of Reference for physical planning were developed prior to the physical planning worksession. The Terms of Reference constitute the “rules” by which physical planning proceeds and include:

1. Functional modelling will be based on the latest draft of the Functional Program;
2. However, some spaces in the Functional Program may be considered optional, including racquet courts and the running track;
3. Fixed elements, i.e., elements that will not change in the course of physical planning, include:
 - Wave pool,
 - Dive tank,
 - Pool mechanical/service access,
 - Ice surfaces,
 - Rink service access,
 - Level 1 mechanical room;
4. Building sites for additions include:
 - Area to the north to the outer edge of the sidewalk,
 - Area to the south but not beyond the roadway,
 - Infill to the west;
5. Parking will be based on building code requirements but parking stall requirements will not drive physical planning outcomes;
6. Planning should support a phased development; and
7. Planning should support continued operations.

PLANNING STRATEGIES

The following strategies were developed from discussions with staff and stakeholders and a review of the site and existing facilities. Others are confirmations of General Planning Criteria developed in section Three of the Detailed Functional Program.

1. Create a more visible presence for the Recreation Centre

Currently, Mill Woods Recreation Centre is pulled back from the street and does not have a signature presence on the block. The entrance to the Recreation Centre itself is further withdrawn and difficult to identify.

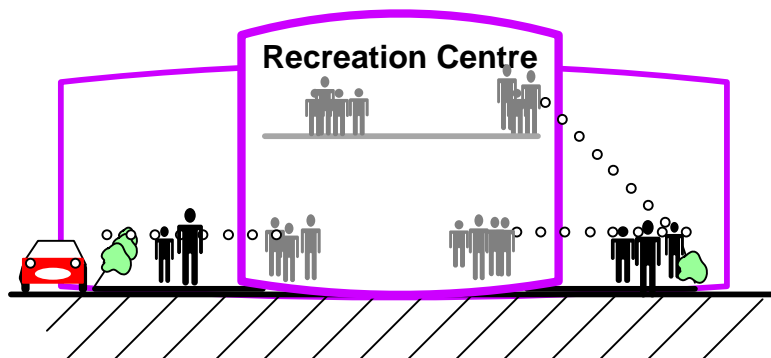
The Recreation Centre should have increased visibility, particularly from 28th Avenue.



2. Create increased transparency of activities from the exterior

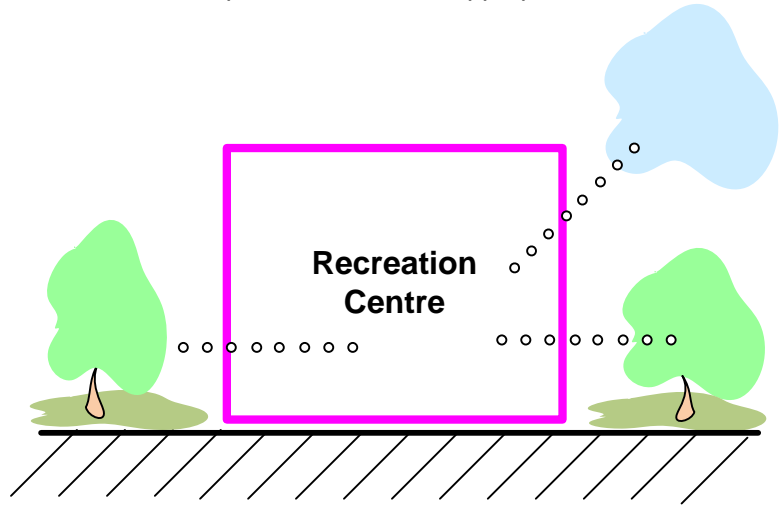
Currently, the Recreation Centre has a number of blank walls on the 28th Avenue elevation, including the Arena, and the racquet courts. The Pool has very small windows to the south making it difficult to see activities within.

Public facilities are seen as friendly and welcoming if activities taking place inside them are visible prior to entering. Activities should be showcased to indicate and advertise programs and services.



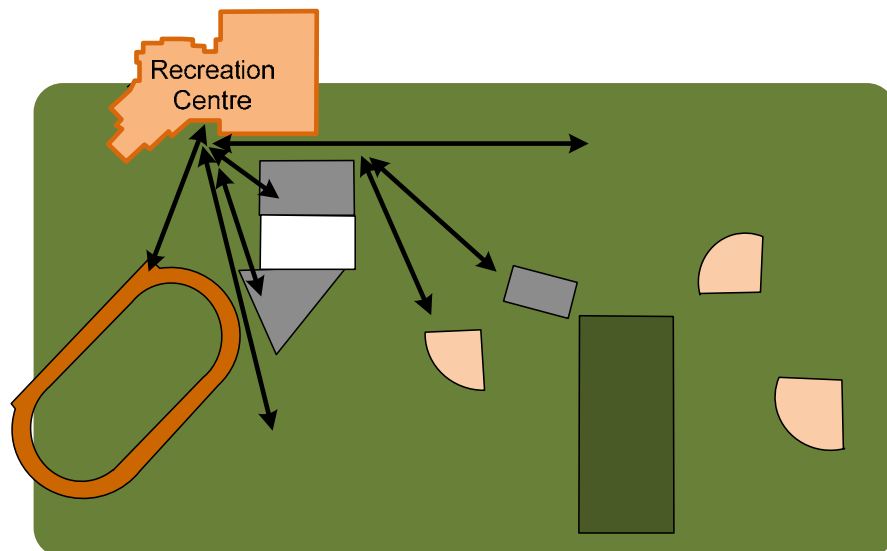
3. Create increased visibility of activities from the interior

Healthy indoor environments provide views to the exterior so that occupants have a sense of connection with the outside world. Views to the Park and skies should be provided wherever appropriate.



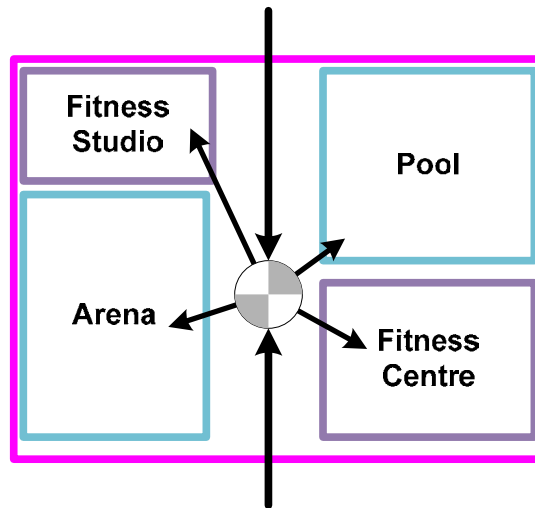
4. Create a strong connection to the Park

Mill Woods Park is an important resource with many links between the activities that take place in the Park and the amenities and activities in the Recreation Centre. The entrance from the Park to the Recreation Centre should be strengthened with amenities that serve Park users—such as food services, washrooms and the merchandizing facility—located in proximity.



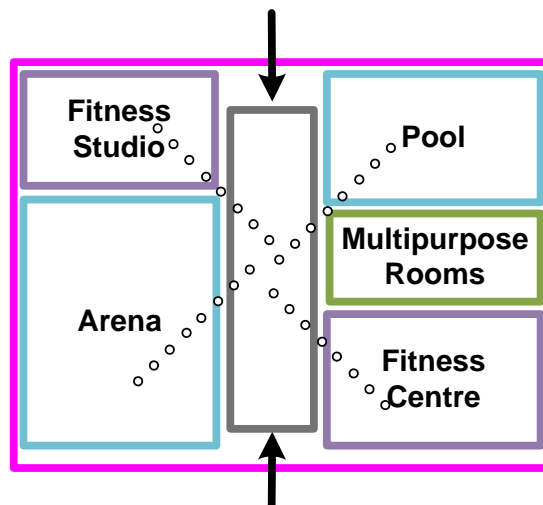
5. Create a single central control point

A single, visible, easy to find control point should be provided to control access to the Aquatics area, the Fitness Centre and Studios and to the Dry Change Rooms. It should be located so that staff are able to monitor activities in all areas of the facility.



6. Make activities visible from the main lobby and circulation corridor

Wayfinding will be improved if customers and visitors are able to see the activities taking place in the various activity areas. These views serve to animate the facility, creating visual interest; they also become an important but informal advertisement of the programs and activities that are available.



7. **Create a service access that does not detract from the public entrances**

The Recreation Centre requires a service access that is centrally located to the facility. However, as all sides of the facility are accessible by the public it should be scaled appropriately to not detract from the entry experience. Bushes, fences and innovative garbage collection concepts can be used to camouflage the service entrance and associated equipment.



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PHYSICAL PLANNING OPTIONS

The following options were developed with staff at a physical planning worksession held on May 14th, 2013. The worksession tested the program on the current site based on the Terms of Reference, using a three-dimensional model of the facilities.

The existing pool, Arena and adjacent site development limited development options. The physical planning worksession resulted in two basic layouts: Option 1 locates the Gymnasium at the north edge of the site, close to the Service/Control Desk. Option 2 locates the Gymnasium at the west edge of the site, adjacent and connected to J. Percy Page High School. All options use land belonging to Edmonton Public Schools.

Option 1 and 1a differ only in so far as the racquet courts are retained in Option 1a, creating a larger building footprint. A similar sub-option could be explored for Option 2.

The following chart summarizes these fundamental drivers.

Option	Gymnasium Location	Racquet Courts
Option 1	North Edge	Demolished/Vacated
Option 1a	North Edge	Retained
Option 2	West Edge	Demolished/Vacated

A number of elements are shared by each option, including:

- Provision of a large, multistory lobby that runs north-south through the facility;
- An addition to the Aquatics area to accommodate a teaching pool, larger hot tub, steam room and sauna;
- Conversion of a portion of the existing Aquatics change rooms to open spectator area and Multipurpose Room and renovation/expansion of the change area to accommodate family change rooms;
- Renovations to the Arena's change room area and the creation of warm-up zones on Level 2 of the Arena;
- Provision of a Gymnasium and Fitness Studio and expanded dry change and locker facilities on Level 1;
- Expanded Fitness Centre and provision of a walking/running track, and Fitness Studio on Level 2; and
- Use of Level 3 of the Arena for the Yoga/Dance Studio.

The Master Planning options were presented at a community Open House on June 13th. The majority of respondents preferred Option 1a. The detailed results of the community consultation are included as *Appendix B Mill Woods Recreation Centre Master Plan Concept Test 2013*.

OPTION 1

Description

Level 1

The Gymnasium and larger high activity Fitness Studio are located in new construction along the north side of the facility. Small Meeting Rooms, including a Youth Room, are located adjacent to the Arena. The service desk/control point is located central to the Lobby close to the expanded dry locker and change rooms and a reconfigured family style Aquatics change area. The pre-school Multipurpose Room, Food Services and retail facility are all located along the Lobby.

Level 2

Option 1 locates the Multipurpose Rooms on Level 2 along with an expanded Fitness Centre, Fitness Studio and walking/running track.

Level 3

Option 1, as in all options, locates the Yoga-Dance Studio on Level 3 of the arena.

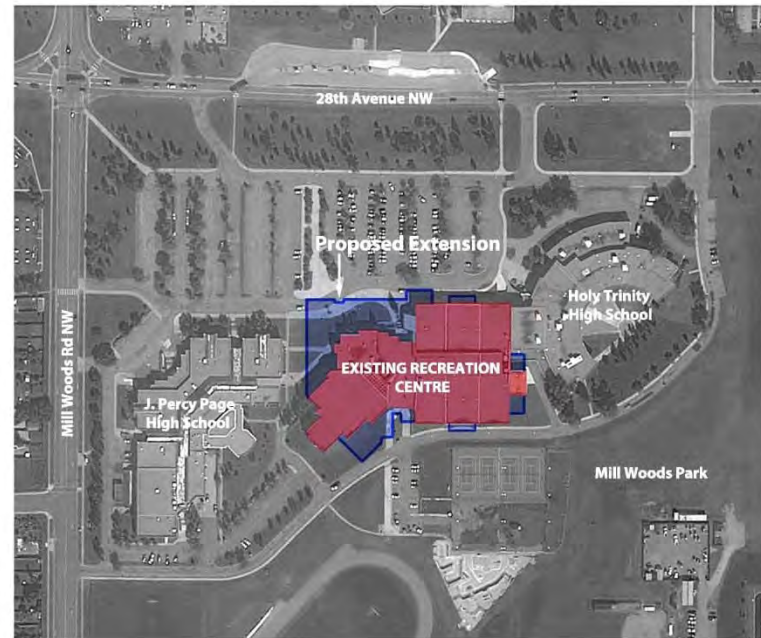
Advantages

- Location of gym facilitates monitoring activities from control point, use for large community gatherings and showcasing of activities from exterior and interior Lobby;
- Most activity spaces are visible from the Lobby area, with views into Ice Rink #1, the Wave Pool area, the gym and unimpeded views to the Fitness Studio and Multipurpose Rooms on Level 2, assisting in wayfinding;
- Functions in the Aquatics addition are able to use natural light, with views to the Park; activities are showcased to those entering from the Park;
- The Aquatics spectator area enables viewing of pool activities without changing from street shoes;
- The small Multipurpose Room can be used as a party room associated with pool activities; and
- Yoga/Dance Studio location supports quiet activities.

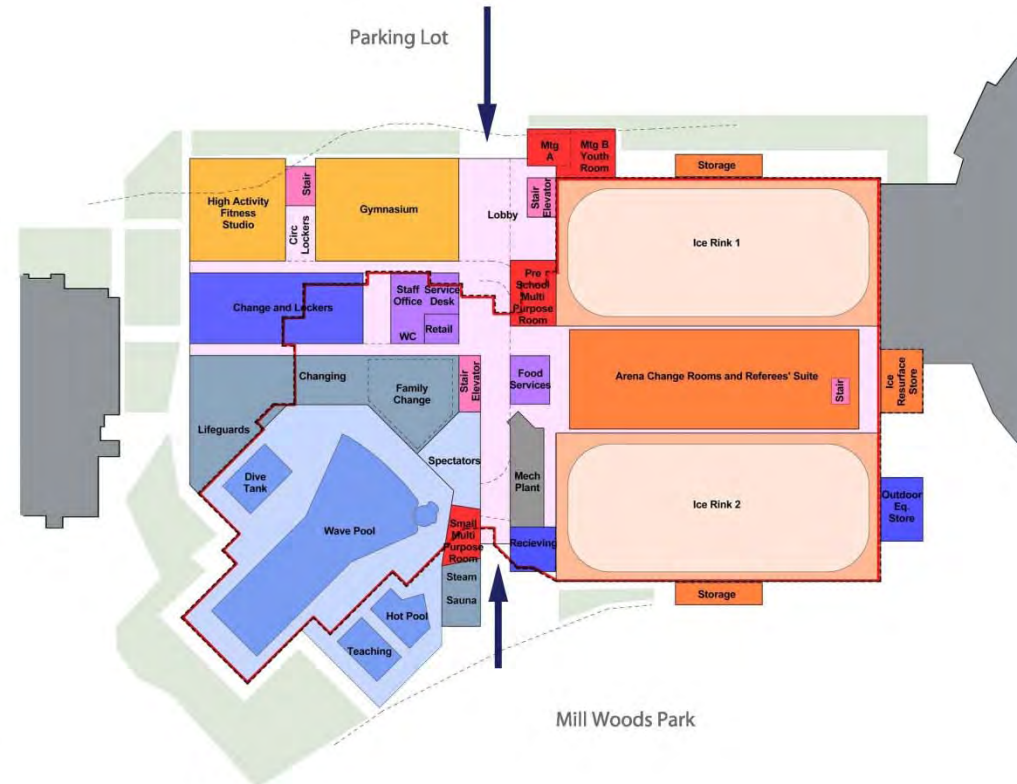
Disadvantages

- Racquet courts are not provided;
- New development does not link directly with J. Percy Page High School; and
- Yoga/Dance Studio is distant from service point and out of sight; requires direct access from lobby.

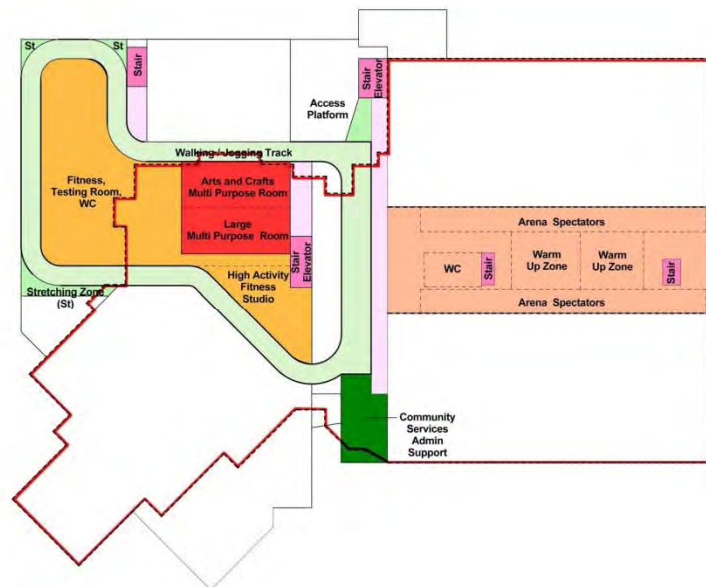
Option 1



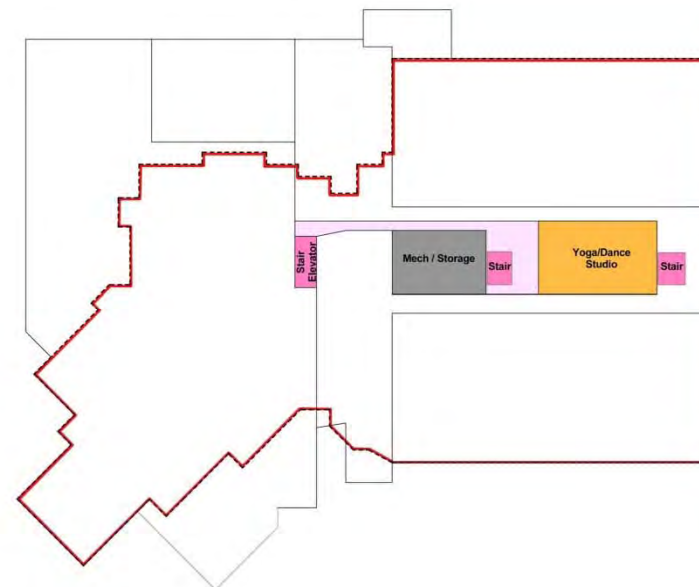
Site Location



Level 1



Level 2



Level 3



OPTION 1a

Description

Level 1

The Gymnasium and larger high activity Fitness Studio are located in new construction along the north side of the facility. The racquet courts are retained in their current location. Large Multipurpose Rooms are located adjacent to the Arena. The service desk/control point is located central to the Lobby, close to a reconfigured family style Aquatics change area. Dry change and locker rooms are expanded. The pre-school Multipurpose Room, Food Services and retail facility are all located along the Lobby.

Level 2

Option 1 locates Meeting Rooms, including the Youth Room, on Level 2 along with an expanded Fitness Centre, Fitness Studio and walking/running track.

Level 3

Same as Option 1.

Advantages

In addition to the advantages listed for Option 1, advantages of Option 1a include:

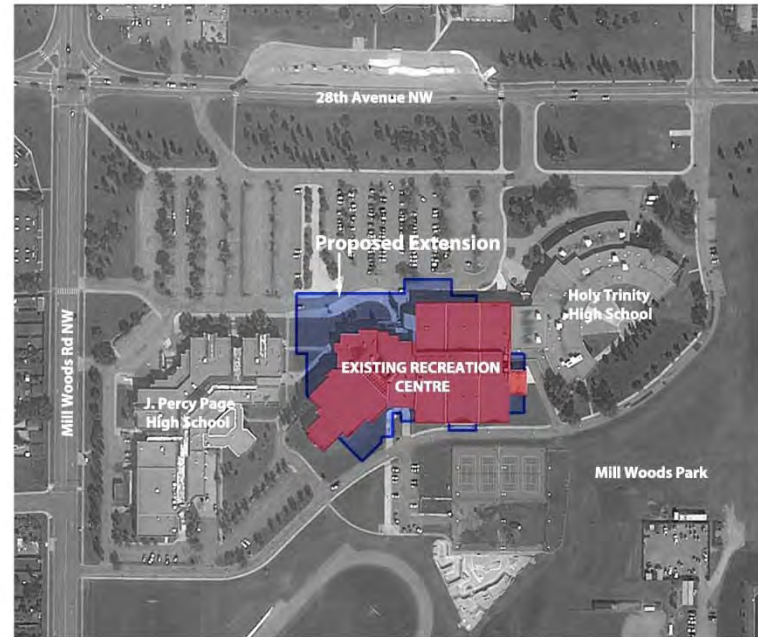
- Provides racquet courts; and
- Lobby area may be larger than other options.

Disadvantages

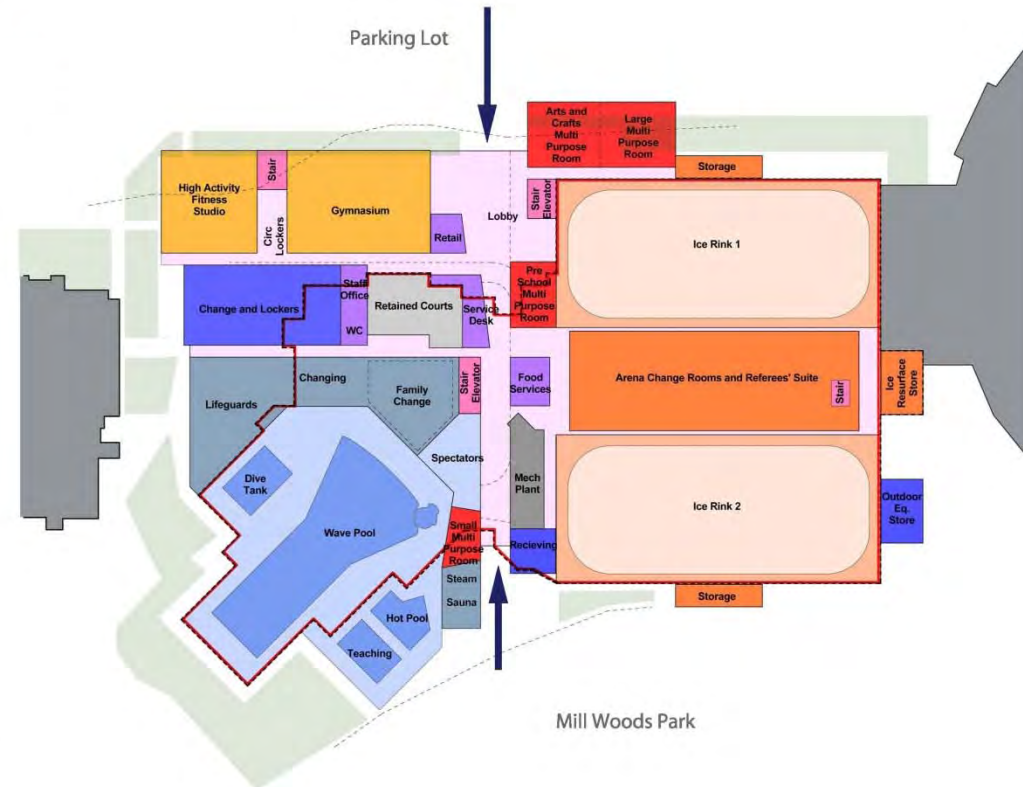
In addition to the disadvantages listed for Option 1, disadvantages of Option 1a include:

- Service desk/control point and associated staff area component is interrupted by racquet courts;
- Dry change and locker rooms are more distant from control point;
- Racquet courts do not provide visual interest from Lobby and block views to activities on Level 2;
- Option has the largest building footprint, intruding into parking; and
- Most expensive option.

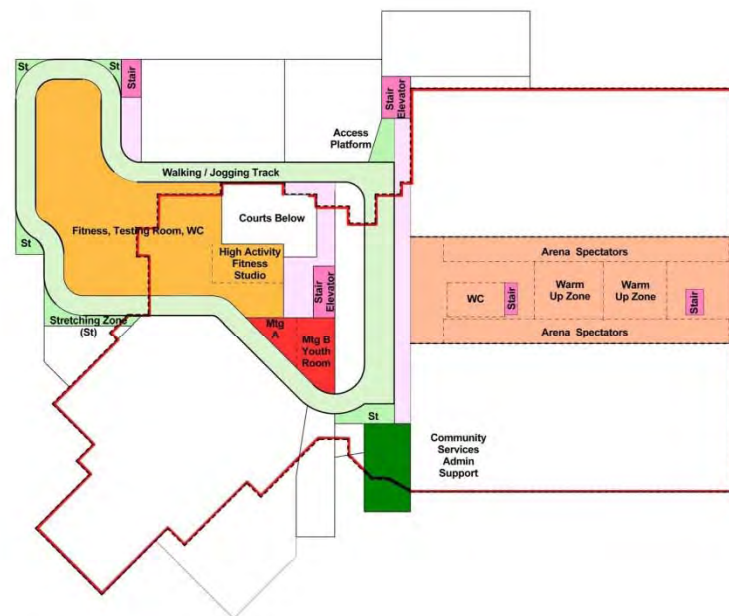
Option 1a



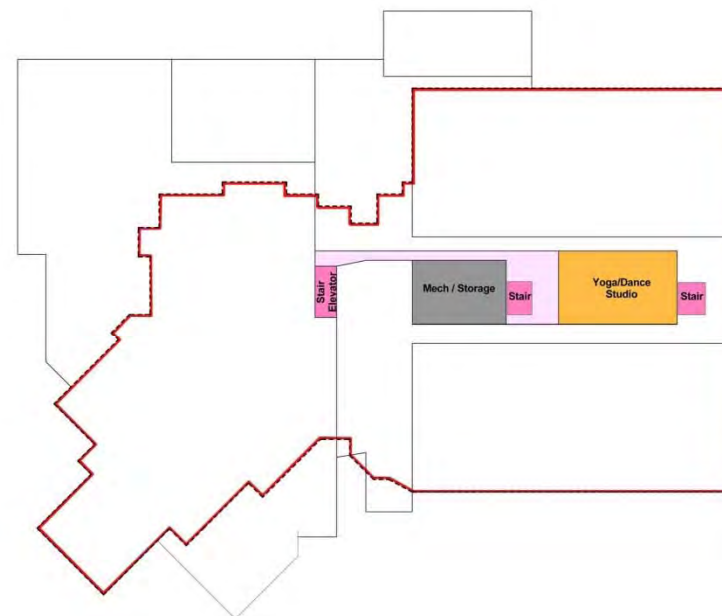
Site Location



Level 1



Level 2



Level 3



OPTION 2

Description

Level 1

The arts and crafts Multipurpose Room and larger high activity Fitness Studio are located in new construction along the north side of the facility. The Gymnasium is located in new construction at the northwest corner of the site, connecting to J. Percy Page High School. Small Meeting Rooms, including a Youth Room, are located adjacent to the Arena. The service desk/control point is located central to the Lobby, close to the expanded dry locker and change rooms and a reconfigured family style Aquatics change area. The pre-school Multipurpose Room, Food Services and retail facility are all located along the Lobby.

Level 2

Option 2 locates one Multipurpose Room on Level 2 along with an expanded Fitness Centre, Fitness Studio and walking/running track.

Level 3

Same as Option 1.

Advantages

In addition to the advantages listed for Option 2, advantages of Option 2 include:

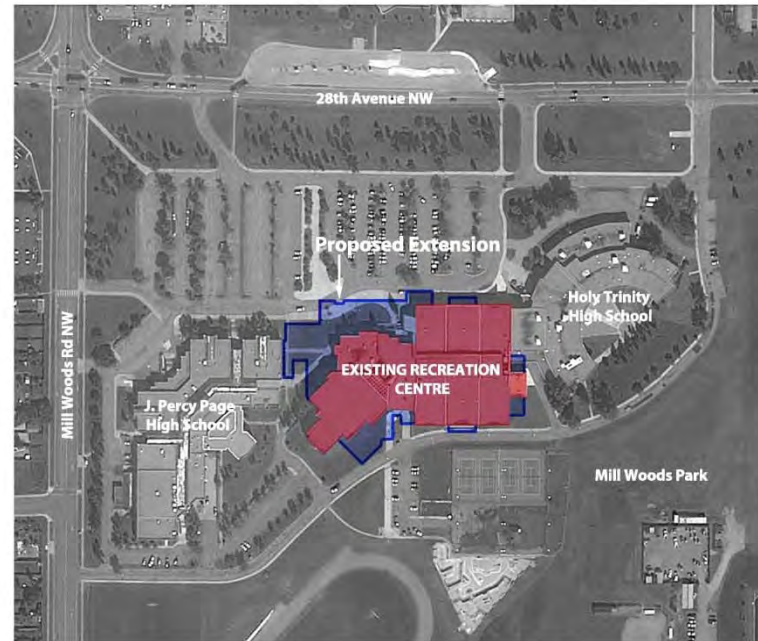
- Activities in the high activity Fitness Studio and multipurpose crafts room are visible from the exterior, showcasing dynamic nature of activities;
- Option provides unimpeded views to the Fitness Studio and Multipurpose Room on Level 2, assisting in wayfinding; and
- New development links directly with J. Percy Page High School.

Disadvantages

In addition to the disadvantages listed for Option 2, disadvantages of Option 2 include:

- Location of gym does not facilitate monitoring activities from control point, use for large community gatherings and showcasing of activities from exterior and interior Lobby;
- Racquet courts are not provided; and
- Provides the shortest walking/running track.

