

ATTACHMENT 'D' STATEMENT OF REQUIREMENTS

Performance Requirements

General Requirements

The District's space needs have been assessed to be 5,000 – 7,000 sq. ft. Zoning regulations (including setbacks) will need to be addressed for the site. The requirements include:

- Reception Area
- Offices
- Workstations
- Council Chambers
- Secure Filing and Storage
- Kitchen/Employee Lunch Room
- Public and Employee Washrooms
- Mechanical and Electrical Systems
- Site Preparation
- Service Tie-ins
- Landscaping and Parking Concept Design
- Consideration of the District of Elkford Official Community Plan including: the Commercial Form and Character, and Energy Efficiency and Water Conservation, Development Permit Area Guidelines.

Staffing and Space Requirements

This section provides summary and detailed departmental information including current facility details, staffing, adjacency, and space requirements of the staff and space requirements for all District office workers.

Space Type	Quantity	Sq Ft (min)	Square Metres	Total M ²	BGSM	Notes
Office, CAO	1	194	18	18	6%	Private Office (desk, chair, shelving, 4 visitor chairs)
Office, Mayor	1	120	11.15	11.15	4%	Private Office (desk, chair, shelving, 2 visitor chairs)
Office, Deputy Corporate Officer	1	120	11.15	11.15	4%	Private Office (desk, chair, shelving, 2 visitor chairs)
Office, Director, Financial Services	1	120	11.15	11.15	4%	Private Office (desk, chair, shelving, 2 visitor chairs)
Office, Director, Planning and Development Services	1	120	11.15	11.15	4%	Private Office (desk, chair, shelving, 2 visitor chairs)
Office, GIS Technician	1	100	9.3	9.3	3%	Private Office (desk, chair, shelving, 2 visitor chairs)
Office, Building Official	1	100	9.3	9.3	3%	Private Office (desk, chair, shelving, 2 visitor chairs)
Office, Unassigned	1	100	9.3	9.3	3%	Private Office (desk, chair, shelving, 2 visitor chairs)
Workstation, Accounting Clerk 1	1	70	6.5	6.5	2%	Workstation (computer, chair, some shelving)
Workstation, Accounting Clerk 2	1	70	6.5	6.5	2%	Workstation (computer, chair, some shelving)
Workstation, Reception Clerk	1	70	6.5	6.5	2%	Workstation (computer, chair, some shelving)
Council Chamber	1	484	45	45	14%	15 seats and public area
Kitchen/Servery	1	120	11.15	11.15	4%	Fridge, counter space, dry food storage, storage, microwave, ability to lay out catered food.
Washrooms	3	172	16	48	15%	Public Unisex/Male/Female
Server Room	1	161	15	15	5%	
Printer/Copying	1	215	20	20	6%	Includes 2 photocopiers and fax paper supplies.
File Storage	1	400	37	37	12%	Secure fire-rated high density file storage.
General Storage	1	215	20	20	6%	Miscellaneous Storage
Housekeeping closet	1	75	7	7	2%	
				313.15	100%	

Program Standards

In order to define reasonable program areas the Province of British Columbia - Government Office Space Standards (GOSS) were used. Based on GOSS a range of people spaces are used, ranging from small open plan workstations for specific data entry work to large enclosed offices for senior staff with frequent, unscheduled meetings of 2-4 people. For the purposes of this report the largest GOSS office type (22.5m²) has been replaced with a smaller type (18.6m²) which more accurately reflect District needs. The seven types (A-G) are as follows:



