

Marpole Community Centre Functional Program

FINAL REPORT

JULY 20, 2021

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1. Executive Summary

In 2017, the City of Vancouver Park Board initiated a Needs Assessment Study for a renewed Marpole-Oakridge Community Centre. Earlier planning including the Marpole Community Plan in 2014 and the Park Board Facilities Renewal Plan in 2009, which had identified the need for a renewal of the Marpole-Oakridge Community Centre. The 2019 Needs Assessment Final Report included a public engagement to determine the key priorities for the renewed community centre and included a preliminary (high-level) building space program. This study also identified Oak Park as the preferred site for the new community centre. Further, in 2019 the Oak Park Schematic Master Plan identified the placement of the new facility within the park. For further Project Background information, see Section 2.

In the fall of 2020, the City of Vancouver procured Diamond Schmitt Architects Inc. (DSAI) as prime consultant to lead a professional team to plan and design a new Marpole Community Centre and Outdoor Pool within the pre-determined locations at Oak Park. Inform Planning Inc. was included as part of the consulting team to lead and prepare a detailed functional program for the Marpole Community Centre, Outdoor Pool, Fieldhouse and Childcare facilities.

The functional programming process involved a series of workshops with the City of Vancouver's working group, including representatives from Real Estate and Facilities Management: Facilities Maintenance & Operations, Facilities Planning, Facilities Development, and the Park Board: Planning & Policy, Park Development Arts Culture & Engagement and Arts Culture & Community Services-Childcare and Recreation. The DSAI architectural team was engaged throughout the functional programming process to facilitate a smooth transition and coordination between pre-design and design processes.

The community centre component of the project includes a main entrance and lobby, administration offices, a gymnasium, fitness centre, multipurpose spaces, one of which will have an outdoor stage, licensed school age care space, mechanical and electrical rooms to support the community centre and outdoor pool and fieldhouse with outdoor team changerooms and washrooms. A separate childcare facility on site will accommodate 74-childcare spaces. Spaces will be comprised of the following age groups: 12 infant spaces, 12 toddler spaces, 2 x 25 3 to 5-year-old spaces.

The City of Vancouver will own the building, and the Park Board will operate the community centre in partnership with the Marpole Oakridge Community Centre Association (CCA) as per the joint operating agreement. The 74-space childcare component will be subleased to and operated by a third-party not-for-profit organization(s). Additional planning parameters including high level component relationships, a summary of space requirements, and design guidelines are provided in Section 3.

Functional programming information provided in this document is organized by functional component. For an introduction to functional programming content, see Section 4. For the Community Centre component functional program, see Section 5. For the Outdoor Pool functional program, see Section 6. For the Childcare Facility see Section 7. For the Outdoor Spaces program see Section 8.

2. Introduction

2.1 Project Background

2.1.2 Marpole – the Unceded, Traditional Musqueam Territory

The site at Oak Park is located on unceded, occupied, ancestral and Traditional homelands of the Musqueam, Squamish and Tsleil-Waututh Nations. The site at Oak Park is located in the Marpole community, and is in very close proximity to **čəsnaʔəm**, in the heart of Musqueam Traditional and unceded Territory, **čəsnaʔəm** being an ancient village and burial site of the Musqueam people dating back at least 4000 years. This Functional Program report acknowledges the importance and continued collaboration and consultation with the Musqueam, Squamish and Tsleil-Waututh governments and recognizes those historical relationships with the land which continue to this day.

2.1.3 Marpole Community Centre

The existing Marpole Community Centre located at Oak Park (see Figure 1 below) was built in 1949 and is the Vancouver Park Board’s oldest community centre, was determined as outdated and over capacity. Moreover, anticipated future growth for the Marpole community as one of the communities having the highest densities in Vancouver, projects a significant additional future need for more community program space. The need for a new community centre was identified as early as 2009 and 2014, leading to the 2019 Space Needs Assessment.



FIGURE 1. MAP OF MARPOLE COMMUNITY AND THE EXISTING COMMUNITY CENTRE SITE AT OAK PARK, SOURCE: CITY OF VANCOUVER MARPOLE COMMUNITY PLAN 2014, PAGE 13 ([HTTPS://VANCOUVER.CA/FILES/COV/MARPOLE-COMMUNITY-PLAN.PDF](https://vancouver.ca/files/cov/marpole-community-plan.pdf)).

2.1.4 Marpole Community Centre Space Needs Assessment

In 2018-19, a high-level space program for the community centre outlined the space requirements for approximately +/-40,000 building gross square feet, a licensed childcare requiring +/-10,700 building gross square feet space. The program included lobby, administration, recreation/ athletics, multipurpose, activity space, and building support components. The program made note of the requirement for 60 out-of-school care spaces, 69-childcare spaces (subsequently increased to 74 spaces to optimize operations) as well as the community desire for an outdoor pool. A subsequent City of Vancouver high-level Functional Program developed in 2020, identified the outdoor pool and associated outdoor spaces requirements of +/-25,000 gross square feet and identified the need for field use and spray park support spaces +/-1,700BGSF.

2.1.5 Key Concepts

The following key ideas were expressed through the public engagement process as central to the renewal of the community centre and the Oak Park site:

- *Keep Open Space*: maintain open green space within Oak Park with the primary objectives of protecting trees, ecological functioning and casual park uses;
- *Make it Safe*: ensure safe pedestrian crossings across Oak Street;
- *Make it Accessible*: ensure the new community centre is accessible to transit with safe access;
- *Minimize noise*: reduce the noise from Oak Street in the park and within the community centre;
- *Minimize Parking in the Park*: consider underground parking so that the valuable park space is not lost to surface parking lots;
- *Have a Presence*: ensure the building is more visible to the public from surrounding streets
- *Build an Outdoor Pool*: the benefits of an outdoor pool are worth the trade-offs necessary within the park;
- *Retain Existing Features*: maintain a lit soccer field and two ball diamonds;
- *Improve Play*: expand the playground and splash park and locate them near the building and pool.

2.1.6 Development Context

This functional program provides a detailed assessment of the service and functional requirements for the Marpole Community Centre, in support of the service area population. This document outlines the scale and type of facilities required to support the outlined services. The functional program also provides a more detailed description of the space and functional requirements to inform the impending architectural design process.

The final section entitled Outdoor Spaces (Section 8) was developed through a separate workshop detailing exterior spaces which relate to the Community Centre. It is understood that this section of the document overlaps with elements of the Oak Park Master Plan, which is a separate process. However, indoor and outdoor spaces between the Community Centre and Oak Park are highly connected and should be planned accordingly. The Oak Park Master Plan will take outdoor spaces as outlined in Section 8 of this Functional Program into consideration.

2.2 Key Terms

Key terms referenced in the functional program are identified and defined below:

Component: 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.

Subcomponent: Within a component, a subcomponent can be defined as a sub-group of activities and assigned spaces that are physically related.

Net Area Requirements: Represent the area required for each individual space or room within a component in square feet and square meters (nsf / nsm).

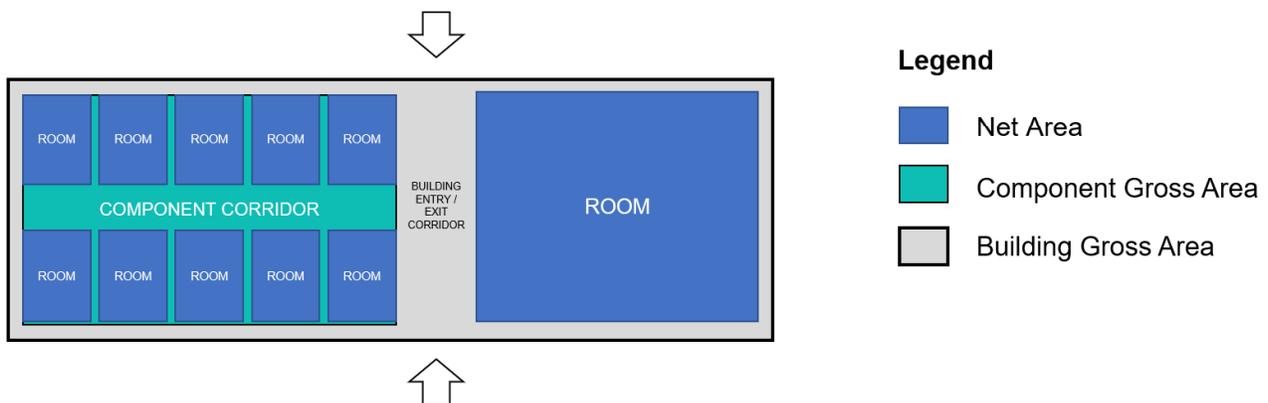
Internal Circulation: Represents spaces such as interior corridors, walls and minor infrastructure shafts. Space for interior circulation is estimated by multiplying net area requirements by a factor.

Component Gross Area Requirements: Represent the area requirements for all individual spaces or rooms within a component and a circulation factor, capturing estimated space for corridors, interior walls and minor infrastructure shafts. Component area requirements are reported in square feet and square meters (cgsf / cgsm).

Building Gross-Up: Represents spaces such as building entrance and exit corridors, exterior wall thicknesses and large infrastructure shafts.

Building Gross Area Requirements: Represents the component gross area and a building gross factor, capturing estimated space requirements for building entrance and exit corridors, exterior wall thicknesses and large infrastructure shafts. Building gross area requirements are reported in square feet and square meters (bgsf / bgsm).

Key Programming Terms: Net Area, Component Gross Area, and Building Gross Area



2.3 Working Groups

This document was prepared through close collaboration with the following City of Vancouver and Park Board representatives:

Park Board – Planning & Policy	Park Board – Development
Catarina Gomes	Ian Stewart
Leila Todd	Debra Barnes
Doug Shearer	
Julia Hulbert	Park Board – Decolonization Arts & Culture
Park Board – Recreation	Rena Soutar
Susan Mele	Marie Lopes
Peter Fox	Caitlyn Harrison
Michael Marousek	REFM – Facilities Development
Paul Czene	Natalka Lubiw
Erin Embly	Agatha Malczyk
Tony Syskakis	Arts Culture/ Community Services - Childcare
Patrick McCarthy	Marisol Petersen
REFM – Facilities Planning	Ada Chan Russell
Matthew Halverson	REFM – Energy & Utilities
Juliana Wong	Craig Edwards

Other representatives:

Marpole – Oakridge Community Association
Mike Burdick, President (MOCA)
Albert Leung, Vice-President (MOCA)
MOCA Board Members

3. Summary of Facility Requirements

3.1 Component Introduction

The Marpole Community Centre accommodates three major components: a community centre, a childcare centre and an outdoor pool. The community centre component includes seven subcomponents, including a lobby, administration, recreation & athletics, multipurpose/activity spaces, dry changing rooms & public washrooms, fieldhouse spaces, and building support.

1. **Lobby:** The lobby is where visitors will enter the building. The area will accommodate waiting for programming and public gathering and will accommodate 'dry' changing rooms associated with the Gymnasium and Fitness Centre. The lobby will also be an access and control point to all paid Outdoor Pool spaces (including 'wet' changing rooms).
2. **Administration:** will be the main access control point for the community centre, where staff will assist visitors in navigating to other components of the building (Reception desk). It will also accommodate staff workspace facilities.
3. **Recreation & Athletics:** will be where visitors will access fitness facilities such as a gymnasium, fitness centre and fitness studio. Athletics facilities will support activities that align with the Vancouver Park Board's VanPlay strategy.
4. **Multipurpose & Activity Spaces:** will support a broad range of activities including 60 spaces of out-of-school childcare and include highly flexible spaces along with a commercial grade kitchen. These spaces will also support arts, youth and seniors/ older adults programming, including a small performance stage and large dining space.
5. **Dry Changing Rooms & Public Washrooms:** This subcomponent includes public washrooms and changing rooms located at the Lobby, which only support the Community Centre (excluding changing rooms for the Outdoor Pool), but also several conditioned pool support spaces (i.e. Lifeguard Office).
6. **Building Support:** will accommodate facilities supporting occupants of the building and the functioning of the building, including building washrooms, HVAC rooms, zero waste management facilities, outdoor pool requirements, and janitor rooms.
7. **Fieldhouse Space:** will accommodate outdoor facilities supporting current Fieldhouse functions.
8. The **Childcare Facility** will accommodate the licensed care of 74-space early learning and childcare centre.
9. The **Outdoor Pool** spaces will accommodate exterior aquatic spaces and associated support spaces such as 'wet' changing rooms.
10. The **Outdoor Spaces** include exterior spaces which support activities that connect the Community Centre and Oak Park (excluding Spray Park and Playground).

3.2 Operating Parameters

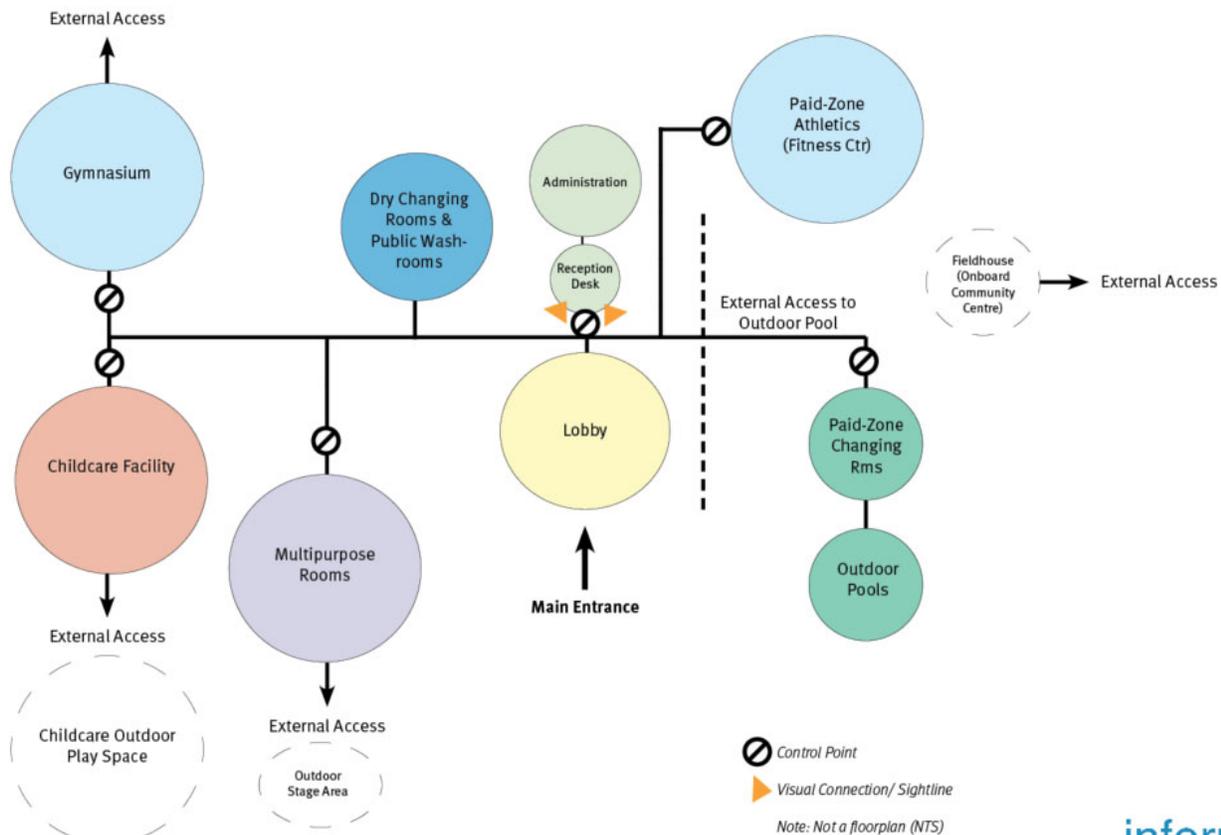
Operating Hours

The Community Centre will operate seven days a week. The Childcare facility will operate Monday to Friday, although the non-profit who leases the facility may access and program after hours as needed (staff meetings, events, professional development training etc.). The Outdoor Pool is seasonal and will be open from May until September, whereas the Fieldhouse is operational throughout the year.

Facility Ownership, Operations and Maintenance

The City of Vancouver will own the Community Centre and Childcare components and the Outdoor Pool component. The Vancouver Board of Parks and Recreation (Park Board) will be responsible for community centre and outdoor pool/fieldhouse programming. A non-profit operator will be responsible for programming within the 74-space childcare component. The Vancouver Board of Parks and Recreation will be responsible for daily maintenance and the City of Vancouver Real Estate and Facilities Management will be responsible for the preventive maintenance and capital maintenance.

3.3 High Level Relationship Diagram



3.4 Summary Space & Occupancy Summary Tables

Space requirements for the Community Centre, Outdoor Pool, Childcare Facility, and Outdoor Spaces are shown below in this summary table.

Ref.	Component / Subcomponent	NSF	NSM	Circulation Factor	CGSF	CGSM
5.0 COMMUNITY CENTRE						
5.1	Lobby/Entry	1,190	110.0	1.3	1,547	144.0
5.2	Administration	1,340	124	1.15	1,541	143
5.3	Recreation & Athletics	15,597	1,449	1.3	20,276	1,883.7
5.4	Multipurpose & Activity Spaces	8,265	768.1	1.2	9,918	921.7
5.5	Dry Changing/ Shower Rooms & Public Washrooms	2,095	195	1.3	2,724	253.0
5.6	Building Support	5,646	525	1.1	6,211	577.0
5.7	Fieldhouse Spaces	1,230	114.3	1.2	1,476	137.1
	Subtotal, Community Centre Component	35,363 NSF	3,285 NSM		43,692 CGSF	4,059 CGSM
	<i>Building Gross-Up 20%</i>				1.2	1.2
	TOTAL, Community Centre				52,431 BGSF	4,871 BGSM
6.0 OUTDOOR POOL						
6.1	Pools (Lap, Leisure, Hot)	6,052	562.2	1.3	7,868	730.8
6.5	Deck Areas (Concrete & Turf)	5,380	499.8	1.3	6,994	649.7
6.6-6.9	Unconditioned Spaces (Wet Changing Rms, Pool FF&E Storage)	3,173	294	1.3	4,125	383.2
	TOTAL, Outdoor Pool Spaces**	14,605 NSF	1,357 NSM		18,987 CGSF	1,764 CGSM
7.0 CHILDCARE CENTRE						
7.0	Childcare Centre– 74 spaces	7,941	738	1.3	10,324	959
	Subtotal, Childcare Component				10,324	959
	<i>Building Gross-Up 20%</i>				1.2	1.2
	TOTAL, Building Gross Area, Childcare Component				12,388	1,151
8.0 OUTDOOR SPACES						
8.0	Outdoor Spaces	(22,465)	(2,087)	(1.15)	(25,835)	(2,400)
	Total, Outdoor Spaces**				(25,835)	(2,400)

*Note: Spray Park and Playground not included.

**Note: no Building Gross-Up required.

Outdoor Spaces- Childcare Program	Covered Outdoor Space		Uncovered Outdoor Space	
	(nsf)	(nsm)	(nsf)	(nsm)
Infant Program	(355)	(33)	(1475)	(137)
Toddler Program	(355)	(33)	(1475)	(137)
3-5 Year Old Program A	(484)	(45)	(3283)	(305)
3-5 Year Old Program B	(484)	(45)	(3283)	(305)

PARKING GARAGE					
Parking Garage***	-	-	64,585	-	6,000
Subtotal, Parking Garage (All Gross-ups Included)			64,585 BGSF		6,000 BGSF

***Estimated size only. Assumes 167 parking stalls required as per Bunt Assoc (TDM program). Highly dependent on design configuration. This estimate will result in two-level garage.

Passive House Impacts to Wall Thickness and Building Gross-Up Factor:

For Passive House estimate 2% of gross area over code-minimum walls, based on a reasonable form factor and two-storey configuration. This accounts for 200mm additional wall thickness (estimated for pre-design); highly dependent on design.

Occupancy requirements for each project component, including the Community Centre, the Childcare Centre and the Outdoor Pool are outlined below.

Staffing

The following table provides estimated occupancy within the subcomponent in terms of headcount.

Staffing / Occupant*	Maximum Estimated Occupancy
Administration Staff	9
Fitness Centre Staff	2
Outdoor Pool Staff	10
Childcare Staff	16
TOTAL Staff	37

* Incl. MOCA Volunteer/Bookkeeper

Occupancy¹

The following table provides estimated occupancy within the subcomponent in terms of headcount.

Room/ Space	Quantity	Capacity	Total Capacity
Lobby	Multiple spaces	68 - 107	107
Gymnasium	1	340	340
Fitness Centre & Studios	Multiple spaces	102	102
Multipurpose Rooms	Multiple Rooms	400	400
Dry Changing Rooms	1	126	126
Fieldhouse Team Rooms	2	20 each	40
Outdoor Pool & Wet Changing Rooms ²	Multiple Pools (inc. hot pool)	350 in pools (Bather Load) (incl. 160 total in Wet Changing Rooms)	350 in pools (Bather Load) (incl. 160 total in Wet Changing Rooms)
Childcare Centre	Multiple	90	90
TOTAL OCCUPANCY	-	-	1,555

¹ Occupancy loads as per Building Code to be verified by architectural/ Bunt & Assoc.

² Bather loads and changing room/washroom counts to be verified by architectural/ Bunt & Assoc.

3.5 Design Guidelines

The following guidelines are relevant to the planning of multiple components. For component specific planning requirements, see report sections **Error! Reference source not found.**, 6 and 7.

3.5.1 Site Planning Guidelines

The Preferred Schematic Master Plan in Figure 2 below, was developed in 2019 as a concept site plan to locate functions on the Oak Park site for the future community centre, childcare and associated outdoor spaces.

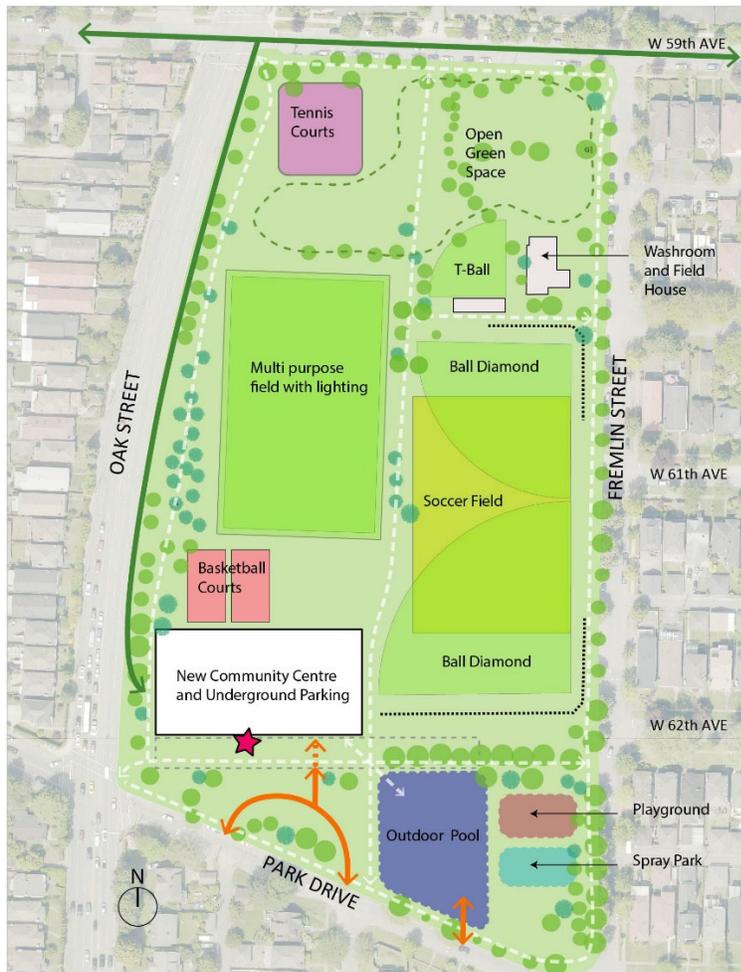


FIGURE 2. MARPOLE PREFERRED SCHEMATIC MASTER PLAN AT OAK PARK, SOURCE: CITY OF VANCOUVER PARKS RECREATION CULTURE MCC RENEWAL ([HTTPS://VANCOUVER.CA/PARKS-RECREATION-CULTURE/MARPOLE-COMMUNITY-CENTRE-RENEWAL.ASPX](https://vancouver.ca/parks-recreation-culture/marpole-community-centre-renewal.aspx))

Building Entrance

The main Community Centre and Outdoor Pool entry will be along Park Drive. A building entrance from the parkade will also be required.

Secondary Building Entrance(s)

Any additional entrances for a given building component or subcomponent are described in sections **Error! Reference source not found.**, 6 and 7. Additional building exits are required to satisfy B.C. Building Code requirements.

Outdoor Pool Entry

The Outdoor Pool will be a Paid-zone and entry will be through the interior of the Community Centre. An exterior emergency exit (from the pool area) at Park Drive is required for first responders in the event of an emergency.

Passenger / HandyDART Pickup / Drop Off

A passenger drop-off/pick-up loop is planned to front the main building entrance, which will facilitate universal access to the building. This area should be partially covered by a canopy. Additional drop-off parking spots will be required within 100 m from the entrance to the building from the parkade.

Parkade Access

Vehicle access to the parkade will be evaluated during design, and will be provided from either Park Drive or Fremlin Street.

Service Access

Service vehicle access will be provided from Park Drive. Two Class B loading spaces will be required. Each loading space must be at least 8.5 m long, 3.0 m wide, and 3.8 m high. Service traffic should be separated from childcare drop-off and community centre visitor traffic to the greatest extent possible.

Service Entrance

A service entrance, connecting the building to the Class B loading spaces may be required.

After Hours Access

After hours access to the building will be required at the main entrance, and potentially the parkade entrance.

Vehicle Parking

The City of Vancouver has specific guidelines on parking spaces required for Community Centres and Recreational Facilities (City of Vancouver Parking Bylaw, Section 4). Vehicle parking requirements were determined at earlier phases of the project and are as follows:

- Childcare Parking requires a total of 12 parking spaces including a minimum of 2 dedicated staff parking (but preferably 4 dedicated staff parking spaces) and 10 spaces for parent pick-up and drop-off, in a convenient location;

The Community Centre will require a total number of 167 parking spaces, as per Parking By-law³ on two underground parking levels. A total number of 3 designated parking spaces for people with disabilities will be required, which must be located in close proximity to the main facility entrance. It is recommended that 1 of the 3 designated spaces be allocated for vehicles with a side-mounted lift.⁴

³ Parking requirements will be confirmed by Bunt & Associates.

⁴ Per the City of Vancouver Disability Parking Space Requirements: The width and height (vertical clearance) of disability spaces have been found to be inadequate. The Parking By-law requires that disability spaces have a minimum width of 3.7 metres (12 feet), which is 1.2 metres (4 feet) wider than a standard parking space. There is no additional vertical clearance required, so disability spaces bear the same 2.0 metre height requirement as applies to standard parking spaces. A customized mini-van with a side-lift needs an additional width of 1.5 metres (5 feet), and often has its roof heightened by up to 0.4 metre (16 inches). Given that stock mini-vans typically are 1.7 to 1.9 metres in height, it is recommended that the vertical clearance required for disability spaces be increased to a minimum of 2.3 metres. Stall + aisle = 5200 mm in width.

A minimum of 10% of stalls will support electric vehicle charging with capability for level 3 charging. LEED requirements include 5% of stalls to be preferred parking for green vehicles, 2% of stalls with Level 2 charging stations, and 5% of parking reserved for preferred parking for carpool.

Bicycle Parking

Allow secure bicycle parking in multiple locations, both in close proximity to the main building entrance and within the parkade. Space for grocery cart parking will be accommodated also.

To align with Section 6 of the Parking By-law, preliminary bicycle parking analysis indicates the following requirements⁵:

- 9 Class A stalls
- 30 Class B stalls
- 4 'Large' Class B (bikes with trailers or cargo bikes)

A detailed Transportation Assessment and Management Study (TAMS) will be undertaken as a part of the design process. All parking assumptions will be confirmed through this process.

3.5.2 Circulation Guidelines

Major Circulation Corridors

As a central public amenity for the Marpole community, the Community Centre will accommodate high volumes of visitors daily. Many of these visitors will have strollers, wheelchairs, and mobility devices. The building gross-up applied in this functional program estimates requirements for accommodating high volumes of traffic in an accessible manner. Major circulation corridors will not only include hallways connecting entrance and exit routes, but also stairwells and elevators. To ensure there is adequate space for the parking of strollers, wheelchairs and mobility devices additional space has been planned in key areas such as the Community Centre Lobby and the Childcare Facility component. A larger elevator will be required for the childcare to accommodate 3-seater program strollers with consideration of turning radiuses at entry/exit points and circulation areas in the design to accommodate 3-seater strollers.

Component Circulation Corridors

In the same way that corridors connecting building entrances and exits should be accessible, corridors within components should also be accessible. The component gross-ups applied in this functional program estimate requirements for accommodating accessibility.

Wayfinding

The existing bus stop on Oak Street should be connected to the main entrance by an accessible, well lit and highly visible pathway.

The main entrance should connect directly to the Community Centre lobby to ensure it is easy for visitors to orient themselves within the building and navigate to their intended destination(s) within the building and to the exterior Outdoor Pool areas. A signage package will be required and the details will be developed as part of the design process.

⁵ Number of bike parking stalls confirmed with Bicycle Parking Bylaw by Bunt & Associates in preliminary analysis.

Access and Security

The building will be organized into a series of zones, each characterized by access capability. Additional security measures will be unique to each zone. Individual rooms within each zone may have unique access requirements. For detailed access descriptions, see the Room Data Sheets. Overall, the design should follow CPTED principles, and cannot produce 'shadow spaces' or hidden corners where visibility to supervisors is impeded. Security cameras will be required at the facility entrance. The Childcare Centre will be run by a separate operator and this area should be fully secured at all times.

Public Unrestricted Access Zone

To ensure a welcoming environment for visitors, parts of the Community Centre will have unrestricted access during operating hours and during special events. Unrestricted access requirements are outlined as follows:

- The Community Centre Lobby subcomponent will have unrestricted access during operating hours.
- Main circulation corridors and most component circulation corridors will have unrestricted access during operating hours.
- Emergency egress doors to the Community Centre Recreation & Athletics subcomponent gymnasium space may be used for entry / egress and loading. Locating the gymnasium on the ground floor would be very beneficial, and it should be possible for these doors to have unrestricted access during some dedicated programs, rentals or other special events (with staff supervision), otherwise the exterior to the gymnasium is restricted/locked.
- Access from parking facilities to the building will be restricted and controlled outside of operating hours. During operating hours access from parking facilities to the Community Centre lobby will be unrestricted.
- Access to the Fieldhouse Team/Multipurpose Rooms at the exterior of the facility, and associated spaces can be accessed by teams/leagues who have been granted access to these spaces.
- Access to the exterior public universal washrooms is unrestricted and available for anyone in Oak Park (incl. Spray Park, playground, sports fields etc.) during daytime hours.

Public Restricted Access Zones

Many areas and spaces within the Community Centre, Childcare Facility and Outdoor areas (i.e. Outdoor Pool) will have restricted access. Access restrictions are outlined as follows:

- The area behind the Reception Desk and administrative area behind the desk in the Community Centre Administration subcomponent will be accessible by swipe card.
- The Reception Desk will include one primary control point where transactions will occur; there will be two secondary non-staffed control points at the Outdoor Pool entry and the Fitness Centre entry, which will utilize RRD cards, wristbands or tokens.
- The Fitness Centre will have a check-in desk facilitated by a self-scanning station. Staff may provide access to paid users by buzzer or comparable means; security cameras should be installed by the entrance to all staff to focus on customer service. A separate exterior entry would be beneficial to the Fitness Centre. The Fitness Centre and Fitness Studio may require access before the standard operating hours for the building.
- Any exit doors to the exterior of the building will be alarmed and controlled from the Reception Desk in the Community Centre Administration subcomponent.

- All spaces within the Multipurpose and Activity Space subcomponents will be kept locked with swipe card access when not booked or in-use. Staff, instructors, and program coordinators will have swipe-card access to these rooms.
- Access to community centre spaces from major and minor circulation corridors will be monitored and controlled from the Reception Desk in the Administration subcomponent.
- Access to the Childcare Facility will be controlled at the entrance to the Childcare Facility, and may have different operating hours than the rest of the Community Centre. Access to the Childcare Facility floor should be provided through the use of fobs on elevators.
- The Outdoor Pool and surrounding deck area will be fenced with access controlled from main entry from within the Marpole Community Centre, and secondary controlled access to the Spray Park. An emergency exit will be required for First Responders requiring access to the Outdoor Pool.

Vertical Corridors

Because the area requirements for the building are significant and because building component, subcomponents and individual spaces require specific adjacencies, it is likely necessary that spaces will be located on multiple floors. Elevators and stairwells should be located to ensure convenience for visitors. Elevators and stairwells should be easy to find from the Community Centre Lobby subcomponent, with a location and design which encourages use of the stairs. Reasonable travel distances from the building entrance to all building spaces should be made possible by elevators and stairwells. Elevators and stairwells should also be highly inviting to encourage use for individuals with varying levels of physical activity. For security purposes, it may be necessary to incorporate physical security measures such as doors or accessible gates at stairwell lobbies on each floor to limit access outside of operating hours, particularly the level the Childcare Facility is located on, which will be closed off at all times (use of intercom and card reader system for entry). Consistent use of high contrast colours to message function/ transition of space should be incorporated into design, and tactile flooring should be incorporated to assist with directing individuals.

The Fitness Centre or Fitness Studio may be located on the second level. Ensure structural loads can withstand heavy loads at this area and include large double-doors into the Fitness Centre to move large equipment. If located on the second level, a larger sized elevator is required and consideration of the types of spaces located below the Fitness services amenities to prevent disturbances from noise.

3.5.3 City of Vancouver Truth & Reconciliation

This project respects the City of Vancouver's Truth & Reconciliation process and the Vancouver Park Board's calls to action⁶, acknowledging the Oak Park site is located on unceded and Traditional Territory of the Musqueam First Nation. A Truth & Reconciliation workshop during the Pre-Design phase took place as a separate yet iterative process for the project. The site is within proximity to *čəsnaʔəm* being an ancient village and burial site of the Musqueam people. As such, planning and design will consider inclusion of Indigenous cultural spaces including, but not exclusive to: ceremonial spaces (including smudging ceremonies), cultural dance, music and performance space, Musqueam cultural artwork, territorial acknowledgements at key locations, spaces supporting land-based Indigenous learning and activities, inclusion of Musqueam/ *hən̓q̓əmi̓n̓əm* language or naming

⁶ Vancouver Board of Parks & Recreation: Truth & Reconciliation Commission Calls to Action, January 2016

conventions where possible around the site and facility, support of spaces impacting Indigenous child and youth recreational and learning programs, and inclusion of First Nations within sports/athletics.

3.5.4 Sustainability Guidelines

The building will be designed to achieve the City of Vancouver sustainability requirements for all city-owned facilities, including the following:

- The facility will be certified LEED Gold; and
- The facility will have Passive House certification or be certified to an approved zero emissions rating system such as the CaGBC Zero Carbon Building Standard, and use no fossil fuels in order to minimise energy consumption and GHG emissions;
- The facility will adhere to the Rain City Strategy and Integrated Rainwater Management Plan's targets of managing stormwater with a minimum volume of rainwater managed to be at 48mm per day and a target of capturing and treating 90% of annual rainfall on public and private property;
- The early facility design will require energy modeling to verify that energy performance targets will be achieved;
- The designed facility will calculate a life-cycle equivalent Embodied Carbon Emissions through a whole-building life-cycle assessment (LCA) study and identify opportunities to reduce embodied carbon emissions by 40% compared to baseline.;
- Electrical Vehicle Charging: a minimum of 10% inclusion of EV charging stations for commercial buildings- consideration with capability for level 3 charging.
- Solar Photo Voltaic Panels may be incorporated into the design of the building as an information system to educate the community and reinforce green strategies. The system may generate 10kW or less.
- Architectural form to consider strategies that will allow for natural ventilation to be adopted as part of the building design.
 - Design to consider the stack effect via multi-storey atrium spaces or solar chimneys.
 - Access to operable and/or automatic windows around the perimeter of the building, while ensuring building and occupant safety and security.
- Natural ventilation modelling is recommended at the design stage to validate design strategies.

3.5.5 Building Guidelines

There are many potential stacking configurations of the community centre and childcare facility components and subcomponents. The stacking of the building shall take into account the following guidelines for the main floor and roof level:

- **Main Floor Access, required**
Community Centre Lobby and Administration subcomponents. Those Multipurpose rooms which accommodate afterschool care programs require access to exterior play space. The Dry Changing Rooms, Outdoor Pool & Fieldhouse subcomponents also require Main Floor access. The Gymnasium within the Recreation & Athletics subcomponent would also require main floor access.
- **Main Floor Access, preferred**
Multipurpose rooms, such as the Large Multipurpose Room and Commercial Kitchen would preferably be located on main floor.
- **Second Floor Access, preferred**

Fitness Centre (Recreation & Athletics subcomponent). Dropping of weights in the Fitness Centre requires acoustic consideration and appropriate floor construction. Consideration of the types of spaces below the Fitness Centre is required to prevent noise disturbances.

- **Roof Level, preferred**
Childcare Facility, including contiguous indoor and outdoor activity spaces.

Flexibility / Adaptability

The following guidelines for the flexibility and adaptability of the building should be taken into account in the design:

- Ensure that no conduit will run through the floor slab and no floor-mounted receptacles i.e. outlets for workstations in the Administration subcomponent. This will allow for maximum flexibility as spaces change over time.
- Ensure that mechanical and electrical rooms are located in close proximity to vertical corridors. This will allow for maximum flexibility as spaces change over time.

Ceiling Height

Several spaces within the Community Centre component will require specific clear heights to accommodate desired functions. These spaces include:

- Within the Recreation & Athletics subcomponent, the Gymnasium must be at minimum 24' clear height, but should be higher if possible. Existing zoning indicates a maximum building height of 35' (10.7m)
- Within the Recreation & Athletics subcomponent, the Fitness Centre must be 12' clear height, and Fitness spaces incorporating multifunctional equipment such as a Queenax requires sufficient clearance.
- Within the Multipurpose & Activity subcomponent, rooms must be 12' clear height.

The heights identified above represent the minimum height required. Additional height may be necessary to accommodate structural components of the building, mechanical or electrical shafts or equipment.

Exterior Environment

The outdoor spaces at Oak Park are highly connected to the Marpole Community Centre, particularly the Outdoor Pool, Fieldhouse, childcare facility and associated support spaces. A separate component in Section 8 entitled Outdoor Spaces, has been developed to document some additional requirements for outdoor spaces surrounding the Community Centre.

Indoor-Outdoor Connections

An indoor/outdoor connection between the Lobby subcomponent is desirable. The Fitness Centre within the Recreation & Athletics subcomponent, if on ground level, direct access to outdoor fitness space would be required, and if located on second level, a covered balcony would be required for outdoor fitness opportunities. Further, some Multipurpose rooms also require an indoor/ outdoor connection; an egress door between these spaces and the exterior will facilitate indoor and outdoor activities, for example, those multipurpose rooms which accommodate afterschool care programs require exterior access to outdoor play space (75ft²/child= 2,250ft² outdoor space per 30xchildren) and the Large Multipurpose Room requiring access to the Outdoor Performance area. The Gymnasium will also require access to the exterior at grade.

The Childcare Component will also require access to dedicated covered and uncovered outdoor play spaces that are contiguous with the indoor childcare facility, and that may be accommodated through dedicated covered/uncovered rooftop outdoor space. Ease of access to outdoor play space in Oak Park may result in a 25% reduction of required outdoor areas in the childcare facility.

Technology

The Community Centre will be an IT/ data hub for the City of Vancouver. City fibre must be brought to the Community Centre. Technology will change quickly and all systems must be flexible to the extent possible to handle continuous new technology.

Universal Accessibility

The Marpole Community Centre will conform to all City of Vancouver Accessibility and Universal Design requirements.

3.5.6 Building Systems Guidelines

Building systems will be planned in alignment with the following guidelines:

- Building systems should be planned to be durable and simple (note: CSAS478.19 for durability in buildings standards should be used);
- The Community Centre and the Childcare Facility components will each have their own separate mechanical and electrical systems; separate BC Hydro metres or sub-metres will also be required.
- Building systems will allow for uses such as smudging in the front lobby and all multipurpose rooms as well as the gymnasium (i.e. fire alarm systems and HVAC systems to accommodate for smudging);
- The Community Centre will also function as a *disaster support* facility. This includes acting as a mustering station for the community in the event of a disaster. It will not be a full post-disaster facility. Emergency Supply Storage is included onboard of the Community Centre (see Building Support subcomponent 5.6). The Childcare facility will also have dedicated Emergency Supply Storage.

4. Component Content Introduction

In the following sections, program information is presented for each functional component of the building under the following headings:

FUNCTIONAL DESCRIPTION provides information on the general services of the component and its basic features or characteristics.

OPERATIONAL DESCRIPTION provides information on the general operations of the component, including:

Minimum hours of operation – typical component operating hours.

Occupancy estimates – summarizes estimated maximum occupancy of a component. These estimates contribute to the estimate of space requirements. For example, what staffing, by category, is needed and the capacity of programmable rooms. Numbers should not be used for budgeting purposes; however, they are used to determine washroom requirements, and estimating load conditions for fire exiting requirements, etc.

DESIGN GUIDELINES – present information under two subheadings:

External Relationships indicates the priorities of the component for its location relative to other components. Definition of terms used in the external relationship descriptions are as follows:

- “Direct access by internal circulation” refers to components which are horizontally contiguous and linked internally. This form of access avoids movement through the general circulation system of the building.
- “Direct access by general circulation” refers to components linked by a minimal amount of horizontal and/or vertical general circulation.
- “Convenient access by general circulation” refers to components linked by substantial horizontal and/or vertical general circulation.

Internal Relationships/Concepts indicates basic directions for the organization or environmental design of space.

SPACE REQUIREMENTS – lists the net space requirements for each component. It indicates the number of rooms or spaces (units), the net area per unit, the total net area (feet / metres) for each space type, and any explanatory or supplementary remarks which will help to characterize the space as well as a reference number to identify the space. Net area requirements capture the area required for each individual space or room. Space tables also include a total component gross area in feet and metres for the component. Component gross area includes all net area requirements and a circulation factor, capturing estimated space requirements for corridors, interior wall thicknesses and minor infrastructure shafts.

5. Community Centre Component Requirements

5.1 Lobby

5.1.1 Functional Description

The Lobby subcomponent accommodates access to the community centre and impromptu gathering activities. The component will be the first point of contact with visitors who may be walking in for the first time. Visitors can include individuals and families, including people of any age, ability and native language. Activities accommodated in the lobby component include the following:

- Wayfinding signage and orientation both to interior Community Centre spaces, Childcare spaces and Outdoor Pool spaces;
- Activity displays and promotional materials;
- Access to main circulation systems;
- Waiting for programming to start/finish; waiting for transportation;
- Community meeting activities;
- Stroller parking and mobile device parking;
- Display of artwork (incl. A/V) and cultural/Indigenous and history of landscape display opportunities along perimeter walls;
- Youth concession for sales of light food items;
- Smudging and other Indigenous ceremonial activities;
- Access to First Aid room and defibrillator (shared with Outdoor Pool);
- Spaces supportive of visual impairments through tactile flooring;
- Indoor/ Outdoor Community Special Use:
 - Access to Paid Zone Outdoor Pool and Wet Changing Rooms;
 - Performances;
 - Pop-up community gathering events.

5.1.2 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

Hours of operation will be in alignment with the regular hours of the Marpole Community Centre, Mon-Fri 9am-10pm and Sat-Sun 8am-5pm.

Occupancy

The following table provides the estimated capacity of programmable spaces within the subcomponent:

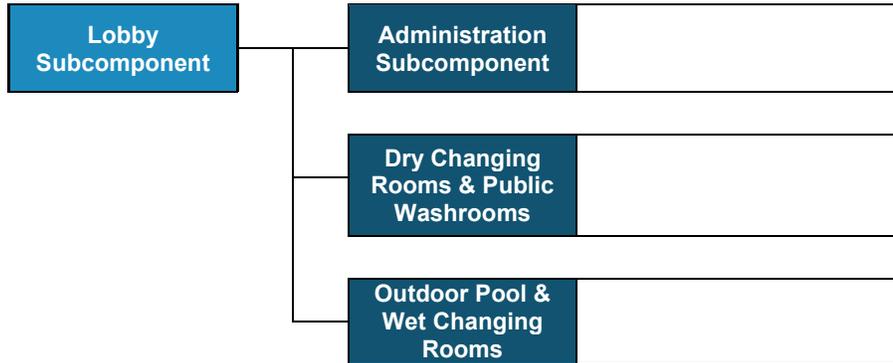
Room	Quantity	Capacity	Total Capacity
Waiting Area	1	12	12
Seating & Queuing Area	1	50-75	75
Pool Queuing Area	1	10-12	12
Concession Seating Area	1	6-8	8
Total Capacity			97

5.1.3 Design Guidelines

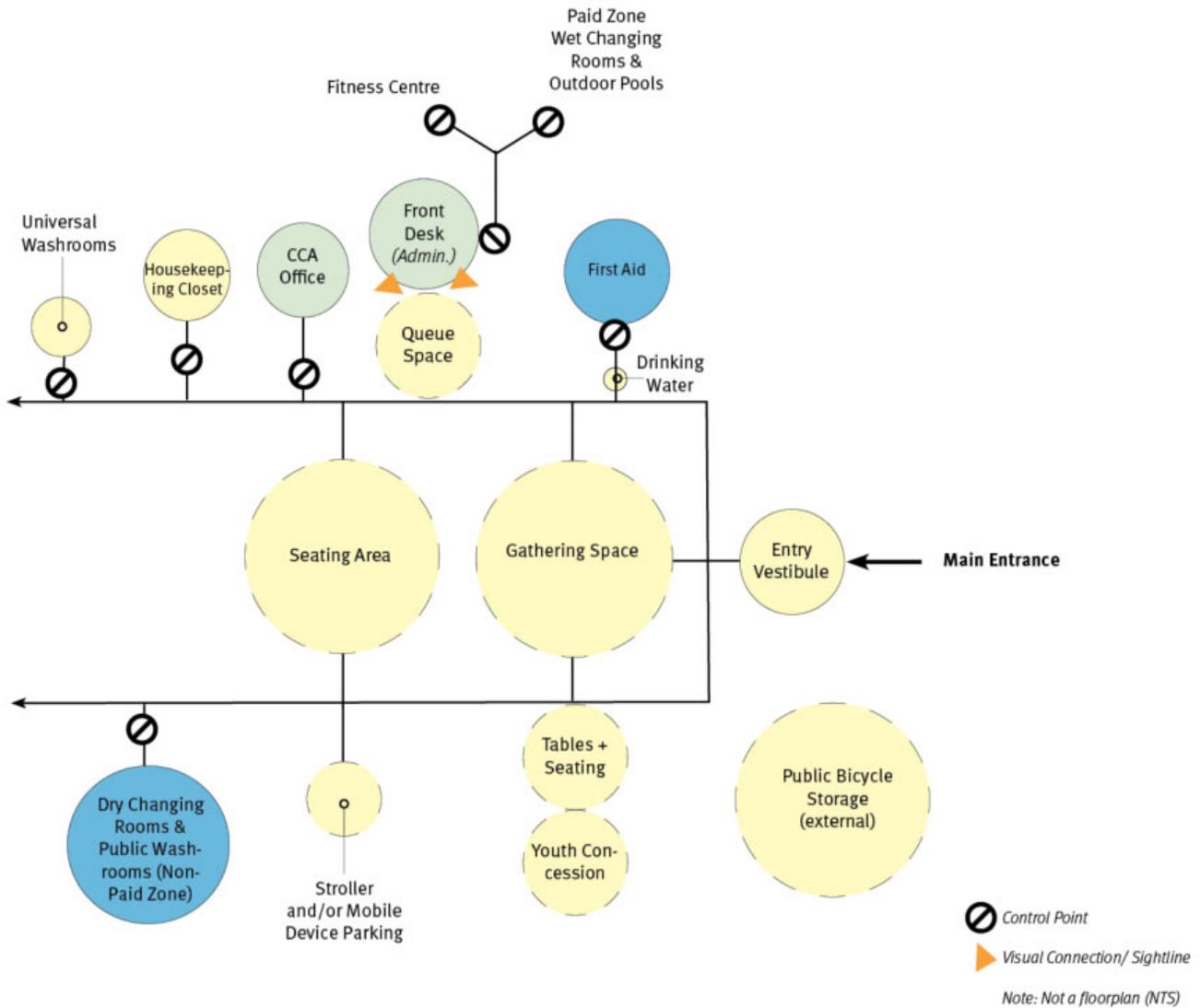
The following guidelines are intended to inform design decisions regarding the layout of space internal to this subcomponent.

External Relationships

This diagram outlines how the subcomponent should be located to provide access in accordance with the following external relationships which are listed from highest to lowest priority:



Internal Relationship Diagram



Exterior Canopy(ies)

The exterior area to the entrance of the Community Centre requires a covered canopy area should be in close proximity to the HandyDART pickup/drop-off area so that individuals waiting for the HandyDART can shelter from inclement weather. A bike parking area near the entry, including lock-up space for shopping carts should be covered.

Visual Connections

From the Lobby, the Outdoor Pool should be visible for clear wayfinding. Further, it will be vital to have sight lines across the whole lobby area, from any given point within it.

Entry

A building entrance vestibule should be designed at the entry to shield lobby occupants and staff at reception from the elements in the winter months. Clear visibility and sight lines, as well as space at the entry is required for those waiting for transport (i.e. HandyDART) to the exterior vehicular pick-up/drop-off loading area. Allow for natural light into lobby area at the building entry.

Indoor / Outdoor Connectivity

The Outdoor Pool will be accessed through the Lobby component of the Community Centre. Clear wayfinding for visitors is required to locate the Outdoor Pool.

Waiting, Gathering, Seating

The Lobby should be spacious enough to feel open, warm and welcoming. During peak registration times, the space should accommodate long queues of people particularly those waiting to access the Outdoor Pool, with an estimated maximum of 50-75 people in the lobby at any given time.

The Lobby will include waiting space, and a parking area for mobile devices (with battery charging station) and strollers where the design facilitates a way to lock strollers and devices. Furniture will be non-fixed so that they may be easily re-arranged to suit the needs of visitors, and easily cleanable, water-resistant surfaces as adjacent Outdoor Pool functions will result in wet surfaces in the Lobby. Ideally a range of seating formats will be provided (i.e. some chairs with arm rests for older adults) to accommodate different functions such as playing chess, or lounging, eating etc. A sound system including speakers and a microphone are required in the Lobby. A housekeeping closet located in the Lobby is required for cleaning of dry/wet areas in the Lobby.

Access to the Outdoor Pool area (Paid Zone) is through the Lobby and will be controlled by both the reception desk (see Administration subcomponent 5.2) and a secondary self-scan control point (non-staffed) at the pool entry. Access to the Fitness Centre will be through another secondary control point using the same technology/self-scan.

Signage and wayfinding will be bright and high contrast, including braille, and integrate graphics to communicate to a broad range of individuals. Tactile flooring should be incorporated to facilitate accessibility for people with visual impairment throughout the Lobby.

Universal Public Washrooms & 'Dry' Changing Rooms (Non-Paid Zone)

See *Dry Changing Rooms subcomponent 5.5. This subcomponent must be located directly adjacent to the Lobby Area.*

Youth Concession Stand

The Youth Concession Stand/Kiosk is a built-in, permanent area where Community Centre youth can sell light food items. The space has a counter and has direct access to a fridge, a sink, cupboard and microwave. This area is co-located with several small round tables with chairs, in a café style setting.

Paid Zone 'Wet' Changing Rooms – See Outdoor Pool component 6.0.

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Ref. No.	Space	Space Program				Remarks
		units	nsf/unit	nsf	nsm	
5.1	Lobby					
5.1.1	Entry Vestibule	1	-	-	-	Double-door entry vestibule (incl. in Bldg Gross factor). Ensures inclement weather does not impact staff or patrons in Lobby.
5.1.2	Transport Waiting Area	1	100	100	9.3	Incl. Space adjacent to vestibule with sight lines outside for those waiting for pick-up.
5.1.3	Gathering & Queue Space	1	390	390	36.2	Gathering space must accommodate approx. 50-75 people standing, for informal community gathering events; space to be used for peak registration. Additional stroller parking used during parent/ tot program along perimeters. Allow wall space for art/ cultural displays. Space & power for vending machines.
-	Outdoor Pool Queue Space	1	75	75	7.0	Space for Outdoor Pool queue- assumes space between 10-12 people.
5.1.4	Seating Area	1	300	300	27.9	Non-fixed seating for 12-15 people; incl. both furnished seats with armrests and clear space for 3x wheelchairs.
5.1.5	Concession Youth	1	50	50	4.6	Space for Concession stand for 2-3 Youth selling items. Built-in Counter and space; access to sink, shelf for microwave, small fridge. Kiosk space approx. 6'x8'.

Ref. No.	Space	Space Program				Remarks
		units	nsf/unit	nsf	nsm	
5.1	Lobby					
5.1.6	Seating Area – Youth Concession	1	75	75	6.9	Space for 2x tables (4x chairs each) for Concession stand patrons.
5.1.7	Storage Closet, Concession	1	30	30	2.8	Can be used by Youth for concession. Directly adjacent to kiosk space. Incl. storage space for concession items. Lockable.
5.1.8	Stroller and/or Mobile Device Parking	1	75	75	7.0	Dedicated parking space for 5 strollers/ motorized devices with battery charging outlet at the perimeter. Incl. metal bar or other system for lock-up of strollers/devices.
5.1.9	Drinking Water	1	15	15	1.4	Incl. drinking water / water bottle outlet.
5.1.10	House-keeping Closet	1	40	40	3.7	Incl. floor drain.
-	First Aid Room	(1)	-	-	-	Access to First Aid Rm shared by Outdoor Pool and rest of Community Centre. Space captured in Subcomponent 5.5 Outdoor Pool & Fieldhouse Support). AED mounted on wall on Lobby side.
5.1.11	External Bike Storage	-	-	-	-	Covered bike storage area for up to 20 bikes. Incl. space to lock-up <u>3x shopping carts</u> and bike trailers or cargo bikes (other 20 bikes to be accommodated in parkade or other).
	Total NSF, All Areas			1,190	110	
	Net-to-Gross Factor 30%			1.3	1.3	
	Total Component Gross Area			1,547	144	

5.2 Administration

5.2.1 Functional Description

The administration subcomponent accommodates the reception, administrative and programming functions at the community centre. The component will be where information-sharing, registration and payment for programs, and program planning will occur. This component includes a public-service function where community centre staff interact with members of the public. Activities accommodated in the Administration component include the following:

- Payment and registration activities;
- Control point to Outdoor Pool;
- Passive staff surveillance/security of Lobby, entry, gym and activity spaces;
- Information-sharing between Community Centre Staff and Public;
- Staff team meeting;
- Community Association drop-in/office space;
- Staff breaks.

5.2.3 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

Hours of operation will be in alignment with the regular hours of the Marpole Community Centre, Mon-Fri 9am-10pm and Sat-Sun 8am-5pm.

Staffing & Occupancy

The following table provides estimated occupancy within the subcomponent in terms of headcount.

Staffing / Occupant	Maximum Estimated Occupancy
Reception	3
Supervisor	1
Programmers	2
Facility Clerk	1
MOCA Bookkeeper	1
Maintenance Staff	1
Total Administration Staff	9

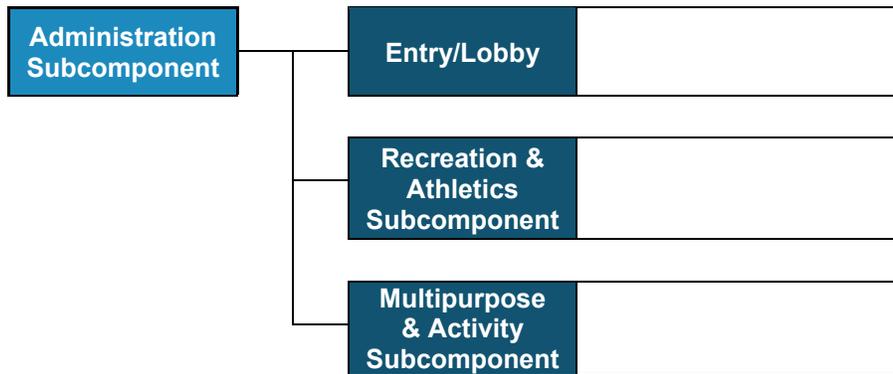
Note: additional offices located at Fitness Centre for Fitness and in Youth Centre for staff.

5.2.4 Design Guidelines

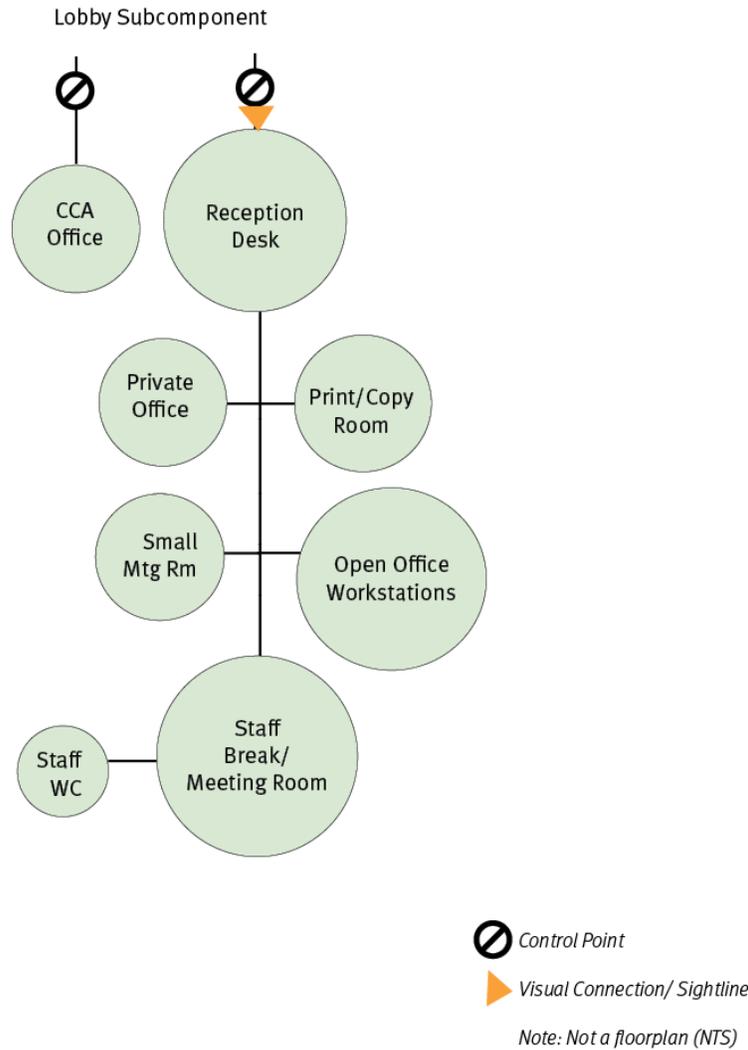
The City of Vancouver Office Accommodation Strategy guidelines were used to guide the layout and allocation of spaces internal to this subcomponent.

External Relationships

This diagram outlines how the subcomponent should be located to provide access in accordance with the following external relationships which are listed from highest to lowest priority:



Internal Relationship Diagram



Space Summaries

The Administration subcomponent accommodates both Community Centre staff and Marpole- Oakridge Community Association (MOCA) volunteers. This subcomponent should have two entrances/exits so staff have two ways of accessing the Administration spaces. The space summaries below describe the spaces included in this component.

Visual Connections

Critical visual connections for this subcomponent include the sight lines from the reception desk across the reception, Lobby and entrance(s) for the staff at the reception desk to monitor the entire Lobby area.

Reception

Directly adjacent to the Lobby, the front reception will facilitate access to the Community Centre for visitors. Spaces will support short conversations between visitors and staff. While direct sight lines are required, consider location of the reception desk to avoid direct exposure to weather conditions from

entry points. The reception desk will accommodate up to three staff with one low transaction counter/desk and two higher stations to accommodate multiple height requirements of patrons and staff (ensure depth of transaction counter is not too deep). Design to allow for some privacy of patrons sharing information but highly sensitive conversations to occur in staff offices.

Design of the reception desk should also ensure the security of staff operating the desk and materials stored behind the desk; it will also include a lockable security grill to fully enclose the space when the office is closed. Allow sufficient space behind the counter for storage, and accessibility. Access to the area behind the reception desk should be provided with a key card and a buzzer will allow access into the staff administration area (as main Administration doors are locked at all times). A panic button should be located behind the reception desk.

The supporting and adjacent print and copy room will be adequately ventilated. The reception desk will function as a cash point of sale; the print and copy room will include a small safe. Careful design of the reception area is required as there are significant storage requirements for reception, for example 2x printer below the transaction counter, in between each workstation and other requirements.

The reception desk acts as the primary access point to the Outdoor Pool and the Fitness Centre which are in Paid Zones. A secondary access point with a self-scan/fob system or accessible gates to access these areas.

The reception desk requires an audio loop and microphone.

Marpole- Oakridge Community Association (MOCA) Office

An office for MOCA is required. It should be located separately from the Staff Administration area and be accessible from the lobby subcomponent. This office can accommodate small meetings and also provides some space for storage.

Staff Administration

The staff administration area will consist of an office, an open office workstation space and support spaces. Workstations should be located adjacent to exterior windows to maximize natural light, private offices may be located within interior areas. All workspaces for staff are ergonomic and include sit/stand workstations. Staff Administration will have two entry/exits- one from the administration/staff space and one from the public lobby area. Note that direct sight lines from the Facility Clerk office is required to the Front Desk. Staff lockers will be required (personal towers) for staff who will be needing to store their items for the day, but not necessarily requiring a workstation.

Print/Copy Room

The print/copy room will include a multi-functional device and a layout table, with shelving/storage for supplies. This room can double as the cash counting/cash control room provided that the access to the room is from a secured corridor. Room to include small cash safe mounted to floor and task chair at layout table for counting of cash and receipts.

Staff Room & Small Meeting Room

Staff will require a lounge space accommodating seating for 6-8 people with a small kitchenette. This room can double as an informal staff meeting room which should be easy to access by non-administration staff. Additionally, a small administration meeting room for 4-6 people is required.

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Ref. No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.2	Administration					
5.2.1	Queue Space	1	-	-	-	(Included in Lobby subcomponent)
5.2.2	Reception Desk	1	300	300	27.9	Incl. space for 3x workstations (2x high and 1x low); transaction counter with universal access; 3x cash registers at each wkstn; panic button under counter and buzzer entry access for staff; proximity access reader/membership scanner; adjacent to print/copy room; sight lines to whole lobby area; sufficient space behind counter and built-in millwork storage (i.e. 2x printers).
5.2.3	Director's Office	1	150	150	13.9	Enclosed office (lockable) with glazing. Ergonomic wkstn, task chair and small side table with chairs for small meetings.
5.2.4	Open Workstation Area	1	250	250	23.2	Accommodates 3x ergonomic wkstns (51nsf each) and 2x Agile wksns (42nsf each). Includes task chair and file storage per workstation. Incl. staff lockers/ personal storage for staff.
5.2.5	MOCA Office	1	100	100	9.3	Accommodates MOCA Bookkeeper; incl. ergonomic wkstn, task chair, file storage. Lockable. Can be accessed from main Lobby space. Can be used as small meeting space for MOCA.

Ref. No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.2	Administration					
5.2.6	Cash Out/ File Copy Room	1	150	150	13.9	Has layout table, multifunctional device, plotter, zero waste station, shredding bin, paper trimmer, cabinet. (small cash safe). Lockable.
5.2.7	Staff Break Room	1	250	250	23.2	Doubles as informal meeting room; seating can accommodate 6-8 staff; incl. small kitchenette with sink, counter, microwave, fridge, coffee maker.
5.2.8	Staff Washroom	1	50	50	4.6	Single Universal WC.
5.2.9	Storage Room	1	20	20	1.9	
5.2.10	Small Breakout Rm/ Meeting Rm	1	120	120	11.1	Small mtg Rm (fits 4-6 ppl)
	Total NSF, All Areas			1,340	124	
	Net-to-Gross Factor (15%)			1.15	1.15	
	Total Component Gross Area			1,541	143	

5.3 Recreation & Athletics

5.3.1 Functional Description

The Recreation & Athletics subcomponent accommodates the recreation, sports, fitness and athletics functions at Marpole Community Centre. The spaces will accommodate programmed and drop-in activities. The Fitness Centre and Fitness Studio of this subcomponent take place within a Paid Zone of the Community Centre while the Gymnasium acts as both a Non-Paid Zone (i.e. special events, or youth programming) and a Paid Zone (i.e. adult sports or fitness classes). Activities accommodated in the Recreation & Athletics subcomponent include the following:

- Paid drop-in or registered programmed activities and sports.
- Parent and tot programming.
- Rentals of space to external community partners.
- Recreational league activities.
- Staff assistance and consultation.

5.3.2 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

Hours of operation will be in alignment with the regular hours of the Marpole Community Centre, Mon-Fri 9am-10pm and Sat-Sun 8am-5pm. The Fitness Centre and Fitness Studio may open earlier in the morning than the rest of the facility, potentially at 6am, 7 days a week and would benefit from a separated entry condition to the facility.

Occupancy

The following table provides the estimated capacity of programmable rooms within the subcomponent:

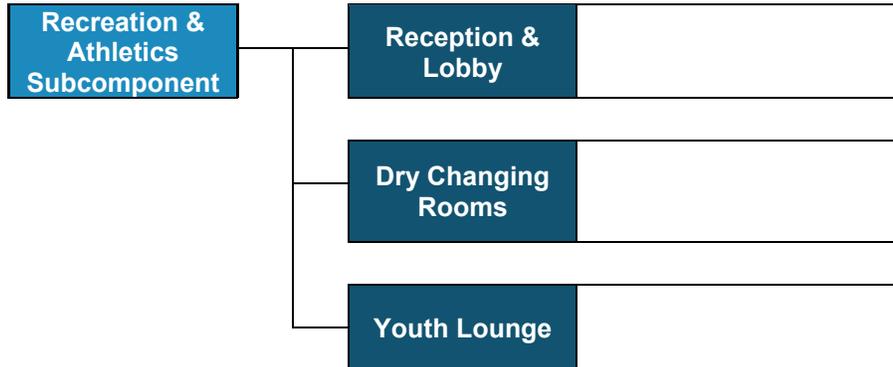
Room	Quantity	Capacity	Total Capacity
Full Size Gym	1	340	340
Fitness Centre	1	60	60
Small Studio	1	12	12
Fitness Studio	1	30	30
Total Capacity			442

5.3.3 Design Guidelines

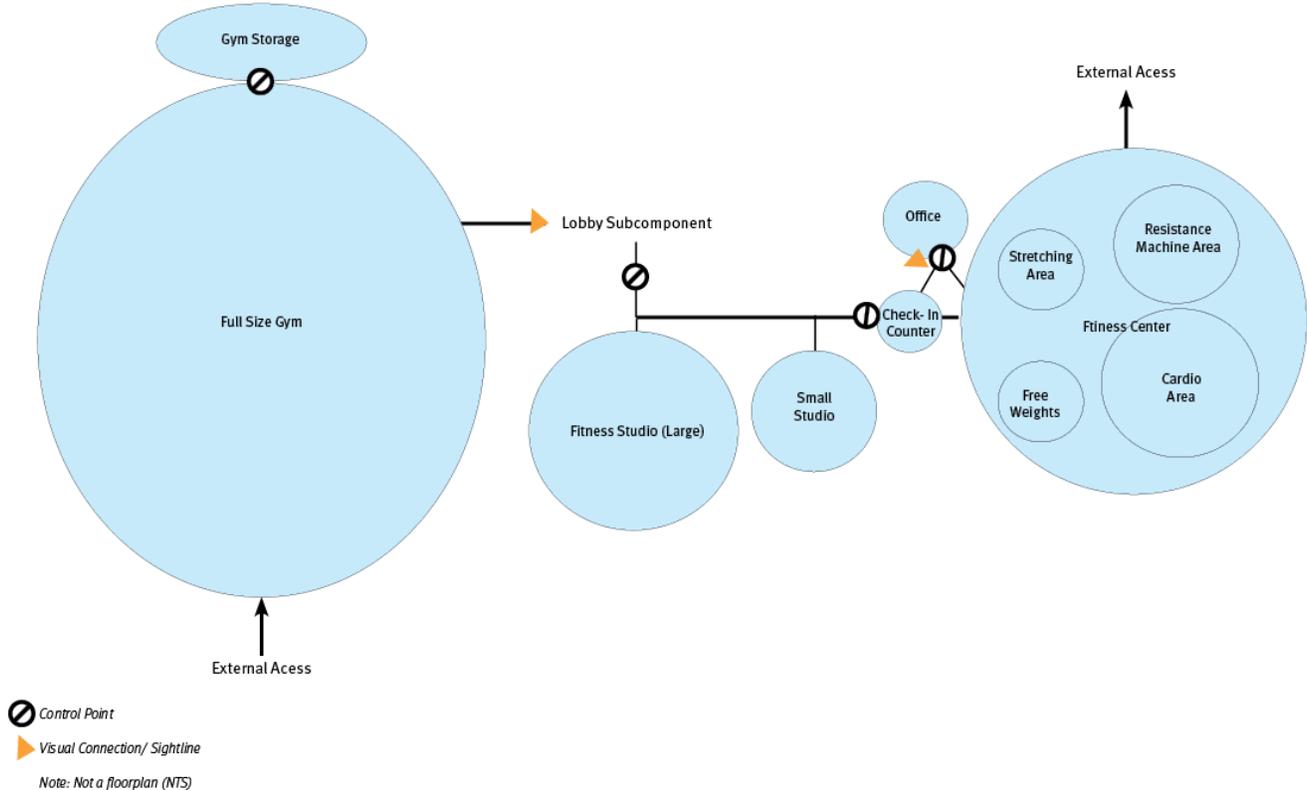
The following guidelines are intended to inform design decisions regarding the layout of space internal to this subcomponent.

External Relationships

The diagram below outlines how the subcomponent should be located to provide access in accordance with the following external relationships which are listed from highest to lowest priority:



Internal Relationship Diagram



Space Summaries

Spaces within this subcomponent consist of both Paid and Non-Paid Zones. As such, Paid Zone patrons can access the Changing Rooms for showers/changing, and Non-Paid Zone patrons can access change/shower in the Universal Public Washrooms, both located at the Lobby subcomponent.

Athletics spaces all have high HVAC/ ventilation requirements (Gym to include Smudging capability) and may be used beyond regular Community Centre operating hours. These can be loud spaces which require attention to adjacencies and sound transmission.

Visual Connections

Important visual connections include passive staff monitoring of Gymnasium, as well as sight lines for passive supervision for youth movement from Youth Lounge to the Gymnasium from the Front Desk.

Gymnasium

The gym is flexible in that it supports both Non-Paid and Paid Zone programming. The gym accommodates a full-sized NBA basketball court (94') with a wide run-off/bib surrounding the court (accommodates two additional basketball courts through width – minimum of six mounted basketball hoops total) as well as three volleyball courts, four badminton and four pickleball courts; the run-off space will accommodate parked wheelchairs, battery charging outlets for motorized devices and a motorized curtain will allow the gym to divide into two spaces (using a 1/3 by 2/3 ratio, and careful

placement of divider so that court dimensions are not disturbed)⁷. Exterior ground level access is critical for moving equipment, special events etc.; exterior doors leading directly outside the gym will accommodate rental programs where large equipment must be brought into the gym.

A portion of the gym must have glazing/visibility into the corridor as staff must have sight lines into the gym and have ability to screen glazing when required. Glazing opportunities to allow for daylighting into the gymnasium are appropriate at north-facing walls. If glazing is added at the roof line, ensure motorized shading devices or another method of shading direct sun glare is included – it should be noted that natural daylighting is not a requirement for the gymnasium. Ensure acoustic transmission at the gymnasium is reduced. Adjacency to the Youth Lounge would be beneficial as youth will flow between the Youth Lounge and Gym frequently. Change/Shower stalls for the Gym are located in the Lobby space, in the Public Universal Washrooms which do not require payment.

Finishes for sprung wood flooring should be considered and reviewed carefully, as Ball Hockey is a highly popular sport at Marpole, which requires a highly durable flooring finish. The ceiling height should be higher than 24' if possible, and design should consider motorized, retractable basketball nets.

The Gymnasium can act as a community mustering area if required. Design should consider potential for a second gym to be built in the future on the site adjacent to the gym. Exterior space outside and adjacent to the Gymnasium for expansion in the future should be planned for. If at all possible, a viewing area to the gym from either at grade or an elevated area, for example, incorporated into circulation, would be desirable.

Fitness Centre & Office

The Fitness Centre will be within a Paid Zone of the Marpole Community Centre. A dedicated entrance through a control point at a self/scan/check-in counter, is required as the closing or opening hours for the Fitness Centre may extend past regular Community Centre operating hours. The check-in counter includes a sit/stand station and a lockable cabinet for filing documents and a lockable storage locker for small portable fitness equipment. Directly adjacent to the check-in counter, a small office for 1-3 people is required, which will double as a First Aid Room and will be used for other purposes such as consultation with clients or small meetings (maximum number of people will be 3 total). Ensure AED mounted on wall outside the Fitness Centre office. Approximately 20x wallet/key lockers adjacent to the Staff Office would be required. Wall space for two sign-up stations for cardio equipment should be located adjacent to the cardio machines. Large accessible double-doors (with accessible push button) are required at the entrance to the Fitness Centre to allow for large equipment to be brought in or out. This entry will also be a control point with self-scanning card reader system for entry.

The Fitness Centre can be located on the second level and would benefit in having access to a covered outdoor exercise space which has weatherproof and durable flooring, with good water drainage to avoid pooling of rainwater and no changes in grade.

The Fitness Centre will accommodate approximately (50-60 patrons) max. at any given time. The activity areas within Fitness Centre will be sized according to the following ratios: Cardio (35% of total

⁷ Note: Current Marpole Gymnasium measures 6,000ft².

space with 20% of cardio equipment being universally accessible), Free Weights (15% of total space with 100% of all equipment being universally accessible), Functional Area (50% of total space) – the Functional Area includes a blend of selectorized machines (100% universally accessible), multifunctional equipment and stretching area. The goal is to utilize accessible multipurpose equipment with universal access over single-purpose resistance machines to the extent possible. Options for functional group fitness should also be incorporated in the design. A section of the functional training will be equipped with accessible multi-station rack, or alternatively a row of half racks.

Other design features for the Fitness Centre including designing areas in pods to suggest a workout flow, and using natural barriers by spaces that require more privacy (i.e. stretching area). Mirrors are to be used only where necessary, for example, at the Free Weights area. Operable windows would be desired if possible, which would require motorized shades. Cardio equipment should be located near glazing. All areas of the Fitness Centre are to be provided with universally accessible routes and other accessible features such as tactile cueing, contrasting colours for visually impaired patrons etc. Four water fountains/water bottle filling stations are required in the Fitness Centre including wheelchair accessible height, one by the entrance/exit, two by the cardio equipment and one by the free weights.

Note that all Fitness Centre Changing Rooms with associated showers, are located near the entrance of the facility at the Lobby, within the Dry Changing Rooms subcomponent; the Fitness Centre should be in proximity to the Changing Rooms – if located on the second level, it requires a vertical adjacency to the Changing Rooms. The Fitness Centre would greatly benefit from having access to an outdoor area for a multipurpose space for activities, functional body weight workouts, personal training etc. for up to 10 people. If located on the second level, this could be accommodated by adjacency to an outdoor patio/balcony.

Fitness Studio

The Fitness Studio (large size) will be in a Paid Zone of the Community Centre and will be accessed separately from the Fitness Centre through a Community Centre corridor. This space is suitable for dance, martial arts, yoga and Pilates classes for up to 30 people and requires wood sports flooring, soundproofing, at minimum one full-height mirrored wall, barre at wall perimeter as well as A/V capabilities. Operable windows would be desired if possible. Cubbies are required for 30 participants in this room. Ventilation should be planned for high-intensity use (i.e. spinning class).

Small Studio

The Small Studio will be in a Paid Zone of the Community Centre. This studio will support a variety of smaller-sized multifunctional classes for up to 12-15 people, such as group fitness classes, small group personal training, older adult rehab classes and speciality fitness classes – using multifunctional equipment such as a smaller sized Queenax. This room requires A/V capabilities, resilient Mondo sports flooring, and acoustic considerations. Ceiling heights must accommodate Queenax equipment. Ventilation should be planned for high-intensity use (i.e. spinning class).

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Ref. No.	Space	Space Program				Remarks
		units	nsf/unit	nsf	nsm	
5.3	Recreation & Athletics					
5.3.1	Gymnasium	1	7,500	7,500	696.8	Full sized Basketball court (94'x50' with a wide run-off around court= 70'x107')- also holds 3x volleyball courts; allow run-off around court to store wheelchairs or strollers; incl. several battery charging outlets along perimeter for mobile device battery charging; Incl. motorized curtain to divide gym when required. Access to exterior.
5.3.2	Gym Storage	1	600	600	55.7	Storage room(s) along perimeter walls of gym; space for sports eqmt, mats, weights for aerobics classes, parent & tot gym equipment (i.e. bouncy castle). Sized at 8% of gym space.
5.3.3	Fitness Centre (50-60 occupants)	-	6,000	6,000	557.4	Fitness Centre incl. 50- 60 patrons; 20x small wallet & key lockers adjacent to Office- digital code and accessible heights. Incl. 4x water fountains. Plan to incl. access to outdoor fitness area for up to 10 people. (add 30% Gross-up factor for 7,800ft ² total CGSF space)
	Cardio Area (35% of fitness area)	1	(2,100)	(2,100)	(195.1)	Includes universally accessible cardio equipment (i.e.

Ref. No.	Space	Space Program				Remarks
		units	nsf/unit	nsf	nsm	
5.3	Recreation & Athletics					
						recumbent bikes, SciFit machines). (Area included in overall 6000nsf Fitness Centre)
	Functional Area (50% of fitness area)	1	(3,000)	(3,000)	(278.1)	Includes a blend of selectorized machines, multiuse equipment and stretching area.
	Free Weights Area (15% of fitness area)	1	(900)	(900)	(83.6)	Includes space for free weights. Olympic level platform not required.
5.3.4	Fitness Centre Storage Room	1	125	125	11.6	Dedicated Fitness Ctr Storage.
5.3.5	Fitness Centre Office	1	100	100	9.3	Incl. Office with check-in counter; ergonomic wkstn, task & guest chair. 4x half-height lockers for staff. Can double as First Aid Rm. Incl. AED/Defibrillator mounted outside office.
5.3.6	Small Studio	1	500	500	46.4	Small Studio to accommodate 12-15 people with multifunctional eqmt. (i.e. Queenax)
5.3.7	Small Studio Storage	1	42	42	3.9	Dedicated storage.
5.3.8	Fitness Studio	1	630	630	58.5	Accommodates fitness class for approx. 30 ppl; suitable for dance, martial arts, etc.; wood sports flooring, mirrors, barre. (Add 30% for 900ft2 total CGSF space)
5.3.9	Fitness Studio Storage	1	100	100	9.3	Dedicated storage.
	Total NSF, All Areas			15,597	1,449	
	Net-to-Gross Factor (30%)			1.30	1.30	
	Total Component Gross Area (CGSF)			20,276	1,884	

5.4 Multipurpose & Activity Spaces

5.4.1 Functional Description

The Multipurpose & Activity Spaces subcomponent includes spaces supporting a variety of activities.

- 1 Large Multipurpose room for large-scale community events (i.e. dining) and indoor & outdoor performances
- 1 Arts & Crafts Multipurpose Room
- 1 Flex Multipurpose Room
- 1 Youth & Games Lounge
- 1 Seniors Centre
- 3 Smaller Multipurpose Rooms
- 1 Commercial Grade Teaching Kitchen
- Each room will have dedicated storage.
- Out of school licensed care (30 to 60 spaces).

Spaces will be highly flexible to accommodate events, meetings, teaching, performances, games, recreation classes, up to 60 spaces of out-of-school childcare, parent and child programming, youth activities, seniors programming, music, study activities, among other activities. Note that one room with 30x afterschool care spaces will be planned, and as per future demand, a second room with 30x additional spaces may open in a second multipurpose room. All multipurpose rooms require ability for smudging and Audio Induction Loops (AIL) and will require effective sound proofing in all spaces. A sink, small counter space and ability to have a fridge would be beneficial in all multipurpose rooms. Any provisions for technology need to be flexible to the extent possible to allow for quickly changing technology requirements. All multipurpose rooms require rough-in and wall space for multi-media such as projector/screen or SMART TVs. Where practical, providing two doors or access points allows flexibility to control traffic flows.

5.4.2 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

Hours of operation will be in alignment with the regular hours of the Marpole Community Centre, Mon-Fri 9am-10pm and Sat-Sun 8am-5pm.

Occupancy

The following table provides the estimated capacity of programmable rooms within the subcomponent:

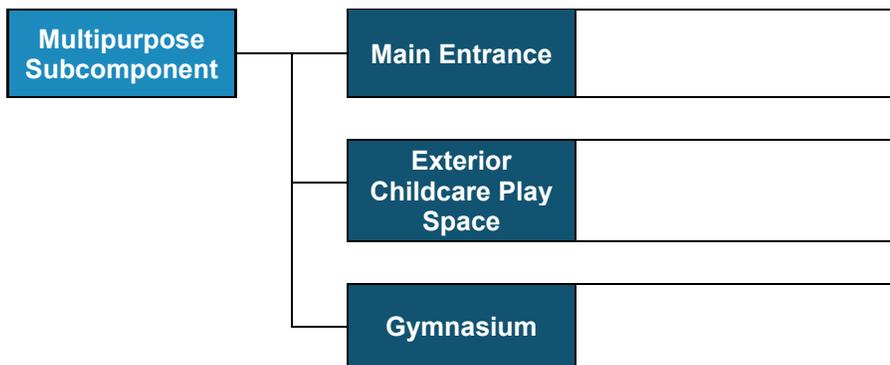
Room	Quantity	Capacity	Total Capacity
Large Multipurpose (Lrg Events)	1	150	150
Arts & Crafts Multipurpose Room	1	45	45
Youth & Games Lounge	1	45	45
Seniors Centre	1	65	65
Flex Multipurpose Rm	1	65	65
Smaller Flex Rooms	3	6	18
Commercial/Teaching Kitchen	1	12	12
Total Capacity			400

5.4.3 Design Guidelines

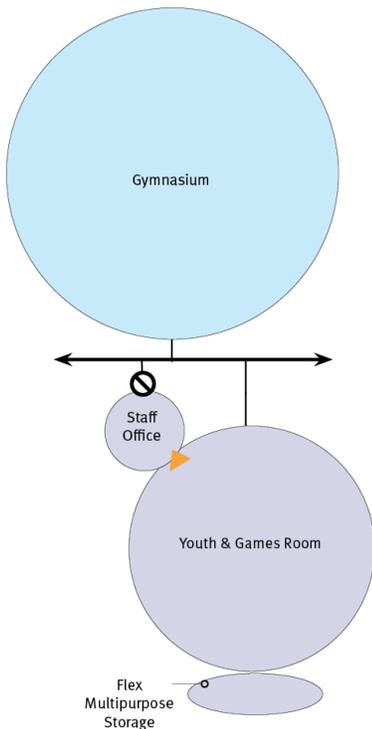
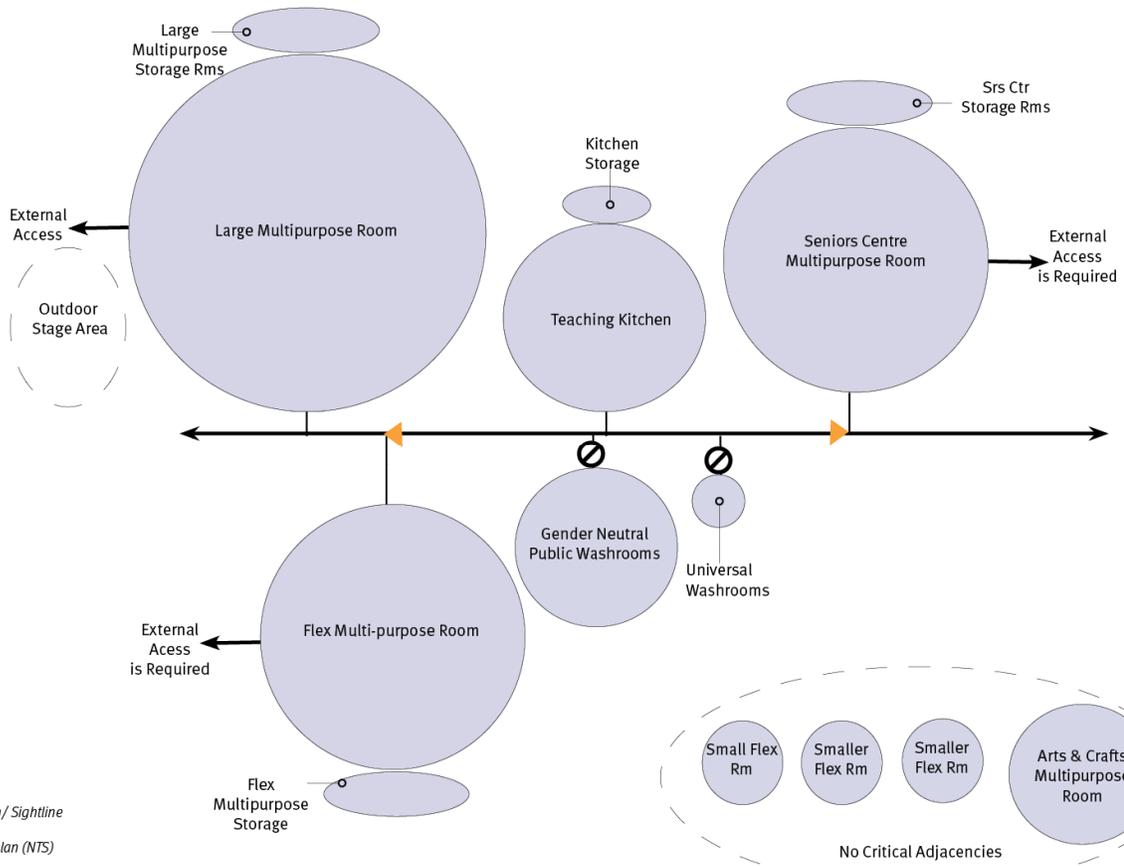
The following guidelines are intended to inform design decisions regarding the layout of space internal to this subcomponent.

External Relationships

This section will outline how the subcomponent should be located to provide access in accordance with the following external relationships which are listed from highest to lowest priority:



Internal Relationship Diagrams



Space Summaries

Visual Connections

Critical sightlines for this component include the ability for Afterschool Care staff to monitor children at all times including use of washrooms. Clear sightlines from the public washrooms to the two Multipurpose Rooms which will accommodate Afterschool Care are required.

Large Multipurpose Room

The Large Multipurpose room can accommodate large events for the community and supports cultural dance and drum groups as well as performances. Used as a banquet dining hall, it can accommodate 150 at banquet style seating. The Large Multipurpose Room has a mobile performance stage (approx. 500ft² with wheelchair accessible ramp/all weather model) and has dedicated storage rooms for both tables, chairs and the mobile stage storage as well as other equipment. The mobile stage may be used outdoors at Outdoor Performance area (see Component 8 for Outdoor Spaces). Room includes a sink and small counters space.

This multipurpose room is directly adjacent to the Commercial Kitchen with access directly into the kitchen as well as a pass-through for food. It requires appropriate A/V system to support workshops, hard-backed wall space for exhibiting artwork and a roll-down screen for screening with a projector, and has smudging ventilation capabilities and an audio induction loop. Flexible Directional Track Lighting above the performance area would be required. If possible, the room could be dividable by a motorized room divider to allow for concurrent programming. This room should be located at grade, to allow for exterior access and to facilitate indoor/outdoor activities as well as the capacity to move large equipment easily (i.e. mobile stage). If this room is located above grade, direct access to a covered patio would be required.

Arts, Crafts Multipurpose Room

The arts & crafts multipurpose room will accommodate seating at tables. This room will support wet activities and should be planned with a large art sink and a significant amount of counter space. The arts, crafts room will have adjacent storage as well as drying racks for artwork. Ensure art sink is universally accessible, includes a sediment trap, and soap and towel dispensers can be accessed at the sink. Tables in this room will be height adjustable to accommodate various ages of users. Includes rough-in for multimedia (SMART TV or other). Ensure room has smudging ventilation capabilities and an audio induction loop system (AIL).

Youth & Games Lounge

The space will include a Youth Staff office, lounge space with associated storage room. The lounge will include soft seating supporting a variety of activities including socializing and games (i.e. billiards/table tennis) as well as some tables and chairs. A display wall for youth (i.e. mural) or ability to exhibit artwork/visual material is desired. Sight lines from the staff office into all parts of the lounge are critical-include glazing to maintain sight lines when doors are closed. Two means of egress are required from the staff office.

Participants/youth will use this space and frequently access the Gym; the Youth & Games Lounge should therefore be adjacent to the Gym. Importantly, the design cannot produce 'shadow spaces' or hidden corners where visibility to supervisors is impeded. An exterior exit from this room to facilitate

indoor/outdoor activities would be ideal. This space may be used by older adults as well during non-youth hours (i.e. use of billiards/table tennis). Ensure room has smudging ventilation capabilities and an audio induction loop system (AIL).

Flex Multipurpose Room (Afterschool Care Program)

This multipurpose room is highly flexible and supports multiple activities, social and arts programming. This room will host programs, meetings, and classes and should have A/V capabilities appropriate for movies (space for large screen is required), entertainment and particularly karaoke. Wood sport flooring or resilient sport flooring is recommended for this room. Ensure acoustic considerations for this room/sound attenuation measures, room should have smudging ventilation capabilities and an audio induction loop system (AIL). If Karaoke equipment is not built-in, dedicated storage for Karaoke equipment is required. Height adjustable table(s) with up to 30x chairs is required for this room.

This room will also accommodate an afterschool care program (30x children) and requires access to the exterior for outdoor play space (75ft²/child outdoor space: 2,250ft² outdoor space). Adjacency to the Commercial Kitchen is required by childcare licensing as there is no dedicated servery within the Flex Multipurpose room. Dedicated storage for backpacks (i.e. rolling cubbies on castor wheels) and afterschool care programming supplies is required. Also, adjacency to Public Universal Washrooms is required for the afterschool care program (1x toilet for every 10x children which are dedicated for childcare use only during program hours). *Note that two single-Universal washrooms are available for other Community Centre patrons.*

Discussions with licensing bodies (i.e. Vancouver Coastal Health) should be undertaken early in the planning of any childcare programming to discuss licensing requirements (i.e. exterior play spaces).

Seniors Centre

This multipurpose room will accommodate the activities and programs for older adults in the community. The room requires a counter with an art sink (sediment trap) and dedicated storage space for both the Seniors programming as well as dedicated storage for Seniors programs. The room will include A/V and multi-media functions, has smudging ventilation capabilities and an audio induction loop system (AIL). The kitchen in the Seniors Lounge will support light food preparation and food warming, it will be equipped with a sink and counter with storage above and below, an oven, small sanicycle (commercial grade dishwasher) microwave and a refrigerator (if this room is adjacent to the Commercial Kitchen, a full kitchen may not be required) as well as dedicated dry food storage. A lounge area will include soft seating in various arrangements (chairs with arm rests). Carpeting should not be used for this multipurpose room for flooring.

In the future and pending on future demand, an expanded afterschool care program (up to 30 children) may be added to the functions of this multipurpose room. For this reason, design requirements in line with childcare licensing requirements must be in alignment including access to exterior play space (75ft²/child outdoor space = 2,250ft² outdoor space), adjacency to Public Washrooms, access to kitchen and additional storage space for afterschool care programming equipment and supplies (i.e. backpacks etc.).

Smaller Flex Multipurpose Rooms

All of these rooms can be used as music rehearsal rooms, quiet rooms, tech rooms, hot desk offices, and homework meeting rooms. All three rooms should be equipped with good audio capabilities and

soundproofing such as sound dampening walls for a music room and/or recording studio – sufficient space for a piano or keyboard would be required for the larger room. The smaller rooms should also be equipped with small office IT components including power, data, tv, phone, and webinar capabilities as well as white boards on walls. Include at least one height adjustable table in one room. Ensure glazing into all rooms for sight lines from the corridors. Each room will have a dedicated storage room to store instruments etc.

Commercial & Teaching Kitchen

The Commercial/Teaching kitchen will adhere to the City's Design Guidelines for City-Affiliated Kitchens, food safety requirements of Vancouver Coastal Health (VCH permit), and venting/fire suppression requirements of the City.

The Commercial/teaching kitchen will be located directly adjacent to the large multipurpose room, so it can be accessed directly from the kitchen via a pass through and/or door. It also requires adjacency to the Flex Multipurpose room.

The kitchen will support meal preparation and afterschool care program snack preparation. Equipment accommodated in the kitchen will include a 3-bin waste sorting station, 2 or 3 bin dishwashing sink and a separate dedicated handwashing station, 6-burner electric stove and large capacity oven, microwave, commercial dishwasher/sanicycle (high heat sanitizer) with prewash sprayer and garbage sink and load station, full sized commercial style refrigerator and freezer, lockable cabinets. The kitchen requires adequate power supply and electrical outlets to enable use of additional appliances while all cooktops are in use. Dedicated kitchen storage will be provided for dry/shelf-stable food storage, dishes, pots/pans etc., and programming supplies.

The 2-burner cooktop at the Kitchen Island should be placed so an instructor can face students while teaching. The space should accommodate up to 12 participants working together in smaller groups at 4 stations, with at least one of the stations designed to allow a person to sit or use a mobility aid or wheelchair. It is essential that a ceiling mounted mirror be positioned for good visibility of the food preparation instruction. Storage beneath the Kitchen Island should accommodate tools and equipment in drawers and shelves. Th Kitchen Island requires a sink and electrical outlets for using smaller appliances.

The kitchen will be designed to meet Vancouver Coastal Health's (VCH) licensing requirements for the intended uses of teaching and food preparation for the public and for childcare requirements for the afterschool care programs. This includes appropriate venting, fire suppression systems, food safety/sanitation equipment and flow of food/waste, etc. The Kitchen needs to be locked/ secured while not in use. Laundry facilities are available in the Janitor's room (see Building Support subcomponent 5.6).

For the cooking and kitchen uses required at MCC, the Commercial Kitchen will conform with Class 2 cooking operations (requiring Type II hood). VCH Health Protection should be consulted during kitchen design to confirm all requirements.

Public Universal Washrooms

Public Universal washrooms are required directly adjacent to the Flex Multipurpose room and the Seniors Centre, as these will be used by the afterschool care programs, when they are running

(3:00pm-6:00pm). Washrooms will include universal access and an infant change table for diapering infants/toddlers is included (note- Adult Change Table is located adjacent to the Lobby area). Two separate single universal washrooms are required for community centre users during afterschool care program hours.

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.4	Multipurpose & Activity Spaces					
5.4.1	Large Multipurpose Room (Banquet Hall/ Performance)	1	2000	2000	185.8	Banquet style seating for 150; directly adjacent to commercial grade kitchen; Performance stage; dividable by movable partition; Directional Track lighting above stage area. Wall space for screening, project and AV sound system. Room incl. sink and small counter (add 20% gross-up factor for 2500ft ² total CGSF).
5.4.2	Large Multipurpose Room Storage	2	125	250	23.2	Storage dedicated for Large Multipurpose Room tables/chairs and eqmt; second room dedicated for mobile stage (Storage Rooms A & B)
5.4.3	Arts & Crafts Multipurpose Room	1	720	720	66.8	Art sink with sediment trap at counter- accessible height, storage cabinets above/below counter, height adjustable art table and chairs. Incl. drying racks for artwork; Req. Audio Loop sound system (Add 20% Gross-up for 900 CGSF total space)

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.4	Multipurpose & Activity Spaces					
5.4.4	Arts & Crafts Storage	1	50	50	4.5	Dedicated storage for Afterschool program and Arts/Crafts.
5.4.5	Youth & Games Lounge	1	900	900	83.6	Incl. soft seating for 8-10; Space for small billiards table and up to 3x Table Tennis tables. Incl. table and chairs for homework. Incl. sink with small counter. Requires direct supervision from Staff office into Youth lounge space- no hidden corners.
5.4.6	Youth Lounge Storage	1	50	50	4.5	Dedicated Storage for Youth Centre.
5.4.7	Staff Office/Youth	1	100	100	9.3	Incl. wkstn. task chair, guest chair, file storage. Co-located within Youth Lounge. Sight lines to whole Youth Lounge.
5.4.8	Seniors Centre	1	1200	1200	111.5	Incl. Soft Seating for lounge area; tables & chairs to accommodate activity area. Req. Art sink at counter with sediment trap – accessible height counter. Area for Multimedia/screen and AV capabilities. Durable, non-slip flooring (no carpet). Direct access to exterior.
5.4.9	Seniors Centre Kitchenette	1	100	100	9.3	Incl. double-sink, counter w. storage above and below, microwave, refrigerator, sani-cycle/ dishwasher, oven; Co-locate in Seniors Ctr.
5.4.10	Seniors Kitchenette Storage	1	35	35	3.3	Dry pantry; located with Kitchen.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.4	Multipurpose & Activity Spaces					
5.4.11	Seniors Centre + Afterschool Care Storage	2	50	100	9.3	Dedicated storage for Seniors Centre; dedicated storage for Afterschool care program. Used for chairs, eqmt etc.
5.4.12	Flexible Multipurpose Room	1	1200	1200	111.5	Entertainment, multi-media/screen(s), built-in Karaoke system. Height Adjustable table + 30 chairs. Req. adjacency to Commercial kitchen for afterschool care program and Public Washrooms. Requires direct access to exterior.
5.4.13	Flex Room Storage	2	50	100	9.3	Dedicated storage for Afterschool care program (cubbies for backpacks) and for Flex Multipurpose Rm.
5.4.14	Small Multipurpose Room	1	160	160	14.9	Meeting space up to 6 ppl; multiple uses but music focus (rehearsals & recording); sound proofing; whiteboard; glazing to corridor.
5.4.15	Smaller Multipurpose Rooms	2	100	200	18.6	Meeting spaces up to 4 people each; one has height adjustable table; whiteboard; sound proofing; glazing to corridor.
5.4.16	Small Multipurpose Rooms Storage	3	30	90	8.4	Each small-sized multipurpose room has dedicated storage.
5.4.17	Commercial/Teaching Kitchen	1	500	500	46.5	Incl. Commercial grade Class 2 Kitchen equipment and HVAC. Incl. barrier free area at teaching Kitchen island. Incl. double-basin sink, oven with stove, microwave,

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.4	Multipurpose & Activity Spaces					
						sani-cycle, freezer refrigerator, workstations for participants. Add 20% CGSF factor for 600ft2 total.
5.4.18	Commercial Kitchen storage	1	100	100	9.3	Dedicated to Commercial Kitchen.
5.4.19	Dedicated Afterschool Care Snack Storage	1	25	25	2.3	Dedicated to Afterschool care program snacks.
5.4.20	Housekeeping Closet	1	35	35	3.5	Incl. floor drain.
5.4.21	Public Universal Washrooms	1	250	250	23.2	6x Universal stalls with a 15-30cm gap from bottom of partition to finished floor; Handwash sinks exterior of stalls; Incl. universally accessible stalls. Incl. infant change table (i.e. Koala table). Directly adjacent to Seniors Centre and Flex MP Room.
5.4.22	Universal Washroom	2	50	100	9.3	Single Universal washroom; separate from Public Washrooms above.
	Total NSF, All Areas			8,265	768	
	Net-to-Gross Factor (20%)			1.2	1.2	
	Total Component Gross Area			9,918	922	

5.5 Dry Changing Rooms & Public Washrooms

5.5.1 Functional Description

This subcomponent accommodates public washrooms supporting the Lobby area and includes dry changing rooms to support the Gymnasium and Fitness Centre within the community centre. These spaces are Non-Paid zones.

5.5.2 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

This subcomponent will year-round.

The following table provides the estimated capacity of spaces within the subcomponent:

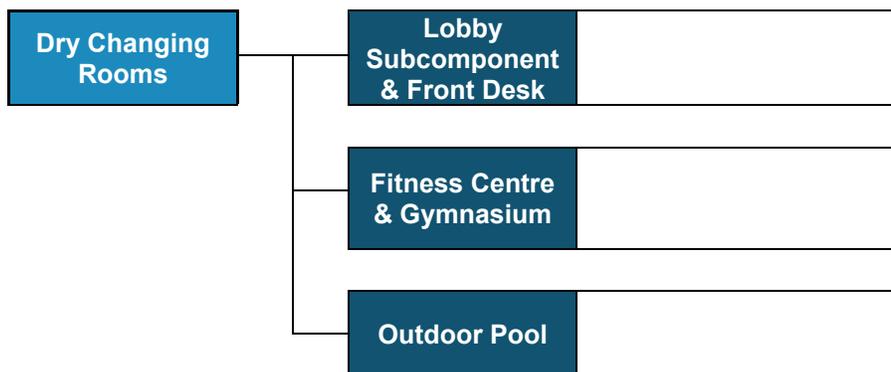
Room	Quantity	Capacity	Total Capacity
Changing Rooms	1	126	126
Total Capacity			126

5.5.3 Design Guidelines

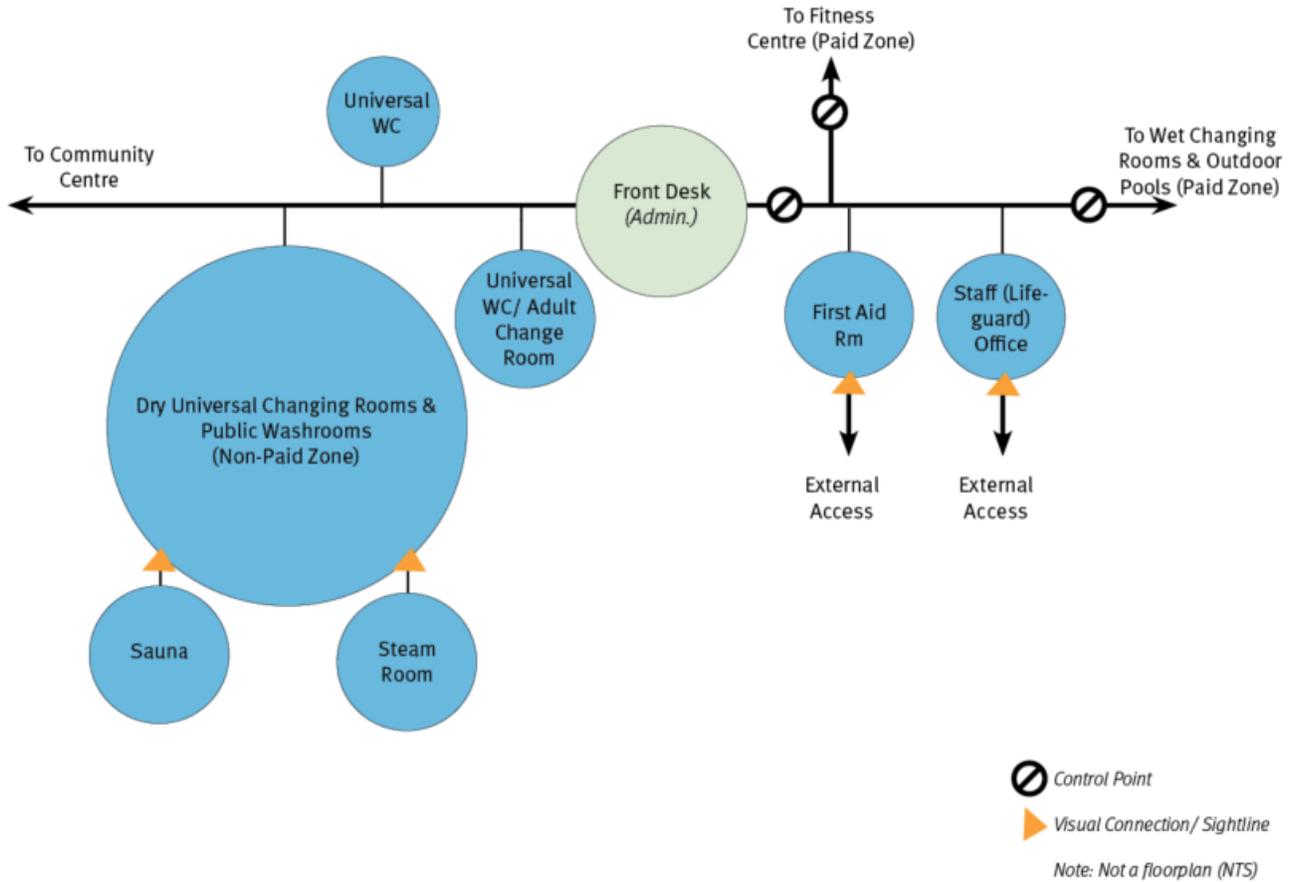
The following guidelines are intended to inform design decisions regarding the layout of space internal to this subcomponent.

External Relationships

This section will outline how the subcomponent should be located to provide access in accordance with the following external relationships:



Internal Relationship Diagram



Space Summaries

Visual Connections

In this subcomponent, clear sightlines from Sauna and Steam rooms are required for staff visibility into these rooms. Further, all lockers must be located in high traffic areas with sightlines to minimize vandalism.

Dry Changing Rooms & Public Washrooms

Located at the Lobby, the Dry Changing Rooms & Public Washrooms at the Marpole Community Centre will consist of one Universal Zone which will accommodate (non-paid) changing and showering functions for the Fitness Centre, Fitness Studio and Gymnasium. Public Washrooms for the Lobby area are also accommodated in this component.

The Dry Changing Rooms will include universally accessible changing/shower stalls (family-friendly and accessible size), single changing stalls, infant change table area, locker area and public washrooms (including universal stalls). All vanity counters in each zone to include some lower counters and height of dispensers to include some at lower heights also. Consider use of lockers without locking mechanism (patrons bring own lock) to minimize repairs on locking mechanisms. The Sauna and

Steam rooms will also be located in the Dry Changing Rooms. A janitor's closet should be directly adjacent with access into the Changing Rooms.

A Universal Washroom with an adult change table (with height adjustable table and hoist), should be located separate from the Dry Changing Rooms but in close proximity to the Reception Desk.

Note that one universal washroom separate and outside the Dry Changing Rooms/Universal Public Washrooms is required.

Sauna and Steam Rooms

The sauna and steam rooms will each have a maximum capacity of 8 people. The sauna will be a Nordic-style dry sauna, with wood interiors and non-slip tiled flooring; it will be 3-tiered for varying heat intensities and space for wheelchair. The steam room will include tiled or phenolic surfaces, non-slip flooring and requires space for wheelchair; ensure sloping ceiling away from seating area in steam room. Both rooms require adequate glazing to the Dry Changing Rooms for sight lines for the lifeguard/staff. The Sauna and Steam Room will be accessed through the Changing Rooms to provide for the option of year-round use. Include accessible door openers for entry, and grab bars at walls. Locate some open showers and a water fountain/bottle refilling directly adjacent to Sauna/Steam Rooms.

First Aid Room

The First Aid Room will be used by both the Community Centre at large and is used by the Outdoor Pool and must conform to all public health requirements for pool operations. Access from both inside the Community Centre Lobby area and the Outdoor Pool to the First Aid Room is required. The First Aid room requires an AED defibrillator mounted on both the exterior (Outdoor Pool side) and the Lobby side and has other required equipment for pool operating. Glazing and access from the First Aid Room to the Pool deck is required, and wide enough doors to pool deck for a stretch to pass through.

Staff Office

The Staff Office (lifeguard) is directly adjacent to the First Aid Room and will accommodate up to 2x staff at workstations. A full-sized refrigerator (with freezer) is required for ice packs. The office includes up to 10 half-height lockers for staff. Glazing and access out to the pool deck is required.

Outdoor Pool 'Wet Changing Rooms'

See *Outdoor Pool component for space requirements.*

Outdoor Pool FF&E Storage Room(s)

See *Outdoor Pool component for space requirements.*

Outdoor Pool Mechanical Room

See *Building Support subcomponent for space requirements.*

Outdoor Pool Chemical Storage & Treatment Rooms

See *Building Support subcomponent for space requirements.*

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.5	Dry Changing Rooms					
5.5.1	Dry Universal Changing/ Shower Rooms & Public Washrooms (Non-Paid Zone)	1	1,340	1,340	124.5	Incl. 10x Universally accessible /family changing/shower stalls; 5x Single changing stalls; 1x universal changing stall; 60x mixed size lockers located in a high traffic area to reduce theft; infant change area (2x Koala Tables and 1x flip-down toddler seat); 6x WC stalls; 2x universal WC stalls, 5x handwash sinks & 3x vanity stations (hair dryers: half are high, half are low); vanity counters to incl. accessible height. Incl. water fountain/bottle filling station and small open shower area adjacent to sauna/ steam rooms. Must be located adjacent to and direct access to Lobby and Reception Desk.
5.5.2	Universal Washroom with Adult Change Table ⁸	1	145	145	13.5	Universally accessible washroom with height adjustable Adult Change Table; Accessible shower with wall mounted folding shower seat, hand-held shower. Space for ceiling mounted lift or mobile hoist. This room to be located close to Reception Desk for access, and close proximity to Outdoor Pool.
5.5.3	Sauna	1	155	155	14.4	Approx. 6-8-person dry sauna, 3 level/tiered benches, space for wheelchair, entry to sauna is universally accessible (door opener), adequate glazing for lifeguard/staff

⁸ See "Changing Places – Adult Change Tables" space standards/layout guidelines.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.5	Dry Changing Rooms					
						visibility. Located within and accessed through Changing Rooms. Ensure open showers and water fountain adjacent to Sauna. Adjacent to Steam Room. Wood finishes incl. wood handle.
5.5.4	Steam Room	1	155	155	14.4	Approx. 6-8-person Steam rm, space for wheelchair at ground, entry condition universally accessible (door opener); adequate glazing for lifeguard/ staff visibility. Located within and accessed through Changing Rooms. Ensure open showers and water fountain adjacent to Steam Room. Adjacent to Sauna. Tiled or phenolic finishes.
5.5.5	Universal Washroom	1	50	50	4.6	2-pc Barrier-free washroom. Adjacent and separate from Dry Changing Rooms/ Public washrooms
5.5.6	First Aid Room	1	120	120	11.1	First Aid room incl. hand wash sink; 1xstretcher/ bed and 2xchairs. Incl. small alcove for First Aid supplies /crash cart. Incl. eye-wash stn; PPE stn; 2x O2 tank (400L) with regulator/ protective case; Spine Board; First Aid Kit; telephone for emergency use; Used by Outdoor Pool and rest of Community Centre (Interior and outdoor access required). AED mounted on exterior wall (pool-side and at Lobby).
5.5.7	Staff/Lifeguard Office	1	130	130	12.1	Incl. 2x wkstns and chairs, telephone; glazing to whole deck area for sight lines to entire Outdoor Pool area. Incl. 10x half height lockers and full refrigerator with freezer; Directly Adjacent to First Aid Rm. Wide doors to allow stretchers to pass through. Exterior access.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.5	Dry Changing Rooms					
-	Janitor's Closet	(1)	(40)	(40)	(3.7)	Located directly adjacent to with direct access into Changing Rooms – space allocated in Building Support component 5.6.
	Total NSF, Dry Changing Rooms			2,095	195	
	Net-to-Gross Factor 30%			1.3	1.3	
	Total Component Gross Area			2,724	253	

5.6 Building Support

5.6.1 Functional Description

This subcomponent accommodates building infrastructure for the Community Centre, Childcare and Outdoor Pool components for example, mechanical and electrical building rooms.

5.6.2 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

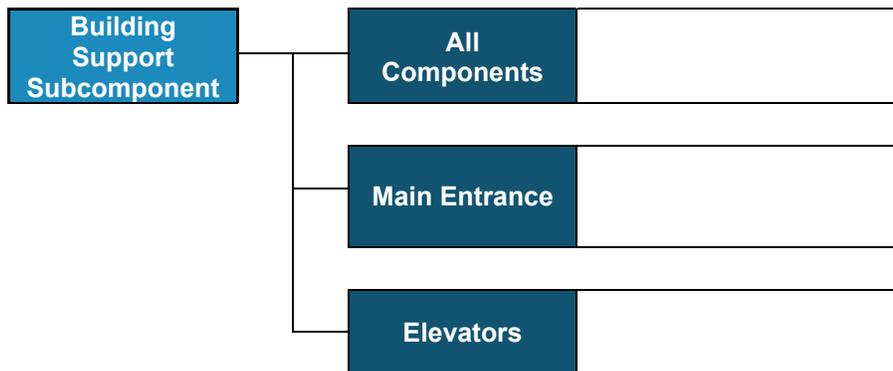
Facilities will operate 24 hours / day, 7 days a week.

5.6.3 Design Guidelines

The following guidelines are intended to inform design decisions regarding the layout of space internal to this subcomponent.

External Relationships

This section will outline how the subcomponent should be located to provide access in accordance with the following external relationships:



Space Summaries

Childcare Service Spaces

The Childcare Centre may have dedicated mechanical and electrical spaces, separated from the rest of the community centre, although this is not required.

Generator Room

The Marpole Community Centre will not be rated as a Post-Disaster facility. The Generator room will be located within the Community Centre. Alternatively, the generator may be replaced by a battery storage system.

Pool Mechanical Requirements

Staff and public safety is paramount and should be the priority when considering placement and location of the pool service and chemical storage rooms. Further, it is critical that the chemical storage rooms for the Outdoor Pool have accessible chemical delivery points where a tanker truck can safely and conveniently drive up and get access to. Exhaust extraction is required for chemical storage rooms.

Janitorial & Housekeeping

The Janitor’s Room will accommodate larger equipment for maintenance of the facility. It will also have a washer/dryer and a workstation to accommodate onsite maintenance staff. Housekeeping closets are dispersed throughout the facility. Locate housekeeping closets at the Changing Rooms, Lobby, Commercial kitchen, and allow for another location as per design. The Childcare Centre has dedicated housekeeping closets separate from the Community Centre.

Zero Waste Holding Room

The Zero Waste Holding Room will be shared with the Childcare Centre. This room requires a vehicular access point for waste management trucks.

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.6	Building Support					
5.6.1	Mechanical Plant Room	1	904	904	84.0	Req. double-door access, doors swinging out. If Geo exchange plant- locate room in parkade. If Air-source heat pump or solar thermal- locate room closer to roof. Excludes heating for Childcare.
5.6.2	Water Entry and Sprinkler Room	1	215	215	20.0	Locate close to exterior of building, ideally in parkade.
5.6.3	Air Handling Room	1	1033	1033	96.0	Can be dispersed in multiple rooms to allow air handling units or heat recovery ventilators to be located closer to the spaces they are serving. Ideally located close to exterior perimeter spaces or access to roof to

						minimize duct runs to the outdoors.
5.6.4	Childcare Mechanical Room	1	376	376	35.0	Dedicated mechanical plant and service space. Can be combined with Childcare electrical space.
5.6.5	Electrical Room	1	592	592	55.0	Electrical Room dimensions 11mx 5m. Req. double door access, doors swinging out. Req. space for BC Hydro to park or backup truck to access area and cannot have any parking in front. Area must not be impeded for access.
5.6.6	Life Safety Electrical Room	1	100	100	9.3	Room measures 3m x 3m
5.6.7	Childcare Electrical Room	1	32	32	3.0	Req. separate metering from rest of facility. Can be combined with childcare mechanical room; measures 3m x 1m.
5.6.8	Generator Room	1	205	205	19.3	Building is not a Post-Disaster facility; Generator room can be located inside building; allow for 120kW genset with integrated belly tank; Rm measures 5.5m x 3.5m.
5.6.9	Entrance Facility Communications Room	1	100	100	9.3	Comms Rm measures (3mx3m) 10'x10'.
5.6.10	IT Room	1	150	150	14.0	IT Room measures 3.75mx 3.75m; Possible to include racks for AV requirements.
-	Washrooms	-	-	-	-	<i>Note: space for washrooms accounted for in Lobby, Dry Changing Rooms, Fieldhouse and Multipurpose Rooms subcomponents.</i>
5.6.11	Pool Mechanical Room	1	753	753	70.0	Only for mechanical eqmt. Locate as close to Pool as possible.
5.6.12	Chemical Treatment Room	1	323	323	30.0	Incl space for Chemical Treatment. Requires exhaust extraction. Location critical for delivery access.

5.6.13	Chemical Storage Room(s)	1	323	323	30.0	Incl space for Chemical Storage. Requires exhaust extraction. Location critical for delivery.
5.6.14	Elevator / Machine Room	1	160	160	14.9	
5.6.15	Zero Waste Holding Room	1	160	160	14.9	Dedicated to Community Centre waste holding.
5.6.16	Emergency Supply Storage	1	100	100	9.3	Emergency supply storage for facility.
5.6.17	Janitor / Storage	1	150	150	13.9	Incl. washer/dryer. Storage for large eqmt. Incl. 1x wkstn for maintenance staff.
5.6.18	Housekeeping Rooms	2	40	80	7.4	Incl. floor drain. Distributed locations around community centre (<i>Note: Lobby and Commercial kitchen each have 1x dedicated Housekeeping Closet – space allocated within Lobby & MP subcomponents</i>). Locate 1 in Dry Changing Rooms, and other TBD during design stage.
	Total NSF, All Areas			5646	525	
	Net-to-Gross Factor (10%)			1.1	1.1	
	Total Component Gross Area			6210	577	

5.7 Fieldhouse Spaces

5.7.1 Functional Description

This subcomponent accommodates several types of exterior activities and functions:

- Outdoor Recreation & Athletics
- Team/league meeting
- Changing/ showering and outdoor public washrooms
- Storage activities (Athletics and Facilities Maintenance)

Functions for the Fieldhouse relate to Outdoor Sports/Athletics at the Marpole Community Centre and require use of the sports fields at Oak Park. All Fieldhouse spaces will be accommodated onboard the Community Centre but will be semi-conditioned spaces.

5.7.2 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

All spaces in this subcomponent will operate 7 days a week / 365 days per year.