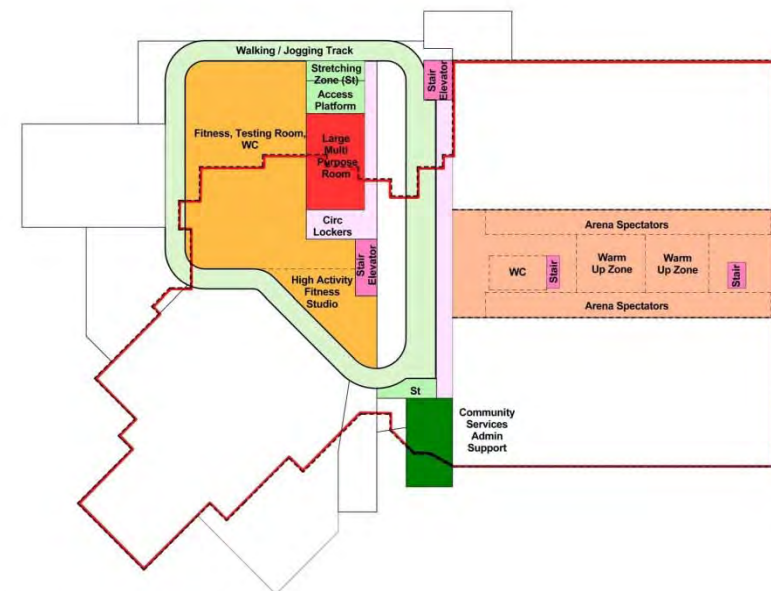
Option 2



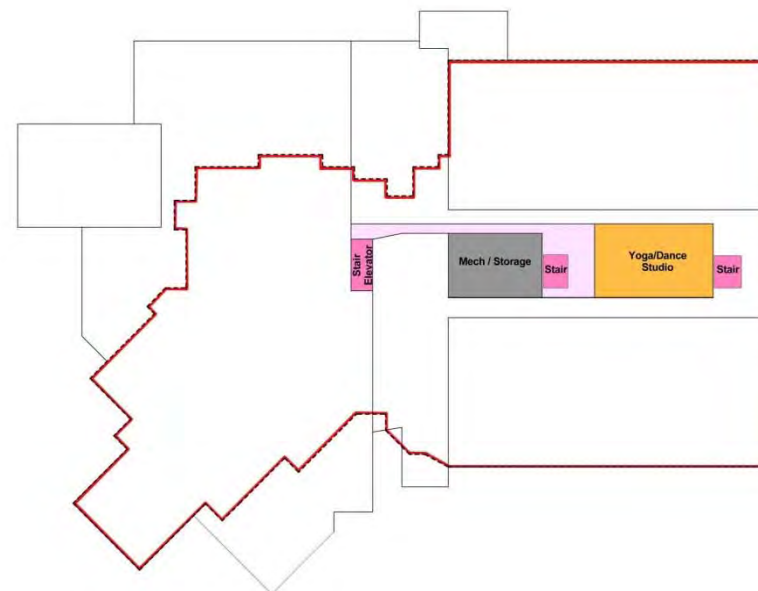
Site Location



Level 1



Level 2



Level 3



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PHASING

As noted in the Terms of Reference, phasing will be an important consideration for the project. The following provides a discussion of opportunities for phasing the overall project.

Lobby Core and Fitness Facilities

This project includes renovating the existing Aquatics change rooms, creating a major lobby and through-corridor in both renovated and new construction, adding Fitness Studios and Gymnasium and creating a Fitness Centre and running track on Level 2 of both renovated and new construction. Due to the integrated nature of the plan and the anticipated disruption of activities, it should be completed as a single project.

It is anticipated that only the Arena could remain operational through this project, with attention given to careful staging of the mechanical penthouse redevelopment.

Arena Project

An independent project can be created for the Arena renovations and addition, including reconfiguring the change rooms and referees suite, adding storage (as new construction), and creating warm-up areas on Level 2. Level 3 may be renovated at this time but requires improved access, which will best be provided through new elevator and stairs that will be part of the Lobby core and Fitness Facilities project.

This project does not include development of the Meeting Rooms or Multipurpose Rooms identified for the northwest corner of the arena.

It is anticipated that only the Arena itself would need to be shut down through this development, and only to a limited extent.

Aquatics Addition

An independent project can be created for the Aquatics addition. This includes the teach pool, hot tub, steam room and sauna as an addition south of the existing pool. Connection to other proposed facility improvements is limited.

It is not recommended to expand this phase to a redevelopment of the Aquatics change rooms as this is better done in conjunction with the development of the central core Lobby area, which transforms existing change rooms into Lobby area, open spectator seating and a small Multipurpose Room, adding additional change rooms and lifeguard suite in new construction on the west side of the facility.

It is anticipated that all services could remain operational through the Aquatics Addition development.

APPENDICES

APPENDIX A: DEFINITION OF TERMS

APPENDIX A:
DEFINITION OF TERMS

BUILDING GROSS AREA (BGS): The sum of all building floor areas measured to the outside face of exterior walls for all stories or areas having floor surfaces. Building gross area includes component gross areas, general circulation, mechanical and electrical space and exterior walls.

CIRCULATION: As it relates to the facility, this is the space required for the movement of people and materials through the building. It includes both vertical movement by way of stairs, escalators and elevators and horizontal movement, in open pathways and walled corridors.

COMPONENT: A cohesive grouping of activities or spaces related by service or physical arrangement. A planning component may or may not be a department or service section, since the terms “department” and “service” refer to an administrative organization rather than a functional organization or space and activities.

COMPONENT GROSS AREA (CGS): That portion of a building assigned to a specific component, including net areas, internal circulation, partitions, building structure and small mechanical shafts. Component gross area is measured to the inside face of exterior walls and to the centre line of partitions adjoining other components or general circulation space.

CONVENIENT ACCESS: Physical access between components through the use of extended horizontal and/or vertical general circulation.

DIRECT ACCESS: Physical access between components through the use of a minimal amount of horizontal and/or vertical general or internal circulation.

FTE (FULL TIME EQUIVALENT) STAFF: A term equivalent to the number of hours allocated divided by a 35 hour work week (i.e., 35 hours = 1 FTE).

GENERAL CIRCULATION: The system of connecting links (corridors, elevators, stairs, conveyors, etc.) providing access for people and materials to or between functional components.

INTERNAL CIRCULATION: The system of connecting links (corridors, elevators, stairs, conveyors, etc.) within functional components, connecting rooms of a component or directly connecting contiguous components.

NET AREA (NSM): The horizontal area of space assignable to a specific function. The net area of rooms is measured to the inside face of wall surfaces.

PUBLIC SERVICE POINT: A staffed service and control point providing information, collection of access and program fees, control of service areas.

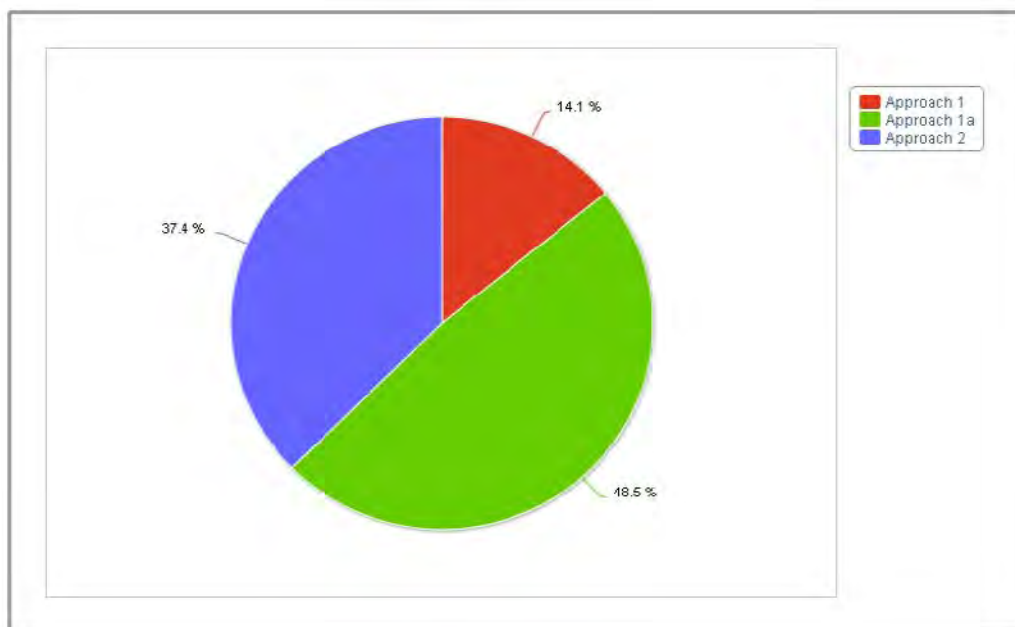
**APPENDIX B:
MILL WOODS RECREATION CENTRE
MASTER PLAN CONCEPT TEST 2013**

SUMMARY OF RESULTS

The 3 Concept Plans for the Mill Woods Recreation Centre (MWRC) were shared with the public in order to obtain their feedback. A total of 102 responses were received between June 12 and July 2, 2013.

- Responses were from the following groups (multiple responses were allowed):
 - Current or future users of this facility (45.5%)
 - Residents (37.6%)
 - Parent/student/employee of J. Percy Page (27.7%)
- More than half of the respondents (53.2%) resided in neighbourhoods other than the choices that were listed on the survey.
- The largest number of respondents (29.0%) used MWRC an average of three or more times per week in the past year.
- The average length of visit to MWRC was between 2 and 4 hours (44.2%), closely followed by 1 to less than 2 hours (42.1%).
- The majority of the respondents were ages 25-44 years old (44.4%), followed by 45-64 years old (29.3%).
- **The concept plan preferred by the largest number of respondents (48.5%) was Approach 1a- Gymnasium is located in the front of the building, retaining the racquet courts.**
 - The second most preferred concept plan (37.4%) was Approach 2- Gymnasium connects to J. Percy Page School, no racquet courts, many multipurpose rooms.
 - The least preferred concept plan (14.1%) was Approach 1- Gymnasium is located in the front of the building, no racquet courts, larger multipurpose rooms.

Which concept plan do you prefer for the Mill Woods Recreation Centre?



- When respondents were asked why they preferred the approach they chose, several respondents commented that they liked the following features: racquet courts, a running/walking track, additional multipurpose rooms and the integration of the schools with the Recreation Centre. However, there were some concerns expressed over safety, security and potential vandalism with connecting the facility to J. Percy Page High School.
- Additional comments or feedback regarding the proposed MWRC included: both negative and positive comments on connecting the Recreation Centre to the School, proposing a blended approach of 1a and 2, support for the permanent children's play area and teach pool, as well as suggestions for badminton courts, food service/concession, change rooms, flex courts and implementing a gymnasium that could be used for tournaments.

Mill Woods Recreation Centre Master Plan Concept Test

Type: Report- Vovici

Date: 7/9/2013

Time Zone in which Dates/Times Appear: (GMT-05:00) Eastern Time (US & Canada)

Only Includes Completed Responses

Total number of responses collected: 102







The City of Edmonton has been exploring the current and future recreation needs at Mill Woods Recreation Centre located at 7207 28 Avenue in Mill Woods Park.

Mill Woods Recreation Centre has been identified for renewal in the 10-Year Capital Investment Agenda. This phase of the project is seeking feedback to ensure that community needs are reflected in the concept plans provided.

The City of Edmonton is now taking this opportunity to obtain the level of support for the concept plans for the Recreation Centre. Your feedback on the concept plans is greatly appreciated.

1. Are you providing feedback as one of the following groups?

(Respondents were allowed to choose **multiple** responses)

Response	Chart	Frequency	Count
A current or future user of this facility		45.5%	46
A resident		37.6%	38
Parent/student/employee of J Percy Page		27.7%	28
Other, please specify		12.9%	13
Parent/student/employee of Holy Trinity		5.9%	6
Member of a club, please record the name of your organization		4.0%	4
		Valid Responses	101
		Total Responses	102

Member of a club, please record the name of your organization:























Response		
seera hockey edm minor hockey		
Mill Woods Hockey		
Mill Woods Hockey Association		
Mill Woods Hockey		
	Valid Responses	4
	Total Responses	102

Other, please specify:

Response	Number (if greater than 1)	
Employee of MWRC	2	
Staff		
Child Swims		
COE Mill Woods Employee		
Employee	4	
Employee (lifeguard/fitness)		
Employee (Acting programmer)		
Yearly pass		
Edmonton Public School District Employee		
	Valid Responses	13
	Total Responses	102

2. Are you a resident of one of the following neighborhoods?

(Respondents could only choose a **single** response)

Response	Chart	Frequency	Count
Other, please specify		53.2%	50
Satoo		7.4%	7
Ekota		5.3%	5
Bisset		4.3%	4
Mill Woods Town Center		4.3%	4
Minchau		4.3%	4
Sakaw		4.3%	4
Crawford Plains		3.2%	3
Greenview		3.2%	3
Menisa		3.2%	3
Meyokumin		2.1%	2
Pollard Meadows		2.1%	2
Daly Grove		1.1%	1
Hillview		1.1%	1
Kiniski Gardens		1.1%	1
Kameyoske		0.0%	0
Lee Ridge		0.0%	0
Meyonohk		0.0%	0
Richfield		0.0%	0
Tawa		0.0%	0
Tipaskan		0.0%	0
Tweedle Place		0.0%	0

Response	Chart	Frequency	Count
Weinlos		0.0%	0
Not Answered			8
		Valid Responses	94
		Total Responses	102

Other, please specify:

Response	Count (If greater than 1)
Argyll	2
Beaumont	
Brookview	
Burnwood	2
Capilano	2
Cromdale	
Downtown	2
Ellerslie	
Forest heights	
Fountain Creek Estates	
Heritage	
Jackson Heights	
Knottwood	
La Perle	
Lago Lindo	
Lakewood	2
Lendrum	
Meadows	5
Millcreek Meadows	
none of these	
Ottewell	
Parkland (Westside)	
Ridgewood	
Rossdale	
Rutherford	
Silver Berry	

Response	Count (If greater than 1)
Spruce Grove	
Summerside	3
Town of Beaumont	
Town of Devon	
Trumpeter	
Walker Lake	
Wild Rose	
Wild Rose, The Meadows	
	Valid Responses
	45
	Total Responses
	102

3. In the past year, on average, how often did you use the Mill Woods Recreation Centre?

(Respondents could only choose a **single** response)

Response	Chart	Frequency	Count
Three or more times per week		29.0%	29
A few times per year		19.0%	19
Once or twice a week		17.0%	17
Two or three times per month		16.0%	16
Once a month		8.0%	8
Never		6.0%	6
Other, please specify		3.0%	3
Once		2.0%	2
Not Answered			2
		Valid Responses	100
		Total Responses	102

Other, please specify:

Response	Valid Responses	Total Responses
according to special needs students' activities		
COE employee		
Our schools use the facility		
	Valid Responses	3
	Total Responses	102

4. How long is your average visit to the Mill Woods Recreation Centre?
(# of hours)

(Respondents were limited to **brief** text responses)

Response	Chart	Frequency	Count
0		3.2%	3
1		17.9%	17
1 (if off work); 4 if teaching lessons		1.1%	1
1 hour		1.1%	1
1 Hour/Day		1.1%	1
1.5		9.5%	9
1.5 hours		2.1%	2
1.5-3		1.1%	1
1-1.5		1.1%	1
1-2		9.5%	9
1-3		2.1%	2
1-3 (depends on the activity)		1.1%	1
2		32.6%	31
2 hours		2.1%	2
2 hrs/ week		1.1%	1
2 TO 4 HRS		1.1%	1
2-3		1.1%	1
3		3.2%	3
30-60 mins		2.1%	2
4		3.2%	3
N/a		1.1%	1
under one hour		1.1%	1

Response	Chart	Frequency	Count
work here		1.1%	1
		Valid Responses	95
		Total Responses	102

How long is your average visit to the Mill Woods Recreation Centre?
(# of hours)- recoded

Response	Frequency	Count
Less than 1 hour	3.2%	3
1 to less than 2 hours	42.1%	40
2 to 4 hours	44.2%	42
Other	10.5%	10
Not Answered		7
	Valid Responses	95
	Total Responses	102

Other:

Response

1 (if off work); 4 if teaching lessons

1.5 to 3 hours

1 to 3 hours

1 to 3 hours (depends on the activity)

1 to 3 hours

N/A

work here

0

0

0




5. Which age group do you belong to?

(Respondents could only choose a **single** response)

Response	Chart	Frequency	Count
Under 18		5.1%	5
18- 24		10.1%	10
25-44		44.4%	44
45-64		29.3%	29
65 and up		11.1%	11
Other, please specify		0.0%	0
Not Answered			3
		Valid Responses	99
		Total Responses	102