The following table provides the estimated capacity of interior spaces within the subcomponent:

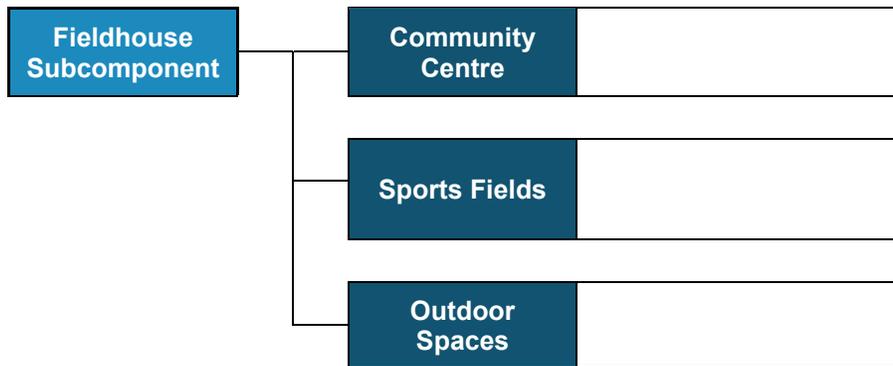
Room	Quantity	Capacity	Total Capacity
Fieldhouse Team Rooms	2	15-20	30-40
Universal Public Outdoor Washrooms/ Change/ Shower	1	6	6
Total Capacity			46

5.7.3 Design Guidelines

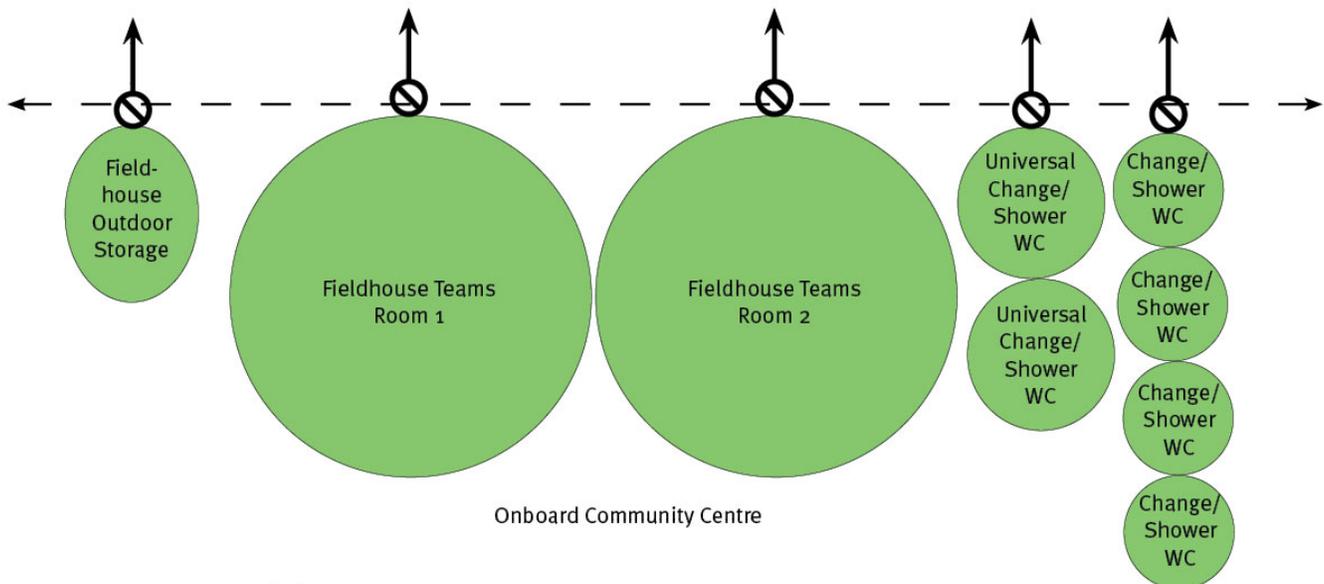
The following guidelines are intended to inform design decisions regarding the layout of space internal to this subcomponent.

External Relationships

This section will outline how the subcomponent should be located to provide access in accordance with the following external relationships:



Internal Relationships Diagram – Fieldhouse Outdoor Sports Spaces



Note: Not a floorplan (NTS)

Space Summaries

The Fieldhouse is located onboard the Community Centre but will be accessed from the exterior. The Fieldhouse spaces will be semi-conditioned spaces.

Fieldhouse –Team Change Rooms (Multipurpose Rms)

The team change rooms are smaller-sized multipurpose rooms where teams meet and change before or after events. They require independent access by the teams (directly from the exterior) and include a locking mechanism. Include perimeter benches at changing area and hooks. A co-located space with table/chairs will accommodate meetings, rentals with glazing to view fields would be beneficial. Team change rooms accommodate up to 20 people maximum changing. Locating Team Change Rooms adjacent to Outdoor Public Universal Washrooms and Change/Shower facilities would be beneficial to accommodate additional private changing stalls and showering facilities.

Fieldhouse – Outdoor Public Universal Washrooms, Change/Shower Facilities

These outdoor universal facilities (family-friendly washrooms, universal change/shower rooms) can be accessed by Spray Park, Playground, Sports Teams or by any patron in Oak Park with exterior, unrestricted access.

Fieldhouse –Athletics & Recreation Storage Room

Some storage is required for both sports/recreation teams as well as overall Community Centre outdoor activities (i.e. Barbeques). Allow for shelving across wall perimeters for large bins/totes. Access to storage will be facilitated by locking mechanisms (punch code).

Fieldhouse – Parks Maintenance Storage

Storage locker to be included in Parkade for yards maintenance/gardeners and also can hold miscellaneous Community Centre equipment.

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
5.7	Fieldhouse Program Spaces					
5.7.1	Fieldhouse Multipurpose/ Team Rooms	2	350	700	65.0	2x Team Change Rms (sized @ 350nsf each); accessed from exterior only; incl. perimeter benches for changing; incl. separate space for meeting (table/chairs).
5.7.2	Outdoor Universal Public Change/Shower Washrooms	1	480	480	44.6	Incl. 2x Universally Accessible/family sized change rooms with washroom (sized @ 80ft2); 4x exterior access single

						shower/washrooms (sized @80ft2)
5.7.3	Fieldhouse Sports/ Recreation Storage Rm	1	50	50	4.6	Incl. storage for sports eqmt; storage for BBQ.
-	Parks Maintenance Storage	-	-	-	-	<i>Storage locker to be located in Parkade to be used for gardening eqmt but also can hold miscellaneous eqmt.</i>
	Total NSF, All Areas			1230	114	
	Net-to-Gross Factor 20%			1.2	1.2	
	Total Component Gross Area			1476	137	

6. Outdoor Pool Component Requirements



6. Outdoor Pool & Wet Changing Rooms

6.1.1 Functional Description

The Outdoor Pool component includes spaces supporting a variety of outdoor and aquatic activities:

- Aquatics programming and associated activities
- ‘Wet’ Changing/Showering spaces
- Outdoor Passive/unprogrammed spaces

This subcomponent, particularly the pools, have strict regulations and standards by governing authorities such as the Province of British Columbia Public Health Office and Vancouver Coastal Health which must be complied with for operating permission.

6.1.2 Operational Description

The following will summarize key operational criteria particularly relevant to this subcomponent:

Hours of Operation

The Outdoor Pool will be open seasonally from May to September accommodating up to 300,000 patrons per season. Hours of operation will generally be in alignment with Outdoor Aquatic Services for all outdoor pools. Mon – Sun 10:00am – 8:30pm. Potentially, 6:00am 7 days a week to accommodate for club rentals and early lap swimming sessions. By adding lighting at the pool deck as well as pool lighting (underwater), swim times can be extended.

Staffing & Occupancy

Outdoor pool operations (staffing occupancy) are impacted by a number of factors including weather and specific programs. The following table provides estimated staffing within the subcomponent in terms of headcount:

Staffing / Occupant	Maximum Estimated Occupancy
Outdoor Pool Staff	7-10
Total Staff	10

The following table provides the estimated capacity of programmable outdoor spaces within the subcomponent:

Room	Quantity	Capacity	Total Capacity
Outdoor Pools Bather Load	1	330	330
Hot Pool	1	20	20
Total Capacity⁹			350

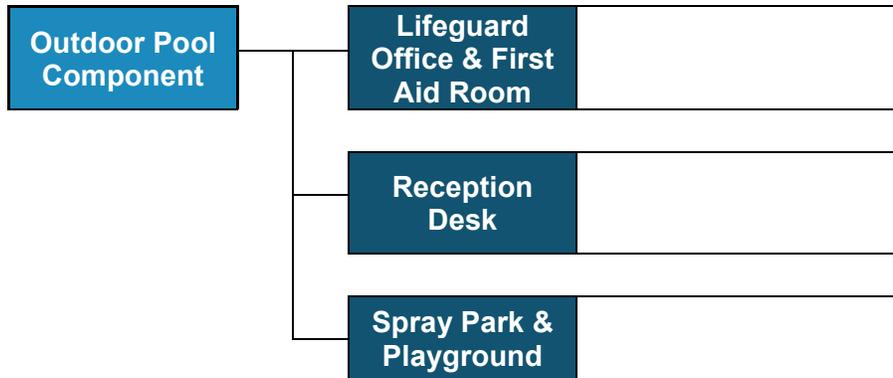
⁹ Total Bather Load to be verified by architectural/Bunt & Assoc.

6.1.3 Design Guidelines

The following guidelines are intended to inform design decisions regarding the layout of space internal to this subcomponent.

External Relationships

This section will outline how the subcomponent should be located to provide access in accordance with the following external relationships which are listed from highest to lowest priority:



Space Summaries

Visual Connections

Sightlines in this component are critical for life safety. Lifeguards must have sightlines across the pool decks and hot pool at all times.

Lap Pool

Lap pool will include 4-6 lanes (4 minimum, but 6 lanes preferred), at a 25m length where all areas of this section of the pool must be deeper than 5'. The maximum bather load for the Lap Pool is 156 people¹⁰. Include clear deck space for an accessible hoist or lift (area extending to back of lift chair or sling, 30cm behind, 1.2m in front, and 0.9m away from pool deck). No diving boards will be planned. Include independent access points at the pool at deep sections of the pool. Pool edge is to be designed flush with pool.

Leisure Pool

The Leisure pool area will include a ramp entry condition which can be used as a universally accessible pool entry. The Leisure pool will not be more than 5' deep in any area. The bather load for the Leisure pool is 173 people. The Leisure pool can accommodate some spray features and pool inflatables but will not accommodate a climbing wall or starting blocks. Design to include anchor points for inflatables both at pool perimeter and inside pool. All play equipment will be stored daily in the Outdoor Pool FF&E storage rooms. Design should consider underwater lighting to light up the pool in the evenings and to extend pool hours. Include independent access points at the pool at deep sections of the pool. Clear space for pool lift at deck is required.

¹⁰ As per Ministry of Health "BC Guidelines for Pool Design" V 2, June 2014

Hot Pool

The hot pool will have a maximum capacity of 20 people. The hot pool enclosure must be visible with sight lines across all areas of the swimming pool deck at all times. A wall clock must be visible from the hot pool. Include independent access points at the pool at deep sections of the hot pool, include ramp entry for access. Hot pool to include jets.

Wet Universal Changing Rooms

Two 'wet' changing rooms support the outdoor pool and are both universal and unconditioned spaces. The changing/shower rooms include accessible/family-sized shower/change stalls, open shower areas, single and universal change stalls, universal washrooms, infant change areas and lockers. Several additional exterior changing stalls and open (warm) showers are located on the concrete deck area.

Additionally, a Universal Washroom with Adult Change Table (motorized, height-adjustable change table) is located with the Changing Rooms. Include one Janitor's closet to be located with Wet Changing Rooms also.

Outdoor Deck Areas

The deck areas surrounding the pool will consist of a concrete surface area and a turf area.

Concrete Deck

The concrete area will include space for a lifeguard station/chair(s), space for mobility device/wheelchair storage/parking (for 2x wheelchairs) near the pool entrance, and some mechanism to secure parked mobility devices. Space is required for fixed sunshades at the shallow portion of the Leisure pool, and also space for deck furniture. Two drinking water outlets are required at the deck areas.

The concrete deck area will also accommodate an outdoor locker area (approximately 168 lockers of varying sizes). The lockers will be raised at minimum 10cm above the ground and will have closing/locking hasps that can accommodate people with dexterity issues. Additionally, include 20x wallet/phone/key sized lockers. Additional lockers which support the Outdoor Pool are located inside the Wet Changing Rooms. All lockers are required to be located in a high traffic area, and have high visibility to decrease risk for theft and vandalism.

The concrete deck area will also include some exterior universal changing stalls for patrons to use, (including 1x universally accessible sized changing stall). Sight lines to lifeguard/staff are required. Ensure design facilitates privacy at changing stalls. Design to include one warm-water open shower area (3-4x showers) for bathers adjacent to exterior changing stalls.

Lighting at the deck area for extended swimming hours is needed. Consider including a wind barrier around the pool.

Turf Deck

The green turf area should include passive space (unprogrammed space) for lounging etc. Design to consider flexibility in expanding turf area during Outdoor Pool season but can expand to the larger park during winter months (fencing solution or other). Ensure irrigation is included at turf areas. Accessible pathways for those with mobility devices are required.

First Aid Room & Lifeguard/Staff Office

Please see Dry Changing Rooms subcomponent 5.5 for information on these spaces. These spaces require visibility across all Outdoor Pool areas, particularly the Lap/Leisure pools and Hot Pool. These conditioned spaces are located onboard the Community Centre but have exterior access to the outdoor pool decks.

Outdoor Pool Storage Rooms

The Outdoor Pool has significant storage requirements. This storage room(s) holds pool all FF&E items related to the Outdoor Pool which can be stored on both a daily and a seasonal basis. These include supporting aquatic programs such as inflatables storage, kickboards, noodles, PFDs etc. as well as equipment such as pool cover, lanes, ropes & storage wheels, flags, Lifeguard chairs, skimmers, rakes, pool signage etc. This storage space is unconditioned and can be used to store items on off-season when the pool is not in use. Locate as close to the pool deck as possible, and exterior access only is required.

Note: all mechanical and chemical storage rooms associated with the Outdoor Pool are located within the Building Support subcomponent.

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the subcomponent.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
6.0	Outdoor Pool & Wet Changing Rooms					
6.1	Outdoor Pools	-	-	-	-	(Total max bather load is 330 ppl for leisure and lap pools and 350 ppl with Hot Pool; Pool area must be equipped by a reaching assist/pole and throw ring; incl. aquatic wheelchair access to pool).
6.2	Lap Pool	1	4200	4200	390.2	4-6x 25m lanes, independent entry points at deepest end; pool depth < 5'; Independent access entry points; lighting within pool for evening use. Clear space at deck for accessible lift/hoist.
6.3	Leisure Pool	1	1722	1722	160	Requires accessible ramp entry and independent entry points. Max depth >1.5m/5'; Multiple anchor points for inflatables; Clear space at deck for accessible lift/hoist;

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
6.0	Outdoor Pool & Wet Changing Rooms					
						lighting within pool for evening use.
6.4	Hot Pool	1	130	130	12.1	Accommodates up to 20ppl; must have a wall clock & signage for safe use visible; enclosure must have visibility to entire hot tub area for lifeguard at deck; Requires accessible ramp entry and independent entry point at deepest end. Includes jets.
6.5	Pool Deck	1	5380	5380	500.0	
-	Concrete Area	1	-	-	-	Req. fixed shade structures, space for deck furniture, Lifeguard Stand/chair; space designated for stored mobility aids near pool entry (lockable); Incl. area for 168x outdoor pool lockers of varying sizes, and 20x wallet/phone size lockers); wind screening at fencing.
-	Turf Area	1	-	-	-	Open, unprogrammed space; can be opened up to park during off-season. Incl. irrigation. Incl. accessible pathways for mobility devices.
-	Outdoor Changing Stalls Area	1	(85)	(85)	(7.9)	Space incl. in Concrete deck overall area. Incl. 4x regular and 1x universally accessible changing stall; sight lines for staff. Incl. in overall Pool deck Area.
-	Open Deck Shower Area	1	(100)	(100)	(9.3)	Between 3-4x open deck (warm water) showers; adjacent to Wet Changing Rooms. Incl. in overall Pool deck Area.
-	Drinking Water Outlets	2	(15)	(30)	(2.8)	Incl. drinking water outlet and bottle filling station– included in overall deck space count.
6.6	Universal/Wet Changing Rooms	2	1225	2450	227.6	'Each 'Wet' Universal Changing Room incl: 11x Universal/Family-sized Shower/Change Stalls; 7x Single Change Stall; 1x

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
6.0	Outdoor Pool & Wet Changing Rooms					
						Universal Change Stall; 2x Open Shower Area (4x showers each); 1x Universal WC stall; 4x Regular WC Stalls; 3x Handwash sinks; 3x vanity stations (inc. hair dryers, mirror, counters); 40x mixed size lockers with perimeter benches; Baby change Area (2x flip tables, 1x flip chair, 1x handwash sink) ¹¹ ;
6.7	Janitor's Closet	1	40	40	3.7	Locate with Wet Changing Rooms.
6.8	Pool Eqmt Storage Room (All Pool FF&E)	1	538	538	50.0	Incl. space for aquatic wheelchair, inflatables, aquatic equipment (floats, boards); mobile hoist; all FF&E; unconditioned exterior access. May be divided into several rooms.
6.9	Universal Washroom with Adult Change Table	1	145	145	13.5	2-pc Barrier-free washroom with height adjustable Adult Change Table; Accessible shower with wall mounted folding shower seat, hand-held shower. Space for ceiling mounted lift or mobile hoist
-	Spray Park	-	-	-	-	<i>(Not incl. in project)</i>
-	Playground	-	-	-	-	<i>(Not incl. in project)</i>
	Total NSF, Outdoor Pool & Wet Changing Rooms			14,605	1,357	
	Net-to-Gross Factor			1.3	1.3	
	Total Component Gross Area – Outdoor Pool			18,986.5	1,764	

(note: unconditioned spaces, no Building Gross Up required)

¹¹ Outdoor washroom counts to be verified by Building Code and architectural/ Bunt & Associates.

7. Childcare Facility Component Requirements

7. Childcare Facility

7.1.1 Functional Description

The Childcare facility will accommodate 74 Childcare spaces. Spaces will be comprised of the following age groups:

- 12 Group Childcare Age 0-3 / Infant Program Spaces
- 12 Group Childcare Age 0-3 / Toddler Program Spaces
- 2 x 25- 3 to 5-Year-Old Spaces

The Childcare facility will include age group specific rooms, each including indoor activity spaces, support spaces and adjacent outdoor space. It is vital that spaces be planned in alignment with provincial staff-to-child ratio requirements, City of Vancouver Childcare Design Guidelines (1993, with 2020 update) and Childcare Technical Guidelines as well as Vancouver Coastal Health Design Resource for Childcare Facilities. While the spaces programmed in this document align with all standards referenced, it is critical that the design to support these standards as well.

7.1.2 Operational Description

The following will summarize key operational criteria particularly relevant to this component:

Hours of Operation

Approximate hours of operation will be Mon-Fri 8am-6pm; hours are set by the Operator.

Staffing & Occupancy

The following table provides estimated occupancy within the component in terms of headcount.