6. Which concept plan do you prefer for the Mill Woods Recreation Centre (1, 1a, 2)?

(Respondents could only choose a **single** response)

Response	Chart	Frequency	Count
Approach 1a - Gymnasium is located in the front of the building, Retaining The Racquet Courts		48.5%	48
Approach 2 - Gymnasium connects to J Percy Page School, No Racquet courts, Many Multipurpose Rooms		37.4%	37
Approach 1 - Gymnasium is located in the front of the building, No Racquet Courts, Larger Multipurpose Rooms		14.1%	14
Not Answered			3
		Valid Responses	99
		Total Responses	102

7. Why do you prefer the approach you chose in question 6?

Response
my name is megan
Retaining the racquet courts provides an additional option for users of MWRC.
I do not use the racquet ball courts but they seemed to be used a lot when I attend the center. I really like the idea of a walking or running track and know I would use it. I mainly use the pool for aquafit and watch hockey. Better access for disabled would be nice.
The racquet courts are used often. Need to keep them. Percy page connection will create trouble and disturbance. Keep access at the front only. We have enough problems with youth and locker break ins.
I would use the walking track, particularly if it allowed strollers as Millennium Place in Sherwood Park does.
The racquet courts do get used so it wouldn't make sense to get rid of them and Approach 1a seems to address most issues in regards to what needs to be expanded/renovated
There are not many fitness centre's/gyms that have racquet ball courts included still.
It would reduce the security issues if the space was not directly connected to the local high schools. Reducing vandalism and pranks impacting the public and public spaces.
I love the idea of retaining the racquet courts as well as having more than 1 multipurpose room. I also love the addition on the family change rooms.
Retain the racquet courts as very few facilities have available courts.

Response
More activities need to occur in the Recreation Centre.
Connecting the gym and Rec centre to Page can help turn these facilities into the heart of mill woods that can draw people all over the city and province to this incredible facility.
Don't use racquet courts and not sure how used they are. Gym between school and facility uses space that isn't in use now and saves parking spaces.
The reason i selected from question 6 that we are playing badminton from last 6 years. There are no badminton courts in our neighborhood. Our inquiry was to build badminton courts in our neighborhood. So due to lack of badminton courts we are forced to play badminton in racket courts. If the racket courts are removed than the nearest court are kinsman.
I think it aims to service a greater population and provides easy access for families with young children
Ease of access for students/staff/parents. Expanded physical education opportunities.
Be advantageous to Page for one to be connected to other facilities.
Provides more opportunity for various programs and activities to run within our community and our schools at the same time. Allows for more out-of-the-box thinking and creativity in how to engage youth and work to meet our community's needs.
I like the integration of school and community.
Retain racquet courts
Approach 1a retains a variety of facilities for public use without connecting to the Science wing of JPP.....as a teacher in this area, I'm concerned about the potential for increased traffic that could cause disruptions to my glass walled student classroom. Approach 2 seems an equally acceptable option if access between the school and the Rec center can be limited / controlled during class times.
I feel that by having an attachment to the school it would encourage increased usage of the facilities.
I work at JPP and this would affect the PE program and planning in a positive way.
I like the idea of the school being connected.
There are very few racquet courts in Edmonton
Provides an integrated community hub between the school and the recreation facility
This would be wonderful for students of J. Percy Page who use the Rec Centre for swimming and skating.
retaining the racquet courts allows for this to continue to be a full service center.
Would like to play badminton, not too many places in Edm.
I love the idea of multipurpose rooms. I would use them more often than the racquet courts.
Nice to have a new gym attached to the school and it will get used very well
The racquet courts are the main reason I come to this centre
Very few court facilities among city rec centres. Losing it would be a great loss.

Response
I use the racquet courts often.
I like the larger multi-purpose rooms for community programs; don't think racquet courts are a large draw. Gym in the front is more welcoming.
More room for more activities; no one place racket ball.
I like playing racquet ball if these are taken out we would need to go to the UofA
I think racquet ball is a good workout. Immature guys use it a lot. It is an economical sport without having to belong to a club. Can be played in the winter
I like it.
Offers more classes in the larger rooms
I think racquet courts are important
Work at Percy Page. I think a connection to the Rec Centre would be a great benefit to both the school and the Centre.
The addition of a steam room. Staff room is much larger.
The 2 schools already have their own gym and that would only give kids an easier way to skip school. Larger multi rooms would be great especially if their are private functions.
Because it retains the racquet courts
Gym would be used a lot and our courts are busy!
Convenience
Because the courts are kept
Retained the courts. They always seem to be in use
As a teacher I feel it would benefit the school. I also feel multipurpose rooms are more important than racquetball courts.
It seems like a good idea to keep the racquet courts because there aren't too many around
More privacy for gym users away from entrance
Racquet courts should stay.
That can provide more facilities and different recreation activities
I like this one as it connects both high schools to the facility and keeps the racquet ball courts
I'd like to see the racquet courts kept.
I think it would be important to keep the racquet courts. They seem to be in use every time I am here.
Like having racquet ball courts available for other activities.
Potential for higher usage

Response
No decrease in facility
Easier for students and staff to access the facility. I coach the swim and water polo teams and this would be great.....no taking off and putting on winter gear to access the facility. No messy boots, etc.
I like the flow of the design and know people who will appreciate retaining the racquet courts
I like the plan (floor layout) has nice space
I want to keep the racquet ball rooms, I find it very useful
I like the ideas better and i would like to keep some thinks i, e racquet courts
Many groups will be able to utilize facility
It includes the racquet courts
Because it retains the racquet courts
Racquet courts are important; they are already there. Keeps it interesting.
Connection to J Percy Page - excellent access for our students (extensive MWRC users!)
It will provide easy access to the Rec Centre and gymnasium for students/staff at J Percy Page
Racquet Courts are a nice amenity to the fitness facility since many people enjoy playing racquet sports rather than traditional weight lifting so they should still have that option.
Many multipurpose rooms
It allows direct connection to the school, J Percy Page
I like how the fitness room and track are set up
It encompasses one of your school partners.
would be a fantastic addition to school
Like to use the racquet ball courts from time to time.
Like to use the racquet ball courts from time to time.
There is too much theft in this facility, thus removing access from the school and keeping this secure will be a benefit. The racquet ball courts would be better served being moved.
Why on earth would you want to eliminate the Racquet courts.?? Where would the Racquet players take their business, Sherwood PK
I like the idea of a community centre being attached to the school.
This would be of great benefit to J. Percy Page School
I think that it would be an excellent resource for the students at J Percy Page and Holy Trinity. The kids would be exposed to more and may in turn attend the Rec Centre more often.
It would benefit J. Percy Page school to have access to another gym and it would bring reinforce the connection between the school and the Rec Centre.

Response		
Racquet courts retained		
This is a great opportunity for J. Percy Page to literally connect to the community. I think it may slow traffic in and out of the lower science wing of the school with less disruption to classes. As long as our own Phys. Ed. classes do not use this entrance for class entry - or have better discipline in the halls. I like the track in option 2, less curves and retained/increased multipurpose areas are a bonus.		
Having both schools attached to the rec centre is a valuable connection between school and community		
Didn't like any.. but thought perhaps courts shouldn't be lost...? What of those whom use them regularly... and now have to overtax other courts and drive twice as far for them?		
I utilize the racquet courts at least once a week in the winter.		
I use of the racquet courts.		
it is hard to find racquet courts in the south end of the city, so it would be nice to keep those! They are hard to book, so I would assume well used at the moment.		
Better layout. I never used the courts. Went to school at j. Percy Page and wished that it was connected like Holy Trinity. If my son ends up there we will all be happy that it is connected.		
	Valid Responses	93
	Total Responses	102

Why do you prefer the approach you chose in question 6?



8. Please provide any additional comments or feedback that you may have regarding the proposed Mill Woods Recreation Centre.

Response
I certainly do not want the rec. center connected to the school. To me that just asks for more loitering.
I think Approach 1a and 2 should be incorporated. I don't understand why we can't do Approach 2 and still retain the racquet courts (maybe build them north of the gymnasium in Approach 2) if there are already going to be significant renovations. I don't see how not adding them would significantly increase costs relative to the project as a whole.
My biggest concern is teenagers and others coming in to the facility who break into people's lockers and steal stuff. The locker rooms are too far from the front desk and this makes thievery so much more possible.
Having a permanent place for a children's play area that is open on weekends would be desirable.
Woi Like the running track feature, seniors can utilize this feature
Whichever approach is chosen of there is a committee to help plan for this in the future would interest me to be part of as a staff member at Page and a resident across 23 Ave. my name is Russell Lyons. Russell.lyons@epsb.ca
One of the problems I have heard about Terwilligar is the lack of change spaces. Love the idea of a walking track and a steam room.
My suggestion is to build some badminton courts in rec centre along with track. Thanks Sukhdeep 780-908-7866
Noon spinning classes would be great!
Will there be an upgrade to some machines?
Even though I do not reside in Mill Woods, I'm excited for the residents who will benefit both physically and socially with the planned expansion. Who knows, maybe I can take advantage of the new facility too.
if we could access the whole center from our school I think that I might use the facilities more often
The large facility would be used, based on what I have seen as a member of the Riverbend Rec Centre
Thank you for inviting our feedback. We are so fortunate to be able to take our wheelchair students to your facility for swimming and this has been a wonderful activity for our special needs students as well as our regular high school students.
I don't believe attaching both schools is a good idea. I think it would result in more fights and issues between the schools.
Great ideas!
In winter it is near impossible to get a booking for the courts. So many people use them.
Survey at this time of year is not reflective of court popularity. Winter months are very hard to get bookings whereas summer has more outdoor options (tennis, etc..)
I am very excited about the proposed changes. All are good options. Food services - healthier choices are welcome. I like to see a coffee shop are where moms can socialize while kids are in programs, etc.
Bring back the rope swing in the pool
I wish the concession would be open more hours or at least a coffee making machine.

Response
It would be very nice if concession was open more often.
Not sure about keeping the high school attached to the facility.
A kitchen for public to use! Not just the concession that is here. One that would get rented out just like a room.
It is good and provides indoor running & walking tracks like the one in Terweillegar Rec centre.
I would have the concession open more.
Teach pool is great; so is running track
Teach pool is awesome!
I like what is proposed. The larger fitzone area is needed. Maybe some eating areas (outside of fastfood like Subway/Starbucks)
A track is a good idea as well as extra space for an Abs Class or stretching, etc...
I'm getting old, get on with it!
Add the addition/connection to J Percy Page with an outdoor overpass or underpass.
create an overpass or underpass from rec centre to J Percy Page
Wow! I think this is great! I was not sure what would be happening to MWRC with the new rec centre (The Meadows) going up east of here.
I'm glad that we are expanding the space. That was the biggest issue; no extra rooms for other programs.
Rec Centres bring in young families
More food retail for lunches
Make the cafeteria bigger, perhaps adding some retail like Tim Hortons and McDonalds
better cafeteria and more room and make it look nicer!
Current parking lot and equipment in gym needs improvement. Future plan is about 10 years. please look after current situation.
Excellent improvement since some of the customers are utilizing the new Terwillegar Centre. hopefully a lot of the clients will remain at the MW rec centre. I enjoy coming here.
Provide a kids place like a climbing area, indoor play space
Encourage new users - a lower fee incentive - the immigrant women in mill woods need a special class so they're not embarrassed about headdress and their culture doesn't approve of mixed classes. There was a vignette on CBC radio focusing on YMCA in Edmonton - a special class for women from Arabic culture doing aerobics.
will be fantastic for the community!
I would like to confirm the size of the gymnasium to determine if the high school could use the gym for games.

Response		
How about an alternative that calls for the interconnection of both High Schools?		
Glad to see there is a track and the fit zone is enlarged. Hope we will see more and newer machines there.		
Glad to see there is a track and the fit zone is enlarged. Hope we will see more and newer machines there.		
Please update and improve the pool as well. It is small, awkward to use and outdated. Having the slide dumping kids into the dive tank is completely asinine and reeks of thoughtless cost savings.		
We have used the rec centre very little in recent times because it does not have a steam room. Unfortunately, we must travel to Bonnie Doon for this. The steam room at Bonnie Doon is heavily used and it was poor planning to not include one in the Mill woods Rec Centre.		
I would suggest not taking any short cuts with the gymnasium. If you are going to build one make sure that it has all of the necessary court boundaries and can host high school tournaments etc. This way you will get maximum community participation as well as excellent exposure. Think of the Go Center - Great Facility!		
I would like to have swimming lanes that are not so deep		
I don't prefer any. I do not like family change rooms. I go to aquasize and at the same time children are changing for swim class. I have RA and need the zero depth walk-in and thus drive across the city to use this facility. Little boys are in the same room, eyes wide staring at women, changing in the open. I have seen up to 60+ people in the women locker room changing, with 3 rooms for private changing. How will a FAMILY change area address everyone, male, female, children all changing at once?????? As it is we wait 1/2 an hour until the students clear out so I don't have to stared down by little boys while I change. The sign says under 6.... but I don't believe it is being followed.		
I would prefer to have the courts as a "flex-court", being able to change from a racquetball to a squash court for more squash time availability.		
If the rec centre is being expanded, please keep the racquet courts. My kids are reaching the age to start racquet sports and I would like there to be courts available to use. Multi-purpose rooms can be added in many ways if the facility is being expanded, and should not come at the expense of the courts.		
the indoor playground on the top level is a great feature of the current facility, especially in the winter months. I'm hoping there will continue to be some sort of children's free play space! The idea of having a better space in the pool area for smaller children and a family change room is nice!		
Build it!		
	Valid Responses	57
	Total Responses	102

APPENDIX C: PARKING REQUIREMENTS

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PARKING REQUIREMENTS

This appendix identifies the City of Edmonton bylaw-based parking requirements needed to support the Functional Program. The number of parking stalls identified is based on *54.2 Schedule 1 - Vehicular Parking Requirement of Edmonton Zoning Bylaw 12800*. Relevant sections include 32 Community Recreation Services and 36 Indoor Participant Recreation Services.

The following table identifies the numbers of stalls for each space type referred to in Schedule 1.

Section	Provision	Program Element	Input	Metric	Stalls	Comment
32 Community Recreation Services	<i>16 parking spaces, plus where multipurpose room greater than 93m² is present and is used for general assembly, an additional 2.2 spaces per 10.0 m² of Floor Area in a multipurpose Room is required</i>	Multipurpose Rooms, Meeting Rooms			16	
	<i>Where...facility parking area immediately abuts a parking area for a school, a maximum of 50% of the additional parking spaces...may be provided by including the parking facilities of the abutting school parking area</i>	Additional Parking for Multipurpose Room over 93m ²	440	nsm	48	
36 Indoor Participant Recreation Services	<i>1 parking space per 3.5 seats or 3.1 parking spaces per 10m² floor area used by patrons</i>					Did not use
c Health and Fitness Clubs	<i>1 parking space per 10m² of Floor Area</i>	Fitness Centre, Fitness Studios, Gymnasium, Walking Track, Dry Change	2,987	nsm	299	Dry Change area may not need to be included
d Hockey Rink and Swimming Pool	<i>1 parking space per 3.5 seats or</i>	Rink - Seats	600	seats	171	
	<i>1 parking space per 5m² playing/water surface or assembly area</i>	Rink - Area OR	3,035	nsm	607	Did not use
		Wave Pool, Dive Tank, Teach Pool Hot Tub	926	nsm	185	
e Racquet Sport Facilities	<i>2 parking spaces per court plus parking for accessory uses</i>		3	courts	6	
Total					726	