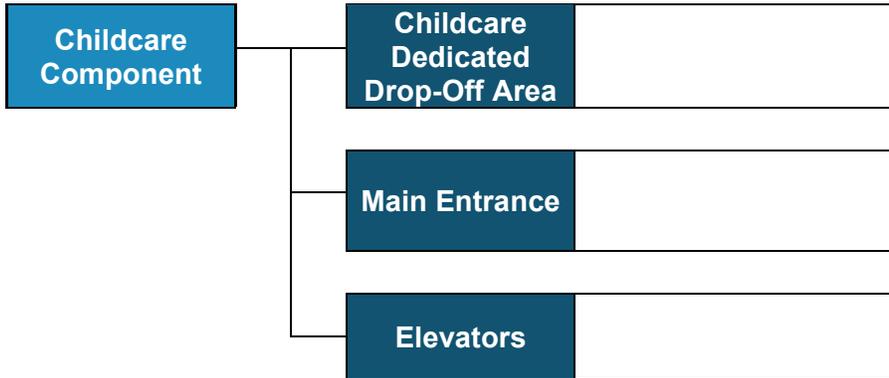
Staffing / Occupant	Maximum Estimated Occupancy
Group Childcare Age 0-3 / Infant Program Space Staff	3
Group Childcare Age 0-3 / Toddler Program Space Staff	4
Group Childcare Age 3-5 Staff	8
Childcare Manager	1
Total Staff	16

7.1.3 Design Guidelines

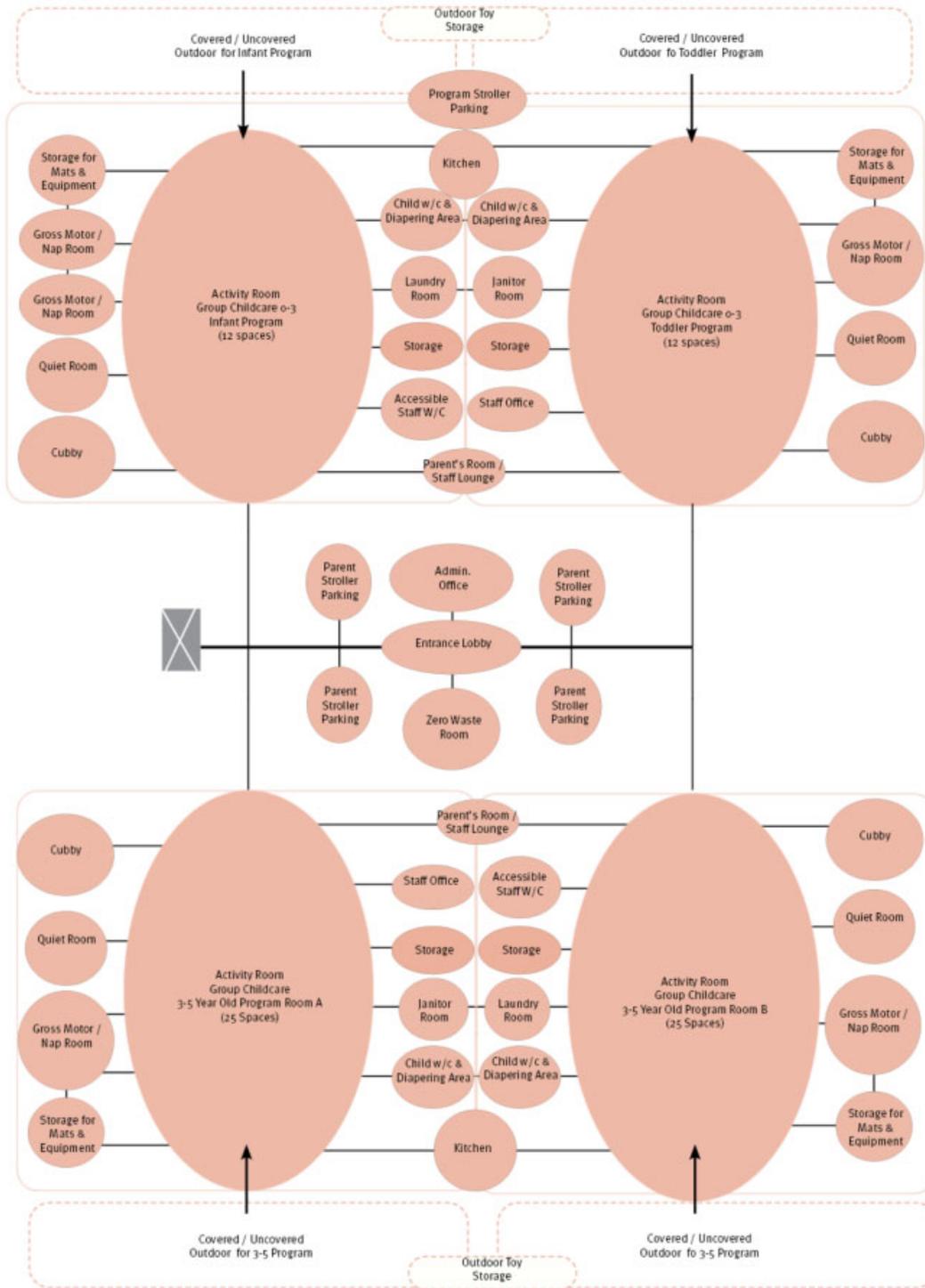
The following guidelines are intended to inform design decisions regarding the layout of space internal to this component.

External Relationships

This section will outline how the component should be located to provide access in accordance with the following external relationships which are listed from highest to lowest priority:



Internal Relationship Diagram



Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the component.

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
7	Childcare					
	Group Childcare Age 0-3 / Infant Program Room (12 spaces)					
	<i>Activity Area</i>					
1	Art Area	1	97	97	9.0	
2	Table Area	1	118	118	11.0	
3	Area for Other Activity Settings	1	221	221	20.5	
4a	Gross Motor/ Nap Room A	1	151	151	14.0	
4b	Gross Motor / Nap Room B	1	151	151	14.0	
5	Storage for Mats & Equipment	1	48	48	4.5	
6	Quiet Room	1	97	97	9.0	
	<i>Support Spaces</i>					
7	Cubby	1	129	129	12.0	
8	Storage	1	75	75	7.0	
9	Accessible Child W/C & Diapering Area	1	86	86	8.0	
	Subtotal, Group Childcare Age 0-3 / Infant Program Room (12 Spaces)			1173	109	
	Group Childcare Age 0-3 / Toddler Program Room (12 spaces)					
	<i>Indoor Activity Rooms and Settings</i>					
10	Art Area	1	97	97	9.0	
11	Table Area	1	118	118	11.0	
12	Area for Other Activity Settings	1	221	221	20.5	
13	Gross Motor/ Nap Room	1	301	301	28.0	
14	Storage for Mats & Equipment	1	48	48	4.5	
15	Quiet Room	1	97	97	9.0	
	<i>Support Spaces</i>					
16	Cubby	1	129	129	12.0	
17	Kitchen (Shared with Infant Program)	1	129	129	12.0	
18	Storage	1	75	75	7.0	

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
7	Childcare					
19	Accessible Child W/C & Diapering Area	1	86	86	8.0	
20	Parent's Room / Staff Lounge (Shared with Infant Program)	1	129	129	12.0	
21	Staff Office (Shared with Infant Program)	1	75	75	7.0	
22	Accessible Staff W/C (Shared with Infant Program)	1	48	48	4.5	
	Subtotal, Group Childcare Age 0-3 / Toddler Program Room (12 Spaces)			1555	144	
	Group Childcare Age 3-5 Room A (25 spaces)					
	<i>Indoor Activity Rooms and Settings</i>					
23	Dedicated Art Area (wet messy)	1	108	108	10.0	
24	Table Area	1	151	151	14.0	
25	Area for Other Activity Settings	1	651	651	60.5	
26	Quiet Room	1	97	97	9.0	
27	Gross Motor/ Nap Room	1	323	323	30.0	
28	Storage for Mats & Equipment	1	48	48	4.5	
	<i>Support Spaces</i>					
29	Cubby	1	151	151	14.0	
30	Accessible Child W/C & Diapering Area	1	97	97	9.0	
31	Storage	1	86	86	8.0	
	Subtotal, Group Childcare Age 3-5 Room A (25 spaces)			1712	159	
	Group Childcare Age 3-5 Room B (25 spaces)					
	<i>Indoor Activity Rooms and Settings</i>					
32	Dedicated Art Area (wet messy)	1	108	108	10.0	
33	Table Area	1	151	151	14.0	
34	Area for Other Activity Settings	1	651	651	60.5	
35	Quiet Room	1	97	97	9.0	
36	Gross Motor/ Nap Room	1	323	323	30.0	
37	Storage for Mats & Equipment	1	48	48	4.5	

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
7	Childcare					
	<i>Support Spaces</i>					
38	Cubby	1	151	151	14.0	
39	Kitchen (Shared with 3-5 Year Old Program A)	1	129	129	12.0	
40	Accessible Child W/C & Diapering Area	1	97	97	9.0	
41	Storage	1	81	81	7.5	
42	Parent's Room / Staff Lounge (Shared with 3-5 Year Old Program A)	1	129	129	12.0	
43	Staff Office (Shared with 3-5 Year Old Program A)	1	75	75	7.0	
44	Accessible Staff W/C w. Shower (Shared with 3-5 Year Old Program A)	1	60	60	5.6	
	Subtotal, Group Childcare Age 3-5 Room B (25 spaces)			2100	195	
	Shared Central Spaces					
45	Entrance Lobby	1	200	200	18.6	
46	Administrative Office	1	129	129	12.0	
47	0-3 Stroller Parking -- 12 Spaces	2	160	320	29.7	Parent strollers
48	3-5 Stroller Parking – 25 Spaces	2	80	160	14.9	Parent strollers
49	Central Bulk / Emergency Supply Storage	1	200	200	18.6	
50	Laundry Room	2	43	86	8.0	
51	Janitorial Room	2	43	86	8.0	
52	Zero Waste Room	1	100	100	9.3	
53	Program Stroller Parking	1	120	120	11.1	Program strollers
	Subtotal, Shared Central Spaces			1401	130	
	Total NSM, All Areas			7941	738	
	Net-to-Gross Factor			1.3	1.3	
	Total Component Gross Area			10324	959	

Childcare Program	Covered Outdoor Space		Uncovered Outdoor Space	
	(nsf)	(nsm)	(nsf)	(nsm)
Infant Program	(355)	(33)	(1475)	(137)
Toddler Program	(355)	(33)	(1475)	(137)
3-5 Year Old Program A	(484)	(45)	(3283)	(305)
3-5 Year Old Program B	(484)	(45)	(3283)	(305)

**Note that in addition to the above indoor spaces, outdoor space is required directly adjacent to each programming area in alignment with City of Vancouver Childcare Technical Guidelines and Childcare Design Guidelines and the Vancouver Coastal Health Childcare Facilities guidelines.*

***Note that a 25% reduction in outdoor play area requirements will be supported if there is easy access to suitable play areas in Oak Park.*

8.0 Oak Park & Marpole Community Centre Outdoor Spaces

8.1.1 Functional Description

This component describes outdoor space requirements adjacent and surrounding the Community Centre as identified in the Pre-Design process, but excludes the Spray Park and Playground, and other Oak Park spaces which are included in the Oak Park Master Plan, such as sports fields. The functions and activities which will take place in Outdoor Spaces include:

- Outdoor Performances and viewing (50 - 150 ppl per event) with direct connection to indoor large Multipurpose Room
- Exterior play spaces for Licensed Childcare
- Community Barbeques/Outdoor special events
- Annual Large Outdoor Special Events (4-5,000 ppl in course of one day/per year)
- Exterior Bike Parking (covered)
- Disaster Support Area (mustering station for community in emergency)
- Exercise, walking, jogging
- Basketball/Youth Activities
- 2nd Gymnasium expansion area
- Drinking Water access points

8.1.2 Operational Description

The following will summarize key operational criteria particularly relevant to this component:

Hours of Operation

Hours of operation will be 7 days per week, 6am – 10pm, 365 days per year. Oak Park is 'closed' over night for use.

8.1.3 Design Guidelines

The following guidelines are intended to inform design decisions regarding the layout of space internal to this component.

Crime Prevention Through Environmental Design (CPTED)

Ensure areas of park directly around the Community Centre are well lit and do not have hidden corners, to ensure staff and public safety; particularly exterior basketball courts, fieldhouse sports/team rooms, access points to parkade.

External Relationships

This section will outline how the component should be located to provide access in accordance with the following external relationships which are listed from highest to lowest priority:



Space Summaries

Visual Connections

For this component, visual connections from the Community Centre to the Basketball courts would be desirable, for passive staff supervision of youth using the courts. Sightlines across the exterior play area for Afterschool Care program staff are required.

Outdoor Performance Space and Audience/Viewing

The Outdoor Performance Space includes an area where community can gather to watch performances or outdoor movies etc. This space includes both the performance area and the viewing/audience area. The location of the Outdoor Performance space should be adjacent to the Large Multipurpose Room (with access to the Large Multipurpose Room through double-doors), so that the mobile stage can be brought outside as required (*note: if mobile stage to be used indoors and outdoors, an 'All Terrain'/weatherproof model is recommended*). The Performance area should be covered (possibly by the building canopy or a mobile canopy) ensuring that the canopy height is high. Allow 350- 500nsf for stage area (includes accessible ramp). The space will also require special lighting and access to power and audio plug-in.

The outdoor performance viewing area will accommodate 120- 150 people, and be designed either by landscaping, hardscaping or other design features to provide seating arrangements surrounding the stage area. Appropriate drainage is required, and ensure a wheelchair accessible viewing area is included.

Covered Space (Outdoor Performance Stage/Patio)

Barbeque Area

A hardscaped area to accommodate barbeque(s) and food tables for community or sports-related Barbeques should be planned. This should be in proximity to Fieldhouse Team Rooms as well as the Outdoor Performance area.

Exterior Play Area

Dedicated exterior play space is required for Licensed Afterschool care Programs, directly adjacent to and with access into the Flex Multipurpose Room and the Seniors Centre. This area does not require

fencing, but some outdoor storage for play equipment would be beneficial. Convenient access to the exterior playground is encouraged.

Accessible Pathway

A hardscaped and well-lit pathway joining Oak Park from its north end to the south end is required. Universal accessibility is critical to connect the park for those with mobility challenges. It is important to note that children from Afterschool Care Programs from nearby school north of Oak Park may walk along this path to access the Community Centre on a daily basis. Youth from nearby high school (also north of site) may also use the path to access the Community Centre on a daily basis.

Emergency Mustering Area

A community gathering space (muster station) will be accommodated outside the Community Centre in the event of an emergency (i.e. earth quake, gas leak etc.). Do not locate directly adjacent to Community Centre (should be approximately 1.5xbuilding height distance away from building).

Basketball Courts (x2)

Two basketball courts are required adjacent to the Gymnasium. Locate on ‘loud side’ of building, i.e. adjacent to Oak Street to avoid disruptive noise to adjacent residential area. Important to provide passive staff supervision over space (i.e. from Gymnasium). Requires adequate lighting for evening use.

Outdoor Exercise Spaces/Pods

Exercise/fitness area(s) in Oak Park should be planned for community members. This area has several different types of outdoor exercise equipment, and has a rubber ground cover.

Walking/Jogging Loop

A 2-lane walking/jogging loop surrounding the perimeter of Oak Park should be lit, and universally accessible including no curbs. Precedents include China Creek North Park, Douglas Park (note, no wood chips on trail) and Burnaby Central Park.

Gymnasium Expansion Area

In the future, a second gymnasium may be required if utilization and capacity exceeds the single gymnasium which is planned. In the event that a second gymnasium is needed, provide expansion space directly adjacent to the planned gymnasium.

Space Requirements

This section will outline the spaces, numbers of spaces, net areas, and space contents as minimum requirements for the component. *Note- spaces indicated below are exterior spaces only, and will not impact overall building net, component or gross- areas.*

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
8.0	Outdoor Spaces					
8.1	Exterior Play Area (Afterschool Care Program)	1	(2250)	(2250)	(209.0)	Required as per VCH Licensing (75ft ² /child outdoor space, 30x children

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
8.0	Outdoor Spaces					
						per program). Dedicated play space can incl. storage shed for outdoor play eqmt. 2x Afterschool Care Programs can share play space, if used at separate times.
8.2	Outdoor Performance Space – Audience	1	(2585)	(2585)	(240.0)	Viewing/ audience area for Outdoor Performance; seats 120- 150 people. Outdoor Space. Drainage required; incl. universally accessible hardscaped area. Locate in proximity but not adjacent to Exterior Public Washrooms.
8.3	Covered Space- Outdoor Performance Stage	1	(500)	(500)	(46.5)	Requires power and lighting; covered/ canopy area with outdoor stage space (incl.universal access). Includes space for large screen (i.e. outdoor movie night). Locate adjacent to Large MP Room (with exterior access), to use mobile stage.
8.4	Barbeque Area	1	(120)	(120)	(11.1)	Hardscape area and accessible pathway to BBQ area; space to set up 1-2 Barbeques and 2-3 large rectangular universally accessible food tables. Proximity to Zero Waste Station/bins. Access to BBQ storage area.
8.5	Barbeque Propane Storage Shed	1	(50)	(50)	(4.7)	Storage shed separate from Community Centre Building and onboard Fieldhouse Storage Rooms (Propane requires storage out of building).
8.6	Accessible Pathway	1	-	-	-	<i>Area TBD in Oak Park Master Plan. Connects North end of site to South end (Community Centre). Well lit and universally accessible.</i>
8.7	Emergency Muster Area	1	-	-	-	<i>Area pending on number of people to accommodate. Locate away from trees, power lines, poles, gas line,</i>

Space Program						
Ref No.	Space	units	nsf/unit	nsf	nsm	Remarks
8.0	Outdoor Spaces					
						<i>dense traffic area, universally accessible.</i>
8.8	Outdoor Basketball Courts	2	(4,700)	(9,400)	(875)	Outdoor basketball courts. Adjacent to Gymnasium exterior access. Passive staff supervision. Locate at noisy side of Community Centre (towards Oak St.). Req. lights for evening use. Pathway to courts is universally accessible.
8.9	Drinking Water Outlets	2-4	(15)	(30-60)	(2.8-5.6)	Incl. drinking water outlet and bottle filling stations. Located adjacent to Outdoor Performance Space and Basketball Courts, sports fields etc. Ensure universally accessible.
8.10	Outdoor Exercise Pods	1-4	-	-	-	<i>Areas TBD in Oak Park Master Plan. Universally accessible outdoor exercise/ activity spaces/pods.</i>
8.11	Outdoor Walking Loop	1	-	-	-	<i>Area TBD in Oak Park Master Plan. Located at perimeter of the park. Well lit and universally accessible.</i>
8.12	Gym Expansion Area	1	(7500)	(7500)	(697)	<i>Future Expansion space for second full-sized Gymnasium. Must be adjacent to new Community Centre Gymnasium.</i>
	Total NSF, Outdoor Spaces			(22,465)	(2,087)	
	Net-to-Gross Factor			1.15	1.15	
	Total Component Gross Area – Outdoor Spaces			(25,835)	(2,400)	<i>Spaces exterior to Community Centre only.</i>

8. APPENDICES

A. Supporting Reference Documents

The following documents have been referenced in the development of this Functional Space Program:

1. Vancouver Board of Parks & Recreation: Marpole Community Centre Needs Assessment, Final Report, October 31, 2019
2. City of Vancouver, Marpole Outdoor Pool – High-Level Functional Program- DRAFT FOR DISCUSSION, February 10, 2020
3. Marpole Community Centre Renewal Engagement Summary, 2019
4. City of Vancouver, Marpole Community Plan, April 2014/2017
5. Vancouver Board of Parks & Recreation: Truth & Reconciliation Commission Calls to Action, January 2016
6. City of Vancouver Recreational Facility Technical Guidelines, Facilities Planning & Development, June 2018
7. City of Vancouver Childcare Technical Guidelines, Real Estate & Facilities Management, Facility Planning and Development, Jan 2019
8. Vancouver Board of Parks & Recreation: The Playbook Implementation Plan, Sept. 2019
9. Vancouver Board of Parks & Recreation: VanSplash/Vancouver Aquatics Strategy, October 13, 2019
10. City of Vancouver Social Facility Technical Guidelines, Real Estate and Facilities Management, Facilities Planning and Development, May 2018
11. Vancouver Coastal Health: Design Resource for Child Care Facilities, Sept. 2016
12. City of Vancouver, Social Policy Department and the Vancouver Board of Parks & Recreation, Putting Your Kitchen to Work, November 2017
13. Vancouver Board of Parks & Recreation, Parks Washroom Strategy, November 2020
14. City of Vancouver Childcare Design Guidelines, January 2021
15. Vancouver Board of Parks & Recreation: 2019-2021 Fieldhouse Activation Program Guidelines
16. Ministry of Health, Health Protection Branch, B.C. Guidelines for Pool Design, Version 2, June 2014
17. Ministry of Health, Health Protection Branch, B.C. Guidelines for Pool Operations, Version 2, January 2014
18. Public Health Act, Pool Regulation, January 2016, Queens Printer
19. Association for Children with a Disability (ACD), Changing Places: Information Guide & Technical Standard, June 2017
20. Appendix 2: City-affiliated Facility Kitchens Design Guidelines (included in the City of Vancouver's Social Amenity Design Guidelines)
21. Consortium for Health, Intervention, Learning and Development (CHILD), 7C's: An Informational Guide to Young Children's Outdoor Play Spaces (https://www.outdoorplaycanada.ca/portfolio_page/seven-cs-an-informational-guide-to-young-childrens-outdoor-play-spaces/)